

ANNEX V

RULES OF PROCEDURE OF THE **REGIONAL COMMITTEE FOR**  
**THE EASTERN MEDITERRANEAN\***

*As adopted by the Thirty-third Session of  
the Regional Committee, resolution **EM/RC33/R.3***

Preamble

These Rules of Procedure are adopted under the authority of Chapter XI of the Constitution of the World Health Organization.

I. MEMBERSHIP AND ATTENDANCE

Rule 1

The Regional Committee (hereinafter referred to as "the Committee") shall consist **of** representatives (hereinafter referred to as "the representatives"), one each from the Member States forming the Eastern Mediterranean Region (hereinafter referred to as "the Region") of the World Health Organization (hereinafter referred to as "the Organization"). The representatives may be accompanied by alternates and advisers.

Rule 2

Subject to the terms of any existing agreements, the Committee may arrange for consultation outside the Organization with the respective regional bodies of the United Nations and with those of other specialized agencies and with other international regional organizations having interests in common with the Organization, and for their participation as observers, without vote, in its discussions and in those of committees or sub-committees convened or established under its authority.

II. CREDENTIALS

Rule 3

The Member States shall communicate to the Regional Director, not less than fifteen days before the date fixed for the opening of the session **of** the Committee, the names of their representatives, including all alternates and advisers. Similarly, the organizations referred to in Rule **2** invited to be represented at the session shall communicate the names of the persons by whom they will be represented.

The credentials of representatives and names of alternates, advisers and observers shall be submitted to the Regional Director if possible not less than two days before the opening of the session of the Regional Committee.

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\*These Rules are issued separately as document **WHO-EM/RC33/17**.

### III. SESSIONS

#### Rule 4

The Committee shall meet in regular annual session. It shall determine at each regular session the date and place of the next session. Notices convening the Committee shall be sent by the Regional Director at least six weeks before the commencement of the session to the Member States, to the Director-General of the Organization (hereinafter referred to as "the Director-General"), and to the organizations referred to in Rule 2 invited to be represented at the session.

#### Rule 5

The Committee may meet in such special sessions as may be necessary. The Regional Director, in consultation with the Chairman of the Committee (hereinafter referred to as "the Chairman") shall also convene the Committee in special session following a decision of the committee or at the joint request of any five Member States, addressed to him in writing and stating the reason for the request. In this case, the Committee shall be convened within thirty days following receipt of the request, and the session shall be held at the Regional Office unless the Regional Director, in consultation with the Chairman of the Committee, determines otherwise. The agenda of such a special session shall be limited to the questions having necessitated that session.

#### Rule 6

The meetings of the Committee shall be held in public, unless the committee decides otherwise.

### IV. AGENDA

#### Rule 7

The provisional agenda of each regular session shall be drawn up by the Regional Director in consultation with the Chairman. It shall be dispatched by the Regional Director to the Member States and the Director-General at least six weeks prior to the commencement of the session together with the notice of convocation.

#### Rule 8

The provisional agenda of each regular session of the Committee shall include, inter alia:

- (a) all items the inclusion of which has been prescribed by the World Health Assembly (hereinafter referred to as "the Health Assembly");
- (b) all items the inclusion of which has been prescribed by the Executive Board of the Organization;
- (c) all items the inclusion of which has been prescribed by the Committee;
- (d) any item proposed by the Director-General or Regional Director;
- (e) any item proposed by a Member State in the Region.

Proposals under item (e) above should be received by the Regional Director at least eight weeks prior to the commencement of the session.

Rule 9

Subject to the provisions of Rule 5, the Regional Director may, in consultation with the Chairman, include any question suitable for the agenda which may arise between the dispatch of the provisional agenda and the opening day of the session in a supplementary agenda, which the Committee shall examine together with the provisional agenda.

