

WORLD HEALTH
ORGANIZATION

الهيئة الصحية العالمية
المكتب الإقليمي لشؤون البحر الأبيض

ORGANISATION MONDIALE
DE LA SANTÉ

REGIONAL OFFICE FOR THE
EASTERN MEDITERRANEAN

BUREAU RÉGIONAL DE LA
MÉDITERRANÉE ORIENTALE

REGIONAL COMMITTEE FOR THE
EASTERN MEDITERRANEAN

EM/RC8A/2
12 October 1958

Sub-Committee A

ORIGINAL: ENGLISH

RULES OF PROCEDURE FOR SUB-COMMITTEE A OF THE
REGIONAL COMMITTEE FOR THE EASTERN MEDITERRANEAN
(as adopted on 12 October 1958, by Sub-Committee A at the
Eighth Session of the Regional Committee)

I. TITLE

Rule 1

This Sub-Committee is designated "Sub-Committee A".

It forms part of the Regional Committee for the Eastern Mediterranean Region (hereinafter referred to as the "Region"), provisionally carrying out its duties, pursuant to resolutions WHA6.47 and WHA7.33, through being divided into two Sub-Committees.

II. MEMBERSHIP

Rule 2

The Sub-Committee shall consist of representatives (hereinafter referred to as "representatives"), one each from the States Members (hereinafter referred to as "Members") in the Region. The representatives may be accompanied by alternates and advisers.

Rule 3

Each Member shall be seated in accordance with its declared wishes made to the Regional Director, in one or other of the two Sub-Committees. Subject to the restriction on voting in Rules 21 and 22, a Member may, should it so desire, attend both Sub-Committees and participate in the deliberations thereof.

III. CREDENTIALS

Rule 4

The credentials of representatives and names of alternates, advisers, secretaries and observers, shall be submitted to the Regional Director if possible not less than two days before the opening of the session of the Sub-Committee.

IV. SESSIONS

Rule 5

The Sub-Committee shall hold at least one session a year. It shall determine at each session the place of its next session.

Rule 6

The Regional Director, in consultation with the Chairmen of the Sub-Committees, hereinafter referred to as "the Chairmen", shall also convene the Sub-Committees in special session at the joint request of any five Members of the Region, addressed to him in writing and stating the reason for the request. In this case, the special session shall be convened within 30 days following receipt of the request. The session shall be held at the place selected by the Regional Director in consultation with the Chairmen.

Rule 7

Unless otherwise decided, the meetings of the Sub-Committee shall be held in public.

V. AGENDA

Rule 8

The provisional agenda of each session shall be drawn up by the Regional Director in consultation with the Chairmen. Except in the case of sessions convened under Rule 6, it shall be despatched by the Regional Director to the Members and the Director-General of the World Health Organization (hereinafter referred to as "the Director-General") at least six weeks prior to the commencement of the session together with the notice convening the Sub-Committee.

Rule 9

The provisional agenda of each session shall include inter alia:

- (a) all items, the inclusion of which has been ordered by the Health Assembly;
- (b) all items, the inclusion of which has been ordered by the Executive Board of the World Health Organization;
- (c) any item proposed by the Director-General;
- (d) any item proposed by a Member.

Proposals under item (d) above should be received by the Regional Director at least eight weeks prior to the commencement of the session.

The agenda of Sub-Committees A and B shall be identical as regards their contents and the numeration of the items included therein and shall cover the whole region.

Rule 10

The Regional Director may, in consultation with the Chairmen, include any question suitable for the agenda which may arise between the despatch of the provisional agenda and the opening day of the session, in a supplementary agenda which the Sub-Committee shall examine together with the provisional agenda.

VI. OFFICERS OF THE SUB-COMMITTEE

Rule 11

Each year, the Sub-Committee shall elect its officers, a Chairman and two Vice-Chairmen, from among the representatives at its first session held during that year. These officers shall remain in office until their successors are elected. The Chairman shall not become eligible for re-election until two years have elapsed since he ceased to hold office.

