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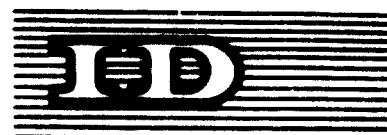
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DRAFT RULES OF PROCEDURE OF THE GENERAL ASSEMBLY

The Draft Rules of Procedure of the General Assembly to be submitted to the founding members of the proposed World Association of Industrial and Technological Research Organizations (WAITRO), for discussion and adoption, follow.

No Draft Rules of Procedure for the Executive Committee are proposed and it will be for this organ to draft and adopt its own Rules of Procedure. However, the founding members may wish to recommend to the Executive Committee for its consideration, the following provisions for inclusion in its Rules of Procedure:

" In the meetings of the Executive Committee, decisions shall be taken by the majority vote of the members present. One-third of the Committee members, entitled to vote, shall constitute a quorum. Voting by proxy shall not be allowed.

When there is no meeting of Executive Committee, decisions by the Executive Committee may be taken by correspondence. In this case a majority of the entire Executive Committee shall be required for a decision. When an Executive Committee vote by correspondence takes place during the last three months of the year, Executive Committee members whose terms of office expire within this period, are authorized to send in their votes after the date their term of office expires, but within the statutory time limit set for the voting. "

We regret that some of the pages in the microfiche copy of this report may not be up to the proper legibility standards, even though the best possible copy was used for preparing the master fiche.

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**PROPOSED WORLD ASSOCIATION OF INDUSTRIAL AND
TECHNOLOGICAL RESEARCH ORGANIZATIONS**

(W A I T P O)

DRAFT RULES OF PROCEDURE OF THE GENERAL ASSEMBLY

SECTION I: GENERAL ASSEMBLY MEETINGS

Meetings

1. **Ordinary Meetings:** The General Assembly shall meet every two years in ordinary session.
 - a. **Date:** The opening date of the session shall be fixed by the Secretary-General after consulting the Executive Committee and the authorities of the inviting countries taking into account any preference which the General Assembly may have expressed at the previous session.
 - b. **Place of Meeting:** On the proposal of the Executive Committee, the General Assembly during its ordinary session shall designate the place of the next session.
 - c. **Invitation by Members:** Any member may invite the General Assembly to hold a session in its country. The General Assembly shall be informed by the Secretary-General of all such invitations. In determining the seat of the next session, the Executive Committee and the General Assembly shall consider only those invitations that have been communicated to the Secretary-General at least eight weeks in advance of the opening date of the current session accompanied by detailed statement concerning local facilities.
 - d. **Change of Place:** In the event of circumstances developing which, in the opinion of the Executive Committee render it undesirable to hold the General Assembly at the place fixed at the previous session, the Executive Committee may, after consultation with Members and if a majority of them concur, convene the meeting elsewhere.
2. **Special and Extraordinary Meetings:**
 - a. The General Assembly may meet in special or extraordinary session if it decides to do so itself or at the request of at least one-third of the members or if summoned by the Executive Committee.
 - b. Special or extraordinary sessions shall be held at the headquarters

of the Association unless the Executive Committee finds it necessary to convene the meeting elsewhere

Rule 2

Notification of Meetings

1. The Secretary-General shall notify the members of the Association not less than four months in advance of the date and place of the ordinary session and if possible not less than two months in advance of the date and place of a special or an extraordinary session.
2. Specialized agencies and any subsidiary bodies of the United Nations shall be notified of the convening of any session and invited by the Secretary-General to send representatives.
3. Other appropriate inter-governmental organizations shall be notified and invited by the Secretary-General to send observers.
4. International non-governmental organizations having consultative status, shall also be notified and invited by the Secretary-General to send observers.

Rule 3

Duration

The duration of the General Assembly shall normally be one to two weeks for ordinary sessions, and about one week for special or extraordinary sessions. The duration shall be determined by the President in consultation with the Executive Committee, taking into consideration the Agenda for the meeting.

