

**INTERNATIONAL  
ATOMIC ENERGY  
AGENCY**

**GENERAL CONFERENCE**

**Rules of Procedure**

Adopted on 23 October 1957

GC(II) / INF / 16

VIENNA, JULY 1958

# TABLE OF CONTENTS

## I. SESSIONS

### Regular sessions

Rule	Page
1. Date of sessions . . . . .	5
2. Notifications of sessions . . . . .	5

### Special sessions

3. Holding of special sessions . . . . .	6
4. Request by Members . . . . .	6
5. Date of special sessions . . . . .	6
6. Notifications of special sessions . . . . .	7

### Regular and special sessions

7. Place of sessions . . . . .	7
8. Duration of sessions . . . . .	8
9. Adjournment of sessions . . . . .	8

## II. AGENDA

### Regular sessions

10. Circulation of reports . . . . .	8
11. Preparation of provisional agenda . . . . .	9
12. Contents of provisional agenda . . . . .	9
13. Supplementary items . . . . .	11
14. Approval of agenda . . . . .	11
15. Additional items . . . . .	12

### Special sessions

16. Preparation of provisional agenda . . . . .	12
17. Contents of provisional agenda . . . . .	13
18. Approval of the agenda . . . . .	13
19. Additional items . . . . .	13

### Regular and special sessions

20. Explanatory memoranda . . . . .	14
21. Agenda items requiring ninety days advance consideration . . . . .	14
22. Amendment and deletion of items . . . . .	15

## III. REPRESENTATION OF MEMBERS

23. Composition of delegations . . . . .	15
24. Alternates . . . . .	15
25. Representation on committees and other subsidiary bodies of the General Conference . . . . .	15
26. Cost of attendance of delegations . . . . .	16

## IV. CREDENTIALS

27. Submission of credentials . . . . .	16
28. Credential Committee . . . . .	16
29. Provisional admission to a session . . . . .	17

## V. REPRESENTATION OF OTHER ORGANIZATIONS AND OF STATES NOT MEMBERS OF THE AGENCY

30. Representatives of States not Members of the Agency . . . . .	17
31. Representatives of the United Nations and of the Specialized Agencies . . . . .	18

Rule	Page
32. Representatives of other Inter-Governmental Organizations and non-Governmental Organizations	18
<b>VI. PRESIDENT AND VICE-PRESIDENTS</b>	
33. Temporary President . . . . .	18
34. Election of President and Vice-Presidents . . . . .	19
35. Acting President . . . . .	19
36. Replacement of the President . . . . .	19
<b>VII. SECRETARIAT</b>	
37. Duties of the Director General . . . . .	20
38. Direction of staff . . . . .	20
39. Duties of the Secretariat . . . . .	20
<b>VIII. COMMITTEES OF THE GENERAL CONFERENCE</b>	
<b>General Committee</b>	
40. General Committee . . . . .	21
41. Representation in the General Committee of bodies other than the Main Committees . . . . .	22
42. Functions of the General Committee . . . . .	23
43. Participation by Members requesting the inclusion of items in the agenda . . . . .	24
<b>Main and other Committees</b>	
44. Creation of committees . . . . .	25
45. Main committees . . . . .	25
46. Officers and sub-committees . . . . .	25
47. Reference of agenda items to committees . . . . .	25
<b>IX. MINUTE OF SILENT PRAYER OR MEDITATION</b>	
48. Invitation to silent prayer or meditation . . . . .	26
<b>X. CONDUCT OF BUSINESS AT PLENARY MEETINGS OF THE GENERAL CONFERENCE</b>	
49. The presiding officer . . . . .	26
50. General powers of the presiding officer . . . . .	27
51. Voting . . . . .	28
52. Public and private meetings . . . . .	28
53. Quorum . . . . .	28
54. Speeches . . . . .	29
55. Precedence . . . . .	29
56. Points of order . . . . .	29
57. Time-limit on speeches . . . . .	30
58. Closing of list of speakers . . . . .	30
59. Adjournment of debate . . . . .	30
60. Closure of debate . . . . .	31
61. Suspension or adjournment of meeting . . . . .	31
62. Order of procedural motions . . . . .	32
63. Proposals and amendments . . . . .	32
64. Decisions on competence . . . . .	33
65. Withdrawal of proposals . . . . .	33
66. Reconsideration of proposals and amendments . . . . .	33
67. Proposals involving expenditures . . . . .	34
<b>XI. VOTING</b>	
68. Voting rights . . . . .	34
69. Two thirds majority . . . . .	34

Rule	Page
70. Simple majority . . . . .	35
71. Meaning of Members present and voting . . . . .	35
72. Method of voting . . . . .	36
73. Conduct during voting . . . . .	29
74. Explanation of vote . . . . .	36
75. Division of proposals and amendments . . . . .	37
76. Voting on amendments . . . . .	37
77. Voting on proposals . . . . .	38
78. Equally divided votes . . . . .	39

