GENERAL ASSEMBLY
Second Session
Rome, 23-25 April 1963

RULES OF PROCEDURE
OF THE GENERAL ASSEMBLY

(Amended April 1965 and 1969)
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RULES OF PROCEDURE OF THE GENERAL ASSEMBLY

I. - SESSIONS

A. - ORDINARY SESSIONS

Rule 1 - Time of Meeting

1.1 The General Conference shall meet every two years in ordinary session (Statutes Art. 5).

1.2 The opening date of the session shall be fixed by the Council after consulting the Director of the Centre, taking into account any preference which the Assembly may have expressed previously.

Rule 2 - Place of Meeting

2.1 The General Assembly shall meet at the seat of the Centre. Nevertheless in exceptional circumstances and on favourable 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. Unless the General Assembly or Council decide otherwise the General Assembly shall meet in Rome.

2.2 - 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.
Rule 3  - Convocation and Place of Meeting

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 (Règl. Int. du Conseil Art. 15 j).

3.2 Extraordinary sessions shall be held at the seat of the Centre unless the Council finds it necessary to convene the General Assembly elsewhere.
C. - ORDINARY AND EXTRAORDINARY SESSIONS

Rule 4 - Prior Notification of Meetings

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

4.2 The Associate Members, the International Council of Museums, the International Committee on Monuments, the International Council of Archives, the International Federation of Associations of Librarians and the Unione Internazionale degli Istituti d'Archeologia, di 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 and 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 and invite them to send observers.
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 This Agenda shall be communicated to the Member States and UNESCO not less than 60 days before opening the session.

Rule 6 - Content of Provisional Agenda

The Provisional Agenda of the session shall include:

a) Election of the President of the General Assembly (Rule 19);

b) Report of the Council on the work of the Centre;

c) Financial Report of the Council (Statutes Art. 6 e);

d) Items whose inclusion has been ordered by the General Assembly;

e) Items proposed by UNESCO, by any Member States or by Associate Members;

f) Any other item introduced by the Council;

g) Items which the Director considers necessary to include;

h) Election of the Council (Statutes Art. 6 b, Rule 57);

i) General policy of the Centre for the coming years;

j) Approval of the budget for the following two years (Statutes Art. 6 e);
k) Review of conservation and restoration problems of Member States and Associate Members justifying the attention and discussion of the General Assembly.

Rule 7 - Supplementary Items

Any items of an urgent and important character introduced after the term of 60 days shall be submitted to the Director who, as far as possible, shall present these items in the form of a supplementary list to the General Assembly.

Rule 8 - Preparation of Revised Agenda

The Director shall prepare, on the basis of the Provisional Agenda and supplementary list, the revised Agenda which shall be submitted to the Council for approval.

Rule 9 - Approval of Agenda

The General Assembly, as soon as possible after the opening of the session, shall adopt the revised Agenda.

Rule 10 - Amendments, Deletions and New Items

10.1 During a session of the General Assembly, items may be amended or 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 at least 30 days 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 by either the 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, UNESCO, 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 and any supplementary items shall be submitted to the General Assembly for approval, as soon as possible after the opening of the extraordinary session.
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 (Statutes Art. 5).

15.2 Each delegate may have a substitute and as many counsellors and experts as he judges to be necessary.
IV. - CREDENTIALS

Rule 16 - Submission of Credentials

The credentials of delegates and their substitutes shall be issued by the head of the State or Government, by the Minister of Foreign Affairs or by another government department.

Rule 17 - Names of Observers

The organizations invited to send observers according to Rules 4.2 and 4.3 shall communicate the names of their observers to the Director of the Centre, one week before the opening of the General Assembly.

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 Assembly has given its decision.
V. - ORGANIZATION OF THE GENERAL ASSEMBLY

Rule 19 - Ordinary Session

At the beginning of each session the General Assembly shall elect a President and three Vice-Presidents, and establish such committees and commissions as may be required for the transaction of its business (Statutes Art. 5).

Rule 20 - Extraordinary Sessions

The General Assembly shall elect a President and three Vice-Presidents and such committees and commissions as may be required.
VI. - PRESIDENT AND VICE-PRESIDENTS

Rule 21 - Temporary President

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

Rule 22 - 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 General Assembly; he shall direct the discussions, ensure 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 control the proceedings and the maintenance of order.

