

Rules of Procedure of the General Conference

Adopted by the General Conference at its 3rd session and amended at its 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 23rd, 24th, 25th, 26th, 27th, 28th, 29th and 30th sessions.¹

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1. See 3 C/110, Vol. II, pp. 89-90 and 92-111; 4 C/Resolutions, p. 85; 5 C/Resolutions, pp. 130-33; 6 C/Resolutions, pp. 85-6; 7 C/Resolutions, pp. 106-8; 8 C/Resolutions, pp.14-7; 9 C/Resolutions, pp.70-1; 10 C/Resolutions, pp. 61-3; 11 C/Resolutions, pp. 12, 94-5; 12 C/Resolutions, pp. 5, 95-7; 13 C/Resolutions, pp. 113-14; 14 C/Resolutions, pp. 107-8; 15 C/Resolutions, pp. 101-6; 16 C/Resolutions, pp. 93-4; 17 C/Resolutions, pp. 113-15; 18 C/Resolutions, pp. 122-3; 19 C/Resolutions, p. 93; 20 C/Resolutions, pp. 141 and 160; 21 C/Resolutions, pp. 122-3; 23 C/Resolutions, pp. 110-11; 24 C/Resolutions, p. 168; 25 C/Resolutions, pp. 193-4; 26 C/Resolutions, pp. 133-9; 27 C/Resolutions, p. 102; 28 C/Resolutions, p. 118, pp. 133-34 and pp. 143-45; 29 C/Resolutions, pp. 119-26; 30 C/Resolutions, pp. 115-21 and 124.

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I. Sessions

ORDINARY SESSIONS

Rule 1
[Const. IV.D.9]¹

Frequency and opening date

1. The General Conference shall meet every two years in ordinary session.
2. The opening date of the session shall be fixed by the Director-General, after consulting the Members of the Executive Board, the authorities of the inviting country and the Secretary-General of the United Nations, taking into account any preference which the General Conference may have expressed at the previous session.

Rule 2

Venue

On the proposal of the Executive Board, the General Conference, during its ordinary session, shall fix the venue of the next session.

Rule 3

Invitation by Member States

1. Any Member State may invite the General Conference to hold a session in its territory. The Executive Board and the General Conference shall be informed by the Director-General of all such invitations.
2. In determining the venue of the next session, the Executive Board and the General Conference shall consider only those invitations that have been communicated to the Director-General at least six weeks in advance of the opening date of the current session accompanied by detailed statements concerning local facilities.

Rule 4

Change of venue

In the event of circumstances developing which, in the opinion of the Executive Board, render it undesirable to hold the General Conference at the place fixed at the previous session, the Executive Board may, after consultation with Member States and if a majority of them concur, convene the General Conference elsewhere.

1. The references between brackets are to the Constitution of UNESCO.



EXTRAORDINARY SESSIONS

Rule 5
[Const. IV.D.9]

Convocation and venue

1. The General Conference may meet in extraordinary session on its own initiative or if convened by the Executive Board, or at the request of at least one third of the Member States.
2. Extraordinary sessions shall be held at the Headquarters of the Organization, unless the Executive Board finds it necessary to convene the General Conference elsewhere.

ORDINARY AND EXTRAORDINARY SESSIONS

Rule 6

Notification

1. The Director-General shall notify the Member States and Associate Members of the Organization, not less than ninety days in advance, of the date and place of the ordinary session and, if possible, not less than thirty days in advance, of the date and place of an extraordinary session.
2. The Director-General shall notify the United Nations and its specialized agencies of the convening of any session of the General Conference and invite them to send representatives.
3. The Director-General shall notify appropriate intergovernmental organizations of the convening of any session of the General Conference and invite them to send observers.
4. The Executive Board shall before each session of the General Conference decide upon the list of states not Members of UNESCO which are to be invited to send observers to that session. This decision shall be taken by a two-thirds majority. The Director-General shall notify the states which appear on this list of the convening of the session and shall invite them to send observers.
5. The Executive Board shall before each session of the General Conference include in the appropriate list the African liberation movements recognized by the Organization of African Unity which are to be invited to send observers to that session. The Director-General shall notify the liberation movements which appear on this list of the convening of the session and shall invite them to send observers.
6. The Executive Board shall before each session of the General Conference include Palestine in the appropriate list for it to send observers to that session. The Director-General shall notify

- [Const. IV.E.14] 7. Palestine of the convening of the session and shall invite it to send observers.
7. The Director-General shall also notify international non-governmental or semi-governmental organizations approved for consultative arrangements of the convening of any session of the General Conference and invite them to send observers.

Rule 7 **Admission of other observers**

[Const. IV.E.13 and XI.4] The General Conference, on the recommendation of the Executive Board and by a two-thirds majority of Members present and voting, may admit as observers at specified sessions of the Conference or of its commissions representatives of international non-governmental or semi-governmental organizations.

Rule 8 **Adjournment of session**

The General Conference may decide in the course of a session to suspend the conduct of its business and to resume it at a later date.

II. Agenda and working documents

ORDINARY SESSIONS

Rule 9 **Preparation of provisional agenda**

- [Const. V.B.6]
1. The provisional agenda shall be prepared by the Executive Board on the basis of items submitted, pursuant to Rule 10, not later than one hundred days before the opening of the session.
 2. It shall be communicated to the Member States and Associate Members no later than ninety days before the opening of the session.

Rule 10 **Content of provisional agenda**

- [Const. V.B.10]
- The provisional agenda of a session shall include:
- (a) The report of the Director-General on the work of the Organization since the last ordinary session of the General Conference, presented by the Chairman of the Executive Board;
 - (b) Items whose inclusion has been ordered by the General Conference;



- [Const. IX.2]
- (c) Items proposed by the United Nations in conformity with Article III of the Agreement concluded between the two Organizations;
 - (d) Items proposed by any Member State or Associate Member of the Organization;
 - (e) Items pertaining to the budget and accounts;
 - (f) Items which the Director-General deems it necessary to raise;
 - (g) Any other items inserted by the Executive Board.

Rule 11

Working documents

1. All documentation required for consideration of the various items on the provisional agenda shall be placed in the possession of Member States and Associate Members, so far as possible, at least twenty-five days before the opening of the session.
2. Member States and Associate Members shall receive the draft programme and budget estimates, prepared by the Director-General and submitted to the General Conference by the Executive Board, at least three months before the opening of the session. Member States and Associate Members shall also receive, at least three months before the opening of the session, the recommendations that the Executive Board may have deemed it desirable to make concerning the draft programme and the corresponding budget estimates.
3. When, during plenary meetings of the General Conference or meetings of its subsidiary organs, documents additional to those mentioned in paragraph 1 of this rule are requested, the Director-General shall, before a decision is taken thereon, submit an estimate of the cost of their production.

Rule 12

Supplementary items

1. Any Member State or Associate Member may, at least six weeks before the date fixed for the opening of the session, request the inclusion of supplementary items in the agenda.
2. The Executive Board and the Director-General may also include supplementary items in the agenda within the same time limit.
3. Such supplementary items shall appear on a supplementary list, which shall be circulated to the Member States and Associate Members of the Organization at least twenty days before the date fixed for the opening of the session.
4. After the period of six weeks mentioned in paragraph 1, no new items can be included in the agenda, unless they are included in accordance with the procedure laid down by Rules 15 and 42, paragraph 1(c).

5. Documentation required for the consideration of supplementary items shall be placed in the possession of Member States and Associate Members, so far as possible, at least ten days before the opening of the session.

Rule 13

Preparation of revised agenda

The Executive Board shall prepare, on the basis of the provisional agenda and the supplementary list, a revised agenda.