#### XII. VOTING IN ELECTIONS

79. Secret ballot . . . . .	39
80. Elections to fill one elective place . . . . .	39
81. Elections to all two or more elective places . . . . .	40

#### XIII. CONDUCT OF MEETINGS OF COMMITTEES AND OTHER SUBSIDIARY BODIES

82. Application of these Rules to committees and other subsidiary bodies . . . . .	41
--	----

#### XIV. ELECTIONS TO THE BOARD OF GOVERNORS

83. Elections at regular annual sessions . . . . .	41
84. Terms of office of elected Members . . . . .	42
85. Elected Members not eligible for re-election . . . . .	43
86. Determination of elective places by the General Committee . . . . .	43
87. Methods of election . . . . .	44
88. Invalid votes . . . . .	45

#### XV. LANGUAGES AND RECORDS

89. Official and working languages . . . . .	45
90. Interpretation from other languages . . . . .	45
91. Languages of records and important documents . . . . .	46
92. Records of plenary and Committee meetings . . . . .	46
93. Records of other subsidiary bodies . . . . .	47
94. Distribution of resolutions and other important documents . . . . .	47

#### XVI. ADMISSION OF NEW MEMBERS

95. Consideration by the General Conference . . . . .	48
96. Applicant State not recommended by the Board of Governors . . . . .	48
97. First budgetary contribution of a new Member . . . . .	49
98. Notification of decision . . . . .	49
99. Date of admission to membership . . . . .	49

#### XVII. AMENDMENT OF THE STATUTE

100. Proposal of amendments . . . . .	50
101. Consideration of amendments . . . . .	50
102. Approval of amendments . . . . .	50
103. Modification of amendments . . . . .	50

#### XVIII. AMENDMENT, SUSPENSION AND INTERPRETATION OF RULES

104. Amendment of rules . . . . .	51
105. Suspension of rules . . . . .	51
106. Interpretation of rules . . . . .	52

# RULES OF PROCEDURE FOR THE GENERAL CONFERENCE

## I. SESSIONS

### Regular sessions

#### *Rule 1. Date of sessions*

The General Conference of the International Atomic Energy Agency (hereinafter called "the Agency") shall meet in regular annual session which shall be convened on a date, normally within the month of -----, set by the General Conference at its previous regular annual session.

#### *Rule 2. Notifications of sessions*

The Director General shall notify all Members of the Agency, the United Nations, the specialized agencies, all organizations enjoying a consultative status with the Agency and such other organizations as the General Conference or the Board of Governors may from time to time decide, at least ninety days in advance of each regular session, of the opening date, place and expected duration thereof.

## Special sessions

### *Rule 3. Holding of special sessions*

The General Conference shall meet in such special sessions as shall be convened by the Director General at the request of the Board of Governors or of a majority of the Members of the Agency.

### *Rule 4. Request by Members*

Any Member of the Agency may request the Director General to convene a special session of the General Conference. The Director General shall immediately inform the other Members of the Agency of the request and enquire whether they concur in it. If within thirty days of the date of the communication of the Director General a majority of the Members concur in the request, a special session of the General Conference shall be convened in accordance with Rule 3 and Rule 5 of these Rules.

### *Rule 5. Date of special sessions*

Special sessions of the General Conference shall be held as soon as possible but not later than ninety days after the receipt

by the Director General of a request for such a session from the Board of Governors, or of a request from a majority of the Members of the Agency, or of the concurrence of a majority of the Members of the Agency as provided in Rule 4 of these Rules, at a date set by the Director General in consultation with the Board of Governors.

*Rule 6. Notifications of special sessions*

The Director General shall notify all Members of the Agency, the United Nations, the specialized agencies, all organizations enjoying a consultative status with the Agency and such other organizations as the General Conference or the Board of Governors may from time to time decide, at least thirty days in advance of each special session, of the opening date, place and expected duration thereof.

**Regular and special sessions**

*Rule 7. Place of sessions*

All sessions of the General Conference shall take place at the Headquarters of the Agency unless the General Conference shall have determined otherwise.

*Rule 8. Duration of sessions*

On the recommendation of the General Committee, the General Conference shall, at the beginning of each session, fix a closing date for the session.

*Rule 9. Adjournment of sessions*

The General Conference may decide at any session to adjourn temporarily and resume its meetings at a later date.

## II. AGENDA

### **Regular sessions**

*Rule 10. Circulation of reports*

The Director General shall submit to all Members of the Agency, at least two months before the opening date of each regular session, the annual report of the Board of Governors on the affairs of the Agency and on any projects approved by the Agency as well as reports to be transmitted to the United Nations or to any other international organization in accordance with agreements or arrangements to be made



between the Agency and (a) the United Nations, (b) the specialized agencies and (c) other international organizations.