V. OFFICERS OF THE COMMITTEE

Rule 10

The Committee shall elect its officers, a Chairman and two Vice-Chairmen from among the representatives each year at its first session held during that year. The officers shall hold office until their successors are elected. The Chairman shall not become eligible for re-election as Chairman until two years have elapsed since he ceased to hold office.

Rule 11

In addition to exercising the powers which are conferred upon him elsewhere by these Rules, the chairman shall declare the opening and closing of each meeting of the Committee, shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these Rules, shall control the proceedings at any meeting and shall maintain order thereat.

Rule 12

If the Chairman is absent from a session or a meeting or **any** part thereof he shall designate one of the Vice-Chairmen to preside. If the Chairman is unable to make this designation, the Committee shall appoint one of the Vice-chairmen to preside during the session or meeting. If neither the Chairman nor the Vice-Chairmen are available to preside at a session or a meeting, the Committee shall have the power to elect a Deputy-Chairman to preside for such portion as is necessary.

Rule 13

If the Chairman for any reason is unable to complete his term of office, one of the Vice-Chairmen shall act in his place. The order in which the Vice-Chairmen shall be requested to serve shall be determined by lot at the session at which the election takes place.

Rule 14

The Chairman or a Vice-Chairman acting as Chairman, shall not vote but **may**, if necessary, appoint an alternate from his delegation to act as representative of his government.

VI. REPORTS OF SESSIONS

Rule 15

The Secretariat shall prepare a draft report of the Committee for consideration and adoption before the end of each session. Formal appointment of Rapporteurs is not required unless so decided by the Committee. The final report of each session in the working languages, including resolutions, recommendations and other important decisions, with details of voting, if any, shall be communicated by the Regional Director to the Member States and to the Director-General.

VII. SUB-COMMITTEES OF THE COMMITTEE

Rule 16

The Committee may establish such sub-committees as it may deem necessary for the study of, and to report on, any item on its agenda. The Committee shall review from time to time, and in **any** case at its regular session, the need to maintain any sub-committees established under its authority.

VIII. SECRETARIAT

Rule 17

The Regional Director, by virtue of the authority delegated to him by the Director-General pursuant to Article 32 of the Constitution, shall act as the Secretary of the Committee and of any committees or sub-committees thereof. The Regional Director may delegate these functions.

Rule 18

The Regional Director shall report to the Committee on the technical, administrative and financial implications, if any, of all agenda items submitted to the committee.

Rule 19

The Director-General or the Regional Director, or a member of the Secretariat designated by either of them as his representative, may at any time make either oral or written statements concerning any question under consideration.

Rule 20

The Secretariat shall furnish support to the Committee by providing information, text processing and secretarial services as may be required for the work of the Committee.

IX. LANGUAGES

Rule 21

Arabic, English and French shall be official and working languages.

Rule 22

speeches made in one of the official languages shall be interpreted into the other official languages unless, in consultation with the Chairman, all Member States agree otherwise in advance of the session.

Rule 23

Any representative may speak in a language other than an official language. In this case he shall himself provide for interpretation into one of the official languages, from which the interpretation into the other official languages may be derived.

Rule 24

All resolutions, recommendations and other important decisions of the Committee shall be drawn up in the working languages.

X. CONDUCT OF BUSINESS

Rule 25

A majority of the Member States represented at any session shall constitute a quorum for the conduct of business at meetings of the Committee.

Rule 26

No representative may address the Committee without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in the order in which they signify their desire to speak. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

Rule 27

Any representative may at any time request his alternate designated in accordance with Rule 3 to speak and vote on his behalf on any question. Moreover, upon the request of the representative or his alternate, the Chairman may allow an adviser to speak on any particular point without the right to vote.

Rule 28

During the discussion of any matter a representative may rise to a point of order and the point of order shall be decided by the Chairman before continuing with the other business of the session. A representative may appeal against the ruling of the Chairman in which case the appeal shall immediately be put to the vote. A representative rising to a point of order may not speak on the substance of the matter under discussion but on the point of order only.