Rule 4

Publicity of Meetings and Resolutions

1. Public Meetings: The meetings of the General Assembly and of its committees, commissions and subsidiary bodies shall be held in public except where otherwise provided in these rules or unless the body concerned decides otherwise after consultation with the Executive Committee.
2. Private Meetings:
 - a. When it is decided in exceptional circumstances to hold a private meeting, all persons shall be excluded except the members of those

delegations which are entitled to vote, representatives and observers entitled to participate without vote in the deliberations of the bodies concerned, and the necessary members of the Secretariat.

b. Any decision taken at a private meeting of the General Assembly, its committees or subsidiary bodies shall be announced at a public meeting of the body concerned. At the close of each private meeting, the Presiding Officer may issue a communique through the Secretary-General.

Rule 5

Delegations

Each member may nominate not more than three duly accredited representatives in the General Assembly. The head of a delegation may designate any delegate in his delegation to act as a member of a committee, commission or subsidiary body of the General Assembly. Each Member Body shall have only one vote, except in the case of review and approval of the working programme and consequent allocation of funds when one vote per country will be the rule.

Rule 6

Observers

Observers representing international, non-governmental organizations having consultative status, may participate without a vote in the deliberations of the General Assembly when its meetings are not held in private. Notwithstanding any of these Rules, observers of the United Nations or its subsidiary bodies or specialized agencies may attend the meetings of the General Assembly and may participate without vote in its deliberations.

Rule 7

Subsistence

Subsistence and transportation expenses of the participants at the General Assembly shall not be paid by the Association.

Rule 8

Credentials

1. Each Member Body of the Association through its competent authority

shall notify the Secretary-General at least one month before the date fixed for the opening of the Assembly of the name or names of its representative or representatives to the General Assembly.

2. The United Nations, or its subsidiary bodies or specialized agencies, shall forward to the Secretary-General, the names of their representatives one month before the date fixed for the opening of the session.

3. Inter-governmental organizations having consultative status, shall forward to the Secretary-General, the names of their observers one month before the date fixed for the opening of the session.

4. The credentials of the representatives shall be upon the report of the credentials committee, subject to scrutiny by the General Assembly which may, by two-thirds of the votes cast by the delegates present, refuse to admit any delegate whom it deems not to have been nominated in accordance with this Rule.

SECTION II: AGENDA AND WORKING PAPERS

Ordinary Meetings

Rule 9

Preparation of Provisional Agenda

1. The provisional agenda shall be prepared by the Secretary-General and approved by the Executive Committee, on the basis of items submitted in accordance with Rule 10, not later than four months before the opening of the session.

2. It shall be communicated to the members and prospective participants, not less than three months before the opening of the session.

Rule 10

Content of Provisional Agenda

The provisional agenda of a meeting shall include:

1. Report on the work of the Association since the last ordinary session of the General Assembly presented by the Chairman of the Executive Committee;

2. Items whose inclusion has been requested by the General Assembly;

3. Items proposed by the specialized agencies, and/or subsidiary bodies of the United Nations, and approved by the Executive Committee.
4. Items proposed by any member of the Association;
5. Items pertaining to the budget and accounts;
6. Items proposed by the Secretary-General; and
7. Any other items inserted by the Executive Committee.

Rule 11

Working Papers

1. All documentation required for consideration of the various items on the provisional agenda shall be transmitted to Members, at least one month before the opening of the session.
2. Members shall receive the draft programme and budget estimates prepared by the Secretary-General and submitted to the General Assembly by the Executive Committee at least three months before the opening of the session.

Rule 12

Supplementary Items

1. Any Member may, at least two months before the date fixed for the opening of the session, request the inclusion of supplementary items to the agenda.
2. The Executive Committee and the Secretary-General may also include supplementary items on the agenda within the same time limit.
3. Such supplementary items shall appear on a supplementary list which shall be circulated to prospective participants at least one month before the date fixed for the opening of the session.
4. After the period of two months mentioned in paragraph 1., no new items can be included on the agenda unless they are included in accordance with the procedure laid down by Rule 23, 1.a. of the Rules of Procedure.
5. Documentation required for the consideration of supplementary items shall be transmitted to members at least two weeks before the opening of the session.

Rule 13

Preparation of Revised Agenda

The Secretary-General in consultation with the Executive Committee, shall prepare, on the basis of the provisional agenda and the supplementary lists, a revised agenda.

