

**Rules of Procedure**  
of the  
**Governing Council**  
of the  
**United Nations**  
**Development Programme**

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RULES OF PROCEDURE OF THE GOVERNING COUNCIL 1/

I. MEETINGS

Rule 1

1. The Governing Council shall normally meet once a year in a regular session at such times as the Governing Council determines. Unless the Governing Council decides to accept an invitation to meet elsewhere, regular sessions shall be held alternately at United Nations Headquarters and at the Geneva office of the United Nations.

2. The Governing Council shall hold an organizational meeting early in each calendar year at such times as the Governing Council determines, but in no case later than the last day in February. The organizational meeting shall be responsible for the election of officers of the Governing Council, for the adoption of the agenda of the Governing Council's regular session and for any other matters the Governing Council may determine.

Rule 2

Additional or special meetings of the Governing Council shall be held by decision of the Governing Council or at the request of:

(a) The Governing Council, or a majority of the members of the Governing Council;

(b) The General Assembly;

(c) The Economic and Social Council;

(d) The President, in consultation with the Administrator.

Rule 3

At least six weeks before the date of the opening meeting of a session, the Administrator shall forward to all members of the Governing Council the documentation relating to items of the provisional agenda, in the working languages. In the case of meetings convened in pursuance of rule 2, the present rule shall be applied with due regard to administrative feasibility.

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1/ These rules, which are based upon the relevant provisions of General Assembly resolution 2029 (XX), the rules of procedure of the Governing Council approved at its first session on 20 January 1966, the decisions and practice of the Governing Council subsequent to the adoption of those rules, and, where applicable, the revised rules of procedure of the Economic and Social Council, were adopted by the Governing Council at its twenty-second session on 30 June 1976 and revised at its twenty-sixth session on 2 July 1979, at its twenty-eighth session on 27 June 1981, and at its organizational meeting on 25 February 1982.

#### Rule 4

Meetings of the Governing Council shall be held in public unless it decides otherwise. However, meetings or portions thereof at which proposed country and intercountry programmes and projects are considered shall normally be held in private unless otherwise decided by the Governing Council.

#### Rule 5

Each member of the Governing Council shall be represented by an accredited representative who may be accompanied by such alternate representatives and advisers as may be required.

#### Rule 6

The specialized agencies, the International Atomic Energy Agency and the other organizations and programmes in the United Nations system may:

- (a) Send representatives to meetings of the Governing Council;
- (b) Participate, without the right to vote, through their representatives, in deliberations with respect to matters within the scope of their activities.

#### Rule 7

The Governing Council may invite any Member of the United Nations, or any member of a specialized agency or of the International Atomic Energy Agency, not a member of the Governing Council, to participate, without the right to vote, in its deliberations or any matter which the Governing Council deems to require such participation.

## II. AGENDA

#### Rule 8

The Governing Council shall prepare at each session, on the proposal of the Administrator, the provisional agenda for the next regular session. This provisional agenda shall include any item referred to it or proposed by:

- (a) The Governing Council at a previous session;
- (b) A member of the Governing Council;
- (c) A principal organ of the United Nations;
- (d) The Administrator.

#### Rule 9

The Governing Council, at its organizational meeting, shall adopt its agenda. Any matter within the competence of the Governing Council not included in the provisional agenda for a meeting may be submitted to the Governing Council by a member or the Administrator and added to the agenda by a decision of the Governing Council. The Governing Council may also decide to amend the agenda or to delete from it.

#### Rule 10

The provisional agenda for special meetings shall be prepared by the Administrator, taking into account the reason for convening the special meeting.

### III. OFFICERS

#### Rule 11

1. The Governing Council shall, at its organizational meeting each year, elect from among the representatives of its members a Bureau consisting of a President, a First Vice-President, a Second Vice-President, a Third Vice-President, and a Fourth Vice-President who shall hold office until their successors are elected. The members of the Bureau shall be eligible for re-election. 2/

2. The Governing Council, upon the recommendation of the President, shall decide on the special responsibilities of each of the Vice-Presidents.

#### Rule 12

1. If the President finds it necessary to be absent during a meeting or any part thereof, he shall designate one of the Vice-Presidents to take his place.

2. If the President or any Vice-President ceases to be able to carry out his functions or ceases to be a representative of a member of the Governing Council, or if the member of which he is a representative ceases to be a member of the Council, he shall cease to hold such office and a new President or Vice-President shall be elected for the unexpired term.

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2/ In electing the Bureau, due account should be taken of the need to ensure equitable geographical representation. In the election of the President, due regard shall be given to the geographical rotation of this office among the different regional groups.

Rule 13

The President, or a Vice-President acting as President, shall participate in the meetings of the Governing Council in that capacity and not as the representative of the member by whom he is accredited. In such case, another member of his delegation shall be entitled to represent the member concerned in the meetings of the Governing Council and exercise the right to vote.

