AG 1/2
Rome, September 25, 1960

- GENERAL ASSEMBLY -
   First session
Rome, 14th, 15th and 16th of December 1960

RULES OF PROCEDURE
OF THE GENERAL ASSEMBLY
(Proposed by the Provisional council at its fifth session)
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RULES OF PROCEDURE
OF THE GENERAL ASSEMBLY

I. SESSIONS

A. ORDINARY SESSIONS

Rule 1 - Date of meeting
1.1 The General Conference shall meet every two years in ordinary session.
1.2 The opening date of the session shall be fixed by the Director of Centre, after consulting the Council taking into account any preference which the Assembly may have expressed at the previous session.

Rule 2 - Place of meeting
2.1 The General Assembly shall meet at the seat of the Centre. Nevertheless, in exceptional circumstances and on favorable advice of the Council, the General Assembly can decide at an ordinary session to hold the following session at a place different from the seat of the Centre.
2.2 Change of seat: In the event of circumstances developing which in the opinion of the Council render it undesirable to hold the General Assembly at the place fixed at the previous session, the Council, after consultation with Member States and if a majority of them concur, may convene the meeting elsewhere.

B. EXTRAORDINARY SESSIONS

Rule 3 - Extraordinary Sessions
3.1 The General Assembly may meet in extraordinary session if summoned by the President of the Council at the request of the majority of the Member States or in pursuance of a decision of the Council.
3.2 Extraordinary sessions shall be held at the seat of Centre unless the Council finds it necessary to convene the meeting elsewhere.
C. ORDINARY AND EXTRAORDINARY SESSIONS

Rule 4 - Notification of sessions

4.1 The Director shall notify the Member States and UNESCO not less than 60 days in advance, of the date and place of the ordinary session and, if possible, not less than thirty days in advance, of the date and place of an extraordinary session.

4.2 The Associated Members, the International Council of Museums, the International Committee on Monuments, the International Council of Archives and the Union internazionale degli Istituti d'archeologia, storia e storia dell'arte in Roma, shall be notified of any session by the Director of the Centre.

4.3 The General Assembly shall decide upon the advice of the Council which organizations, international or national, non-governmental or semi-governmental are to be invited to send observers to the meetings. The Director of the Centre shall notify those organizations of the convening of the meetings of the General Assembly.

II. AGENDA

A. ORDINARY SESSIONS

Rule 5 - Provisional Agenda

5.1 The Provisional Agenda shall be prepared by the Council on the basis of items submitted, pursuant to Rule 6 not later than 90 days before the opening of the session.

5.2 It shall be communicated to the Member States and UNESCO not less than 60 days before the opening of the session.

Rule 6 - Content of provisional Agenda

The provisional agenda of a session shall include:

a) Election of the President of the General Assembly.
d) Items whose inclusion has been ordered by the General Assembly.
e) Items proposed by UNESCO or by any Member State
f) Review of the state of the conservation and of the restoration programmes of the Member States and Associated Members. Emphasis should be given to the general principles which claim the attention of the General Assembly or which may justify a formal recommendation or the Assembly.
g) Summary of the written reports presented by Member States and Associates Members.
h) General policy of the Centre for the coming years
i) Approval of the budget for the next years
j) Items which the Director considers it necessary to include.
k) Any other items introduced by the Council.
l) Election of the Council.

Rule 7 - Supplementary items

7.1 Any member State or UNESCO may, at least 35 days before the date fixed for the opening of the session, request the inclusion of supplementary items on the Agenda.

7.2 The Council and the Director may also include supplementary items on the Agenda within the same time-limit.

7.3 Such supplementary items shall appear on a supplementary list, which shall be circulated to the Member States and UNESCO at least 15 days before the date fixed for the opening of the session.

7.4 After the period 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 10.2 of the Rules of Procedure.

Rule 8 - Preparation of revised Agenda.

8.1 The Council shall prepare on the basis of the provisional Agenda and the supplementary list, a revised Agenda.

Rule 9 - Approval of the Agenda.

9.1 The revised Agenda shall be submitted to the General Assembly for approval as soon as possible after the opening of the session.

