

Revised version

Orientation session
for

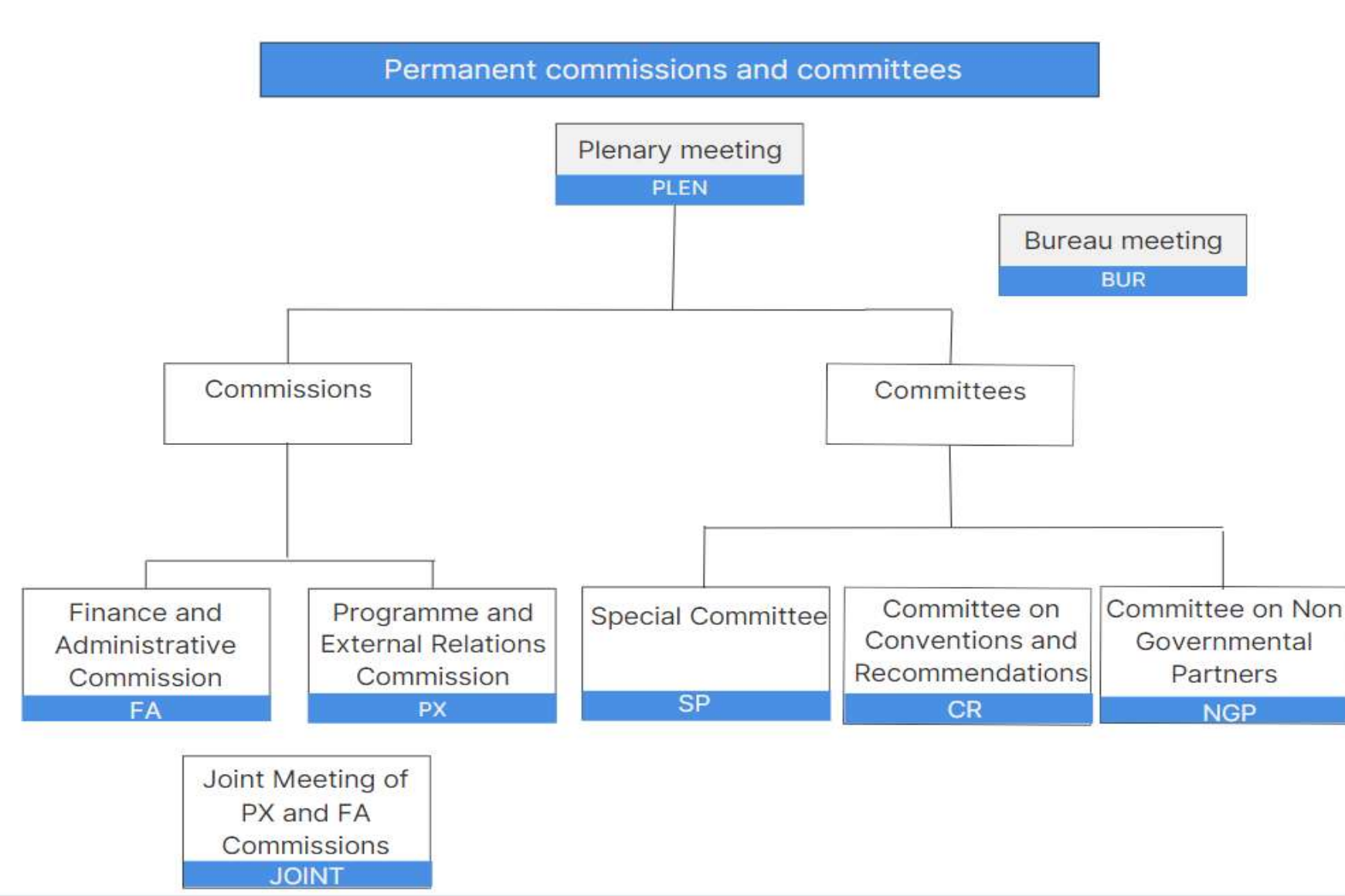
Members of the
Executive Board
of UNESCO

2023-2025

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(Rules quoted from “Rules of Procedures of the Executive Board”)

1-Structure of the Executive Board - Commissions and committees (Rule 16)



2-Some specific procedural motions

- **Quorum (Rule 27):**

The quorum is the number of Member States who need to be present for the Chairperson to open a meeting and for the Executive Board to take decisions.

