

*Terms of Reference*

*and*

*Rules of Procedure*

*of the*

*Economic*

*and*

*Social Commission*

*for Western Asia*



**UNITED NATIONS**

UN ECONOMIC AND SOCIAL COMMISSION  
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## HISTORICAL SURVEY

On 9 August 1973 the Economic Commission for Western Asia (ECWA) was established in accordance with the provisions of the Economic and Social Council's resolution 1818 (LV). The Commission started work on 1 January 1974, and Dr. Kurt Waldheim, former United Nations Secretary-General, inaugurated the first session of the Commission on 3 June 1974. The purpose of setting up the Commission was to raise the level of economic activity in member countries and strengthen cooperation among them. It was also intended to meet the need of the countries in Western Asia for the services of a regional economic commission to promote their development efforts. The resolution establishing the Commission paid special regard to the role of regional economic commissions in implementing an international development strategy aimed at establishing a new international economic order. ESCWA was thus the fifth regional commission to be set up by the United Nations after the Economic Commission for Europe (ECE), the Economic and Social Commission for Asia and the Pacific (ESCAP), the Economic Commission for Latin America and the Caribbean (ECLAC) and the Economic Commission for Africa (ECA).

On 26 July 1985, by virtue of Economic and Social Council resolution 69/1985, the Commission was entrusted with new responsibilities comprising improving the social aspect of the countries of the region and providing the various services that help to reach this goal. It was then redesignated the Economic and Social Commission for Western Asia (ESCWA). In this capacity ESCWA continues to provide economic and social services to member countries by initiating and participating in measures for: facilitating concerted action for the economic reconstruction and development for Western Asia; raising the level of economic activity in the ESCWA region; and maintaining and strengthening the economic relations of the countries of that region, both among themselves and with other countries of the world. ESCWA also makes or sponsors, as it deems appropriate, investigations and studies concerning the countries of the region, and undertakes or sponsors the collection, evaluation and dissemination of economic, technological and statistical information. The Commission also performs such advisory services as the countries of the region may desire. It assists the Economic and Social Council, at the latter's request, in discharging its functions in the region, since, like other regional commissions, it stems from the Economic and Social Council of the United Nations, which considers and adopts the decisions of its regional commissions.

At its ninth session, the Commission decided to set up a standing programmes committee to meet annually to decide the Commission's priorities in the light of developmental needs of the countries of the region.

## MEMBERSHIP

ESCWA comprises 13 States, *viz.*, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, the Syrian Arab Republic, the United Arab Emirates and Yemen.

TERMS OF REFERENCE OF THE COMMISSION<sup>1/</sup>

As adopted by the Economic and Social Council at its fifty-fifth session, resolution 1818 (LV) of 9 August 1973 reads:

"The Economic and Social Council,

"Recognizing the special role of the regional economic commission in the implementation of the International Development Strategy for the Second United Nations Development Decade,

"Bearing in mind that the countries of Western Asia at present covered by the United Nations Economic and Social Office in Beirut do not enjoy membership in any regional economic commission,

"Believing that such membership would be an important factor in accelerating their economic and social development,

"Establishes an Economic Commission for Western Asia, to start its operations on 1 January 1974, with terms of reference as follows:

1. The Economic Commission for Western Asia, acting within the framework of the policies of the United Nations and subject to the general supervision of the Economic and Social Council, shall, provided that the Commission takes no action in respect of any country without the agreement of the Government of that country:

(a) Initiate and participate in measures for facilitating concerted action for the economic reconstruction and development of Western Asia, for raising the level of economic activity in Western Asia and for maintaining and strengthening the economic relations of the countries of that area both among themselves and with other countries of the world;

(b) Make or sponsor such investigations and studies of economic and technological problems and developments within the territories of Western Asia as the Commission deems appropriate;

(c) Undertake or sponsor the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate;

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<sup>1/</sup> The Economic Commission for Western Asia was redesignated the Economic and Social Commission for Western Asia by virtue of Economic and Social Council resolution 1985/69. The terms of reference of the Commission were modified accordingly by a decision of the Economic and Social Council. The Ministerial Council of ECWA at its twelfth session adopted resolution 133(XII) of 24 April 1985, which included a recommendation to the Economic and Social Council to adopt the new designation.

