

RULES OF PROCEDURE FOR THE INTERNATIONAL PROGRAMME FOR THE DEVELOPMENT OF COMMUNICATION (IPDC)

Rule 1 – Membership

Art. 2.1 of the Statutes

1.1 The Council shall be composed of 39 Member States of the United Nations Educational, Scientific and Cultural Organization, elected by the General Conference, taking into account the need to ensure equitable geographical distribution and appropriate rotation.

Art. 2.2 of the Statutes

1.2 The term of office of Members of the Council shall extend from the end of the ordinary session of the General Conference during which they are elected until the end of its second subsequent ordinary session.

Art. 2.3 of the Statutes

1.3 Each retiring Member shall be replaced by a Member belonging to the same regional group.

Art. 2.4 of the Statutes

1.4 Members of the Council shall be immediately eligible for re-election for a maximum of two consecutive terms.

Rule 2 – Functions

Within the framework of the resolutions of the General Conference concerning the IPDC, the Council shall be responsible for performing the functions assigned to it by Article 5 of its Statutes as adopted by the General Conference.

Rule 3- Sessions

Art. 3 of the Statutes

3.1 The Council shall normally meet in ordinary session once every two years.

3.2 Ordinary sessions are convened by the Director-General in accordance with the Council's decisions.

3.3 The Council shall normally meet at the Headquarters of UNESCO. It may meet elsewhere at the invitation of a Member State if so decided by a majority of its Members, after consultations with the Director-General.

3.4 Extraordinary sessions may be convened either by decision of the Council itself, or at the request of the majority of its Members, or at the request of the Director-General. The place and date of extraordinary sessions shall be determined by the Director-General, after consulting the Members of the Bureau, unless already determined by the Council when deciding itself to hold an extraordinary session.

3.5 All Member States and Associate Members shall be informed in good time of the date and place of the Council's sessions.

Rule 4 - Representatives and observers

Art. 7.1 of the Statutes	4.1 Member States and Associate Members of UNESCO which are not Members of the Council may send observers to all meetings of the Council, the Bureau or its subsidiary bodies.
Art. 7.2 of the Statutes	4.2 Representatives of the United Nations and other organizations of the United Nations system supporting the IPDC may take part, without the right to vote, in all meetings of the Council and its subsidiary bodies.
Art. 7.3 of the Statutes	4.3 The Council shall lay down the conditions under which other intergovernmental or international non-governmental organizations, public and private foundations and other bodies may be invited to participate in its proceedings without the right to vote. The Council shall also lay down the conditions under which certain particularly well-qualified persons might be consulted on matters within their competence.

Rule 5 - Provisional agenda for ordinary meetings

5.1 The provisional agenda of ordinary sessions shall be prepared by the Secretariat of the Council in consultation with the Members of the Bureau.

5.2 The provisional agenda shall be communicated to the Members of the Council at least two months before the opening of each session.

5.3 The provisional agenda shall also be communicated to Member States and Associate Members of UNESCO which are not Members of the Council, as well as to the organizations of the United Nations system supporting the IPDC and to the other organizations, both intergovernmental and non-governmental, which have been invited, in accordance with the provisions of paragraphs 4.3 of Rule 4 above, to participate, without the right to vote, in the proceedings of the Council.

Rule 6 - Adoption of the agenda

At the beginning of each session, the Council shall adopt the agenda for that session.

Rule 7 - Amendments, deletions and new items

The Council may, during a session, modify the order of items on the agenda or add or delete items. A two-thirds majority of the members present and voting shall be required for the addition or deletion of any item to the adopted agenda.

Rule 8 – Bureau

Art. 6 of the Statutes

8.1 The election of the Bureau shall take place during an extraordinary session of the Intergovernmental Council to be convened by the Director- General as soon as possible after the ordinary session of the General Conference at which the members of the Intergovernmental Council are elected. The Council shall elect, from amongst its Members a Chairperson, six Vice-Chairpersons and, a Rapporteur these shall form the Council's Bureau. The deadline for submissions of candidatures to the Bureau will be seven days before elections at the Council meeting. The Members of the Bureau who are representatives of Member States of UNESCO shall preferably be specialists in the fields covered by IPDC. They shall remain in office until a new Bureau has been elected.

8.2 Members of the Bureau are eligible for re-election for a maximum of two consecutive terms.

8.3 Meetings of the Bureau may be convened between meetings of the Council at the request of the majority of the Members of the Council or of the Bureau, or at the request of the Director-General of UNESCO. In such case the reasons for convening the meeting of the Bureau shall be stated in the request.

Rule 9 - General powers of the Chairperson

9.1 In addition to exercising the powers conferred upon him/her elsewhere by these Rules, the Chairperson shall have the following powers: he/she shall declare the opening and closing of meetings, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He/she shall rule on points of order and, taking account of the provisions of these Rules, shall control the proceedings and the maintenance of order.

9.2 If the Chairperson ceases to represent a Member of the Council or is so incapacitated that he/she can no longer hold office, one of the Vice-Chairpersons shall become Chairperson for the unexpired portion of the term of office. If that Vice Chairperson also ceases to represent a Member of the Council or is so incapacitated that he/she can no longer hold office, another Vice- Chairperson shall become Chairperson for the unexpired portion of the term of office.

