

**United Nations**  
**ECONOMIC**  
**AND**  
**SOCIAL COUNCIL**

**Nations Unies**  
**CONSEIL**  
**ECONOMIQUE**  
**ET SOCIAL**

UNRESTRICTED

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**RULES OF PROCEDURE FOR THE STATISTICAL COMMISSION**

(Memorandum by the Secretariat circulated for discussion under Item 3 of the Provisional Agenda of the Statistical Commission.)

1. The suggested rules of procedure for the Statistical Commission have been drafted to agree so far as possible with the rules of procedure used by the Economic and Social Council itself.
2. Provisional rules of procedure similar to those suggested in this memorandum are being circulated for consideration by other Commissions since it is desirable that as far as possible all Commissions should have the same rules of procedure. The Statistical Commission itself is asked to decide what rules of procedure it wishes to have. It is suggested, however, that any amendments which the Statistical Commission desires to make in the provisional rules of procedure set out in this memorandum should be held over until the second session with instructions to the Secretariat to collate and compare them with any amendment which may be proposed by other Commissions.

/PROVISIONAL

PROVISIONAL RULES OF PROCEDURE FOR THE  
STATISTICAL COMMISSION

I. SESSIONS

Rule 1

The Commission shall hold at least one session a year.

Rule 2

Unless the Commission has decided otherwise at the preceding session the date of each session shall be fixed by the Chairman with the concurrence of the Secretary-General.

Rule 3

A session of the Commission shall also be held within thirty days of the request thereof;

- (i) by the Economic and Social Council;
- (ii) by a majority of its members, with the concurrence of the Secretary-General.

Rule 4

The Chairman of the Commission, with the concurrence of the Secretary-General, may also call a session of the Commission and fix the date thereof.

Rule 5

Each session shall be held at the seat of the United Nations unless another place is designated by the Chairman with the concurrence of the Secretary-General.

Rule 6

The Secretary-General shall notify the members of the date and place of the first meeting of each session. Such notification shall be sent at least twenty-one days in advance unless the Chairman shall otherwise determine.

Rule 7

The Commission may decide at any session to adjourn temporarily and with the concurrence of the Secretary-General the meetings may be resumed at a later date and another place.

/II. AGENDA

## II. AGENDA

### Rule 8

The provisional agenda for each session shall be drawn up by the Secretary-General in consultation with the Chairman.

### Rule 9

Subject to the terms of reference of the Commission the provisional agenda shall include items:

- (a) proposed by the Commission at a previous meeting;
- (b) proposed by any Member of the United Nations whether such Member is represented on the Commission or not;
- (c) proposed by the General Assembly, the Economic and Social Council, the Security Council, the Trusteeship Council, or by a specialized agency;
- (d) proposed by a Sub-Commission of the Commission;
- (e) or reports which the Chairman or the Secretary-General deems necessary to put before the Commission.

### Rule 10

The notice summoning each session and the provisional agenda shall be sent to members of the Commission, to all Members of the United Nations and to the specialized agencies.

### Rule 11

The first item on the provisional agenda of any session of the Commission shall be the adoption of the agenda.

### Rule 12

The Commission may decide to revise the agenda and may accord priority to certain items. If the session has been summoned in accordance with Rule 3 or 4, priority shall be given to those items which have occasioned the session.

### III. MEMBERS AND ADVISERS

#### Rule 13

Each member of the Commission may be accompanied by such advisers as he may require.

#### Rule 14

Should a member fail to attend two consecutive sessions, that fact shall be reported by the Secretary-General to the Economic and Social Council, in order that the Council shall consider whether he shall be replaced.

### IV. OFFICERS

#### Rule 15

The Commission shall at its first meeting in each year elect a Chairman and a Vice-Chairman from among its members. At any meeting it may elect a member of the Commission to serve as Rapporteur.

#### Rule 16

The Chairman and Vice-Chairman shall hold office until their successors are elected and shall be eligible for re-election. The term of office of the Rapporteur shall be determined at the time of his election.

#### Rule 17

If the Chairman is absent from a meeting or any part thereof, the Vice-Chairman shall preside.

#### Rule 18

If the Chairman ceases to be a member of the Commission or is incapacitated, the Vice-Chairman shall serve for the unexpired term. If the Vice-Chairman ceases to be a member of the Commission or is incapacitated, the Commission shall select another Chairman to fill the unexpired term.

#### Rule 19

The Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

### /V. COMMITTEES

## V. COMMITTEES OF THE COMMISSION

### Rule 20

At each session the Commission may set up such committees as it deems necessary and refer to them any questions on the agenda for study and report. Such committees, composed of members of the Commission, may with the concurrence of the Secretary-General be authorized to sit while the Commission is not in session.

## VI. JOINT MEETINGS WITH OTHER COMMISSIONS OF THE COUNCIL

### Rule 21

The Commission may propose a joint meeting with any other Commission of the Council in order to consider matters of common interest. If the other Commission agrees, the two Chairmen shall with the concurrence of the Secretary-General decide upon the time, the place and the provisional agenda of the joint meeting. The Chairman of the joint meeting shall be the Chairman of the Commission which proposed the joint meeting.

## VII. SECRETARIAT

### Rule 22

The Secretary-General shall act in that capacity in all meetings of the Commission. He may authorize a deputy to act in his place at meetings of the Commission.

### Rule 23

The Secretary-General shall provide and direct the staff required by the Commission, its committees and such subsidiary bodies as may be established by it.

### Rule 24

The Secretary-General shall be responsible for keeping the members of the Commission informed of any questions which may be brought before it for consideration.

### Rule 25

The Secretary-General or his deputy may at any time make either oral or written statements concerning any question under consideration.

