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Organisations

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RULES OF PROCEDURE^{1/}
of the
ASSOCIATION OF AFRICAN INDUSTRIAL
TECHNOLOGY ORGANIZATIONS (AAITO)

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I. PREAMBLE

The following rules of procedure are in no way intended to modify the provisions of the Statutes of the Association. They should therefore be read in conjunction with those Statutes. In the event of any inconsistency between these rules and the Statutes, the latter shall prevail.

II. GENERAL ASSEMBLY MEETINGS

Rule 1.

The General Assembly shall meet in Regular Meetings at least once every three years. It shall, at each meeting, decide on the host and date of the next regular meeting. (In deciding on the venues of the meetings due consideration shall be given to their equitable distribution among the zones).

Rule 2.

The opening date and the period of the regular meetings shall be confirmed by the Secretary-General in consultation with the host, at least 150 days before the commencement of the meeting.

Rule 3.

On occasion may arise when, in the opinion of the Secretary-General, it may not be feasible or advisable to hold the regular meeting of the General Assembly in the country of the host institution whose offer had been accepted. The Secretary-General would, in that case, apprise the President of the facts and also suggest alternative measures. The President shall decide on an alternative venue and instruct the Secretary-General accordingly in consultation with the new host institution.

Rule 4.

The General Assembly shall also hold special meetings as defined in article IX paragraph 3 of the Statutes. Such meetings shall be held at a venue selected by the Executive Committee within ninety days of the receipt of the request.

Rule 5.

The Association may invite any Government, non-member organization, relevant international organization, and interested individuals to participate in its meetings as observers.

Rule 6.

The theme, date and place of each regular meeting shall be reconfirmed by the Secretary-General at least four months in advance, to all members of the Association and observers. Notification for special meetings shall be communicated at least sixty days in advance to all members of the Association and observers.

Rule 7.

The duration of the General Assembly meetings shall normally be one week.

Rule 8.

Expenses incurred by participants at the General Assembly meetings shall not be borne by the Association.

III. REPRESENTATION AND ATTENDANCE

Rule 9.

Each member shall be represented at the General Assembly meetings by an authorized representative and/or his alternate.

Rule 10.

An authorized representative may be accompanied to the meetings of the General Assembly by advisers.

Rule 11.

Each member of the Association and each other organisation invited to be represented at the General Assembly meeting shall notify the Secretary-General of the names and credentials of its delegates at least 30 days before the opening of the Assembly.

IV. PUBLIC AND CLOSED MEETINGS

Rule 12.

All meetings of the General Assembly and of its committees shall be held in public but the General Assembly or the body concerned may decide by a simple majority vote to hold closed meetings.

Rule 13.

When it is decided to hold a closed meeting, only the members of the Association and such observers as may be specifically invited would be entitled to participate in the meeting.

V. LANGUAGES

Rule 14.

The organization of meetings of the General Assembly and reproduction of its documents shall be done in the official languages of the Association. In the conduct of the meetings however, any other language could be included if the host institution can provide the necessary facilities and services.

VI. AGENDA AND WORKING PAPERS

Rule 15.

The Secretary-General shall prepare a provisional agenda and annotated agenda and circulate them to all members and observers invited to the meeting at least ninety days in advance of the meeting.

Rule 16.

In order to reinforce the professional character of the Association, a theme related to an aspect of industrial and technological research and development in Africa shall be selected for each regular meeting. The deliberations at the meeting shall concentrate on this theme and the minimum possible time shall be spent on the administrative matters of the Association.

The contents of the provisional agenda of a regular meeting related to administrative matters of the Association shall include the following items:

- (a) Consideration and adoption of the agenda;
- (b) Report by the Secretary-General since the last General Session of the General Assembly; consideration and adoption;
- (c) Items, proposed by any member, whose inclusion has been agreed to by the Executive Committee;
- (d) Reports of the Executive Committee: consideration and adoption;
- (e) Programme of work and budget proposals;
- (f) Membership and membership fees;
- (g) Amendments to the Statutes, Rules of Procedure, if any;
- (h) Election of the officers and Executive Committee of the Meeting;
- (i) Appointment of Secretary-General;
- (j) Any other business;
- (k) Decision on the venue and date of the next regular meeting of the General Assembly.

