CHAPTER I - CREDENTIALS

Rule 1. Each Contracting Party to the General Agreement on Tariffs and Trade represented at Torquay and each other government participating in the Torquay Tariff Negotiations shall be represented on the Tariff Negotiations Committee (hereinafter referred to as the Committee) by an accredited representative.

Rule 2. Each representative may be accompanied by such alternate representatives and advisers as he may require.

Rule 3. The credentials of representatives shall be submitted to the Secretary on the day of the first meeting of the Committee. They shall take the form of a communication from or on behalf of the Minister of Foreign Affairs. The Chairman, after consulting with the Secretary, shall draw attention to any case where a representative has omitted to present his credentials in due time and form.

CHAPTER II - OBSERVERS

Rule 4. Representatives of other governments which are not covered by Rule 1 and of inter-governmental organizations may, on the invitation of the Committee, attend the meetings as observers and, on the invitation of the Committee, participate without vote in accordance with the terms of such invitation.

CHAPTER III - OFFICERS

Rule 5. A Chairman and three Vice-Chairmen shall be elected from among the representatives.

Rule 6. If the Chairman is absent from any meeting or part thereof, the first Vice-Chairman shall preside. If the first Vice-Chairman is not available, one of the others shall preside.

Rule 7. If the Chairman ceases to represent a participating government or is so incapacitated that he can no longer hold office, the first Vice-Chairman shall become Chairman.

(1) It is intended that these rules of procedure shall apply only to the Tariff Negotiations Committee and to sub-committees and working parties appointed by the Committee; they will not apply to the bilateral tariff negotiations to which attendance will be limited to official members of the delegations of the countries concerned.
Rule 8
The Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

Rule 9
The Chairman or the Vice-Chairman acting as Chairman shall normally participate in the proceedings as such and not as the representative of a participating government. He may, however, at any time request that he be permitted to act in either capacity.

Rule 10
The usual duties of a secretariat shall be performed by the Executive Secretary of the Interim Commission for the International Trade Organization.

CHAPTER IV - CONDUCT OF BUSINESS

Rule 11
A simple majority of the representatives shall constitute a quorum.

Rule 12
In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting, shall direct the discussion, accord the right to speak, put questions to the vote, announce decisions, rule on points of order and, subject to these rules, have complete control of the proceedings. The Chairman may also call a speaker to order if his remarks are not relevant.

Rule 13
During the discussion of any matter a representative may raise a point of order. In this case the Chairman shall immediately state his ruling. If his ruling is challenged, the Chairman shall immediately submit it for decision and it shall stand unless overruled.

Rule 14
During the discussion of any matter a representative may move the adjournment of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one representative may be allowed to speak in favour of, and two representatives against, the motion.

Rule 15
A representative may at any time move the closure of the debate. In addition to the mover of the motion, not more than one representative may be granted permission to speak in favour of the motion and not more than two representatives may be granted permission to speak against the motion, after which the motion shall be put to the vote immediately.

Rule 16
During the course of a debate the Chairman may announce the list of speakers and, with the consent of the meeting, declare the list closed. He may, however, accord a right of reply to any representative if a speech delivered after he has declared the list closed makes this desirable.

Rule 17
The Chairman, with the consent of the Committee, may limit the time allowed to each speaker.

Rule 18
Proposals and amendments shall normally be introduced in writing and circulated to all representatives not later than twelve hours before the commencement of the meeting at which they are to be discussed.
Rule 19
If two or more proposals are moved relating to the same question, the meeting shall first vote on the most far-reaching proposal and then on the next most far-reaching proposal and so on.

Rule 20
When an amendment is moved to a proposal, the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then be put to the vote.

Rule 21
When two or more amendments are moved to a proposal, the meeting shall vote first on the amendments farthest removed in substance from the original proposal, then, if necessary, on the amendment next farthest removed, and so on until all the amendments have been put to the vote.

Rule 22
Parts of a proposal may be voted on separately if a representative requests that the proposal be divided.

Chapter V - Voting

Rule 23
Decisions shall be taken by a majority of the representatives present and voting.

Rule 24
Each representative will be entitled to one vote.

Chapter VI - Committees

Rule 25
Such sub-committees and working parties as may be necessary may be established.

Rule 26
The provisions of Rules 11 to 21 shall be applied in the proceedings of sub-committees and working parties.

Chapter VII - Languages

Rule 27
Subject to the provisions of Rule 26, English and French shall be the working languages.

Rule 28
A decision, by unanimous agreement, may be taken at any meeting to adopt a rule of procedure regarding interpretations of a more simple character than Rule 27.

Chapter VIII - Records

Rule 29
Summary records of the meetings of the Committee shall be kept by the Secretariat. They shall be sent as soon as possible to all representatives who shall inform the Secretariat not later than twenty-four hours after the circulation of the summary record of any changes they wish to have made.

Chapter IX - Publicity of Meetings

Rule 30
The meetings of the Committee, of sub-committees and working parties, shall be held in private.

Rule 31
After a meeting of the Committee has been held, the Chairman of the Committee may issue a communique to the press.