*Rule 11. Preparation of provisional agenda*

The provisional agenda for all regular sessions of the General Conference shall be drawn up by the Director General in consultation with the Board of Governors and sent to all Members of the Agency and to all organizations to which notification of the session has to be sent pursuant to Rule 2 of these Rules, not later than ninety days in advance of the session.

*Rule 12. Contents of provisional agenda*

The provisional agenda for each regular session shall include:

(a) All items the inclusion of which has been decided by the General Conference at a previous session;

(b) All items proposed by the Board of Governors;

(c) All items proposed by any Member of the Agency,

(d) All resolutions and all agenda items which the United Nations has referred or

proposed to the Agency and which the Board of Governors submits to the General Conference, in accordance with the agreement establishing the relationship between the Agency and the United Nations;

(e) Election of Members to membership of the Board of Governors;

(f) The annual report of the Board of Governors and such other reports as the Board of Governors may submit to the General Conference;

(g) The budget of the Agency for the ensuing financial year and all items pertaining to this budget;

(h) A report by the Board of Governors on the audited accounts of the Agency for the preceding financial year;

(i) Any report to be submitted to the United Nations requiring approval by the General Conference;

(j) The opening date of the next regular session of the General Conference;

(k) All items which the Director General, in agreement with the Board of Gov-

errors, deems necessary to put before the General Conference; and

(1) Other items required by the Statute of the Agency.

*Rule 13. Supplementary items*

A Member of the Agency, the Board of Governors or the United Nations may, not later than thirty days before the date set for the opening of any regular session, request the inclusion of supplementary items in the agenda. Subject to Rule 21 of these Rules, such items shall be placed on a supplementary list which shall be sent to all Members of the Agency and to all organizations to which notification of the session was sent pursuant to Rule 2 of these Rules, not later than twenty days in advance of the session.

*Rule 14. Approval of agenda*

The provisional agenda for each regular session, and the supplementary list, together with the report thereon of the General Committee, shall be submitted to the General Conference for approval as soon as possible after the opening of the session.

### *Rule 15. Additional items*

Any items of an important and urgent character, proposed by a Member, the Board of Governors or the United Nations, which have not been placed on the provisional agenda pursuant to Rule 12 of these Rules or on the supplementary list pursuant to Rule 13 of these Rules, shall be referred to the General Committee, which shall report promptly thereon to the General Conference. Subject to Rule 21 of these Rules, such items may be placed on the agenda, if the General Conference so decides by a majority of the Members present and voting. No additional item may be considered until seven days after it is placed on the agenda, unless the General Conference, by a two-thirds majority of the Members present and voting, decides otherwise.

### **Special sessions**

#### *Rule 16. Preparation of provisional agenda*

The provisional agenda for all special sessions of the General Conference shall be drawn up by the Director General in consultation with the Board of Governors and

sent to all Members of the Agency and to all other organizations to which notification of the session has to be sent pursuant to Rule 6 of these Rules, not later than twenty days in advance of the session.

*Rule 17. Contents of provisional agenda*

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session and items proposed by the Board of Governors.

*Rule 18. Approval of the agenda*

The provisional agenda for each special session, together with the report thereon of the General Committee, shall be submitted to the General Conference for approval as soon as possible after the opening of the session.

*Rule 19. Additional items*

Any items of an important and urgent character, proposed by a Member, the Board of Governors or the United Nations, which have not been placed on the provisional agenda pursuant to Rule 17 of these Rules,

shall be referred to the General Committee, which shall report promptly thereon to the General Conference. Subject to Rule 21 of these Rules, such items may be placed on the agenda, if the General Conference so decides, by a two-thirds majority of the Members present and voting.

### **Regular and special sessions**

#### *Rule 20. Explanatory memoranda*

Each item proposed for inclusion in the agenda, except an item proposed by the Board of Governors, shall be accompanied by an explanatory memorandum and, if possible, by basic documents or by a draft resolution.

#### *Rule 21. Agenda items requiring ninety days' advance consideration*

No proposal for the amendment of the Statute of the Agency shall be placed on the agenda of any session unless certified copies of the text of the proposal have been sent by the Director General to all Members at least ninety days in advance of the session.

*Rule 22. Amendment and deletion of items*

Items on the agenda may be amended or deleted from the agenda of the General Conference by a majority of the Members present and voting.

### III. REPRESENTATION OF MEMBERS

*Rule 23. Composition of delegations*

Each Member of the Agency shall be represented at the General Conference by one delegate, who may be accompanied by as many alternates, advisers, technical advisers, experts and persons of similar status as may be required by the delegation.