Rule 18.

The documents and any other information required for consideration on the various items on the provisional agenda shall be sent to the members and observers invited to the Meeting at least 30 days before the Meeting.

Rule 19.

Any member may submit new items including supporting documents and information to the Secretary-General at least sixty days before the meeting for consideration of the Executive Committee for inclusion on the provisional agenda of the meeting. New items may be added to the agenda after this period only in accordance with Rule 21.

Rule 20.

The Secretary-General, in consultation with the Executive Committee, shall prepare, on the basis of the acceptable new items, a revised provisional agenda and the supporting documents and information on the new items shall be circulated among participants in the course of the meeting.

Rule 21.

In the adoption of the agenda, new items may further be added by a simple majority vote of the members present.

Rule 22.

The provisional agenda for a special meeting of the General Assembly shall be prepared by the Secretary-General. Its contents shall essentially cover the items proposed for consideration in the request received by the Secretary General in accordance with Article IX, paragraph 3 of the Statutes.

Rule 23.

The provisional agenda for each special meeting of the General Assembly shall be communicated to the members and observers invited to the meeting at least 30 days before the meeting.

Rule 24. *From proposed by*

In the adoption of the provisional agenda of the special meeting, new items may be added by a simple majority vote of the members present.

VII. CONDUCT OF BUSINESS OF THE GENERAL ASSEMBLY

Rule 25.

The business of the regular and special meetings of the General Assembly shall be conducted by the President of the Association.

Rule 26.

During discussions and debates, a member may raise a point of order which shall be immediately decided upon by the President in accordance with the Rules of Procedure. A member may appeal against the ruling of the President who shall be required to put it to vote and decided upon by simple majority vote. A member must not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 27.

The following motions, listed in order of priority, shall have absolute precedence over all other proposals or motions before the meeting, except a point of order;

- (a) Suspension of the meeting;
- (b) Adjournment of the meeting;
- (c) Adjournment of the session;
- (d) Adjournment of the debate on the item under discussion; and
- (e) The closure of the debate on the item under discussion.

Rule 28.

Depending upon the subject under discussion the President may set a time limit on each speaker.

Rule 29.

During the discussion on any matter, a member may move for the suspension or adjournment of the meeting, the termination of the session or adjournment or closure of the debate on the item under discussion.

Rule 30

All motions and their amendments shall be tabled only by a member of the Association and shall be seconded by another member before they are opened for discussion. No motion may be withdrawn by its author if amendments to it are under discussion or have been adopted.

Rule 31.

Proposed resolutions shall be presented in writing to the Secretary-General who shall circulate copies to members and observers not later than the day preceding the session when the resolution would be discussed. The President may however authorize the discussion of a proposed resolution not previously distributed. Proposed resolutions and motions shall be examined in the order of their submission unless the General Assembly decides otherwise. A motion on a proposed resolution may be withdrawn by the original mover prior to its being submitted to the vote subject to the provisions in Rule 30. Any member may re-introduce a proposed resolution that has been withdrawn.

Rule 32.

A debate already completed by a vote on an issue may be re-opened by a two-third majority vote on a motion tabled by a full member to that effect. Permission to speak on a motion to re-open a debate shall normally be limited to two speakers for and two against the motion.

Rule 33.

A quorum shall be made up of a simple majority of full members.

VIII. - VOTING AND ELECTIONS

Rule 34

The Secretary-General shall be responsible for making all the necessary arrangements for voting and elections. He may designate one or more of his staff as election officer(s) to assist him in carrying out these duties which shall include but not be limited to:

- (a) To ensure that the provisions of the Statutes and the Rules of Procedure of the Association regarding voting and electoral procedures are correctly carried out ;
- (b) To be responsible for all arrangements for voting and elections ;
- (c) To advise the President of the General Assembly on all matters pertaining to voting procedures and mechanics ;
- (d) To supervise the preparation of ballot papers ;
- (e) To maintain records of all election results, ensuring that they are faithfully recorded and published ;
- (f) To undertake such other relevant duties as may arise in connection with voting and elections.

Rule 35.

Only full members in good standing shall be eligible to vote and shall be entitled to only one vote.

Rule-36.

The presiding officer of the General Assembly meeting shall have the right to vote on behalf of his organization if it is in good standing.