Rule 14

Approval of the Agenda

The revised agenda shall be submitted by the Chairman of the Executive Committee to the General Assembly for approval as soon as possible after the opening of the session. The General Assembly, or any committee, commission or subsidiary body of the General Assembly, may request the advice of the Executive Committee on any item on the agenda. The body making such request shall postpone any action on the item in question until such time as in its opinion, the Executive Committee shall have had the opportunity to consider the request.

Rule 15

Amendments, Deletions and New Items

1. During a session of the General Assembly items may be amended or may be deleted from the Agenda by a majority of the Members present and voting.
2. New items of an important and urgent character may be added to the agenda by approval of a two-third majority of the Members present and voting; but such new items shall be referred to the Steering Committee of the General Assembly for its report, before the vote is taken, in accordance with Rule 23, 1.c. The discussion of any new item so added to the agenda shall, at the request of any Member be deferred for a period not exceeding three days after its inclusion in the agenda.

Special and Extraordinary Meetings

Rule 16

Preparation of Provisional Agenda

1. The provisional agenda shall be prepared by the Secretary-General and approved by the Executive Committee.
2. It shall be communicated to the Members at least one month before the opening of the session.

Rule 17

Content of Provisional Agenda

The provisional agenda of a special or extraordinary session shall consist only of items proposed either by the General Assembly or by the Member at whose request the session has been convened.

Rule 18

Supplementary Items

Any Member, the Executive Committee, or the Secretary-General may request the inclusion of supplementary items on the agenda up to the date fixed for the opening of the session.

Rule 19

Approval of the Agenda

1. The provisional agenda shall be submitted to the General Assembly as soon as possible after the opening of the special or extraordinary session for approval by a two-third majority of the Members present and voting.
2. Supplementary items shall likewise be submitted for approval by a two-third majority of the Members present and voting.

SECTION III: ORGANIZATION OF THE GENERAL ASSEMBLY

Rule 20

Ordinary Meeting

1. Each session of the General Assembly shall elect a President, two Vice-Presidents and members of the Executive Committee and establish such committees, commissions and subsidiary bodies as may be required for the transaction of its business.
2. The committees of the General Assembly shall include the Steering Committee, the Credentials Committee and the Drafting Committee.
3. The subsidiary bodies shall be organized according to the agenda of each session to permit the fullest possible consideration of the policies and the programme of work of the Association.

Rule 21

Special and Extraordinary Meetings

Such committees and subsidiary bodies shall be established as may be required by the agenda of the session.

SECTION IV: SESSIONAL COMMITTEES

Rule 22

Steering Committee

1. The General Assembly shall appoint a Steering Committee consisting of the President, Vice-Presidents, Chairman and members of the Executive Committee and Chairman of other Sessional Committees of the General Assembly.
2. The Chairman of the Executive Committee, or in his absence, the Vice-Chairman shall participate in meetings of the Steering Committee, but without the right to vote.
3. The President of the General Assembly, or in his absence one of the Vice-Presidents or their substitute, shall preside at the Steering Committee meetings.
4. The Secretary-General or if he is unable to attend, his representative, shall serve as Secretary to the Steering Committee.

Rule 23

Functions of the Committee

1. The functions of the Steering Committee are:
 - a. to fix the hour, date and order of business of plenary meetings of the General Assembly;
 - b. to carry on the work of the General Assembly, its committees, commissions and subsidiary bodies;
 - c. to consider requests for new items to be put on the agenda and make a report on this subject to the General Assembly in accordance with Rule 15;
 - d. to assist the President in directing the general work of the meeting.
2. In carrying out the above-mentioned functions, the Steering Committee shall not discuss the substance of any item except in so far as this bears upon the question whether the Steering Committee should recommend the inclusion

of new items in the agenda.

Rule 24

Credentials Committee

The General Assembly shall, on the recommendation of the President, appoint a Credentials Committee, composed of seven Member Bodies.

Rule 25

Functions of the Committee

1. The Committee shall examine and report to the General Assembly without delay on the credentials of the delegations of Member Bodies, representatives of the United Nations, or its subsidiary bodies or specialized agencies and of observers sent by inter-governmental organizations.
2. The Committee shall inform the General Assembly whenever credentials are presented by delegations representing bodies which have not formally accepted membership of the Association.
3. It shall also examine and report on the credentials of observers designated by international non-governmental organizations having consultative status, admitted to the General Assembly, in accordance with Rule 2 (3).

