

STATUTES¹

OF THE INTER-PARLIAMENTARY UNION

Adopted in 1976, entirely revised in October 1983, amended in October 1987, September 1988, March 1989, April 1990, September 1992, September 1993, April 1995, April 1996, September 1998, April 1999, October 2000, April 2001, entirely revised in April 2003, and amended in April 2004, October 2004, October 2007, October 2008, April 2009 and October 2011

I. NATURE, PURPOSE AND COMPOSITION

ARTICLE 1

1. The Inter-Parliamentary Union is the international organisation of the Parliaments of sovereign States.
2. As the focal point for worldwide parliamentary dialogue since 1889, the Inter-Parliamentary Union shall work for peace and cooperation among peoples and for the firm establishment of representative institutions. To that end, it shall:
 - (a) Foster contacts, coordination and the exchange of experience among Parliaments and parliamentarians of all countries;
 - (b) Consider questions of international interest and express its views on such issues with the aim of bringing about action by Parliaments and their members;
 - (c) Contribute to the defence and promotion of human rights, which are universal in scope and respect for which is an essential factor of parliamentary democracy and development;
 - (d) Contribute to better knowledge of the working of representative institutions and to the strengthening and development of their means of action.
3. The Union, which shares the objectives of the United Nations, supports its efforts and works in close cooperation with it. It also co-operates with the regional inter-parliamentary organisations, as well as with international, intergovernmental and non-governmental organisations which are motivated by the same ideals.

ARTICLE 2

The Headquarters of the Inter-Parliamentary Union shall be at Geneva.

ARTICLE 3

1. Every Parliament constituted in conformity with the laws of a sovereign State whose population it represents and on whose territory it functions may request affiliation to the Inter-Parliamentary Union. A National Group representing any such Parliament and which is already affiliated at the time of the approval of this Article² may choose to remain a Member of the Union.
2. The parliament constituted in conformity with the basic law of a territorial entity whose aspirations and entitlement to statehood are recognized by the United Nations, and which enjoys the status of Permanent Observer to that Organization with substantial

¹ In these Statutes, whenever the words "parliamentarian", "President", "Vice-President", "delegate", "representative", "member" and "observer" are used, they should be construed as referring to both women and men.

² April 2001.

additional rights and privileges, may also become a Member of the Inter-Parliamentary Union.

3. In a federal State, only the federal Parliament may request to be a Member of the Inter-Parliamentary Union.

4. Every Member of the Union shall adhere to the principles of the Union and comply with its Statutes.

5. International parliamentary assemblies established under international law by States which are represented in the Union may, upon their request and after consultation with the relevant Members of the Union, be admitted by the Governing Council as Associate Members.

ARTICLE 4

1. The decision to admit or readmit a Parliament shall be taken by the Governing Council, to which requests for affiliation or reaffiliation are communicated by the Secretary General. The Governing Council takes its decision on prior advice given by the Executive Committee, which shall consider whether the conditions mentioned in Article 3 are fulfilled, and report thereon.

2. When a Member of the Union has ceased to function as such, the Executive Committee shall consider the situation and express an opinion to the Governing Council. The Governing Council takes a decision on the suspension of the affiliation of that Member to the Union.

ARTICLE 5

1. Each Member and each Associate Member of the Union shall make an annual contribution to the expenses of the Union in accordance with a scale approved by the Governing Council (cf. Financial Regs., Rule 5).

2. A Member of the Union which is in arrears in the payment of its financial contributions to the organisation shall have no votes in the statutory bodies of the Inter-Parliamentary Union if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two full years. The Governing Council may, nevertheless, permit such a Member to vote if it is satisfied that the failure to pay is due to conditions beyond the control of the Member of the Union. Prior to examining this question, the Governing Council may receive a written explanation from the Member concerned. Notwithstanding the provisions of Article 10.2 of the Statutes, such a Member shall not be represented by more than two delegates at meetings convened by the Union. An Associate member which is in arrears of the payment of its financial contributions in an amount that equals or exceeds the amount of the contributions due from it for the preceding two full years, shall not be represented by more than one delegate at meetings convened by the Union.

3. When a Member or Associate member of the Union is three years in arrears in the payment of its contributions to the Union, the Executive Committee shall consider the situation and express an opinion to the Governing Council. The Governing Council takes a decision on the suspension of the affiliation of that Member or Associate member to the Union.

ARTICLE 6

1. All Members or Associate Members of the Union shall have their own Rules governing their participation in the Union's work. They shall make all structural, administrative and financial provisions required to ensure effectively their representation in the Union, the implementation of the decisions taken and to maintain a regular liaison with the Secretariat of the Union to which they shall send, before the end of January of each year, a report of their activities, including the names of their officers and the list or the total number of their members.

2. It is the sovereign right of each Member of the Union to decide on the manner in which it organises its participation in the IPU.

ARTICLE 7

It is the duty of the Members of the Union to submit the resolutions of the Union within their respective Parliament, in the most appropriate form; to communicate them to the Government; to stimulate their implementation and to inform the Secretariat of the Union, as often and fully as possible, particularly in its annual reports, as to the steps taken and the results obtained (cf. Assembly, Rule 39.2). To this end, all heads of delegations to IPU Assemblies should submit in accordance with national laws a report to their national parliaments with a copy to the IPU Secretary General as soon as possible following the closure of the Assembly.

II. ORGANS

ARTICLE 8

The organs of the Inter-Parliamentary Union are: the Assembly, the Governing Council, the Executive Committee and the Secretariat.

III. THE ASSEMBLY

ARTICLE 9

1. The Inter-Parliamentary Union shall meet in Assembly twice a year.
2. The place and date of each session shall be determined by the Governing Council (cf. Assembly, Rule 4.2).
3. In exceptional circumstances, the Governing Council may decide to change the place and date of the Assembly or not to hold it. In an emergency, the President of the Inter-Parliamentary Union may take such a decision with the consent of the Executive Committee.

ARTICLE 10

1. The Assembly shall be composed of parliamentarians designated as delegates by the Members of the Union. Members shall include male and female parliamentarians in their delegation and shall strive to ensure equal representation of men and women.
2. The number of members of Parliament appointed as delegates to the first annual session of the Assembly by a Member of the Union shall in no case exceed eight in respect of Parliaments of countries with a population of less than one hundred million inhabitants, or ten in respect of Parliaments of countries with a population of one hundred million inhabitants or more. The number of delegates to the second annual session shall not exceed five, or seven for Parliaments of countries with a population of one hundred million inhabitants or more.
3. Any delegation that for three consecutive sessions of the Assembly is composed exclusively of parliamentarians of the same sex shall automatically be reduced by one person.

ARTICLE 11

1. The Assembly shall be opened by the President of the Inter-Parliamentary Union or, in the absence of the President, by the Vice-President of the Executive Committee designated in conformity with Rule 5.2 of the Rules of the Executive Committee.
2. The Assembly shall choose its President, Vice-Presidents and Tellers.

3. The number of Vice-Presidents shall be equal to that of the Members of the Union represented at the Assembly.

ARTICLE 12

The Assembly debates issues which, under the terms of Article 1 of the Statutes, fall within the scope of the Union, and makes recommendations expressing the views of the organisation on these questions.

ARTICLE 13

1. The Assembly is assisted in its work by Standing Committees, whose number and terms of reference are determined by the Governing Council (cf. Art. 21 (e)).
2. Standing Committees shall normally prepare reports and draft resolutions for the Assembly.
3. Standing Committees may also be instructed by the Governing Council to study an item included in the latter's agenda and make a report to that organ.

ARTICLE 14

1. The Assembly shall establish the agenda for its subsequent session (cf. Assembly Rule 10).
2. The Assembly may include one emergency item in its agenda (cf. Assembly Rule 11).

ARTICLE 15

1. Only delegates present in person shall have the right to vote.
2. The number of votes to which each Member of the Union is entitled shall be calculated on the following basis:

- (a) Each Member of the Union shall have a minimum of ten votes;
- (b) Each Member of the Union shall have the following additional number of votes in relation to the population of its country:

From	to	5	million inhabitants:	1	vote
From	more	to	10	" "	2
than 5					votes
" "	" "	to	20	" "	3
" "	" "	to	30	" "	4
" "	" "	to	40	" "	5
" "	" "	to	50	" "	6
" "	" "	to	60	" "	7
" "	" "	to	80	" "	8
" "	" "	to	100	" "	9
" "	" "	to	150	" "	10
" "	" "	to	200	" "	11
" "	" "	to	300	" "	12
From	" "		300	" "	13

- (c) Any delegation that for three consecutive sessions is composed exclusively of parliamentarians of the same sex shall have a minimum of eight votes (instead of the ten for mixed delegations) at the Assembly of the Inter-Parliamentary Union. For delegations entitled to a certain number of additional votes, the overall calculation will be made on the basis of eight votes instead of ten.

3. A delegation may split its votes so as to express the diverse views of its members. No one delegate may record more than ten votes.

ARTICLE 16

1. Voting at the Assembly shall be by roll call, except when the decision before the Assembly meets with no opposition.
2. For the election of officers, voting shall be by secret ballot if at least twenty delegates so request.

IV. GOVERNING COUNCIL

ARTICLE 17

1. The Governing Council shall normally hold two sessions a year (cf. Governing Council, Rule 5).
2. The Governing Council shall be convened in extraordinary session by the President if the latter or the Executive Committee deems this necessary, or a quarter of the Governing Council's members so request.

ARTICLE 18

1. The Governing Council shall be composed of three representatives from each Member of the Union (cf. Governing Council, Rule 1.2). The term of office of a member of the Governing Council shall last from one Assembly to the next.
2. All the members of the Governing Council must be sitting members of Parliament.
3. In case of the death or resignation of a representative, or a representative's inability to attend, the Union Member concerned shall appoint a substitute.

ARTICLE 19

1. The Governing Council shall elect the President of the Inter-Parliamentary Union for a period of three years (cf. Governing Council, Rules 6, 7 and 8). The President of the Inter-Parliamentary Union is the political head of the Organization and shall be ex officio President of the Governing Council
2. The retiring President shall not be eligible for re-election for three years and shall be replaced by a person belonging to another Parliament. An endeavour will be made to ensure a regular rotation between the different geopolitical Groups.
3. The election shall take place during the second Assembly of the year. If, for exceptional reasons, the Assembly cannot be convened, the Governing Council may nevertheless hold the election.
4. In case of the resignation, loss of parliamentary mandate or death of the President, the functions of President shall be exercised by the Vice-President of the Executive Committee appointed by the latter, until the Governing Council has elected a new President. The same provision shall apply in the case of the suspension of the affiliation of the Member of the Union to which the President of the Inter-Parliamentary Union belongs.
5. The President shall also be assisted in his or her work between the statutory sessions by a group of six vice-presidents representing each of the geopolitical groups and appointed from among the members of the Executive Committee for a renewable term of one year.

ARTICLE 20

1. The Governing Council determines and guides the activities of the Inter-Parliamentary Union and controls their implementation in conformity with the purposes defined in the Statutes.

2. The Governing Council shall adopt its agenda. A provisional agenda shall be established by the Executive Committee (cf. Governing Council, Rule 12.2). Any member of the Governing Council may submit supplementary proposals to this provisional agenda (cf. Governing Council, Rule 13).

ARTICLE 21

The Governing Council shall have, in particular, the following functions:

- (a) To decide on the admission and readmission of Members of the Union, as well as on the suspension of their affiliation, in accordance with Article 4 of the Statutes;
- (b) To decide the place and date of the Assembly (cf. Art. 9.2 and Assembly, Rule 4);
- (c) To propose the President of the Assembly;
- (d) To decide on the holding of all other Inter-Parliamentary meetings by the Union, including the creation of ad hoc committees to study specific problems; to determine the modalities thereof and to express its opinion on their conclusions;
- (e) To set the number and terms of reference of the Standing Committees of the Assembly (cf. Art. 13.1);
- (f) To set up ad hoc or special committees and working groups while ensuring geopolitical, geographical (regional and sub-regional) and gender balance in their composition;
- (g) To determine the categories of observers at IPU meetings and their rights and responsibilities and to decide which international organisations and other bodies shall have observer status at the Union's meetings on a regular basis (cf. Assembly, Rule 2; Governing Council, Rule 4; Standing Committees, Rule 3), in addition to inviting on an occasional basis observers that may contribute to the study of a particular item on the Assembly agenda;
- (h) To adopt annually the work programme and budget of the Union and to establish the scale of contributions (cf. Financial Regs., Rules 3 and 5.2);
- (i) To approve, each year, the accounts for the preceding fiscal year on the recommendation of two Auditors whom it shall appoint from among its members (cf. Governing Council, Rule 41; Financial Regs., Rule 13; Secretariat, Rule 12);
- (j) To authorize the acceptance of donations and legacies (cf. Financial Regs., Rule 7);
- (k) To elect the members of the Executive Committee (cf. Governing Council, Rules 37, 38 and 39);
- (l) To appoint the Secretary General of the Union (cf. Art. 26.1; Secretariat, Rule 3);
- (m) To adopt its own Rules and to express its opinion with regard to proposals to amend the Statutes (cf. Governing Council, Rule 45).

ARTICLE 22

A Meeting of Women Parliamentarians shall be held on the occasion of the first annual session of the Assembly and shall report on its work to the Governing Council. This Meeting shall establish its own Rules which shall be approved by the Governing Council. The Meeting is assisted by a Coordinating Committee whose Rules it shall approve. The Coordinating Committee will meet during both annual sessions of the Assembly.

