

**RULES OF PROCEDURE OF THE
GOVERNING COUNCIL OF THE STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC**

Chapter 1

SESSIONS

Rule 1

The following principles shall apply as regards date and place for the sessions of the Governing Council:

(a) The Governing Council (hereinafter referred to as the Council) shall have one general session each year and such special sessions as are required;

(b) Special sessions of the Council shall be held: (i) by decision of the Council; (ii) at the request of a majority of the members of the Council; or (iii) at the proposal of the Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP) (hereinafter referred to as the Executive Secretary) at his/her own initiative.

(c) The Council shall at each session, in consultation with the Executive Secretary or her/his representative, specify the date and place of its next session;

(d) The date and place of the next session may be altered on the recommendation of the Secretary of the Council (hereinafter referred to as the Secretary) in consultation with the Chairperson.

Rule 2

The sessions of the Council shall ordinarily be closed and shall be limited to the members, the Executive Secretary or her/his representative(s), and the secretariat. Representatives of Governments that are not members of the Council and representatives of United Nations organs, international bodies and national organizations invited by the Council may attend a regular session as observers. The Council may, if the need arises, also decide to meet in executive session, which shall be closed to observers.

Chapter II

AGENDA

Rule 3

The Secretary shall communicate to the members of the Council, at least six weeks in advance of each regular session and at least two weeks before a special session, the provisional agenda together with relevant documentation and information.

Rule 4

The provisional agenda for each regular session shall include:

- (a) Matters arising from previous session of the Council;
- (b) A report by the Director on the administration and financial status of the Institute and the implementation of its programme;
- (c) Consideration and adoption of the future programme of work of the Institute;
- (d) Review and finalization of the Council's annual report to be submitted to the Economic and Social Commission for Asia and the Pacific;
- (e) Items proposed by any of its members;
- (f) Items proposed by the Secretary.

Rule 5

At the beginning of each session, the Council shall adopt its agenda. Any matters within the competence of the Council not included in the provisional agenda for a session may be submitted to the Council by a member or the Secretary and added to the agenda by a decision of the Council. The Council may also amend its agenda in the course of a session.

Rule 6

The provisional agenda for a special session shall be prepared by the Secretary, in consultation with the Chairperson, taking into account the reason for convening the special session.

Chapter III

OFFICERS

Rule 7

The Council, at its first meeting of each regular session, shall elect from among its members a Chairperson and a Vice-Chairperson who shall hold office until their successors are elected at the next regular session. They shall be eligible for re-election.

Rule 8

The Chairperson or, in her/his absence, the Vice-Chairperson, shall preside at meetings of the Council.

Rule 9

If the Chairperson and the Vice-Chairperson are absent from a meeting, the Council shall select one of the members present to serve as Acting Chairperson at that meeting.

Chapter IV

SECRETARIAT

Rule 10

The Director of the Institute shall be the Secretary of the Council. The Secretary shall be responsible for the organization and preparation of sessions and for the preparation of the records and reports of the Council.

Chapter V

REPORTING

Rule 11

The Council shall submit an annual report on the implementation of the programmes of the Institute to the Commission at each of its sessions.

Chapter VI

CONDUCT OF BUSINESS

Rule 12

A majority of the members of the Council shall constitute a quorum.

Rule 13

The Chairperson shall declare the opening and closing of each meeting of the Council, direct the discussions, ensure the observance of these rules of procedure, accord the right to speak, put questions to the vote and announce decisions. The Chairperson may call a speaker to order if her/his remarks are not relevant to the subject under discussion.

Rule 14

During the discussion of any matter, a member of the Council may raise a point of order, on which the Chairperson shall immediately give her/his ruling. If it is challenged, the Chairperson shall forthwith submit her/his ruling to the Council for consideration and decision, and the ruling shall stand unless overruled by a majority of the members present and voting.

Rule 15

Any member may at any time move for the closure of the debate, even if another member has asked for the floor. Not more than two speakers may be granted permission to speak against the closure. The Chairperson shall take the sense of the Council on a motion for closure. If the Council is in favour of the motion, the Chairperson shall declare the debate closed.

Chapter VII

VOTING

Rule 16

Each member of the Council shall have one vote.

Rule 17

The Council shall make every effort to reach its decisions by consensus. In the absence of consensus, decisions of the Council shall be made by a majority of the members present and voting.

Rule 18

Between sessions of the Council, when circumstances require an urgent decision by the Council on policy matters, the Secretary shall convey in writing such recommendation as she/he deems appropriate to the members of the Council. A recommendation, if approved by a majority of the members of the Council, shall be acted upon by the Secretary, who shall inform the members thereof.

Chapter VIII

WORKING LANGUAGE

Rule 19

English shall be the working language of the Council.

Chapter IX

CONSULTATIONS WITH GOVERNMENTS

Rule 20

The Council may, where appropriate, present its views on relevant matters to the member and associate member Governments of ESCAP through the Executive Secretary.

Chapter X

AMENDMENT OF SUSPENSION

Rule 21

The Council may amend or suspend any of these rules of procedure except where such rules are incorporated in the Statute of the Institute.

Chapter XI

OTHER PROVISIONS

Rule 22

In the event of any matter arising which is not covered by these rules of procedure, the pertinent rules of ESCAP and the Statute of the Institute shall apply *mutatis mutadis*.