(d) Perform such advisory services, within the available resources of its secretariat, as the countries of the region may desire, provided that such services do not overlap with those rendered by the specialized agencies or the United Nations Development Programme;

(e) Assist the Council, at its request, in discharging its functions within the region in connection with any economic problems, including problems in the field of technical assistance;

(f) In carrying out the above functions, deal, as appropriate, with the social aspects of economic development and the interrelationship of the economic and social factors.

2. The members of the Commission shall consist of the States Members of the United Nations situated in Western Asia which at present call on the services of the United Nations Economic and Social Office in Beirut. Future applications for membership by Member States shall be decided on by the Council upon the recommendation of the Commission.<sup>1/</sup>

3. The Commission is empowered to make recommendations on any matters within its competence directly to the Governments of members concerned, Governments admitted in consultative capacity and the specialized agencies concerned. The Commission shall submit for the Council's prior consideration any of its proposals for activities that would have important effects on the economy of the world as a whole.

4. The Commission may invite any State Member of the United Nations not a member of the Commission to participate in a consultative capacity in its consideration of any matter of particular concern to that non-member.

5. The Commission may make arrangements for consultation with non-governmental organizations which have been granted consultative status by the Council, in accordance with the principles approved by the Council for this purpose and contained in its resolution 1295(XLIV) of 23 May 1968.

6. The Commission may, after discussion with any specialized agency functioning in the same general field, and with the approval of the Council, establish such subsidiary bodies as it deems appropriate for facilitating the execution of its responsibilities.

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<sup>1/</sup> The present members of the Commission are: Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates and Yemen. Egypt and the Palestine Liberation Organization (PLO) were admitted by decision of the Economic and Social Council in its resolutions 2088 (LXII) and 2089 (LXII) of 22 July 1977.

7. The Commission shall invite representatives of specialized agencies and may invite representatives of any intergovernmental organizations to participate in a consultative capacity in its consideration of any matter of particular concern to those agencies or organizations, following the practice of the Council.

8. The Commission shall take measures to ensure that the necessary liaison is maintained with other organs of the United Nations and with the specialized agencies. The Commission shall establish appropriate liaison and cooperation with other regional economic commissions in accordance with the directives contained in the resolutions and decisions of the Economic and Social Council and the General Assembly.

9. The Commission shall adopt its own rules of procedure, including the method of selecting its Chairman.

10. The administrative budget of the Commission shall be financed from the funds of the United Nations.

11. The Secretary-General of the United Nations shall appoint the staff of the Commission, which shall form part of the Secretariat of the United Nations.

12. The Commission shall submit to the Council a full report on its activities and plans, including those of any subsidiary bodies, once a year."

**RULES  
OF PROCEDURE  
OF THE COMMISSION<sup>1/</sup>**

**I. SESSIONS**

**Dates of sessions  
Rule 1**

Sessions of the Commission shall be held:

- (a) Normally in April every other year, at a time to be determined by the members of the Commission;
- (b) Within 45 days of the communication of a request to that effect by the Economic and Social Council (the "Council");
- (c) At the request of the majority of the members of the Commission, after consultation with the Secretary-General;
- (d) On such other occasions as the Chairman, after consultation with the other officers, the Executive Secretary and the Secretary-General, deem necessary.

**Place of sessions  
Rule 2**

The sessions of the Commission shall normally be held at its headquarters. It may, with the concurrence of the Secretary-General, hold a particular session elsewhere.

**Alteration of the dates and place of a session  
Rule 3**

At the request of a majority of the members of the Commission, or in special cases, the dates and place of a session may be altered by the Chairman after consultation with the other officers, the Executive Secretary and the Secretary-General.

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<sup>1/</sup> As adopted at the first session of the Commission (E/ECWA/9) and incorporating amendments thereto adopted by the Commission by its resolutions 133(XII), 153(XIII), 158(XIV) and 159(XIV).

**Notification of sessions  
Rule 4**

The Executive Secretary shall notify the members of the Commission of the date and place of the first meeting of each session at least six weeks before the commencement of the session. Such notification shall also be made to the specialized agencies, to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.

