



International Atomic Energy Agency

GENERAL CONFERENCE

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Item 18 of the provisional agenda
(GC(XVII)/497)

AMENDMENT OF THE RULES OF PROCEDURE

Memorandum by the Director General

1. At the end of the Annotation to item 18 - Amendment of the Rules of Procedure - of the provisional agenda [1] the Director General has briefly referred to a widely held opinion that some simplifications should be introduced in the General Conference's procedures. He understands, as a result of extensive informal consultations, the consensus on this matter to be on the following lines.
2. Meetings of the Conference clearly provide the most convenient forum for discussion of the Agency's business by all its Members together. This important role of the Conference could be enhanced if its procedures were simplified and streamlined by abandoning some practices that have become out-dated and no longer serve a purpose, and by modifying others so as to facilitate the most expeditious conduct of the work. A concomitant gain from such changes would be some reduction in the costs of sessions as a result, for example, of rearranging the time-table of meetings so that a session would normally finish within a week, dispensing with most written reports by committees and eliminating simultaneous plenary and committee meetings. The latter change should also be of considerable benefit to small delegations.
3. In order to enable the Conference to develop its methods of work along such lines, changes in its Rules of Procedure would be needed, and a draft of an amended set of Rules is accordingly annexed hereto for its consideration. These revised Rules are designed not only to achieve the purposes already mentioned, but also to allow for a total of 22 Members elected by the Conference to be represented on the Board of Governors [2] in accordance with the version of Article VI, A, 2 of the Statute which came into force last June. [3] In addition the opportunity has been taken to improve the wording of some of the Rules.

[1] GC(XVII)/497.

[2] Instead of 12 Members as provided for in the current Rules (GC(VII)/INF/60).

[3] In the Annotation cited in para. 1 above it is pointed out that changes in certain Rules will have to be made before the Conference proceeds to elections to the Board this year. The Rules in question are numbered 76-78 in the Annex; they have been adapted from current Rules 83-88 and provide for a single ballot in respect of all the elective places to be filled.

4. Under the set of Rules presented in the Annex, after the opening of each session the Conference would proceed to elect 17 Vice-Presidents, as well as a Chairman and a Vice-Chairman of the Committee of the Whole (Rule 32). In addition to having the usual duties implied by their titles, the Vice-Presidents would constitute the Bureau under the chairmanship of the President of the Conference (Rule 34).

5. The functions and suggested method of working of the Bureau are outlined in Rule 36; it is to be noted that it would only meet as provided for in that Rule. As regards the Committee of the Whole, it will be seen from Rule 37 that it is envisaged as a subsidiary body to which the Conference could refer agenda items for initial consideration. It seems likely that it will be mainly items having a financial character that the Conference would wish as a general rule to handle in that way.

6. Having elected its officers, the Conference would next adopt its agenda, an exercise to which Rule 14 could apply if any question arose which the Conference had difficulty in immediately resolving. Thereafter the Conference would proceed with such business as applications for membership of the Agency, the Director General's annual statement and the general debate, and then the series of plenary meetings would be suspended until after the Committee of the Whole had dealt with the items referred to it. After the Conference had considered the reports of the Committee of the Whole, it would take up the remaining items of its agenda, which would include elections to the Board.

7. The remaining Rule to which it may be helpful to invite initial attention is Rule 27, which provides for the examination of the credentials submitted by delegates. It will be noted that the procedure envisaged for the future is much simpler than that in current use.

8. In conclusion the Director General suggests that the Conference could conveniently introduce the use of the Rules of Procedure annexed hereto by adopting the draft resolution presented below.

AMENDMENT OF THE RULES OF PROCEDURE

The General Conference.

Desirous of amending its Rules of Procedure [*] in such a way as will enable it to give effect to the provisions of Article VI, A. 2 of the Statute that came into force on 1 June 1973 [**] and at the same time to simplify its procedures and practices,

Adopts the Rules of Procedure annexed to document GC(XVII)/503.

[*] GC(VII)/INF/60.

[**] The provisions in question are set forth in document INF/CIRC/159/Rev. 3.

