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STATUTE AND RULES

OF THE STAFF UNION OF THE UNITED NATIONS SECRETARIAT

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FOREWORD

This booklet contains the Statute of the Staff Union of the United Nations Secretariat updated to include the latest revisions approved by referendum on 23 and 24 September 1993. It also contains the Rules of Procedure of General Meetings, the Rules of Procedure of the Staff Council, the Financial Rules, as well as the Terms of Reference of the Staff Emergency Fund.

These instruments govern the functioning of the Union and its organs. They should therefore be known to all staff members, who are ipso facto members of the Union, so that they may assess the discharge of the functions entrusted to those organs.

The attention of staff members is drawn to the weekly meetings of the Staff Council, which are open to all staff members. The place and date of meetings are announced in the Journal of the United Nations and are posted on bulletin boards. The Council, which is elected every two years and composed of sixty representatives and an equal number of alternates, deals with a wide range of matters relating to staff welfare and administration, the scope of which is indicated in Staff Regulations 8.1 and 8.2 and in Staff Rules 108.1 and 108.2.

The Staff Committee, executive body of the Council, is composed of officers elected from among members of the Council. The Committee reports as required through its Bulletins which are circulated to all staff members. An annual report is submitted to the general meeting of the Staff Union. Additional information on the work of the Union may be obtained from your staff representative, as well as from the Staff Committee Office in Room S-525 (telephone numbers: 963-7075 or 963-7076).

A. STATUTE OF THE STAFF UNION OF THE U.N. SECRETARIAT

CHAPTER I. NAME AND OBJECTIVES

Article 1

The Union shall be known as the "Staff Union of the United Nations Secretariat" (hereinafter referred to as the "Staff Union").

Article 2

The purposes of the Staff Union are:

- (a) To contribute to the promotion of the objectives of the Charter of the United Nations, in particular, by the efficient discharge of the functions assigned to the Secretariat;
- (b) To promote and safeguard the rights, interests and welfare of all members of the staff of the United Nations;
- (c) To maintain relations and co-operation with staff organizations and similar bodies of other inter-governmental organizations, and, in particular, of the specialized agencies.

Article 3

These purposes shall be pursued by the following means among others:

- (a) The setting up of the organs specified below, for the purpose of enabling the staff to form and voice its opinion;
- (b) Co-operation with and recommendations to the Secretary-General of the United Nations and other responsible officers in charge of administrative and executive matters;
- (c) Full participation in the activities of the Co-ordinating Committee of International Staff Unions and Associations of the United Nations System (CCISUA).

CHAPTER II. MEMBERSHIP

Article 4

1. All members of the staff of the United Nations are members of the Staff Union.

2. For the purposes of this Statute any person occupying a post in the Secretariat on any type of appointment, and who has taken the oath of office, shall be considered a member of the staff of the United Nations.

CHAPTER III. ORGANIZATION

Article 5

The functions of the Staff Union shall be exercised through:

- (a) Referendum;
- (b) The General Meeting;
- (c) The Staff Council;
- (d) The Staff Committee;
- (e) Electoral Units.

Article 6

1. Decisions taken by a referendum shall be final and binding on all organs of the Staff Union.
2. Decisions of the general meeting involving other organs of the Staff Union shall be binding upon them unless adopted by fewer than 500 affirmative votes or reversed by referendum.
3. Decisions taken by the Staff Council shall be binding on the Staff Committee.

CHAPTER IV. REFERENDUM

Article 7

1. A referendum shall be held upon a decision of the Staff Council or at the written request of at least five hundred members. An interval of at least ten working days shall be allowed between the communication to the members of the Staff Union of any question to be submitted to a referendum and the recording of the votes.
2. The referendum shall be conducted by the Polling Officers. The text of questions to be submitted to a referendum shall be communicated to the Polling Officers by the Staff Committee. The task of the Polling Officers ends when they have communicated the results of the referendum to the members of the Staff Union.

3. Decisions shall be taken by a majority of those voting in the referendum. Abstention shall not be considered as voting.
4. If there is equality of votes, the issue shall be regarded as having been defeated.
5. If the issue is defeated it shall not be submitted to referendum again until at least twelve months have expired.
6. When a referendum is to be organized at the request of 500 staff members, and if for any reason an outgoing Council does not have time to do so, the new Council shall have it carried out on a priority basis.