Rule 26

Drafting Committee

The General Assembly shall appoint, on the recommendation of the Steering Committee, a Drafting Committee, consisting of at least three persons who need not be delegates.

Rule 27

Functions of the Committee

The Committee shall, in general, be responsible for reviewing before adoption, in the form of resolutions, recommendations or decisions of the General Assembly and for ensuring agreement between the English and French versions of the above texts.

SECTION V: COMMISSIONS AND SUBSIDIARY BODIES

Rule 28

Establishment

The General Assembly shall establish at each ordinary, special or extraordinary session, such commissions and subsidiary bodies as it deems necessary for the transaction of business of that session.

Rule 29

Special Committees

Each commission or subsidiary body established by the General Assembly, may appoint such ad hoc committees as it may need and these shall choose their own officers.

Rule 30

Composition of Commissions

Any commission established by the General Assembly shall consist of any one representative of each delegation present at the session.

Rule 30

Composition of Subsidiary Bodies

The composition of subsidiary bodies shall be determined in the resolution by which such bodies are established.

Rule 32

Officers of Commissions and Committees

1. The Committees or Commissions set up by the General Assembly and in which all Member Bodies are represented shall elect a Chairman, two Vice-Chairmen and if necessary, a Rapporteur.
2. Any other committee or subsidiary body set up by the General Assembly and in which only a limited number of Member Bodies are represented, shall elect a Chairman and if necessary, a Vice-Chairman and a Rapporteur.

Rule 33

Rules of Procedure

The Rules of Procedure of the Commissions and Subsidiary Bodies shall be those of the General Assembly.

SECTION VI: OFFICERS

Rule 34

Elections

The procedure to fill the elective posts at each of the ordinary sessions of the General Assembly, shall be as follows:

1. All Members, excepting those whose membership subscription is in arrears, shall be entitled to stand for election, nominate candidates and vote in the election. Before submitting the nominations, the Members shall ascertain from the nominees their willingness to serve, if elected.
2. The nomination shall be rendered void if a Member makes more than the requisite number of nominations. All nominations shall be scrutinized by the Returning Officer and a list of accepted nominations shall be drawn. If the number of accepted nominations is more than the number of vacancies, the eligible Members shall proceed to cast their votes by secret ballot.
3. The Executive Committee shall appoint a Returning Officer to conduct and present the results of the election. Wherein, on election under the rules, two or more candidates secure an equal number of votes, the successful candidate shall be returned by drawing lots.

Rule 35

Terms of Officers

1. President and Vice Presidents: The term of office of the President and the two Vice-Presidents, shall be two years and shall start at the end of the meeting at which the election took place. In the case of death, incapacity, or resignation of the President, the first Vice-President, or in his absence the second Vice-President, or other substitute, shall take over the duties of the President until a new one is elected.
2. Chairman, Vice-Chairman - Executive Committee: The term of each of these officers shall be two years, but the term of the Vice-Chairman shall be so fixed that it shall not expire at the same time as that of the Chairman.
3. Treasurer: The term of office of the Treasurer shall be two years.
4. Members of the Executive Committee: The members of the Executive Committee shall be elected for a term of two years by the General Assembly, or by letter ballot. Members shall serve from the close of the session of the General Assembly which elected them until the close of the next ordinary

session of the General Assembly following that election. They shall be immediately eligible for a second term but shall not serve consecutively for more than two terms.

5. The terms of officers of commissions and subsidiary bodies shall correspond to the term for which such bodies are established.

Rule 36

Re-election

Officers of the Association shall be eligible for re-election, provided that they shall not hold office for more than two consecutive terms.

Rule 37

Executive Committee

The powers and responsibilities of members of the Executive Committee shall include the following, in addition to those which may be prescribed in these Rules from time to time.