V. EXECUTIVE COMMITTEE

ARTICLE 23

1. The Executive Committee shall be composed of the President of the Inter-Parliamentary Union, fifteen members belonging to different Parliaments and the President of the Coordinating Committee of the Meeting of Women Parliamentarians.
2. The President of the Inter-Parliamentary Union shall be *ex officio* President of the Executive Committee. Fifteen members shall be elected by the Governing Council; not less than twelve shall be elected from among the members of the Governing Council to which they shall continue to belong during their mandate. At least three of the members elected must be women.
3. In elections to the Executive Committee, consideration shall be given to the contribution made to the work of the Union by the candidate and the Member of the Union concerned. Only parliamentarians from States where women have both the right to vote and the right to stand for election are eligible to the Executive Committee.
4. The fifteen elected seats will be assigned to the geopolitical groups by applying the St. Laguë system to the total number of votes their members are entitled to cast in the Assembly. Should there be a change in the number of seats on the Executive Committee to which a geopolitical group is entitled, each seat concerned shall only be reassigned once the term of the existing holder of the seat has expired.
5. The term of office of members of the Executive Committee other than the President shall be four years. At least two members shall retire in rotation each year. A retiring member shall not be eligible for re-election for two years and shall be replaced by a member belonging to another Parliament. The President of the Coordinating Committee of the Meeting of Women Parliamentarians shall serve a two-year term which can be renewed once (cf. Meeting of Women Parliamentarians, Rule 32.4).
6. If a member of the Executive Committee dies, resigns or ceases to be a parliamentarian, the Member of the Union concerned shall appoint a substitute to serve until the next session of the Governing Council, when an election shall be held. If the newly elected member is from a different parliament than the outgoing member, he/she will serve a full term. Otherwise, the new member shall complete the term of office of his/her predecessor. If the President of the Coordinating Committee of the Meeting of Women Parliamentarians dies, resigns or ceases to be a parliamentarian, the First Vice-President or Second Vice-President, as the case may be, will complete the term of office of the predecessor.
7. If the President of the Coordinating Committee is already a member of the Executive Committee or belongs to the same Parliament as one of the fifteen members, she shall be replaced by the First Vice-President of the Coordinating Committee, or the Second Vice-President should the First Vice-President be a member of the Executive Committee or belong to the same Parliament as one of the fifteen members.
8. If a member of the Executive Committee is elected President of the Inter-Parliamentary Union, the Governing Council shall elect a member to fill the vacant seat. In such a case, the question shall be included automatically in the agenda of the Governing Council. The term of office of the new member shall be four years.
9. Members of the Executive Committee shall not simultaneously hold office as President or Vice-President of a Standing Committee.

ARTICLE 24

1. The Executive Committee shall be the administrative organ of the Inter-Parliamentary Union.

2. The Executive Committee shall have the following functions:
- (a) To consider, whenever a Parliament makes a request for affiliation or reaffiliation to the Union, whether the conditions mentioned in Article 3 of the Statutes are fulfilled, and to inform the Governing Council of its conclusions (cf. Art. 4);
 - (b) To summon the Governing Council, in case of emergency (cf. Art. 17.2);
 - (c) To fix the date and place of the Governing Council sessions and establish the provisional agenda;
 - (d) To give an opinion on the insertion of supplementary items in the agenda of the Governing Council;
 - (e) To propose to the Governing Council the annual work programme and budget of the Union (cf. Financial Regs., Rule 3.4);
 - (f) To inform the Governing Council at its sessions about the activities of the Executive Committee, through a report by the President;
 - (g) To control the administration of the Secretariat as well as its activities in the execution of the decisions taken by the Assembly or by the Governing Council and to receive, for this purpose, all reports and necessary information;
 - (h) To examine candidates for the post of Secretary General with the aim of submitting a proposal to the Governing Council; to establish the terms of office of the Secretary General appointed by the Governing Council;
 - (i) To request the Governing Council to grant supplementary credits, should the budgetary credits voted by the Governing Council appear to be insufficient to cover the expenditure required for the execution of the programme and the administration of the Union; in case of urgency, to grant these credits with the reservation that it shall inform the Governing Council of such action at the latter's next session;
 - (j) To designate an External Auditor entrusted with auditing the accounts of the Union (cf. Financial Regs., Rule 13);
 - (k) To set the scales of the salaries and allowances of staff members of the Secretariat of the Union (cf. Staff Regs., Section IV);
 - (l) To adopt its own Rules;
 - (m) To carry out all the functions which the Governing Council delegates to it in accordance with the Statutes and Rules.

VI. GEOPOLITICAL GROUPS

ARTICLE 25

1. The Members of the Inter-Parliamentary Union may form geopolitical groups³. Each Group shall decide on the working methods that best suit its participation in the activities of the Organisation. It shall inform the Secretariat of its composition, the names of its officers, and its rules of procedure.

³ At the time of approval of this Article, the geopolitical groups active in the IPU were the African group, Arab group, Asia-Pacific group, Eurasia group, Latin American group, and the Twelve Plus group.

2. The Members that belong to more than one geopolitical group shall inform the Secretary General which geopolitical Group they represent for the purposes of submitting candidatures for positions within the Union.

3. The Executive Committee may invite the Chairs of the geopolitical groups to participate in its discussions in an advisory capacity.

VII. SECRETARIAT OF THE UNION

ARTICLE 26

1. The Secretariat of the Union comprises the totality of the staff of the organisation under the direction of the Secretary General of the Union (cf. Staff Regs., Rule 2), who shall be appointed by the Governing Council (cf. Art. 21 (l)).

2. The functions of the Secretariat shall be the following:

- (a) To be the permanent Headquarters of the Union;
- (b) To keep records on the Members of the Union and endeavour to foster new requests for affiliation;
- (c) To support and stimulate the activities of the Members of the Union and to contribute, on the technical level, towards the harmonization of these activities;
- (d) To prepare the questions to be considered at the Inter-Parliamentary meetings and to distribute the necessary documents in due time;
- (e) To provide for the execution of the decisions of the Governing Council and of the Assembly;
- (f) To prepare proposals for a draft work programme and budget for the consideration of the Executive Committee (cf. Financial Regs., Rule 3.2, 3.3 and 3.7);
- (g) To collect and disseminate information concerning the structure and functioning of representative institutions;
- (h) To maintain the liaison between the Union and other international organisations and, in general, its representation at international conferences;
- (i) To maintain the archives of the Inter-Parliamentary Union.

VIII. ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS

ARTICLE 27

1. The Association of Secretaries General of Parliaments shall be a consultative body of the Inter-Parliamentary Union.

2. The activities of the Association and those of the organs of the Inter-Parliamentary Union competent in the study of parliamentary institutions are complementary. They shall be coordinated by means of consultations and close collaboration at the stages of preparation and implementation of projects.

3. The Association shall be administered autonomously. The Union shall make an annual contribution towards the budget of the ASGP. The Rules which the ASGP establishes shall be approved by the Governing Council of the Inter-Parliamentary Union.

IX. AMENDMENTS TO THE STATUTES

ARTICLE 28

1. Any proposal to amend the Statutes shall be submitted in writing to the Secretariat of the Union at least three months before the meeting of the Assembly. The Secretariat will immediately communicate all such proposals to the Members of the Union. The consideration of such proposed amendments shall be automatically placed on the agenda of the Assembly.
2. Any sub-amendments shall be submitted in writing to the Secretariat of the Union at least six weeks before the meeting of the Assembly. The Secretariat will immediately communicate all such sub-amendments to the Members of the Union.
3. After hearing the opinion of the Governing Council, expressed through a simple majority vote, the Assembly shall decide on such proposals by a two-thirds majority vote.

RULES OF THE ASSEMBLY¹

Adopted in 1971, entirely revised in October 1983 and amended in March 1985, October 1987, September 1988, March 1989, April 1990, April 1995, April 1996, April 2001, entirely revised in April 2003, and amended in April 2004, October 2004 and October 2007

COMPOSITION

RULE 1

1. The Assembly shall be composed of sitting members of Parliament designated by the Members of the Union as delegates in conformity with Article 10 of the Statutes.
2. Associate Members shall participate in the Assembly and its Standing Committees with the same rights as ordinary members, with the exception of the right to vote and to present candidates for elective offices.

RULE 2

1. Representatives of international organisations may be invited by the Governing Council to follow the work of the Assembly in the capacity of observers. Representatives of other bodies to which observer status has been accorded by the General Assembly of the United Nations may also be invited by the Governing Council as observers (cf. Statutes, Art. 21 (g)).²
2. Observers may only speak on the invitation of the President.²

RULE 3

Members of the Union may designate former parliamentarians to follow the work of the Assembly as Honorary members of their delegation.

SESSIONS

RULE 4 (cf. Statutes, Art. 9)

1. The Assembly will meet twice a year. The first session will take place in the first half of each year and normally last for five working days. The second session will take place in the second half of the year and normally last for three working days. It will be held in Geneva, unless the IPU Governing bodies decide otherwise.
2. The place and date of each Assembly shall be determined by the Governing Council, if possible one year in advance (cf. Statutes, Art. 21 (b), Assembly Rule 6). The convocation of the Assembly shall be sent to all Members of the Union at least four months before the opening of the session.

¹ In these Rules, whenever the words "President", "Vice-President", "representative", "delegate", "member" and "observer" are used, they should be construed as referring to both women and men.

² See in Annex II the practical modalities of the rights and responsibilities of observers at IPU Meetings.

RULE 5

1. The Member of the Union inviting the Assembly shall be responsible for providing all necessary facilities for the session, in conformity with an Agreement concluded with the Secretary General acting in the name of the Union.
2. The Governing Council may, however, decide whether it is necessary in certain cases for the Union and other Members of the Union to bear part of the expenses of organising an Assembly.

RULE 6

The dates of each Assembly shall be determined by the Governing Council in consultation with the host Member (cf. Assembly Rule 4).

PRESIDENCY - STEERING COMMITTEE**RULE 7 (cf. Statutes, Art. 11)**

1. The Assembly shall be opened by the President of the Inter-Parliamentary Union or, in the President's absence, by the Vice-President of the Executive Committee designated in conformity with Rule 5.2 of the Rules of the Executive Committee.
2. The Assembly shall choose its President (cf. Statutes, Art. 21 (c)), Vice-Presidents and Tellers.
3. The number of Vice-Presidents shall be equal to that of the Members of the Union represented at the Assembly.

RULE 8

1. The President shall open, suspend and close the sittings, direct the work of the Assembly, see that the Rules are observed, call upon speakers, put questions to the vote, make known the results of the voting and declare the Assembly closed. The President's decisions in these matters shall be final and shall be accepted without debate.
2. The President shall decide on all matters not covered by these Rules, after having taken the advice of the Steering Committee if necessary.

RULE 9

1. The Steering Committee of the Assembly shall be composed of the President of the Assembly, the President of the Inter-Parliamentary Union and the Vice-President of the Executive Committee designated in conformity with Rule 5.2 of the Rules of the Executive Committee. The Presidents of Standing Committees may take part in its work in an advisory capacity.
2. This Committee, which shall be assisted by the Secretary General of the Union, shall take all appropriate measures to ensure the effective organisation and normal functioning of the Assembly proceedings, in conformity with the Statutes and Rules of the Union.

AGENDA – REPORTS AND RESOLUTIONS - ORDER OF DEBATES

RULE 10

1. The agenda of the Assembly, approved on the occasion of its previous session, shall include a General Debate with an overall theme, and one subject item proposed by each Standing Committee and relating to its own field of competence (cf. Standing Committees, Rule 6 and Statutes, Art. 14.1).

2. The agenda shall be communicated to all Members of the Union by the Secretary General at least four months before the opening of the Assembly.

RULE 11 (cf. Statutes, Art. 14.2)

1. Any Member of the Union may request the inclusion of an emergency item in the Assembly agenda. Such a request must be accompanied by a brief explanatory memorandum and a draft resolution which clearly define the scope of the subject covered by the request. The Secretariat shall communicate the request and any such documents immediately to all Members.

2. Consideration and acceptance by the Assembly of a request for the inclusion of an emergency item in its agenda shall be subject to the following provisions:

- (a) A request for the inclusion of an emergency item must relate to a major event of international concern on which it appears necessary for the IPU to express its opinion. Such a request must receive a two-thirds majority of the votes cast in order to be accepted.
- (b) The Assembly may place only one emergency item on its agenda. Should several requests obtain the requisite majority, the one having received the largest number of positive votes shall be accepted.
- (c) The authors of two or more requests for the inclusion of an emergency item may combine their proposals to present a joint one, provided that each of the original proposals relates to the same subject.
- (d) The subject of a proposal that has been withdrawn by its authors or rejected by the Assembly cannot be included in the draft resolution submitted on the emergency item, unless it is clearly referred to in the request and title of the subject adopted by the Assembly.

RULE 12

Before taking a decision on a request for the inclusion of an emergency item and after hearing the opinion of the Steering Committee on its receivability, the Assembly shall hear a summary explanation from the sponsor and a statement from one speaker holding a contrary opinion, neither of whom shall enter into the substance of the matter.

RULE 13

As a rule, the Assembly will appoint two rapporteurs for each Standing Committee who will prepare a report or reports on the item placed on their Committee's agenda. Members of the Union may contribute to such reports by submitting suggestions and comments to the rapporteurs. The arrangements for the submission of such suggestions and comments shall be indicated in the convocation of the Assembly (cf. Standing Committees, Rule 12).

RULE 14

1. The rapporteurs will also prepare a draft resolution on the subject included on the agenda of their Committee.

2. The procedure for submission of draft resolutions on the emergency item shall be determined by the Assembly on the recommendation of the Steering Committee.

RULE 15

1. The Assembly shall start by holding a General Debate with an overall theme. During this General Debate, Members may also address the political, economic and social situation in the world. This debate shall not give rise to the adoption of a motion or draft resolution.

2. The Assembly may hold a panel discussion on a specific topic of general interest, which could also be the overall theme allocated to the General Debate.

3. The three subject items placed by the Assembly on its agenda shall be debated by the competent Standing Committees each of which shall prepare a report and a draft resolution for consideration by the Assembly (cf. Statutes, Art. 13.2).

4. The emergency item shall be dealt with according to an ad hoc procedure approved by the Assembly, on the proposal of the Steering Committee.

5. The Assembly shall vote on the texts submitted by the Standing Committees, without holding a debate on the substance of these questions.

RULE 16

1. No debate may be opened nor any vote taken on a question which the Assembly has examined and on which it has taken a decision.

2. However, in exceptional circumstances, the Steering Committee may submit to the Assembly a motion proposing that a procedural decision already taken be reconsidered; a positive decision on such a motion shall be based on a consensus among the delegations.

AMENDMENTS

RULE 17

1. Any delegate may submit amendments relating to the draft resolutions prepared by the rapporteurs on the subject item included in the agenda approved by the Assembly. They shall be deposited with the Secretariat of the Assembly no later than 15 days before the opening of the Assembly. However, the Meeting of Women Parliamentarians shall be permitted to submit amendments incorporating a gender perspective at any time prior to the closure of the first sitting of the respective Standing Committee. This Rule shall apply to the Coordinating Committee of Women Parliamentarians at the second Assembly of the year (cf. Standing Committees, Rule 12.2).

2. Sub-amendments relating to these draft resolutions may be submitted until the Standing Committee adopts the draft resolution intended for the Assembly.

3. In order to facilitate the work of the Committee, the rapporteurs may propose a new text in order to give due consideration to proposed amendments and sub-amendments.

4. When the Assembly is called upon to take a decision on the draft resolution prepared by the Standing Committee, the only amendments in order, other than those of a purely drafting nature, shall be those incorporating the content of earlier proposals submitted within the statutory time-limits but not accepted by the Standing Committee.

5. When the Assembly is called upon to take a decision on any other draft resolution, amendments and sub-amendments may be submitted until the Assembly adopts the texts to which they relate.