CHAPTER V. GENERAL MEETING

Article 8

1. The Staff Committee shall convene Ordinary General Meetings twice each year, one in mid-year and the other towards the end of the year. In election years, the second meeting shall take place immediately before the election.
2. The agenda of the Ordinary General Meetings shall include a report of the Staff Committee and any item proposed by the Staff Council.
3. During election years, the agenda of the second meeting shall also include:
 - (a) A final report of the outgoing Committee;
 - (b) A financial report for the fiscal period;
 - (c) Any item proposed for inclusion by at least 50 members.

Article 9

1. Extraordinary General Meetings shall be convened by the Staff Committee upon a decision of the Staff Council or at the written request of at least three hundred members.
2. The provisional agenda of Extraordinary General Meetings shall include all items proposed by the Staff Council and any item proposed by at least fifty members in writing.

Article 10

The provisional agenda and reports of the Staff Council to the Staff Union to be discussed at any general meeting shall be circulated to the members at least five working days in advance of the meeting, provided, however, that this shall not apply to items proposed by at least one hundred members in writing. In exceptional circumstances this time-limit may be waived by the Staff Council.

Article 11

The proceedings at all general meetings shall be governed by the rules of procedure set out in section B.

Article 12

After each general meeting, the Staff Committee shall issue a bulletin to inform the staff on the follow-up of decisions.

CHAPTER VI. STAFF COUNCIL

Article 13

1. Any staff member who pays dues to the Staff Union is eligible for election to the Staff Council.
2. The Polling Officers shall determine the eligibility of nominees on the basis of article 4, paragraph 2.

Article 14

1. The Staff Council shall consist of sixty members elected on the basis of administrative units, except in so far as the number may be two more or less as provided in paragraphs 2 and 3.
2. Each administrative unit at Headquarters shall have that number of representatives which bears the same proportion to 49-50 as the number of staff members in that unit bears to the total number of such staff members.
3. Each administrative unit away from Headquarters if not otherwise represented at established offices shall have that number of representatives which bears the same proportion to 9-11 as the number of staff members in that unit bears to the total number of such staff members. Seats allocated to UNICEF field shall be distributed on a regional basis, as follows:

Africa, South of the Sahara	1 seat
Middle East/Mediterranean/Europe/North Africa	1 seat
Asia, South Central region	1 seat
Asia, East Asia/Pakistan/Australia	1 seat
Latin America	1 seat

4. Those administrative units which are entitled to two representatives may decide, at a Unit meeting, to be represented as a single Electoral Unit with two representatives.
5. Those administrative units which do not have enough staff members to be entitled to separate representation on the Staff Council shall, after consultation with the staff concerned, be grouped into one or more Electoral Units, each of which shall have one representative, taking into account organizational factors, and making them as nearly equal in size as possible.
6. The Polling Officers shall be responsible for dividing the Secretariat into Electoral Units on the basis of the staff list as of 30 August preceding the election. Representations may be made to the Polling Officers by the staff members in the proposed Electoral Units within three weeks of the communication of the preliminary division. The Polling Officers shall make a further examination and shall take their decisions, which will be communicated to the Staff Council for its approval. This approval shall be rendered in time for the date of the second Ordinary General Meeting.
7. During the term of office of any Staff Council, a reorganization of the Secretariat shall not entail an interim re-dividing into Electoral Units or interim elections, unless, in exceptional circumstances to be decided by the Staff Council, Units disappear entirely or wholly new Units are formed within six months of the election of the Staff Council.

Article 15

1. There shall be fifteen Polling Officers.
2. The Polling Officers shall be nominated and elected for two years by the Unit Chairpersons, who will be convened to that end by the Presiding Officer of the Staff Council between 1 and 30 May. The Unit Chairpersons shall themselves establish the procedure to be followed for the nomination and election of the Polling Officers.
3. The Polling Officers shall take office immediately upon election and serve until new Polling Officers have been elected as prescribed above.
4. If, for any reason, the number of Polling Officers falls below eight, the Unit Chairpersons shall be convened by the Presiding Officer of the Council for the purpose of filling the vacancies.
5. Polling Officers shall be eligible for re-election.
6. No Polling Officer shall be a candidate for election to the Staff Council.

Article 16

1. The Chairperson of the outgoing Polling Officers shall convene, as soon as possible, a meeting of the newly elected Polling Officers.
2. The Chairperson of the outgoing Polling Officers shall preside without a vote at the meeting of the newly elected Polling Officers until they have elected their Chairperson.