1. Chairman - Executive Committee: The Chairman shall represent the Association in legal and other matters. He shall convene the meetings of the Executive Committee, and shall examine and accept applications for membership to the Association, after consultation with the Executive Committee. He shall establish in collaboration with the Secretariat, the agenda of the Executive Committee's meeting. He shall supervise the work of the Secretariat. In no event may the Chairman represent a Member Body on the Executive Committee. The Chairman or the Vice-Chairman when acting as Chairman, shall have a vote only when the votes of the other members of the Executive Committee are equally divided.
2. Vice-Chairman - Executive Committee: In the absence of the Chairman, the Vice-Chairman shall assume the duties and powers of the Chairman and exercise such other powers as delegated to him by the Chairman. In the case of death or resignation of the Chairman, he shall take over the duties of the Chairman until a new Chairman has been elected. When acting in personal capacity, the Vice-Chairman shall full voting powers except that when presiding he shall vote only in case the votes of other members are equally divided.
3. Treasurer: The Treasurer shall act as a trustee for the funds of the Association and shall advise the Executive Committee on all financial matters and present his observations on the audited Annual Financial Report to the Executive Committee. He shall advise the Secretary-General in the

preparation and presentation of the Annual Budget, and on financial administration of the Association. In the case of death, incapacity or resignation of the Treasurer, the Executive Committee shall immediately call for a new election, if necessary, by correspondence. Pending this election, the Secretary-General shall be the Acting Treasurer.

4. Secretary-General: The Secretary-General shall have the privilege of taking part in all meetings of the General Assembly, including the meetings of its committees, commissions and subsidiary bodies. He shall have no vote. He may appoint one or more members of the staff to act in his place in all such meetings. The Secretary-General shall provide and direct the staff required by the General Assembly and any bodies which it may establish.

SECTION VII: CONDUCT OF BUSINESS

Rule 38

Quorum

At plenary meetings of the General Assembly a majority of the members of the Association shall constitute a quorum. At meetings of the committees, commissions and subsidiary bodies of the General Assembly, a majority of the Member Bodies which are members of that body shall form a quorum. Provided that if a meeting is adjourned for want of the quorum, a subsequent meeting called on the basis of the same agenda, will not be required to have a quorum.

Rule 39

Powers of the President and the Vice-Presidents

1. The President shall preside at all General Assembly meetings of the Association. The President shall declare the opening and closing of each session, direct the discussion, ensure observance of the Rules of Procedure, accord the right to speak, put questions and announce decisions. He shall rule on points of order, and subject to these Rules, shall have complete control of the proceedings of the General Assembly and over the maintenance of order at its meetings.

2. The President shall have powers, after consultation with the Executive Committee, to invite any person other than a Member to attend a meeting of the General Assembly, but such person or persons shall not be entitled to vote at the meeting.
3. The President, may with the consent of the meeting, and shall if so directed by the meeting, adjourn the meeting temporarily. The adjourned meeting shall be held at the same place, but no quorum shall be necessary and no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which adjournment took place. It shall not be necessary to give any notice of an adjournment or of the business to be transacted at the adjourned meeting.
4. Vice-Presidents (or substitute): In the absence of the President, the First Vice-President, or in his absence the Second Vice-President, or their substitute, shall assume the duties and powers of the President and exercise such other powers as delegated to him by the President. In case of death or resignation of the President, he shall take over the duties of the President until a new President has been elected. When acting in personal capacity, the Vice-President shall have full voting powers, except when presiding he shall vote only in case the votes of other Members are equally divided.

Rule 40

Speeches and Time Limit

1. The President shall call upon speakers in the order in which they have expressed their desire to speak; he may call a speaker to order if his observations are not relevant to the subject under discussion.
2. During the course of a debate, the President may announce the list of speakers, and with the consent of the General Assembly, declare the list closed. He may, however, accord the right to reply if a speech delivered after he has declared the list closed, makes this desirable.
3. Generally, no representative should be called to speak a second time on any question except for clarification, until all other representatives desiring to speak, have had an opportunity to do so.
4. The President may limit the time allowed to each speaker, unless the Assembly decides otherwise.

Rule 41

Precedence

At meetings of the General Assembly, precedence may be awarded by the President, to the Chairman of the Executive Committee, or a Committee, Commission or subsidiary body, in discussions on matters being reported on by the Committee, Commission or subsidiary body.

