

ISSN INTERNATIONAL CENTRE

GOVERNING BOARD

**RULES OF PROCEDURE**

**I. COMPOSITION AND PARTICIPATION**

**Rule 1 – Members of the Governing Board**

1.1. The Members of the Governing Board (hereafter: Board) are:

- (a) one representative of the host State;
- (b) one representative of the Director-General of UNESCO;
- (c) ten representatives of the Member States and Associate Members of UNESCO which have acceded to the Statutes of the ISSN International Centre (hereafter: ISSN IC), other than the host State.

1.2. The Members referred to in Rule 1.1 (c) are elected by the General Assembly of the ISSN IC.

**Rule 2 – Duties of the Members**

2.1. The Members control the activities of the ISSN IC notably by approving its program of work, its budget and the annual reports submitted by the Director of the ISSN IC.

2.2. Members must comply with an obligation of discretion with regard to the work of the Board and related documents. The end of their term of office does not release them from these obligations.

2.3. The Members make decisions on the hiring of the Director of the ISSN IC, the renewal of his/her mandate, and the Director's bonuses.

**Rule 3 – Observers**

3.1. Representatives of intergovernmental or non-governmental organizations contributing to the operations of the ISSN IC may be allowed by the Board to attend its sessions, as observers, without the right to vote, and subject to the provisions of Rule 10.3.

3.2. Observers must comply, *mutatis mutandis*, with the obligations set out in rule 2.2 above.

#### Rule 4 – Invitations for consultation

The Board may invite at any time public or private organizations or individuals to participate in its meetings for consultation on specific issues.

## **II. ORGANIZATION OF THE BOARD**

#### Rule 5 – Election of officers

5.1. The first session held after the General Assembly session having renewed the Governing Board is opened by the representative of the Director-General of UNESCO. The Board shall elect a Chairperson and one Vice-Chairperson among its Members by the greatest number of votes.

5.2. The Chairperson and the Vice-Chairperson shall be elected for a term of office of two years. They cannot be elected to more than two consecutive mandates.

5.3. The Chairperson and the Vice-Chairperson constitute the Bureau whose function shall be to co-ordinate the work of the Board, to fix the dates, hours and orders of business of sessions and meetings.

#### Rule 6 – Duties of the Chairperson

6.1. In addition to exercising the powers which are conferred upon him/her elsewhere by the present Rules, the Chairperson shall open and close each plenary meeting of the Board. He/she shall 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, subject to the present Rules, shall control the proceedings and the maintenance of order. He/she can request the Members to draft reports on specific issues.

6.2. Should the Chairperson be absent during a meeting or any part thereof, his/her place shall be taken by the Vice-Chairperson. The Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

#### Rule 7 – Sessions of the Board

7.1. The Board shall meet in ordinary session two times a year. It may meet in extraordinary session if it so decides, or at the request of its Chairperson or of the Director of the ISSN IC.

7.2. The Board shall conduct its business in face-to-face, online or hybrid meetings.

7.3. Meetings shall be held in private unless the Board decides otherwise.

7.4. All documents of the Board are confidential and shall so remain unless the Board decides otherwise. The Board has the right to have access to additional documents upon request in order to be able to fulfill its mandate.

## Rule 8 – Provisional agenda

The provisional agenda of each session of the Board may include:

- (a) any question required by the Statutes of the ISSN IC and the present Rules,
- (b) any question, the inclusion of which has been decided by the Board at a previous session;
- (c) any question referred by the General Assembly;
- (d) any question proposed by at least three Members of the Board, or by the representative of the Director-General of UNESCO;
- (e) any question proposed by the Director of the ISSN IC.

## **III. CONDUCT OF BUSINESS**

### Rule 9 – Quorum

9.1. At plenary face-to-face, online or hybrid meetings a quorum shall consist of a majority of the Members, i.e. seven Members. This majority shall include the representatives of the host State and of the Director-General of UNESCO.

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

### Rule 10 – Order and time-limit of speakers

10.1. The Chairperson shall call upon speakers in the order in which they signify their wish to speak.

10.2. For the convenience of the discussion, the Chairperson may limit the time to be allowed to each speaker.

10.3. The consent of the Chairperson must be obtained whenever an observer wishes to address the Board.

### Rule 11 – Points of order

11.1. During a discussion, any Member may raise a point of order, and such a point of order shall be decided upon by the Chairperson.