Rule 37

A decision shall be considered to have been made if the result of a voting is in accordance with the relevant provision of Article XVIII of the Statutes of Association.

Rule 38

The normal voting shall be by show of hands. Other methods of voting such as by roll call and secret ballot may be decided upon by the President or as specified elsewhere in these Rules of Procedure.

Rule 39

Any member may challenge the result of a vote immediately after the result has been announced, in which case the President shall call for another vote.

Rule 40

Voting on proposals shall commence on any amendments moved on it in the reverse order in which they were presented.

Rule 41

Parts of a proposal, a resolution or of a motion may be voted upon separately when so requested by a member and supported by a simple majority of the voting members present.

Rule 42

In the event of equality of votes on issues other than elections, the proposal shall be deemed to have been rejected.

Rule 43

Elections and decisions relating to individuals shall be voted by secret ballot.

Rule 44.

The ballot papers for a secret ballot shall be duly initiated by an authorized officer of the Secretariat, the elections officer, who shall be responsible for ensuring compliance with the requirement.

Rule 45.

The result of a vote by secret ballot may be challenged, immediately after it has been announced, by any member, in which case the President shall appoint two members to examine the ballot papers and all relevant record sheets. If an irregularity is discovered the vote shall be repeated.

Rule 46.

In the case of an election for two or more positions the persons obtaining the higher number of votes corresponding to the number of positions shall be considered elected. In the case of equal division of votes, another vote shall be taken, where necessary.

Rule 47.

All officers and other members of the Executive Committee shall be elected by the General Assembly at its concluding plenary session.

Rule 48.

In the election of officers and other members of the Executive Committee all full members in good standing shall be entitled to stand for election, nominate candidates and vote in the election.

Rule 49.

Nominations for the election of the officers of the Association and other members of the Executive Committee shall be communicated to the Secretary General at least one day before the day of the election. In special cases, the President shall seek the approval of the General Assembly by a simple

majority vote of the full members present to accept nomination from the floor. Each nomination shall be made separately and duly proposed and seconded by two full members of the Association. In the nomination of candidates for the officers of President and Vice-Presidents of the Association, due consideration should be given to their ability to effectively lead the Association. The nomination shall also contain the consent of the member nominated for election and a brief background information of the nominees.

Rule 50.

The credentials of the candidates shall be examined by the Secretary-General who shall prepare a list of the valid nominations and present it to General Assembly on the basis of which the eligible members shall proceed to vote.

Rule 51.

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

IX. RECORDS AND REPORTS

Rule 52.

All reports and documents having bearing on the business of the General Assembly shall, as far as possible, be made available at all sessions of the General Assembly and made available to delegates, should the necessity arise.

Rule 53.

The reports of the meetings of the General Assembly shall, in particular, include minutes of the proceedings of the meetings and the reports of the commissions and committees adopted by the General Assembly. These reports shall be circulated by the Secretary-General to members within six months after the closing of the meetings.

Rule 54

All documents of the Association related to meetings of the General Assembly, the Executive Committee and official communications of the Association shall be issued in the languages adopted as the working languages of the Association. Documents related to other technical programmes of the Association shall normally be reproduced in the language adopted for that specific programme. Summaries of such documents shall, however, be made available in the two official languages of the Association. A member requiring additional documentation on such programmes shall be responsible for the translation, if need be.

Rule 55

Should an officer of the Association no longer be employed by his organization, he must resign his post as an officer of the Association. His resignation shall be considered to have been accepted when he has duly handed over to the member he was representing all the property of the Association in his possession.

X. EXECUTIVE COMMITTEE

Rule 56

In addition to the function attributed to the Executive Committee in the Statutes of the Association, it shall also:

- (a) Review, examine and whenever necessary approve any proposals of the Secretary-General regarding any short-and long-term investments and make recommendations to the General Assembly on any modification in the scale of contribution and for the creation of a reserve fund or any special fund involving any additional financial implication to the members;
- (b) Consider and propose the draft of an agreement or convention to be signed by the Association with any country or any international organization;
- (c) Establish any sub-committee to advise it on any aspect of its or the Association's work.