RULE 18

1. Amendments and sub-amendments shall relate directly to the text. They may only call for an addition, a deletion or an alteration with regard to the initial draft, without having the effect of changing its scope or nature.
2. The President of the Assembly shall determine whether or not amendments and sub-amendments which are to be voted on in plenary sitting of the Assembly are in order.

RULE 19

1. Amendments and sub-amendments shall be voted on before the text to which they relate.
2. If two or more amendments apply to the same words in a draft resolution, that which is furthest from the text under consideration shall have priority over the others and shall be put to the vote first.
3. If two or more amendments are mutually exclusive, the adoption of the first shall involve the rejection of the other amendment or amendments bearing on the same words. If the first amendment is rejected, the next amendment in order of priority shall be put to the vote; the same procedure shall be applied for each of the following amendments.
4. In case of doubt regarding the priority, the President shall decide.

RULE 20

Unless the President decides otherwise, the only speakers on an amendment or a sub-amendment shall be the sponsor, one delegate holding a contrary opinion and, if need be, the Rapporteur of the Standing Committee (cf. Standing Committees, Rule 21).

SPEAKING RIGHTS - ORDER - PROCEDURAL MOTIONS

RULE 21

No delegate may speak without the authorization of the President.

RULE 22

1. No more than two representatives of each delegation may speak in the General Debate. For this debate, every delegation shall be entitled to 8 minutes' speaking time unless the Steering Committee decides otherwise. When two speakers from the same delegation are registered for this debate, they shall share the speaking time in the most appropriate way.
2. With a view to ensuring the normal running of the debates, the Steering Committee may alter the above speaking time to suit the circumstances.
3. Notwithstanding the provisions of paragraph 1 above, the President may, at the end of the corresponding sitting, give the floor briefly to a delegation wishing to exercise its right of reply.

RULE 23

1. As a general rule, delegates shall take the floor in the order in which they have asked to speak.

2. However, the registration of speakers for the General Debate shall be governed by a specific procedure established by the Assembly.
3. Speakers may only be interrupted by other delegates on a point of order.
4. The President shall rule immediately without debate on all points of order.

RULE 24

The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language. The President may, if necessary, withdraw permission to speak and may have the objectionable words struck from the record.

RULE 25

The President shall deal immediately with any incident which may arise during the meeting and, if necessary, take any measure required to restore the normal working of the Assembly.

RULE 26

1. Priority to speak shall be given to delegates wishing to propose:
 - (a) Adjournment of the debate sine die;
 - (b) Adjournment of the debate;
 - (c) Closure of the list of speakers;
 - (d) Closure or adjournment of the meeting;
 - (e) Any other motion bearing on the conduct of the meeting.
2. These procedural motions shall have priority over the substantive questions; debate on the latter shall be suspended while the former are considered.
3. The mover shall make a brief presentation of the motion without entering into the substance of the question under debate.
4. In debate on procedural motions, only the mover of the proposal and one delegate holding a contrary opinion shall be heard, each of whom may speak for not more than three minutes, after which the Assembly shall decide.

RULE 27

Debates of the Assembly shall be public. They shall be held in private only if the Assembly so decides by a two-thirds majority of the votes cast.

VOTING - QUORUM - MAJORITIES

RULE 28

Voting shall be conducted in conformity with Articles 15 and 16 of the Statutes.

RULE 29

A table giving the number of votes to which each Member of the Union is entitled shall be distributed at the opening of the Assembly.

RULE 30

1. Assembly votes shall be taken only after due notice has been given by the President.
2. Results of votes by secret ballot shall be ascertained by the Tellers appointed by the Assembly.

RULE 31

1. Any delegate may request that part, or each paragraph, of a text submitted to the Assembly be put to the vote separately.
2. If any objection is raised, the request for division shall be voted on without debate.
3. If the request for division is accepted, separate votes shall be taken on those parts and paragraphs of the text on which the Assembly has resolved to take a separate vote. The full text, excluding such parts or paragraphs as may have been rejected, shall subsequently be put to the vote as a whole on the understanding that, should all the parts and paragraphs of the text be rejected, the text shall be considered as rejected in toto.

RULE 32

1. Nobody may interrupt a vote once it has commenced, except to obtain clarification as to the manner in which the voting is being conducted.
2. Delegates who wish to explain their vote briefly may be authorized to do so by the President, after voting has taken place.
3. No explanation of vote shall be admissible on amendments and procedural motions.

RULE 33

1. A vote may only take place if at least half of the delegations participating in the Assembly are represented in the meeting room at the time.
2. For each Assembly, the quorum shall be established on the basis of the number of delegations effectively participating at the first plenary meeting. This quorum shall be announced by the Secretary General at that time.

RULE 34

1. Subject to the provisions of Rules 11.2, 16.2 and 28, the Assembly shall take decisions by a majority of the votes cast.
2. In calculating the number of votes cast, only affirmative and negative votes shall be taken into account.
3. When a specified majority is required, the number of affirmative votes must be equal to at least one-third of the total number of votes allocated to delegations participating effectively in the Assembly (cf. Rule 33.2).
4. If the votes are equally divided, the proposal under consideration shall be considered as rejected.

SECRETARIAT

RULE 35

1. The Secretary General of the Union shall be responsible for the organisation of the Secretariat of the Assembly. The Secretary General or the Secretary General's representative shall assist the President in directing the work of the Assembly.
2. The Secretary General or the Secretary General's representative may at any time, at the request of the President, submit to the Assembly advice on any question which the meeting has under consideration (cf. Secretariat, Rule 6).

RULE 36

The Secretary General shall transmit to the Members of the Union as rapidly as possible all the documents sent for the Assembly.

RULE 37

1. The Secretariat of the Union shall receive all documents, reports and draft resolutions and distribute them, together with the summary records of the sittings, in English and French. It shall ensure the simultaneous interpretation of the debates in these two languages, as well as in Arabic and Spanish.
2. The Secretariat of the Union shall preserve the documents of the Assembly in its archives and, in general, carry out all the tasks which the Assembly may think fit to entrust to it.

RULE 38

1. The provisional summary record of each sitting shall be made available to delegates within twenty-four hours. Any delegate may request a rectification; the Steering Committee shall decide, in case of doubt, as to its admissibility.
2. Should the Assembly sit in private, it may decide that no records of the sitting be kept.
3. The final summary record of the proceedings shall be published and distributed before the following Assembly.

CLOSE OF THE ASSEMBLY

RULE 39

1. At the close of each Assembly, the President shall enumerate the principal resolutions adopted.
2. It shall be the duty of the Members of the Union to submit these resolutions within their respective Parliaments, in an appropriate form, and to communicate them to their Governments with a view to obtaining the most active possible support for the implementation of these resolutions (cf. Statutes, Art. 7).

ADOPTION AND AMENDMENT OF THE RULES

RULE 40

1. The Assembly shall adopt and amend its Rules by a majority of the votes cast.
2. Proposals for amending the Rules of the Assembly shall be formulated in writing and sent to the Secretariat of the Union at least three months before the Assembly meets. The Secretariat shall communicate such proposals immediately to all Members of the Union. It shall also, if necessary, communicate to all Members any proposals for sub-amendments at least one month before the meeting of the Assembly.
3. Consideration of any request to amend the Rules shall be included automatically in the agenda of the Assembly.

RULES OF THE GOVERNING COUNCIL¹

Adopted in 1971, entirely revised in October 1983 and amended in September 1988, April 1995, April 1996, September 1998 and April 2001, and entirely revised in April 2003

COMPOSITION

RULE 1

1. The Governing Council is composed of sitting members of Parliament designated by the Members of the Union in conformity with Article 18 of the Statutes.
2. Each Member of the Union shall be represented on the Governing Council by three parliamentarians, provided that its representation include both men and women. Single gender delegations will be limited to two members.

RULE 2

A member of the Governing Council who is unable to attend may be replaced by another representative of the Union Member in question duly authorized for that purpose (cf. Statutes, Art. 18.3 and Governing Council Rule 1.1).

RULE 3

1. Two representatives of each Associate Member of the Union may follow the work of the Governing Council.
2. The Presidents of the Standing Committees may participate in Council meetings in an advisory capacity when questions concerning the work of their Committees are being discussed (cf. Standing Committees, Rule 16.2).

RULE 4

Representatives of international organisations may be invited by the Governing Council to follow its work as observers. Representatives of other bodies to which observer status has been accorded by the General Assembly of the United Nations may also be invited by the Governing Council as observers (cf. Statutes, Art. 21 (g)).²

SESSIONS

RULE 5

The date and place of the Governing Council sessions shall be fixed by the Executive Committee (cf. Statutes, Art. 17 and 24.2 (c)).

¹ In these Rules, whenever the words "President", "Vice-President", "delegate", "representative", "member" and "observer" are used, they should be construed as referring to both women and men.

² See in Annex II the practical modalities of the rights and responsibilities of observers at IPU Meetings.

PRESIDENCY

RULE 6

The President of the Inter-Parliamentary Union shall be *ex officio* President of the Governing Council and shall be elected in conformity with Article 19 of the Statutes.

RULE 7

Candidatures for the Presidency of the Inter-Parliamentary Union shall be communicated in writing to the Secretary General at least 24 hours before the opening of the meeting during which the election is to take place.

RULE 8

1. The candidate who obtains an absolute majority of the votes cast shall be elected President of the Inter-Parliamentary Union.
2. If no candidate obtains an absolute majority during the first round of voting, a second round and, if need be, further rounds shall be held among the candidates until one of them obtains this majority.

RULE 9

1. If the President is absent, the President shall be replaced by the Vice-President of the Executive Committee, designated in conformity with Rule 5.2 of the Rules of the Executive Committee.
2. In case of resignation, loss of parliamentary mandate or death, the President's functions shall be exercised by the Vice-President of the Executive Committee until the Governing Council has elected a new President. The same provision shall apply when the affiliation of the Member of the Union to which the President of the Inter-Parliamentary Union belongs is suspended (cf. Statutes, Art. 19.4).

RULE 10

The Member of the Union to which the President belongs may designate another of its members to replace the President on the Governing Council with the right to vote.

RULE 11

1. The President shall open, suspend and close the sittings, direct the work of the Governing Council, see that the Rules are observed, call upon the speakers, put questions to the vote, make known the results of the voting and declare the sessions closed. The President's decisions on these matters shall be final and shall be accepted without debate.
2. The President shall decide on all matters not covered by these Rules.

AGENDA - DECISIONS

RULE 12 (cf. Statutes, Art. 20)

1. The Governing Council shall adopt its agenda.
2. A provisional agenda shall be drawn up by the Executive Committee. It shall be communicated to all members of the Governing Council by the Secretary General at least

one month before the opening of each regular session, accompanied by the necessary documents.

3. The Governing Council shall decide, by a majority of the votes cast, on the provisional agenda recommended by the Executive Committee.

RULE 13

1. Any member of the Governing Council may ask for the insertion of supplementary items in the agenda (cf. Statutes, Art. 20.2); such a request shall be communicated immediately to the members of the Governing Council.

2. After hearing the opinion of the Executive Committee, the Governing Council shall decide on such a request:

- (a) By a majority of the votes cast if the request is received by the Secretariat of the Union at least 15 days before the opening of the session;
- (b) By a two-thirds majority of the votes cast if the request is received less than 15 days before the opening of the session.

RULE 14

Any member of the Governing Council may submit a motion or a draft resolution on an item appearing on its agenda.

RULE 15

If the text of a draft resolution has not been circulated in French and in English before its discussion, any member of the Governing Council may request the adjournment of its consideration until such time as the text has been distributed in both these languages.

RULE 16

Any member of the Governing Council may submit amendments to a motion or a draft resolution.

RULE 17

1. Amendments, which may be submitted either orally or in writing, shall relate directly to the text. They may only envisage an addition, a deletion or an alteration with regard to the initial draft without having the effect of changing its scope or nature.

2. The President shall determine whether or not amendments are in order.

RULE 18

1. Amendments shall be discussed before the text to which they relate. They shall likewise be voted on before the text itself.

2. Sub-amendments shall be discussed at the same time as the amendments to which they relate. They shall be voted on before the amendments concerned.

RULE 19

1. If two or more amendments apply to the same words in the draft resolution, that which is furthest from the text under consideration shall have priority over the others and shall be put to the vote first.

2. If two or more amendments relating to the same words are mutually exclusive, the adoption of the first shall involve the rejection of the other amendment or amendments. If the first amendment is rejected, the next amendment in order of priority shall be put to the vote; the same procedure shall be applied for each following amendment.

3. In case of doubt regarding priority, the President shall decide.

RULE 20

Unless the President decides otherwise, the only speakers to be heard in discussing an amendment shall be the author of the amendment and a member holding a contrary opinion.

SPEAKING RIGHTS - ORDER - PROCEDURAL MOTIONS

RULE 21

No member of the Governing Council may speak without the authorization of the President.

RULE 22

1. Members of the Governing Council shall speak in the order in which they request the floor.

2. Speakers may only be interrupted by other members on a point of order. They may, nevertheless, with the President's authorization, yield the floor so as to allow other members' requests for clarification.

3. The President shall rule immediately and without debate on all points of order.

RULE 23

On the proposal of the President, or at the request of one of its members, the Governing Council may decide by a majority of the votes cast to limit speaking time in the discussion of a particular item on the agenda.

RULE 24

The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language. The President may, if necessary, withdraw permission to speak and may have the objectionable words struck from the record.

RULE 25

The President shall deal immediately with any incident which may arise during a meeting and, if necessary, take all measures required to restore the normal functioning of the Governing Council debates.

RULE 26

1. Priority to speak shall be given to members of the Governing Council wishing to propose:

- (a) Adjournment of the debate sine die;

- (b) Adjournment of the debate;
 - (c) Closure of the list of speakers;
 - (d) Closure or adjournment of the meeting;
 - (e) Any other motion bearing on the conduct of the meeting.
2. These procedural motions shall have priority over the substantive questions; debate on the latter shall be suspended while the former are considered.
 3. The mover shall make a brief presentation of the motion without entering into the substance of the question under debate.
 4. In debate on procedural motions, only the mover of the proposal and one delegate holding a contrary opinion shall be heard, after which the Governing Council shall decide.

RULE 27

Governing Council debates shall be public. They shall be held in private only if the Governing Council so decides by a majority of the votes cast.

VOTING - QUORUM - MAJORITIES

RULE 28

1. Members of the Governing Council, or their duly appointed substitutes, shall have one vote each.
2. The President shall not vote.

RULE 29

The Governing Council shall normally vote by show of hands or by standing and sitting. However, if the President deems it necessary or a member of the Governing Council so requests, a vote by roll-call may be taken.

RULE 30

1. Voting shall be by secret ballot for the election of the President of the Inter-Parliamentary Union, the appointment of the Secretary General and the election of members of the Executive Committee.
2. Results of secret ballots shall be ascertained by two Tellers appointed by the Governing Council.

