

Terms of Reference
and
Rules of Procedure
of the
Economic
and
Social Commission
for Western Asia



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Overview

The Economic and Social Commission for Western Asia (ESCWA) forms part of the United Nations Secretariat and operates under the supervision of the United Nations Economic and Social Council. It was established on 9 August 1973, pursuant to Economic and Social Council resolution 1818 (LV), under the name Economic Commission for Western Asia (ECWA). The Commission started its operations on 1 January 1974 and convened its first ministerial session in Beirut, on 3 June 1974, which was inaugurated by Kurt Waldheim, then United Nations Secretary-General.

The purpose of establishing the Commission was to meet the need of countries in Western Asia for the services of a regional economic commission to promote their development efforts, raise the level of their economic activity and strengthen cooperation among them. The resolution establishing the Commission recognized the role of the United Nations regional economic commissions in the implementation of international development strategies. ECWA was the fifth regional commission to be established by the United Nations, after the Economic Commission for Europe (ECE), the Economic and Social Commission for Asia and the Pacific (ESCAP), the Economic Commission for Latin America and the Caribbean (ECLAC) and the Economic Commission for Africa (ECA).

Twelve years later, realizing the “extreme importance of social development in the context of the overall economic development of member States”, the Economic and Social Council decided, in its resolution 1985/69 of 26 July 1985 and upon the recommendation of the Commission in its resolution 133 (XII) of 24 April 1985, to change the name of the Commission to “Economic and Social Commission for Western Asia” and amend its terms of reference as set out in Council resolution 1818 (LV) to reflect the new name.

In this capacity, ESCWA continued to provide economic and social services to member States upon their request by initiating and participating in measures to facilitate concerted action for the economic reconstruction and development of Western Asia; raise the level of economic activity in the region; and maintain and strengthen the economic relations between the countries of the region and with other countries of the world. The services of ESCWA also include conducting or sponsoring surveys and studies of economic, technological and development issues concerning the countries of the region; and undertaking or sponsoring the collection, evaluation and dissemination of economic, technological and statistical information. As a subsidiary body of the Economic and Social Council, which supervises the work of the five regional commissions and considers and endorses their resolutions, the Commission also assists the Council, at its request, in discharging its functions within the region.

Membership

As of 2015, the Commission comprises 18 Arab States, namely Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, the Sudan, the Syrian Arab Republic, Tunisia, the United Arab Emirates and Yemen.

Terms of reference of the Commission

The terms of reference of the Economic and Social Commission for Western Asia were adopted by the Economic and Social Council in its resolution 1818 (LV) of 9 August 1973,¹ which reads:

“The Economic and Social Council,

Recognizing the special role of the regional economic commissions in the implementation of the International Development Strategy for the Second United Nations Development Decade;

Bearing in mind that the countries of Western Asia at present covered by the United Nations Economic and Social Office in Beirut do not enjoy membership in any regional economic commission;

Believing that such membership would be an important factor in accelerating their economic and social development;

Establishes an Economic Commission for Western Asia, to start its operations on 1 January 1974, with terms of reference as follows:

1. The Economic Commission for Western Asia, acting within the framework of the policies of the United Nations and subject to the general supervision of the Economic and Social Council, shall, provided that the Commission takes no action in respect of any country without the agreement of the Government of that country:
 - (a) Initiate and participate in measures for facilitating concerted action for the economic reconstruction and development of Western Asia, for raising the level of economic activity in Western Asia and for maintaining and strengthening the economic relations of the countries of that area both among themselves and with other countries of the world;
 - (b) Make or sponsor such investigations and studies of economic and technological problems and developments within the territories of Western Asia as the Commission deems appropriate;

¹ In that resolution, the Council established the Economic Commission for Western Asia (ECWA), which was redesignated as the Economic and Social Commission for Western Asia (ESCWA) pursuant to its resolution 1985/69 of 26 July 1985, in which it also decided to amend the terms of reference of the Commission to reflect the new name. The Council adopted the redesignation “ESCWA” upon the recommendation of the Commission in its resolution 133 (XII) of 24 April 1985.