XI. OFFICERS OF THE ASSOCIATION

Rule 57

Should an officer of the Association no longer be employed by his organization, it is the responsibility of that organization to keep the Secretariat informed accordingly and to secure all properties of the Association from him.

XII. SECRETARY-GENERAL AND SECRETARIAT

Rule 58

The period of office of the Secretary-General shall be decided upon by the General Assembly.

Rule 59

The Secretary-General shall, on the request of the President, convene meetings of the General Assembly and of the Executive Committee and of any other commissions, committees and sub-committees appointed by the Association and carry out the decisions taken by these bodies.

Rule 60

The Secretary-General shall, when requested to do so by the Executive Committee, establish an ad hoc panel of experts to make a study on any important subject which may be useful to the Association.

Rule 61

The Secretary-General shall submit proposals for the approval of the Executive Committee on the scale of salaries and conditions of recruitment and service of the staff and on the general structure of the administrative and technical services of the Association.

Rule 62

The Secretary-General, with the approval of the Executive Committee, shall elaborate such general staff regulations as may be necessary.

Rule 63

The Secretary-General shall, insofar as may be feasible, arrange for public announcement of staff vacancies and shall fill vacancies in accordance with such competitive methods of selection as he may consider most suitable for various types of appointments. For posts other than those in the general-service category, the Secretary General shall invite candidates from all African countries especially those in which there are member institutions and make his recommendation to the Executive Committee for its approval. In case of all other appointments, he shall make suitable arrangements for the selection of staff.

Rule 64

The Secretary-General may nominate, on a temporary basis, one member of his staff to discharge his duties during his absence and inform the Executive Committee accordingly.

Rule 65

The Secretary-General or any member of the Secretariat designated by him shall, when requested by the General Assembly, the Executive Committee or any body established by the General Assembly or the Executive Committee provide either oral or any written statements concerning any question under consideration.

Rule 66

It shall be the duty of the Secretariat, acting under the authority of the Secretary-General, to receive, translate and distribute documents, reports and resolutions of the General Assembly and its committees, draft and circulate the records of the meetings, be responsible for the safe keeping of the documents and records and perform all other work which the General Assembly may desire.

XIII. AD HOC COMMITTEES

Rule 67

The Association may establish such ad hoc committees and temporary working groups as it may deem necessary. Such committees or working groups shall adopt their own methods of work.

XIV. FINANCIAL MATTERS

Rule 68

The Association's budget estimates shall consist of the resources and expenditures during the financial period and shall be presented in such currency as may be determined by the General Assembly from time to time. The budget of the Association shall be prepared on an annual basis.

Rule 69

The budget estimates shall consist of two parts: one part covering the administration of the Association and the other covering the technical programmes. They will be accompanied by such explanatory statements as necessary.

Rule 70

The budget estimates as finalized by the Executive Committee, and along with its comments, if any, shall be communicated to all members at least thirty days before the beginning of the next regular meeting of the General Assembly.

Rule 71

The Secretary-General shall propose any supplementary estimates to cover any emergent and unforeseen expenditures for the consideration of and approval by the Executive Committee.

Rule 72

The budget approval by the General Assembly shall constitute an authorization to the Secretary-General to meet obligations and incur expenditures in accordance with the Association's financial rules and procedures and the guidance of the Executive Committee.

Rule 73

At the beginning of each financial year, the Secretary-General shall inform the members regarding the contribution to be paid for the current year and all outstanding payments.

Rule 74

The Secretary-General shall, with the approval of the Executive Committee, establish and operate permanent bank accounts in the country where the Secretariat is located and other temporary bank accounts elsewhere as necessary.

Rule 75

The Secretary-General may delegate to a suitable staff of the Secretariat such powers as he considers necessary for the effective implementation of the Association's financial rules and regulations.

Rule 76

The Executive Committee, on the basis of an evaluation of competitive bids, shall recommend to the General Assembly an independent firm or group of chartered accountants for its approval. The Association shall enter into a contract with the accountants selected by the General Assembly to audit the accounts of the Association to ensure their conformity with the approved budget and financial rules and regulations of the Association.

Rule 77

The auditors, in addition to certifying the accounts, may make such observations as they deem necessary with respect to the efficiency of the financial procedure, the accounting system, and the internal controls.

Rule 78

The auditors shall submit their audit reports on the financial operations of the Association for the financial period to the President not later than April 30 of the year following the year of the period to which the accounts relate.