Rule 12

If the Chairman is absent from a meeting or any part thereof, the Vice-Chairman shall preside. The same procedure shall be followed when the Chairman is unable to attend a session of the Sub-Committee.

Rule 13

If a Chairman for any reason is unable to complete his term of office, a new Chairman shall be elected for the remaining period of his term.

VII. SUB-DIVISIONS

Rule 14

The Sub-Committee may establish such sub-divisions as it may deem necessary for the study of, and report on, any item on the agenda.

The Sub-Committee shall review from time to time, and in any case once a year, the need to maintain any sub-divisions established under its authority.

VIII. SECRETARIAT

Rule 15

The Regional Director, by virtue of the authority delegated to him by the Director-General,¹ shall act as the Secretary of the Sub-Committee and of any sub-divisions thereof. He may delegate these functions.

Rule 16

The Director-General or the Regional Director, or a member of the Secretariat designated by either of them as his representative, may at any time make either oral or written statements concerning any question under consideration.

Rule 17

The Secretariat shall prepare summary records of the meetings. These records shall be prepared in the working languages and shall be distributed to the Members as soon as possible. Within twenty days thereafter Members shall inform the Secretariat in writing of any corrections they wish to have made.

¹

Article 32 of the Constitution

IX. LANGUAGES

Rule 18

Arabic, English and French shall be the official and working languages.

Rule 19

Any representative may speak in a language other than the official languages. In this case, he shall himself provide for interpretation into one of the working languages.

X. VOTING

Rule 20

Unless otherwise provided by the Constitution of the Organization¹ or resolved by the Health Assembly,² the decisions of the Sub-Committee shall be taken by a majority of the Members present and voting.

Rule 21

Each Member shall have one vote; however, Members attending both Sub-Committees shall have the right of vote in one Sub-Committee only.

Rule 22

The report of the Sub-Committee shall state which Members have exercised their right of vote during the session.

Rule 23

For the purpose of these Rules the phrase "Members present and voting" means Members casting an affirmative or negative vote. Members who abstain from voting shall be considered as not voting.

In a secret ballot an invalid vote shall be so reported and shall be counted as an abstention.

Rule 24

Voting shall normally be by show of hands. However, any representative may request a roll-call which shall then be taken in the alphabetical order of the names of the Members, in English.

Rule 25

The vote of each Member participating in any roll-call shall be inserted in the summary records.

Rule 26

All elections shall be decided by secret ballot. However, except as concerns the vote required for the nomination of the Regional Director, an election may be held by a show of hands or by acclamation, provided that there is no more than one candidate for one elective office and that no representative requests otherwise.

¹ Article 60 of the Constitution

² Article 67 of the Rules of Procedure of the World Health Assembly

Rule 27

A secret ballot on any other question shall be taken at the request of one representative supported by at least one other representative.

Rule 28

Whenever required, the secret ballot may be taken by postal vote, the ballot papers from each Member being sealed in a cover. This cover shall be opened at a time and place, to be fixed and announced to Members by the Regional Director, in the presence of two tellers appointed one each by the Sub-Committees. The result of the vote shall be announced by the Regional Director to the Members. If the result of such a vote is inconclusive, further postal ballots shall be taken as necessary, applying thereto the provisions of Rule 29 or 30 as may be appropriate.

Rule 29

When only one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted 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.

The drawing of lots shall not be resorted to in a vote taken in application of Article 52¹ of the Constitution; in this event secret ballots shall continue to be taken until a candidate obtains the majority required, after the elimination at each balloting of the candidate who received the least number of votes.

Rule 30

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 required shall be elected. If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be additional ballots to fill the remaining places, the voting to be restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the places remaining to be filled.

Rule 31

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

XI. CONDUCT OF BUSINESS

Rule 32

One half of the Members seated in the Sub-Committee and entitled to vote under Rules 21 and 22 shall constitute a quorum.

Rule 33

A representative may designate an alternate who is a member of his delegation and who shall have the right to speak and vote. An adviser, at the request of a representative, may be allowed to speak by the Chairman.