**II. AGENDA**

**Drawing up of the provisional agenda  
Rule 5**

1. The Executive Secretary shall draw up the provisional agenda for each session of the Commission, in consultation with the Chairman.
2. The provisional agenda shall include all items required by these rules or proposed by:
  - (a) The Commission;
  - (b) The Council;
  - (c) A member of the Commission;
  - (d) The Executive Secretary;
  - (e) A specialized agency;
  - (f) An intergovernmental organization referred to in rule 66;
  - (g) A non-governmental organization in category I, subject to rule 67.
3. Before the Executive Secretary places an item proposed by a specialized agency or an intergovernmental organization on the provisional agenda, he shall carry out with the agency or organization concerned such preliminary consultation as may be necessary.
4. Agenda items shall be arranged in an integrated manner so that similar or connected issues can be discussed in one debate and under a single heading.

**Communciation of the provisional agenda  
Rule 6**

The Executive Secretary shall communicate the provisional agenda of a session at least six weeks before its commencement to the members of the Commission, to the specialized agencies, to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.

**Supplementary items  
Rule 7**

1. The inclusion of supplementary items in the provisional agenda may be proposed by the Council, a member of the Commission, the Executive Secretary or, subject to paragraph 3 of rule 5, a specialized agency. The proposal shall, except if made by the Council, be accompanied by a supporting statement from the authority initiating it, indicating the urgency of the consideration of the item and the reasons that precluded its submission before the communication of the provisional agenda.
2. The supplementary items shall be placed by the Executive Secretary on a supplementary list and communicated to the Commission together with the supporting statements and such observations as the Executive Secretary may wish to offer.

**Adoption of the agenda  
Rule 8**

1. The Commission shall at the beginning of each session, after the election of the Chairman as required under rule 12, adopt the agenda for that session on the basis of the provisional agenda and of the supplementary list referred to in rule 7.
2. An organ of the United Nations, a member of the Commission, a specialized agency, an intergovernmental organization or a non-governmental organization that has proposed the inclusion of an item in the provisional agenda or the supplementary list shall be entitled to be heard by the Commission on the inclusion of the item on the agenda.
3. Unless the Commission decides otherwise, if the documentation relating to an item of the agenda has not been circulated to its members, in all the working languages, six weeks before the opening of the session, the item shall be automatically postponed to the following session, except in the case of the report of a subsidiary body on meetings which have been concluded 12 weeks or less before the opening of the session of the Commission.

**Revision of the agenda  
Rule 9**

During a session the Commission may revise the agenda by adding, deleting, deferring or amending items. Only urgent and important items shall be added to the agenda during a session.

### III. REPRESENTATION AND CREDENTIALS

#### Representatives, alternates and advisers Rule 10

Each member of the Commission shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

#### Credentials Rule 11

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Secretary not less than three days before the first meeting which they are to attend. The officers of the Commission shall examine the credentials and submit a report thereon to the Commission.

### IV. OFFICERS

#### Election and term of office Rule 12

The Commission shall, at the commencement of each session, elect from among the representatives of its members, a Chairman, two Vice-Chairmen and a Rapporteur, who shall hold office until their successors are elected. They shall be eligible for re-election.

#### Acting Chairman Rule 13

1. If the Chairman finds it necessary to be absent during a meeting or any part thereof, he shall designate one of the Vice-Chairmen to take his place.
2. If the Chairman ceases to be the representative of a member of the Commission, or is incapacitated, the remaining officers of the Commission shall designate one of the Vice-Chairmen to take his place until the election of a new Chairman.

#### Powers of the Acting Chairman Rule 14

A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

**Voting rights of the Chairman  
Rule 15**

The Chairman, or a Vice-Chairman acting as Chairman, shall participate in the meetings of the Commission in that capacity and not as the representative of the member by whom he is accredited, which may instead be represented by another representative who shall exercise its vote.

**V. SUBSIDIARY BODIES**

**Establishment  
Rule 16**

1. The Commission may, after consultation with any specialized agency concerned, and with the approval of the Council, establish such standing subsidiary bodies as it deems necessary for the performance of its functions and shall define the powers and composition of each of them.

2. The Commission may establish such ad hoc subsidiary bodies as it deems necessary for the performance of its functions.