*Rule 24. Alternates*

Each delegate may designate any alternate in his delegation to act in his place during the General Conference.

*Rule 25. Representation on committees and other subsidiary bodies of the General Conference*

Each delegate may designate any alternate or any adviser in his delegation to act for his delegation on any committee or

other subsidiary body of the General Conference on which his delegation is represented.

*Rule 26. Cost of attendance of delegations*

The cost of attendance at the General Conference of the delegation of each Member shall be borne by the Member concerned.

#### IV. CREDENTIALS

*Rule 27. Submission of credentials*

The credentials of each delegate and the names of the persons constituting the Member's delegation shall be submitted to the Director General if possible not less than seven days in advance of the session which the delegation will attend. The credentials shall be issued either by the Head of State or Government or by the Minister of Foreign Affairs of the Member concerned.

*Rule 28. Credentials Committee*

A Credentials Committee of nine Members shall be appointed by the General Conference at the beginning of each session on the proposal of the presiding officer. The



Committee shall elect its own officers. It shall examine the credentials of all delegates and report thereon without delay to the General Conference.

*Rule 29. Provisional admission to a session*

Any delegate to whose admission a Member has made objection shall be seated provisionally with the same rights as other delegates until the Credentials Committee has reported and the General Conference has given its decision.

V. REPRESENTATION OF OTHER ORGANIZATIONS AND OF STATES NOT MEMBERS OF THE AGENCY

*Rule 30. Representatives of States not Members of the Agency*

Representatives of States Members of the United Nations or of any of the specialized agencies which are not Members of the Agency shall be invited to attend the General Conference and may participate without vote on matters of direct concern to them.

*Rule 31. Representatives of the United Nations and of the specialized agencies*

Representatives of the United Nations and of the specialized agencies shall be entitled to attend sessions of the General Conference and to participate without vote on matters of common interest between them and the Agency.

*Rule 32. Representatives of other inter-governmental organizations and non-governmental organizations*

Representatives of inter-governmental organizations other than the United Nations and the specialized agencies and of non-governmental organizations, with which an appropriate relationship with the Agency has been established in accordance with Article XVI of the Statute, shall be invited to attend sessions of the General Conference.

VI. PRESIDENT AND VICE-PRESIDENTS

*Rule 33. Temporary President*

At the beginning of each session of the General Conference the delegate from whose delegation the President of the previous ses-

sion was elected or, in the absence of that delegate, the Director General shall preside until the General Conference has elected a President for the session.

*Rule 54. Election of President and Vice-Presidents*

The General Conference shall elect a President and eight Vice-Presidents who shall hold office until the close of the session at which they are elected. The Vice-Presidents shall be elected, after the election of the Chairman of the two Main Committees of the General Conference, with due regard to equitable geographical representation

*Rule 55. Acting President*

If the President is absent during a meeting or any part thereof, he shall appoint one of the Vice-Presidents to take his place, who, while acting as President, shall have the same powers and duties as the President.

*Rule 56. Replacement of the President*

If the President is unable to perform his functions, a new President shall be elected for the unexpired term of office of the President.

## VII. SECRETARIAT

### *Rule 37. Duties of the Director General*

The Director General shall act in that capacity at all meetings of the General Conference and of its committees and other subsidiary bodies, or he may designate a member of his staff to represent him at any such meetings. The Director General or his representative may at any time, with the approval of the presiding officer, make oral or written statements to such meetings.

### *Rule 38. Direction of staff*

The Director General shall provide and direct the staff required by the General Conference, its committees and other subsidiary bodies and shall be responsible for all the necessary arrangements for the meetings of the General Conference, its committees and other subsidiary bodies.

### *Rule 39. Duties of the Secretariat*

Under the direction of the Director General, the Secretariat shall receive, translate, reproduce and distribute documents of the General Conference, its committees and

other subsidiary bodies; prepare and circulate summary records of meetings and sessions; interpret speeches made at meetings; have custody of documents of the General Conference in the archives of the Agency; publish the reports of the meetings of the General Conference; distribute all documents of the General Conference to the Members of the Agency; and generally perform all other work which the General Conference, its committees or other subsidiary bodies may require.

## VIII. COMMITTEES OF THE GENERAL CONFERENCE

### General Committee

#### *Rule 40. General Committee*

At each session the General Conference shall appoint a General Committee which shall consist of the President of the General Conference, who shall preside, the eight Vice-Presidents, the Chairmen of the Main Committees and four additional members elected by the General Conference. If the

President of the General Conference is absent during a meeting of the General Committee or any part thereof, he shall appoint one of the Vice-Presidents to preside. If any member of the General Committee is absent from a meeting of the General Committee, his delegation shall be represented by another member thereof. No two members of the General Committee shall be members of the same delegation, and it shall be so constituted as to ensure its representative character.