11.2. An appeal may be made against the ruling of the Chairperson. Such an appeal shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled by a majority of the Members present or attending online and voting.

### Rule 12 – Procedural motions

12.1. During a discussion, any Member may propose the suspension or adjournment of the meeting or the adjournment or closure of the debate.

12.2. Such a motion shall be put to the vote immediately. Subject to Rule 11.1, such motions shall have precedence in the following order over all other proposals or motions before the meeting:

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

#### Rule 13 – Resolutions and amendments

13.1. Draft resolutions and amendments may be proposed by any Member and shall be transmitted in writing to the secretariat of the Board which shall circulate copies to all Members.

13.2. As a general rule, no draft resolution or amendment shall be discussed or put to the vote unless it has been circulated at least 5 days in advance to all Members in the working languages of the Board.

#### Rule 14 – Working languages

14.1. The working languages of the Board shall be English and French.

14.2. In principle, speeches made at the Board in one of the working languages shall be interpreted into the other working language.

14.3. Speakers may, however, speak in any other language, provided they make their own arrangements for the interpretation of their speeches into one of the working languages. In such cases, the responsibility for the correct transposition/translation of a speech given in another language and translated into one of the working languages lies with the speaker.

14.4. Documents of the Board shall be issued only in English with the exception of those relating to legal or financial items which must be distributed in both working languages.

#### Rule 15 – Voting

15.1. Each Member shall have one vote in the Board.

15.2. Subject to the provisions of Rule 9.2, 19 and 20, decisions shall be taken by a majority of the Members present or attending online and voting, except in respect of the approval of the budget and the decisions provided for in Article 9, paragraph 2, of the Statutes of the ISSN IC which shall require a two-third majority of the Members present or attending online and voting, including the votes of the representatives of the host State and of the Director-General of UNESCO.

15.3. For the purpose of the present Rules, the expression “Members present or attending online and voting” shall mean Members casting an affirmative or negative vote. Members abstaining from voting shall be considered as not voting.

15.4. 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.

15.5. Voting shall normally be by a show of hands or by roll-call for online attendees. However, votes concerning individuals, in particular the hiring of the Director, the renewal of his/her mandate and his/her bonuses shall be conducted by secret ballot.

15.6. When the result of a vote by a show of hands is in doubt, the Chairperson may take a second vote by roll-call. A vote by roll-call shall also be taken if it is requested before the voting takes place by no less than two Members.

15.7. 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 Board shall first vote on the amendment deemed by the Chairperson to be furthest removed in substance from the original proposal, and then on the amendment deemed by the Chairperson to be next furthest removed therefrom and so on, until all the amendments have been put to the vote.

15.8. If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.

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

15.10. If two or more proposals, other than amendments, relate to the same questions, they shall be voted on in the order in which they were submitted. The Board may, after each vote on a proposal, decide whether to vote on the next proposal.

#### Rule 16 – Records

The Board shall adopt a report on the results of its work, including such decisions as it may have adopted.

### **IV. SECRETARIAT OF THE GOVERNING BOARD**

#### Rule 17 – Secretariat

17.1. The Director of the ISSN IC or his/her representative shall participate in the work of the Board, without the right to vote. Assisted if necessary by staff members of the ISSN IC or external experts, he/she may at any time make either oral or written statements on any question under discussion.

17.2. The Director shall provide the Board with all necessary means for its secretariat and interpretation services.

17.3. These services include the reception and the distribution of all official documents of the Board as well as their possible translation and the interpretation of the discussions, as provided in Rule 14. They include an assistance in drawing up the reports and the performance of all other duties necessary for the work of the Board. While performing these duties, the persons in charge of shall work under the supervision of the Chairperson and the Vice-Chairperson of the Board.

## **V. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE**

### Rule 18 – Adoption

The Board shall adopt its Rules of Procedure by a decision taken in plenary meeting by a simple majority of its Members present or attending online and voting.

### Rule 19 – Amendment

The Board may amend these Rules of Procedure by a decision taken in plenary meeting by a two-third majority of its Members present or attending online and voting.

### Rule 20 – Suspension

A Rule of procedure, except when it reproduces provisions of the Statutes of the ISSN IC, may be suspended by a decision of the Board taken by a two-third majority of its Members present or attending online and voting.