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PREPARATORY CONFERENCE FOR THE UNITED NATIONS
CONFERENCE ON PROHIBITIONS OR RESTRICTIONS OF
USE OF CERTAIN CONVENTIONAL WEAPONS WHICH MAY
BE DEEMED TO BE EXCESSIVELY INJURIOUS OR TO
HAVE INDISCRIMINATE EFFECTS

Geneva, 28 August-15 September 1978

RULES OF PROCEDURE

CHAPTER I

REPRESENTATION AND CREDENTIALS

Composition of delegations

Rule 1

The delegation of each State participating in the Preparatory Conference shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

Designated representatives

Rule 2

An alternate representative or an adviser may act as a representative upon designation by the head of delegation.

Submission of credentials

Rule 3

1. The credentials of representatives shall be issued by the Head of State or Government, or by the Minister for Foreign Affairs, or by the Permanent Mission to the United Nations of the State at the Headquarters or at the location of the Preparatory Conference upon the explicit authorization of the Head of State or Government or of the Minister for Foreign Affairs.

2. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Secretary, if possible not later than 24 hours after the opening of the Preparatory Conference. Any later change in the composition of delegations shall also be submitted to the Executive Secretary.

Credentials Committee

Rule 4

1. A Credentials Committee of five members shall be appointed at the beginning of the Conference, on the proposal of the President.

2. The Credentials Committee shall examine the credentials of representatives and report to the Preparatory Conference at its first session. At subsequent sessions it shall examine and report only on the credentials of representatives newly accredited.

Provisional participation

Rule 5

Pending a decision of the Preparatory Conference upon their credentials, representatives shall be entitled to participate provisionally in that Conference.

CHAPTER II

SESSIONS

Additional sessions

Rule 6

1. Except as otherwise provided by the General Assembly of the United Nations, the Preparatory Conference shall determine the time and place of the session subsequent to its first one, or may delegate the power to make such determinations to its General Committee.

2. Determination of the time and place of the session of the Preparatory Conference shall be made in consultation with the Secretary-General of the United Nations and, as appropriate, the Committee on Conferences established by the General Assembly, and shall take into account any budgetary provisions made for such sessions by the General Assembly.

CHAPTER III

OFFICERS

Election

Rule 7

The Preparatory Conference shall elect a President, 13 Vice-Presidents and a Rapporteur. These officers shall be elected so as to ensure the representative character of the General Committee, and their terms of office shall be for all sessions of the Preparatory Conference.

Acting President

Rule 8

1. If the President finds it necessary to be absent from a meeting or any part thereof, he shall designate one of the Vice-Presidents to take his place.
2. A Vice-President acting as President shall have the same powers and duties as the President.

Replacement of the President

Rule 9

If the President is unable to perform his functions, a new President shall be elected.

Voting rights of the President

Rule 10

The President, or a Vice-President acting as President, shall not vote, but may designate another member of his delegation to vote in his place.

Rapporteur

Rule 11

The Rapporteur, acting in that capacity, shall prepare the draft of the report of the Preparatory Conference to the General Assembly of the United Nations, and to the Conference that the Preparatory Conference is to prepare.

CHAPTER IV

GENERAL COMMITTEE

Composition

Rule 12

1. The General Committee shall consist of the officers specified in rule 7.
2. If the President or a Vice-President or the Rapporteur is absent from a meeting of the General Committee, he may designate a member of his delegation as his substitute.

Chairman

Rule 13

The President or, in his absence, one of the Vice-Presidents designated by him, shall serve as Chairman of the General Committee.

Functions

Rule 14

In addition to carrying out other functions provided in these rules, the General Committee shall assist the President in the general conduct of the business of the Preparatory Conference and, subject to decisions of that Conference, shall ensure the co-ordination of its work.

CHAPTER V

SECRETARIAT

Duties of the Secretary-General

Rule 15

1. The Secretary-General of the Preparatory Conference shall be the Secretary-General of the United Nations. He, or his representative, shall act in that capacity in all meetings of that Conference and its subsidiary organs.

2. The Secretary-General shall appoint an Executive Secretary of the Preparatory Conference and shall provide and direct the staff required by it and its committees.