Rule 42

Motions: Order of Procedural, Withdrawal and Points of Order

1. A motion or amendment shall not be discussed until it has been seconded. Motions and amendments may be presented and seconded only by representatives of Member Bodies. However, observers may make a motion or amendment provided that such motion or amendment must be seconded by the representatives of two member bodies of the Association.
2. No motion may be withdrawn by its author if an amendment to it is under discussion or has been adopted.
3. Subject to the provisions of Rule 42 (1), any representative of a Member Body may move at any time the suspension or adjournment of the meeting, the adjournment of the debate on any question, the deferral of discussion of an item, or the closure of the debate on an item. After such a motion has been made and explained by its proposer, only one speaker shall normally be allowed to speak in opposition to it, and no further speeches shall be made in its support before a vote is taken. Additional speeches on such a motion may be allowed at the discretion of the President, who shall decide the priority of recognition.
4. The following motions shall have priority over all other motions, and shall be taken in the following order:
 - a. to suspend the meeting;
 - b. to adjourn the meeting;
 - c. to adjourn the debate on any question; and
 - d. for the closure of the debate on any question.
5. During the discussion on any matter, a representative of a Member Body may at any time raise a point of order and the point of order shall be immediately decided by the President. A representative may appeal against the ruling of the President and any discussion on the point of order shall be governed by the procedure stated in Rule 42 (3). The ruling of the President shall stand unless over-ruled by a majority of votes cast. A representative speaking on a point of order may speak only on this point,

and may not speak on the substance of the matter under discussion before the point was raised.

Rule 43

Re-opening of Debate

Re-opening of a debate already completed by a vote on a given question shall require a majority of two-thirds of votes cast. Permission to speak on a motion to re-open a debate shall normally be accorded only to the proposer and to one speaker in opposition after which it shall be immediately put to vote. Additional speeches on such a motion may be allowed at the discretion of the President who shall decide the priority of recognition. Speeches on a motion shall be limited in content to matters bearing directly on the justification for re-opening.

Rule 44

Draft Resolutions and Amendments

1. Draft resolutions and amendments shall be transmitted in writing to the Secretary-General who shall circulate copies to all delegations.
2. As a general rule, no draft resolution shall be discussed or put to the vote unless copies of it have been circulated in the working languages to all delegations not later than the day preceding the meeting.
3. Notwithstanding the provisions of the foregoing paragraphs, the President may permit the discussion and consideration of amendments to substantive motions and of substitute motions or procedural motions without previous circulations of copies.
4. When in the judgement of the Chairman of the Executive Committee, any resolution or amendment under consideration in any commission, committee or subsidiary body of the General Assembly involves an important new undertaking or affects the budget estimates, he may request that the Executive Committee be given an opportunity to communicate its views to the appropriate body. On such request being made, the discussion of the matter shall be postponed for such time not exceeding two days as the Executive Committee may require for this purpose.

Rule 45

Amendments to the Draft Programme

1. Proposals for adoption by the General Assembly of amendments to the

draft programme shall, whenever they involve the undertaking of new activities or a substantial increase in budgetary expenditure, be submitted in writing, and shall reach the Secretary-General at least two months before the opening of the session. The Secretary-General shall communicate them to members so as to reach them at least one month before the opening of the session.

2. Proposed amendments to the draft programme and draft amendments to the proposals covered by para. (1) not involving the undertaking of new activities but implying an increase in budgetary expenditure which is not considered substantial within the meaning of para. (1) shall be transmitted in writing to the Secretary-General not later than the end of the third working day of the session.

3. Proposed amendments to the draft programme and draft amendments to the proposals covered by paras. (1) and (2) but ^{not} involving the undertaking of new activities or any increase in budgetary expenditure shall be submitted before the closure of the debate on the section of the draft programme to which they relate.

4. There shall be no time limit for the submission of proposals for the deletion of given activities from the draft programme or, subject to the provisions of para.(1) of Rule 46, for budgetary reduction.

Rule 46

Proposals concerning Budget Ceiling

1. Proposals for increases or decreases in the total budget ceiling proposed by the Secretary-General shall be submitted in writing and shall reach the Secretary-General at least two months before the opening of the session. The Secretary-General shall communicate them as soon as possible to members.

2. The provisions of para. (1) do not apply to proposals for fixing the budget ceiling at any figure falling between the maximum and minimum totals that may previously have been proposed. Such proposals may, therefore, be put forward at any time prior to the vote on the budget ceiling.