**Membership  
Rule 17**

Unless the Commission decides otherwise, the members of subsidiary bodies of limited membership shall be nominated by the Chairman, subject to the approval of the Commission.

**Officers  
Rule 18**

Unless the Commission decides otherwise, subsidiary bodies shall elect their own officers.

**Rules of procedure  
Rule 19**

Unless the Commission decides otherwise, these rules shall apply to subsidiary bodies as far as appropriate.

**VI. SECRETARIAT**

**Duties of the Executive Secretary  
Rule 20**

1. The Executive Secretary shall act in that capacity at all meetings of the Commission and its subsidiary bodies. He may designate another member of the staff to take his place at any meeting.

2. The Executive Secretary shall direct the staff provided by the Secretary-General and required by the Commission and its subsidiary bodies, and shall be responsible for all arrangements necessary for their meetings.
3. At the beginning of each session the Executive Secretary shall present a report on the work programme of the secretariat since the last session.
4. In the periods between sessions, the Executive Secretary shall see that, in so far as possible, the members of the Commission are informed of developments in the work of the secretariat.
5. The Executive Secretary shall keep the members of the Commission informed of any questions that may be brought before it for consideration.

#### Rule 21

The Executive Secretary, in carrying out his functions, shall act on behalf of the Secretary-General.

#### Duties of the secretariat Rule 22

The secretariat shall, in accordance with these rules:

- (a) Interpret speeches made at meetings;
- (b) Receive, translate and circulate the documents of the Commission and its subsidiary bodies;
- (c) Publish and circulate the records of meetings, the resolutions of the Commission and the required documentation;
- (d) Have custody of the documents in the archives of the Commission;
- (e) Generally perform all other work that the Commission may require.

#### Statements by the secretariat Rule 23

The Executive Secretary or his representative may at any meeting make either oral or written statements concerning any question under consideration.

#### Estimates of expenditure Rule 24

Before any proposal which involves expenditure from United Nations funds is approved by the Commission or by any of its subsidiary bodies, the Executive

Secretary shall prepare and circulate to the members of the body concerned, as early as possible, an estimate of the cost of implementing the proposal. The Chairman of the body concerned shall draw the attention of the members to this estimate and invite discussion on it when the proposal is considered by the body.

## VII. LANGUAGES

### Working languages Rule 25

Arabic, English and French shall be the working languages of the Commission.

### Interpretation Rule 26

1. Speeches made in a working language shall be interpreted into the other working languages.
2. A representative may make a speech in a language other than a working language if he provides for interpretation into one such language. Interpretation into the other working languages by the interpreters of the secretariat may be based on the interpretation given in the first such language.

### Language of records Rule 27

Records shall be drawn up in the working languages.

### Language of formal decisions and annual reports Rule 28

All resolutions, recommendations and other formal decisions of the Commission and its subsidiary bodies, as well as the annual reports referred to in rule 34, shall be published in the working languages.

## VIII. PUBLIC AND PRIVATE MEETINGS

### General principles Rule 29

The meetings of the Commission and its subsidiary bodies shall be held in public unless the Commission or the body concerned decides otherwise.

**Communiqués on private meetings  
Rule 30**

At the close of a private meeting the Commission or, subsidiary body hold the meeting may issue a communiqué through the Executive Secretary.

**IX. RECORDS AND REPORTS**

**Sound recordings of meetings  
Rule 31**

Sound recordings of the meetings of the Commission shall be made and kept by the Secretariat. Such recordings may also be made and kept of the meetings of subsidiary bodies if so decided by the Commission.

**Summary records of meetings  
Rule 32**

Summary records of the meetings of the Commission and its subsidiary bodies shall not normally be kept. However, the Commission may request the secretariat to prepare summary records for any discussion that requires special treatment.

**Rule 33**

1. If summary records of meetings of the Commission or a subsidiary body are requested pursuant to rule 32, they shall be prepared by the secretariat in the working languages. They shall be distributed in provisional form as soon as possible to all members of the body concerned and to any others participating in the meeting, who may, within three working days of their receipt, submit corrections to the secretariat; at the end of a session and in other special circumstances, the chairman of the body may, in consultation with the Executive Secretary, extend the time for submitting corrections. Any disagreement concerning such corrections shall be decided by the chairman of the body, after consulting, where necessary, the sound recordings of the proceedings. Separate corrigenda shall not normally be issued.
2. Summary records of public meetings, with any corrections incorporated, shall be distributed promptly to the members of the Commission, to the specialized agencies and to the intergovernmental organizations referred to in rule 66.
3. Summary records of private meetings, with any corrections incorporated, shall be distributed promptly to the members of the body concerned and to any other participants in those meetings. They shall be made public at such time and under such conditions as the Commission may decide.