9.2 The Assembly or any committee, may request the advice of the Council 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 Council shall have had the opportunity to consi-
Rule 10 - Amendments, Deletions, and new items.

10.1 During a session of the General Assembly, items may be amended or may be deleted from the agenda in pursuance of a decision of the General Assembly.

10.2 New items of an important and urgent character may be added to the agenda in pursuance of a decision of the General Assembly.

B. EXTRAORDINARY SESSIONS

Rule 11 - Provisional Agenda

11.1 The provisional Agenda shall be prepared by the Council.

11.2 It shall be communicated to the Member States and Unesco thirty days at least before the opening of the session.

Rule 12 - Content of provisional Agenda.

The provisional Agenda of an extraordinary session shall consist only of items proposed either by Council or by Member States if it is the Member States that have requested the convocation of the session.

Rule 13 - Supplementary items

Any Member States or Unesco, or the Council, or the Director of the Centre may request the inclusion of supplementary items on the agenda up to the date fixed for the opening of the session.

Rule 14 - Approval of the Agenda

The provisional agenda shall be submitted to the General Conference as soon as possible after the opening of the extraordinary session, for approval and voting and supplementary items.

III. DELEGATIONS

Rule 15 - Composition

15.1 The General Assembly shall consist of delegates of Member States, each of which shall be represented by one delegate.
15.2 These delegates should be selected from amongst the best qualified technical experts concerned with the preservation of cultural properties.

15.3 The UNESCO and Associate Members may be represented at sessions of the General Assembly by observers, who shall be entitled to submit proposals, but not to vote.

15.4 Each delegate may have a substitute and as many councillors and experts as it judges to be necessary.

IV. CREDENTIALS

Rule 16 Submission of credentials

16.1 The credentials of delegates and their substitutes shall be issued by the head of the State, the head of the Government or the Minister of Foreign Affairs or, other government department or even, if necessary by a diplomatic mission.

Rule 17 Names of Observers

The organizations invited to send Observers according to articles 4.2 and 4.3 shall communicate the names of their Observers to the Director of the Centre, if possible one week before the opening of the session.

Rule 18 Provisional admission to a session

Any representative to whose admission a Member State or Associate Member has made objection shall be seated provisionally with the same rights as other representatives, until the Credentials Committee has reported and the General Conference has given its decision.

V. ORGANIZATION OF THE GENERAL ASSEMBLY

Rule 19 Ordinary session

19.1 The General Assembly at the beginning of each session, shall elect a President and a Vice-President and establish such committees and commissions as may be required for the transac- tion of its business.
19.2 The Committees of the General Assembly shall include the Credentials Committee and the General Committee.

19.3 The Commissions and 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 Organization.

Rule 20 Extraordinary session

A President and Vice-President shall be elected, and such committees, commissions and subsidiary bodies established as may be required by the Agenda of the session.

VI. COMMITTEES OF THE GENERAL ASSEMBLY

Rule 21 Credentials Committee

21.1 The Credentials Committee shall consist of five members, who shall be elected the General Conference on the proposal of the Temporary President.

21.2 It shall elect its own Chairman.

Rule 22 Functions of the Credentials Committee

22.1 This committee shall examine and report to the General Assembly without delay on the credentials of the delegations of Member States and Associate Members and of representatives of the United Nations as well as of the organisations mentioned in Articles 4.2 and 4.3

Rule 23 General Committee of the Conference

23.1 The General Committee of the Assembly shall consist of the President, the Vice-President and the Chairman of the committees and commissions of the Assembly.

23.2 The Chairman of the Council or in his absence, the Acting Chairman shall participate in meetings of the General Committee, but without the right to vote.
23.3 The President of the General Assembly shall preside at the General Committee, if he is unable to attend a meeting, the provisions of Art. 27 shall apply.

23.4 The Director of the Centre or, if he is unable to attend, his representative shall serve as Secretary to the General Committee.

Rule 24 Functions of the General Committee

24.1 The functions of the General Committee are:

a) to fix the hour, the date and the order of business of plenary meetings of the Assembly,

b) to co-ordinate the work of the Assembly committees, and commissions,

c) to assist the President in directing the general work of the session.