Rule 26

The Secretary-General shall be responsible for all the necessary arrangements for meetings of the Commission, its committees, sub-commissions and other subsidiary bodies.

VIII. LANGUAGES

Rule 27

Chinese, English, French, Russian and Spanish shall be the official languages, and English and French the working languages of the Commission.

Rule 28

Speeches made in either of the working languages shall be interpreted into the other working language.

Rule 29

Speeches made in any other of the three official languages shall be interpreted into both working languages.

Rule 30

Any member may make a speech in a language other than the official languages. In this case he shall himself provide for interpretation into one of the working languages. Interpretation into the other working language by an interpreter of the Secretariat may be based on the interpretation given in the first working language.

Rule 31

Summary records shall be drawn up in the working languages. A translation of the whole or part of any summary record into any of the

other official languages shall be furnished if requested by any member.

#### Rule 32

All resolutions, recommendations and other formal decisions of the Commission shall be made available in the official languages.

### IX. VOTING

#### Rule 33

Each member of the Commission shall have one vote.

#### Rule 34

Decisions of the Commission shall be made by a majority of the members present and voting.

#### Rule 35

The Commission shall normally vote by show of hands except that any member may request a roll call.

#### Rule 36

The vote of each member participating in any roll call shall be inserted in the record.

#### Rule 37

On decisions relating to individuals, a secret ballot shall be taken.

#### Rule 38

When one person or member only is to be elected and no candidate obtains in the first ballot the majority required, a second ballot shall be taken, confined to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Chairman shall decide between the candidates by drawing lots.

#### Rule 39

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the

/majority

majority required shall be elected. If the number of candidates obtaining such a majority is less than the number of persons or members to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the first place, the number of candidates being not more than twice as many as the places remaining to be filled.

Rule 40

If a vote is equally divided on matters other than elections, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

X. PUBLICITY OF MEETINGS

Rule 41

The meetings of the Commission shall be held in public unless the Commission decides otherwise.

Rule 42

At the close of each private meeting, the Commission may issue a communique through the Secretary-General.

XI. RECORDS AND REPORTS

Rule 43

Summary records of the meetings of the Commission, its committees, its sub-commissions and subsidiary bodies shall be kept by the Secretariat. They shall be sent as soon as possible to all members participating in the meetings, who shall inform the Secretariat not later than twenty-four hours after the circulation of the summary record, of any changes they wish to have made. Summary records of public meetings shall be sent as soon as possible after the close of the session to all Members of the United Nations and to the specialized agencies.

Rule 44

The Commission shall report to the Economic and Social Council on the work of each session.

/This report



This report shall be presented to the Council by the Chairman of the Commission [or by a Rapporteur, or both, as the Commission may decide.]

Rule 45

As soon as possible the text of all reports, resolutions, recommendations and other formal decisions adopted by the Commission, its committees, sub-commissions and subsidiary bodies, shall be communicated by the Secretary-General to the members of the Commission, and as soon as possible after the end of the session to all Members of the United Nations and to the specialized agencies.

Rule 46

The summary records and relevant documents of private meetings of the Commission, its committees, sub-commissions and subsidiary bodies, shall be distributed to the Members of the United Nations if the Commission so decides.

XII. CONDUCT OF BUSINESS

Rule 47

A majority of the members of the Commission shall constitute a quorum.

Rule 48

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Commission, shall direct the discussion, ensure observance of these rules, and shall accord the right to speak, put questions and announce the decision.

Rule 49

During the discussion of any matter, a member may rise to a point of order, and the point of order shall be immediately decided by the Chairman in accordance with the rules of procedure.

Rule 50

During the discussion of any matter, a member may move the adjournment  
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of the debate. Any such motion shall have priority in the debate. In addition to the proposer of the motion, one member may speak in favour of and one against the motion.

Rule 51

The Commission may limit the time allowed to each speaker.

Rule 52

A member may at any time move the closure of the debate whether or not any other member has signified his wish to speak. If application is made for permission to speak against the closure it may be accorded to not more than two speakers.

Rule 53

The Chairman shall take the sense of the Commission on a motion for closure. If the Commission is in favour of the closure, the Chairman shall declare the closure of the debate.

Rule 54

Parts of a proposal may be voted on separately if a member requests that the proposal be divided.

Rule 55

If two or more amendments are moved to a proposal the Commission shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed and so on until all the amendments have been put to the vote.

Rule 56

When an amendment revises, adds to or deletes from, a proposal, the amendment shall be voted on first, and if it is adopted, the amended proposal shall then be voted on.

XIII. SUB-COMMISSIONS

Rule 57

To the extent directed or authorized by the Economic and Social Council, the Commission shall set up such sub-commissions as may be required for the performance of its functions, and shall define the

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powers and composition of each of them.

Rule 58

Unless otherwise decided by the Commission, each sub-commission shall elect its own officers and adopt its own rules of procedure.

Rule 59

The rules of procedure of the Commission shall apply to the proceedings of sub-commissions and subsidiary bodies until they adopt their own rules of procedure.

Rule 60

When the report of a sub-commission is under consideration, the Commission may invite the chairman of the sub-commission, or a person designated in accordance with the rules of procedure of the sub-commission, to participate without vote in the discussion of the report.

Rule 61

The Commission may, when appropriate, hold a joint meeting with one or more of its sub-commissions.

XIV. AMENDMENTS AND SUSPENSIONS

Rule 62

Any of these rules may be amended or suspended by the Commission provided the proposed amendments or suspensions are consistent with applicable decisions of the Economic and Social Council.

Rule 63

A rule of procedure may be suspended or amended by the Commission provided that a twenty-four hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects.