



RULES OF PROCEDURE

Effective as amended on 1 November 2012

I. OFFICERS

Rule1

The President shall preside over the meetings of the Committee and Executive Board. He shall not vote but may designate another member of his delegation to vote in his place.

Rule2

If the President is absent from a meeting or any part thereof, the Vice-President shall preside. The Vice-President acting as President shall have the same powers and duties as the President.

II. SECRETARIAT

Rule3

The Secretary shall act in that capacity in all meetings of the Committee. He may appoint a deputy to take his place at any meeting.

Rule4

The Secretariat shall be responsible for making all necessary arrangements for meetings and generally shall perform all other work which the Executive Board and the Committee may require.

III. CONDUCT OF BUSINESS

Rule5

A Committee meeting shall comprise of at least 15 Members.

Rule6

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each meeting of

the Committee, direct the discussion at such meetings, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these rules of procedure, shall have complete control over the proceedings.

Rule7

The President may, in the course of the discussions, propose to the Committee the closure of the list of speakers or the close of the debate. He may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion. He may also call a speaker to order if his remarks are not relevant to the matter under discussion.

Rule8

The President, in the exercise of his functions, remains under the authority of the Committee.

Rule9

No one may address the Committee without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they have signified their desire to speak.

Rule10

Debates shall be confined to the question before the Committee and the President may call a speaker to order if his remarks are not relevant to the subject under discussion.

Rule11

Proposals and amendments shall normally be introduced in writing and submitted to the Secretary of the Committee, who shall circulate copies to the Representatives.

Rule12

A proposal, amendment or motion may be withdrawn by its sponsor at any time before voting has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be re-introduced by any Representative.

Rule13

When a proposal or amendment has been adopted or rejected, it may not be reconsidered unless the Committee, by a two-thirds majority of the Representatives present and voting, so decides. Permission to speak on the motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately.

IV. VOTING

Rule14

The Committee shall make best endeavors to ensure that its work is accomplished by general agreement.

Rule15

Each country participating in the Committee shall have one vote. Subject to Rule 20, decisions of the Committee shall be taken by a majority of the Representatives present and voting.

Rule16

The Committee shall normally vote by show of hands.

Rule17

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Committee shall first vote on the amendment furthest removed in substance from the original proposal and then on to the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote, if one or more amendments are adopted the amended proposal shall then be voted on. A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal.

Rule18

In the case when two or more proposals relate to the same question, the Committee shall, unless it decided otherwise, vote on the proposals in the order in which they were submitted. The Committee may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule19

All elections shall be held by secret ballot, unless otherwise decided by the Committee.

Rule20

In the case when one person or one delegation is to be elected and no candidate obtained the required majority in the first ballot, a second ballot shall be taken, which shall be restricted to the two candidates obtaining the largest number of votes in the first ballot.

Rule21

In the case when a vote is equally divided on matters other than elections, a

second vote shall be taken. If this vote is also equally divided, the proposal shall be regarded as rejected.

V. **OFFICIAL AND WORKING LANGUAGES**

Rule22

English shall be the official and working language of the Committee.

Rule23

A Representative or expert may speak in a language other than English if the delegation concerned provides for interpretation into English.

VI. **PUBLIC AND PRIVATE MEETINGS**

Rule24

The meetings of the Committee, Executive Board and Working Groups shall be held in private unless the body concerned decides otherwise.

VII. **PARTICIPATION OF ADVISORS AND OBSERVERS**

Rule25

The President may seek the opinions of Advisors and Observers.

VIII. **GENERAL**

Rule26

Any procedural matter arising at the meetings of the Committee which is not covered by these rules of procedure shall be settled in accordance with the rules applicable to the United Nations Regional Cartographic Conference for Asia and the Pacific.