*Rule 41. Representation in the General Committee of bodies other than the Main Committees*

The Chairman of the Board of Governors and the Chairmen of committees of the General Conference other than the Main Committees may participate without vote in the meetings of the General Committee. The Chairman of the Board of Governors and the Chairman of any such committee of the General Conference may designate the Vice-Chairman of the body concerned to represent him in the General Committee.

### *Rule 42. Functions of the General Committee*

(a) The General Committee shall at the beginning of each session of the General Conference consider the provisional agenda, together with the supplementary list, and shall report thereon to the General Conference. It shall consider requests, made pursuant to Rules 15 and 19 of these Rules, for the inclusion of additional items and shall report thereon to the General Conference. In considering matters relating to the agenda of the General Conference, the General Committee shall not discuss the substance of any item, except insofar as this bears upon the question whether the General Committee should recommend the inclusion of the item in the agenda, the rejection of the request for inclusion or the inclusion of the item in the provisional agenda of a future session, and what priority should be accorded to an item the inclusion of which has been recommended.

(b) The General Committee shall propose to the General Conference the allocation of agenda items to committees and the

establishment of any additional committees which it considers necessary. It shall perform the functions in respect of elections to the Board of Governors which are assigned to it pursuant to Rule 86 of these Rules. It shall make recommendations to the General Conference concerning the closing date of the session. It may revise the resolutions adopted by the General Conference, changing their form but not their substance; any such changes shall be reported to the General Conference for its consideration. It shall assist the President of the General Conference in conducting and co-ordinating the work of the General Conference.

*Rule 43. Participation by Members requesting the inclusion of items in the agenda*

A Member of the Agency which has no representative in the General Committee and which has requested the inclusion of an item in the agenda shall be entitled to attend any meeting of the General Committee at which its request is discussed, and to participate, without vote, in the discussion of that item.



## **Main and other Committees**

### *Rule 44. Creation of Committees*

The General Conference may set up such committees as it deems necessary for the performance of its functions.

### *Rule 45. Main Committees*

The Main Committees of the General Conference shall be:

(a) The Programme, Technical and Budget Committee; and

(b) The Administrative and Legal Committee.

### *Rule 46. Officers and sub-committees*

Each committee of the General Conference shall elect its own Chairman and other officers. These officers shall be elected on the basis of equitable geographical representation, experience and personal competence. Each committee may set up sub-committees or other subsidiary organs, which shall elect their own officers.

### *Rule 47. Reference of agenda items to committees*

Agenda items relating to the same category of subjects shall be referred to the

committee or committees dealing with that category of subjects. Committees shall not introduce new items on their own initiative.

## IX. MINUTE OF SILENT PRAYER OR MEDITATION

### *Rule 48. Invitation to silent prayer or meditation*

Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the General Conference, the presiding officer shall invite the delegates to observe one minute of silence dedicated to prayer or meditation.

## X. CONDUCT OF BUSINESS AT PLENARY MEETINGS OF THE GENERAL CONFERENCE

### *Rule 49. The presiding officer*

The President of the General Conference, or, in his absence, the Vice-President appointed by him to take his place shall be the presiding officer of the General Conference.

*Rule 50. General powers of the presiding officer*

In addition to exercising the powers which are conferred upon him by these Rules, the presiding officer shall declare the opening and closing of each meeting of the General Conference, shall direct its discussions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these Rules, shall have control of the proceedings of the General Conference and over the maintenance of order at its meetings. The presiding officer may propose to the General Conference the limitation of the time to be allowed to speakers, the limitation of the number of times each delegate may speak on any question, the closure of the list of speakers or the closure of the debate. He may propose the suspension or adjournment of the meeting or the adjournment of the debate on the item under discussion. The presiding officer, in the exercise of his functions, shall remain under the authority of the General Conference.

### *Rule 51. Voting*

The presiding officer shall not vote, but may appoint another member of his delegation to vote in his place.

### *Rule 52. Public and private meetings*

The meetings of the General Conference, its committees and other subsidiary bodies shall be held in public unless the body concerned decides that circumstances require that the meeting be held in private. All decisions of the General Conference taken at a private meeting shall be announced at an early public meeting. At the close of each private meeting of committees and other subsidiary bodies, the Chairman may issue a communiqué through the Director General.

### *Rule 53. Quorum*

A majority of the Members of the Agency shall constitute a quorum at a plenary meeting of the General Conference.

### *Rule 54. Speeches*

No delegate may address the General Conference without having previously obtained the permission of the presiding of-

ficer. Subject to Rule 55 of these Rules, the presiding officer shall call upon speakers in the order in which they signify their desire to speak. The presiding officer may call a speaker to order if his remarks are not relevant to the subject under discussion.