RULE 31

Subject to the special provisions relating to amendments (cf. Rule 18) and procedural motions (cf. Rule 26), the Governing Council shall vote on proposals in the order in which they were submitted. After each vote, the Governing Council may decide whether or not it will vote on the next proposal.

RULE 32

1. Any member of the Governing Council may request that part, or each paragraph, of a text submitted to the Governing Council be put to the vote separately.
2. If any objection is raised, the request for division shall be voted upon without debate.

3. If the request for division is accepted, separate votes shall be taken on those parts and paragraphs of the text on which the Governing Council has resolved to take a separate vote. The full text, excluding such parts or paragraphs as may have been rejected, shall subsequently be put to the vote as a whole on the understanding that, should all the parts and paragraphs of the text be rejected, the text shall be considered rejected in toto.

RULE 33

1. Nobody may interrupt a vote once it has commenced, except to obtain clarification on the manner in which the voting is being conducted.
2. Members of the Governing Council who wish to explain their vote briefly may be authorized to do so by the President, after voting has taken place.
3. No explanation of vote shall be admissible on amendments and procedural motions.

RULE 34

1. A vote may only take place if at least half the members of the Governing Council or their duly appointed substitutes participating in the session are present in the meeting room at the time.
2. For each session, the quorum shall be established on the basis of the number of members of the Governing Council or substitutes effectively participating in the first meeting. The quorum shall be announced by the Secretary General at that time.

RULE 35

1. The majorities required shall be the following:
 - (a) For the insertion of supplementary items in the Governing Council agenda, a two-thirds majority of the votes cast, if the request is received by the Secretariat less than 15 days before the opening of the session (cf. Rule 13.2 (b));
 - (b) For the election of the President, an absolute majority of the votes cast (cf. Rule 8);
 - (c) For any other decision, a majority of the votes cast.
2. In calculating the number of votes cast, only affirmative and negative votes shall be taken into account.
3. When a two-thirds majority is required, the number of affirmative votes must be equal to at least one-third of the total number of Governing Council members or their substitutes participating effectively at the session (cf. Rule 34).
4. If the votes are equally divided, the proposal under consideration shall be considered as rejected.

CONSULTATION AND DECISIONS BY CORRESPONDENCE

RULE 36

1. In the interval between sessions the President of the Inter-Parliamentary Union or the Executive Committee, acting through the Secretary General, may if necessary consult the Governing Council by correspondence.
2. For the result of this consultation to constitute a valid decision, the Secretariat must have received replies from at least half of the Members of the Union represented on the

Governing Council within 40 days of the date of despatch of the communication by which the Members were consulted.

ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE

RULE 37

In conformity with Article 21 (k) of the Statutes, the Governing Council shall elect the members to fill vacant seats on the Executive Committee.

RULE 38

Candidatures for an election to the Executive Committee, with the exception of the case provided for in Article 23.7 of the Statutes, shall be communicated in writing to the Secretary General at least 24 hours before the Governing Council meeting at which they are to be considered.

RULE 39

The Governing Council shall elect candidates who have obtained an absolute majority of the votes cast. If the requisite number of candidates is not elected in the first round of voting, further rounds shall be held until all the vacant seats are filled. In calculating the majority, partially completed ballot papers shall be counted.

APPROVAL OF THE PROGRAMME AND BUDGET - AUDITING OF THE ACCOUNTS

RULE 40

The Governing Council, on the proposal of the Executive Committee, shall establish the annual programme and budget of the Union (cf. Statutes, Art. 21 (h) and 24.2 (e)).

RULE 41 (cf. Financial Regulations, Rule 13)

The Union's accounts, after having been examined by the External Auditor, shall be submitted each year by the Secretary General to the two Auditors appointed by the Governing Council from among its members (cf. Statutes, Art. 21 (i)). When audited, they shall be presented for approval to the Governing Council which shall then sanction the Secretary General's financial administration.

SECRETARIAT

RULE 42 (cf. Secretariat, Rule 6)

1. The Secretary General or the Secretary General's representative shall assist the President in directing the work of the Governing Council.
2. The Secretary General or the Secretary General's representative may be invited by the President to speak on any question under consideration.

RULE 43

1. The Secretariat of the Union shall receive all documents, reports and draft resolutions and distribute them in English and French. It shall ensure the simultaneous interpretation of the debates in these two languages, as well as in Arabic and Spanish.

2. It shall prepare provisional summary records of the meetings which shall be circulated to all Members of the Union within 60 days of the close of the session and submitted for approval by the Governing Council at the opening of its next session.

RULE 44

The Secretary General shall submit to each ordinary session of the Governing Council a written report on the state and work of the Inter-Parliamentary Union.

ADOPTION AND AMENDMENT OF THE RULES

RULE 45

1. The Governing Council shall adopt and amend its Rules by a majority of the votes cast.

2. Proposals for amending the Governing Council's Rules shall be formulated in writing and sent to the Secretariat of the Union at least three months before the next meeting of the Governing Council. The Secretariat shall communicate such proposals immediately to all Members of the Union. It shall communicate any proposals for sub-amendments at least one month before the meeting of the Governing Council.

3. If circumstances so warrant, the Governing Council may establish special Rules of procedure for any extraordinary session it convenes in conformity with the provisions of Article 17.2 of the Statutes. Such special Rules shall be approved by the Governing Council no later than at the regular session immediately preceding the event in question.

RULES OF THE EXECUTIVE COMMITTEE¹

Adopted in 1972, entirely revised in October 1983 and amended in October 1987, April 1990, April 1995, April 1996, September 1998, October 1999, April 2001, entirely revised in April 2003 and amended in October 2011.

COMPOSITION

RULE 1

The Executive Committee shall be composed of the President of the Inter-Parliamentary Union, fifteen elected members and the President of the Coordinating Committee of the Meeting of Women Parliamentarians in conformity with Article 23 of the Statutes.

RULE 2

1. A member of the Executive Committee who is unable to participate in a session may be replaced by another representative of the Union Member concerned, duly mandated for that purpose; if the President of the Coordinating Committee of the Meeting of Women Parliamentarians who is an ex officio member of the Executive Committee is unable to attend, she may be replaced by the First Vice-President or the Second Vice-President of the Coordinating Committee, as the case may be.
2. If a member of the Executive Committee dies, resigns or ceases to be a parliamentarian, the Member of the Union concerned shall appoint a substitute to serve until the next session of the Governing Council, when an election shall be held in the manner stipulated in Article 23.6 of the Statutes.
3. The number of substitutes may not exceed half of the participants at a session.

SESSIONS

RULE 3

1. The Executive Committee shall meet in ordinary session at least twice a year after convocation by the President of the Inter-Parliamentary Union.
2. It shall be convened in extraordinary session if the President deems it necessary or if three of its members, representing at least two geopolitical groups, so request.

RULE 4

1. The Executive Committee shall fix the place and date of its ordinary sessions.
2. The place and date of extraordinary sessions shall be fixed by the President in agreement, whenever possible, with the members of the Committee.

¹ In these Rules, whenever the words "President", "Vice-President", "parliamentarian" and "member" are used, they should be construed as referring to both women and men.

PRESIDENCY

RULE 5

1. The President of the Inter-Parliamentary Union shall preside ex officio over the Executive Committee.
2. A Vice-President of the Executive Committee shall be appointed by the Executive Committee each year at its last session to replace the President of the Inter-Parliamentary Union in case of the latter's absence, or to exercise the latter's functions until the election of a new President by the Governing Council in case of resignation, loss of parliamentary mandate, death or of the suspension of the affiliation of the Member of the Union to which the President belongs.

RULE 6

1. The President shall open, adjourn and close the meetings, direct the work of the Committee, ensure respect for the Rules, call upon members to speak, put matters to the vote, announce the results of the voting and declare sessions closed. The President's decisions on these matters shall be final and shall be accepted without debate.
2. The President shall make a decision in all cases not covered by these Rules, such decision to be based on the general rules of procedure contained in the Rules of the Governing Council.

AGENDA

RULE 7

1. The provisional agenda of each session shall be fixed by the Secretary General in agreement with the President. It shall be communicated to the members of the Committee at least one month before the opening of each ordinary session.
2. A member of the Executive Committee may request the inclusion of supplementary items in the agenda.
3. The definitive agenda of each session shall be fixed by the Executive Committee at the opening of each session.

DELIBERATIONS - QUORUM - VOTE

RULE 8

The members of the Executive Committee shall deliberate in private.

RULE 9

The Executive Committee may hold valid deliberations and take valid decisions only if eight members or regularly appointed substitutes are present.

RULE 10

1. The members of the Executive Committee or their regularly appointed substitutes shall have one vote each.
2. The President shall participate in the voting only if the votes are equally divided.

RULE 11

1. The Executive Committee shall normally vote by show of hands. However, if the President deems it necessary or if one member of the Committee so requests, a secret ballot shall be held.
2. Subject to the provisions of Rule 16, the Executive Committee shall take all its decisions by a majority of the votes cast.
3. In calculating the number of votes cast, only positive and negative votes shall be taken into consideration.

RULE 12

1. In the interval between sessions, the President, acting through the Secretary General, shall, if necessary, consult the Executive Committee by correspondence.
2. For the results of this consultation to constitute a valid decision, the Secretariat must have received replies from at least eight members of the Committee within 20 days of the date of despatch of the communication by which they were consulted.

SUB-COMMITTEE ON FINANCE**RULE 13**

1. The Sub-committee on Finance shall act as an advisory body to the Executive Committee. It shall review and make recommendations to the Executive Committee on financial matters or any other issue referred to it by the Executive Committee.
2. The Executive Committee shall adopt and amend the Terms of reference of the Sub-committee on Finance.
3. The Sub-committee on Finance shall be composed of one representative from each of the geopolitical groups, selected from among Executive Committee members.
4. The members of the Sub-committee shall be elected *ad personam* by the Executive Committee for a term of two years, renewable once, as long as they are members of the Executive Committee.

SECRETARIAT**RULE 14 (cf. Secretariat, Rule 6)**

1. The Secretary General or the Secretary General's representative shall assist the President in directing the work of the Executive Committee.
2. The Secretary General or the Secretary General's representative may speak on any question under consideration.

RULE 15

1. The Secretariat of the Union shall receive or prepare all documents necessary to the deliberations of the Committee and shall distribute them to its members in English and French. It shall ensure the simultaneous interpretation of the debates in these two languages, as well as in Arabic and Spanish.
2. It shall prepare provisional summary records of the sessions which shall be sent to the members of the Committee within 40 days of the close of each session and submitted for their approval at the opening of the next session.

ADOPTION AND AMENDMENT OF THE RULES

RULE 16

1. The Committee shall adopt and amend its Rules by an absolute majority of the members or substitutes present at the time of the vote.
2. Proposals to amend the Rules of the Executive Committee must be formulated in writing and sent to the Secretariat of the Union at least three months before the next meeting of the Committee. The Secretariat shall immediately communicate such proposals, as well as any proposals for sub-amendments, to the members of the Committee.

* * * *

TERMS OF REFERENCE OF THE SUB-COMMITTEE ON FINANCE

GUIDING PRINCIPLE

RULE 1

1. A Sub-committee on Finance shall be established within the Executive Committee. The Sub-committee on Finance shall act as an advisory body and exercise an independent appraisal function to the Executive Committee as defined in section 2 below.
2. The work of the Sub-committee on Finance shall be conducted in accordance with internationally accepted best practices and in compliance with IPU policies, rules and regulations.

ROLE OF THE SUB-COMMITTEE

RULE 2

The Sub-committee shall review and, as appropriate, make recommendations to the Executive Committee on:

- (a) The budget;
- (b) Evaluations;
- (c) The interim Financial Report, the Financial Report and audited financial statements, together with the management letter of the External Auditor thereon;
- (d) The audit plans of the External and Internal Auditors and any reports submitted by them to the Executive Committee;
- (e) The Secretariat's responses to any of the above-mentioned matters;
- (f) Other financial and administrative matters on the proposed agenda for the next session of the Executive Committee;
- (g) Financial implications of every strategic plan;
- (h) Financial contributions from other sources such as voluntary funding, fees for observer status or the like;
- (i) Any other matter referred to it by the Executive Committee.

COMPOSITION OF THE SUB-COMMITTEE

RULE 3

1. Bearing in mind the need to strive for geographical representation and gender balance, the Sub-committee shall be composed of six members of both sexes, one from each geopolitical group, selected from among Executive Committee members.
2. The Sub-committee shall elect a Chairperson from among its members.

MANDATE OF THE SUB-COMMITTEE

RULE 4

The members of the Sub-Committee shall be elected ad personam by the Executive Committee for a two-year term renewable once as long as they are still members of the Executive Committee.

WORKING METHODS

RULE 5

1. The Sub-committee shall meet in closed session prior to each meeting of the Executive Committee. Extraordinary meetings may also be scheduled on an ad hoc basis as necessary.
2. The Sub-committee shall have annual meetings with the Internal and External Auditors.

ACCESS TO DOCUMENTS

RULE 6

The Sub-committee shall have access to all records and documents of the Organization, including audit and evaluation reports, investigations as well as the reports and management letters from the External and Internal Auditors.

RESOURCES

RULE 7

1. The Sub-committee shall be provided with administrative and secretarial support from the IPU Secretariat as and when required. The Secretariat of the IPU shall ensure simultaneous interpretation in English and French as well as Arabic and Spanish if so requested.
2. Travel and accommodation costs shall be covered by the national parliament of each member of the Sub-committee.

RULES OF THE STANDING COMMITTEES¹

Adopted in 1971, entirely revised in October 1983 and amended in April 1990, April 1995, April 1996, September 1998, April 2001, entirely revised in April 2003, and amended in April 2004, October 2004, October 2007 and October 2010

CONSTITUTION - COMPOSITION - SESSIONS

RULE 1

In accordance with Articles 13.1 and 21 (e) of the Statutes, the Governing Council shall establish the number and terms of reference of Standing Committees which shall be able to address all issues within the competence of the Inter-Parliamentary Union.

RULE 2

1. The Members of the Union shall be represented on each Standing Committee by one member and one substitute.
2. The substitute shall have the same speaking rights as the titular member, but shall only vote in the latter's absence (cf. Rule 29.1).

RULE 3

1. Representatives of international organisations or experts may be invited by the Governing Council to follow the work of the Standing Committees as observers. Representatives of other bodies to which observer status has been accorded by the General Assembly of the United Nations may also be invited by the Governing Council as observers (cf. Statutes, Art. 21 (g)).²
2. Observers may only speak with the permission of the President.

RULE 4

The Members of the Union may designate former parliamentarians to follow the work of the Standing Committees as Honorary members of their delegation.