Duties of the secretariat

Rule 16

The secretariat of the Preparatory Conference shall, in accordance with these rules:

- (a) Interpret speeches made at meetings;
- (b) Receive, translate, reproduce and distribute the documents of the Preparatory Conference;
- (c) Publish and circulate the report of the Preparatory Conference;
- (d) Prepare and circulate records of public meetings;
- (e) Make and arrange for the keeping of sound recordings of meetings;
- (f) Arrange for the custody and preservation of the records of the Preparatory Conference in the archives of the United Nations; and
- (g) Generally perform all other work that the Preparatory Conference may require.

Statements by the secretariat

Rule 17

The Secretary-General or any member of the secretariat designated for that purpose may, subject to rule 19, make either oral or written statements concerning any question under consideration.

CHAPTER VI
CONDUCT OF BUSINESS

Quorum

Rule 18

The President may declare a meeting open and permit the debate to proceed when representatives of at least one third of the States participating in that session of the Preparatory Conference are present.

General powers of the President

Rule 19

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall preside at the plenary meetings of the Preparatory Conference, declare the opening and closing of each such meeting, direct the discussions, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these rules, have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Preparatory Conference the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times the representatives of each participant may speak on a question, the adjournment or closure of the debate, and the suspension or the adjournment of a meeting.

2. The President, in the exercise of his functions, remains under the authority of the Preparatory Conference.

Points of order

Rule 20

Subject to rule 38, a representative may at any time raise a point of order, which shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Speeches

Rule 21

1. No one may address the Preparatory Conference without having previously obtained the permission of the President, who shall, subject to rules 20, 22 and 24 to 27, call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the Preparatory Conference and the President may call a speaker to order if his remarks are not relevant to the subject under discussion.
3. The Preparatory Conference may limit the time allowed to speakers and the number of times the representatives of each participant may speak on a question; a motion to set such limits shall be immediately put to the vote. In any event, the President shall limit interventions on procedural questions to a maximum of five minutes. When the debate is limited and a speaker exceeds the allotted time, the President shall call him to order without delay.

Precedence

Rule 22

The chairman or another representative of a subsidiary organ or the Rapporteur may be accorded precedence for the purpose of explaining the conclusions arrived at by that organ.

Closing of list of speakers

Rule 23

During the course of a debate the President may announce the list of speakers and, with the consent of the Preparatory Conference, declare the list closed. When there are no more speakers on the list, the President shall declare the debate closed.

Right of reply

Rule 24

The right of reply shall be accorded by the President to a representative of a State participating in the Preparatory Conference who requests it; any other representative may be granted the opportunity to make a reply. Representatives should attempt, in exercising this right, to be as brief as possible and preferably to deliver their statements at the end of the meeting at which this right is requested.

Suspension or adjournment of the meeting

Rule 25

Subject to rule 38, a representative may at any time move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the vote.

Adjournment of debate

Rule 26

A representative may at any time move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, two representatives may speak in favour of and two against the motion, after which it shall be immediately put to the vote.

Closure of debate

Rule 27

A representative may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote.

Order of notions

Rule 28

Subject to rule 20, the following motions shall have precedence in the indicated order over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate;
- (d) To close the debate.

Submission of proposals and substantive amendments

Rule 29

Proposals and substantive amendments shall normally be introduced in writing and handed to the Executive Secretary, who shall circulate copies to all delegations in all the languages of the Preparatory Conference. As a general rule, no proposal shall be discussed or put to a decision unless copies of it have been circulated to

all delegations in their respective working languages not later than the day preceding the meeting. The President may, however, permit the discussion and consideration of amendments, or motions as to procedure, even though these amendments and motions have not been circulated or have only been circulated the same day.

Withdrawal of proposals and motions

Rule 30

A proposal or motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it had not been amended. A proposal or motion thus withdrawn may be reintroduced by any representative.

Decisions on competence

Rule 31

Subject to rule 20, any motion calling for a decision on the competence of the Preparatory Conference to discuss any matter or to adopt a proposal submitted to it shall be put to the vote before the matter is discussed or a vote is taken on the proposal in question.

Reconsideration

Rule 32

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

CHAPTER VII

DECISION-MAKING

Rules 33 - 44

Pending.