#### *Rule 55. Precedence*

The presiding officer may accord precedence to the Chairman of the Board of Governors and to the Chairman or the Rapporteur of a committee or of any other subsidiary body of the General Conference, for the purpose of explaining a report or recommendations submitted. He may also accord precedence to the Director General.

#### *Rule 56. Points of order*

During the discussion of any matter, a delegate may rise to a point of order, and the point of order shall be immediately decided by the presiding officer in accordance with these Rules. A delegate may appeal against the ruling of the presiding officer. The appeal shall be immediately put to the vote and the presiding officer's ruling shall stand unless overruled by a majority of the

Members present and voting. A delegate rising to a point of order may not speak on the substance of the matter under discussion.

*Rule 57. Time-limit on speeches*

The General Conference may limit the time to be allowed to each speaker and the number of times each delegate may speak on any question. When debate is limited and a delegate has spoken his allotted time, the presiding officer shall call him to order without delay.

*Rule 58. Closing of list of speakers*

During the course of a debate the presiding officer may announce a list of speakers and, with the consent of the General Conference, declare the list closed. He may, however, accord the right of reply to any delegate if a speech delivered after the list has been closed makes this desirable.

*Rule 59. Adjournment of debate*

During the discussion of any matter, a delegate may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two

delegates may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote. The presiding officer may limit the time to be allowed to speakers under this Rule.

*Rule 60. Closure of debate*

A delegate may at any time move the closure of the debate on the item under discussion, whether or not any other delegate has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Conference is in favour of the closure, the presiding officer shall declare the closure of the debate. The presiding officer may limit the time to be allowed to speakers under this Rule.

*Rule 61. Suspension or adjournment of meeting*

During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immedi-

teily put to the vote. The presiding officer may limit the time to be allowed to the speaker moving the suspension or adjournment of the meeting.

*Rule 62. Order of procedural motions*

Subject to Rule 56 of these Rules, the following motions shall have precedence in the following order over all other proposals or motions before the meetings:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion; and
- (d) For the closure of the debate on the item under discussion.

*Rule 63. Proposals and amendments*

Proposals and amendments shall normally be introduced in writing and handed to the Director General who shall circulate copies to all delegations. As a general rule and subject to Rule 67 of these Rules, no proposal shall be discussed or put to the vote unless its text has been distributed to all delegations not later than the day preceding the meeting. The presiding officer



may, however, permit the discussion and consideration of amendments, or of motions as to procedure, even though these amendments or motions have not been distributed or have been distributed the same day.

*Rule 64. Decisions on competence*

Subject to Rule 62 of these Rules, any motion calling for a decision on the competence of the General Conference to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

*Rule 65. Withdrawal of proposals*

Any proposal may be withdrawn by its proposer at any time before voting upon it has commenced. A proposal which has thus been withdrawn may be reintroduced by any delegate.

*Rule 66. Reconsideration of proposals and amendments*

When a proposal or amendment has been adopted or rejected, it shall not be reconsidered at the same session unless the General Conference, by a two-thirds ma-

majority of the Members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

*Rule 67. Proposals involving expenditures*

A proposal involving expenditure by the Agency shall not be voted upon in the absence of a report from the Director General on the administrative and financial implications of the proposal and a report from the appropriate committee of the General Conference.

## XI. VOTING

*Rule 68. Voting rights*

Each Member of the Agency shall have one vote in the General Conference.

*Rule 69. Two-thirds majority*

The following decisions of the General Conference shall require a two-thirds majority of the Members present and voting:

(a) A decision on any financial question:

(b) A decision on a proposal for amendment to the Statute;

(c) A decision, upon recommendation of the Board of Governors, to suspend any Member from the exercise of the privileges and rights of membership;

(d) A decision on amendments to proposals relating to matters referred to in this Rule and on parts of such proposals put to the vote separately; and

(e) A decision which, pursuant to Rules 15, 19, 66 and 105 of these Rules, requires a two-thirds majority of the Members present and voting.

#### *Rule 70. Simple majority*

Decisions of the General Conference on other questions, including the determination of additional questions or categories of questions to be decided by a two-thirds majority, shall be made by a majority of the Members present and voting.

#### *Rule 71. Meaning of members present and voting*

For the purpose of these Rules, the phrase "Members present and voting" shall

mean Members casting a valid affirmative or negative vote. Members who abstain from voting shall be considered as not voting.

*Rule 72. Method of voting*

Except in elections, the normal method of voting shall be by show of hands. Any Member may request a vote by roll-call. The roll-call shall be taken in the English alphabetical order of the names of Members of the Agency entitled to vote, beginning with the Member whose name is drawn by lot by the presiding officer. Each delegate present shall reply "yes" or "no" or "abstention". The result of the vote shall be inserted in the record of the meeting.