Article 17

1. The Polling Officers shall organize the election of members of the Staff Council in such a way as to ensure the complete secrecy and fairness of the vote. The elections shall take place on the first Tuesday in November every two years. The Polling Officers shall take all necessary steps to ensure that this date is respected.
2. The Polling Officers shall invite nominations for pairs of candidates in respect of each Electoral Unit. In the case of Electoral Units at Headquarters, these candidates must be members of the Units nominating them; in the case of Electoral Units away from Headquarters, these candidates need not be members of the Electoral Units nominating them.
3. Nominations of pairs of candidates shall be signed by at least seven members of the Electoral Unit concerned. Members of Electoral Units shall, when submitting nominations of any pair of candidates, indicate their choice as to which candidate is designated as representative and which as alternate. The Polling Officers shall indicate on the ballot form which is the candidate for the office of representative and which for that of alternate.
4. The nominations shall be accompanied by a declaration signed by each candidate in which he or she undertakes, if elected, to accept the office as specified in the nomination, to serve in that capacity, and to fulfil his or her obligations as an elected member of the Staff Council.
5. The Polling Officers shall send to each member of the Staff Union, at least three weeks before the date of the election, a notice showing the name of each candidate duly nominated for the office of representative or alternate, in respect of each Electoral Unit.
6. The Polling Offices shall organize the polling separately for each Electoral Unit and make absentee ballots available to those members of the Staff Union away from Headquarters at the time of the polling who have requested them in writing.
7. If they receive nominations of only one pair of candidates from an Electoral Unit, the Polling Officers shall communicate the names of these candidates to the members of the Unit concerned, notifying them that if no further nominations are received within five working days, this pair will be considered to have been elected without opposition.

8. The Polls shall remain open for at least two consecutive working days.
9. The Polling Officers shall receive ballots, including absentee ballots arriving at Headquarters by the date of election, count the votes immediately and report the results of the elections to the Staff Union as soon as possible.

Article 18

1. Subject to the provision of article 14, paragraph 4, each member of an Electoral Unit shall have the right to vote for one of the pairs of candidates nominated for election to the Staff Council.
2. The pair of candidates receiving the highest number of votes shall be declared elected.
3. The alternate shall act whenever the representative is unable to do so.

Article 19

It shall be within the power of Electoral Unit meetings to require an Electoral Unit referendum which may recall the Unit representative or alternate on the Staff Council by a majority of those voting in the referendum. The Polling Officers shall conduct the referendum.

Article 20

1. If a representative resigns or is recalled, his or her alternate shall automatically assume the office of representative, and the office of alternate shall be considered vacant.
2. Whenever the office of alternate becomes vacant, the Polling Officers shall immediately conduct a bye-election to fill the vacancy.
3. If both representative and alternate resign or are recalled, the Polling Officers shall immediately conduct a bye-election to fill the vacancies.
4. Notification of any resignation or recall shall be forwarded to the Presiding Officer of the Staff Council by the Unit Chairperson concerned. A resignation shall take effect on the date on which the vacancy has been filled.

Article 21

1. The term of office of members of the Staff Council shall begin on 1 January. However, the new Council shall meet as soon as it is constituted and as often as necessary so as to elect its officers and the Staff Committee by the end of the first week of December.

2. Members shall be eligible for re-election.

Article 22

The Staff Council is the deliberative body of the Staff Union. It shall:

- (a) Act in conformity with decisions taken by a referendum or by the General Meeting;
- (b) Establish policies for the guidance of the Staff Committee; and
- (c) Implement all binding resolutions and decisions adopted by general meetings.

Article 23

The first meeting of the Staff Council after its election shall be convened, within one week after the election, by the Chairperson of the Polling Officers, who shall preside over the meeting until the Presiding Officer of the Staff Council is elected by it.

Article 24

1. The Council shall meet normally every week and whenever the Staff Committee or one fifth of Council members request a meeting. A simple majority of units represented shall constitute a quorum.
2. The meetings of the Staff Council shall be open to all members of the Staff Union, unless the Council decides otherwise. Attending staff members shall not take part in the discussion or in the voting.
3. Provisional agendas of Staff Council meetings shall be distributed to representatives and alternates at least three working days in advance of the meeting and posted on the bulletin boards. In exceptional circumstances the time-limit may be waived by the Staff Council.
4. The Presiding Officer shall keep a record of decisions and distribute it to Council members.
5. The Staff Council shall elect a Presiding Officer and a Deputy Presiding Officer, who shall not be members of the Staff Committee.
6. Only representatives shall have the right to vote. Their alternates may vote when the representatives are not present. Decisions shall be taken by a majority of those present and voting. Members who abstain from voting are considered as not voting.
7. The Staff Council shall determine its own rules of procedure.

