

ISSN  
INTERNATIONAL CENTRE

GENERAL ASSEMBLY

Rules of Procedure

I . PARTICIPATION

Rule 1 – Chief participants

The General Assembly (hereafter: Assembly) shall consist of one representative of each of the Member States and Associate Members of UNESCO which have acceded to the Statutes of the ISSN International Centre (hereafter: ISSN IC), and one representative of the Director-General of UNESCO.

Rule 2 – Observers

2.1. The representatives of Member States and Associate Members of UNESCO which have not acceded to the Statutes of the ISSN IC may participate in the work of the Assembly as observers, without the right to vote, and subject to the provisions of Rule 9.3.

2.2. Representatives of the United Nations and other organizations and agencies of the United Nations system as well as of other intergovernmental organizations may participate in the work of the Assembly as observers, without the right to vote, and subject to the provisions of Rule 9.3.

2.3. Nongovernmental organizations having interests and activities in the field covered by the ISSN IC may also be invited by the Assembly to participate in its work as observers, without the right to vote, and subject to the provision of Rule 9.3.

II . ORGANIZATION OF THE ASSEMBLY

Rule 3 – Sessions of the Assembly

3.1. The Assembly shall meet in ordinary session every two years. It may meet in extraordinary session if it so decides or on request of the Governing Board or if the Governing Board receives a request to that effect from at least one third of the Member States and Associate Members of UNESCO which have acceded to the Statutes of the ISSN IC, or also on request of the Director of the ISSN IC.

3.2. The Assembly shall conduct its business in face-to-face, online or hybrid meetings.

Rule 4 – Provisional agenda

The provisional agenda of an ordinary session of the Assembly 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 Assembly at a previous session;
- (c) any question referred by the Governing Board;
- (d) any question proposed by a Member State or Associate Member of UNESCO which have acceded to the Statutes of the ISSN IC, or by the representative of the Director-General of UNESCO or by the representative of the host State;
- (e) any question proposed by the Director of the ISSN IC.

#### Rule 5 – Election of officers

The Chairperson of the General Assembly shall be the President of the Governing Board and the Vice-Chairperson shall be the Vice-President of the Governing Board. The General Assembly may decide otherwise and elect a Chairperson and a Vice-Chairperson from the Members present at the General Assembly.

#### 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 Assembly. 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.

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.

### III . CONDUCT OF BUSINESS

#### Rule 7 – Public nature of meetings

Meetings shall be held in public unless the Assembly decides otherwise.

#### Rule 8 – Quorum

8.1. At plenary meetings a quorum shall consist of one third of the Member States and Associate Members of UNESCO which have acceded to the Statutes of the ISSN IC, the presence of the representatives of the host State and of the Director-General of UNESCO being required.

8.2. The Assembly shall not decide on any matter unless a quorum is present.

#### Rule 9 – Order and time-limit of speeches speakers

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

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

9.3. The consent of the Chairperson must be obtained whenever an observer wishes to address the Assembly.

#### Rule 10 – Points of order

10.1. During a discussion, any representative of a chief participant referred to in Rule 1 may raise a point of order, and such a point of order shall be immediately decided upon by the Chairperson.

10.2. An appeal may be made against the ruling of the Chairperson. Such appeal shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled by a majority of the representatives of the chief participants referred to in Rule 1 present or attending online and voting.

#### Rule 11 – Procedural motions

11.1. During a discussion, the representative of any chief participant referred to in Rule 1 may propose the suspension or adjournment of the meeting or the adjournment or closure of the debate.

11.2. Such a motion shall be put to the vote immediately. Subject to Rule 10.1., 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 12 – Resolutions and amendments

12.1. Draft resolutions and amendments may be proposed by the chief participants referred to in Rule 1 and shall be transmitted in writing to the secretariat of the Assembly which shall circulate copies to all participants.

12.2. As a general rule, no draft resolution or amendment shall be discussed or put to the vote unless it has been circulated reasonably in advance to all participants in the working languages of the Assembly.

#### Rule 13 – Working languages

13.1. The working languages of the Assembly shall be English and French.

13.2. Speeches made at the Assembly in one of the working languages shall be interpreted into the other working language.

13.3. 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.

13.4. The documents of the Assembly shall be issued in English and French.

#### Rule 14 – Voting

14.1. Each chief participant referred to in Rule 1 shall have one vote in the Assembly.

14.2. Subject to the provisions of Rules 8.2, 22 and 23, decisions shall be taken by a majority of the chief participants referred to in Rule 1 present or attending online and voting. In the case of proposed amendments to the Statutes of the ISSN IC, this majority must comprise the votes of the representatives of the host State and of the Director-General of UNESCO.