RULE 5

The convocations of the Standing Committees shall be drawn up in consultation with their President by the Secretary General who shall give effect to the relevant decisions taken by the Governing Council and the Assembly.

¹ In these Rules, whenever the words "President", "Vice-President", "delegate", "representative", "member" and "observer" are used, they should be construed as referring to both women and men.

² See in Annex II the practical modalities.

TERMS OF REFERENCE

RULE 6 (cf. Statutes, Art. 13)

1. Standing Committees shall normally debate and prepare reports and draft resolutions on their respective subject items placed on the agenda of the Assembly (cf. Assembly, Rule 15.3).
2. They may also be instructed by the Governing Council to study an item included in the latter's agenda and make a report.

OFFICERS

RULE 7

1. Each Standing Committee shall elect a Bureau composed of a President and Vice-Presidents, one of whom shall be elected as First Vice-President. They shall represent the existing geopolitical Groups and the number of Bureau members shall be equivalent to the number of geopolitical Groups. Each member shall have a substitute. An effort shall be made to ensure gender balance.
2. Officers shall be elected or re-elected at the first annual session of each Committee by an absolute majority of the votes cast.
3. The posts of Vice-President shall be filled at a single election.
4. A separate vote shall be held by secret ballot whenever there is more than one candidate for the same post. In calculating the absolute majority, partially completed ballot papers shall be counted.

RULE 8

1. A Committee officer shall not be eligible for re-election to the same post, either as titular or substitute, after four years in office.
2. When a Committee officer has served for four consecutive years, two years must elapse before that person may again be elected to the post held previously.

RULE 9

1. In order to ensure as far as possible a fair distribution of these posts among the Members of the Union, representatives of a Member shall not simultaneously hold more than one post as President or Vice-President, or hold a post in the same body for more than four consecutive years (cf. Rule 8).
2. Members of the Executive Committee shall not simultaneously hold office as President or Vice-President of a Standing Committee (cf. Statutes, Art. 23.9 and Standing Committees, Rule 10.2).
3. There shall be no candidates for the post of President of a Standing Committee from a Member of the Union represented on the Executive Committee.

RULE 10

1. The First Vice-President shall act for the President of a Standing Committee in the latter's absence.

2. In case of resignation, loss of parliamentary mandate or death of the President of a Standing Committee, or if the affiliation of the Member of the Union to which the President belongs is suspended, the President's duties shall be exercised by the First Vice-President, until such time as the Committee holds its next elections. A similar procedure shall be followed when the President of a Standing Committee is elected to the Executive Committee or to the Presidency of the Inter-Parliamentary Union (cf. Rule 9.2).

RULE 11

1. The President shall open, suspend and close sittings, direct the work of the Committee, see that the Rules are observed, call upon the speakers, put questions to the vote, make known the results of voting and declare the sessions closed. The President's decisions on these matters shall be final and shall be accepted without discussion.

2. The President shall decide on all matters not covered by these Rules, after having taken the advice of the Bureau and the President of the Inter-Parliamentary Union if necessary.

RAPPORTEURS

RULE 12

1. The Assembly shall appoint rapporteurs for each Standing Committee who will prepare a report or reports on the item placed on their Committee's agenda. Members of the Union may contribute to such reports by submitting their suggestions and comments to the rapporteurs. The arrangements for the submission of such suggestions and comments shall be indicated in the convocation of the Assembly. The final report shall remain the responsibility of its authors (cf. Assembly Rule 13).

2. The rapporteurs shall also prepare a draft resolution on the subject to be debated in their Committee, which the Secretariat of the IPU shall send to the Members in advance of the session. Members may propose amendments to the draft resolution no later than 15 days before the opening of the Assembly. However, the Meeting of Women Parliamentarians shall be permitted to submit amendments which incorporate a gender perspective to the draft resolutions at any time prior to the closure of the first sitting of the respective Standing Committee. This Rule shall apply to the Coordinating Committee of Women Parliamentarians at the second Assembly of the year. The Committee will finalise the draft resolution and submit it to the Assembly for adoption (cf. Assembly Rule 17.1).

AGENDA - ORDER OF DEBATES - REPORTS

RULE 13

The agenda of the Standing Committees shall be communicated to all Members of the Union by the Secretary General who shall give effect to the decisions taken by the Governing Council and the Assembly (cf. Statutes, Art. 13.2 and 13.3; Assembly, Rules 10 and 15).

RULE 14

A Standing Committee which is requested by the Assembly or by the Governing Council to undertake preliminary consideration of a question may, on the proposal of its President or one of its members, make such procedural arrangements as are necessary to ensure the efficient organisation of the debate, taking into account the time available.

RULE 15

1. The Bureau of a Standing Committee may, if necessary, set up a drafting committee.
2. The number of members of a drafting committee shall not normally exceed eleven. Its composition shall take into account equitable geographical distribution and political and gender balance. The rapporteurs who have prepared the report and the draft resolution on the item placed on the Committee's agenda shall take part in the proceedings of the drafting committee as members or advisers.
3. Only the members of a drafting committee or, in the event of their prolonged absence, their substitutes, and the rapporteurs shall have the right to speak.

RULE 16

1. Each Standing Committee shall appoint one of its members to present its conclusions to the Assembly.
2. The President of each Standing Committee shall act as its Rapporteur before the Governing Council (cf. Governing Council, Rule 3).
3. These Rapporteurs shall give an objective account of the Committee's work, taking into consideration the views of the majority and minority, and shall present any draft resolutions proposed by the Standing Committee.

AMENDMENTS

RULE 17

Any member of a Committee may submit amendments to a draft resolution or a motion under consideration by that Committee, and may also submit sub-amendments (cf. Assembly, Rule 17).

RULE 18

1. Amendments and sub-amendments shall relate directly to the text. They may only envisage an addition, a deletion or an alteration with regard to the initial draft without having the effect of changing its scope or nature.
2. In exceptional circumstances, a new amendment may be considered for inclusion by the Committee if it incorporates a significant and/or recent development highlighted during the Committee debate and meets with broad consensus among the Committee members.
3. The President shall determine whether or not amendments or sub-amendments are in order.

RULE 19

1. Amendments shall be discussed before the text to which they relate. They shall likewise be voted on before the text itself.

2. Sub-amendments shall be discussed at the same time as the amendments to which they relate. They shall be voted on before the amendments concerned.

RULE 20

1. If two or more amendments apply to the same words in a draft resolution, that which is furthest from the text under consideration shall have priority over the others and shall be put to the vote first.
2. If two or more amendments relating to the same words are mutually exclusive, the adoption of the first shall involve the rejection of the other amendment or amendments. If the first amendment is rejected the next amendment in order of priority shall be put to the vote; the same procedure shall be applied for each of the following amendments.
3. In case of doubt regarding priority, the President shall decide.

RULE 21

Unless the President decides otherwise, the only speakers to be heard in discussing an amendment shall be its author and a member holding a contrary opinion and, if need be, the Rapporteur of the Standing Committee (cf. Assembly, Rule 20).

RIGHT TO SPEAK - ORDER - PROCEDURAL MOTIONS

RULE 22

No member of a Standing Committee may speak without the consent of the President.

RULE 23

1. Unless the President decides otherwise, members shall speak in the order in which they register.
2. Speakers may only be interrupted by other members on a point of order. They may, nevertheless, with the President's authorization, yield the floor so as to allow other members' requests for clarification.
3. The President shall rule immediately and without debate on all points of order.

RULE 24

On the proposal of the President, or at the request of one of its members, the Standing Committee may decide to limit the speaking time allowed to each delegation and/or the number of times on which delegates may take the floor in the discussion of a particular item on the agenda.

RULE 25

The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language. The President may, if necessary, withdraw permission to speak and may have the objectionable words struck from the record.

RULE 26

The President shall deal immediately with any incident which may arise during the sitting. If necessary, the President shall take all measures required to restore the normal functioning of the Committee's debates.

RULE 27

1. Priority to speak shall be given to members wishing to propose:
 - (a) Adjournment of the debate sine die;
 - (b) Adjournment of the debate;
 - (c) Closure of the list of speakers;
 - (d) Closure or adjournment of the meeting;
 - (e) Any other motion bearing on the conduct of the meeting.
2. These procedural motions shall have priority over the substantive questions; debate on the latter shall be suspended while the former are considered.
3. The mover shall make a brief presentation of the motion without entering into the substance of the question under debate.
4. In debate on procedural motions, only the mover of the proposal and one delegate holding a contrary opinion shall be heard, after which the Committee shall decide.
5. No proposal for an adjournment sine die shall be allowed on questions which the Standing Committee has been instructed to consider and report on to the Assembly or the Governing Council (cf. Rule 6).

RULE 28

Standing Committee meetings shall be public. They shall be held in private only if the Committee itself so decides by a majority of the votes cast.

VOTING - QUORUM - MAJORITIES

RULE 29

1. The right to vote shall be exercised by the titular members or, in their absence, by their substitutes (cf. Rule 2.2).
2. The Presidency shall not entitle its holder to an additional or casting vote. Notwithstanding Rule 2.2 of these Rules, the President's right to vote shall be exercised by the President's substitute. The President may, however, vote if the substitute is absent from the room.

RULE 30

1. Standing Committee decisions, with the exception of elections which are held in conformity with the provisions of Rule 7, shall be taken either by show of hands or by roll call.
2. The President shall in each case decide on the method of voting to be followed.
3. Results of votes by secret ballot shall be ascertained by two Tellers appointed by the Standing Committee on the President's proposal.

RULE 31

Subject to the special provisions relating to amendments (cf. Rule 19) and procedural motions (cf. Rule 27), the Standing Committee shall vote on proposals in the

order in which they are submitted. After each vote, the Standing Committee may decide whether or not it will vote on the next proposal.

RULE 32

1. Any member may request that parts, or each paragraph, of a text submitted to the Standing Committee be put to the vote separately.
2. If any objection is raised to this motion for division, the request shall be voted on without debate.
3. If the proposal for division is accepted, the different parts or paragraphs of the whole text thus divided shall be voted on separately; the parts or paragraphs adopted shall subsequently be put to the vote as a whole. However, if all the paragraphs of the text are rejected, the text shall be considered as rejected in toto.

RULE 33

1. Nobody may interrupt a vote once it has commenced, except to request clarification on the manner in which the voting is being conducted.
2. Members who wish to explain their vote briefly may be authorized to do so by the President, after voting has taken place.
3. No explanation of vote shall be admissible on amendments and procedural motions.

RULE 34

1. A Standing Committee may meet and deliberate whatever the number of members present. However, a vote may take place only if at least half of the Members of the Union participating in the Assembly are represented in the Standing Committee. The quorum shall be determined by the Secretary General at the opening of each Assembly.
2. The quorum shall be considered as attained and a vote taken by a Standing Committee as valid, whatever the number of members present or participating therein if, before the voting, the President has not verified whether there is a quorum and/or has not been called upon to do so by a member of the Standing Committee.
3. When, before the vote, the presence of a quorum has been noted, that vote shall be considered as valid whatever the number of members participating therein.

RULE 35

1. Decisions shall be taken by a majority of the votes cast, except as stipulated in Rule 7.2 of these Rules.
2. In calculating the number of votes cast, only affirmative and negative votes shall be taken into account.
3. If the votes are equally divided, the proposal under consideration shall be considered as rejected.

SECRETARIAT

RULE 36 (cf. Secretariat, Rule 6)

1. The Secretary General or the Secretary General's representative shall assist the President in directing the work of the Standing Committee.

2. The Secretary General or the Secretary General's representative may be invited by the President to speak on any question under consideration.

RULE 37

1. The Secretariat of the Union shall receive the documents, reports and draft resolutions and distribute them in English and French. It shall ensure the simultaneous interpretation of the debates in these two languages, as well as in Arabic and Spanish.

2. It shall prepare the provisional summary record of the meetings which shall be circulated to all Members of the Union before the following session of the Standing Committee, when it will be submitted for approval at the opening sitting.

ADOPTION AND AMENDMENT OF THE RULES

RULE 38

1. The Governing Council shall adopt and amend the Standing Committees' Rules.

2. Proposals for amending the Standing Committees' Rules shall be formulated in writing and sent to the Secretariat of the Union at least three months before the next meeting of the Governing Council. The Secretariat shall communicate such proposals immediately to all Members of the Union. It shall communicate any proposals for sub-amendments at least one month before the meeting of the Governing Council.

RULES OF THE MEETING OF WOMEN PARLIAMENTARIANS

Adopted by the Council in April 1999, amended in April 2003 and April 2008

OBJECTIVES

RULE 1

The Meeting of Women Parliamentarians shall be held each year on the occasion of the first round of Statutory Meetings of the Inter-Parliamentary Union and shall report on its work to the Governing Council.

RULE 2

The Meeting shall have the following objectives:

- (a) To promote contacts and coordination among women parliamentarians on all topics of common interest;
- (b) To foster democracy by promoting parity and partnership between men and women in all fields, particularly in politics, and to encourage and support the action of the Inter-Parliamentary Union to those ends;
- (c) In the same spirit, to encourage and promote the participation of women parliamentarians in the work of the Inter-Parliamentary Union and to promote their equitable representation at all levels of responsibility within the Organisation;
- (d) To pre-study certain questions considered by the Assembly or by the Governing Council and, as appropriate, to prepare recommendations on these subjects;
- (e) To establish mechanisms for relaying information on the work of the Inter-Parliamentary Union to women MPs and women politicians not taking part in IPU meetings.

COMPOSITION

RULE 3

Women members of national Parliaments who have been designated as delegates to the Statutory Meetings of the Inter-Parliamentary Union under the provisions of Article 10 of the Statutes take part in the Meeting of Women Parliamentarians.

RULE 4

1. Women representatives of international parliamentary assemblies admitted as Associate Members of the Inter-Parliamentary Union may also take part in the Meeting of Women Parliamentarians. Their participation shall be subject to the rules governing the participation of Associate Members in the work of the Inter-Parliamentary Union.
2. Male members of Parliaments may contribute to the work of the Meeting of Women Parliamentarians.

RULE 5

The representatives of international organisations and other entities having the status of observers may follow the work of the Meeting of Women Parliamentarians. Their participation shall be subject to the rules governing the participation of observers at meetings of the Inter-Parliamentary Union.

SESSIONS**RULE 6**

1. The Meeting of Women Parliamentarians shall meet each year on the occasion of the first annual session of the Assembly. Its Coordinating Committee shall meet on the occasion of both annual sessions, in a place and on dates decided by the governing bodies of the Union (cf. Statutes, Arts. 9, 17 and 21 (b)).
2. The Meeting of Women Parliamentarians shall take place each year on the day before the opening of the work of the first Assembly. If necessary, an additional sitting may be organised during that Statutory Meeting, particularly for the election of the new regional representatives to the Coordinating Committee.
3. The Convocation of the Meeting of Women Parliamentarians, together with the provisional agenda, shall be sent to all Members and Associate Members of the Union at least one month before its opening.