VII. PRESIDENT AND VICE-PRESIDENT

Rule 25 Temporary President

At the opening of each session of the General Assembly, the delegate of the country from which the President of the previous session was elected shall preside until the General Assembly has elected the President for the session.

Rule 26 General powers of the President

In addition to exercising the powers which are conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each plenary meeting of the Assembly; he shall direct the discussions, insure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to the present rules, shall control the proceedings and the maintenance of order.

Rule 27 Acting President

27.1 If the President finds it necessary to be absent during a meeting or any part thereof, his place will be taken by the Vice President.

27.2 The Vice President when taking the place of the President, shall have the same powers and responsibilities as the President.
VIII. COMMISSIONS

Rule 28  Establishment of commissions

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

Rule 29  Composition of commissions

The composition of the commissions shall be determined by the General Assembly in the resolution by which the commissions are established.

Rule 30  Procedure

The procedure laid down in these Rules of Procedure shall be applicable to the Presidency and to discussions in the committees and in the commissions of the Assembly unless these organs or the General Assembly shall decide otherwise.

IX. SECRETARIAT

Rule 31  Duties of the Director of the Centre

31.1 The Director of the Centre shall act in the capacity of Secretary General at all meetings of the General Assembly, including the meetings of its Committees, Commissions. He may appoint one or more members of the staff to act in his place at all such meetings.

31.2 The Secretariat of the General Assembly, hereinafter referred to as the Secretariat, is covered by the staff of the Secretariat of the Centre chosen by the Director and acting under his responsibility.

Rule 32  Statements of the Director

The Director of the Centre or a member of the Secretariat designated by him, may at any time, with the approval of the Chairman, make to the Assembly or to a Committee or Commission, either oral or written statements concerning any question under consideration by them.
Rule 33  Duties of the Secretariat

It shall be the duty of the Secretariat, acting under the authority of the Director of the Centre to receive, translate and distribute documents, reports and resolutions of the General Assembly, its Committees and Commissions; provide interpretation of speeches made at the meetings and circulate analytical minutes of the meetings; be responsible for the safe keeping of the documents in the archives of the Centre; and perform all other work which the General Assembly may require.

X. LANGUAGES

Rule 34  Working languages

English and French are the working languages of the General Assembly.

Rule 35  Interpretation of other languages

Delegates may speak in other than the working languages, but they must themselves provide for interpretation of their speech into one of the working languages, according to their choice; the Secretariat shall provide interpretation into the other working languages.

XI. RECORDS

Rule 36  Minutes

36.1 Minutes shall be drawn up of all plenary meetings of the General Assembly and of meetings of Committees and Commissions.

36.2 Any delegation can demand that a statement of its interventions be inserted in extenso in the minutes.

36.3 In order to assure the correctness of the records of the meetings and to facilitate the task of the Secretariat, delegates are to be requested to send a summary of their statements to the offices of the Secretariat.

36.4 When possible, the recording on magnetic tape should be employed.
Rule 37  Distribution of minutes

37.1 The minutes provided for in the preceding rule shall be circulated to delegations as soon as possible after the close of a meeting; also to UNESCO and to bodies represented by observers to allow for corrections so that papers can be returned to the Secretary within 30 days.

37.2 After a delay of 30 days, as envisaged in 37.1 the Secretariat will proceed to compile a definitive text of the minutes, taking the corrections into consideration.

Rule 38  Minutes of Private Sessions

In cases where meetings are held in private, the analytical minutes in French and in English are to be incorporated in the archives of the Centre and not made public unless their publication has been specifically authorised by the parties concerned.

XII. PUBLICITY OF MEETINGS AND RESOLUTIONS

Rule 39  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.

Rule 40  Private meetings

40.1 When it is decided, in exceptional circumstances, to hold a private meeting, all persons shall be excluded except the members of these 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.