Rule 14

Approval of the agenda

1. The revised agenda shall be submitted by the Chairman of the Executive Board to the General Conference for approval as soon as possible after the opening of the session.
2. The General Conference, or any committee, commission or other subsidiary organ of the General Conference, may request the advice of the Executive Board on any item on the agenda. The organ making such request shall postpone any action on the item in question until such time as, in its opinion, the Executive Board has had sufficient time to consider the request.

Rule 15

Amendments, deletions and new items

1. During a session of the General Conference, items may be amended or may be deleted from the agenda by a majority of the Members present and voting.
2. New items of an important and urgent character may be added to the agenda by approval of a two-thirds majority of the Members present and voting; but such new items shall be referred to the General Committee of the Conference for its report, in accordance with Rule 42, paragraph 1(c), before the vote is taken. The discussion of any new item so added to the agenda shall, at the request of any Member State or Associate Member, be deferred for a period not exceeding seven days after its inclusion in the agenda.

Rule 16

Coordination of the work of UNESCO, the United Nations and specialized agencies

1. Where an item proposed for the agenda of a session in conformity with these rules contains a proposal for new activities to be undertaken by UNESCO relating to matters which are of direct concern to the United Nations or one or more specialized agencies



other than UNESCO, the Director-General shall enter into consultation with the organizations concerned and report to the General Conference on the means of achieving coordinated use of the resources of the respective organizations.

2. Where a proposal put forward in the course of a meeting for new activities to be undertaken by UNESCO relates to matters which are of direct concern to the United Nations or one or more specialized agencies other than UNESCO, the Director-General shall, after such consultation as may be possible with the representatives at the session of the other organization or organizations concerned, draw the attention of the meeting to these implications of the proposal.
3. Before deciding on proposals referred to in the two preceding paragraphs the General Conference shall satisfy itself that adequate consultations have taken place with the organizations concerned.

EXTRAORDINARY SESSIONS

Rule 17
[Const. V.B.6]

Preparation of provisional agenda

1. The provisional agenda shall be prepared by the Executive Board.
2. It shall be communicated to the Member States and Associate Members no later than thirty days before the opening of the session.

Rule 18

Content of provisional agenda

The provisional agenda of an extraordinary session shall consist only of items proposed either by the body at whose instance the session has been convened, or by the Member States and Associate Members, if it is the Member States that have requested the convocation of the session.

Rule 19

Supplementary items

Any Member State or Associate Member, or the Executive Board, or the Director-General may request the inclusion of supplementary items in the agenda up to the date fixed for the opening of the session.

Rule 20

Approval of the agenda

1. The provisional agenda shall be submitted to the General Conference as soon as possible after the opening of the extraordinary session, for approval by a two-thirds majority of the Members present and voting.

2. Supplementary items shall likewise be submitted for approval by a two-thirds majority of the Members present and voting.

III. Delegations

Rule 21
[Const. IV.A.1]

Composition

1. Each Member State and Associate Member shall appoint no more than five delegates, who shall be selected after consultation with the National Commission, if established, or with educational, scientific and cultural bodies.
2. Each delegation may also include not more than five alternate delegates and as many advisers and experts as each Member State and Associate Member deems necessary.

Rule 22

Representation of Member States on committees, commissions and other subsidiary organs

The head of a delegation may designate any delegate, alternate delegate, adviser or expert in his delegation to represent his delegation in a committee, commission or other subsidiary organ of the General Conference. Unless otherwise specified in these rules, the principal representative of a delegation on any committee, commission or other subsidiary organ of the Conference may be accompanied by such other members of his delegation as he may require to assist him; however, the committee, commission or other subsidiary organ concerned may adopt special restrictions if the nature of the business or physical conditions so require.

IV. Credentials

Rule 23

Submission of credentials

1. The credentials of delegates and alternate delegates shall be issued by the head of the state, the head of the government or the Minister for Foreign Affairs. However, the Organization shall accept as valid credentials which have been signed by some other appropriate Minister when the Minister for Foreign Affairs of the Member State concerned has filed with the Director-General a statement that such Minister is authorized to issue credentials.



2. The credentials of delegates and alternate delegates of Associate Members shall be issued by the competent authorities.
3. These credentials shall be communicated to the Director-General. The names of the head of the delegation, delegates and alternate delegates shall be communicated to the Director-General one week before the date of opening of the session.
4. The names of experts and advisers attached to delegations shall also be communicated to the Director-General.

Rule 24

Names of representatives and observers

1. The United Nations and the specialized agencies shall forward to the Director-General the names of their representatives, if possible one week before the date fixed for the opening of the session.
2. Members of the United Nations which are not Members of UNESCO, states which are not Members of the United Nations nor of UNESCO, intergovernmental organizations invited to the session and non-governmental and semi-governmental organizations approved for consultative arrangements, shall forward to the Director-General the names of their observers, if possible one week before the date fixed for the opening of the session.

Rule 25

Provisional admission to a session

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

V. Organization of the Conference

Rule 26

Ordinary session

[Const. IV.D.10 and 11]

1. The General Conference, at the beginning of each session, shall elect a President and a number of Vice-Presidents not exceeding thirty-six, taking into account the particular circumstances and requirements of each session, and establish such committees, commissions and other subsidiary organs as may be required for the transaction of its business.

2. The committees of the General Conference shall include the Credentials Committee, the Nominations Committee, the Legal Committee, the Headquarters Committee and the General Committee.
3. The commissions and other subsidiary organs shall be organized according to the agenda of each session, to permit the fullest possible consideration of the policies and the main lines of work of the Organization.

Rule 27

Extraordinary session

A President and Vice-Presidents shall be elected, and such committees, commissions and other subsidiary organs established as may be required by the agenda of the session.



VI. President and Vice-Presidents

Rule 28

Temporary President

At the opening of each session of the General Conference the President elected at the previous session or, in his absence, the head of the delegation from which the President of the previous session was elected shall preside until the General Conference has elected the President for the session.

Rule 29

Elections

1. On the proposal of the Nominations Committee, the General Conference shall at each ordinary session elect a President who shall hold office until the President of the next ordinary session has been elected.
2. On the proposal of the Nominations Committee, the General Conference shall also elect a number of Vice-Presidents not exceeding thirty-six who shall hold office until the close of the session at which they are elected.
3. The Vice-Presidents will be so elected as to ensure the representative character of the General Committee.

Rule 30

General powers of the President

1. In addition to exercising the powers which are conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each plenary meeting of the Conference. He shall

direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to the present rules, shall control the proceedings and the maintenance of order. The President may, in the course of the discussion of an item, propose to the Conference the limitation of the time to be allowed to speakers, the limitation of the number of times each speaker may speak, the closure of the list of speakers or the closure of the debate. He may also propose the suspension or adjournment of the meeting or the adjournment of the debate on the item under discussion.

2. The President shall not vote but another member of his delegation may vote in his place.
3. The President, in the exercise of his functions, shall be under the authority of the General Conference.
4. The President of the General Conference shall sit *ex officio* in an advisory capacity on the Executive Board.

Rule 31

Acting President

1. If the President finds it necessary to be absent during a meeting or any part thereof, he shall appoint one of the Vice-Presidents to take his place.
2. If the President is obliged to be absent for more than two days, the General Conference may, on the motion of the General Committee, elect one of the Vice-Presidents as Acting President for the whole period of the President's absence.
3. A Vice-President sitting as President, or an Acting President, shall have the same powers and responsibilities as the President.

VII. Committees of the Conference

Rule 32

Credentials Committee

1. The Credentials Committee shall consist of nine members, who shall be elected by the General Conference on the proposal of the Temporary President.
2. It shall elect its own Chairman.

Rule 33

Functions of the Credentials Committee

1. The Credentials Committee shall examine and report to the Conference without delay on the credentials of the delegations of Member States and Associate Members, of representatives of the United Nations and the specialized agencies, and of observers sent by non-Member States and other intergovernmental organizations.
2. The Committee shall inform the Conference whenever credentials are presented by delegations representing states that have not formally accepted the Constitution in accordance with Article XV thereof.
3. It shall also examine and report on the credentials of observers designated by international non-governmental or semi-governmental organizations admitted to the Conference in accordance with Rule 6, paragraph 7, and Rule 7.

