

UN-GGIM: Europe

RULES OF PROCEDURE

I. OFFICERS

Rule 1

The Chair shall preside over the meetings of UN-GGIM: Europe and its Executive Committee.

Rule 2

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

II. SECRETARIAT

Rule 3

The Secretariat shall act in the capacity of secretary in all Plenary meetings of UN-GGIM: Europe.

Rule 4

The Secretariat shall be responsible for making all necessary arrangements for meetings and generally shall perform all other work which the Executive Committee and UN-GGIM: Europe may require.

Rule 5

If the member granted responsibility for providing the secretariat is no longer able to fulfil their responsibility they should give the Executive Committee a minimum of six months' notice of their withdrawal.

III. CHANGES TO THE ARTICLES

Rule 6

Any proposal for amendment of the Articles shall be submitted to the Chair in time for inclusion in the notice of meeting and agenda, which should be sent to members not later than 4 weeks prior to a Plenary meeting.

CONDUCT OF BUSINESS

Rule 7

To be recognised as such a UN-GGIM: Europe meeting shall comprise of at least half of its active membership.

Rule 8

In addition to exercising the powers conferred upon them elsewhere by these rules, the Chair shall declare the opening and closing of each meeting of UN-GGIM: Europe, direct the discussion at such meetings, ensure observance of these Rules, grant the right to speak, put questions to the vote and announce decisions. They shall rule on points of order and, subject to these rules of procedure, shall have complete control over the proceedings.

Rule 9

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

Rule 10

The Chair, in the exercise of their functions, remains under the authority of UN-GGIM: Europe.

Rule 11 No one may address the UN-GGIM: Europe Plenary meeting without having previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they have signified their desire to speak.

Rule 12

Debates shall be confined to the topic before UN-GGIM: Europe and the Chair may call a speaker to order if their remarks are not relevant to the subject under discussion.

Rule 13

Proposals and amendments shall normally be introduced in writing and submitted to the Secretariat of UN-GGIM: Europe, who shall circulate copies to the Representatives not later than 4 weeks prior to a Plenary.

Rule 14

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.

Rule 15

When a proposal or amendment has been adopted or rejected, it may not be reconsidered unless UN-GGIM: Europe, 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**Rule 16**

UN-GGIM: Europe shall make best endeavours to ensure that its work is accomplished by general agreement.

Rule 17

UN-GGIM: Europe shall normally vote by show of hands. All elections shall be held by secret ballot, unless otherwise decided by UN-GGIM: Europe.

Rule 18

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, UN-GGIM: Europe shall first

vote on the amendment furthest removed in substance from the original proposal and then on 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.

Rule 19

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

Rule 20

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.

Rule 21

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. **LANGUAGE**

Rule 22

English shall be the working language of UN-GGIM: Europe.

Rule 23

A speaker may use a language other than English if they provide for interpretation into English.

VI. **MEETINGS**

Rule 24

Attendance at meetings of UN-GGIM: Europe shall be by invitation. UN-GGIM: Europe Plenary and Executive Committee meetings and those of the Working Groups shall be open to members of all UN-GGIM Regions and to others by invitation.

VII. **PARTICIPATION OF ADVISORS AND OBSERVERS**

Rule 25

The Chair may seek the opinions of Observers members and invited topic experts.