A N N E X

RULES OF PROCEDURE
OF THE
GENERAL CONFERENCE

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RULES OF PROCEDURE
OF THE
GENERAL CONFERENCE

I. ARRANGEMENTS FOR SESSIONS

A. All sessions

Rule 1. Place of sessions

All sessions of the General Conference (hereinafter called "the Conference") of the International Atomic Energy Agency (hereinafter called "the Agency") shall take place at the Headquarters of the Agency unless the Conference shall have determined otherwise.

Rule 2. Duration of sessions

The Conference shall, during the course of each session, fix a closing date for the session.

Rule 3. Adjournment of sessions

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

B. Regular sessions

Rule 4. Date of regular sessions

The Conference shall meet in a regular annual session which shall be convened on a date, normally within the month of September, set by the Conference at its previous regular annual session.

Rule 5. Notification of regular sessions

The Director General shall notify all States Members of the Agency (hereinafter called "Members"), the United Nations, the specialized agencies, other international organizations with which the Agency has concluded relationship agreements, non-governmental organizations enjoying consultative status with the Agency and such other organizations as the Conference or the Board of Governors (hereinafter called "the Board") 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.

C. Special sessions

Rule 6. Holding of special sessions

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

Rule 7. Request by Members for a special session

Any Member may request the Director General to convene a special session of the Conference. The Director General shall immediately inform the other Members of the request and inquire 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 Conference shall be convened in accordance with Rules 6 and 8.

Rule 8. Date of special sessions

Special sessions of the 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, or of a request from a majority of the Members, or of the concurrence of a majority of the Members as provided in Rule 7, at a date set by the Director General in consultation with the Board.

Rule 9. Notification of special sessions

The Director General shall notify all Members, the United Nations, the specialized agencies, other international organizations with which the Agency has concluded relationship agreements, non-governmental organizations enjoying consultative status with the Agency and such other organizations as the Conference or the Board 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.

II. AGENDA

A. All sessions

Rule 10. Preparation of the provisional agenda

The provisional agenda for a session shall be drawn up by the Director General in consultation with the Board.

Rule 11. Explanatory memoranda

Every proposal for the inclusion of an item in the agenda for a session, except a proposal by the Board, shall be supported by an explanatory memorandum and shall, if appropriate, be accompanied by a draft resolution.

Rule 12. Agenda items relating to the amendment of the Statute

No proposal for the amendment of the Statute of the Agency (hereinafter called "the Statute") shall be placed on the agenda for a session unless certified copies of the proposed amendment have been communicated to all Members by the Director General at least ninety days in advance of the opening date of the session.

Rule 13. Adoption of the agenda

As soon as possible after the opening of a session the Conference shall adopt the agenda for the session.

Rule 14. Procedure during adoption of the agenda

If during the adoption of the agenda an item on the provisional agenda gives rise to a question which the Conference is unable quickly to resolve, the President of the Conference may decide to refer the proposal for the inclusion of such an item to the Bureau provided for in Rule 35.

Rule 15. Amendment or deletion of items

The Conference may at any time amend an item on or delete an item from the agenda.

B. Regular sessions

Rule 16. Circulation of reports

The Director General shall submit to all Members, at least two months before the opening date of each regular session, the annual report of the Board 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 17. Contents of the provisional agenda

The provisional agenda for each regular session shall include:

- (a) All items the inclusion of which has been decided by the Conference at a previous session;
- (b) All items proposed by the Board;
- (c) All items proposed by any Member;
- (d) All resolutions and all agenda items which the United Nations has referred or proposed to the Agency and which the Board submits to the Conference, in accordance with the agreement establishing the relationship between the Agency and the United Nations;
- (e) Any item proposed by a specialized agency in accordance with the agreement establishing the relationship between the Agency and that specialized agency;
- (f) Election of Members to the Board;
- (g) The annual report of the Board and such other reports as the Board may submit to the Conference;
- (h) The budget of the Agency for the ensuing financial year and all items pertaining to this budget;
- (i) A report by the Board on the audited accounts of the Agency for the preceding financial year;
- (j) Any report to be submitted to the United Nations requiring approval by the Conference;
- (k) The opening date of the next regular session of the Conference;
- (l) All items which the Director General, in agreement with the Board, deems necessary to put before the Conference; and
- (m) Other items required by the Statute.