Rule 34

Nominations Committee

1. The Nominations Committee shall consist of the heads of all delegations entitled to vote in the Conference.
2. The head of a delegation may designate another member of his delegation to attend meetings and vote in his place.
3. The representative of each delegation on the Committee may be assisted by another member of his delegation.
4. The Committee shall elect its own Chairman.

Rule 35

Functions of the Nominations Committee

1. The Nominations Committee, after taking cognizance of the report from the Executive Board, and without any obligation to accept its recommendations, shall determine and submit to the General Conference the list of nominations for the posts of President and of the Vice-Presidents of the General Conference. It shall submit to the General Conference proposals for the composition of committees, commissions and other subsidiary organs of the Conference, including those on which not all Member States are represented.
2. It may suggest for consideration by the committees, commissions and other subsidiary organs of the Conference the names of persons to serve as Chairmen, Vice-Chairmen and Rapporteurs of these bodies.
3. Only representatives of Member States are eligible for the posts of President and Vice-Presidents of the Conference, and of Chairmen, Vice-Chairmen or Rapporteurs of its committees, commissions or other subsidiary organs.



4. The Committee shall also consider candidatures for vacant seats on the Executive Board, having regard to the principles laid down in Article V.A.3 of the Constitution. It shall submit to the Conference general observations on the manner in which that article should be applied, together with a list of Member States that are candidates.
5. The Committee may also submit to the General Conference proposals for the composition of other organs whose members are to be elected or otherwise designated by the General Conference.

Rule 36

Legal Committee

1. The Legal Committee shall consist of twenty-one members elected by the Conference at its preceding session on the recommendation of the Nominations Committee.
2. It shall elect its own Chairman.
3. The Committee established for a session of the General Conference shall meet whenever necessary before the opening of the next ordinary session of the Conference if convened by the President of the latter acting on his own initiative or at the request of the Executive Board.

Rule 37

Functions of the Legal Committee

1. The Legal Committee shall consider:
 - (a) proposals for the amendment of the Constitution and of the present rules;
 - (b) agenda items referred to it by the General Conference;
 - (c) appeals submitted by sponsors of draft resolutions to the General Conference that have been considered inadmissible by the Director-General under Rule 80;
 - (d) legal questions submitted to it by the General Conference or any of its organs.
2. The Committee shall also consider the initial special reports relating to any international convention or recommendation transmitted by Member States pursuant to Article 16, paragraph 2, of the “Rules of Procedure concerning recommendations to Member States and international conventions covered by the terms of Article IV, paragraph 4, of the Constitution”, or pursuant to any other General Conference decision, and containing the information specified in resolution 50, adopted by the General Conference at its 10th session.

3. The Committee shall submit its reports either directly to the General Conference or to the referring organ or the organ which has been designated by the General Conference.

Rule 38
[Const. XIV.2]

Interpretation of the Constitution

1. The Legal Committee may be consulted on any question concerning the interpretation of the Constitution and of the rules and regulations.
2. Its opinion shall be adopted by a two-thirds majority of members present and voting.
3. It may decide by a simple majority to recommend to the General Conference that any question concerning the interpretation of the Constitution be referred to the International Court of Justice for an advisory opinion.
4. In cases where the Organization is party to a dispute, the Legal Committee may decide, by a simple majority, to recommend to the General Conference that the case be submitted for final decision to an Arbitral Tribunal, arrangements for which shall be made by the Executive Board.

Rule 39

Headquarters Committee

1. The Headquarters Committee shall consist of twenty-five members elected by the General Conference at its preceding session on the recommendation of the Nominations Committee. The geographical distribution of seats shall reflect that of the Executive Board.
2. The Committee shall elect a Bureau consisting of a Chairman, two Vice-Chairmen, a Rapporteur and two members, with a view to having each geographical group represented.

Rule 40

Functions of the Headquarters Committee

1. The Headquarters Committee shall meet whenever necessary, at the request of the Director-General or on the initiative of its Chairman, to advise the Director-General on all questions relating to the Organization's Headquarters submitted by the Director-General or by a member of the Committee, and to provide the Director-General with advice, suggestions, guidance and recommendations in this connection.
2. The Committee shall report to the General Conference on the work carried out and the programme to be planned for the future.



Rule 41

General Committee of the Conference

1. The General Committee of the Conference shall consist of the President, the Vice-Presidents and the Chairmen of the committees and commissions of the General Conference.
2. The Chairman of the Executive Board or, in his absence, a Vice-Chairman shall participate in meetings of the General Committee, but without the right to vote.
3. The President of the General Conference shall preside at the General Committee. If he is unable to attend a meeting, the provisions of Rule 31 shall apply.
4. The Chairman of a committee or a commission shall, in his absence, be represented in the General Committee of the General Conference by a Vice-Chairman of the committee or commission, or in the absence of a Vice-Chairman, by the Rapporteur.

Rule 42

Functions of the General Committee

1. The General Committee shall:
 - (a) fix the hour, the date and the agenda of plenary meetings of the Conference;
 - (b) coordinate the work of the Conference, its committees, commissions and other subsidiary organs;
 - (c) consider requests for new items to be put on the agenda and make a report on this subject to the General Conference in accordance with Rule 15;
 - (d) assist the President in directing the general work of the session.
2. In carrying out these functions, the General Committee shall not discuss the substance of any item except in so far as this bears upon the question whether it should recommend the inclusion of new items in the agenda.

VIII. Commissions and other subsidiary organs of the Conference

Rule 43

[Const. IV.D.11]

Establishment of commissions and other subsidiary organs

The General Conference shall establish at each ordinary or extraordinary session such commissions and other subsidiary organs as it deems necessary for the transaction of the business of that session.

Rule 44

Establishment of special committees by commissions and other subsidiary organs

Each commission or other subsidiary organ established by the General Conference may appoint such special committees as it may need, and these shall choose their own officers.

Rule 45

Composition of commissions

Any commission established by the Conference shall consist of any one representative of each delegation present at the session, assisted by such other members of his delegation as he may require, subject to the provisions of Rule 22.

Rule 46

Composition of other subsidiary organs

The composition of other subsidiary organs shall be determined in the resolution by which such organs are established.

Rule 47

Right to speak of other members

Any member of a committee, commission or other subsidiary organ may request the Chairman to accord the right to speak to other members of his delegation, whatever their status.

Rule 48

Election of officers

1. The committees or commissions set up by the General Conference at each session and in which all the Member States are represented shall elect a Chairman, four Vice-Chairmen and a Rapporteur.
2. Any other committee or subsidiary organ set up by the General Conference and in which not all Member States are represented shall elect a Chairman and, if necessary, one or two Vice-Chairmen and a Rapporteur.
3. In these elections, the committees, commissions and other subsidiary organs may take account of any relevant recommendations of the Nominations Committee, in accordance with Rule 35, paragraph 2.
4. The provisions of Rule 35, paragraph 3, apply to the elections referred to in the present rule.



IX. Duties of the Director-General and of the Secretariat

Rule 49
[Const. VI.3]

Duties of the Director-General and of the Secretariat

1. The Director-General or his representative shall participate, without the right to vote, in all meetings of the General Conference, including the meetings of its committees, commissions and other subsidiary organs.
2. The Director-General, or a member of the Secretariat designated by him, may at any time, with the approval of the presiding officer, make to the Conference, committee, commission or other subsidiary organ, either oral or written statements concerning any question under consideration by them.
3. The Director-General shall place at the disposal of the General Conference a staff member who shall act as Secretary of the General Conference.
4. The Director-General shall provide the staff required by the General Conference or by any organs it may establish.
5. The Secretariat shall, acting under the authority of the Director-General, receive, translate and distribute documents, reports and resolutions of the General Conference, its committees and commissions; provide interpretation of speeches made at the meetings; draft and circulate the verbatim and summary records of the meetings; be responsible for the safe keeping of the documents in the archives of the General Conference; and perform all other work which the General Conference may require.