CHAPTER VII. STAFF COMMITTEE

Article 25

1. The Staff Council shall elect from among the representatives a Staff Committee, which shall be the executive body of the Council.
2. The Staff Committee shall be composed of eleven members including a President, two Vice-Presidents, a Secretary, an Assistant Secretary, a Treasurer, an Assistant Treasurer, a Rapporteur and an Assistant Rapporteur. The terms of office of the Staff Committee shall coincide with that of the Council.
3. The members of the Staff Committee shall be elected by successive secret ballots and by a majority of the Council members present and voting. If on the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the highest number of votes on the first ballot.
4. The Staff Committee shall be responsible to the Staff Council and shall report on its activities at each meeting of the Staff Council.
5. The Staff Council may recall one or more members of the Staff Committee by a majority of those present and voting by secret ballot at a meeting held for this particular purpose not less than one week after a written motion for recall has been presented by at least one fifth of the Council members.

Article 26

1. The Staff Committee shall meet at least once every week. A majority of its members shall constitute a quorum for the purposes of voting.
2. Meetings of the Committee shall be closed, unless it decides otherwise.
3. The provisional agenda shall be distributed at least one working day in advance of the meeting. In exceptional circumstances the Staff Committee may waive the time-limit.
4. The approved minutes of meetings shall be sent to all members of the Staff Council.
5. The Staff Committee may adopt any additional rules deemed necessary

CHAPTER VIII. SUB-COMMITTEES AND OTHER SUBSIDIARY BODIES

Article 27

Both the Staff Council and the Staff Committee may establish such sub-committees and other subsidiary bodies as they consider desirable, and may invite members of the Staff Union to take part in the work of such sub-committees and subsidiary bodies.

CHAPTER IX. ELECTORAL UNITS

Article 28

1. Each Electoral Unit shall elect a Chairperson and such other officers, other than its representative or alternate on the Staff Council, as it may deem necessary. Electoral Units shall meet at least once every three months, and whenever the Chairperson or the Unit representative or alternate deems it desirable, or whenever ten members of the Unit request a meeting in writing.
2. Those administrative units which have more than one Electoral Unit may hold joint Unit meetings.
3. Each Unit representative shall report on the activities of the Staff Council at each Unit meeting.
4. The first meeting of each Electoral Unit after the election of the Staff Council shall be convened by its representative on the Council, within one month after his or her election.

Article 29

Electoral Units in each administrative unit may form Unit committees consisting of the Chairperson of each Electoral Unit and its representative and alternate on the Staff Council.

CHAPTER X. RELATIONSHIP WITH MEMBERS OF THE STAFF UNION SERVING AWAY FROM HEADQUARTERS

Article 30

The Staff Committee shall maintain contact with any representative bodies established by members of the Staff Union serving away from Headquarters. The relationship between the Staff Committee and such representative bodies may be defined by agreements between the Staff Council and the bodies concerned.

CHAPTER XI. RELATIONSHIP WITH CCISUA AND STAFF ORGANIZATIONS OF SPECIALIZED AGENCIES

Article 31

The Staff Union shall be a member of the Co-ordinating Committee of International Staff Unions and Associations of the United Nations System (CCISUA). It shall also maintain contacts with other federations of international civil servants, as well as with staff associations of other UN system agencies and programmes, and other international organizations.

CHAPTER XII. FINANCIAL RULES

Article 32

The fiscal period shall coincide with the term of office of the Council.

Article 33

The revenue of the Staff Union shall be derived from staff contributions, investment income and such other contributions as the Staff Council may decide.

Article 34

The custody of any and all funds and the maintenance of accounts thereof shall be the responsibility of the Treasurer of the Staff Committee. The duties of the Treasurer shall be:

- (a) To act as collector and disbursing officer;
- (b) To submit to the Council an annual report showing the state of the accounts as well as any other report it may request;
- (c) To organize, with the help of the Assistant Treasurer, collection of dues and contributions.
- (d) To organize the collection of voluntary contributions.

Article 35

1. The outgoing Treasurer shall submit full financial statements to both the outgoing and the new Council no later than three months after the end of the Council.
2. These financial statements shall be audited in accordance with the financial rules.

3. The audited financial statement shall be submitted, through the Staff Committee and the Staff Council, for approval to the first general meeting to be convened after the audit report becomes available.

Article 36

1. The funds of the Union shall be deposited in such institution(s) as the Staff Committee may select. They shall be invested in accordance with the financial rules and the investment policy approved by the Staff Council.

2. All disbursements shall require two signatures. Other transactions shall be conducted over the signature of the Treasurer or the President.