14.3. For the purpose of the present Rules, the expression "chief participants referred to in Rule 1 present or attending online and voting" shall mean delegations chief participants referred to in Rule 1 casting an affirmative or negative vote. Chief participants referred to in Rule 1 abstaining from voting shall be considered as not voting.

14.4. 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.

14.5. Except for the election of members of the Governing Board, voting shall normally be by a show of hands or by roll-call for distant attendees.

14.6. 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 by not less than two chief participants referred to in Rule 1 before the voting takes place.

14.7. 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 Assembly 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.

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

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

14. 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 Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

#### Rule 15 – Records

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

### IV. ELECTION AND TERM OF OFFICE OF THE MEMBERS OF THE GOVERNING BOARD

#### Rule 16 – Composition and geographical distribution

16.1. The Governing Board is composed of:

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

16.2. Members of the Governing Board referred to in article 16.1 (a) and (c) shall be the representatives to the Assembly of Member States or Associate Members of UNESCO which have acceded to the

Statutes of the ISSN IC. Their appointment to the Assembly is mentioned in the working agreement which is signed by the host institution designated by the Member State or Associate Member and the ISSN IC.

16.3. When electing the members of the Governing Board referred to in Rule 16.1 (c), the Assembly should take in due consideration the necessity of an equitable geographical distribution and the principle of rotation.

#### Rule 17 – Term of office of the elected members of the Governing Board

17.1. Members of the Governing Board referred to in Rule 16.1 (c) shall be elected for a term of office of two years.

17.2. Members who are unable to fulfill their obligations and did not attend at least one session of the Governing Board during their term of office cannot stand for re-election at the General Assembly following the end of their term.

#### Rule 18 – Procedures for the presentation of candidatures to the Governing Board

18.1. At least six weeks prior to the opening of the ordinary session of the Assembly, candidates should send an official application to the Director of the ISSN IC stating that they have an official mandate from their employer to take part in the governance of the ISSN network. This application should also express their personal willingness to commit themselves to attend all meetings of the Governing Board and contribute through their expertise and their influence to the development and the effectiveness of the ISSN network.

18.2. At least four weeks prior to the opening of the ordinary session of the Assembly, the Director of the ISSN IC shall send the provisional list of candidates to all Member States and Associate Members of UNESCO which have acceded to the Statutes of the ISSN IC.

18.3. The list of candidatures may be finalized seven days prior to the opening of the ordinary session of the Assembly. No candidature will be accepted in the seven-day period preceding the opening of the ordinary session of the Assembly.

#### Rule 19 – Election of members of the Governing Board

19.1. The elections of the members of the Governing Board referred to in Rule 16.1 (c) shall be conducted by secret ballot except that, where the number of candidates is the same as or less than the number of seats to be filled, the candidates shall be declared elected without the need to hold a ballot.

19.2. The Chairperson shall declare elected those candidates who obtain the greatest number of votes up to the number of seats to be filled. If two or more candidates obtain the same number of votes and, as a result, there are still more candidates than seats to be filled, there shall be a second secret ballot restricted to those candidates who obtained the same number of votes. If in the second ballot two or more candidates obtain the same number of votes, the Chairperson shall draw lots to determine which candidate has won.

19.3. When the counting of the votes is completed, the Chairperson shall announce the results of the ballot.

## V. SECRETARIAT OF THE ASSEMBLY

### Rule 20 – Secretariat

20.1. The Director of the ISSN IC or his/her representative shall participate in the work of the Assembly, 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 to the Assembly on any question under discussion.

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

20.3. These services include the reception, the translation and the distribution of all official documents of the Assembly and the interpretation of the discussions, as provided in Rule 13. They include also an assistance in drawing up the reports of the Assembly and the performance of all other duties necessary for the work of the Assembly.

## VI. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE

### Rule 21 – Adoption

The Assembly shall adopt its Rules of Procedure by a decision taken in plenary meeting by a simple majority of the chief participants referred to in Rule 1 present or attending online and voting.

### Rule 22 – Amendment

The Assembly may amend these Rules of Procedure by a decision taken in plenary meeting by a two-third majority of the chief participants referred to in Rule 1 present or attending online and voting.

### Rule 23 – 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 Assembly taken by a two-third majority of the chief participants referred to in Rule 1 present or attending online and voting.