X. Languages of the Conference

Rule 50

Working languages

Arabic, Chinese, English, French, Russian and Spanish are the working languages of the General Conference.

Rule 51

Language of the country where the General Conference is held

When the Conference is held in a country where the national language is not one of the working languages, the Executive Board may make

special arrangements for the use of the national language of the country concerned during the Conference.

Rule 52

Interpretation of other languages

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

Rule 53

Use of working languages

All working documents except the Journal of the General Conference shall be issued in the working languages. The verbatim records of plenary meetings shall be published in provisional form in a single edition, in which each intervention shall be reproduced in the working language in which it was made; and in final form in a single edition, in which each intervention shall be reproduced in the working language in which it was made and interventions made in a working language other than English or French shall be followed by a translation into either English or French, alternately meeting by meeting.

Rule 54

Official languages

1. Arabic, Chinese, English, French, Hindi, Italian, Portuguese, Russian and Spanish are the official languages of the General Conference.
2. Any other language may also be recognized as an official language of the General Conference on the request of the Member State or Member States concerned. No Member State may request recognition of more than one language.

Rule 55

Use of official languages

1. Any amendments to the text of the Constitution, and any decision of the Conference regarding the Constitution and the legal status of UNESCO, shall be translated into all the official languages.
2. At the request of any delegation, any other important document, including verbatim records, may be translated into any other official language. The delegation concerned shall provide the necessary translators if the occasion arises.



XI. Records of the Conference

Rule 56

Verbatim records and sound recordings

1. Verbatim records shall be made of all plenary meetings of the General Conference.
2. Sound recordings only shall be made of meetings of committees and commissions, unless otherwise decided by the General Conference.

Rule 57

Circulation and safe keeping of records and sound recordings

1. The verbatim records referred to in the preceding rule shall be circulated to delegations as soon as possible, to enable them to send in their corrections to the Secretariat within forty-eight hours.
2. At the end of the session, the verbatim records, duly corrected, shall be distributed to all Member States and Associate Members, and to non-Member States and organizations invited to the session, as provided in Rule 53.
3. The sound recordings made of meetings of committees and commissions of the General Conference shall be kept in the archives of the Organization where they may be consulted if necessary. Upon request a Member State or Associate Member may obtain a copy of particular recordings, at its own expense.

Rule 58

Records of private meetings

The verbatim records of private meetings, made in the working languages, shall be filed in the archives of the Organization and shall not be published unless such publication is specifically authorized by the General Conference.

XII. Publicity of meetings and resolutions

Rule 59

[Const. IV.D.12]

Public meetings

Meetings of the Conference and its committees, commissions and other subsidiary organs shall be held in public except where otherwise provided in these rules, or unless the organ concerned decides otherwise.

Rule 60

Private meetings

1. When it is decided, in exceptional circumstances, to hold a private meeting, all persons shall be excluded except the members of those delegations which are entitled to vote, representatives and observers entitled to participate without vote in the deliberations of the bodies concerned, and the members of the Secretariat whose presence is necessary.
2. Any decision taken at a private meeting of the Conference, its committees, commissions or other subsidiary organs shall be announced at an early public meeting of the organ concerned. At the close of each private meeting, the presiding officer may issue a communiqué through the Secretary of the General Conference.

Rule 61

Circulation of resolutions

Resolutions adopted by the Conference shall be circulated by the Director-General to the Member States and Associate Members of the Organization within sixty days after the close of the session.

XIII. Conduct of business and right to speak

Rule 62

Quorum

1. The President of the General Conference may declare a plenary meeting open and permit the debate to proceed when at least one-third of the representatives of Member States participating in the session of the General Conference are present. The presence of a majority of the Members participating in the session shall be required for the purpose of taking decisions.
2. At meetings of committees, commissions and other subsidiary organs of the Conference, a majority of the Member States which are members of that organ shall form a quorum. If, after five minutes' adjournment, there be still no quorum, the Chairman may request the agreement of all Member States actually present temporarily to waive this provision.

Rule 63

Executive Board

The Chairman of the Executive Board, or another member of the Board designated as its spokesman, may be invited by the President of the



Conference or the Chairman of a committee or commission to make a statement on behalf of the Executive Board at any meeting when a matter affecting the responsibilities of the Board is under consideration.

Rule 64

United Nations

Representatives of the United Nations shall have the right to participate without vote in all meetings of the Conference, its committees, commissions and other subsidiary organs.

Rule 65

**Specialized agencies
and other intergovernmental organizations**

Representatives of specialized agencies and observers of other intergovernmental organizations which have been invited to the Conference shall have the right to participate without vote in all debates on matters within their respective competence.

Rule 66

Non-Member States

Observers for non-Member States may make oral or written statements in plenary meetings and in meetings of committees, commissions and other subsidiary organs, with the consent of the presiding officer.

Rule 67

**Liberation movements recognized
by the Organization of African Unity**

Observers for African liberation movements recognized by the Organization of African Unity may make oral or written statements in plenary meetings and in meetings of committees, commissions and other subsidiary organs, with the consent of the presiding officer.

Rule 68

Palestine

Observers for Palestine may make oral or written statements in plenary meetings and in meetings of committees, commissions and other subsidiary organs, with the consent of the presiding officer.

Rule 69

**International non-governmental
or semi-governmental organizations**

Observers for international non-governmental or semi-governmental organizations may make statements on matters within their respective

competence in committees, commissions or other subsidiary organs, with the consent of the presiding officer. Such observers may address plenary meetings of the Conference on matters within their competence, if authorized by the General Committee.

Rule 70

Speeches

1. The President shall call upon speakers in the order in which they signify their wish to speak.
2. No one may address the General Conference without having been called upon by the President.
3. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.
4. The Chairman or the Rapporteur of a committee, commission or other subsidiary organ may be accorded precedence for the purpose of submitting or upholding the report of the committee, commission, or subsidiary organ.

Rule 71

Time limit on speeches

The General Conference may limit the time to be allowed to each speaker on the proposal of the President.

Rule 72

Closing of list of speakers

During the course of a debate the President may announce the list of speakers and, with the consent of the General Conference, declare the list closed.

Rule 73

Right of reply

Notwithstanding Rule 72, the President may accord the right of reply if a speech delivered after he has declared the list closed makes this desirable. Replies made pursuant to the present rule shall be made at the end of the last meeting of the day or at the conclusion of the consideration of the relevant item. The President may limit the time to be allowed to speakers under this rule.

Rule 74

Points of order

In the course of a debate, any Member State or Associate Member may raise a point of order and such point of order shall be immediately ruled upon by the President. An appeal may be made against the ruling of the President. It shall be put to the vote immediately, and the President's



ruling shall stand unless overruled by a majority of the Member States present and voting.

Rule 75 **Suspension or adjournment of the meeting**

During the discussion of any matter, a Member State or Associate Member may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the vote.

Rule 76 **Adjournment of debate**

During the discussion of any question, a Member State or Associate Member present may move adjournment of the debate on the item under discussion. Any such motion shall have precedence. In addition to the proposer of the motion, one speaker may speak in favour of, and one against, the motion. The President may limit the time to be allowed to speakers under this rule.

Rule 77 **Closure of debate**

A Member State or Associate Member may at any time move the closure of the debate, whether or not any other speaker has signified his wish to take part in the discussion. If application is made for permission to speak against the closure, it may be accorded to no more than two speakers. The President shall consult the General Conference on a motion for closure. If the General Conference is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this rule.

