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

CHAPTER I. AGENDA

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

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

Rule 3
The Executive Committee may decide to revise, 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 before the opening of a session. 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.

CHAPTER III. PARTICIPATION OF OTHER ORGANIZATIONS AND OF NON-MEMBERS OF THE EXECUTIVE COMMITTEE

Rule 7
Representatives of the United Nations and the specialized agencies and such other inter-governmental organizations as the Executive Committee may invite may attend 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 may consult with the representatives of non-governmental organizations granted consultative status by the Economic and Social Council upon questions in which such organizations have special competence or knowledge. Such consultations, which may be direct or through a committee established for that purpose, may be arranged on the invitation of the Executive Committee or on the request of the Organization.

Rule 9

The representatives of governments invited to the United Nations Conference on Trade and Employment which are not members of the Executive Committee may take part as observers at all meetings of the Committee and such committees and sub-committees as the Executive Committee may decide. Such representatives may also present items for inclusion upon the provisional agenda of any session 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 three Vice-Chairmen. They shall each hold office for a period of one calendar year or should the Committee not be meeting at the expiry of such period, until their successors are elected at the next session.

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 incapacitated from holding 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. He 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 notion, not more than two representatives may be granted permission to speak against the notion, 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 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. The phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting shall be considered as not 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.
CHAPTER VIII. LANGUAGES

Rule 32

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

Rule 33

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

Rule 34

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

Rule 35

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 36

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 37

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 38

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 39

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 40

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 41

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

Rule 42

The officers of each committee and sub-committee shall be elected by the Executive Committee on the nomination of the Chairman.

Rule 43

The provisions of Rules 19 to 35 inclusive shall be applied in the proceedings of committees and sub-committees.

Rule 44

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

Rule 45

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

Rule 46

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

CHAPTER XII. AMENDMENTS

Rule 47

The Executive Committee may at any time amend any of these Rules.