INTERIM COMMISSION OF THE INTERNATIONAL TRADE ORGANIZATION
EXECUTIVE COMMITTEE
DRAFT RULES OF PROCEDURE

CHAPTER I. AGENDA

Rule 1
The provisional agenda for each meeting shall be drawn up by the Executive Secretary in consultation with the Chairman and shall be communicated to the representatives as soon as possible after its preparation.

Rule 2
The first item upon the provisional agenda of any meeting shall be the adoption of the agenda.

Rule 3
The Executive Committee may decide to review, add to or delete from the agenda.

CHAPTER II. REPRESENTATION AND CREDENTIALS

Rule 4
Each member of the Executive Committee shall be represented by an accredited representative.

Rule 5
Each representative may be accompanied by such alternate representatives and advisers as he may require.

Rule 6
The credentials of representatives shall be submitted to the Executive Secretary at least one week before the opening of a meeting. They shall take the form of a communication from or on behalf of the Minister of Foreign Affairs. The Chairman, after consulting with the Executive Secretary, shall draw attention to any case where a representative has omitted to present his credentials in due time and form.


Rule 7
Representatives of the United Nations and the specialized agencies may...
attends meetings of the Executive Committee and of its committees and may participate without vote in their deliberations with respect to items on their agenda relating to matters within the scope of their respective activities.

Rule 8

The Executive Committee shall accord to the representatives of non-governmental organizations approved by the Economic and Social Council for the purpose of consultation the same rights and privileges as are accorded by commissions of the Council.

Rule 9

The representatives of governments not members of the Executive Committee may take part as observers at all meetings of the Committee and its sub-committees. Such representatives may also present items for inclusion upon the provisional agenda of any meeting and may, upon the invitation of the Chairman, address a meeting upon any question under discussion.

CHAPTER IV. OFFICERS

Rule 10

The Executive Committee shall elect from the representatives a Chairman and 3/4 Vice-Chairmen. They shall each hold office for a period of one calendar year.

Rule 11

If the Chairman is absent from any meeting or part thereof, a Vice-Chairman nominated by him shall preside.

Rule 12

If the Chairman ceases to represent a member of the Executive Committee or is so incapacitated that he can no longer hold office, a new Chairman shall be elected for the remaining part of the term of office of the former Chairman.

Rule 13

A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

Rule 14

The Chairman or a Vice-Chairman acting as Chairman shall, normally, participate in the proceedings as such and not as the representative of the member by which he was accredited. He may, however, at any time request that he be permitted to act in the capacity of a representative.

CHAPTER V. SECRETARIAT

Rule 15

The Executive Secretary shall act in that capacity at all meetings.
may appoint another member of the staff to take his place at any meeting.

Rule 16

The Executive Secretary shall direct such staff as is required by the Executive Committee and shall make all necessary arrangements for meetings.

Rule 17

The Executive Secretary may, at any time, upon the invitation of the chairman of any meeting, make oral or written statements concerning any question under consideration.

CHAPTER VI. CONDUCT OF BUSINESS

Rule 18

A simple majority of the members of the Executive Committee shall constitute a quorum.

Rule 19

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 20

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 21

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 22

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 23

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
declared the list closed makes this desirable.

Rule 24
The Chairman, with the consent of the Executive Committee, may limit the time allowed to each speaker.

Rule 25
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 26
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 27
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 28
When two or more amendments are moved to a proposal, the meeting shall vote first on the amendment 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.

CHAPTER VII. VOTING

Rule 29
Each member of the Executive Committee shall have one vote.

Rule 30
Decisions of the Executive Committee shall be made by a majority of the members present and voting.

Rule 31
The Executive Committee shall normally vote by show of hands except when any representative requests a roll call which shall then be taken in the English alphabetical order of the names of the members.

Rule 32
If the Executive Committee is equally divided when a vote is taken on a question other than an election, a second vote shall be taken at the next meeting. If the Executive Committee is then again equally divided, the proposal shall be regarded as rejected.
CHAPTER VIII. LANGUAGES

Rule 33
Chinese, English, French, Russian and Spanish shall be the official languages of the Executive Committee, and English and French the working languages.

Rule 34
Speeches made in either of the working languages shall be interpreted into the other working language.

Rule 35
Speeches made in any of the other three official languages shall be interpreted into both working languages.

Rule 36
Any representative may make a speech in a language other than an official language. In this case he himself must provide for interpretation into one of the working languages. Interpretation into the other working language by an interpreter of the Secretariat may be based on the interpretation given in the first working language.

Rule 37
Summary records shall be drawn up in the working languages. A translation of the whole or any part of any summary record into any of the other official languages shall be furnished if requested by any representative.

Rule 38
All resolutions, recommendations and other formal decisions of the Executive Committee shall be made available in the official languages. Upon the request of any representative, any other document of the Executive Committee shall be made available in any or all of the official languages.

CHAPTER IX. RECORDS

Rule 39
Summary records of the meetings of the Executive 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 X. PUBLICITY OF MEETINGS

Rule 40
The meetings of the Executive Committee shall be held in public unless the Executive Committee decides that a meeting shall be held in private.
Rule 41

The meetings of the committees of the Executive Committee shall ordinarily be held in private. Each committee may decide that a particular meeting or meetings shall be held in public.

CHAPTER XI. COMMITTEES

Rule 42

The Executive Committee may set up such committees and sub-committees as it deems necessary for the performance of its functions.

Rule 43

Each committee and sub-committee shall elect its own officers.

Rule 44

The provisions of Rules 19 to 36 inclusive shall be applied in the proceedings of committees and sub-committees.

Rule 45

A majority of the members of a committee or sub-committee shall constitute a quorum.

Rule 46

Committees and sub-committees may, by agreement, decide to adopt rules of procedure regarding interpretations or translations of a more simple character than those laid down in these rules.

Rule 47

Sub-committees shall decide, in consultation with the Secretariat, upon the form of their records and the procedure to be followed with them.