Rule 78 **Order of procedural motions**

Subject to Rule 74, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

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

XIV. Draft resolutions

Rule 79

General provisions

1. Draft resolutions, including amendments to previously submitted draft resolutions, shall be transmitted in writing to the Director-General, who shall circulate copies to delegations.
2. As a general rule, no draft resolution shall be discussed or put to the vote unless copies of it have been circulated in the working languages to all delegations at least twenty-four hours before the opening of the meeting.
3. Notwithstanding the provisions of the foregoing paragraphs, the President may permit the discussion and consideration, without previous circulation of copies, of motions and amendments concerning draft resolutions that have already been circulated.
4. When, in the judgement of the Chairman of the Executive Board, any resolution or amendment under consideration in any committee, commission or other subsidiary organ of the Conference is of particular importance either because of the new undertaking that it proposes or because of its budgetary implications, he may, after consultation with the General Committee of the Conference, request that the Board be given an opportunity to communicate its views to the appropriate organ. On such request being made, the discussion of the matter shall be postponed for such time, not exceeding forty-eight hours, as the Board may require for this purpose.

Rule 80

Admissibility criteria for draft resolutions relating to the Draft Programme and Budget

1. Draft resolutions proposing the adoption by the General Conference of amendments to the Draft Programme and Budget may only relate to those parts of the Draft Programme and Budget which are concerned with the policies and the main lines of work of the Organization and which require decisions of the General Conference, including the appropriation resolution and the other proposed resolutions in the Draft Programme and Budget. Specific criteria may be elaborated by the Executive Board, subject to approval by the General Conference.
2. Draft resolutions covered by paragraph 1 of this rule shall be submitted in writing and shall reach the Director-General at least 45 days before the opening of the session of the General Conference; the Director-General shall communicate them, with such notes as

he may deem appropriate, to Member States and Associate Members at least 20 days before the opening of the session.

3. Draft resolutions which do not satisfy the requirements laid down in paragraphs 1 and 2 of this rule, and those proposing activities which are purely national in scope or could be financed under the Participation Programme, shall not be admissible.

Rule 81

Examination of admissibility of draft resolutions relating to the Draft Programme and Budget

The Director-General shall examine draft resolutions relating to the Draft Programme and Budget to determine admissibility, and the draft resolutions he considers inadmissible shall not be translated or distributed. The sponsors of these draft resolutions may submit an appeal to the General Conference through its Legal Committee. To consider these appeals the Legal Committee may be convened as soon as necessary.

Rule 82

New examination of proposals in plenary meetings

Any Member State which proposes a discussion and separate vote in plenary meeting on an item previously considered in a committee or commission in which all the Member States are represented and not included as a specific recommendation in the report of that committee or commission, shall give notice to the President of the General Conference in order that such item shall be specifically listed in the agenda of the plenary meeting to which the report of the said committee or commission is submitted.

XV. Voting

Rule 83

[Const. IV.C.8]

Voting rights

1. Each Member State whose credentials have been found to comply with Rule 23, or which has exceptionally been admitted with full voting rights by the Conference despite failure to comply with that rule, shall have one vote in the General Conference or in any of its committees, commissions and other subsidiary organs.
2. Such Member State, however, shall have no vote in the General Conference or in any of its committees, commissions and other subsidiary organs if the total amount of contributions due from it exceeds the total amount of the contributions payable by it

for the current year and the immediately preceding calendar year, unless the General Conference is satisfied that the failure to pay is due to conditions beyond the control of the Member State.

3. Before each ordinary session of the General Conference the Director-General shall, using the most reliable and rapid channels, notify Member States in danger of losing their voting rights in accordance with the provisions of Article IV.C, paragraph 8(b), of the Constitution concerning their financial position with respect to the Organization and the provisions of the Constitution and the rules and regulations relating thereto, at least six months before the General Conference session is due to open.
4. Member States shall address their communications invoking the provisions of Article IV.C, paragraph 8(c), to the Director-General, who shall transmit them to the Administrative Commission of the General Conference. That Commission shall take up the matter at the commencement of its work and issue in plenary meeting, as a matter of priority, a report and recommendations on the subject.
5. The communications from Member States referred to in paragraph 4 shall be submitted no later than three days after the commencement of the proceedings of the General Conference. In the absence of such a communication from the Member States concerned, the latter shall no longer be authorized to take part in voting at that session of the General Conference.
6. Notwithstanding the provisions of paragraph 1 of this rule, after the time limit specified in paragraph 5 above has passed, and pending a decision by the General Conference in plenary meeting, only those Member States concerned that have submitted the communication referred to in paragraph 4 shall have the right to vote.
7. In its report to the General Conference, the Administrative Commission shall:
 - (a) describe the conditions that render non-payment beyond the Member State's control;
 - (b) give information on the Member State's history of payment of its contributions in preceding years and on request(s) for voting rights under Article IV.C, paragraph 8(c), of the Constitution;
 - (c) state the measures taken in order to settle the arrears – normally a payment plan for settlement of such arrears in annual instalments over a period of three biennia – and make mention of the undertaking by the Member State to do all it can to settle future annual assessed contributions on a regular basis.

8. Any decision to permit a Member State in arrears in the payment of its contributions to vote shall be made conditional upon that Member State's observance of the recommendations for settlement of the arrears made by the General Conference.
9. After the General Conference has approved the payment plan under which the arrears of a Member State are consolidated and payable in accordance with paragraph 7(c), any decision by the Conference permitting that Member State to vote shall be valid as long as the Member concerned pays its annual instalments by the scheduled dates.
10. The provisions of Articles 5.5 and 5.7 of the Financial Regulations shall not apply to payments made under the payment plans referred to in paragraphs 7(c) and 9 above.
11. One Member State may not represent or vote for another.

Rule 84
[Const. IV.C.8]

Simple majority

Decisions of the General Conference shall be taken by a simple majority of the Members present and voting, except in the cases listed in Rule 85.

Rule 85
[Const. IV.C.8]

Two-thirds majority

1. A two-thirds majority of the Members present and voting is required by the provisions of the Constitution in the following cases:
 - (a) admission of new Member States which are not Members of the United Nations, on the recommendation of the Executive Board (Article II.2);
 - (b) admission of Associate Members (Article II.3);
 - (c) adoption of international conventions submitted for ratification by Member States (Article IV.4);
 - (d) admission of observers of non-governmental or semi-governmental organizations referred to in Rule 7 of the present Rules of Procedure (Article IV.13);
 - (e) amendments to the Constitution (Article XIII.1);
 - (f) adoption of regulations governing the procedure for amendments to the Constitution (Article XIII.2).
2. A two-thirds majority of the Members present and voting is also required in the following cases:
 - (a) a change of the seat of the Organization;
 - (b) a change in the regulations governing the procedure for amendments to the Constitution, and application of Rule 112 of the present Rules of Procedure;

- (c) adoption by the Legal Committee of opinions on any questions relating to the interpretation of the Constitution and of the rules and regulations in accordance with Rule 38 of the present Rules of Procedure;
- (d) approval of the inclusion of new items in the agenda, in accordance with Rule 15, paragraph 2, of the present Rules of Procedure;
- (e) approval of the agenda of an extraordinary session, in accordance with Rule 20 of the present Rules of Procedure;
- (f) suspension of a rule of the present Rules of Procedure, in accordance with Rule 115 thereof;
- (g) suspension of an article of the Financial Regulations, in accordance with Article 14.3 of the said Regulations;
- (h) suspension of an article of the Rules of Procedure concerning Recommendations to Member States and international conventions covered by the terms of Article IV, paragraph 4, of the Constitution, in accordance with Article 20 of the said Rules of Procedure;
- (i) approval of the provisional and final total spending level adopted in respect of the Organization's biennial budget;
- (j) a decision entailing authorization to contract a loan the repayment of which would necessitate the inclusion of appropriations in the budget for more than one financial period.