Article 37

The financial rules are set out in Annex D. They may be amended by the Council by a majority of two thirds of members present and voting.

CHAPTER XIII. AMENDMENTS TO THE STATUTES

Article 38

1. Any amendment to these Statutes shall be made by a referendum of the members of the Staff Union. The decision to hold such a referendum shall be made by a two-thirds majority in the Staff Council or by the general meeting, as provided for in article 6, paragraph 2.

2. Amendments to this Statute shall enter into force on the third working day following the referendum in which they have been approved.

CHAPTER XIV. DISSOLUTION

Article 39

The Staff Union may be dissolved by a two-thirds majority of those voting in a referendum. The disposition of the Staff Union funds, proposed by the Staff Council, shall be decided by a two-thirds majority of those voting in a referendum.

B. RULES OF PROCEDURE OF GENERAL MEETINGS OF THE STAFF UNION

Rule 1

General meetings of the Staff Union shall be held at the Headquarters of the United Nations, unless convened elsewhere by a decision of the Staff Council.

Rule 2

The Presiding Officer of the Staff Council shall preside over general meetings of the Staff Union.

Rule 3

No quorum is required.

Rule 4

The Presiding Officer shall declare the opening and closing of each meeting, direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order. Subject to these rules, he or she shall have complete control of the proceedings and over the maintenance of order at the general meetings.

Rule 5

No intervention by a member of the Staff Union on any agenda item may exceed five minutes, unless a motion to permit him or her to continue is adopted by the meeting.

Rule 6

The general meeting shall adopt or amend the provisional agenda drawn up in accordance with the provisions of Chapter V of the Statute of the Staff Union.

Rule 7

1. During the discussion of any matter a member may rise to a point of order, and the point of order shall immediately be decided by the Presiding Officer, in accordance with the rules. Any member may appeal from the ruling of the Presiding Officer. An appeal shall immediately be put to the vote, and the Presiding Officer's ruling shall stand unless overruled by a majority of the members present and voting.

2. During the discussion of any matter the Presiding Officer or any member may propose (a) to suspend the meeting; (b) to adjourn the meeting; (c) to adjourn the debate on the item under discussion; or (d) to close the debate on the item under discussion. One person may speak in favour and one against the motion, which thereupon shall immediately be put to the vote.

3. Members shall be accorded the right to speak in the order in which they apply.

Rule 8

1. As far as possible, draft resolutions which any member or group of staff members wishes to submit to a general meeting shall be submitted in writing at least three days in advance of the meeting.

2. The precise final wording of any such resolution after its adoption by the general meeting shall be forthwith determined by the officers of the Staff Committee in consultation with the sponsor or sponsors of the draft resolution and of any amendments adopted.

Rule 9

1. Each member of the Staff Union shall have one vote.

2. Without prejudice to the provisions of articles 38 and 39 of the Statute, decisions shall be taken by a majority of the members present and voting. For the purposes of these rules the phrase "members present and voting" means members casting an affirmative or negative vote; members who abstain from voting are considered as not voting.

3. In the event of the votes being equally divided, the proposal shall be regarded as rejected.

4. Parts of a proposal shall be voted on separately, if a member requests that the proposal be divided. The resulting proposal shall be put to the vote in its entirety.

5. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the general meeting shall vote first on the amendment furthest removed from the proposal.

6. If two or more proposals relate to the same question, the general meeting shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The general meeting may, after each vote on a proposal, decide whether to vote on the next proposal.

7. The Presiding Officer shall restate any motion before it is put to the vote.

8. Voting shall be done by a show of hands.

Rule 10

1. The general meeting shall conduct its business in any of the working languages of the United Nations.

2. Summary records of general meetings shall be drawn up under the response of the Presiding Officer and, whenever possible, sound recordings will be made.

3. The summary records shall be available to any member of the Staff Union through the representative of his Electoral Unit, and may be made available to all members.

Rule 11

The present rules of procedure may be amended by a simple majority of the general meeting after the Staff Council has reported on the proposed amendment.

Rule 12

On any matter not provided for in the present rules of procedure the Presiding Officer shall decide, subject to an appeal from his or her decision in accordance with rule 7, paragraph 1.

C. RULES OF PROCEDURE OF THE STAFF COUNCIL

I. MEETINGS

Rule 1

The Staff Council shall meet at least once every month. The Staff Council may decide to hold regular meetings on specified days at specified hours, and special meetings whenever the Staff Committee or one fifth of the members of the Council request a meeting (article 23-1, Statute).

Rule 2

Meetings shall be held at the Headquarters of the United Nations, unless convened elsewhere by a decision of the Staff Council.

