The Statutes were adopted by the Staff Assembly on 11 February 1958. They were approved by the Executive Secretary on 20 May 1958 and are in force as from that day.

In the report on the Staff Assembly meeting mentioned (see Staff Communication No. 9, distributed as document Spec/82/58), it is stated that:

"The provisions of the Statutes of the Staff Association of the European Office of the United Nations shall, with the modifications given below, apply fully to the GATT Staff Association. Changes in the United Nations Statutes subsequent to the adoption of the GATT Statutes shall become effective mutatis mutandis for the GATT secretariat three months after they have been made known to the Staff Assembly, unless such changes are rejected by a simple majority Assembly vote. The GATT Staff Association Statutes shall remain in force even if GATT should be transformed into or taken over by a new organization (e.g. the OTC). In this case the necessary technical changes are to be proposed by the representatives and approved (by simple majority vote) by the Staff Assembly."

The legal basis for these Statutes is thus formed by the original text of the Statutes of the Staff Association of the European Office of the United Nations (adopted 30 March 1955 and amended 6 December 1955) together with the modifications (listed in Staff Communication No. 9) agreed by the GATT Staff Assembly. The following text, which incorporates the various amendments and modifications, including the omission of paragraphs or passages which are not applicable, is hereby circulated as a guide to staff members. Modifications which shall apply as long as the GATT Staff Association consists of less than 120 members are given in square brackets.

A French version will be issued as soon as possible.

The Staff Council
CHAPTER I. NAME AND OBJECTIVES

Article 1

The Association shall be known as the GATT Staff Association.

Article 2

The purposes of the Association are:

(a) To ensure that the working conditions enjoyed by the GATT staff conform to the principles laid down in the Charter of the United Nations and to the provisions of all rules and regulations applicable to members of the United Nations secretariat and, in particular, to ensure that these conditions permit the most efficient discharge by the staff of the duties assigned to it;

(b) To safeguard the rights and defend the interests of all members of the GATT staff. In particular, to ensure that the staff shall be treated not less favourably than the staff of the United Nations or the staff of the specialized agencies having their headquarters at Geneva;

(c) To inform the Executive Secretary of the views and wishes of the staff on all questions of concern to it.

Article 3

These purposes shall be pursued by all suitable means including:

(a) The setting up of the organs specified in Article 5, enabling the staff to form an opinion and express its wishes;

(b) Co-operation with the Executive Secretary of GATT and his representatives in establishing and implementing any rules affecting the staff;

(c) Close relations with the Staff Association of the United Nations and with similar bodies set up by other international organizations and, in particular, by the specialized agencies having their headquarters in Europe;

(d) Full participation in the activities of the Federation of International Civil Servants' Associations.

CHAPTER II. MEMBERSHIP

Article 4

1. All members of the staff of the GATT are members of the Staff Association.

2. For the purposes of this Statute any person holding an appointment in the secretariat and who at the time of election of the Staff Council has been working continuously for at least six months in that secretariat shall be considered a member of the GATT staff.
Article 5

The functions of the Staff Association shall be exercised through:

(a) Referendum
(b) The Ordinary or Extraordinary Staff Assembly
(c) The Staff Council
(d) The Staff Committee
(e) Electoral Units

There will be no Staff Committee. Wherever the Staff Association Statutes refer to the Committee its functions shall be exercised by the Staff Council.

Article 6

1. Decisions taken by a referendum shall be final and binding on all organs of the Staff Association.

2. Decisions taken by the Staff Council shall be binding on the Staff Committee.

3. Decisions taken by the Staff Assembly shall be considered directives for the Staff Council.

CHAPTER IV. REFERENDUM

Article 7

1. A referendum shall be held upon a decision of the Staff Council or at the written request of at least fifty members. An interval of at least ten working days shall be allowed between the communication to the members of the Staff Association of any question to be submitted to a referendum and the recording of the votes.