*Rule 73. Conduct during voting*

After the voting has commenced, no delegate shall interrupt the voting except on a point of order in connexion with the actual conduct of the voting.

*Rule 74. Explanation of vote*

The presiding officer may permit Members to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The presiding officer

may limit the time to be allowed for such explanations. The presiding officer shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

*Rule 75. Division of proposals and amendments*

A delegate may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

*Rule 76. Voting on amendments*

(a) When an amendment to a proposal is moved, the amendment shall be voted on

first. When two or more amendments are moved to a proposal, the General Conference shall first vote on the amendment deemed by the presiding officer to be furthest removed in substance 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. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

(b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

#### *Rule 77. Voting on proposals*

If two or more proposals relate to the same question, the General Conference shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Conference may, after each vote on a proposal, decide whether to vote on the next proposal.

*Rule 78. Equally divided votes*

If a vote is equally divided in voting other than elections, the proposal voted upon shall be considered as not adopted.

## XII. VOTING IN ELECTIONS

*Rule 79. Secret ballot*

Election of Members to the Board of Governors shall be by secret ballot. There shall be no nominations. Other elections shall be by secret ballot if ten or more Members request or if the presiding officer so decides.

*Rule 80. Elections to fill one elective place*

When only one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot. If in the second ballot the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots.

*Rule 81. Elections to fill two or more elective  
places*

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 the majority required is less than the number of elective places to be filled, there shall be not more than two ballots in respect of each elective place remaining to be filled. If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in the second ballot for that elective place the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots. A candidate who fails to be elected for any one elective place will be eligible for election to any other remaining elective place.



### XIII. CONDUCT OF MEETINGS OF COMMITTEES AND OTHER SUBSIDIARY BODIES

#### *Rule 82. Application of these Rules to committees and other subsidiary bodies*

Subject to any decision of the General Conference and subject to these Rules, procedures governing the conduct of business in committees and other subsidiary bodies of the General Conference shall conform as far as is appropriate to the rules governing the conduct of business at plenary meetings of the General Conference.

### XIV. ELECTIONS TO THE BOARD OF GOVERNORS

#### *Rule 83. Elections at regular annual sessions*

The General Conference at each regular session shall elect as many Members to membership on the Board of Governors as may be necessary to ensure that the Board of Governors holding office from the end of that session shall include ten members elected by the General Conference.

The General Conference shall conduct such elections with due regard to equitable representation on the Board as a whole of the Members in the following areas, so that the Board holding office from the end of that session shall include in the category of Members elected by the General Conference a Member from each of these areas, except North America, provided, however, that this exception shall not impose any limitation on the right of the General Conference to elect a Member from North America to membership on the Board of Governors:

- (a) North America;
- (b) Latin America;
- (c) Western Europe;
- (d) Eastern Europe;
- (e) Africa and the Middle East;
- (f) South Asia;
- (g) South-East Asia and the Pacific;

and

- (h) The Far East.

*Rule 84. Terms of office of elected Members*

Except for the five Members elected to the Board of Governors for a term of one

year by the first regular session of the General Conference, Members elected to the Board of Governors by the General Conference shall hold office from the end of the regular session of the General Conference at which they are elected until the end of the second regular session thereafter.

*Rule 85. Elected Members not eligible for re-election*

Except for the five Members elected to the Board of Governors for a term of one year by the first regular annual session of the General Conference, no Member elected by the General Conference to the Board of Governors for one term of office shall be eligible for re-election by the General Conference to the Board of Governors for the following term of office.

*Rule 86. Determination of elective places by the General Committee*

At each regular session the General Committee shall determine the number of elective places which must be filled on the Board of Governors so as to ensure that,

after the end of the session, the Board of Governors shall include ten Members elected by the General Conference. The General Committee shall also specify each geographical area in respect of which a Member must be elected to membership on the Board of Governors to ensure that, after the end of the session, the Board shall include a Member elected by the General Conference from each geographical area, except North America, specified in Rule 83 of these Rules.

*Rule 87. Methods of election*

At each regular session there shall be a separate election in accordance with Rule 80 of these Rules in respect of each geographical area from which the General Committee has determined that a Member must be elected. After all elections in respect of geographical areas have taken place, there shall be a single ballot to elect Members to any other elective places remaining vacant. If more than one such elective place is to be filled, the procedure set forth in Rule 81 of these Rules shall be followed.

### *Rule 88. Invalid votes*

Invalid votes shall include votes cast for Members who are ineligible for membership on the Board of Governors as from the end of the session concerned. In the separate elections in respect of geographical areas invalid votes shall also include votes cast for Members which are not in the geographical area in respect of which the election has taken place.