40.2 Any decision taken at a private meeting of the General Assembly, its committees, commissions or subsidiary bodies shall be announced at an early public meeting.
Rule 41  Circulation of resolutions

Resolutions adopted by the Conference shall be circulated by the Director of the Centre to the Member States and Unesco within sixty days after the close of the session.

XIII RIGHT TO SPEAK

Rule 42  Council

The Chairman of the Council or another member of the Council designated as its spokesman, may be invited by the Chairman of a committee or commission to make a statement on behalf of the Council at any meeting when a matter affecting the responsibilities of the Council is under consideration.

Rule 43  Observers

Observers provided under Rule 6.2 and 6.3 may make oral or written statements in plenary meetings and in meetings of committees and commissions with the consent of the presiding officer.

XIV. CONDUCT OF BUSINESS

Rule 44  Quorum

44.1 At plenary meetings of the General Assembly a majority of the Member States attending the session shall constitute a quorum.

44.2 At meetings of committees and commissions of the General Assembly, a majority of the Member States which are members of that body shall form a quorum.

Rule 45  Order of speeches

45.1 The President shall call upon speakers in the order in which they signify their wish to speak.

45.2 The Chairman or the Rapporteur of a committee or commission may be accorded precedence for the purpose of submitting or upholding the report of the committee, commission or subsidiary body.

Rule 46  Time-limit on speeches

The General Assembly may limit the time to be allowed to each speaker.
Rule 47  Closing of list of speeches

47.1 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.

47.2 He may, however, accord the right of reply if a speech delivered after he has declared the list closed makes this desirable.

Rule 48  Points of order

In the course of a debate, any member State may raise a point of order, and such point of order shall be immediately decided by the President. An appeal may be made against the ruling of the President. It shall be put to the vote immediately, and the President's ruling shall stand unless overruled by a majority of the Member States and voting.

Rule 49  Order of procedural motions

Subject to Rule 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 50  Amendments to the draft programme

50.1 Draft resolutions and amendments other than those mentioned in the following paragraph shall be transmitted in writing to the Director of the Centre, who shall circulate copies to delegations.

Proposals for the 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 Director of the Centre before the end of the second day of the session.
50.2 As a general rule, no draft resolution shall be discussed or put to the vote unless copies of it have been circulated to all delegations not later than the day preceding the meeting.

50.3 Notwithstanding the provisions of the foregoing paragraph, the President may permit the discussion and consideration of amendments to substantive motions, and of substitute motions or procedural motions, without previous circulation of copies.

50.4 When, in the judgement of the Chairman of the Council, any resolution or amendment under consideration in any commission, or committee of the General Assembly involves an important new undertaking or affects the budget estimates, he may request that the Council 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 twenty-four hours, as the Council may require for this purpose.

XV. VOTING

Rule 51 Voting rights

Each Member State whose credentials have been found to comply with Rule 16 or which has exceptionally been admitted according to Rule 18 shall have one vote in the General Assembly or in any of its committees and commissions. One Member State may not represent or vote for another. The Unesco representative has not the right to vote.

Rule 52 Simple majority

Decisions of the General Assembly shall be taken by a simple majority of the Members present and voting, except in the cases listed in the Statutes and in Rules 52 and 53.

Rule 53 Two-thirds majority

A two-thirds majority of the members present and voting is required to increase the amounts of
Rule 54

Voting on amendments to the Statutes

The voting on the amendments to the Statutes shall follow the requirements of the Article 13 of those Statutes. Amendments to the Statutes shall be adopted by the unanimous vote of the members present and voting.

Rule 55

Vote

Normal voting shall be by a show of hands or by standing. Vote by roll-call or by secret ballot shall be taken in the cases provided under Rules 56 and 59.

Rule 56

Roll-call

56.1 When the result of a vote by show of hands or by standing is in doubt, the President may take a second vote, by roll-call.

56.2 Vote by roll-call shall be taken if it is requested by not less than two Members. The request shall be made to the President before voting takes place or immediately after a vote by show of hands or by standing.

56.3 When a vote is taken by roll-call, the vote of each Member participating shall be inserted in verbatim record of the meeting.