2. The referendum shall be conducted by the Polling Officers. The text of questions to be submitted to a referendum shall be communicated to the Polling Officers by the Staff Committee. The task of the Polling Officers ends when they have communicated the results of the referendum to the Staff Committee, which shall be responsible for communicating the results to the members of the Staff Association.

3. Decisions shall be taken by a majority of those voting in the referendum. Abstention shall not be considered as voting.

4. In the event of an equality of votes, the issue shall be studied further and again submitted to a referendum within six months.

The requirement of a minimum of fifty members is replaced by a sliding scale requiring one written report for each full ten members of the staff, any remaining fraction of ten counting as ten.

CHAPTER V. STAFF ASSEMBLIES

Article 8

1. The Staff Committee shall convene an Ordinary Staff Assembly, which all members may attend, to meet not later than 1 March of each year.

See Article 14.
2. The agenda of the Ordinary Staff Assembly shall include the following items:

(a) Annual report of the Staff Council
(b) Annual financial report
(c) Report of the Board of Auditors.

3. The provisional agenda of the Ordinary Staff Assembly shall also include all items proposed by the Staff Council and any item proposed in writing by at least twenty-five members.

Article 9

1. Extraordinary Staff Assemblies shall be convened by the Staff Committee upon a decision of the Staff Council or at the written request of at least fifty members.

2. The provisional agenda of Extraordinary Staff Assemblies shall include all items proposed by the Staff Council and any item proposed by at least twenty-five members in writing.

3. Items proposed by at least twenty-five members in writing shall be transmitted to the Staff Council at least three working days before the date of the Staff Assembly.

Article 10

The provisional agenda and reports of the Staff Council to the Staff Association to be discussed at any Staff Assembly shall be circulated to the members at least five working days in advance of the meeting, provided, however, that this shall not apply to items proposed by at least twenty-five members in writing. In exceptional circumstances this time-limit may be waived by the Staff Council.

Subject to any decision to the contrary by the Assembly additional items may be put forward by any staff member.

Extraordinary Staff Assemblies: The same rule concerning the minimum number of requesting members applies as for a Referendum (Article 7).

Article 11

The proceedings at all Staff Assemblies shall be governed by the rules of procedure attached to this Statute as Annex.

CHAPTER VI. STAFF COUNCIL

Article 12

1. Any member of the Association is eligible for election to the Staff Council.

2. The Polling Officers shall determine the eligibility of nominees in accordance with the provisions of Article 4, paragraph 2.
Article 13

1. The Staff Council shall consist of at least fourteen members and fourteen alternates representing Electoral Units, each consisting of at least forty electors. Electoral units shall be represented on the Council by one member and one alternate for every forty electors.

2. Electoral Units shall consist, in the main, of staff members of the same service or of services which are administratively closely related to each other. Where this principle cannot be applied, services shall be grouped according to the location of the offices they occupy in the GATT Headquarters. For purposes of the present Statute the term "service" covers any kind of functional unit of the secretariat of the European Office.

3. The division of the Association into Electoral Units shall be initially made in accordance with proposals put to the members of the Association before the adoption of the present Statute. Subsequently, the division shall be made by the Polling Officers. Staff members in the proposed Electoral Units may make representations to the Polling Officers, within one week after they have been informed of the provisional division of services into Electoral Units. The Polling Officers shall then make a further examination and take a decision, to be transmitted for approval to a meeting of Electoral Unit Chairmen, who shall announce their decision before the date of the Ordinary Staff Assembly.

4. During the term of office of any Staff Council a reorganization of the GATT secretariat shall not entail either an interim redividing into Electoral Units or interim elections unless, in exceptional circumstances, to be decided by the Staff Council; Units disappear entirely or wholly new Units are formed within six months of the election of the Staff Council.

5. Each Council member must be a member of the Staff of the Electoral Unit by which he is elected.

(The Staff Council shall consist of one member and one alternate for each Electoral Unit. The Electoral Units may consist of less than forty electors.)