- (c) Undertake or sponsor the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate;
 - (d) Perform such advisory services, within the available resources of its secretariat, as the countries of the region may desire, provided that such services do not overlap with those rendered by the specialized agencies or the United Nations Development Programme;
 - (e) Assist the Council, at its request, in discharging its functions within the region in connection with any economic problems, including problems in the field of technical assistance;
 - (f) In carrying out the above functions, deal, as appropriate, with the social aspects of economic development and the interrelationship of the economic and social factors.
2. The members of the Commission shall consist of the States Members of the United Nations situated in Western Asia which at present call on the services of the United Nations Economic and Social Office in Beirut. Future applications for membership by Member States shall be decided on by the Council upon the recommendation of the Commission.
 3. The Commission is empowered to make recommendations on any matters within its competence directly to the Governments of members concerned, Governments admitted in consultative capacity and the specialized agencies concerned. The Commission shall submit for the Council's prior consideration any of its proposals for activities that would have important effects on the economy of the world as a whole.
 4. The Commission may invite any State Member of the United Nations not a member of the Commission to participate in a consultative capacity in its consideration of any matter of particular concern to that non-member.
 5. The Commission may make arrangements for consultation with non-governmental organizations which have been granted consultative status by the Council, in accordance with the principles approved by the Council for this purpose and contained in its resolution 1296 (XLIV) of 23 May 1968.
 6. The Commission may, after discussion with any specialized agency functioning in the same general field, and with the approval of the Council, establish such subsidiary bodies as it deems appropriate for facilitating the execution of its responsibilities.
 7. The Commission shall invite representatives of specialized agencies and may invite representatives of any intergovernmental organizations to participate in a consultative capacity in its consideration of any matter of particular concern to those agencies or organizations, following the practice of the Council.

8. The Commission shall take measures to ensure that the necessary liaison is maintained with other organs of the United Nations and with the specialized agencies. The Commission shall establish appropriate liaison and cooperation with other regional economic commissions in accordance with the directives contained in the resolutions and decisions of the Economic and Social Council and the General Assembly.
9. The Commission shall adopt its own rules of procedure, including the method of selecting its Chairperson.
10. The administrative budget of the Commission shall be financed from the funds of the United Nations.
11. The Secretary-General of the United Nations shall appoint the staff of the Commission, which shall form part of the Secretariat of the United Nations.
12. The Commission shall submit to the Council a full report on its activities and plans, including those of any subsidiary bodies, once a year.”

Rules of procedure of the Commission*

I. Sessions

Dates of sessions

Rule 1

Sessions of the Commission shall be held:

- (a) Normally in April every other year, at a time to be determined by the members of the Commission;
- (b) Within 45 days of the communication of a request to that effect by the Economic and Social Council (the “Council”);
- (c) At the request of the majority of the members of the Commission, after consultation with the Secretary-General;
- (d) On such other occasions as the Chair, after consultation with the other officers, the Executive Secretary and the Secretary-General, deems necessary.

Place of sessions

Rule 2

The sessions of the Commission shall normally be held at its headquarters. It may, with the concurrence of the Secretary-General, hold a particular session elsewhere.

Alteration of the dates and place of a session

Rule 3

At the request of a majority of the members of the Commission, or in special cases, the dates and place of a session may be altered by the Chair after consultation with the other officers, the Executive Secretary and the Secretary-General.

Notification of sessions

Rule 4

The Executive Secretary shall notify the members of the Commission of the date and place of the first meeting of each session at least six weeks before the commencement of the session. Such notification shall also be made to the specialized agencies,² to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.³

* As adopted at the first session of the Commission (see report of the first session in document E/ECWA/9) and incorporating amendments thereto adopted by the Commission in resolutions 153 (XIII), 158 (XIV), 159 (XIV), 178 (XVI), 196 (XVII), 219 (XX), 226 (XXI) and 230 (XXI).

² When the term “specialized agency” is used in these rules, it refers to specialized agencies brought into relationship with the United Nations; it also includes the International Atomic Energy Agency.

³ For non-governmental organizations in categories I and II and on the Roster, see Economic and Social Council resolution 1296 (XLIV), paras. 16 and 19.

