RULES OF PROCEDURE

ADOPTED AT ITS FIRST SESSION OF THE REGIONAL COMMITTEE
BANGKOK, 12-15 FEBRUARY 1990
RULES OF PROCEDURE

RULE 1
Composition

1. The governments of States having deposited instruments of ratification, approval, acceptance or accession to the Regional Convention of the Recognition of Studies, Diplomas and Degrees in Higher Education in Asia and the Pacific, adopted in Bangkok on 16 December 1983, shall be members of the Regional Committee under the conditions provided for in the Convention.
2. Each member of the Committee shall communicate to its Secretariat the names of the representatives it as designated for each session of the Committee.

RULE 2
Terms of Reference

1. The function of the Committee shall be to promote the application of the Convention. It shall receive and examine periodic reports from the Contracting States on progress to date and difficulties met with in applying the Convention, as well as studies on the Convention prepared by its Secretariat.
2. The Committee shall make general or specific recommendations to the Contracting States.

RULE 3
Sessions

1. The Committee shall meet at least once every two years in ordinary session.
2. The first ordinary session of the Committee shall be convened by the Director-General of UNESCO. Subsequent ordinary sessions shall be convened by the Secretariat of the Committee in accordance with the instructions of the Bureau of the Committee and with the agreement of the Director-General of UNESCO.
3. Extraordinary sessions shall be convened by decision of the Bureau, through its Chairman. The place and date of extra-ordinary sessions shall be fixed by the Chairman in agreement with the Director-General of UNESCO.
4. The sessions of the Committee shall normally be held at the place where the Secretariat of the Committee has its headquarters.
5. Any member of the Committee may invite the Committee to hold an ordinary or extra-ordinary session on its territory. The Secretariat shall inform the members of the Bureau of any invitation of this kind. The Bureau, through its Chairman, shall decide upon such invitations in agreement with the Director-General of UNESCO.

RULE 4
Agenda

1. The provisional agenda of the first session of the Committee shall be drawn up by the Director-General of UNESCO.
2. The provisional agenda of subsequent ordinary sessions shall be drawn up by the Secretariat of the Committee after consulting the members of the Bureau.
3. The provisional agenda of ordinary sessions shall be communicated to members of the Committee at least two months before the opening of each session.
4. The provisional agenda of an ordinary session of the Committee shall include:
items whose inclusion has been ordered by the Committee;
items proposed by members of the Committee;
items proposed by the Director-General of UNESCO.
5. The provisional agenda of an extra-ordinary session shall include only those items for whose consideration the session has been convened by the Bureau.
6. The provisional agenda of an extra-ordinary session shall be communicated to members of the Committee at least ten days in advance.
7. The Committee shall adopt its agenda at the beginning of each session.
8. During an ordinary session the Committee may change the order of items on the agenda and add or delete items. For that purpose a two-thirds majority shall be necessary.

RULES 5
Bureau

1. At the beginning of each of its ordinary sessions, the Committee shall elect a 1 Chairman, a First Vice-Chairman, a Second Vice-Chairman and a Rapporteur, who shall constitute the Bureau of the Committee and who shall remain in office until the beginning of the subsequent ordinary session.
2. The Bureau shall be responsible for co-ordinating the work of the Committee and, in general, assisting the Chairman in his duties.
3. Members of the Bureau shall be eligible for re-election.
4. The Bureau may meet in the interval between sessions of the Committee by decision of its Chairman reached in agreement with the Director-General of UNESCO.

RULE 6
Subsidiary Bodies

The Committee shall establish any subsidiary body it may deem necessary in order to consider the items on its agenda.

RULE 7
Representatives and Observers

1. Member States and Associate Members of UNESCO other than those referred to in Rule 1 may be represented by observers.
2. Member States which are not members of UNESCO but which are members of the United Nations, one of the United Nations Specialized Agencies or of the International Atomic Energy Agency, or which are parties to the Statute of the International Court of Justice, may send observers if invited to do so by decision of the Committee.
3. The United Nations and other organizations and institutions in the United Nations system may send representatives to sessions of the Committee.
4. Inter-governmental and non-governmental organizations invited by decision of the Regional Committee may also send observers to sessions of the Committee.
5. Representatives and observers may take part in the work of the Committee without the right to vote, subject to the provisions of paragraph 3 of Rule 11 and without the right to make formal proposal.

RULE 8
General Powers of the Chairman

1. In addition to exercising the powers which are conferred upon him elsewhere by these Rules, the Chairman shall declare the opening and closing of each session of the Committee. He shall direct the
discussions, ensure observance of these rules, control the proceedings and maintain order. He shall not vote, but may designate a member of his delegation to vote in his place.

2. If the Chairman ceases to represent a member of the Committee or is unable to perform his duties, the First Vice-Chairman shall act as Chairman for the remainder of the Chairman’s term of office. If that Vice-Chairman also ceases to represent a member of the Committee or is unable to perform his duties, the Second Vice-Chairman shall act as Chairman for the remainder of the Chairman’s term of office.