Rule 10 - Functions of Vice-Chairperson

In the absence of the Chairperson during a session, his/her functions shall be exercised in turn by one of the Vice-Chairpersons.

Rule 11- Subsidiary bodies and ad hoc committees

In order to perform the duties assigned to it by its Statutes, the Council may establish whatever subsidiary bodies it deems necessary for the conduct of its work within the limits of the appropriations voted by the General Conference.

Rule 12 – Secretariat

12.1 The Director-General of UNESCO or his/her representative shall participate in the work of the Council, its Bureau or its subsidiary bodies, without the right to vote. He/she may at any time submit either oral or written statements to the Council or to any subsidiary body on any question under consideration.

Art. 8.1 of the Statutes

12.2 The Secretariat of the Council shall be provided by the Director-General of UNESCO, who shall place at the Council's disposal the staff and other means required for its operation.

Art. 8.2 of the Statutes

12.3 The Secretariat, under the authority of the Director-General, shall carry out the administrative work necessary for the implementation of the IPDC and for the sessions of the Council or the meetings of its Bureau.

12.4 The Secretariat to the IPDC shall attend all meetings of the Council, its subsidiary bodies and the Bureau.

Rule 13 - Working languages

Arabic, Chinese, English, French, Russian and Spanish shall be the working languages of the Council. Simultaneous interpretation shall be provided in these six languages. Documents shall be prepared only in English and French.

Rule 14 - Use of other languages

Any speaker may speak in a language other than the working languages in use for a particular session of the Council or a subsidiary body on the condition that he/she provides for the interpretation of his/her speech into one of the said working languages.

Rule 15 - Working documents

The working documents of each ordinary session of the Council shall, as a rule, be communicated to the Members six weeks before the opening of each session.

Rule 16 – Reports

The Council shall submit reports on its activities to the General Conference of UNESCO at each of its ordinary sessions.

Rule 17 - Quorum

17.1 A majority of the Members of the Council shall constitute a quorum.

17.2 At meetings of subsidiary bodies of the Council a quorum shall be constituted by a majority of the Members of the Council which are Members of the body in question.

17.3 If at meetings of subsidiary bodies, after ten minutes' adjournment, there is still no quorum as defined above, the Chairperson may request the agreement of all Members actually present temporarily to waive paragraph 17.2 above.

Rule 18 - Publicity of meetings

All meetings of the Council shall be open to the public unless the Council decides otherwise.

Rule 19 - Right to speak

19.1 Observers as provided in paragraphs 4.1 and 4.2 of Rule 4 of these Rules may, with the authorization of the Chairperson, participate in the debates of the Council or of its subsidiary bodies.

19.2 The observers provided for in subparagraph 4.3 may be authorized by the Chairperson, after consulting the Council, to address the Council or its subsidiary bodies on matters within their competence.

Rule 20 - Order of speeches

The Chairperson shall call upon speakers in the order in which they have expressed the desire to speak.

Rule 21 - Time-limit on speeches

The Council may limit the time to be allowed to each speaker.

Rule 22 - Points of order

During the discussion on any matter, a representative of a Member of the Council may at any time raise a point of order, which shall forthwith be decided upon by the Chairperson. Any Member of the Council may appeal against the ruling of the Chairperson. It shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled by a majority of Members present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 23 - Suspension, adjournment, closure

Any Member of the Council may, at any time, propose the suspension or adjournment of a meeting or the adjournment or closure of a debate. Such a motion shall be put to the vote immediately and decided by a majority of the Members present and voting. The following motions shall have priority, in the order indicated below, over all other proposals or motions:

- (a) suspension of the meeting
- (b) adjournment of the meeting;
- (c) adjournment of the debate on the item under discussion;
- (d) closure of the debate on the item under discussion.

Rule 24 - Voting rights

Each Member of the Council shall have one vote.

Rule 25 – Voting

25.1 Decisions shall be taken by a majority of the Members present and voting, except in the cases provided for in Rules 7, 30 and 31.

25.2 In the deliberations of the Council, priority should be given to seeking consensus.

25.3 For the purpose of these Rules, the 'Members present and voting' means Members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

Rule 26 - Show of hands and roll-call

Voting shall normally be by show of hands. However, any Member may, before the voting starts, request a roll-call. The vote or abstention of each Member participating in a roll-call shall be recorded in the report.

Rule 27 - Voting on amendments

27.1 In order to facilitate decision-making, Council Members should circulate amendments to draft decisions at least 48 hours before they are discussed in the session.

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

27.3 When two or more amendments to a proposal are moved, the Council shall first vote on the amendment deemed by the Chairperson to be furthest removed from the original proposal and then on the amendment next furthest there from and so forth, until all amendments have been put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on. If no amendment is adopted, the proposal shall be put to the vote on its original form.

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

Rule 28 - Secret ballot

All elections shall be decided by secret ballot unless all Members of the Council agree otherwise.

Rule 29 - Equally divided votes

If a vote is equally divided, the proposal shall be regarded as rejected.

Rule 30 – Amendment

These Rules of Procedure except when they reproduce provisions of the Council Statutes may be amended by a decision of the Council taken by a two-thirds majority of the Members present and voting, provided that the proposal for amendment has been placed on the agenda.

Rule 31 – Suspension

Any provision of these Rules, with the exception of ones which reproduces a clause of the, may be suspended by a two-thirds majority of the Members present and voting.