II. Agenda

Drawing up of the provisional agenda

Rule 5

1. The Executive Secretary shall draw up the provisional agenda for each session of the Commission, in consultation with the Chair.
2. The provisional agenda shall include all items required by these rules or proposed by:
 - (a) The Commission;
 - (b) The Council;
 - (c) A member of the Commission;
 - (d) The Executive Secretary;
 - (e) A specialized agency;
 - (f) An intergovernmental organization referred to in rule 66;
 - (g) A non-governmental organization in category I, subject to rule 67.
3. Before the Executive Secretary places an item proposed by a specialized agency or an intergovernmental organization on the provisional agenda, he/she shall carry out with the agency or organization concerned such preliminary consultation as may be necessary.
4. Agenda items shall be arranged in an integrated manner so that similar or connected issues can be discussed in one debate and under a single heading.

Communication of the provisional agenda

Rule 6

The Executive Secretary shall communicate the provisional agenda of a session at least six weeks before its commencement to the members of the Commission, to the specialized agencies, to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.

Supplementary items

Rule 7

1. The inclusion of supplementary items in the provisional agenda may be proposed by the Council, a member of the Commission, the Executive Secretary or, subject to paragraph 3 of rule 5, a specialized agency. The proposal shall, except if made by the Council, be accompanied by a supporting statement from the authority initiating it, indicating the urgency of the consideration of the item and the reasons that precluded its submission before the communication of the provisional agenda.
2. The supplementary items shall be placed by the Executive Secretary on a supplementary list and communicated to the Commission together with the supporting statements and such observations as the Executive Secretary may wish to offer.

Adoption of the agenda

Rule 8

1. At the beginning of each session, once the Chair has assumed his/her duties in accordance with rule 12, the Commission shall adopt the agenda for that session on the basis of the provisional agenda and the supplementary list referred to in rule 7.
2. An organ of the United Nations, a member of the Commission, a specialized agency, an intergovernmental organization or a non-governmental organization that has proposed the inclusion of an item in the provisional agenda or the supplementary list shall be entitled to be heard by the Commission on the inclusion of the item in the agenda.
3. Unless the Commission decides otherwise, if the documentation relating to an item of the agenda has not been circulated to its members, in all the working languages, six weeks before the opening of the session, the item shall be automatically postponed to the following session, except in the case of the report of a subsidiary body on the meetings which have been concluded 12 weeks or less before the opening of the session of the Commission.

Revision of the agenda

Rule 9

During a session, the Commission may revise the agenda by adding, deleting, deferring or amending items. Only urgent and important items shall be added to the agenda during a session.

III. Representation and credentials

Representatives, alternates and advisers

Rule 10

Each member of the Commission shall be represented by an accredited representative, who may be accompanied by such alternative representatives and advisers as may be required.

Credentials

Rule 11

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Secretary not less than three days before the first meeting which they are to attend. The officers of the Commission shall examine the credentials and submit a report thereon to the Commission.

IV. Officers

Election and term of office

Rule 12

Member States shall chair the sessions of the Commission on a rotating basis, in the Arabic alphabetical order employed by the United Nations. At the beginning of each session, the

Commission shall elect from among the representatives of its members two Vice-Chairs and a Rapporteur, who shall remain in office until such time as their successors shall be elected and be eligible for re-election.

**Acting Chair
Rule 13**

1. If the Chair finds it necessary to be absent during a meeting or any part thereof, he/she shall designate one of the Vice-Chairs to take his/her place.
2. If the Chair ceases to be the representative of a member of the Commission, or is incapacitated, the remaining officers of the Commission shall designate one of the Vice-Chairs to take his/her place until the election of a new Chair.

**Powers of the acting Chair
Rule 14**

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

**Voting rights of the Chair
Rule 15**

The Chair, or a Vice-Chair acting as Chair, shall participate in the meetings of the Commission in that capacity and not as the representative of the member by whom he/she is accredited, which may instead be represented by another representative who shall exercise its vote.