Rule 29

During the course of discussion of any item, the Chairman may propose to the committee a limitation of the time allowed to each speaker. The Chairman may announce a list of speakers and, with the consent of the committee, declare the list closed. He may, however, accord the right of reply to any representative if in the Chairman's opinion a speech delivered after he has declared the list closed makes a reply desirable.

Rule 30

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall immediately be put to the vote. For the purpose of these Rules "suspension of the meeting" means the temporary postponement of the business of the meeting and "adjournment of the meeting" the termination of all business until another meeting is called.

Rule 31

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, one speaker may speak in favour of, and one against, the motion, after which the motion to adjourn the debate shall immediately be put to the vote.

Rule 32

A representative may at any time move the closure of the debate on the item under discussion whether or not any other representative has signified his wish to speak. If request is made for permission to speak against closure, it may be accorded to not more than one representative, after which the motion shall immediately be put to the vote. If the Committee is in favour of the motion, the Chairman shall declare the closure of the debate. The Committee shall thereafter vote only on the one or more proposals moved before the closure.

Rule 33

The following motions shall have precedence in the following order over all other proposals or motions before the meeting, except a point of order:

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

Rule 34

Subject to Rule 33, any motion calling for a decision on the competence of the Committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

#### Rule 35

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

#### Rule 36

When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved the Committee shall first vote on the amendment deemed by the Chairman to be the furthest removed in substance from the original proposal and then on the amendment next removed therefrom, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If an amendment to a proposal has been accepted by the original proposer, such an amendment shall be deemed to be an integral part of the original proposal and no separate vote shall be required thereon. A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of that proposal. A motion which constitutes a substitution for a proposal shall be considered as a proposal.

#### Rule 37

If two or more proposals are moved, the Committee shall first vote on the proposal deemed by the Chairman to be the furthest removed in substance from the proposal first presented and then on the proposal next removed therefrom, and so on, until all the proposals have been put to the vote, unless the result of a vote on a proposal makes unnecessary any other voting on the proposal or proposals still outstanding.

#### Rule 38

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended or, if amended, that the proposer of the amendment agrees to the withdrawal. A motion thus withdrawn may be reintroduced by any representative.

#### Rule 39

When a proposal has been adopted or rejected it may not be reconsidered at the same session of the Committee unless the Committee, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall immediately be put to the vote.

#### Rule 40

The Chairman may at any time require any proposal, motion, resolution or amendment to be seconded.

## XI. VOTING

### Rule 41

Each representative entitled to vote shall have one vote. For the purpose of these Rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives abstaining from voting are considered as not voting.

### Rule 42

Except as otherwise provided by the Constitution of the Organization or by these Rules, or as decided by the Health Assembly, the decisions of the Committee shall be made by a majority of the representatives present and voting.

### Rule 43

If the votes are equally divided on a matter other than an election, the proposal shall be regarded as not adopted.

### Rule 44

The Committee shall normally vote by show of hands, unless a representative requests a roll-call vote, or a decision is taken to vote by secret ballot.

### Rule 45

A roll-call vote shall be taken in the English alphabetical order of the names of the Member States. The name of the Member State to vote first shall be determined by lot. The vote or abstention of each representative participating in any roll-call shall be inserted in the records.

### Rule 46

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

### Rule 47

In addition to the cases provided for elsewhere by these Rules, the Committee may, upon the motion of a representative, vote by secret ballot on any matter except a budgetary question, provided **(a)** it has previously so decided by the majority of the representatives present and voting, and **(b)** this decision was taken only by a show of hands. A motion for a secret ballot takes precedence over other motions for a vote.

Rule 48

All elections shall be decided by secret ballot. However, except as concerns the vote required for the nomination of the Regional Director, an election may be accepted by a show of hands or by acclamation, provided that there is no more than one candidate for one elective office and that no representative requests otherwise. Where ballots are required, two tellers appointed by the Chairman from among the representatives shall assist in the counting of votes. Only ballot papers on which there are the same number of names as there are elective places to be filled shall be considered as valid votes. The nomination of the Regional Director shall be decided by secret ballot in accordance with Rule 47.