Rule 79

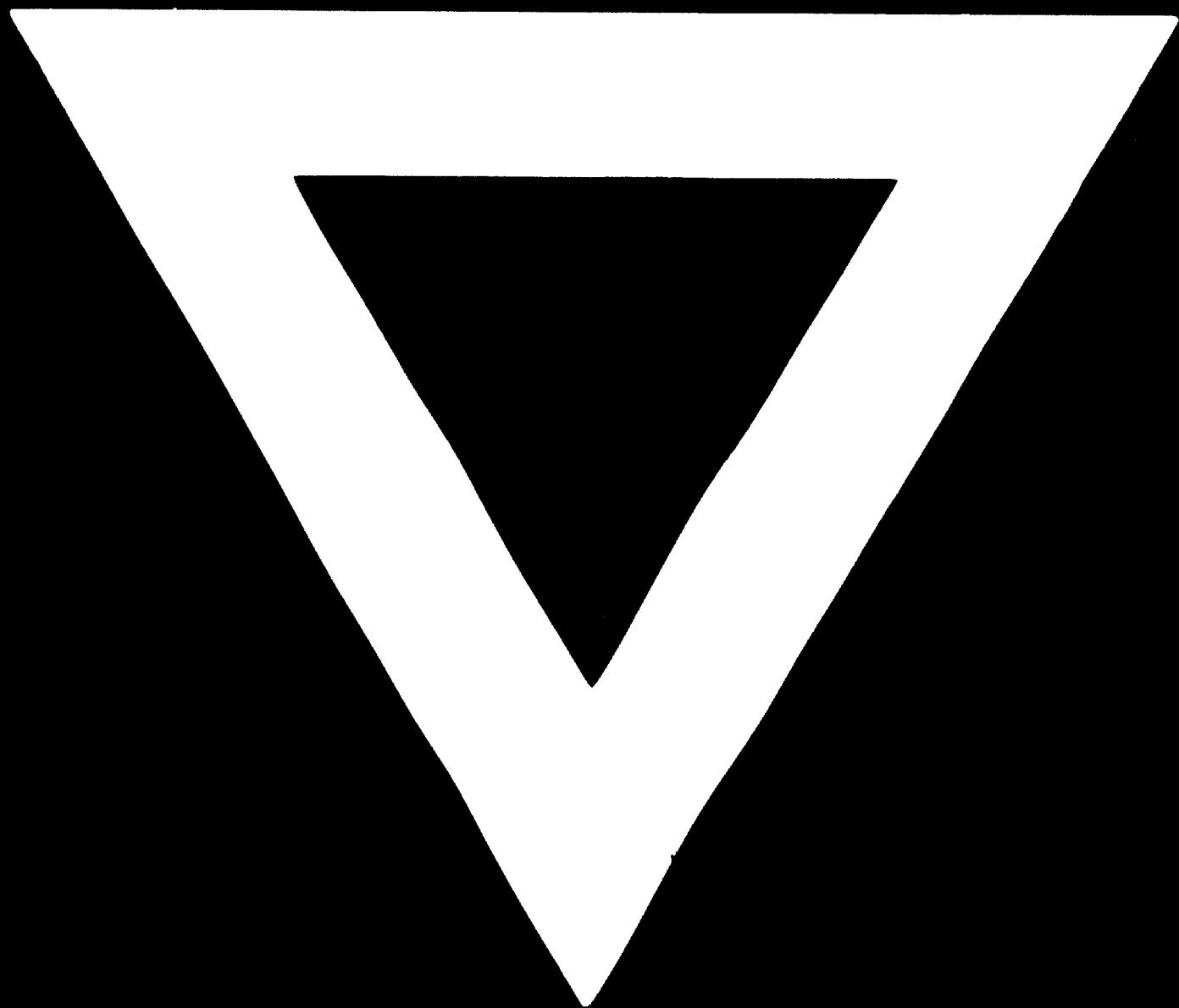
The Secretary-General shall, if necessary, be requested to make observations and provide explanations on the auditors' reports.

Rule 80

The Executive Committee, in turn, shall forward these, as a part of its report, to the members of the Association along with its observations and recommendations, if any, for consideration.



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