**Annual report  
Rule 34**

The Commission shall once a year submit to the Council a full report on its activities and plans, including those of its subsidiary bodies.

**Communication of formal decisions and annual reports  
Rule 35**

The text of all resolutions, recommendations and other formal decisions of the Commission and its subsidiary bodies, as well as the annual reports referred to in rule 34, shall be distributed promptly to the members of the Commission, to the specialized agencies, to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.

**X. CONDUCT OF BUSINESS**

**Quorum  
Rule 36**

The Chairman may declare a meeting of the Commission or any of its subsidiary bodies open and permit the debate to proceed when at least one third of the members are present. The presence of a majority of the members shall be required for any decision to be taken.

**General powers of the Chairman  
Rule 37**

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Commission, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The Chairman, subject to these rules, shall have complete control of the proceedings of the Commission and over the maintenance of order at its meetings. He shall rule on points of order. He may propose to the Commission the closure of the list of speakers, a limitation on the time to be allowed to representatives and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

2. The Chairman, in the exercise of his functions, remains under the authority of the Commission.

**Points of order  
Rule 38**

1. Subject to rule 54, a representative may at any time raise a point of order, which shall be immediately decided by the Chairman in accordance with

these rules. A representative may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the ruling of the Chairman shall stand unless overruled by a majority of the members present and voting.

2. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

#### Speeches

##### Rule 39

1. No one may address the Commission without having previously obtained the permission of the Chairman. Subject to rules 38, 41 and 42-44, the Chairman shall call upon speakers in the order in which they signify their desire to speak.

2. Debate shall be confined to the question before the Commission, and the Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

3. The Commission may limit the time allowed to speakers and the number of times the representative of each member may speak on any question. Each intervention on a procedural question shall be limited to a maximum of five minutes. When debate is limited and a speaker exceeds the allotted time, the Chairman shall call him to order without delay.

#### Closure of list speakers

##### Rule 40

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Commission, declare the list closed. When the debate on an item is concluded because there are no more speakers, the Chairman shall declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 43.

#### Right of reply

##### Rule 41

Notwithstanding rule 40, the Chairman may accord the right of reply to any member. Such statements shall be as brief as possible and shall, as a general rule, be delivered at the end of the last meeting of the day.

#### Adjournment of debate

##### Rule 42

A representative may at any time move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded

only to one representative in favour of and to one opposing the adjournment, after which the motion shall be immediately put to the vote.

**Closure of debate  
Rule 43**

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately put to the vote.

**Suspension or adjournment of the meeting  
Rule 44**

Subject to rule 54, a representative may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted, and they shall be immediately put to the vote.

**Order of motions  
Rule 45**

The motions indicated below shall have precedence in the following order over all proposals or other 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) To close the debate on the item under discussion.

**Submission of proposals and substantive amendments  
Rule 46**

Proposals and substantive amendments shall normally be submitted in writing to the Executive Secretary, who shall circulate copies to the members of the Commission in all working languages. Unless the Commission decides otherwise, proposals and substantive amendments shall not be discussed or put to the vote for at least 24 hours after copies have been circulated to all members.

**Withdrawal of proposals and motions  
Rule 47**

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal

or a motion thus withdrawn may be reintroduced immediately by any representative with its original priority.

**Decisions of competence  
Rule 48**

A motion calling for a decision on the competence of the Commission to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

**Reconsideration of proposals  
Rule 49**

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Commission, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two representatives opposing reconsideration, after which the motion shall be immediately put to the vote.

**XI. VOTING**

**Voting rights  
Rule 50**

Each member of the Commission shall have one vote.