SECTION VIII: VOTING

Rule 47

Voting Rights

1. Each Member Body whose credentials have been found to comply with Rule 8 or which has exceptionally be admitted with full voting rights, by the General Assembly despite failure to comply with that Rule, shall have one vote in the General Assembly or in any of its committees, commissions and subsidiary bodies.
2. Each Member Body, however, shall have no vote in the General Assembly or in any of its committees, commissions and subsidiary bodies, if the total amount of contributions due from it exceeds the total amount of the contributions payable by it for the current year and the immediately preceding calendar year, unless the General Assembly is satisfied that the failure to pay is due to conditions beyond the control of the Member Body.
3. The General Assembly may, before taking a decision in this respect, decide to refer the question for examination and report to one of its committees or commissions.

Rule 48

Voting of Presiding Officer

Subject to the provisions of Rules 37 and 47, the Presiding Officer of the General Assembly or any committee or commission, shall have the right to vote on behalf of his Member Body.

Rule 49

Method of Voting

Voting shall normally be by show of hands or by standing. In meetings of the General Assembly, when the result of vote by show of hands or by standing is in doubt, the President may take a second vote by roll-call, if requested by representatives of two Member Bodies. The vote of each Member Body participating in a roll-call shall be recorded in the minutes.

Rule 50

Simple Majority

Decisions of the General Assembly shall be taken by a simple majority of the Members present and voting, except in cases listed in Rule 51.

Rule 51

Two-Thirds Majority

Two-thirds majority of the Members present and voting is required by the provisions of the By-Laws and the Rules of Procedure in the following cases:

1. Amendments to the Constitution, By-Laws and Rules of Procedure (Clauses 4.07.09 and 15.01)
2. Dissolution of the Association (Clause 16.01)
3. Admission of delegations and observers not properly accredited (Rule 8.(4))
4. Inclusion of new items on the agenda (Rule 15.(2))
5. Approval of provisional agenda and of supplementary items of a special or extraordinary session (Rule 19.(1))
6. Re-opening of a debate already completed (Rule 43)
7. Amendments to the Rules of Procedure (Rule 58)

Rule 52

Meaning of the Expression "Members present and voting"

For the purpose of these Rules, the phrase "Members present and voting" means Members casting an affirmative or negative vote. Members who abstain from voting are considered non-voters.

Rule 53

Division of Motions

On request of any representative of a Member Body in the General Assembly, and unless the General Assembly decides otherwise, parts of a motion shall be voted on separately. The resulting motion shall then be put to a final vote in its entirety.

Rule 54

Voting on Amendments

Any amendment to a motion shall be voted on before a vote is taken on the motion. When two or more amendments are moved to a motion, the vote should be taken on them in their order of remoteness from the original motion, commencing with the most remote. The General Assembly shall determine by a majority vote whether a proposed amendment is so related to the motion as to constitute a proper amendment thereto or whether it must be considered as an alternative or substitute motion.

Rule 55

Voting on Alternative or Substitute Motions

Alternative or substitute motion shall, unless the Assembly otherwise decides, be put to vote in the order in which they are presented, and after the disposal of the original motion to which they are alternative or in substitution. The President shall decide whether it is necessary to put such alternative or substitute motions to vote in the light of the vote on the original motions and any amendments thereto. This ruling may be reversed by a majority of votes cast.