Rule 18. Circulation of the provisional agenda

The Director General shall circulate the provisional agenda for a regular session to the recipients of the notification provided for in Rule 5 at least ninety days before the opening date of the session.

Rule 19. Supplementary items

A Member, the Board, the Director General in consultation with the Board, or the United Nations may, at least thirty days before the date set for the opening of a regular session, request the inclusion of a supplementary item in the agenda for that session. Subject to Rule 12, such items shall be placed on a list which shall constitute an addendum to the provisional agenda for that session and shall be sent to the recipients of the notification provided for in Rule 5 at least twenty days before the opening date of the session.

Rule 20. Additional items

Any items of an important and urgent character, proposed by a Member, the Board or the United Nations, which have not been placed on the provisional agenda pursuant to Rule 17 or on the list of supplementary items pursuant to Rule 19, shall be considered by the Bureau. Subject to Rule 12, such items will be added to the agenda if the Conference, having considered the Bureau's report thereon, so decides by a two-thirds majority of the Members present and voting.

C. Special sessions

Rule 21. Contents of the 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.

Rule 22. Circulation of the provisional agenda

The Director General shall circulate the provisional agenda for a special session to the recipients of the notification provided for in Rule 9 at least twenty days before the opening date of the session.

Rule 23. Additional items

Any items of an important and urgent character, proposed by a Member, the Board or the United Nations, which have not been placed on the provisional agenda pursuant to Rule 21, shall be considered by the Bureau. Subject to Rule 12, such items will be added to the agenda if the Conference, having considered the Bureau's report thereon, so decides by a two-thirds majority of the Members present and voting.

III. REPRESENTATION OF MEMBERS

Rule 24. Composition of delegations

Each Member shall be represented at the 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.

Rule 25. Temporary replacement of a delegate

A delegate may designate any member of his delegation to act in his place at any time during the session.

IV. CREDENTIALS

Rule 26. Submission of credentials

The credentials of each delegate and the names of the other 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 27. Examination of credentials

Under the direction of the Director General, the Secretariat shall examine and report to the Conference on the credentials of every delegate. At the request of any delegate, the Bureau shall consider any matter which, in the delegate's opinion, arises out of the report.

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

Rule 28. Representation of States not members of the Agency

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

Rule 29. 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 Conference and to participate without vote on matters of common interest to them and the Agency.

Rule 30. Representation of other international organizations

International organizations, other than the United Nations and the specialized agencies, with which an appropriate relationship has been established in accordance with Article XVI, A of the Statute shall be entitled to be represented, if their relationship agreements with the Agency so provide, at sessions of the Conference and to participate without vote on matters of common interest to them and the Agency. Non-governmental organizations enjoying consultative status with the Agency may be represented at the Conference in accordance with such rules as the Conference has approved.

VI. OFFICERS OF THE CONFERENCE

Rule 31. Temporary President

At the beginning of each session of the Conference the delegate from whose delegation the President of the previous session was elected or, in the absence of that delegate, the Director General shall preside until the Conference has elected a President for the session.

Rule 32. Officers for a session

The Conference shall elect a President from among the delegates attending a session. The President shall propose seventeen delegates, with due regard to equitable geographical representation, for election by the Conference as Vice-Presidents; he shall also propose for election by the Conference a Chairman and a Vice-Chairman of the Committee of the Whole provided for in Rule 37. No two of these officers shall be members of the same delegation and they shall serve until the end of the session at which they are elected.

Rule 33. Acting President and replacement of the President

If the President is to be absent from a plenary meeting or part thereof, he shall appoint one of the Vice-Presidents to preside, with the same powers and duties, during his absence. If the President should become unable to perform his functions, a new President shall be elected for the remainder of the session.