V. Subsidiary bodies

**Establishment
Rule 16**

1. The Commission may, after consultation with any specialized agency concerned, and with the approval of the Council, establish such standing subsidiary bodies as it deems necessary for the performance of its functions and shall define the powers and composition of each of them.
2. The Commission may establish such ad hoc subsidiary bodies as it deems necessary for the performance of its functions.

**Membership
Rule 17**

Unless the Commission decides otherwise, the members of subsidiary bodies of limited membership shall be nominated by the Chair, subject to the approval of the Commission.

Officers
Rule 18

Member States shall chair the sessions of the subsidiary bodies of the Commission on a rotating basis, in the Arabic alphabetical order employed by the United Nations. Unless the Commission decides otherwise, those bodies shall elect all their other officers.

Rules of procedure
Rule 19

Unless the Commission decides otherwise, these rules shall apply to subsidiary bodies as far as appropriate.

VI. Secretariat

Duties of the Executive Secretary
Rule 20

1. The Executive Secretary shall act in that capacity at all meetings of the Commission and its subsidiary bodies. She/he may designate another member of the staff to take her/his place at any meeting.
2. The Executive Secretary shall direct the staff provided by the Secretary-General and required by the Commission and its subsidiary bodies, and shall be responsible for all arrangements necessary for their meetings.
3. At the beginning of each session the Executive Secretary shall present a report on the work programme of the secretariat since the last session.
4. In the periods between sessions, the Executive Secretary shall see that, in so far as possible, the members of the Commission are informed of developments in the work of the secretariat.
5. The Executive Secretary shall keep the members of the Commission informed of any questions that may be brought before it for consideration.

Rule 21

The Executive Secretary, in carrying out his/her functions, shall act on behalf of the Secretary-General.

Duties of the secretariat
Rule 22

The secretariat shall, in accordance with these rules:

- (a) Interpret speeches made at meetings;
- (b) Receive, translate and circulate the documents of the Commission and its subsidiary bodies;

- (c) Publish and circulate the records of meetings, the resolutions of the Commission and the required documentation;
- (d) Have custody of the documents in the archives of the Commission;
- (e) Generally perform all other work that the Commission may require.

Statements by the secretariat
Rule 23

The Executive Secretary or her/his representative may at any meeting make either oral or written statements concerning any question under consideration.

Estimates of expenditure
Rule 24

Before any proposal which involves expenditure from United Nations funds is approved by the Commission or by any of its subsidiary bodies, the Executive Secretary shall prepare and circulate to the members of the body concerned, as early as possible, an estimate of the cost of implementing the proposal. The Chair of the body concerned shall draw the attention of the members to this estimate and invite discussion on it when the proposal is considered by the body.

VII. Languages

Working languages
Rule 25

Arabic, English and French shall be the working languages of the Commission.

Interpretation
Rule 26

1. Speeches made in a working language shall be interpreted into the other working languages.
2. A representative may make a speech in a language other than a working language if he/she provides for interpretation into one such language. Interpretation into the other working languages by the interpreters of the secretariat may be based on the interpretation given in the first such language.

Language of records
Rule 27

Records shall be drawn up in the working languages.

Language of formal decisions and annual reports
Rule 28

All resolutions, recommendations and other formal decisions of the Commission and its subsidiary bodies, as well as the annual reports referred to in rule 34, shall be published in the working languages.

VIII. Public and private meetings

General principles

Rule 29

The meetings of the Commission and its subsidiary bodies shall be held in public unless the Commission or the body concerned decides otherwise.

Communiqués on private meetings

Rule 30

At the close of a private meeting, the Commission or subsidiary body holding the meeting may issue a communiqué through the Executive Secretary.

IX. Records and reports

Sound recordings of meetings

Rule 31

Sound recordings of the meetings of the Commission shall be made and kept by the secretariat. Such recordings may also be made and kept of the meetings of subsidiary bodies if so decided by the Commission.

Summary records of meetings

Rule 32

Summary records of the meetings of the Commission and its subsidiary bodies shall not normally be kept. However, the Commission may request the secretariat to prepare summary records for any discussion that requires special treatment.