## XV. LANGUAGES AND RECORDS

### *Rule 89. Official and working languages*

Chinese, English, French, Russian and Spanish shall be the official languages of the General Conference. English, French, Russian and Spanish shall be the working languages of the General Conference. Speeches made in any one of the working languages shall be interpreted into the other working languages.

### *Rule 90. Interpretation from other languages*

Any delegate may make a speech in a language other than the working languages

provided, however, that if he does so he shall himself provide for interpretation into one of the working languages. In such cases, interpretation into the other working languages by the interpreters of the Secretariat may be based on the interpretation provided by the delegate.

*Rule 91. Languages of records and important documents*

Summary records of meetings shall be prepared in the working languages. All resolutions and other important documents shall be made available in the working languages.

*Rule 92. Records of plenary and committee meetings*

(a) Summary records, in provisional form, of all plenary meetings of the General Conference and its committees shall be prepared by the Secretariat and distributed as soon as possible to all Members. Each Member shall inform the Secretariat in writing, not later than forty-eight hours after distribution, of any corrections it wishes to have made. The summary records, with such

corrections incorporated, shall be distributed promptly to Members.

(b) Delegates may, on special occasions, request that their remarks made at a plenary meeting of the General Conference be set forth verbatim in the record. Such requests may be made at any time not later than forty-eight hours after distribution in provisional form of the summary record of the plenary meeting at which the remarks were made and shall be accompanied by a text, in one of the working languages, of the remarks to which the request relates.

*Rule 93. Records of other subsidiary bodies*

The records of meetings of other subsidiary bodies of the General Conference shall be prepared in summary form, unless the General Conference decides otherwise, or unless the subsidiary body decides that no record shall be kept.

*Rule 94. Distribution of resolutions and other important documents*

The texts of all resolutions and other important documents shall be distributed by the Secretariat as soon as possible.

## XVI. ADMISSION OF NEW MEMBERS

### *Rules 95. Consideration by the General Conference*

A recommendation of the Board of Governors pursuant to Article IV. B. of the Statute for the admission of a State to membership in the Agency shall be considered by the General Conference at its next regular session. If such a recommendation is made during a regular session of the General Conference, it shall be considered during that session. A State whose application for membership had been recommended by the Board of Governors may attend any meeting of the General Conference at which its application is discussed, and may participate, without vote, in the discussion.

### *Rule 96. Applicant State not recommended by the Board of Governors*

On notification from the Board of Governors that it does not recommend an applicant State for membership, the General Conference may refer the matter back to the Board of Governors, together with a



full record of the discussion in the General Conference, for further discussion and recommendation or report.

*Rule 97. First budgetary contribution of a new Member*

A new Member shall make a contribution to the budget of the Agency for the year during which it becomes a Member. The amount of such contribution shall be determined by the General Conference at the session during which the State's application for membership is approved.

*Rule 98. Notification of decision*

The Director General shall inform a State applying for membership of the decision taken by the General Conference on its application.

*Rule 99. Date of admission to membership*

If an application for membership in the Agency is approved, the applicant State shall become a Member of the Agency upon the date on which it deposits an instrument of acceptance of the Statute with the Government of the United States of America.

## XVII. AMENDMENT OF THE STATUTE

### *Rule 100. Proposal of amendments*

Amendments to the Statute of the Agency may be proposed by any Member.

### *Rule 101. Consideration of amendments*

No proposal for the amendment of the Statute of the Agency shall be considered by the General Conference unless certified copies of the text of the proposed amendment have been prepared by the Director General and sent by him to all Members at least ninety days in advance of the session concerned.

### *Rule 102. Approval of amendments*

The General Conference shall not take a decision on any amendment to the Statute until it has considered the observations submitted by the Board of Governors on such amendment.

### *Rule 103. Modification of amendments*

If the General Conference approves a substantive change or changes in a proposed amendment of the Statute, the revised

amendment shall not be finally acted upon by the General Conference until at least ninety days after certified copies of the text of the revised amendment have been sent by the Director General to all Members of the Agency and the General Conference has considered the observations submitted by the Board of Governors on such revised amendment.

## XVIII. AMENDMENT SUSPENSION AND INTERPRETATION OF RULES

### *Rule 104. Amendment of Rules*

These Rules may be amended, subject to the provisions of the Statute of the Agency and provided that the General Conference has received a report on such amendment from the appropriate committee, by a decision of the General Conference taken by a majority of the Members present and voting.

### *Rule 105. Suspension of Rules*

Any of these Rules may be suspended, subject to the provisions of the Statute of

the Agency, by a decision of the General Conference taken by a two-thirds majority of the Members present and voting.

*Rule 106. Interpretation of Rules*

The description of these Rules in the Table of Contents and the description prefixed to each Rule shall be disregarded in the interpretation of these Rules.