PRESIDENCY**RULE 7**

The Meeting shall elect its President among the women members of the host Parliament. If the host Parliament does not comprise a woman member, the President of the Coordinating Committee shall chair the Meeting; in her absence, the First Vice-President or the Second Vice-President of the Committee shall chair the Meeting.

RULE 8

The Meeting of Women Parliamentarians shall be opened by the President of the Coordinating Committee who shall conduct the election of the President of the Meeting. In the absence of the President of the Coordinating Committee, the Meeting shall be opened by the First Vice-President or the Second Vice-President of the Committee.

RULE 9

Should the President of the Meeting of Women Parliamentarians have to be absent for part of the session, she shall be replaced provisionally by the President of the Coordinating Committee or, in the latter's absence, one of the two Vice-Presidents.

RULE 10

1. The President shall direct the work of the Meeting of Women Parliamentarians, suspend and close the sitting, see that the Rules are observed, call upon the speakers, put questions to the vote, make known the results of the voting and declare the sessions closed. Her decisions on these matters shall be final and shall be accepted without debate.
2. The President shall decide on all matters not covered by these Rules, after having taken the advice of the Coordinating Committee or its Bureau, if necessary.

AGENDA

RULE 11

1. The Meeting of Women Parliamentarians shall adopt its agenda.
2. A provisional agenda shall be drawn up by the Coordinating Committee in the light of the work and proposals of the previous Meeting of Women Parliamentarians.
3. The agenda shall include one but not more than two substantive items for debate which may relate to the competence of the Assembly. The consideration of such items may give rise to the presentation of amendments or sub-amendments to the draft resolutions that are before the Assembly (see Rule 22 below). The agenda shall also include items relating to the activities and functioning of the Meeting of Women Parliamentarians itself, as well as items possibly of interest to the general policy of the Inter-Parliamentary Union, its functioning and programme; the consideration of these items may give rise to recommendations to be addressed to the Governing Council.
4. The provisional agenda and the Convocation of the Meeting of Women Parliamentarians shall be communicated to all Members and Associate Members of the Inter-Parliamentary Union at least one month before the opening of the Meeting. An annotated agenda is also communicated to them prior to the opening of the Meeting, together with all necessary documents.
5. The Meeting of Women Parliamentarians shall take a decision on the provisional agenda by a majority of the votes cast (see Rule 23 below).

RULE 12

1. Any participant may ask for the insertion of supplementary items in the agenda of the Meeting of Women Parliamentarians.
2. After hearing the opinion of the President of the Coordinating Committee or, in her absence, one of the two Vice-Presidents, the Meeting of Women Parliamentarians shall decide on such a request by a majority of the votes cast (see Rule 23 below).

SPEAKING RIGHTS - ORDER - PROCEDURAL MOTIONS

RULE 13

No participant or observer may speak without the authorisation of the President of the Meeting.

RULE 14

1. During the consideration of subjects for debate, participants and observers shall indicate their wish to speak by filling in a registration form which shall be handed during the sitting to the Secretary of the Meeting.
2. In principle, participants and observers shall speak in the order in which they request the floor. However, the President may alter this order so as to facilitate dialogue and no list of speakers shall be established or circulated.
3. In order to promote a debate of concepts, participants shall refrain from reading presentations prepared in advance and presenting reports on national situations. Similarly, observers shall refrain, unless expressly so requested, from making statements presenting the general activity of the organisation or institution which they represent.
4. Unless the Meeting of Women Parliamentarians decides otherwise, statements shall not exceed three minutes.

RULE 15

Speakers may only be interrupted on a point of order. They may, nevertheless, with the President's authorisation, yield the floor so as to allow other participants' requests for clarification.

RULE 16

1. On the proposal of the President or at the request of a participant, the Meeting of Women Parliamentarians may decide to alter speaking time in the discussion of a particular item on the agenda.
2. The Meeting of Women Parliamentarians shall decide on such a request by a simple majority (see Rule 23 below).

RULE 17

1. The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language and may, if necessary, withdraw permission to speak. The President may have the objectionable words struck from the record.
2. Notwithstanding the provisions of paragraph 1 above, the President may, at the end of the sitting, give the floor briefly to a delegation wishing to exercise its right of reply.

RULE 18

1. The President shall deal immediately with any incident which may arise during a meeting and, if necessary, take all measures required to restore the normal functioning of the Meeting of Women Parliamentarians.
2. The President shall rule immediately and without debate on all points of order.

RULE 19

1. Priority to speak shall be given to participants wishing to propose:
 - (a) Adjournment of the debate sine die;
 - (b) Adjournment of the debate;
 - (c) Closure of the list of speakers;
 - (d) Closure or adjournment of the meeting;
 - (e) Any other motion bearing on the conduct of the meeting.
2. These procedural motions shall have priority over the substantive questions; debate on the latter shall be suspended while the former are considered.
3. The mover shall make a brief presentation of the motion without entering into the substance of the question under debate.
4. In debate on procedural motions, only the mover of the proposal and one speaker holding a contrary opinion shall be heard, after which the Meeting shall decide on the basis of the majority of votes cast.
5. No proposal for an adjournment sine die shall be allowed on questions on which the Meeting of Women Parliamentarians has been instructed by the Assembly or by the Governing Council to report.

RULE 20

The debates of the Meeting of Women Parliamentarians shall be public. The Meeting may, however, decide by a two-thirds majority of the votes cast that they be held in camera.

DECISIONS

RULE 21

1. Any representative of a Member of the Inter-Parliamentary Union may present a motion or draft recommendation to the Meeting of Women Parliamentarians to be addressed to the Governing Council on an item appearing on the latter's agenda. Such a motion or draft recommendation may be presented orally or in writing.
2. Any representative of a Member of the Inter-Parliamentary Union may present amendments to such a motion or draft recommendation. Amendments, which may be presented orally or in writing, shall relate directly to the motion or draft recommendation in question; they may only envisage an addition, a deletion or an alteration to the initial draft without having the effect of changing its scope or nature.
3. The President of the Meeting of Women Parliamentarians shall determine whether a motion, draft recommendation, amendment or sub-amendment presented to the Meeting by a participant is in order. In case of doubt regarding admissibility, the President of the Meeting of Women Parliamentarians may consult the Bureau of the Coordinating Committee.
4. Amendments shall be discussed before the motion or draft recommendation to which they relate; they shall be voted on before the text itself. Sub-amendments shall be discussed at the same time as the amendments to which they relate; they shall be voted on before the amendments concerned.
5. If two or more amendments apply to the same words in a motion or draft recommendation, that which is furthest from the text under consideration shall have priority over the others and shall be put to the vote first. If two or more amendments relating to the same words are mutually exclusive, the adoption of the first shall involve the rejection of the other amendment or amendments. If the first amendment is rejected, the next amendment in order of priority shall be put to the vote; the same procedure shall be applied to each of the following amendments. Sub-amendments shall be dealt with according to the same procedure.
6. Unless the President decides otherwise, the only speakers to be heard in discussing an amendment or a sub-amendment shall be its author and a speaker holding a contrary opinion.
7. The Meeting of Women Parliamentarians shall take a decision on motions, draft recommendations, amendments and sub-amendments by simple majority vote (see Rule 23 below).

RULE 22

1. So that the Assembly may benefit from the specific input of the Meeting of Women Parliamentarians, the latter may decide by simple majority vote (see Rule 23 below) to entrust a small number of participants with gathering the ideas expressed in the substantive debate and preparing amendments on that question to be submitted to the Standing Committee concerned.
2. The amendments shall be based on the summary of the ideas as presented at the close of the substantive debate and endorsed by the Meeting. The participants entrusted with preparing amendments will work in consultation with the President of the Meeting and the Bureau of the Coordinating Committee.

VOTE - QUORUM - MAJORITIES

RULE 23

1. The Meeting of Women Parliamentarians shall take decisions by acclamation or, failing that, by the majority of the votes cast.
2. Each delegation may express a maximum of two votes. No participant may cast more than one vote. Only women parliamentarians present in person shall have the right to vote. The President of the Meeting shall not vote.
3. A vote may only take place if at least half of the Members of the Inter-Parliamentary Union announced as being represented at the Meeting of Women Parliamentarians are present in the hall at the time of the vote.
4. For each session, the quorum shall be established on the basis of the number of delegations effectively participating in the first sitting of the Meeting of Women Parliamentarians and shall be announced by the Secretary General or his/her representative at that time.

RULE 24

1. With the exception of elections which shall be held in conformity with the provisions of Rule 25, decisions of the Meeting of Women Parliamentarians shall normally be held by show of hands. However, if the President deems it necessary or if one participant so requests, a vote may be held by roll-call. The President of the Meeting shall in each case decide on the method of voting to be followed. Only positive and negative votes shall be taken into account. If the votes are equally divided, the proposal under consideration shall be considered as rejected.
2. Subject to the special provisions relating to amendments (cf. Rule 21) and procedural motions (cf. Rule 19), the Meeting of Women Parliamentarians shall vote on proposals in the order in which they are submitted. After each vote the Meeting may decide whether or not it will vote on the next proposal.

RULE 25

1. If necessary, the Meeting of Women Parliamentarians may decide to hold a secret ballot for the election of the regional representatives of the Coordinating Committee and the President and two Vice-Presidents of the Coordinating Committee.
2. Results of votes by secret ballot shall be ascertained by two Tellers appointed by the Meeting of Women Parliamentarians on the proposal of the President of the Meeting or of the Coordinating Committee.

RULE 26

1. Nobody may interrupt a vote once it has commenced, except to request clarification on the manner in which the voting is being conducted.
2. Participants who wish to explain their vote briefly, may be authorised to do so by the President, after voting has taken place.
3. No explanation of vote shall be admissible on amendments and procedural motions.

REPORT AND RECOMMENDATIONS TO THE GOVERNING COUNCIL

RULE 27

1. An overall report on the work of the Meeting of Women Parliamentarians and its Coordinating Committee shall be presented to the Governing Council.
2. This report shall be presented by the President of the Meeting or, in her absence, by the President or one of the two Vice-Presidents of the Coordinating Committee.

RULE 28

The Meeting of Women Parliamentarians may also make proposals and recommendations to the Governing Council concerning the general policy, functioning and programme of the Inter-Parliamentary Union.

COORDINATING COMMITTEE OF WOMEN PARLIAMENTARIANS

RULE 29

1. The Meeting of Women Parliamentarians shall be assisted by a Coordinating Committee whose Rules it shall approve.¹
2. The Coordinating Committee of Women Parliamentarians shall:
 - (a) Prepare the Meeting of Women Parliamentarians and facilitate its normal working in conformity with the Statutes of the Inter-Parliamentary Union and these Rules;
 - (b) Ensure the continuity of work and the coordination of the initiatives of women parliamentarians;
 - (c) Ensure, particularly through its Bureau, coordination between the Meeting of Women Parliamentarians and the other bodies of the Inter-Parliamentary Union.

RULE 30

1. The Coordinating Committee shall meet during Statutory Meetings of the Inter-Parliamentary Union.
2. At the first annual Assembly, it shall hold a first sitting before the opening of the Meeting of Women Parliamentarians and a second sitting during the days following the Meeting; if necessary, a further sitting may be organised during the Statutory Inter-Parliamentary Meetings.

RULE 31

1. The Coordinating Committee shall be composed of the following persons:
 - (a) The women members of the Executive Committee, *ex officio* during their term of office on the Executive Committee;
 - (b) The former Presidents of the Meeting of Women Parliamentarians, *ex officio* for two years as from the time when they chaired the Meeting;
 - (c) Two representatives from each of the geopolitical Groups which meet on the occasion of Inter-Parliamentary meetings; these representatives shall be elected *ad personam* by the Meeting of Women Parliamentarians for a four year term of office; a substitute for each regional representative shall be

¹ See Annex I.

- elected at the same election; a retiring member shall not be eligible for re-election for two years;
- (d) If a regional representative or a substitute regional representative dies, resigns or loses her seat in Parliament, the Meeting of Women Parliamentarians shall proceed to the election of a replacement from the same Regional Group; the person thus elected shall hold the office for the remainder of the term;
 - (e) Members of the Coordinating Committee may not be members in two capacities: as ex officio members and as regional representatives. A member holding both positions will lose her mandate as a regional representative to the Coordinating Committee and will be replaced in that position in accordance with the provisions of Rule 31.1.

2. The regional representatives and their substitutes shall be elected by the Meeting of Women Parliamentarians on the proposal of women parliamentarians from the respective geopolitical Groups which must present as many candidates as there are seats to be filled. Elections to the Coordinating Committee will be held every two years, to renew half of the Committee's membership whose four year term has come to an end. One titular and one substitute representative for each geopolitical group will therefore be renewed every two years.

RULE 32

1. After each renewal of half of the regional representatives, every two years, the Meeting of Women Parliamentarians shall, on the proposal of the Coordinating Committee, elect the President, First Vice-President and Second Vice-President of the Coordinating Committee from among parliamentarians of different regions. Any parliamentarian who is a member of the Committee may be elected to one of these three posts; with regard to the regional representatives, only titular members may be so elected.

2. When the Meeting of Women Parliamentarians takes a decision on the proposals of the Coordinating Committee, it may, if necessary, hold a secret ballot in accordance with the provisions of Rule 25.

3. In conformity with the provisions of Article 23 of the Statutes of the Inter-Parliamentary Union, the President of the Coordinating Committee shall be an ex officio member of the Executive Committee of the Inter-Parliamentary Union.

4. The President and Vice-Presidents shall hold office for two years till the next renewal of half of the Coordinating Committee.

5. If the President dies, resigns or loses her seat in Parliament, the First Vice-President shall assume office as President of the Coordinating Committee for the remainder of the term.

6. If a Vice-President dies, resigns or loses her seat in Parliament, the Coordinating Committee shall propose a replacement to the Meeting of Women Parliamentarians; the person thus elected shall hold office for the remainder of the term.

RULE 33

In accordance with the provisions of its own Rules, the Coordinating Committee shall appoint, at the time of each round of Statutory IPU Meetings, one of its members to report to the Meeting of Women Parliamentarians on the work carried out at its two previous sittings.

SECRETARIAT

RULE 34 (cf. Rule 6 of the Rules of the Secretariat)

1. The Secretary General or the Secretary General's representative shall assist the President in directing the work of the Meeting of Women Parliamentarians and its Coordinating Committee.
2. The Secretary General or the Secretary General's representative may be invited by the President to speak on any question under consideration.