Article 14

1. There shall be five Polling Officers.

2. Polling Officers shall be nominated and elected for one year by the Unit Chairman, who will be convened to that end by the Chairman of the Staff Council between 1 November and 15 December of each year. The Unit Chairman shall themselves establish the procedure to be followed for the nomination and election of the Polling Officers.

3. The Polling Officers shall serve until new Polling Officers have taken office in accordance with the provisions of Article 15.

4. If, for any reason, the number of Polling Officers available at the time of election falls below three, the Chairman of the Staff Council shall convene the Unit Chairman for the purpose of filling the vacancies.

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1 See Article 26.
5. Polling Officers shall be eligible for re-election.

6. No Polling Officer shall be a candidate for election to the Staff Council.

[There shall be one polling officer per Electoral Unit. They elect their President.]

Article 15

The Chairman of the Staff Council shall convene, not later than one week after their election, a meeting of the Polling Officers, who take office at that time and elect their Chairman.

Article 16

1. The Polling Officers shall immediately after the Ordinary Staff Assembly organize the election of members of the Staff Council in such a way as to ensure the complete secrecy and fairness of the vote.

2. The Polling Officers shall invite nominations for pairs of candidates in respect of each Electoral Unit.

3. Nominations of pairs of candidates shall be signed by at least seven members of the Electoral Unit concerned. Members of Electoral Units shall, when submitting nominations of any pair of candidates, indicate their choice as to which candidate is designated as a member and which as alternate. The Polling Officers shall indicate on the ballot form which is the candidate for the office of member and which for that of alternate.

4. Nominations shall be accompanied by a declaration, signed by each candidate, in which he undertakes, if elected, to accept the office as specified in the nomination, to serve on the Council in that capacity and to fulfil his obligations as an elected member or alternate of the Staff Council.

5. The Polling Officers shall send to each member of the Staff Association, at least one week before the date of the election, a notice showing the names of each candidate duly nominated as member or alternate in respect of each Electoral Unit. In consultation with the Administration Service, the Polling Officers shall draw up and circulate a list of members of the Association. Objections to the inclusion or exclusion of names on the list may be lodged with the Polling Officers within a period they shall specify. They shall decide, without appeal, what action should be taken with respect to the objections made. The provisional list, as amended by them, shall constitute the list of electors.

6. The Polling Officers shall organize the polling separately for each Electoral Unit and make ballot papers available to members of the Staff Association away from the secretariat at the time of polling who have asked to take part in the ballot.

7. If they receive nominations of only one pair of candidates from an Electoral Unit, the Polling Officers shall communicate the names of these candidates to the members of the unit concerned, notifying them that if no further nominations are received within three working days, this pair will be considered to have been elected without opposition.
8. Each member of an Electoral Unit shall have the right to vote for one of the pairs of candidates nominated for election to the Staff Council. The pair obtaining the highest number of votes shall be declared elected. In the case of a tie, the Polling Officers shall organize a further ballot in the Electoral Unit concerned between the two pairs that have obtained the same number of votes in the first ballot.

9. The polls shall remain open for at least two consecutive working days.

10. The provisions of paragraphs 7 and 8 shall apply mutatis mutandis to Electoral Units that have more than one seat on the Council.

11. The Polling Officers shall be responsible for organizing all elections provided for by the Staff Rules.

(Nominations have to be signed by three instead of seven members of the Electoral Unit.)

Article 17

The Polling Officers shall receive ballots, including votes by correspondence received before the close of the election, count the votes immediately and report the results of the election to the members of the Staff Association as soon as possible.

Article 18

1. If a member resigns or ceases to belong to the Unit which elected him, his alternate shall automatically assume the office of member and a vacancy shall arise for an alternate.

2. In the event of a vacancy for alternate arising, the Polling Officers shall immediately organize a by-election to fill the vacancies.

3. If both the member and the alternate should resign, the Polling Officers shall immediately organize a by-election to fill the vacancies.