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Article 52: "The head of the Regional Office shall be the Regional Director appointed by the Board in agreement with the Regional Committee".

Rule 34

In addition to the powers conferred upon him elsewhere by these Rules, the Chairman shall declare the opening and closing of each meeting, direct the discussion, ensure the observance of these Rules, accord the right to speak, put questions to the vote and announce decisions and results of the voting.

Rule 35

During the discussion on any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the Chairman in accordance with these Rules.

Rule 36

During the discussion on any matter, a representative may move the suspension or adjournment of the debate. Any such motion if seconded shall be put to the vote immediately and without further discussion.

Rule 37

The Sub-Committee may limit the time to be allowed to each speaker.

Rule 38

A representative may at any time move the closure of the debate, whether or not another representative has signified his wish to speak. Permission to speak against the closure may be accorded to not more than one representative.

Rule 39

The Chairman shall take the sense of the meeting on any motion of closure. If the Sub-Committee is in favour of the motion, the Chairman shall declare the closure of the debate.

Rule 40

Parts of a proposal shall be voted on separately if a representative requests that a proposal be divided.

Rule 41

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.

Rule 42

If two or more amendments are moved to a proposal, the Sub-Committee shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote. The Chairman shall determine the order of voting on the amendments under this Rule.

Rule 43

A motion may be withdrawn by the proposer at any time before voting on it has begun, provided that the motion has not been amended. A motion withdrawn may be reintroduced by any Member.

Rule 44

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

Rule 45

The Chairman may at any time require any proposal, motion, resolution, or amendment to be seconded.

XII. DOCUMENTATION

Rule 46

The Regional Director shall make available, within as short a period as possible, to the members of both Sub-Committees, the documents communicated to either Sub-Committee, the summary records of their respective sessions, and the conclusions arrived at by either Sub-Committee on the items which have been considered.

XIII. REPORTS OF SESSIONS

Rule 47

In order to co-ordinate the opinions of the two Sub-Committees a person designated by each Sub-Committee, with the authorization of the respective Sub-Committees, shall meet together with the Regional Director in order to harmonize as far as may be necessary the decisions of the Sub-Committees and to present a final report. In the event that the opinions of the Sub-Committees on a particular question cannot be harmonized, a statement to this effect shall be given in the report, together with the individual opinions of the Sub-Committees.

Rule 48

The final report of each session including resolutions, recommendations and other important decisions, with details of voting if any, shall be communicated by the Regional Director to the Members and to the Director-General, who shall forward it to the Executive Board.

In addition, the Regional Director shall transmit to the Members and to the Director-General the documents distributed during each session and the summary records of that session.

Rule 49

If for any reason one or other of the Sub-Committees should be unable to meet on the date and place notified, the other Sub-Committee's opinions shall be forwarded to the Members and to the Director-General.

XIV. SUSPENSION AND AMENDMENT TO THE RULES OF PROCEDURE

Rule 50

Subject to the provisions of the Constitution and with the exceptions of Rules 1, 2, 3, 9, 21, 28, 29, 46, 47, 48, 49 and 51 of these Rules of Procedure which are in accordance with the provisions of paragraphs 2 and 3 of Resolution WHA7.33, any other provision of these Rules of Procedure may be amended or suspended by the Sub-Committee provided that at least 48 hours' notice of the proposal for such amendment or suspension has been given to the Chairman and communicated by him to the Members 24 hours before the meeting at which the proposal is to be submitted. If, however, on the advice of the Chairman, the Sub-Committee is unanimously in favour of such a proposal, it may adopt it immediately and without notice.

XV. GENERAL PROVISIONS

Rule 51

The Sub-Committee may at its discretion apply such Rules of Procedure of the Health Assembly or the Executive Board of the World Health Organization as it may deem appropriate to particular circumstances, and provided that this is in accordance with the rules drawn up by the Health Assembly in Resolution WHA7.33.

Rule 52

Upon the termination of the provisional regime for the carrying out of the duties of the Regional Committee, these Rules of Procedure shall cease to have effect.