Rule 86

Meaning of the expression “Members present and voting”

For the purpose of these rules, the expression “Members present and voting” means Members casting an affirmative or negative vote. Members who abstain from voting are considered “non-voters”.

Rule 87

Vote

The normal method by which decisions of the General Conference are adopted shall be by a vote. Except as otherwise provided for in these rules, voting shall be by show of hands. The President may, if satisfied that there is a consensus on a proposal or motion, propose the adoption of a decision without a vote. However, a proposal or motion before the General Conference for decision shall be voted upon if a Member State so requests.

Rule 88

Roll-call

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

2. Vote by roll-call shall be taken if it is requested by not less than two Members. The request shall be made to the President before voting takes place or immediately after a vote by show of hands.
3. When a vote is taken by roll-call, the vote of each Member participating shall be inserted in the verbatim record of the meeting.

Rule 89 **Conduct during voting**

After the President has announced the beginning of voting, no one shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

Rule 90 **Explanation of vote**

The President may permit delegates to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The President may limit the time to be allowed for such explanations.

Rule 91 **Order of voting on proposals**

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.
2. A motion requiring that no decision be taken on a proposal shall have priority over that proposal.

Rule 92 **Separate vote**

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

Rule 93 **Voting on amendments**

1. When an amendment to a proposal is moved, the amendment shall be voted on first.
2. When two or more amendments to a proposal are moved, the President shall put them to the vote, starting with the amendment deemed by him to be the furthest removed in substance from the original

proposal, and so on. In case of doubt, the President shall consult the General Conference.

3. If one or more amendments are adopted, the amended proposal shall then be put to the vote.
4. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 94

Secret ballot

1. The election of Members of the Executive Board and the vote for the appointment of the Director-General and of the External Auditor shall be by secret ballot as required, respectively, by Rules 102, 106 and 109.
2. All other elections shall also be by secret ballot pursuant to the procedure in Appendix 1 of the present rules except that, where the number of candidates is the same as the number of seats to be filled, the candidates shall be declared elected without the need to hold a ballot.
3. Subject to paragraphs 1 and 2 above other decisions relating to individuals shall be voted on by secret ballot whenever five or more Members shall so request or if the President so decides.

Rule 95

Results of elections

Without prejudice to the special rules governing the appointment of the Director-General, whenever elections are conducted by secret ballot the President of the General Conference shall declare elected those candidates who obtain the greatest number of votes up to the number of seats to be filled. If two or more candidates obtain the same number of votes, and, as a result, there are still more candidates than seats to be filled, there shall be a second secret ballot restricted to those candidates who obtained the same number of votes. If in the second ballot two or more candidates obtain the same number of votes, the President shall decide the candidate to be considered elected by drawing lots.

Rule 96

Equally divided votes

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



XVI. Procedure applicable to the committees, commissions and other subsidiary organs of the Conference

Rule 97

Procedure applicable to the committees, commissions and other subsidiary organs of the Conference

The procedure laid down in Sections VI (Rules 30 and 31), X, XI, XII, XIII, XIV and XV of these Rules of Procedure shall be applicable *mutatis mutandis* to the Presidency, to discussions in the committees, commissions and other subsidiary organs of the Conference, unless these organs or the General Conference, in establishing them, shall decide otherwise.

XVII. Admission of new Members

Rule 98

[Const. XV]

Member States of the United Nations

Any Member of the United Nations may become a Member of UNESCO by following the procedure laid down in Article XV of the Constitution. It shall be regarded as a Member of the Organization from the date on which the Constitution enters into force in respect of it.

Rule 99

[Const. II.2]

States not Members of the United Nations and territories or groups of territories

[Const. II.3]

1. Any state not a Member of the United Nations which desires to become a Member of UNESCO shall submit an application to the Director-General. This application shall be accompanied by a statement that the particular state is willing to abide by the Constitution, to accept the obligations contained therein and to contribute to the expenses of the Organization.
2. Application for Associate Membership by territories or groups of territories not responsible for their international relations may be made on their behalf by the Member State or other authority having responsibility for their international relations. The application shall be accompanied by a statement from the Member State or other authority concerned that it accepts responsibility on behalf of the territory or territories concerned for the discharge of the obligations contained in the Constitution and of the financial

contributions assessed by the General Conference as payable by the territory or territories concerned.

Rule 100

[Const. II.2 and V.B.7]

Consideration of applications

1. Applications by states not Members of the United Nations for membership of UNESCO shall, upon recommendation of the Executive Board, be dealt with by the General Conference in accordance with the provisions of Article II, paragraph 2, of the Constitution.
2. Applications for Associate Membership of UNESCO by territories or groups of territories shall be considered by the General Conference in accordance with the provisions of Article II, paragraph 3, of the Constitution.

Rule 101

Notification of admission

1. The Director-General shall inform the state concerned of the decision taken by the General Conference. If the application is approved, the state's membership shall become effective on the date on which, in accordance with the procedure laid down in its Article XV, the Constitution enters into force in respect of it.
2. The territories or groups of territories mentioned in Rule 99, paragraph 2, shall be considered as Associate Members of the Organization as soon as the General Conference has taken the necessary decision in accordance with the provisions of Article II, paragraph 3, of the Constitution.

XVIII. Election of Members of the Executive Board

Rule 102

[Const. V.A.1]

Elections

1. At each of its ordinary sessions, the General Conference shall elect by secret ballot the number of Members of the Executive Board required to fill the vacancies occurring at the end of the session.
2. The General Conference shall follow the procedure set forth in Appendix 2 to these rules concerning the procedure for the election of Members of the Executive Board.

Rule 103
[Const. V.A.4]

Re-eligibility

Members of the Executive Board shall be eligible for re-election.

Rule 104

Term of office

The term of office of each Member shall begin at the close of the session at which it is elected and shall end at the close of the second ordinary session following that election.

XIX. Appointment of the Director-General

Rule 105
[Const. VI.2]

Nomination by the Executive Board

After discussion at a private meeting the Executive Board shall submit for approval by the General Conference a nomination for the post of the Director-General of the Organization. It shall submit at the same time a draft contract establishing the terms of appointment, salary, allowances and status of the Director-General.

Rule 106
[Const. VI.2]

Vote on the nomination

The General Conference shall consider this nomination and the draft contract at a private meeting and shall then come to a decision by secret ballot.

Rule 107

Subsequent nominations

Should the General Conference fail to elect the person proposed by the Executive Board, the Executive Board shall submit another name within forty-eight hours.

Rule 108

Contract of appointment

The contract shall be signed jointly by the Director-General and the President of the General Conference acting in the name of the Organization.

XX. Appointment of the External Auditor

Rule 109

Procedure for appointing the External Auditor

Further to Article 12 of the Financial Regulations, it is stipulated that:

- (a) the Director-General shall invite applications for appointment as External Auditor by a circular letter dispatched to Member States at least ten months prior to the date of the opening of the session of the General Conference at which the appointment is to be made, and candidatures must be received not later than four months before the date of the opening of the session. Candidatures received after this deadline shall not be taken into consideration;
- (b) the circular letter shall request that the following particulars be supplied:
 - (i) the candidate's curriculum vitae, outlining, where appropriate, any previous experience within the United Nations system or other international organizations;
 - (ii) a description of the audit norms he or she would apply, having regard to the Organization's accounting norms as set forth in the statement of its accounting principles that accompanies its audited accounts and to generally accepted accounting practices;
 - (iii) the total audit fee (in United States dollars) requested, including travel and other supplementary costs, it being understood that should the currency of payment not be the United States dollar the United Nations operational rate of exchange in force on the day of payment would be applied;
 - (iv) an estimate of the total number of working months that would be spent on the audit during the term of office;
 - (v) the text of any engagement letter the candidate might send to the General Conference were he or she to be appointed External Auditor to the Organization;
 - (vi) any other relevant information likely to help the General Conference to choose from among the applications;
- (c) the External Auditor shall be chosen by the General Conference by secret ballot;
- (d) the External Auditor and members of his or her staff who have participated in the audit of the Organization may not be recruited by the Organization during the two financial periods following completion of their mandate;
- (e) the General Conference resolution appointing the External Auditor shall specify the fee requested by him or her.