CHAPTER VIII

SUBSIDIARY ORGANS

Rule 45/46

1. There could be established, as appropriate, subsidiary organs open to participation by all States. These organs, which could meet formally or informally, will receive their assignments from and report to the bodies that established them.

2. In the case of limited membership of a subsidiary organ, this will not preclude any State, upon expressing such desire, from becoming a member of that organ and participating in its work on an equal footing.

Officers

Rule 47

In electing their officers, as necessary, subsidiary organs will be guided by the recommendations of the Bureau of the Preparatory Conference.

Applicable rules

Rule 48

Pending.

CHAPTER IX. LANGUAGES AND RECORDS

Languages of the Preparatory Conference

Rule 49

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Preparatory Conference.

Interpretation

Rule 50

1. Speeches made in a language of the Preparatory Conference shall be interpreted into the other such languages.

2. A representative may speak in a language other than a language of the Preparatory Conference if he provides for interpretation into one such language. Interpretation into the other such languages by interpreters of the Secretariat may be based on the interpretation given in the first such language.

Languages of official documents

Rule 51

Official documents and all proposals adopted by the Preparatory Conference shall be made available in the languages of the Conference it is to prepare.

Records and sound recordings of meetings

Rule 52

1. Summary records of the plenary meetings and of the meetings of one subsidiary organ, if established, shall be prepared and circulated as soon as possible in all the languages of the Preparatory Conference, to all representatives, who shall inform the secretariat, within five working days after such circulation, of any corrections they wish to have made.

2. The secretariat shall make sound recordings of meetings of the Preparatory Conference and of the subsidiary organ. Such recordings shall be made of meetings of other subsidiary organs when the body concerned or the organ that established it so decides.

CHAPTER X PUBLIC AND PRIVATE MEETINGS

Plenary

Rule 53

The plenary meetings of the Preparatory Conference shall be held in public unless it decides otherwise.

Other subsidiary organs

Rule 54

As a general rule, meetings of subsidiary organs shall be held in private.

CHAPTER XI OTHER PARTICIPANTS AND OBSERVERS

Representatives of the United Nations Council for Namibia

Rule 55

Representatives designated by the United Nations Council for Namibia may participate in the deliberations of the Preparatory Conference and its subsidiary organs.

Representatives of organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under the auspices of the General Assembly in the capacity of observers

Rule 56

Representatives designated by organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under the auspices of the General Assembly may participate as observers in the deliberations of the Preparatory Conference and, as appropriate, in its subsidiary organs.

Representatives of national liberation movements

Rule 57

Representatives designated by national liberation movements invited to the Preparatory Conference in accordance with operative paragraph 3 of resolution 32/152 may participate as observers in the deliberations of the Preparatory Conference and its subsidiary organs.

Representatives of United Nations organs, of related agencies and of other intergovernmental organizations

Rule 58

Representatives designated by organs of the United Nations, by specialized or other related agencies and by other intergovernmental organizations invited to the Preparatory Conference may participate as observers in its deliberations and, as appropriate, in its subsidiary organs.

International Committee of the Red Cross

Rule 59

Representatives designated by the International Committee of the Red Cross may participate as observers in the deliberations of the Preparatory Conference and, as appropriate, in its subsidiary organs in order, in particular, that the Preparatory Conference may avail itself of the relevant expertise of the International Committee of the Red Cross.

Representatives of non-governmental organizations

Rule 60

1. Non-governmental organizations invited to the Preparatory Conference may designate representatives to sit as observers at public meetings of the Preparatory Conference and its subsidiary organs.

2. Upon the invitation of the presiding officer of the body concerned and subject to the approval of that body, such observers may make oral statements on questions in which they have a special competence.

Written statements

Rule 61

Written statements submitted by the designated representatives referred to in rules 55 to 60 shall be distributed by the secretariat to all delegations in the quantities and in the languages in which the statements are made available to the secretariat for distribution, provided that a statement submitted on behalf of a non-governmental organization is on a subject in which it has a special competence and is related to the work of the Preparatory Conference.

CHAPTER XII

AMENDMENT OR SUSPENSION OF THE RULES OF PROCEDURE

Method of amendment

Rule 62

Pending.

Method of suspension

Rule 63

Pending.