Rule 49

Except as concerns the vote required for the nomination of the Regional Director, when only one elective place is to be filled and no candidate obtains in the first ballot a majority of votes cast by those entitled to vote, a second ballot shall be taken which shall be restricted to the two candidates obtaining the largest number of votes; if in the second ballot the votes are equally divided, the Chairman shall decide between the candidates by drawing lots.

Rule 50

when two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot a majority **of** votes cast by those entitled to vote shall be elected. If the number of candidates obtaining such majority **is** less than the number of places to be filled, there shall be as many additional ballots as are necessary to fill the remaining places, the ballots being restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the places remaining to be filled.

Rule 51

**(a)** Not less than six months before the date fixed for the opening of a session of the Committee at which a person is due to be nominated as Regional Director, the Director-General shall inform each Member State of the Region that he will receive proposals of names of candidates for nomination by the Committee as Regional Director.

**(b)** Any Member State of the Region may propose the name of one or more persons from within the Region who has indicated willingness to act as Regional Director, submitting with the proposal particulars of the person's qualifications and experience. Such proposals shall be sent to the Director-General so as to reach him not less than twelve weeks before the date fixed for the opening of the session.

**(c)** A person holding office as Regional Director for the Region shall be a candidate for nomination without being proposed under the preceding paragraph if he or she has indicated to the Director-General a willingness to be nominated.

**(d)** The Director-General shall, not less than ten weeks before the date fixed for the opening of the session, cause copies of all proposals for

nomination as Regional Director (with particulars of qualifications and experience) received by him within the period specified to be sent to each Member State of the Region. The Director-General shall also indicate to each Member State whether or not the person holding the office is a candidate for nomination.

(e) If no proposals have been received by the Director-General in time for transmission to Member States in accordance with this Rule, they shall be informed accordingly not less than ten weeks before the opening of the session of the Committee. The Committee shall itself establish a list of candidates composed of the names proposed in secret by the representatives present and entitled to vote.

(f) The procedure laid down in the second sentence of paragraph (e) above shall also apply in cases where the post of Regional Director falls vacant within the period of six months laid down in paragraph (a) of this Rule.

(g) The nomination of the Regional Director shall take place at a private meeting of the Committee. The Committee shall make a selection from among the persons who are candidates under this Rule. The nomination of the Regional Director shall be decided by secret ballot.

(h) For this purpose each representative entitled to vote shall write on his ballot paper the name of a single candidate chosen from the above-mentioned list. If no candidate obtains the majority required, the candidate who obtains the least number of votes shall be eliminated at each ballot. If the number of candidates is reduced to two, there shall be not more than three further ballots. In the event of a tie after the third such ballot, the whole voting procedure established by this Rule shall be recommenced.

(i) The name of the person so nominated shall be submitted to the Executive Board.

## XII. SUSPENSION AND AMENDMENT OF RULES OF PROCEDURE

### Rule 52

Subject to the provisions of the constitution of the Organization, any of these Rules may be suspended by the Committee provided that at least forty-eight hours' notice of the proposal for such suspension has been given to the Chairman and communicated by him to the representatives twenty-four hours before the meeting at which the proposal is to be submitted. If, however, on the advice of the Chairman, and after twelve hours notice, the Committee is unanimously in favour of a proposal, it may implement it immediately.

### Rule 53

Amendment of, or addition to, these Rules may be adopted by the Committee by a two-thirds majority, provided that the Committee has received and considered a report thereon by the Regional Director or an appropriate sub-committee.

### Rule 54

Notwithstanding the above, the Committee may at its discretion apply such Rules of Procedure of the Health Assembly or of the Executive Board of the Organization as it may deem appropriate to particular circumstances.