**Majority required  
Rule 51**

1. Except as otherwise provided in these rules, decisions of the Commission shall be made by a majority of the members present and voting.
2. For the purpose of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

**Method of voting  
Rule 52**

Subject to rule 59, the Commission shall normally vote by show of hands, except that a representative may request a roll-call, which shall then be taken in the Arabic alphabetical order of the names of the members, beginning with the members whose name is drawn by lot by the Chairman. The name of each member shall be called in all roll-calls, and its representative shall reply "yes", "no", or "abstention".

**Explanation of vote  
Rule 53**

The Chairman may permit representatives to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. He may limit the time to be allowed for such explanations. The representative of a member sponsoring a proposal or motion shall not speak in explanation of its vote thereon.

**Conduct during voting  
Rule 54**

After the Chairman has announced the commencement of voting, no representative may interrupt the voting except on a point of order in connection with the actual conduct of the voting.

**Division of proposals  
Rule 55**

A representative may move that parts of a proposal be voted on separately. If a representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the division. If the motion is carried, those parts of the proposal which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

**Amendments  
Rule 56**

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word "proposal" in these rules shall be considered as including amendments.

**Order of voting on amendments  
Rule 57**

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to the vote in its original form.

Order of voting on proposals  
Rule 58

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Commission decides otherwise, be voted on in the order in which they were submitted. The Commission may, after each vote on a proposal, decide whether to vote on the next proposal.
2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.
3. A motion requiring that no decision be taken on a proposal shall be put to the vote before a vote is taken on the proposal in question.

Elections  
Rule 59

All elections shall be held by secret ballot, unless the Commission decides otherwise in an election where the number of candidates does not exceed the number of elective places to be filled. The nomination of each candidate shall be limited to one representative, after which the Commission shall immediately proceed to the election.

Rule 60

1. If, when only one elective place is to be filled, no candidate obtains in the first ballot the majority required, a second ballot shall be taken, confined to the two candidates having obtained the largest number of votes. If in the second ballot the votes are equally divided, the Chairman shall decide between the candidates by drawing lots.
2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held among such candidates for the purpose of reducing their number to two; similarly, in the case of a tie vote, a special ballot shall be held. If a tie again results in the special ballot, the Chairman shall eliminate one candidate by drawing lots, and thereafter another ballot shall be taken in accordance with paragraph I.

Rule 61

1. When two or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot the majority required and the largest number of votes, shall be elected.

2. If the number of candidates obtaining such majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, provided that if only one place remains to be filled the procedures in rule 60 shall be applied. The ballot shall be restricted to the unsuccessful candidates having obtained the largest number of votes in the previous ballot, but not exceeding twice the number of places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number; if a tie again results among more than the required number of candidates, the Chairman shall reduce their number to that required by drawing lots.

3. If such a restricted ballot (not counting a special ballot held under the conditions specified in the last sentence on paragraph 2) is inconclusive, the Chairman shall decide among the candidates by drawing lots.

**Equally divided votes  
Rule 62**

If a vote is equally divided on a matter other than an election, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

**XII. PARTICIPATION OF NON-MEMBERS  
OF THE COMMISSION**

**Participation of non-member States  
Rule 63**

The Commission may invite any Member of the United Nations or of a specialized agency that is not a member of the Commission to participate in its deliberations on any matter which the Commission considers to be of particular concern to that State. A State thus invited shall not have the right to vote, but may submit proposals which may be put to the vote at the request of any member of the Commission.

**Participation of and consultation with specialized agencies\*  
Rule 64**

In accordance with the agreements concluded between the United Nations and the specialized agencies, the specialized agencies shall be entitled:

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\* When the term "specialized agency" is used in these rules, it refers to specialized agencies of the United Nations; it also includes the International Atomic Energy Agency and on a de facto basis the General Agreement on Tariffs and Trade.

(a) To be represented at meetings of the Commission;

(b) To participate, without the right to vote, through their representatives, in deliberations with respect to items of concern to them and to submit proposals regarding such items, which may be put to the vote at the request of any member of the Commission.

#### Rule 65

1. Where an item proposed for the provisional agenda or the supplementary list contains a proposal for new activities to be undertaken by the United Nations relating to matters which are of direct concern to one or more specialized agencies, the Executive Secretary shall enter into consultation with the agencies concerned and report to the Commission on the means of achieving coordinated use of the resources of the organizations concerned.