1- At meetings of the Board the quorum shall consist of a majority of its Members.

2- The Board shall not decide on any matter unless a quorum is present.

3- At meetings of subsidiary bodies the quorum shall consist of a majority of the Members appointed to the body in question. However, if, after five minutes' adjournment, there is still no quorum as above defined, the Chairperson may request the agreement of all Members actually present temporarily to waive the provisions of this paragraph.

2-Some specific procedural motions

- **Points of order (Rule 39):**

Points of order involve questions necessitating a ruling by the presiding officer, subject to possible appeal.

During the discussion of any matter a Member may rise to a point of order, then the point of order shall be immediately decided by the Chairperson. An appeal may be made 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.

- **Note :**

- A point of order should not be used to « jump the queue » of the speakers' list and speak on substance.
- A point of order may only be raised by Members of the Board.

2-Some specific procedural motions

■ Procedural motions

During discussion of any matter, a Member may propose a procedural motion:

Suspension or adjournment of the meeting (Rule 41):

A Member may move the suspension or the adjournment of the meeting. Any such motion, if seconded, shall be put to the vote immediately and without discussion

Adjournment of debate (Rule 42):

On moving the adjournment a Member shall indicate whether it moves the adjournment *sine die* or to a particular time which it shall specify. Any such motion, if seconded, shall be put to the vote immediately and without discussion

Closure of debate (Rule 43) :

If the closure is seconded, the Chairperson shall indicate the proposals which have been submitted on the substance of the item under discussion and which shall be put to the vote after the closure of the debate.

Permission to speak against the closure may be accorded to not more than two speakers.

The Chairperson shall then put to the vote the motion for closure and, if the Board is in favour, he or she shall declare the closure of the debate and move to the adoption of the Draft Decision (“DR”).

2-Some specific procedural motions

- **Hierarchy of Procedural motions (Rule 44):**

Subject to Rule 39 the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- to suspend the meeting;
- to adjourn the meeting;
- to adjourn the debate on the item under discussion;
- to close the debate on the item under discussion.

- **Reconsideration of proposals (Rule 45):**

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

3-Rules followed when voting

- **Conduct during voting (Rule 49):**

After the Chairperson 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.

3-Rules followed when voting

- **Simple majority (Rule 50):**

Decisions of the Board shall be taken by a simple majority of the Members present and voting, except where otherwise specified in the Rules. For the purposes of determining the majority, only Members casting an affirmative or negative vote shall be counted as 'present and voting'; Members who abstain from voting shall be considered as not voting.

- **Two-thirds majority (Rule 51):**

In the following cases a two-thirds majority of the Members present and voting is required:

- Reconsideration of proposals (**Rule 45**);
- Consultation by correspondence (**Rule 60**);
- Amendment of Rules of Procedure (**Rule 66**);
- Suspension of Rules of Procedure (**Rule 67**);
- Establishment, before each session of the General Conference, of the list of States not Members of UNESCO which are to be invited to send observers to that session.

3-Rules followed when voting

Different voting modalities

- **Show of hands (Rule 52):**

Voting shall normally be by show of hands. In this case, if there is any doubt concerning the result of a vote, the Chairperson may take a second vote by show of hands or by roll-call.

- **Roll-call (Rule 53):**

At the request of any Member, a vote shall be taken by roll-call; Members' names shall be called in alphabetical order and the vote of each Member participating shall be recorded in the summary record of the meeting.

- **Secret ballot (Rule 54):**

1. The nomination of a candidate for the post of Director-General shall be decided by secret ballot.
2. All other elections and decisions relating to individuals shall be voted on by secret ballot whenever five or more Members shall so request or if the Chairperson shall so decide.