Rule 3

The meetings of the Staff Council shall be opened to all members of the Staff Union unless in exceptional circumstances the Council decides otherwise (article 23-2, Statute).

Rule 4

The Secretary of the Staff Committee shall keep a register of the attendance at the meetings indicating which members and alternates are present.

II. AGENDA

Rule 5

The provisional agenda for each meeting shall be drawn up by the Staff Committee in consultation with the Presiding Officer of the Council.

Rule 6

The provisional agenda with an announcement of the date, hour and place of the meeting and, in so far as possible, all necessary documentation thereto, shall be communicated to the members and alternate members of the Staff Council at least three working days in advance of the meeting. In exceptional circumstances the time-limit may be waived by the Staff Council (article 24-3 Statute).

Rule 7

The provisional agenda shall include:

- (a) Adoption of the agenda;
- (b) Approval of records of the previous meeting of the Staff Council;
- (c) Summaries of all communications addressed to the Staff Council and to the Staff Committee;
- (d) Report of the Staff Committee;
- (e) Reports of committees of the Staff Council;
- (f) Items which the Staff Committee deems necessary to put before the Council;
- (g) Items proposed by the Council at any previous meeting;
- (h) Items proposed in writing by any member of the Staff Council;

III. ELECTION OF OFFICERS

Rule 8

The Staff Council shall elect from among its members a Presiding Officer and a Deputy Presiding Officer who shall not be members of the Staff Committee (article 25-5, Statute). These officers shall be elected by a secret ballot and by a majority of the members of the Staff Council present and voting. If in the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the largest number of votes in the first ballot.

Rule 9

If either of the officers is unable to continue in office, a new officer shall be elected for the unexpired term in accordance with the provisions set forth in rule 8 above.

IV. DUTIES OF OFFICERS

Rule 10

The Presiding Officers shall declare the opening and closing of each meeting of the Staff Council, shall direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order, and subject to these rules, shall have complete control of the proceedings of the Staff Council and over the maintenance of order at its meetings.

Rule 11

In the absence of the Presiding Officer during a meeting or any part thereof, the Deputy Presiding Officer shall take his or her place. The Deputy Presiding Officer, acting as Presiding Officer, shall have the same powers and duties as the Presiding Officer.

Rule 12

In the event that both the Presiding Officer and the Deputy Presiding Officer are absent, an officer of the Staff Committee shall preside during the election by the Council of an ad hoc Presiding Officer. The ad hoc Presiding Officer shall have the same powers and duties as the Presiding Officer and shall hold office until either the Presiding Officer or his or her Deputy returns.

V. THE STAFF COMMITTEE

Rule 13

The Staff Council shall elect from among the representatives a Staff Committee (article 25-1, Statute).

Rule 14

The Staff Committee shall be composed of a President, two Vice-Presidents, a Secretary, an Assistant Secretary, a Treasurer, an Assistant Treasurer, a Rapporteur, an Assistant Rapporteur and two additional members (article 25-2, Statute).

Rule 15

The members of the Staff Committee shall be elected by office, by successive secret ballots and by a majority of the Council members present and voting. If on the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the largest number of votes in the first ballot (article 25-3, Statute).

Rule 16

The Staff Council may recall one or more members of the Staff Committee in accordance with article 25-5 of the Statute.

Rule 17

The Staff Committee shall be the executive body of the Staff Council (article 25-1, Statute) and shall carry out the policies of the Staff Union as adopted by the Staff Council, by general meetings of the Staff Union, or by referendum.

Rule 18

The Staff Committee shall be responsible to the Staff Council and shall report on its activities at each meeting of the Staff Council (article 25-4, Statute).

Rule 19

The Staff Committee shall adopt its own rules of procedure (article 26-5, Statute).

VI. RECORDS AND LANGUAGES

Rule 20

The Staff Council may conduct its business in either English, French or Spanish.

Rule 21

As a general rule records of meetings shall be drawn up by the Secretary of the Staff Committee. These records shall be drawn up in English unless the Staff Council requests a French or Spanish translation in respect of a specific meeting or part thereof.

Rule 22

A copy of the records of all Staff Council meetings shall be sent to each member and alternate and to the Chairpersons of Electoral Units, and shall be available on request to any members of the Staff Union (article 24-4, Statute).

VII. ALTERNATES

Rule 23

Whenever a member of the Staff Council is unable to attend all or part of a meeting of the Staff Council, his alternate shall take his place. Such alternate shall have the full rights of the member he or she is replacing.