2. When in the course of a meeting of the Commission a proposal for new activities to be undertaken by the United Nations relates to matters which are of direct concern to one or more specialized agencies, the Executive Secretary shall, after such consultation as may be possible with the representatives of the agencies concerned, draw the attention of the Commission to the implications of the proposal.

3. Before deciding on proposals referred to above, the Commission shall satisfy itself that adequate consultations have taken place with the agencies concerned.

#### Participation of other intergovernmental organizations

##### Rule 66

Representatives of intergovernmental organizations accorded permanent-observer status by the General Assembly and of other intergovernmental organizations designated on an ad hoc or continuing basis by the Council or the Commission, may participate, without the right to vote, in the deliberations of the Commission, on questions within the scope of the activities of the organizations.

#### XIII. CONSULTATION WITH NON-GOVERNMENTAL ORGANIZATIONS

##### Provisional agenda

##### Rule 67

Non-governmental organizations in category I may propose items for the provisional agenda of the Commission, subject to the following conditions:

(a) An organization intending to propose such an item shall inform the Executive Secretary at least nine weeks before the commencement of the session and before formally proposing an item shall give due consideration to any comments the Executive Secretary may make;

(b) The proposal shall be formally submitted with the relevant basic documentation not later than seven weeks before the commencement of the session. The item shall be included in the agenda of the Commission if it is adopted by a two-thirds majority of those present and voting.

#### Attendance at meetings

##### Rule 68

Non-governmental organizations in categories I and II may designate authorized representatives to sit as observers at public meetings of the Commission. Organizations on the Roster may have representatives present at such meetings which are concerned with matters within their field of competence.

#### Written statements

##### Rule 69

Written statements relevant to the work of the Commission may be submitted by non-governmental organizations on subjects in which those organizations have a special competence. Such statements shall be circulated by the Executive Secretary to the members of the Commission subject to the following conditions.

(a) The statement shall be submitted in one of the working languages;

(b) The statement shall be submitted in sufficient time for appropriate consultation to take place between the Executive Secretary and the organization before circulation;

(c) The organization shall give due consideration to any comments the Executive Secretary may make in the course of such consultation, before transmitting the statement in final form;

(d) A statement submitted by an organization in category I shall be circulated in full if it does not exceed 2,000 words. Longer statements shall be circulated in full if the organization supplies sufficient copies in all working languages, or upon a specific request of the Commission; otherwise a summary shall be circulated if the organization provides the text thereof in a working language;

(e) A statement submitted by an organization in category II shall be circulated in full if it does not exceed 1,500 words. Longer statements shall be circulated in full upon a specific request of the Commission; otherwise a

summary will be circulated if the organization provides the text thereof in a working language;

(f) The Executive Secretary, in consultation with the Chairman or the Commission itself, may invite organizations on the Roster to submit written statements. The provisions of paragraphs (a), (b), (c) and (e) above shall apply to such statements;

(g) A written statement or summary, as the case may be, will be circulated by the Executive Secretary in the working languages.

**Hearings  
Rule 70**

1. The Commission may consult with non-governmental organizations in categories I and II either directly or through a committee established for the purpose. Such consultations may be arranged at the request of the organization.

2. On the recommendation of the Executive Secretary made in consultation with the Chairman, or at the request of the Commission, consultations may be arranged with organizations on the Roster.

**Special studies  
Rule 71**

Subject to rule 24, the Commission may recommend that a non-governmental organization having special competence in a particular field should undertake specific studies or investigations or prepare specific papers for the Commission. The limitations of paragraphs (d) and (e) of rule 69 shall not apply in this case.

**XIV. AMENDMENT AND SUSPENSION  
OF RULES OF PROCEDURE**

**Amendments and suspensions  
Rule 72**

Any of these rules of procedure may be amended or suspended in accordance with rule 73 or 74, provided that the proposed amendment or suspension does not attempt to set aside the terms of reference of the Commission as established by the Council.

**Methods of amendment  
Rule 73**

These rules may be amended by the Commission after its officers have reported to it on the proposed amendment.

**Methods of suspension  
Rule 74**

These rules may be suspended by the Commission provided that 24 hours' notice of the proposal for the suspension has been given, which may be waived if no member objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

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