SECTION II: LANGUAGES AND RECORDS

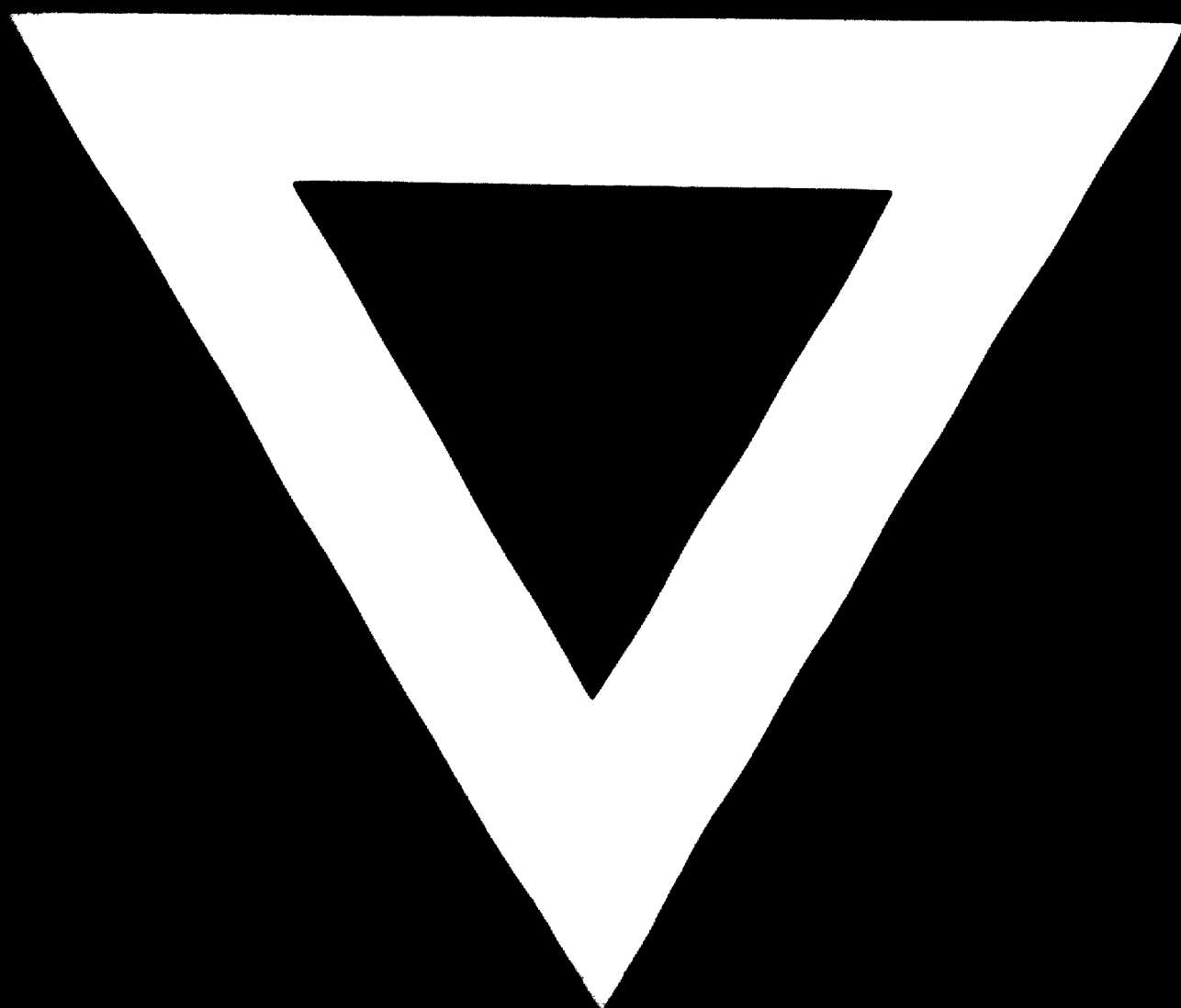
Rule 56

1. The two official languages of the Association, English and French, may be used by the delegates at the meetings of the Association. Other languages may be used in discussion at meetings provided that translation into English or French is, if required, ensured by the Member Bodies to which the speaker belongs.
2. The publications of the Association referred to in Clause 11 of the By-laws shall be published by the Association in English and French.
3. Texts of publications in languages other than above, used by Member Bodies in countries represented on the Association may be prepared by the appropriate Member Body in which case the Member Body undertaking the translation shall send to the Secretariat a copy of the translation accompanied by a note certifying the accuracy of the translation.
4. The documents and correspondence relating to the work of the committees and Working Groups may be in English or French but minutes shall be in both languages.

SECTION X: AMENDMENTS TO THE RULES

Rule 57

1. Subject to provisions of its Constitution and By-laws, the Association may make any additions, amendments or deletions in the Rules of Procedure. Such changes shall be effected by a resolution at a General Assembly meeting provided that the motion is supported by votes of at least two-thirds of the Members present and voting.
2. The notice of any proposal for a change in the Rules made aforesaid, shall be sent to the Secretary-General at least one month prior to the date of the General Assembly meeting, unless such amendment, addition or deletion is proposed by the Executive Committee.



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