IV. CREDENTIALS

Rule 14

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Administrator not less than three days before the first meeting they are to attend. The Bureau shall examine the credentials and report thereon to the Governing Council.

V. SECRETARIAT

Rule 15

The Administrator or his representatives shall participate without the right to vote in the deliberations of the Governing Council and of its committees.

Rule 16

The Administrator shall be responsible for the arrangements for meetings and the preparation of reports of the Governing Council and its committees.

VI. LANGUAGES

Rule 17

Arabic, Chinese, English, French, Russian and Spanish shall be the official languages, and English, French and Spanish the working languages of the Governing Council.

Rule 18

Speeches made in an official language shall be interpreted into the other official languages.



#### Rule 19

A speaker may make a speech in a language other than an official language if he provides for interpretation into one of the official languages. Interpretation into the other official languages by the interpreters of the Secretariat may be based on the interpretation given in the first such language.

#### Rule 20

The documentation of the Governing Council shall be made available in the official languages, except for country programme documents, which shall be submitted by Governments in one of the working languages for reproduction and distribution in all working languages.

### VII. RECORDS

#### Rule 21

1. Summary records of the Governing Council shall be prepared and distributed in the working languages in accordance with the procedures established by the General Assembly.
2. The records of private meetings of the Governing Council shall be distributed promptly to all members of the Council and to any other participants in these meetings. The summary records of private meetings at which the Governing Council considers country programmes shall be made available to each Government concerned with respect to the consideration of its country programme.
3. Sound recordings of the meetings of the Governing Council and of its committees of the whole shall be made and kept by the Secretariat.

### VIII. PROCEDURES

#### Rule 22

The President may declare a meeting open and permit the debate to proceed when representatives of at least one third of the members of the Governing Council are present. The presence of representatives of a majority of the members of the body concerned shall be required for any decision to be taken.

#### Rule 23

If a country programme or project is being considered in respect of the country which is represented by the President of the Governing Council, the President shall yield the Chair to one of the Vice-Presidents.

Rule 24

Each member of the Governing Council shall have one vote.

Rule 25

1. A proposal or motion before the Governing Council for decision shall be voted upon if any member so requests. Where no member requests a vote the Council may adopt proposals or motions without a vote.

2. When a vote is taken, decisions of the Governing Council shall be made by a majority of the members present and voting.

Rule 26

For the purpose of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Rule 27

(a) The Governing Council shall normally vote by a show of hands except when a representative requests a roll-call, which shall then be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the President.

(b) The vote of each member participating in a roll-call shall be inserted in the record.

Rule 28

Any member dissenting from a decision of the Governing Council may require that his views be recorded in the records of the meeting.

Rule 29

If, in connexion with the conduct of business of a meeting, any procedural question arises which is not covered in the present rules, it shall be decided by the President, taking into account the corresponding rules of procedure of the Economic and Social Council, if applicable. A member may appeal against such ruling of the President. Such an appeal shall immediately be put to the vote, and the ruling of the President shall stand unless overruled by a majority of the members present and voting.

## IX. COMMITTEES

### Rule 30

The Governing Council may set up committees of the whole or committees of limited membership and refer to them any questions within its terms of reference for study and report. The Governing Council may, in consultation with the Administrator, authorize such committees to meet while the Governing Council is not in session. Representatives of the agencies and organizations referred to in rule 6 and in rule 36 and of the States referred to in rule 7 may attend such meetings at the invitation of the committee concerned.

### Rule 31

Unless the Governing Council decides otherwise, the members of any body or committee of limited membership shall be elected by the Governing Council.

### Rule 32

Reports submitted by committees shall state the decisions of the committees together with any dissenting views.

## X. RELATIONS WITH THE ADMINISTRATIVE COMMITTEE ON CO-ORDINATION

### Rule 33

The Administrator shall, on request, convey views of the Governing Council to the Administrative Committee on Co-ordination.

### Rule 34

The views of the Administrative Committee on Co-ordination, when at so requests, shall be conveyed by the Administrator to the Governing Council, together with any comments he may wish to make, when recommending for approval general policies for the United Nations Development Programme.

## XI. CONSULTATIONS WITH UNITED NATIONS BODIES, INTERGOVERNMENTAL ORGANIZATIONS AND NON-GOVERNMENTAL ORGANIZATIONS

### Rule 35

The Governing Council may invite appropriate bodies of the United Nations to send representatives to its meetings.

Rule 36

The Governing Council may also, when it considers it appropriate, invite intergovernmental organizations in consultative status with the Economic and Social Council, to attend its meetings at which questions concern to them are discussed.

XII. AMENDMENT OR SUSPENSION OF RULES  
OF PROCEDURE

Rule 37

A rule of procedure may be amended or suspended by the Governing Council.