Rule 57

Separate vote

Parts of a proposal shall be voted on separately, if a Member requests that the proposal be divided. The resulting proposal shall then be put to a final vote in its entirety.

Rule 58

Voting on amendments

58.1 When an amendment to a proposal is moved, the amendment shall be voted on first.

58.2 When two or more amendments to a proposal are moved, the General Assembly shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal and then on the amendment next furthest removed from it, and so on, until all the amendments have been put to the vote.
58.3 If one or more amendments are adopted, the amended proposal shall then be voted upon.

58.4 A motion is considered an amendment to a proposal if it merely adds to, deleted from or revises part of that proposal.

**Rule 59**

**Secret ballot**

59.1 The election of the Director of the Centre and members of the Council shall be by secret ballot, as set forth in Rules 63 and 68.

59.2 All other elections and decisions relating to individuals shall be voted on by secret ballot whenever five or more Members shall so request or if the President so decides.

59.3 Moreover vote by secret ballot shall be taken on every question if it is requested by the General Assembly, a Committee, or a Commission.

**Rule 60**

**Election of a simple person**

60.1 When a single elective place is to be filled, the candidate shall obtain in the first ballot the absolute majority of votes.

60.2 If no candidate obtains in first ballot the majority required, additional ballot shall be taken and the candidate obtaining the largest number of votes shall be elected.

60.3 If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

**Rule 61**

**Election of two or more persons**

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of places to be filled there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not more than twice the places remaining to be filled.
Rule 62  Equally divided votes

If a vote is equally divided, in voting not concerned with elections, a second vote shall be taken in the course of a subsequent meeting. This meeting shall be held within forty-eight hours after the first vote, and the taking of the second vote shall appear on its agenda. Unless at this meeting there is a majority in favour of the proposal, it shall be considered as lost.

XVI. ELECTION OF MEMBERS OF THE COUNCIL

Rule 63  Elections

63.1 At each of its ordinary sessions, the General Assembly shall elect by secret ballot five members of the Council amongst the candidates presented by the Member States, in accordance with the Article 7 of the Statutes. Derogating from Rule 61, in order to choose those five members, five successive election shall be taken.

63.2 Member States shall acquaint the Director of the Centre at least 20 days before the opening of the meeting, with the names of their candidates with a short notice concerning their scientific and administrative activities.

63.3 Member States must obtain the prior assent of candidates before presenting them for election to Council.

Rule 64  Nationality of Candidates

As a general rule, member states will present candidates of their own nationality but where a candidate is not of this nationality he may still be admitted provided he is not of the same nationality as any other member of the Council.

Rule 65  Term of office

The term of office of each member of the Council elected by the General Assembly begin at the close of the session at which he is elected and shall end at the close of the second ordinary session following that election. The retiring members shall be eligible for immediate re-election for a second term of office.
Death or Resignation of a Member of Council

In case of the decease or resignation of a member of Council, his place will be taken by a representative for the remaining period of the mandate; but on the decease or resignation of this representative, the General Assembly at its next session will elect a new member to the vacant seat for the term of the mandate still outstanding.

XVII. NOMINATION OF THE DIRECTOR OF THE CENTRE

Proposition of the Council

The Council will draw up a list of candidates for the vacant post of Director and after having considered this in private session, will express its opinion upon each. The list and the opinions expressed by Council will be communicated to the General Assembly.

Nomination of the Director

The General Assembly will examine the proposition in private session and then will appoint the Director by secret ballot from among the candidates presented.

Contract

A contract which establishes the conditions of employment, treatment, indemnities and also the statute relating to the Director of the Centre will, on the proposition of the Council, be approved by the General Assembly. This contract will be signed jointly by the Director of the Centre and by the President of the General Assembly acting in the name of the Centre.

Expiration of mandate

Six months in advance of the expiration of the mandate of the Director, a notice will be prepared of the forthcoming vacancy and this will be given the widest publicity.

XVIII. AMENDMENTS

Amendments

Save insofar as the above articles reproduce the dispositions of the Statutes, the General
Assembly is empowered to modify the regulations, provided approval is given by a two-thirds majority of the members present and voting.