RULE 35

1. The Secretariat of the Inter-Parliamentary Union shall receive all documents, reports or draft resolutions and distribute them in English and French; only these documents may be distributed in the meeting room. It shall ensure the simultaneous interpretation in these two languages, as well as in Arabic and Spanish.
2. The Secretariat shall prepare the provisional summary record of the meetings which shall be circulated to members within 60 days of the close of each session and submitted for the Meeting's approval at the opening of the next session.

ADOPTION AND AMENDMENT OF THE RULES

RULE 36

The Meeting of Women Parliamentarians shall establish its own Rules which shall then be presented for approval by the Governing Council (cf. Statutes, Article 22).

RULE 37

The Meeting of Women Parliamentarians shall adopt its Rules by the majority of the votes cast (see Rule 23 above).

RULE 38

1. Any Member of the Inter-Parliamentary Union may propose an amendment to the Rules of the Meeting of Women Parliamentarians.
2. Such proposals must be formulated in writing and sent to the Secretariat of the Union at least three months before the next session of the Meeting of Women Parliamentarians and of the Governing Council. The Secretariat shall communicate such proposals immediately to all Members and Associate Members of the Union. It shall also send them any proposals for sub-amendments at least one month before the next session of the Meeting of Women Parliamentarians and of the Governing Council.
3. The Meeting of Women Parliamentarians shall take a decision on proposed amendments by the majority of the votes cast (see Rule 23 above).
4. Any amendment to its Rules adopted by the Meeting of Women Parliamentarians shall be submitted to the approval of the Governing Council.
5. The consideration of any proposal to amend the Rules shall be automatically included in the agenda of the Meeting of Women Parliamentarians and of the Governing Council.
6. After hearing the opinion of the Meeting of Women Parliamentarians expressed through a simple majority vote, the Governing Council shall decide on such proposals by a two-thirds majority vote.

RULES OF THE SECRETARIAT OF THE INTER-PARLIAMENTARY UNION

Amended in April 1996, September 1998, April 2003 and October 2010

RULE 1

The Secretariat of the Union shall, under the control of the Executive Committee, exercise the functions for which it is responsible or those delegated to it in conformity with the Statutes (cf. Statutes, Art. 26.2).

RULE 2

The administration of the Secretariat and responsibility for exercising its intrinsic or delegated functions shall be entrusted to the Secretary General (cf. Statutes, Art. 26.1).

RULE 3

1. In accordance with the recruitment procedure¹ appended to these Rules, the Secretary General shall be elected or re-elected by the Governing Council on the proposal of the Executive Committee for a four-year term, renewable twice (cf. Statutes, Art. 21 (l), 24.2 (h) and 26.1). The terms of the Secretary General's appointment shall be fixed by the Executive Committee.

2. The Executive Committee may propose to the Governing Council that it waive the procedure set out in paragraph 1 above and vote on the re-appointment of the incumbent Secretary General.

RULE 4

The Secretary General shall engage the necessary staff within the framework of the budget approved by the Governing Council and shall inform the Executive Committee of appointments and terminations of employment (cf. Staff, Rule 2).

RULE 5

The Secretary General shall work solely for the Inter-Parliamentary Union and may not be a member of any Parliament.

RULE 6

The Secretary General or a member of the Secretariat appointed by the Secretary General shall be present, in a consultative capacity, at sessions of the Union's organs and at all meetings convened by the Union (cf. Assembly, Rule 35.2; Governing Council, Rule 42; Executive Committee, Rule 14, Standing Committees, Rule 36).

RULE 7

The Secretary General shall prepare each year, for submission to the Executive Committee, a draft work programme, together with a draft budget (cf. Statutes, Art. 26.2 (f); Financial Regs, Rule 3).

¹ The procedure for selecting the Secretary General of the Inter-Parliamentary Union can be consulted on the IPU's website at: www.ipu.org.

RULE 8

The Secretary General shall, at the time of the Assembly or before 1 July if no Assembly is held, submit an annual report to the Executive Committee on the work of the Secretariat.

RULE 9 (cf. Financial Regs, Rule 10)

1. The Secretary General shall be responsible for the execution of the budget of the Union and the administration of its assets.
2. The sums required for payments shall be withdrawn by the Secretary General. In case of the Secretary General's absence, the right of signature may be delegated to another member of the Secretariat.

RULE 10 (cf. Financial Regs, Rule 4)

1. In case of need, the Secretary General shall be authorized to make transfers from one budgetary heading to another in the course of a single financial period.
2. The Executive Committee shall give its opinion on these transfers before the accounts are transmitted to the Auditors appointed by the Governing Council.
3. The Secretary General may not, without the consent of the Executive Committee, effect expenditure in excess of the overall credit included in the annual budget.
4. Should the budgetary credits voted by the Governing Council appear to be insufficient to cover the expenditure required for the execution of the programme and the administration of the Union, the Secretary General shall so inform the Executive Committee, which may request the Governing Council to grant supplementary credits (cf. Statutes, Art. 24.2 (i)).
5. In case of urgency, these credits may be granted by the Executive Committee, which must inform the Governing Council of such action at the latter's next session (cf. Statutes, Art. 24.2 (i)).

RULE 11

The Secretary General shall provide the Executive Committee with full information on the financial administration of the Union, developments in income and expenditure, and the policy applied in this respect (cf. Statutes, Art. 24.2 (g)).

RULE 12

Each year, before 1 March, the Secretary General shall have the accounts for the previous financial period examined by an External Auditor and shall then submit the accounts to the Auditors who shall present them to the Governing Council. The Governing Council shall rule each year on the sanction to be given to the Secretary General in respect of the financial administration (cf. Statutes, Art. 21 (i); Financial Regs, Rule 13).

* * * *

PROCEDURE FOR SELECTING THE SECRETARY GENERAL OF THE INTER-PARLIAMENTARY UNION

Vacancy announcement

The selection process for the post of Secretary General will commence ten months before the expiry of the current term of the Secretary General.

A vacancy announcement containing a description of the functions of the Secretary General and the skills and qualifications required of candidates will at that time be circulated to all Member Parliaments of the IPU.

The announcement will also be placed on IPU's website and shared with the United Nations system. All parliaments will be invited to publicize the announcement in the manner they deem fit.

At the same time as it finalizes the vacancy announcement, the Executive Committee will agree on a set of minimum requirements that have to be met by candidates in order to be retained during the initial selection process.

Presentation of candidatures

Candidatures can be submitted by the candidates themselves or by one or more Members of the IPU.

Candidatures shall be submitted within a period of four months from the date of the official vacancy announcement.

Each candidature shall be submitted in one of the two working languages of the IPU – English and French – and shall consist of a letter of motivation accompanied by a curriculum vitae.

Each application will be received in confidence and recorded by the Director of Support Services, who will act as registrar and will also respond to enquiries from candidates.

Shortlisting of candidates

At the end of the period for presenting candidatures, the President of the IPU, assisted by the registrar, will examine all candidatures to ensure that they meet the minimum requirements for the post contained in the vacancy announcement. Any candidate who does not meet these requirements will be eliminated from the process.

The complete documentation submitted by all candidates who meet the minimum requirements will be reviewed by the President of the IPU and the Vice-President of the Executive Committee who will together draw up an initial shortlist consisting of the twenty best qualified candidates.

The complete documentation of these candidates will be shared with each member of the IPU Executive Committee together with a report from the President on the conduct and outcome of the pre-selection procedure.

After studying the candidatures, each member of the Committee will indicate up to a maximum of five candidates which he or she proposes to maintain on the shortlist.

The Committee members will communicate their preferences to the Secretariat through a confidential procedure within a month of receiving the documentation.

The five candidates who receive the largest number of preferences will be shortlisted.

Interviews of selected candidates

The five shortlisted candidates will be invited to the Assembly where the final selection will take place.

The Executive Committee will devote one extra day during that Assembly to interviewing the candidates. Each candidate will be interviewed for an equal length of time. They will be invited to present their candidature for ten minutes and will then take questions from the members.

Before starting the interviews, the Executive Committee will have agreed upon a set of questions which will be addressed to all candidates. Members of the Executive Committee will also be able to address follow up questions to the candidates as well as questions relating to the candidate's individual presentations.

After the interviews the members of the Executive Committee will exchange views on the candidatures. They will seek to determine if one or more of the candidates can be excluded at this stage of the procedure on the grounds that they either clearly do not meet the requirements of the post or fail to muster sufficiently wide support. To this end the Executive Committee may resort to straw polls or similar techniques.

At the end of its deliberations the Executive Committee will forward two or more candidatures for consideration by the IPU membership present at the Assembly.

Presentation of candidatures during the Assembly

Each candidate retained by the Executive Committee will have equal opportunities to present his/her candidature to each of the geopolitical groups, in accordance with procedures set by them.

The candidates will also be heard by the Meeting of Women Parliamentarians, in accordance with a procedure determined by its Coordinating Committee.

The candidates will present their candidature during the last sitting of the Governing Council. They will each be given five minutes for this purpose.

Election

The Governing Council will elect the Secretary General by secret ballot.

For the purpose of identifying the candidate most capable of securing a broad if not all-inclusive consensus among the Members, the Governing Council will elect the Secretary General with an absolute majority of the votes cast, as per Council Rule 35.1(b).

If there are more than two candidates and none receives the required majority in the first round of voting, the candidate who received the least support will be eliminated and a new round of voting held.

This procedure will be repeated until such time as one candidate receives an absolute majority of the votes cast.

The winning candidate will be appointed by the Governing Council for a four year term.

FINANCIAL REGULATIONS OF THE INTER-PARLIAMENTARY UNION

*Amended in April 1996, September 1998, April 2001, April 2003,
October 2004, October 2005 and April 2008*

APPLICABILITY

RULE 1

These Regulations shall govern the financial administration of the Inter-Parliamentary Union.

FINANCIAL PERIOD

RULE 2

The financial period shall be the calendar year from 1 January through 31 December.

THE BUDGET

RULE 3

1. The annual budget of the Union shall be approved by the Governing Council (cf. Statutes, Art. 21 (h)).
2. The annual budget estimates shall be prepared by the Secretary General (cf. Statutes, Art. 26.2 (f)) and shall be presented in Swiss francs.
3. The annual budget estimates shall be accompanied by such information annexes and explanatory statements as the Secretary General may deem necessary and useful, or as required by the Governing Council.
4. The Executive Committee shall examine the annual budget estimates prepared by the Secretary General and submit them to the second session of the Governing Council with such recommendations as it considers desirable (cf. Statutes, Art. 24.2 (e)).
5. The annual budget estimates shall be transmitted by the Secretary General to all Members of the Union at least one month prior to the opening of the session of the Governing Council.
6. Supplementary estimates may be presented by the Secretary General whenever necessary in a form consistent with the estimates for the financial year and shall be submitted to the Executive Committee. The Executive Committee shall review the supplementary estimates and submit them for approval to the Governing Council with such recommendations as it considers desirable.
7. In addition to the budget estimates for the following financial period, the Secretary General shall present to the Executive Committee and the Governing Council, for their information, provisional estimates for the next succeeding year, or such further periods as the Governing Council shall require.
8. Should the Governing Council reject the draft budget proposed by the Executive Committee, it shall either designate a balanced working group to study the question and submit a revised draft budget, possibly extending its sitting for that purpose, or shall decide to convene extraordinary sessions of the Executive Committee and Governing Council before the end of the year in question in order to find a solution and adopt the budget.

APPROPRIATIONS

RULE 4

1. The appropriation voted by the Governing Council shall constitute an authorization to the Secretary General to incur obligations and make payments for the purpose for which the appropriations were voted.
2. The Secretary General may not, without the consent of the Executive Committee, effect expenditures in excess of the overall appropriations included in the annual budget (cf. Secretariat, Rule 10.3).
3. Should the appropriations voted by the Governing Council appear to be insufficient to cover the expenditure required for the execution of the programme and the administration of the Union, the Secretary General shall so inform the Executive Committee, which may request the Governing Council to grant supplementary appropriations (cf. Statutes, Art. 24.2 (i); Secretariat, Rule 10.4).
4. In case of emergency, the Executive Committee may grant these supplementary appropriations and shall inform the Governing Council of such action at the Governing Council's next session (cf. Statutes, Art. 24.2 (i); Secretariat, Rule 10.5).
5. Appropriations shall be available for obligation for the financial year to which they relate. Any balance of the appropriations at the close of the financial year shall be submitted by the Secretary General, through the Executive Committee, to the Governing Council for decision concerning its use.
6. Appropriations shall remain available for 12 months following the end of the financial year to which they relate, to the extent that they are required to discharge obligations in respect of goods supplied and services rendered in the financial year and to liquidate any other outstanding legal obligations of the year.
7. At the end of this 12-month period, the then remaining cash balance of these appropriations shall be subject to the same procedure as specified in Rule 4.5 above.
8. The Secretary General shall consult the Executive Committee, whenever possible, before transferring credits from one budgetary heading to another within the total amount appropriated and in the course of a single financial year.
9. The Secretary General shall be authorized to make such transfers not exceeding three per cent of the total appropriation for any fiscal period without prior consultation of the Executive Committee, but shall submit them to the next session of the Executive Committee for its opinion before the consideration of the accounts by the Governing Council.

PROVISION OF FUNDS

RULE 5 (cf. Statutes, Art. 5)

1. The budgetary appropriations, as well as the possible supplementary appropriations, shall be financed by:
 - (a) Contributions from the Members and Associate Members of the Union;
 - (b) Contributions from newly affiliated or reaffiliated Parliaments and special debts;
 - (c) Contributions from external sources;
 - (d) Income derived from investments;
 - (e) Miscellaneous income;
 - (f) Any amount approved by the Governing Council in accordance with the provisions of Rule 4.5 and 4.7 above.

Pending the receipt of that income, the appropriations may be financed from the Working Capital Fund.

2. The contributions from the Members shall be calculated according to the scale of assessments determined by the Governing Council, and adjusted taking into account the membership of the Union at the date when the contributions are requested.
3. After the Governing Council has adopted the budget, the Secretary General shall:
 - (a) Send the relevant documents to the Members;
 - (b) Inform the Members of their commitments in respect of annual contributions to the budget.
4. Contributions shall be considered as due at the beginning of the corresponding financial year and shall be payable by the thirty-first day of March in that year. The unpaid contributions at that date shall be considered to be in arrears.
5. Annual contributions shall be assessed and paid in Swiss francs.
6. Payments made by a Member of the Union shall be credited to the contributions due in the order in which the Member was assessed.
7. The Secretary General shall submit to the Executive Committee and the Governing Council a report on the collection of contributions.
8. Newly affiliated or reaffiliated Parliaments which become Members of the Union during the first half of the year shall be required to make a contribution for the full year; those affiliated or reaffiliated in the second half of the year shall be required to pay a sum equal to one half of the assessment of their contribution.
9. When the affiliation of an IPU Member is suspended because the Parliament of the country concerned has ceased to function, any arrears of contributions owed by that Member shall be written off.
10. A Member of the Union whose affiliation was suspended for failure to meet its financial obligations towards the Union shall remain accountable for these arrears. Should such a Parliament subsequently present a request for reaffiliation, it shall pay, at the time of its reaffiliation, at least one-third of the outstanding arrears and shall present a plan for the settlement of the full remaining amount over a reasonable period of time. Until the full sum is paid, this amount shall remain as a special debt and shall not be considered as arrears under the terms of Articles 4.2 and 5.2 of the Statutes.
11. Notwithstanding the terms of the foregoing paragraph, a former Member of the Union that has been suspended from membership of the Union for non-payment of its contributions and which requests reaffiliation to the Union may in special extenuating circumstances be forgiven a part or all of its previous debt. The Governing Council shall decide on each case on an individual basis after receiving the detailed report of the Executive Committee.