4. Notification of any vacancy shall be forwarded to the Chairman of the Staff Council by the Chairman of the Electoral Unit concerned. A resignation shall take effect on the date on which a vacancy has been filled.

Article 19

1. The term of office of members of the Staff Council shall begin with the first meeting after their election and continue until the first meeting of the Staff Council elected in the following year.

2. Members and alternates shall be eligible for re-election.

1 See Article 26.
Article 20

The Staff Council is the deliberative body of the Staff Association. It shall:

(a) Act in conformity with decisions taken by a referendum or by a Staff Assembly;

(b) Establish policies for the guidance of the Staff Committee; and

(c) Consider recommendations made by a Staff Assembly or the Staff Committee.

Article 21

The first meeting of the Staff Council after its election shall be convened, within one week after the election, by the Chairman of the Polling Officers, who shall preside over the meeting until the Chairman of the Staff Council is elected by it.

Article 22

1. The Staff Council shall meet at least once a month and whenever the Staff Committee or one third of the members of the Council request a meeting. A majority of the members shall constitute a quorum for the purposes of voting.

2. Meetings of the Staff Council shall be held in private, unless the Council decides otherwise. Attending staff members shall not take part in the discussion nor in the voting.

3. Provisional agendas of Staff Council meetings shall be circulated to members and alternates at least three working days in advance of the meeting and posted on the bulletin boards. In exceptional circumstances the time-limit may be waived by the Staff Council.

4. The approved minutes of meetings of the Staff Council shall be available, on request, to all members of the Staff Association, and shall regularly be sent to Electoral Unit Chairmen.

5. Only members shall have the right to vote. Their alternates shall vote when the members are not present. Decisions shall be taken by a majority of those present and voting. Members who abstain from voting are considered as not voting.

6. The Staff Council shall lay down its own rules of procedure.

CHAPTER VII. STAFF COMMITTEE

Articles 23, 24 omitted.
CHAPTER VIII. SUB-COMMITTEES AND OTHER SUBSIDIARY BODIES

Article 25

Both the Staff Council and the Staff Committee may establish such subcommittees and other subsidiary bodies as they consider desirable, and may invite members of the Staff Association to take part in the work of such subcommittees and subsidiary bodies.

CHAPTER IX. ELECTORAL UNITS

Article 26

1. Each Electoral Unit shall elect a Chairman and such other officers, other than its member or alternate on the Staff Council, as it may deem necessary. Electoral Units shall meet at least once every three months, and whenever the Chairman or the Unit members of the Council or his alternate deems it desirable, or whenever at least one fifth of the Unit's members request a meeting in writing.

2. Council members shall report on the activities of the Staff Council at each meeting of their Unit.

3. The first meeting of each Electoral Unit after the election of the Staff Council shall be convened by its member on the Council, within one month after his election.

4. Each Electoral Unit shall lay down its rules of procedure and shall transmit them to the Staff Council.

There shall be no obligation for the Electoral Units to meet separately.

CHAPTER X. RELATIONSHIP WITH THE FEDERATION OF INTERNATIONAL CIVIL SERVANTS' ASSOCIATIONS AND WITH STAFF ORGANIZATIONS OF SPECIALIZED AGENCIES

Article 27

The Staff Committee shall maintain contact with the Federation of International Civil Servants' Associations, as well as with staff organizations of the specialized agencies of the United Nations, and represent the Staff Association in its relations with such bodies.

CHAPTER XI. FINANCIAL RULES

Articles 28, 29, 30, 31 omitted.

The financial rules do not apply since there will be no dues to be paid by the GATT staff. If the Staff Association should however decide to accept a financial obligation the sum to be paid by each member would have to be decided by the Staff Assembly. The "per capita share" would then be collected under a procedure to be laid down by the Assembly.
CHAPTER XII. AMENDMENTS AND DISSOLUTION

Article 32

1. Any amendment to these Statutes shall be made by a referendum of the members of the Staff Association. The decision to hold such a referendum shall be made by a two-thirds majority in the Staff Council or in a Staff Assembly, as provided for in Article 6, paragraph 2.