Rule 23 - Acting President

If the President finds it necessary to be absent during a meeting or any part thereof, his place will be taken by one of the Vice-Presidents who shall have the same powers and responsibilities as the President.
VII. - COMMITTEES OF THE GENERAL ASSEMBLY

Rule 24 - Credentials Committee

24.1 The Credentials Committee shall consist of five members who shall be elected by the General Assembly on the proposal of the Temporary President.

24.2 It shall elect its own Rapporteur.

24.3 This committee shall examine and report to the General Assembly without delay on the credentials of the delegations of Member States and representatives of UNESCO as well as observers sent by the States and organizations mentioned in Rules 4.2 and 4.3 (Rule 16).

Rule 25 - General Committee of the Conference

25.1 The General Committee of the Assembly shall consist of the President, Vice-Presidents and Chairmen of the committee and commissions of the Assembly.

25.2 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.

25.3 The President of the General Assembly shall preside at the General Committee. If he is unable to attend a meeting the provisions of Rule 23 shall apply.

25.4 The Director of the Centre or, if he is unable to attend, his representative shall serve as Secretary to the General Committee.
25.5 The General Committee shall fix the date, the hour and the order of business of plenary meetings of the General Assembly; it shall co-ordinate the work of the Assembly committees and commissions and assist the President in directing the general work of the session.

Rule 26 - 'Ad Hoc' Committees

The General Assembly may appoint 'ad hoc' committees whose task shall be the preparation and examination of specific problems. These 'ad hoc' committees shall appoint their own President and Rapporteur and shall report to the General Assembly.
VIII. - SECRETARIAT

Rule 27 - Duties of the Director of the Centre

27.1 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 and commissions. He may appoint one or more members of the staff of the Centre to act in his place at all such meetings.

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

Rule 28 - 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 General Assembly or to a committee or commission, either oral or written statements concerning any question under consideration by them.

Rule 29 - 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 minutes of the meetings; be responsible for the safe keeping of the documents in the archives of the Centre; and perform all other works which the General Assembly may require.
IX. - LANGUAGES

Rule 30 - Working Languages

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

Rule 31 - Other Languages

Delegates are free to 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 choice; the Secretariat shall provide interpretation into the other working language.
Rule 32 - Minutes

32.1 Minutes shall be taken of all plenary meetings of the General Assembly.

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

Rule 33 - Distribution of Minutes

33.1 The minutes provided for in the preceding rule shall be circulated to delegates, UNESCO and to bodies represented by observers as soon as possible after the close of the session to enable them to send in their corrections to the Secretariat within 30 days after receipt.

33.2 After the period of 30 days provided for in paragraph 1 of this rule the Secretariat will proceed to compile a definitive text of the minutes.

Rule 34 - Minutes of Private Meetings

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

Rule 35 - Circulation of Resolutions

Resolutions adopted by the Conference shall be circulated by the Director of the Centre to the Member States and UNESCO within 60 days after the close of the session.
XI. - PUBLICITY OF MEETINGS

Rule 36 - 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 37 - Private Meetings

37.1 When it is decided, in exceptional circumstances, to hold a private meeting, all persons shall be excluded except the members of those delegations entitled to vote, and the necessary members of the Secretariat. The President may authorize the presence of observers at a meeting.

37.2 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.
XII. - RIGHT TO SPEAK

Rule 38 - Council

The Chairman of the Council or another member of the Council designated as his spokesman, may be invited by the Chairman of a committee 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 39 - Observers

Observers provided under Rule 4.2 and Rule 4.3 may make oral or written statements in plenary meetings of the General Assembly and in meetings of committees and commissions with the consent of the party concerned.
XIII. - CONDUCT OF BUSINESS

Rule 40 - Quorum

40.1 At plenary meetings of the General Assembly the quorum shall be formed by the majority of the Member States attending the session.

40.2 At meetings of committees and commissions of the General Assembly the quorum shall be formed by the majority of the members of that body.

Rule 41 - Order of Speeches

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

41.2 The President or the Rapporteur of a committee or commission may be accorded precedence for the purpose of submitting or upholding the report of the committee, or commission.

Rule 42 - Closing of List of Speeches

42.1 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.

42.2 He may, however, accord the right of reply to any member, if a speech delivered after he has declared the list closed makes this desirable.
Rule 43 - Points of Order

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

43.2 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 the majority of the members present and voting.

43.3 A time-limit on speeches may be proposed by the President or may be raised as a point of order by any member of the Assembly.