FUNDS

RULE 6

1. There shall be established a General Fund. The object of this Fund shall be to finance the expenditures of the Union within the framework of the regular budget and of any special budgets. The sources of financing of this Fund shall be the receipts provided for in Rule 5.1 above, including advances from the Working Capital Fund.
2. There shall be established a Working Capital Fund in an amount determined by the Governing Council at a level sufficient for the following purposes:
 - (a) To finance expenditures pending the receipt of incomes;

- (b) To finance any possible extraordinary expenditure which may be decided by the Governing Council.
3. The sources of financing the Working Capital Fund shall be as follows:
 - (a) Corresponding appropriations included in the annual budget as its replenishment and/or its increase;
 - (b) Any other amount as decided by the Governing Council.
4. There shall be established a Staff Pension Fund with its own Regulations.
5. Trust Funds and Special Accounts may be established by the Secretary General for activities with restricted funding from external sources as decided by the Governing Council.
6. Unless otherwise provided, such funds and accounts shall be administered in accordance with the present Financial Regulations.

OTHER INCOME

RULE 7

1. Voluntary contributions, gifts or bequests, whether or not in cash, may be accepted by the Secretary General, following authorization by the Governing Council (cf. Statutes, Art. 21 (j)).
2. Monies accepted for the purpose specified by the donor shall be treated as Trust Funds.
3. Monies accepted in respect of which no purpose is specified shall be treated as miscellaneous income.

CUSTODY OF FUNDS

RULE 8

The Secretary General shall designate the bank or banks in which the funds of the Union shall be kept.

INVESTMENT OF FUNDS

RULE 9

1. The Secretary General may make investments of monies not needed for immediate requirements.
2. Income derived from investment shall be credited to the corresponding Fund.

INTERNAL CONTROL

RULE 10 (cf. Secretariat, Rule 9)

1. The Secretary General, who is responsible for the execution of the budget of the Union and the administration of its assets, shall:

- (a) Establish detailed financial rules and procedures in order to ensure effective and efficient financial management and the exercise of economy;
 - (b) Designate the officers who may receive monies, incur obligations and make payments on behalf of the Union;
 - (c) Maintain an internal financial control which shall provide for an effective current examination and/or review of financial transactions in order to ensure:
 - (i) The regularity of the receipts, custody and disposal of all funds and other financial resources of the Union;
 - (ii) The conformity of obligations and expenditures with the appropriations or other financial provisions voted by the Governing Council, or with the purposes and rules relating to Funds and Special Accounts;
 - (iii) The economic use of the resources of the Union.
2. The Secretary General may, after full investigation, write off losses of cash, stores and other assets, provided that a statement of all such amounts written off shall be submitted to the Auditors with the annual accounts.
3. The Secretary General may, in exceptional circumstances, make such *ex gratia* payments as are deemed to be in the interests of the Union, and a statement of such payments shall be submitted to the Internal Auditors with the accounts.

PROCUREMENT

RULE 11

1. Procurement functions include all actions necessary for the acquisition, by purchase or lease, of property, including products and real property, and of services, including works. The following general principles shall be given due consideration when the procurement functions of the Inter-Parliamentary Union are exercised:
- (a) Best value for money;
 - (b) Fairness, integrity and transparency;
 - (c) Effective international competition;
 - (d) The interest of the Union.
2. Equipment, supplies and other requirements shall be procured through an open competitive process, except in exceptional circumstances where the Secretary General deems that, in the interest of the Union, departure from this Regulation is desirable.

THE ACCOUNTS

RULE 12

1. The Secretary General shall maintain such accounting records as are necessary and shall submit annual accounts showing for the financial year to which they relate the income and expenditure of the General Account, all Funds and Special Accounts. The Secretary General shall also give such other information as may be appropriate to indicate the current financial position of the Union.
2. The accounts of the Union shall be presented in Swiss francs.

EXTERNAL AUDIT

RULE 13

1. The Executive Committee shall designate an External Auditor entrusted with auditing the accounts of the Union (cf. Statutes, Art. 24.2 (j)).
2. The External Auditor shall submit a report to the Secretary General not later than 1 March following the end of the financial year. The Secretary General shall submit this report and the audited accounts not later than 15 March to the two Auditors appointed by the Governing Council from among its members (cf. Statutes, Art. 21 (i)).
3. The audited accounts, together with such comments as they may consider necessary, shall be presented by the Auditors to the Governing Council for approval at its first annual session. The Governing Council shall then sanction the Secretary General's financial administration (cf. Governing Council, Rule 41).

RESOLUTIONS INVOLVING EXPENDITURES

RULE 14

1. The Secretary General shall provide information on the administrative and financial implications of any proposal submitted to an organ of the Union which may involve expenditures.
2. No resolution or decision involving expenditures shall be executory unless approved by the Governing Council which will, at the same time, decide the means of its financing.

GENERAL PROVISIONS

RULE 15

1. These Regulations shall be approved by the Governing Council and shall be effective as of the date of their approval.
2. Any proposal for the suspension or amendment of a Rule or Rules of the present Regulations shall be presented in writing and sent to the Secretariat of the Union at least three months before the next meeting of the Governing Council.
3. The Secretary General shall immediately communicate such a proposal to the Governing Council's members and to the Executive Committee for its opinion.

RULES OF THE COORDINATING COMMITTEE OF WOMEN PARLIAMENTARIANS

*Adopted by the Meeting of Women Parliamentarians
at its session held in Brussels on 10 April 1999 and amended in April 2003 and April 2008*

ROLE AND COMPOSITION

Rule 1

1. The Meeting of Women Parliamentarians shall be assisted by a Coordinating Committee whose Rules it shall approve.

2. In accordance with the provisions of Rule 29, para. 2, of the Rules of the Meeting of Women Parliamentarians, the role of the Coordinating Committee of Women Parliamentarians is to:

- (a) Prepare the Meeting of Women Parliamentarians and facilitate its normal working in conformity with the Statutes of the Inter-Parliamentary Union and the Rules of the Meeting;
- (b) Ensure the continuity of work and the coordination of the initiatives of women parliamentarians;
- (c) Ensure, particularly through its Bureau, coordination between the Meeting of Women Parliamentarians and the other bodies of the Inter-Parliamentary Union.

Rule 2

The Coordinating Committee shall be constituted in conformity with the provisions of Rule 31 of the Rules of the Meeting of Women Parliamentarians.

SESSIONS

Rule 3

1. The Coordinating Committee shall meet on the occasion of the two annual sessions of the Assembly

2. At the first annual session of the Assembly, it shall hold a first sitting before the opening of the Meeting of Women Parliamentarians and a second sitting during the days following the Meeting; if necessary, a further sitting may be organised during that Assembly.

3. The convocation of the Coordinating Committee, together with the provisional agenda, shall be sent to the members of the Committee at least one month before the date of the session.

PRESIDENCY

Rule 4

1. After each renewal of half of the regional representatives, every two years, the

Coordinating Committee shall propose to the Meeting of Women Parliamentarians the candidature of three of its members to hold office as President, First Vice-President and Second Vice-President of the Committee.

2. The Coordinating Committee shall take a decision on these candidates in conformity with the provisions of Rules 9 to 11 of these Rules.

3. The President and the Vice-Presidents of the Coordinating Committee shall hold office for two years till the next renewal of half of the Committee (cf. Rule 31 of the Rules of the Meeting of Women Parliamentarians).

4. If the President dies, resigns or loses her seat in Parliament, the First Vice-President shall assume office as President for the remainder of the term.

5. If a Vice-President dies, resigns or loses her seat in Parliament, the Coordinating Committee shall propose to the Meeting of Women Parliamentarians a candidate to hold office for the remainder of the term.

Rule 5

1. The President shall direct the work of the Coordinating Committee, suspend and close the sitting, see that the Rules are observed, call upon the speakers, put questions to the vote, make known the results of the voting and declare the sessions closed. Her decisions on these matters shall be final and shall be accepted without debate.

2. The President shall decide on all matters not covered by these Rules, on the basis of the general provisions contained in the Rules of the Meeting of Women Parliamentarians.

AGENDA

Rule 6

1. A provisional agenda for each session of the Coordinating Committee shall be established by the Secretary General in consultation with the President of the Committee in the light of the work and decisions of the latter at its previous session. The provisional agenda shall be sent to the members of the Committee at least one month before the session.

2. The final agenda of each session shall be adopted by the Coordinating Committee at the start of its work.

Rule 7

1. Any member of the Coordinating Committee may request the inclusion of supplementary items in the provisional agenda.
2. After having heard the opinion of the President, the Committee shall decide on such a request in accordance with the provisions of Rules 9 to 11 of these Rules.

DELIBERATIONS - QUORUM - VOTING

Rule 8

The members of the Coordinating Committee shall deliberate *in camera*.

Rule 9

The Coordinating Committee can only deliberate validly and take decisions if at least half of its members are present.

Rule 10

1. Each member of the Coordinating Committee shall have one vote.
2. The President shall participate in the voting only if the votes are equally divided.

Rule 11

1. The Coordinating Committee shall normally vote by show of hands. However, if the President deems it necessary or if one member of the Committee so requests, a secret ballot shall be held.
2. The Coordinating Committee shall take all its decisions by a majority of the votes cast.
3. In calculating the number of votes cast, only positive and negative votes shall be taken into consideration.

REPORT AND RECOMMENDATIONS TO THE MEETING OF WOMEN PARLIAMENTARIANS

Rule 12

The Coordinating Committee shall report on its work to the Meeting of Women Parliamentarians and shall present to it opinions or recommendations on all matters within its competence.

Rule 13

1. At each annual Assembly, the Coordinating Committee shall appoint one of its members to report to the Meeting of Women Parliamentarians on the work carried out since the previous Meeting. The Coordinating Committee shall make that appointment at the start of its second sitting.

2. Only members of the Coordinating Committee having taken part in the two sittings to be covered by the report may act as Rapporteurs to the Meeting of Women Parliamentarians. The same person may not be appointed as Rapporteur more than once.

3. Should the appointed Rapporteur be unable to present the report, she shall be replaced by another titular or substitute member who took part in the sittings to be covered by the report. The Committee may appoint this substitute at the same time as the Rapporteur.

SECRETARIAT

Rule 14

1. The Secretary General or the Secretary General's representative shall assist the President in directing the work of the Coordinating Committee.
2. The Secretary General or the Secretary General's representative may be invited by the President to speak on any question under consideration.

Rule 15

1. The Secretariat of the Union shall receive or prepare all documents needed for the deliberations of the Committee and shall distribute them in English and French; only these documents may be distributed in the meeting room.
2. It shall ensure the simultaneous interpretation in these two languages, as well as in Arabic and Spanish.

ADOPTION AND AMENDMENT OF THE RULES

Rule 16

The Coordinating Committee shall establish its own Rules which shall then be presented for approval by the Meeting of Women Parliamentarians (cf. Statutes, Article 22).

Rule 17

1. The Coordinating Committee shall adopt its Rules by the majority of the votes cast by the members or substitutes present at the time of voting.
2. Proposals to amend the Rules of the Coordinating Committee must be formulated in writing and sent to the Secretariat of the Union at least three months before the next meeting of the Committee. The Secretariat shall communicate such proposals immediately to all members of the Committee and shall do likewise with any possible sub-amendment.

PRACTICAL MODALITIES OF THE RIGHTS AND RESPONSIBILITIES OF OBSERVERS AT IPU MEETINGS

*Approved by the Inter-Parliamentary Council at its 164th session (Brussels, 11 April 1999)
and amended in April 2003, May 2006 and April 2009*

- ◆ As in the past, bodies to which observer status has been granted by the UN General Assembly and international organisations can be invited as observers to IPU meetings. International organisations are understood to include (a) organisations of the United Nations system, (b) regional inter-governmental organizations, (c) regional or geopolitical parliamentary assemblies or associations, (d) world-wide non-governmental organizations, (e) international political party federations, and (f) organizations with which the IPU shares general objectives and has established a close and mutually beneficial working relationship.
- ◆ The status of observer can only be granted to those inter-parliamentary organisations and international political party federations which have an official status and whose general objectives and working methods are shared by the Union.
- ◆ The current practice will be maintained whereby a distinction is made between those observers invited on a regular basis and others on a "one-off" basis in the light of the items placed on the agenda of an Assembly.
- ◆ Observers will be entitled to register a maximum of two delegates to Assemblies of the Inter-Parliamentary Union. However, each programme and organ of the United Nations will be allowed to send one delegate. Seating arrangements at Assemblies will be made accordingly.
- ◆ Observers will be entitled to register one speaker only in plenary debates of the IPU Assembly and its Standing Committees. However, each programme and organ of the United Nations will be allowed to register one speaker each.
- ◆ Observers will not enjoy the right of reply or the right to raise points of order.
- ◆ In the General Debate of the Assembly, the speaking time of observers will be limited to five minutes. Some flexibility will be shown to executive heads of organisations of the United Nations system who wish to address the Union.
- ◆ Observers will not enjoy voting rights and the right to present candidatures.
- ◆ Representatives of international organisations having particular expertise in a subject considered by the Assembly may be invited by the Presidents of Standing Committees, with the authorisation of the Committee, to be present in an advisory capacity to provide technical advice, if need be, during the work of a drafting committee.
- ◆ Observers cannot present draft resolutions or amendments. They may however make information material available on the special table set aside for this purpose.
- ◆ International organisations having special competence for an item placed on the Assembly agenda may be invited by the Secretary General to provide an information document on the item.
- ◆ Observers may be invited by the President to address the Governing Council in exceptional circumstances only.
- ◆ An evaluation of the situation of observers will be made every four years. Such a periodic review will be undertaken by the Executive Committee on a dual basis: (i) a factual note by the Secretariat on the actual participation of each observer in the period under review, and (ii) the views of the observers themselves regarding their interest in being represented at IPU meetings, on the basis of a short enquiry designed to solicit their views.