2. Amendments to this Statute shall enter into force on the third working day following the referendum in which they have been approved.

Article 33

The Staff Association may be dissolved by a two-thirds majority of those voting in a referendum. The disposition of the Staff Association funds, proposed by the Staff Council, shall be decided by a two-thirds majority of those voting in a referendum.

RULES OF PROCEDURE OF STAFF ASSEMBLIES

Rule 1

Staff Assemblies shall be held at the GATT Headquarters, unless convened elsewhere by a decision of the Staff Council.

Rule 2

The Chairman of the Staff Council shall preside over a Staff Assembly, pending the election of a Chairman of the Assembly.

Rule 3

A quorum of one third of the members of the Staff Association is required.

If an Assembly cannot vote for the reason that this quorum is not fulfilled another Assembly has to be convened within a month, which shall decide on the same item regardless of the number of members present.

Rule 4

The Chairman of the Assembly shall direct its discussions, ensure observance of these rules, accord the right to speak, put questions, announce decisions and declare the closing of each meeting. He shall rule on points of order. Subject to these rules, he shall have complete control of the proceedings and over the maintenance of order during the meeting.

Rule 5

No intervention by a member of the Staff Association on any agenda item may exceed five minutes, unless a motion to permit him to continue is adopted by the meeting.

Rule 6

The Staff Assembly shall adopt or amend the provisional agenda drawn up in accordance with the provisions of Chapter V of the Statute of the Staff Association.
Rule 7

1. During the discussion of any matter a member may rise to a point of order, and the point of order shall immediately be decided by the Chairman in accordance with the rules. Any member may appeal from the ruling of the Chairman. An appeal shall immediately be put to the vote, and the Chairman's ruling shall stand unless overruled by a majority of the members present and voting.

2. During the discussion of any matter the Chairman or any member may propose (a) to suspend the meeting; (b) to adjourn the meeting; (c) to adjourn the debate on the item under discussion; or (d) to close the debate on the item under discussion. One person may speak in favour and one against the motion, which thereupon shall immediately be put to the vote.

3. Members shall be accorded the right to speak in the order in which they apply.

Rule 8

1. As far as possible, draft resolutions which any member or group of staff members wishes to submit to a Staff Assembly shall be submitted in writing at least three days in advance of the meeting.

2. The precise final wording of any such resolution after its adoption by the Staff Assembly shall be forthwith determined by the Officers of the Staff Committee in consultation with the sponsor or sponsors of the draft resolution and of any amendments adopted.

Rule 9

1. Each member of the Staff Association shall have one vote.

2. Without prejudice to the provisions of Articles 32 and 33 of the Statute, decisions shall be taken by a majority of the members present and voting. For the purposes of these rules the phrase "members present and voting" means members casting an affirmative or negative vote; members who abstain from voting are considered as not voting.

3. In the event of the votes being equally divided, the proposal shall be regarded as rejected.

4. Parts of a proposal shall be voted on separately, if a member requests that the proposal be divided. The resulting proposal shall be put to the vote in its entirety.

5. 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 Staff Assembly shall vote first on the amendment which, in the Chairman's opinion, is furthest removed from the proposal.

6. If two or more proposals relate to the same question, the Staff Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Staff Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.
7. The Chairman shall restate any motion before it is put to the vote.
8. Voting shall be by show of hands.

Rule 10

1. The Staff Assembly shall conduct its business in any of the working languages of the GATT.
2. Summary records of the Assembly shall be drawn up under the responsibility of the Chairman.
3. The summary records shall be available to any member of the Staff Association through the Council member of his Electoral Unit, and may be made available to all members.

Rule 11

The present rules of procedure may be amended by a simple majority of the Staff Assembly after the Staff Council has reported on the proposed amendment.

Rule 12

On any matter not provided for in the present rules of procedure the Chairman shall decide, subject to an appeal from his decision in accordance with rule 7, paragraph 1.