XXI. Procedure for the amendment of the Constitution

Rule 110
[Const. XIII.1]

Draft amendments

The General Conference shall not adopt a draft amendment to the Constitution unless the draft has been communicated to Member States and Associate Members at least six months in advance.

Rule 111

Proposals for substantive changes in draft amendments

The General Conference shall not introduce substantive changes in draft amendments under the terms of the preceding rule unless the proposed changes have been communicated to Member States and Associate Members at least three months before the opening of the session.

Rule 112

Amendments of form

The General Conference may, however, without prior communication to Member States and Associate Members, adopt any changes in the drafts and proposals referred to in Rules 110 and 111 which are purely matters of drafting, and any changes designed to embody, in a single text, substantive proposals communicated to Member States and Associate Members in accordance with the provisions of Rules 110 and 111.

Rule 113

Interpretation of amendments

In case of doubt, a proposed amendment shall be deemed to be an amendment of substance unless on a vote being taken there is a two-thirds majority of the members present and voting in favour of interpreting the amendment as an amendment of form falling under the provisions of Rule 112.

XXII. Rules of Procedure: amendments and suspension

Rule 114

Amendments

These Rules of Procedure, except when they reproduce provisions of the Constitution, may be altered by a decision of the General Conference taken by a majority of the Members present and voting, on the advice of the Legal Committee.

Rule 115

Suspension

No rule of procedure may be suspended unless suspension is provided for under an existing rule or unless the motion for suspension is adopted by a two-thirds majority of the Members present and voting.

APPENDIX 1

**Procedure for the conduct of elections
by secret ballot**

Adopted by the General Conference at its 6th session and modified at its 8th, 13th, 23rd, 29th and 30th sessions.¹

- Rule 1 Before the ballot begins, the President of the General Conference or the Chairperson of the commission or committee concerned (hereinafter referred to as Chairperson of the meeting) shall appoint two or more tellers, as in his or her judgement the ballot requires, from among the delegates present; he or she shall hand to them the list of delegations entitled to vote and the list of candidates. The duties of the tellers shall be to supervise the balloting procedure, count the ballot papers, decide on the validity of a ballot paper in any case of doubt, and certify the result of each ballot.
- Rule 2 The Secretariat shall distribute ballot papers and envelopes to the delegations. Ballot papers may be in different colours for different purposes of election. The envelopes shall be without any distinguishing marks.
- Rule 3 In the case of elections of members of bodies covered by Rule 35, paragraph 5, of the Rules of Procedure of the General Conference:
- (a) The candidatures shall be deemed admissible only if they reach the Secretariat of the General Conference at least forty-eight hours before the beginning of the ballot.
 - (b) The distribution of seats within each body shall be effected in conformity with resolution 22 adopted by the General Conference at its twenty-eighth session.
 - (c) The Nominations Committee shall establish and submit to a plenary meeting of the General Conference for decision a list on which the number of candidates shall correspond to the number of seats to be filled by each electoral group in each organ concerned. If the number of candidates submitted within an electoral group is greater than the number of seats to be filled by that group in a given organ, the Nominations Committee shall proceed to the election by secret ballot in order to establish the list of candidates corresponding to the

1. See 6 C/Resolutions, pp. 88 and 96-7; 8 C/Resolutions, p. 17; 13 C/Resolutions, p. 114; 23 C/Resolutions, p. 111; 29 C/Resolutions, pp. 119-26; and 30 C/Resolutions, p. 120-21.

number of seats to be filled. To this effect, the Secretariat shall distribute ballot papers, indicating the names of the candidates submitted within a given electoral group and the number of seats to be filled by that group.

- Rule 4 The voters shall indicate the candidates for whom they wish to vote by inserting the sign x in the box appearing opposite the name of each candidate, in this way: This sign will be considered as an affirmative vote in favour of the candidate so indicated. The ballot paper shall carry no other notation or sign than those required for the purpose of indicating the vote.
- Rule 5 The tellers shall satisfy themselves that the ballot box is empty and, having locked it, shall hand the key to the Chairperson of the meeting.
- Rule 6 Delegations shall be called in turn by the Secretary of the meeting, in alphabetical order of the names of Member States in French, beginning with the name of a Member State which shall have been drawn by lot.
- Rule 7 At the conclusion of the first calling of the delegations, there shall be a further call for all delegations which have not voted.
- Rule 8 On the first or second calling, delegations shall place their ballot papers, in the envelopes, in the ballot box.
- Rule 9 To indicate the recording of each Member State's vote, the Secretary of the meeting and one of the tellers shall sign or initial the list of delegations mentioned in Rule 1, in the margin opposite the name of the Member State concerned.
- Rule 10 At the conclusion of the second calling, the Chairperson of the meeting shall declare the ballot closed and announce that the votes are to be counted.
- Rule 11 When the Chairperson of the meeting has opened the ballot box, the tellers shall check the number of envelopes. If the number is greater or less than that of the voters, the Chairperson of the meeting shall be informed, and he or she shall then declare the vote invalid and announce that it is necessary to reopen the ballot.
- Rule 12 The following shall be considered invalid:
(a) ballot papers on which a voter has cast an affirmative vote in favour of more candidates than there are seats to be filled;

- (b) ballot papers on which the voters have revealed their identity, in particular by apposing their signature or mentioning the name of the Member State they represent;
- (c) ballot papers on which the name of any candidate appears more than once;
- (d) ballot papers containing no indication as to the intention of the voter;
- (e) subject to the provisions (a), (b), (c) and (d) above, a ballot paper shall be considered valid when the tellers are satisfied as to the intention of the voter.

Rule 13 The absence of any ballot paper in the envelope shall be considered as an abstention.

Rule 14 The counting of votes shall be under the supervision of the Chairperson of the meeting. The votes cast for each candidate shall be entered on the lists prepared for that purpose.

Rule 15 When the counting of votes is completed, the Chairperson of the meeting shall announce the results as specified in Rule 95 of the Rules of Procedure of the General Conference, it being understood that, when appropriate, the votes shall be counted and the results announced for each of the electoral groups separately.

Rule 16 After the declaration of the results of the ballot, the ballot papers shall be destroyed in the presence of the tellers.

Rule 17 The lists on which the tellers have recorded the results of the vote, after signature by the Chairperson of the meeting and by the tellers, shall constitute the official record of the ballot and shall be lodged in the archives of the Organization.

