

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

SPECIAL COMMITTEE OF GOVERNMENTAL EXPERTS
TO PREPARE A DRAFT RECOMMENDATION CONCERNING
THE SAFEGUARDING AND PRESERVATION OF MOVING IMAGES

Paris, 18-27 March 1980

PROVISIONAL RULES OF PROCEDURE

(Established in accordance with the "Regulations for the general classification of the various categories of meetings convened by Unesco")

I. PARTICIPATION

Rule 1 - Chief participants

The governments of the Member States and of the Associate Member of Unesco invited by decision of the Executive Board of Unesco may take part in the Committee's meetings, with the right to vote.

Rule 2 - Representatives and observers

- 2.1 States not members of Unesco invited by decision of the Executive Board may send observers.
- 2.2 African liberation movements recognized by the Organization of African Unity and the Palestine Liberation Organization recognized by the League of Arab States, invited by decision of the Executive Board, may send observers.
- 2.3 The United Nations and other organizations and agencies of the United Nations system with which Unesco has concluded mutual representation agreements may send representatives.
- 2.4 Other intergovernmental organizations and non-governmental organizations invited by decision of the Executive Board may send observers.
- 2.5 Representatives and observers may participate in the work of the Committee without the right to vote and subject to the provisions of Rule 9.2.

II. ORGANIZATION OF THE MEETING

Rule 3 - Election of officers

The Committee shall elect a Chairman, one or more Vice-Chairmen and a Rapporteur.

Rule 4 - Subsidiary bodies

- 4.1 The Committee may establish such subsidiary bodies as it deems necessary for the conduct of its work, within the limits of the technical facilities available.
- 4.2 Each of these bodies shall itself elect its Chairman, Vice-Chairman or Vice-Chairmen and, if necessary, its Rapporteur.

Rule 5 - Bureau

- 5.1 The Bureau of the Committee shall consist of the Chairman, the Vice-Chairmen and the Rapporteur.
- 5.2 The Bureau shall co-ordinate the work of the Committee, fix the dates, hours and order of business of meetings and, in general, assist the Chairman in carrying out his duties.

III. CONDUCT OF BUSINESS

Rule 6 - Duties of the Chairman

- 6.1 In addition to exercising the powers which are conferred upon him elsewhere by the present Rules, the Chairman shall open and close each plenary meeting of the Committee. He shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to the present Rules, shall control the proceedings and the maintenance of order. He shall not vote, but he may instruct another member of his delegation to vote on his behalf.
- 6.2 If the Chairman is absent during a meeting or any part thereof, his place shall be taken by the Vice-Chairman or one of the Vice-Chairmen. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.
- 6.3 The Chairman and Vice-Chairman, or Vice-Chairmen, of a subsidiary body of the Committee shall have the same duties with regard to the bodies over which they are called upon to preside as the Chairman and the Vice-Chairmen of the Committee.

Rule 7 - Public nature of meetings

Meetings shall be held in public unless decided otherwise by the Committee or by the body concerned.

Rule 8 - Quorum

- 8.1 At plenary meetings, a quorum shall consist of a majority of the governments referred to in Rule 1 and represented on the Committee.
- 8.2 At meetings of subsidiary bodies, a quorum shall consist of a majority of the governments referred to in Rule 1 which are members of the body concerned.
- 8.3 If, after five minutes adjournment, there is still no quorum as above defined, the Chairman may request the agreement of all the chief participants actually present temporarily to waive the provisions of the preceding paragraph 8.1 or 8.2.

Rule 9 - Order and time-limit of speeches

- 9.1 The presiding officer may limit the time allowed to each speaker if circumstances make this desirable.
- 9.2 The representatives and observers referred to in Rule 2 may address the meeting with the prior consent of the Chairman.

Rule 10 - Points of order

- 10.1 During a discussion, any delegation may raise a point of order; such point of order shall be immediately decided upon by the presiding officer.
- 10.2 An appeal may be made against the ruling of the presiding officer. Such appeal shall be put to the vote immediately and the presiding officer's ruling shall stand unless overruled by a majority of the delegations present and voting.

Rule 11 - Procedural motions

- 11.1 During a discussion, any delegation may move the suspension or adjournment of the meeting or the adjournment or closure of the debate.
- 11.2 Such a motion shall be put to the vote immediately. Subject to Rule 10.1, such motions shall have precedence in the following order over all other proposals or motions before the meeting:
- (a) suspension of the meeting;
 - (b) adjournment of the meeting;
 - (c) adjournment of the debate on the question under discussion;
 - (d) closure of the debate on the question under discussion.

Rule 12 - Proposals and amendments

- 12.1 Proposals and draft amendments may be submitted by the participants referred to in Rule 1 and shall be transmitted in writing to the Secretariat of the Committee, which shall circulate copies to all delegations.
- 12.2 As a general rule, no proposal or draft amendment shall be discussed or put to the vote unless it has been circulated sufficiently in advance to all delegations in the working languages of the Committee.

Rule 13 - Working languages

- 13.1 The working languages of the Committee shall be Arabic, English, French, Russian and Spanish.
- 13.2 Speeches made at a meeting of the Committee in one of the working languages shall be interpreted into the other languages.
- 13.3 Speakers may, however, speak in any other language, provided they make their own arrangements for interpretation of their speeches into one of the working languages.
- 13.4 The documents of the Committee shall be issued in Arabic, English, French, Russian and Spanish.

Rule 14 - Voting

- 14.1 The delegation of each government referred to in Rule 1 shall have one vote in the Committee and in any subsidiary body on which it is represented.
- 14.2 Subject to the provisions of Rules 8.3 and 18, decisions shall be taken by a majority of the delegations present and voting.
- 14.3 For the purpose of the present Rules, the expression "delegations present and voting" shall mean delegations casting an affirmative or negative vote. Delegations abstaining from voting shall be regarded as not voting.
- 14.4 Voting shall normally be by a show of hands.
- 14.5 When the result of a vote by show of hands is in doubt, the presiding officer may take a second vote by a roll-call. A vote by roll-call shall also be taken if it is requested by not less than two delegations before the voting takes place.
- 14.6 When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Committee shall first vote on the amendment deemed by the presiding officer to be 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.
- 14.7 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
- 14.8 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 15 - Records

- 15.1 The Committee shall adopt a report on the results of its work, which shall include such recommendations as it may have decided to formulate.
- 15.2 Following the closure of the proceedings of the Committee, a final report shall be published by Unesco.

IV. SECRETARIAT OF THE MEETING

Rule 16 - Secretariat

- 16.1 The Director-General of Unesco or his representative shall participate in the work of the Committee, without the right to vote. He may at any time make either oral or written statements to the Committee or any subsidiary body on any question under discussion.
- 16.2 The Director-General of Unesco shall appoint an official of the Secretariat of Unesco to act as Secretary to the Committee, and other officials who shall together constitute the Secretariat of the Committee.
- 16.3 The Secretariat shall receive, translate and distribute all official documents of the Committee and shall arrange for the interpretation of the discussions, as provided in Rule 13. It shall also assist in preparing the reports of the Committee and shall perform all other duties necessary for the proper conduct of the work of the Committee.

V. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE

Rule 17 - Adoption

The Committee shall adopt its Rules of Procedure by a decision taken in plenary meeting by a simple majority of the delegations present and voting.

Rule 18 - Amendment

The Committee may amend these Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the delegations present and voting.