VII. SUBSIDIARY BODIES OF THE CONFERENCE

Rule 34. Bureau

The seventeen Vice-Presidents shall constitute the Bureau under the chairmanship of the President of the Conference who, however, shall serve without the right to vote. If the President is to be absent from a meeting of the Bureau or part thereof, he shall appoint one of the Vice-Presidents to preside, with the same powers and duties, during his absence. If a Vice-President is to be absent from a meeting of the Bureau he may appoint a member of his delegation to act in his place during his absence.

Rule 35. Representation in the Bureau

The Chairman of the Committee of the Whole or, in his absence, the Vice-Chairman, and the Chairman of the Board or, in his absence, one of the Vice-Chairmen appointed by him, may participate in the meetings of the Bureau without the right to vote.

Rule 36. Meetings and functions of the Bureau

The Bureau shall meet to consider:

- (a) Any proposal for the inclusion of an item in the agenda that is referred to it under Rule 14;
- (b) Any proposal for the addition of an item to the agenda, as provided for in Rule 20 or 23. The proposer of such an item shall be entitled to be represented without the right to vote during such consideration;
- (c) Any matter arising out of the report on the credentials of delegates made pursuant to Rule 27; and
- (d) Any other matter which the Conference, the President of the Conference, or any other member of the Bureau refers to it.

The Bureau shall meet in private and shall report to the Conference on its deliberations.

Rule 37. Committee of the Whole

There shall be a Committee of the Whole to consider and report on any item which may be referred to it by the Conference.

Rule 38. Other subsidiary bodies

The Conference may set up such other committees and other subsidiary bodies as it deems necessary for the performance of its functions.

Rule 39. Application of these Rules to subsidiary bodies

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

VIII. SECRETARIAT

Rule 40. Duties of the Director General

The Director General shall act in that capacity at all meetings of the Conference and of its subsidiary bodies, or he may designate a member of his staff to represent him at any such meeting. 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 41. Direction of staff

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

Rule 42. Duties of the Secretariat

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

IX. MINUTE OF SILENT PRAYER OR MEDITATION

Rule 43. 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 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 CONFERENCE

Rule 44. The presiding officer

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

Rule 45. 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 Conference, shall direct its discussions, ensure observance of these Rules, accord the right to speak, put matters to the vote and announce decisions. He shall rule on points of order and, subject to these Rules, shall have control of the proceedings of the Conference and over the maintenance of order at its meetings. The presiding officer may propose to the 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 Conference.

Rule 46. Voting

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

Rule 47. Public and private meetings

Except as provided for in Rule 36 the Conference and its subsidiary bodies shall meet in public unless the Conference or the subsidiary body in question decides that circumstances require a meeting to be held in private. Any decision taken by the Conference at a private meeting shall be announced soon thereafter at a public meeting.

Rule 48. Quorum

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

Rule 49. Order of speakers

No delegate may speak until called upon by the presiding officer. Subject to Rule 50, 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 50. Precedence

The presiding officer may accord precedence in speaking to the Chairman, or in his absence to a Vice-Chairman, of the Board or of a subsidiary body of the Conference for the purpose of explaining a report or recommendations submitted. He may also accord precedence to the Director General.

Rule 51. 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 52. Time-limit on speeches

The 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 53. 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 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 54. 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 55. 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. The presiding officer may limit the time to be allowed to speakers under this Rule.

Rule 56. Suspension or adjournment of meeting

During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. Such a motion shall not be debated, but shall be immediately 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 57. Order of procedural motions

Subject to the provisions in Rule 51, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

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

Rule 58. 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 62, 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 59. Decisions on competence

Subject to Rule 57, any motion calling for a decision on the competence of the 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 60. 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 61. 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 Conference, 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 speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 62. Proposals involving expenditure

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.

XI. VOTING IN GENERAL

Rule 63. Two-thirds majority

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

- (a) A decision pursuant to Article XIV. H, XVIII. C(i) or XIX. B of the Statute;
- (b) 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
- (c) A decision pursuant to Rule 20, 23, 61 or 93.