APPENDIX 2

Procedure for the election of Members of the Executive Board

I. Groupings of Member States for the purpose of elections to the Executive Board

As decided by the General Conference at its 30th session, the composition of electoral groups for the purpose of elections to the Executive Board and the distribution of seats on the Executive Board among the groups is as follows:

Group I (26) Nine seats

Andorra	Iceland	San Marino
Austria	Ireland	Spain
Belgium	Israel	Sweden
Canada	Italy	Switzerland
Cyprus	Luxembourg	Turkey
Denmark	Malta	United Kingdom of
Finland	Monaco	Great Britain and
France	Netherlands	Northern Ireland
Germany	Norway	
Greece	Portugal	

Group II (24) Seven seats

Albania	Estonia	Slovakia
Armenia	Georgia	Slovenia
Azerbaijan	Hungary	Tajikistan
Belarus	Latvia	the former
Bosnia and Herzegovina	Lithuania	Yugoslav Republic
Bulgaria	Poland	of Macedonia
Croatia	Republic of Moldova	Ukraine
Czech Republic	Romania	Uzbekistan
	Russian Federation	Yugoslavia

Group III (33) Ten seats

Antigua and Barbuda	Dominican Republic	Paraguay
Argentina	Ecuador	Peru
Bahamas	El Salvador	Saint Kitts and Nevis
Barbados	Grenada	Saint Lucia
Belize	Guatemala	Saint Vincent and the Grenadines
Bolivia	Guyana	Suriname
Brazil	Haiti	Trinidad and Tobago
Chile	Honduras	Uruguay
Colombia	Jamaica	Venezuela
Costa Rica	Mexico	
Cuba	Nicaragua	
Dominica	Panama	

Group IV (41) Twelve seats

Afghanistan	Kazakhstan	Niue
Australia	Kiribati	Pakistan
Bangladesh	Kyrgyzstan	Palau
Bhutan	Lao People's Democratic Republic	Papua New Guinea
Cambodia	Malaysia	Philippines
China	Maldives	Republic of Korea
Cook Islands	Marshall Islands	Samoa
Democratic People's Republic of Korea	Micronesia (Federated States of)	Solomon Islands
Fiji	Mongolia	Sri Lanka
India	Myanmar	Thailand
Indonesia	Nauru	Tonga
Iran (Islamic Republic of)	Nepal	Turkmenistan
Japan	New Zealand	Tuvalu
		Vanuatu
		Viet Nam

Group V (64) Twenty seats

Algeria	Ghana	Rwanda
Angola	Guinea	Sao Tome and Principe
Bahrain	Guinea-Bissau	Saudi Arabia
Benin	Iraq	Senegal
Botswana	Jordan	Seychelles
Burkina Faso	Kenya	Sierra Leone
Burundi	Kuwait	Somalia
Cameroon	Lebanon	South Africa
Cape Verde	Lesotho	Sudan
Central African Republic	Liberia	Swaziland
Chad	Libyan Arab Jamahiriya	Syrian Arab Republic
Comoros	Madagascar	Togo
Congo	Malawi	Tunisia
Côte d'Ivoire	Mali	Uganda
Djibouti	Mauritania	United Arab Emirates
Democratic Republic of the Congo	Mauritius	United Republic of Tanzania
Egypt	Morocco	Yemen
Equatorial Guinea	Mozambique	Zambia
Eritrea	Namibia	Zimbabwe
Ethiopia	Niger	
Gabon	Nigeria	
Gambia	Oman	
	Qatar	

II. Provisions governing the procedure for the election of Member States to the Executive Board

A. Submission of the names of candidate states

Rule 1

The Director-General shall ask each Member State, at least three months prior to the opening of any ordinary session of the General Conference, whether it intends to stand for election to the Executive Board. If so, its candidature must be sent to him or her at least six weeks, as far as possible, prior to the opening of the session, it being understood that candidate Member States may at the same time communicate to the other Member States and to the Director-General any information they consider relevant, including the name and curriculum vitae of the person they intend, if elected, to designate as their representative on the Board.



Rule 2 At least four weeks prior to the opening of the ordinary session of the General Conference the Director-General shall send Member States the provisional list of Member States candidates.

Rule 3 At the opening of the ordinary session of the General Conference the Director-General shall have drawn up and delivered to the Chairperson of the Nominations Committee and to each head of delegation a list of the Member States' candidatures that have been transmitted to him or her by that date.

Rule 4 Subsequent candidatures shall be admissible only if they reach the Secretariat of the General Conference at least forty-eight hours before the beginning of the ballot.

Rule 5 The Nominations Committee shall submit to the General Conference a list of all the Member States candidates, indicating the electoral group to which they belong and the number of seats to be filled in each electoral group.

B. Election of Member States to the Executive Board

Rule 6 The election of Members of the Executive Board shall be conducted by secret ballot.

Rule 7 Before the ballot begins, the President of the General Conference shall appoint two or more tellers from among the delegates present and shall give them the list of delegations entitled to vote and the list of Member States candidates. The duties of the tellers shall be to supervise the balloting procedure, count the ballot papers, decide on the validity of a ballot paper in any case of doubt, and certify the result of each ballot.

Rule 8 The Secretariat shall prepare for each delegation an envelope without any distinguishing mark and separate ballot papers, one for each of the electoral groups.

Rule 9 The ballot paper to elect Member States for each electoral group shall be of a different colour from the others and bear the names of all the Member States that are candidates for election in that electoral group. The voters shall indicate the candidates for which they wish to vote by inserting the sign x in the box appearing opposite the name of each candidate in this way: This sign will be considered as an affirmative vote in favour of the candidate so indicated. The ballot paper shall carry no other notation or sign than those required for the purpose of indicating the vote.

- Rule 10 Ballot papers and envelopes shall be distributed to delegations by the Secretariat the day before the ballot, together with relevant information concerning the carrying out of the ballot. Each delegation shall be invited to choose a person to vote on its behalf.
- Rule 11 The ballot shall be held in a room separate from the meeting rooms. This room shall be equipped with voting booths and with polling stations to which the delegations will be directed according to alphabetical arrangements corresponding to the names of their respective states. Ballot papers and envelopes shall also be available in the room.
- Rule 12 Voting shall be supervised by the President of the General Conference (or by a Vice-President designated by the President) and by the tellers. They will be assisted by members of the Secretariat designated by the Secretary of the General Conference.
- Rule 13 The tellers shall satisfy themselves that the ballot box is empty and, having locked it, shall hand the key to the President of the General Conference or the Vice-President designated by the President.
- Rule 14 Delegates may cast their vote at any time within the period indicated for the ballot. Before placing the envelope in the ballot box, each delegate will be required to write his or her name on the list of Member States entitled to vote at the session and sign it. A delegate who comes forward to vote on behalf of his or her delegation will be presumed to represent that delegation, once the tellers have checked that he or she belongs to that delegation, it being understood that only one vote per delegation is allowed. To indicate the recording of each Member State's vote, one of the tellers shall sign or initial the list mentioned above, in the margin opposite the name of the Member State concerned.
- Rule 15 After the closure of the ballot, the counting of votes shall be carried out under the supervision of the President or one of the Vice-Presidents of the General Conference designated for this purpose by the President.
- Rule 16 When the President of the General Conference or the Vice-President designated by the President has opened the ballot box, the tellers shall check the number of envelopes. If the number is greater or less than that of the voters, the President shall be informed, and shall then declare the vote invalid and announce that it is necessary to reopen the ballot.

- Rule 17 The following shall be considered invalid:
- (a) ballot papers on which a voter has cast an affirmative vote in favour of more candidates than there are seats to be filled;
 - (b) ballot papers on which the voters have revealed their identity, in particular by apposing their signature or mentioning the name of the Member State they represent;
 - (c) ballot papers on which the name of any candidate appears more than once;
 - (d) ballot papers containing no indication as to the intention of the voter;
 - (e) subject to the provisions (a), (b), (c) and (d) above, a ballot paper shall be considered valid when the tellers are satisfied as to the intention of the voter.
- Rule 18 The absence of any ballot paper in the envelope shall be considered as an abstention.
- Rule 19 The counting of the votes for each electoral group shall take place separately. The tellers shall open the envelopes, one by one, and shall sort the ballot papers into electoral groups. The votes cast for the candidate Member States shall be entered on the lists prepared for that purpose.
- Rule 20 When the counting of the votes is completed, the President shall announce, in a plenary meeting, the results of the ballot as specified in Rule 95 of the Rules of Procedure of the General Conference, separately for each of the electoral groups.
- Rule 21 After the declaration of the results of the ballot, the ballot papers shall be destroyed in the presence of the tellers.
- Rule 22 The lists on which the tellers have recorded the results of the vote, after signature by the President or the Vice-President designated by the President and by the tellers, shall constitute the official record of the ballot and shall be lodged in the archives of the Organization.