Rule 24

Without prejudice to rule 23 above, alternates are at any time entitled to attend meetings of the Staff Council, may make statements on matters before the Council, may have the right to take part in the discussions, but do not have the right to vote.

VIII. SUBSIDIARY BODIES OF THE STAFF COUNCIL

Rule 25

The Staff Council may appoint such committees as are deemed necessary.

Rule 26

The committees shall investigate those problems which fall within the terms of reference given to them by the Staff Council. Reports of committees shall be presented to the Staff Council after having been brought to the attention of the Staff Committee.

Rule 27

The Staff Committee shall co-ordinate the work of the committees. The Staff Committee shall designate its members to maintain liaison with each committee.

Rule 28

Membership of committees may be extended to alternate members of the Staff Council. Members of committees may co-opt members of the Staff Union who are not members of the Staff Council. As members of committees, alternates and non-members may take part in the discussion and have the right to vote in the proceedings of their respective committees.

Rule 29

Meetings of committees shall be convened by the Provisional Chairperson appointed by the Presiding Officer of the Staff Council, until such committees have elected their own officers. They may adopt their own rules of procedure.

IX. CONSULTATIONS

Rule 30

The Staff Council and any committees appointed by the Council may call upon any person or group for information and/or expert advice on any matter under consideration.

X. CONDUCT OF BUSINESS

Rule 31

A simple majority of units represented shall constitute a quorum.

Rule 32

No decision of the Staff Council shall be valid unless a quorum of the Council was present at the time of voting.

Rule 33

The Presiding Officer shall call upon speakers in the order in which they signify their desire to speak.

Rule 34

During the discussion of any matter any member may rise to a point of order, and the point of order shall be immediately decided by the Presiding Officer in accordance with the rules. Any member may appeal against the ruling of the Presiding Officer. The appeal shall be immediately put to a vote and the Presiding Officer's ruling shall stand unless over-ruled by a majority of the members present and voting.

Rule 35

During the discussion of any matter, a member may move:

- (a) to suspend the meeting,
- (b) to adjourn the meeting,
- (c) to adjourn the debate of the item under discussion, or
- (d) to close the debate on the item under discussion.

One person may speak in favour and one against the motion, which thereupon shall be immediately put to a vote.

Rule 36

Subject to rule 34, motions shall have precedence over all other proposals or motions in the order in which they are listed in rule 35.

Rule 37

The Staff Council may limit the time to be allowed to speakers.

Rule 38

A motion may be withdrawn by its proposer at any time before the voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by another member.

**Supplemental Rules of Procedure
Under Section X, Conduct of Business**

1. The Staff Council shall meet at 1:15 p.m., normally on Thursdays.
2. In advance of each meeting, the Staff Committee shall provide:
 - (a) An annotated provisional agenda, indicating the action expected from the Council;
 - (b) Background information on the issues under consideration;
 - (c) Proposals to be voted upon, as appropriate.
3. The agenda shall include not more than 5 substantive items.
4. Meetings shall start at 1:15 p.m., regardless of the attendance.
5. A maximum of 15 minutes will be permitted for discussion of the report of the Staff Committee. If an item in the report requires debate and action, it may be included in the agenda of the next meeting as a substantive item. Under the report of the Staff Committee, Council members may ask any questions pertaining to the functioning of the Union.
6. Interventions in the debate on each item by members shall be limited to a number of two, and to a maximum of three minutes each. One follow-up will be allowed if the intervention was a question.
7. The meetings shall continue until at least 2:45 p.m., regardless of the attendance.
8. When, for lack of a quorum, a proposal cannot be put to a vote, although the discussion is completed, it will be voted upon at the following meeting by 1:30 p.m. or as soon as there is a quorum, without further discussion. To that end, work on any other issue will be suspended.
9. When the Council adopts a resolution the Staff Committee shall report on its implementation, as appropriate.

XI. VOTING

Rule 39

Each member of the Staff Council shall have one vote. When occupying the Chair, the Presiding Officer or Deputy Presiding Officer or ad hoc Presiding Officer shall not vote but his alternate may vote in his place. If, however, his alternate is not present, the Presiding Officer as specified above shall have the right to vote in the event of a tie vote.

Rule 40

Unless otherwise provided in these rules or in the Financial Rules, decisions of the Staff Council shall be taken by a majority of members present and voting. Members who abstain from voting are considered as not voting.

Rule 41

Parts of a proposal shall be voted on separately if a member requests that the proposal be divided. The resulting proposal shall then be put to the vote in its entirety.

Rule 42

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Staff Council shall vote first on the amendment furthest removed in substance from the proposal.