Rule 33

1. If summary records of meetings of the Commission or a subsidiary body are requested pursuant to rule 32, they shall be prepared by the secretariat in the working languages. They shall be distributed in provisional form as soon as possible to all members of the body concerned and to any others participating in the meeting, who may, within three working days of their receipt, submit corrections to the secretariat; at the end of a session and in other special circumstances, the chair of the body may, in consultation with the Executive Secretary, extend the time for submitting corrections. Any disagreement concerning such corrections shall be decided by the chair of the body, after consulting, where necessary, the sound recordings of the proceedings. Separate corrigenda shall not normally be issued.
2. Summary records of public meetings, with any corrections incorporated, shall be distributed promptly to the members of the Commission, to the specialized agencies and to the intergovernmental organizations referred to in rule 66.

3. Summary records of private meetings, with any corrections incorporated, shall be distributed promptly to the members of the body concerned and to any other participants in those meetings. They shall be made public at such time and under such conditions as the Commission may decide.

**Annual report
Rule 34**

The Commission shall once a year submit to the Council a full report on its activities and plans, including those of its subsidiary bodies.

**Communication of formal decisions and annual reports
Rule 35**

The text of all resolutions, recommendations and other formal decisions of the Commission and its subsidiary bodies, as well as the annual reports referred to in rule 34, shall be distributed promptly to the members of the Commission, to the specialized agencies, to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.

X. Conduct of business

**Quorum
Rule 36**

The Chair may declare a meeting of the Commission or any of its subsidiary bodies open and permit the debate to proceed when at least one third of the members are present. The presence of a majority of the members shall be required for any decision to be taken.

**General powers of the Chair
Rule 37**

1. In addition to exercising the powers conferred upon her/him elsewhere by these rules, the Chair shall declare the opening and closing of each meeting of the Commission, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The Chair, subject to these rules, shall have complete control of the proceedings of the Commission and over the maintenance of order at its meetings. She/he shall rule on points of order. She/he may propose to the Commission the closure of the list of speakers, a limitation on the time to be allowed to representatives and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.
2. The Chair, in the exercise of her/his functions, remains under the authority of the Commission.

Points of order
Rule 38

1. Subject to rule 54, a representative may at any time raise a point of order, which shall be immediately decided by the Chair in accordance with these rules. A representative may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote, and the ruling of the Chair shall stand unless overruled by a majority of the members present and voting.
2. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Speeches
Rule 39

1. No one may address the Commission without having previously obtained the permission of the Chair. Subject to rules 38 and 41-44, the Chair shall call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the Commission, and the Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
3. The Commission may limit the time allowed to speakers and the number of times the representative of each member may speak on any question. Each intervention on a procedural question shall be limited to a maximum of five minutes. When debate is limited and a speaker exceeds the allotted time, the Chair shall call him/her to order without delay.

Closure of list of speakers
Rule 40

During the course of a debate the Chair may announce the list of speakers and, with the consent of the Commission, declare the list closed. When the debate on an item is concluded because there are no more speakers, the Chair shall declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 43.

Right of reply
Rule 41

Notwithstanding rule 40, the Chair may accord the right of reply to any member. Such statements shall be as brief as possible and shall, as a general rule, be delivered at the end of the last meeting of the day.

Adjournment of debate
Rule 42

A representative may at any time move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to one representative in

favour of and to one opposing the adjournment, after which the motion shall be immediately put to the vote.

Closure of debate
Rule 43

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified her/his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately put to the vote.

Suspension or adjournment of the meeting
Rule 44

Subject to rule 54, a representative may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted, and they shall be immediately put to the vote.

Order of motions
Rule 45

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) To close the debate on the item under discussion.

Submission of proposals and substantive amendments
Rule 46

Proposals and substantive amendments shall normally be submitted in writing to the Executive Secretary, who shall circulate copies to the members of the Commission in all working languages. Unless the Commission decides otherwise, proposals and substantive amendments shall not be discussed or put to the vote for at least 24 hours after copies have been circulated to all members.

Withdrawal of proposals and motions
Rule 47

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced immediately by any representative with its original priority.

Decisions of competence

Rule 48

A motion calling for a decision on the competence of the Commission to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Reconsideration of proposals

Rule 49

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Commission, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two representatives opposing reconsideration, after which the motion shall be immediately put to the vote.