3. If the Chairman is absent during a session, his functions shall be exercised successively by the Vice-Chairmen.

RULE 9
Publicity of Proceedings

Unless otherwise decided by the Committee or by the body in question, all sessions of the Committee and of its subsidiary bodies shall be held in public.

RULE 10
Quorum

1. At plenary meetings of the Committee, a majority of the governments referred to in Rule 1 who are present at the session will constitute a quorum.

2. In the subsidiary bodies of the Committee a majority of their members shall form a quorum.

3. If after five minutes’ adjournment, there be still no quorum as above defined, the Chairman may request the agreement of all Member States actually present temporarily to waive the preceding paragraphs of this rule.

RULE 11
Order of Speeches and Time-Limit on Speeches

1. The Chairman of the meeting shall call upon speakers in the order in which they signify their wish to speak.

2. The Chairman of the meeting may limit the time to be allowed to each speaker when circumstances make this desirable.

3. The representatives and observers referred to in Rule 7 may speak with the prior consent of the Chairman.

RULE 12
Points of Order

1. In the course of a debate, any member of the Committee may raise a point of order, and such point of order shall be immediately decided by the Chairman.

2. An appeal may be made against the ruling of the Chairman. It shall be put to the vote immediately, and the Chairman’s ruling shall stand unless overruled by a majority of the members present and voting.

RULE 13
Procedural Motions

1. In the course of a debate, any member of the Committee may move the suspension or adjournment of the meeting, or the adjournment or closure of the debate.
2. Such motions shall be immediately put to the vote. Subject to the provisions of paragraph 1 of Rule 12, the following motions shall have precedence, in the following order, over all other proposals or 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) for the closure of the debate on the item under discussion.

RULE 14
Conclusions and Recommendations; Amendments

1. Draft conclusions and recommendations and amendments to such drafts may be submitted by members of the Committee. They shall be transmitted in writing to the Secretariat of the Committee, which shall circulate copies to all members.
2. As a general rule, no draft conclusion, recommendation or amendment may be discussed or put to the vote unless copies of it have been circulated sufficiently in advance to all members, in the working languages of the Committee.

RULE 15
Working Language

1. The working language of the Committee is English.
2. Speakers may, however, use any other language, on condition that they make their own arrangements for interpretation of their speeches into the working language, and provided that it is technically possible.
3. In view of the provisions of paragraph 1 above, the working documents of the Committee shall be issued in its working language.

RULE 16
Voting

1. Each member of the Committee shall have one vote in the Committee and in each of its subsidiary bodies on which that member is represented.
2. Unless otherwise stipulated in the Convention or in these Rules, decisions shall be taken by a majority of members present and voting.
3. For the purpose of these Rules, the expression 'members present and voting' means members casting an affirmative or negative vote. Members abstaining from voting are considered 'non-voters'.
4. Normal voting shall be by show of hands.
5. When the result of a vote by show of hands is in doubt, the Chairman of the meeting may take a second vote, by role-call. A vote by roll-call shall also be taken if it is requested by not less than two members before voting takes place.
6. When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Committee shall first vote on the amendment deemed by the Chairman to be furthest removed in substance from the original proposal and then on the amendment deemed by the Chairman to be the next furthest removed therefrom, and so on, until all the amendments have been put to the vote.
7. If one or more amendments are adopted, the entire amended proposal shall then be put to the vote.
8. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

RULE 17
Records

1. At each of its session, the Committee shall adopt a report on proceedings, including the text of the conclusions and recommendations it has adopted.
2. After each session of the Committee, a final report shall be issued by the Secretariat.

RULE 18
Special Consultations by Correspondence

Should the approval of the Committee be required for measures of exceptional urgency and importance while the Committee is not in session, the Chairman may, through the Secretariat, consult the members by correspondence. The proposed measure shall be adopted if it is approved by two-thirds of the members of the Committee.

RULE 19
Secretariat of the Committee

1. The Director-General of UNESCO or his representative shall participate, without the right to vote, in the work of the Committee, of its Bureau and of its subsidiary bodies. They may at any time make oral or written statements to the Committee, to the Bureau or to any subsidiary body.
2. The Director-General shall place at the disposal of the Committee a member of the Secretariat of UNESCO who shall act as Secretary of the Committee, together with the staff and other facilities necessary for the work of the Committee.
3. The Secretary of the Committee shall attend all meetings of the Committee, of the Bureau and of the subsidiary bodies.

RULE 20
Adoption, Amendment and Suspension of the Rules of Procedure

1. The Committee shall adopt its Rules of Procedure in plenary meeting by a majority decision of members present and voting.
2. The Committee may amend these Rules of Procedure, except those based on provisions of the Convention, by a decision in plenary meeting taken by a two-thirds majority of the members present and voting.
3. Any of these Rules of Procedure, other than those based on provisions of the Convention, may be suspended by a decision taken by a two-thirds majority of the members present and voting.