Rule 43

If two or more proposals relate to the same question, the Staff Council shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Staff Council may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 44

The Presiding Officer shall re-state all motions before they are put to a vote.

Rule 45

Voting shall normally be by a show of hands. A roll-call vote may be requested by any member, but shall not be taken unless the request is seconded by at least two other members.

Rule 46

If a vote is equally divided on matters other than elections, the proposal shall be regarded as rejected.

XII. RECONSIDERATION OF DECISIONS

Rule 47

When the Council has adopted or rejected a proposal, discussion on that proposal shall not be reopened within a year unless the Council, by a two-thirds majority of the members present and voting, so decides. Before the vote, the representative making the motion to have the matter reopened shall explain why he or she believes such action is necessary. Permission to speak on a motion to reopen discussion shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to a vote. The vote to reopen discussion shall not take place unless the proposal to vote has appeared on the provisional agenda circulated in advance of the meeting at which the vote takes place. Once discussion has been reopened, no changes shall be made to the previously adopted or rejected proposal unless the Council so decides by a two-thirds majority of the representatives present and voting.

XIII. AMENDMENTS

Rule 48

The present rules may be amended by a majority decision of the Council. Before voting on a proposed amendment, the Council shall obtain a report on it either from one of the standing committees or from a specially appointed sub-committee, as the Council may decide. Nevertheless, this requirement that proposed amendments be studied by a committee before being voted on by the Council may be waived by a two-thirds majority vote of members of the Council present and voting.

XIV. FINAL PROVISIONS

On any matter not provided for in the present rules, the Presiding Officer shall decide, subject to an appeal against his ruling, in accordance with the provisions of rule 34 above.

D. FINANCIAL RULES

Rule 1

The Staff Committee shall, immediately upon taking office, submit to the Staff Council a budget for the fiscal period.

Rule 2

For expenditure exceeding \$500 for any individual item or purpose, prior Staff Council approval is required. Expenditure from \$50 to \$500 shall be made with prior approval of the Staff Committee. The Treasurer is entitled to make expenditure of less than \$50 without authorization by the Staff Council or the Staff Committee.

Rule 3

Authorized signers for disbursements shall be the President and the Treasurer. The Staff Committee shall designate two other of its members authorized to sign.

Rule 4

1. The treasurer shall keep available in a checking account a reasonable amount to cover the current expenses relating to the activities of the Staff Union.
2. The balance of the funds of the Union shall be deposited in a savings account and in such securities as shall be legal and reasonable for the United Nations Joint Staff Pension Fund.
3. The Staff Committee shall propose, and the Staff Council adopt, a policy governing the investment of Union funds.

Rule 5

Expenditure incurred in official entertaining on behalf of the Staff Union shall be paid, subject to the provisions contained in rule 2, out of Staff Union funds.

Rule 6

The financial statements for each fiscal period shall be audited by an external auditor selected by the Staff Committee and approved by the Staff Council. The auditor shall have access to all records necessary for the performance of his or her functions.

E. TERMS OF REFERENCE OF THE STAFF EMERGENCY FUND

Purpose: A Staff Emergency Fund (SEF) has been established to assist members of the Staff Union in times of financial emergency, in those cases not administratively provided for in the Staff Rules and Regulations and/or for the purpose of supplementing existing Staff Rules and Regulations. In addition, the SEF may provide financial support to any undertaking which has as its object the improvement of the general welfare of the staff.

Administration of Fund

(a) The Staff Emergency Fund is administered by a Board known as the SEF Board, consisting of the Staff Counsellor as ex-officio President, and two to five persons appointed by the Staff Committee. The Board has full power to make decisions on all applications for loans or grants.

(b) The term of office of the Board is one year and members of the Board are eligible for re-appointment.

(c) The said Board determines its own detailed terms of reference in accordance with the above "Purpose". It has full power to make decisions on all applications for loans or grants. In consultation with the Staff Committee, as it deems necessary, the Board also decides on ways and means of replenishing and improving the financial situation of the Fund.

(d) The Board's proceedings shall be confidential.

(e) The Staff Committee shall not be responsible for decisions of the SEF Board involving the expenditure of funds placed at the Board's disposal.

(f) The Board shall appoint one of its members to serve as Treasurer. The responsibilities of the Treasurer shall include the preparation of an annual financial statement for communication to the Staff Committee. This statement shall be audited in accordance with generally accepted accounting procedures by independent experts selected by the Board.

(g) At the end of each calendar year the SEF Board shall make a report of its activities to the Staff Committee.