XI. Voting

Voting rights

Rule 50

Each member of the Commission shall have one vote.

Majority required

Rule 51

1. Except as otherwise provided in these rules, decisions of the Commission shall be made by a majority of the members present and voting.
2. For the purpose of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Method of voting

Rule 52

Subject to rule 59, the Commission shall normally vote by show of hands, except that a representative may request a roll-call, which shall then be taken in the Arabic alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the Chair. The name of each member shall be called in all roll-calls, and its representative shall reply “yes”, “no”, or “abstention”.

Explanation of vote

Rule 53

The Chair may permit representatives to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. He/she may limit the time to be allowed for such explanations. The representative of a member sponsoring a proposal or motion shall not speak in explanation of its vote thereon.

Conduct during voting
Rule 54

After the Chair has announced the commencement of voting, no representative may interrupt the voting except on a point of order in connection with the actual conduct of the voting.

Division of proposals
Rule 55

A representative may move that parts of a proposal be voted on separately. If a representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the division. If the motion is carried, those parts of the proposal which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Amendments
Rule 56

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word “proposal” in these rules shall be considered as including amendments.

Order of voting on amendments
Rule 57

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 amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to the vote in its original form.

Order of voting on proposals
Rule 58

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Commission decides otherwise, be voted on in the order in which they were submitted. The Commission may, after each vote on a proposal, decide whether to vote on the next proposal.
2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall be put to the vote before a vote is taken on the proposal in question.

Elections

Rule 59

All elections shall be held by secret ballot, unless the Commission decides otherwise in an election where the number of candidates does not exceed the number of elective places to be filled. The nomination of each candidate shall be limited to one representative, after which the Commission shall immediately proceed to the election.

Rule 60

1. If, when only one elective place is to be filled, no candidate obtains in the first ballot the majority required, a second ballot shall be taken, confined to the two candidates having obtained the largest number of votes. If in the second ballot the votes are equally divided, the Chair shall decide between the candidates by drawing lots.
2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held among such candidates for the purpose of reducing their number to two; similarly, in the case of a tie vote, a special ballot shall be held. If a tie again results in the special ballot, the Chair shall eliminate one candidate by drawing lots, and thereafter another ballot shall be taken in accordance with paragraph 1.

Rule 61

1. When two or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot the majority required and the largest number of votes, shall be elected.
2. If the number of candidates obtaining such majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, provided that if only one place remains to be filled the procedures in rule 60 shall be applied. The ballot shall be restricted to the unsuccessful candidates having obtained the largest number of votes in the previous ballot, but not exceeding twice the number of places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number; if a tie again results among more than the required number of candidates, the Chair shall reduce their number to that required by drawing lots.
3. If such a restricted ballot (not counting a special ballot held under the conditions specified in the last sentence of paragraph 2) is inconclusive, the Chair shall decide among the candidates by drawing lots.

Equally divided votes

Rule 62

If a vote is equally divided on a matter other than an election, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

XII. Participation of non-members of the commission

Participation of non-member States

Rule 63

The Commission may invite any State Member of the United Nations or of a specialized agency that is not a member of the Commission to participate in its deliberations on any matter which the Commission considers to be of particular concern to that State. A State thus invited shall not have the right to vote, but may submit proposals which may be put to the vote at the request of any member of the Commission.

Participation of and consultation with specialized agencies

Rule 64

In accordance with the agreements concluded between the United Nations and the specialized agencies,⁴ the specialized agencies shall be entitled:

- (a) To be represented at meetings of the Commission;
- (b) To participate, without the right to vote, through their representatives, in deliberations with respect to items of concern to them and to submit proposals regarding such items, which may be put to the vote at the request of any member of the Commission.