4-Process and practice when taking action on Draft Decisions (“DR”)

DR (Draft Resolution, term from the General Conference) at the Executive Board corresponds to the following two possibilities:

- Draft amendments: changes made to a proposed draft decision.
- A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal (**Rule 37.4**).
- Draft decision: proposal for a new decision in comparison with the proposed draft decision.

4-Process and practice when taking action on Draft Decisions (“DR”)

- **Process to submit a Draft Decision relating to an item already on the agenda of the Executive Board :**
 - A “DR” may be submitted on any agenda item only by (one or more) Member States of the Executive Board.
 - To facilitate submission, a template is available on the Executive Board web site.
 - As a rule, draft decisions submitted by members of the Executive Board will be printed on pink paper and translated into the six working languages of the Board.
 - Non-Board members can only be co-authors of a “DR” of a new item added to the agenda by a Member State.

4-Process and practice when taking action on Draft Decisions (“DR”)

- **Time-limits for distribution of documents (Rule 22):**
 1. The proposed programme and budget to be submitted to the General Conference in its working languages shall be distributed to Members of the Executive Board at least 30 days before the opening of the session of the Board at which it is to be considered.
 2. Documents relating to items on the provisional agenda of each session of the Board shall normally be distributed to its Members in the working languages of the Board at least 30 days before the opening of the session. **Exceptions to this Rule may be made only if the permission of the Chairperson has been previously obtained.**
 3. Unless the Board decides otherwise, it shall not discuss any items, except the reports of commissions and committees, until at least 48 hours after the distribution of the relevant documents in its working languages to Members present.

With reference to above, it is therefore recommended to send draft decisions (“DR”) in time to the Secretariat to ensure that they can be translated and published 48 hours before the examination of the related item.

4-Process and practice when taking action on Draft Decisions (“DR”)

- **Voting on a “DR”:**

It is recommended that all tabled draft decisions will be adopted without a vote (i.e.: by consensus). If not adopted by consensus, a vote will take place.

When amended, a “DR” should be adopted paragraph by paragraph unless the author(s) of the amendments agree that all amendments are taken as an entirety.

4-Process and practice when taking action on Draft Decisions (“DR”)

- **Voting on amendments (Rule 37):**

Amendments are formally submitted to the Secretariat and the Commissions or proposed orally from the floor during meetings

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 Board shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote. The Chairperson shall determine the order of voting on amendments under this Rule.
3. If one or more amendments are adopted, the amended proposal shall then be voted upon.
4. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

5-Rules followed to propose an item on the agenda of the Executive Board

All Member States can propose an item (**Rule 5.2** of the Rules of Procedure of the Executive Board).

- **Procedure to propose the new item**

- A letter/Note Verbale to the Chairperson of the Executive Board for inclusion on the agenda and the exact and definitive title of the new item should be sent together with an explanatory note and a draft decision.

- **Communication of the list of co-authors of the document**

- The Member State proposing the item must be responsible for centralizing the list of co-authors of the document.
- All Member States can be co-authors and will be listed by alphabetical order in the document.
- Once the agenda and/or the document have been published, the addition of co-authors is not possible. Any support must then be communicated directly to the Commission or Committee concerned by the item.

5-Rules followed to propose an item on the agenda of the Executive Board

▪ Deadline for the proposal

- Should there still be proposals for new items submitted by Member States after the statutory dispatch of the provisional agenda on 16 February, in accordance with **Rule 6** of the Rules of Procedure of the Board, any such request should be sent to the Chairperson's office no later than **4 March 2024**.
- Past the above-mentioned deadline of **4 March 2024** and pursuant to **rule 8** of the Rules of Procedure of the Executive Board, the Board may add new items to the agenda after its adoption at the beginning of the session (i.e. the first plenary meeting on 18 March 2024), if so decided by a majority of the Members present and voting. Such new items shall not be discussed until **48 hours** after their inclusion in the agenda, unless otherwise decided by the Executive Board, in line with the provisions of **Rule 22** of the Rules of Procedure.