Rule 64. Simple majority

Decisions of the 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 65. 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 66. Method of voting

Except in elections to the Board the normal method of voting shall be by show of hands, but 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 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 each vote shall be inserted in the record of the meeting.

Rule 67. Conduct during voting

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

Rule 68. 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 69. 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 70. Voting on amendments

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

Rule 71. Voting on proposals

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

Rule 72. 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

A. Elections in general

Rule 73. Secret ballot

Election of Members to the Board 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 74. 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 75. 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.

B. Elections to the Board

Rule 76. Elective places to be filled

Before the Conference at each regular session proceeds to elections to the Board, the presiding officer shall indicate to the Conference those elective places on the Board which must be filled so as to ensure that after the end of that session the Board will be constituted in accordance with Article VI. A of the Statute.

Rule 77. Ballotting

There shall be a single ballot in respect of all the elective places to be filled. The ballot paper shall specify those elective places which are to be filled in each geographical area or group of areas in the order that these areas or groups of areas are referred to in Article VI. A. 2 of the Statute. However:

- (a) If in this ballot a Member receives the majority of votes required for election in respect of more than one elective place, the Member shall be considered elected to whichever of these elective places appears first on the ballot paper; or
- (b) If after this ballot one or more elective places remain to be filled, further ballots shall be held, to which the provisions in Rule 74 or 75, as appropriate, shall apply.

Rule 78. Invalid votes

In elections to the Board invalid votes shall include those cast for a Member:

- (a) Whose term of office as a designated Member will begin after the end of the session at which the election is being held;
- (b) Whose term of office as an elected Member will not expire at the end of the session in which the election is being held;
- (c) That is ineligible under Article VI. A. 2(a) of the Statute for re-election; or
- (d) That is not in the area or group of areas referred to in Article VI. A. 2 of the Statute in respect of which the election is being held.

XIII. LANGUAGES AND RECORDS

Rule 79. Official and working languages

Chinese, English, French, Russian and Spanish shall be the official languages of the Conference. English, French, Russian and Spanish shall be the working languages of the Conference.

Rule 80. Interpretation of speeches

A speech made in any one of the working languages shall be interpreted into the other working languages. Any delegate may make a speech in a language other than a working language provided, however, that if he intends to do so he shall himself make provision in advance 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 81. Summary records

A summary record of each meeting of the Conference and its subsidiary bodies shall be prepared by the Secretariat in the working languages, except when the Conference or the subsidiary body concerned has decided that no record is required. Provisional texts of records shall be distributed promptly. Members shall notify the Secretariat within forty-eight hours thereafter of any corrections they wish to have made. The final texts of records shall be distributed as soon as practicable.

Rule 82. Verbatim inclusions in records

Exceptionally and for a special reason a delegate may request that remarks made by him at a meeting of the Conference be set forth verbatim in the record. Such a request may be made within forty-eight hours of distribution of the provisional text of the summary record of the meeting at which the remarks were made, and shall be accompanied by a text of the remarks in question in a working language.

Rule 83. Other important documents

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

XIV. ADMISSION OF NEW MEMBERS

Rule 84. Consideration by the Conference

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

Rule 85. Applicant State not recommended by the Board

On notification from the Board that it does not recommend an applicant State for membership, the Conference may refer the matter back to the Board, together with a full record of the discussion in the Conference, for further discussion and recommendation or report.

Rule 86. 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 Conference at the session during which the State's application for membership is approved.

Rule 87. Notification of a decision on an application

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

Rule 88. 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.

XV. AMENDMENT OF THE STATUTE

Rule 89. Consideration of proposed amendments

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

Rule 90. Approval of amendments

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

Rule 91. Modification of proposed amendments

If the 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 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, and the Conference has considered the observations submitted by the Board on such revised amendment.

XVI. AMENDMENT, SUSPENSION AND INTERPRETATION OF RULES

Rule 92. Amendment of Rules

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

Rule 93. Suspension of application of Rules

The application of any of these Rules may be suspended, subject to the provisions of the Statute, by a decision of the Conference taken by a two-thirds majority of the Members present and voting.

Rule 94. 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.