Rule 65

1. Where an item proposed for the provisional agenda or the supplementary list contains a proposal for new activities to be undertaken by the United Nations relating to matters which are of direct concern to one or more specialized agencies, the Executive Secretary shall enter into consultation with the agencies concerned and report to the Commission on the means of achieving coordinated use of the resources of the organizations concerned.
2. When in the course of a meeting of the Commission a proposal for new activities to be undertaken by the United Nations relates to matters which are of direct concern to one or more specialized agencies, the Executive Secretary shall, after such consultation as may be possible with the representatives of the agencies concerned, draw the attention of the Commission to the implications of the proposal.
3. Before deciding on proposals referred to above, the Commission shall satisfy itself that adequate consultations have taken place with the agencies concerned.

Participation of other intergovernmental organizations

Rule 66

Representatives of intergovernmental organizations accorded permanent observer status by the General Assembly and of other intergovernmental organizations designated on an ad hoc or continuing basis by the Council or the Commission, may participate, without the right to vote, in the deliberations of the Commission, on questions within the scope of the activities of the organizations.

⁴ See footnote 3.

XIII. Consultation with non-governmental organizations

Provisional agenda

Rule 67

Non-governmental organizations in category I may propose items for the provisional agenda of the Commission, subject to the following conditions:

- (a) An organization intending to propose such an item shall inform the Executive Secretary at least nine weeks before the commencement of the session and before formally proposing an item shall give due consideration to any comments the Executive Secretary may make;
- (b) The proposal shall be formally submitted with the relevant basic documentation not later than seven weeks before the commencement of the session. The item shall be included in the agenda of the Commission if it is adopted by a two-thirds majority of those present and voting.

Attendance at meetings

Rule 68

Non-governmental organizations in categories I and II may designate authorized representatives to sit as observers at public meetings of the Commission. Organizations on the Roster may have representatives present at such meetings which are concerned with matters within their field of competence.

Written statements

Rule 69

Written statements relevant to the work of the Commission may be submitted by non-governmental organizations on subjects in which those organizations have a special competence. Such statements shall be circulated by the Executive Secretary to the members of the Commission subject to the following conditions:

- (a) The statement shall be submitted in one of the working languages;
- (b) The statement shall be submitted in sufficient time for appropriate consultation to take place between the Executive Secretary and the organization before circulation;
- (c) The organization shall give due consideration to any comments the Executive Secretary may make in the course of such consultation, before transmitting the statement in final form;
- (d) A statement submitted by an organization in category I shall be circulated in full if it does not exceed 2,000 words. Longer statements shall be circulated in full if the organization supplies sufficient copies in all working languages, or upon a specific request of the Commission; otherwise a summary shall be circulated if the organization provides the text thereof in a working language;
- (e) A statement submitted by an organization in category II shall be circulated in full if it does not exceed 1,500 words. Longer statements shall be circulated in full upon

- a specific request of the Commission; otherwise a summary will be circulated if the organization provides the text thereof in a working language;
- (f) The Executive Secretary, in consultation with the Chair or the Commission itself, may invite organizations on the Roster to submit written statements. The provisions of paragraphs (a), (b), (c) and (e) above shall apply to such statements;
 - (g) A written statement or summary, as the case may be, will be circulated by the Executive Secretary in the working languages.

**Hearings
Rule 70**

1. The Commission may consult with non-governmental organizations in categories I and II either directly or through a committee established for the purpose. Such consultations may be arranged at the request of the organization.
2. On the recommendation of the Executive Secretary made in consultation with the Chair, or at the request of the Commission, consultations may be arranged with organizations on the Roster.

**Special studies
Rule 71**

Subject to rule 24, the Commission may recommend that a non-governmental organization having special competence in a particular field should undertake specific studies or investigations or prepare specific papers for the Commission. The limitations of paragraphs (d) and (e) of rule 69 shall not apply in this case.

XIV. Amendment and suspension of rules of procedure

**Amendments and suspensions
Rule 72**

Any of these rules of procedure may be amended or suspended in accordance with rule 73 or 74, provided that the proposed amendment or suspension does not attempt to set aside the terms of reference of the Commission as established by the Council.

**Methods of amendment
Rule 73**

These rules may be amended by the Commission after its officers have reported to it on the proposed amendment.

**Methods of suspension
Rule 74**

These rules may be suspended by the Commission provided that 24 hours notice of the proposal for the suspension has been given, which may be waived if no member objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.