Rule 44 - Order of Procedural Motions

Subject to Rule 42 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 45 - Amendments to the Draft Programme

45.1 Draft resolutions and amendments 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.

45.2 As a general rule, no draft resolution may 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.

45.3 Notwithstanding the provisions of the foregoing paragraph, the President may permit the discussion and examination of amendments to substantive motions, without previous circulation of copies.

45.4 When, in the judgment of the Chairman of the Council, any resolution or amendment involves an important new undertaking or affects the budget estimates, he may request that the Council be given an opportunity to communicate its views on the matter. On such a request being made, the discussion of the matter shall be postponed for such time, not exceeding 24 hours, as the Council may require for this purpose.
XIV. - VOTING

Rule 46 - 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; he shall not represent or vote for a Member State. Substitutes, counsellors and experts provided for under Rule 15.2 have not the right to vote (Rule 16, Statutes Art. 5, Rule 15.2).

Rule 47 - 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 Rule 48 and Rule 49 (Statutes Art. 13.2 and Art. 14.1).

Rule 48 - Two-thirds Majority

A two-thirds majority of the members present and voting is required to increase the amounts of Member States' contributions to the Centre and to modify these Rules.

Rule 49 - Voting on Amendments to the Statutes

The voting on amendments to the Statutes shall follow the requirements of Article 14 of those Statutes. Amendments to the Statutes shall be adopted by a four-fifths majority of the members present and voting.
Rule 50 - Vote

Normal voting shall be by a show of hands or by standing. Vote by roll-call or by a secret ballot shall be taken in the cases provided under Rule 51 and Rule 54.

Rule 51 - Roll-call

51.1 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.

51.2 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.

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

Rule 52 - 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 53 - Voting on Amendments

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

53.2 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 sub-
stance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote.

53.3 If one or more amendments are adopted, the amended proposal shall then be voted upon.

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

Rule 54 - Secret Ballot

54.1 The election of members of the Council shall be by secret ballot, as set forth in Rule 57.

54.2 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.

54.3 Vote by secret ballot shall be taken if so requested by the General Assembly or a committee.

Rule 55 - Election of a Single Person

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

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

55.3 If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.
Rule 56 - 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 48 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.
XV. - ELECTIONS OF MEMBERS OF THE COUNCIL

Rule 57 - Elections

57.1 At each of its ordinary sessions the General Assembly shall elect by secret ballot from 6 to 12 members of the Council amongst the candidates presented by the Member States, in accordance with Art. 7 of the Statutes.

57.2 (As amended by the General Assembly in the III session, April 1965 - Doc. AG 3/4)
Member States are invited to inform the Director of the Centre of the names of their candidates, accompanied by a short list of their scientific and administrative qualifications as early as possible before the opening of the General Assembly and, at latest, before midnight on the opening day.

57.3 The prior assent of candidates for nomination must be obtained before presenting them for election to the Council.

57.4 The General Assembly can appoint an 'ad hoc' committee for the consideration of qualifications and the preparation of elections.

Rule 58 - Nationality of Candidates

Member States shall present candidates of their own nationality.

Rule 59 - Term of Office

The term of office of each member of the Council elected by the General Assembly begins at the close of the session at which he is elected and shall end when new elections are held by the General Assembly. The retiring members shall be eligible for immediate re-election (Statutes Art. 7e; Règl. Int. du Conseil Art. 9).
Rule 60 - Death or Resignation of a Member of Council

In case of the decease or resignation of a member, the Rules of the Council shall apply.
XVI. - NOMINATION OF THE DIRECTOR OF THE CENTRE

Rule 61 - Proposition of the Council (As amended by the General Assembly in the V session, April 1969, Doc. AG 5/7)

Six months at least after the vacancy has been declared and sufficient publicity has been given to this vacancy, the Council examines the qualifications of the candidates for the post of the Director and after having considered this in private meeting proposes to the General Assembly the nomination of the candidate who seems most fit for the post.

Rule 62 - Appointment of the Director (As amended by the General Assembly in the V session, April 1969, Doc. AG 5/7)

On the proposition of the Council the General Assembly proceeds with the nomination in private meeting. The Director is engaged for two years and the Council is authorized to renew the contract on two further occasions without declaring the vacancy.

Rule 63 - Contract of Appointment

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. The 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.

Rule 64 - End of Contract

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.
XVII. - AMENDMENTS

Rule 65 - Amendments

Save in so far as the above Rules reproduce the dispositions of the Statutes, the General Assembly is empowered to modify these Rules of Procedure, provided approval is given by a two-thirds majority of the members present and voting.