



UNEP

SAICM/EB.12/INF/2



Strategic Approach
to International
Chemicals Management

Distr.: General
28 November 2019

English only

**12th meeting of the Quick Start Programme
Executive Board**
Teleconference, 18 December 2019
Item 2 (a) of the provisional agenda
Organizational matters: Election of officers

Rules of procedure of the Quick Start Programme Executive Board

Note by the secretariat

The secretariat has the honour to circulate, in the annex to the present note, the rules of procedure of the QSP Executive Board, as adopted ad referendum by the Board at its second meeting held in Geneva on 23 and 24 April 2007.

Annex

Rules of procedure of the Quick Start Programme Executive Board

At its first meeting, held in Geneva on 25 and 26 April 2006, the Executive Board agreed, ad referendum, on the rules of procedure, with certain options bracketed on the understanding that representatives could submit comments* on the rules and that any proposed amendments would be discussed at the next meeting of the Board. At its second meeting, held in Geneva from 23 and 24 April 2007, the Board further discussed the submitted comments and agreed by consensus to revise the text of the rules of procedures, as follow.

I. Objective

Rule 1

These rules of procedure shall apply to meetings of the Executive Board of the Quick Start Programme of the Strategic Approach to International Chemicals Management (SAICM) and are agreed on the basis of the specific nature of the Programme, in particular recognising the role, alongside Governments, regional economic integration organizations and intergovernmental organizations, played by the private sector, including industry, foundations, non-governmental organizations and other stakeholders, as donors and contributors to the Programme.

II. Representation

Rule 2

1. The Executive Board shall be composed of the following:

(a) Two national government representatives of each United Nations region. The term of the representatives shall continue until such date as new representatives are appointed by the International Conference of Chemicals Management at its next session. If a government representative is unable to attend meetings of the Executive Board, the Government from which the representative is nominated shall provide an alternative representative, subject to confirmation by the next session of the International Conference on Chemicals Management.

(b) Bilateral and multilateral donors or other entities¹ that have made or pledged to make a financial contribution to the Quick Start Programme during the period between the most recent and next session of the International Conference on Chemicals Management. Each such donor or entity shall be represented by a representative, whose name shall be submitted to the secretariat before the meeting. The Board shall, before its next meeting, determine whether new contributions qualify as contributions to the Quick Start Programme according to the objective of the Programme set out in resolution I/4 adopted by the Conference at its first session.

(c) Entities² that have made or pledged to make in-kind or other contributions to the Quick Start Programme during the period between the most recent and next session of the International Conference on Chemicals Management. Each contributor or grouping of contributors shall be represented by a representative, whose name shall be submitted to the secretariat before the meeting. The Board shall, before its next meeting, determine whether new contributions qualify as contributions to the Quick Start Programme according to the objective of the Programme set out in resolution I/4 adopted by the Conference at its first

* Comments on the rules of procedure are reflected in document SAICM/EB.2/2.

¹ In accordance with paragraph 5 of resolution I/4 of the International Conference on Chemicals Management at its first session, "entities" include Governments, regional economic integration organizations, intergovernmental organizations, the private sector, including industry, foundations, non-governmental organizations and other stakeholders.

² Ibid.

session. Such entities shall not be entitled to vote in relation to matters concerning the review of the Quick Start Programme Trust Fund³.

2. Each representative above may be accompanied by one adviser, who may participate in the meeting as an observer.

III. Venue, dates and notice of meetings

Rule 3

1. Meetings of the Executive Board shall normally be held annually back to back with other relevant meetings at a place where such relevant meetings are held.
2. The secretariat, in consultation with the co-chairs of the Board, shall make appropriate arrangements for meetings of the Executive Board.

Rule 4

The secretariat shall notify all participants of the venue and dates of a meeting at least eight weeks before it is due to commence.

IV. Agenda

Rule 5

1. The secretariat shall, in consultation with and under the guidance of the co-chairs, prepare a provisional agenda for each meeting. Any representative may request the secretariat to include specific items in the provisional agenda.
2. The provisional agenda shall be communicated to representatives at least eight weeks before the meeting is due to commence.
3. Between the date of communication of the provisional agenda and the date of adoption of the agenda by the Executive Board, representatives may propose supplementary items for inclusion in the agenda.

Rule 6

At the beginning of each meeting, the Executive Board shall adopt the agenda for the meeting on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 5.

Rule 7

During a meeting, the Executive Board may revise the agenda for the meeting.

V. Officers

Rule 8

1. At the commencement of its first meeting in a period between sessions of the International Conference on Chemicals Management, the Executive Board shall elect two co-chairs, one of whom shall be from a developing country, taking into account geographical distribution, as follows:

- (a) One from among the government representatives of the five United Nations regions;
- (b) One from among the representatives of the donors.

³ This provision is subject to agreement on a decision-making procedure. See rule 23.2

2. The term of the co-chairs shall continue until the election of new co-chairs at the commencement of a meeting of the Executive Board held in the next year. Thereafter, the election of the co-chair shall take place on an annual basis at the commencement of a subsequent meeting in the following year. No one shall serve as a co-chair for more than two consecutive terms.

Rule 9

1. In the absence of consensus, elections of the co-chairs shall be decided by secret ballot.
2. If, when a co-chair is to be elected, no candidate obtains in the first ballot a majority of the votes cast by the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting, a second ballot restricted to the two candidates obtaining the largest number of votes shall be taken. If in the second ballot the votes are equally divided, the co-chair shall be decided by drawing lots between the candidates.
3. In the case of a tie in the first ballot between three or more candidates obtaining the largest number of votes, a second ballot shall be held. If a tie results between more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the procedure set out in paragraph 1.

Rule 10

1. In addition to exercising the powers conferred upon them elsewhere in these rules, the co-chairs shall:
 - (a) Declare the opening and closure of each meeting;
 - (b) Preside at meetings of the Board;
 - (c) Ensure the observance of these rules;
 - (d) Accord representatives the right to speak;
 - (e) Put questions for decision and announce decisions;
 - (f) Rule on any points of order; and
 - (g) Subject to these rules, have complete control over the proceedings and maintain order.
2. The co-chairs may also propose:
 - (a) The closure of the list of speakers;
 - (b) A limitation on the time to be allowed to speakers and on the number of times a participant may speak on an issue;
 - (c) The adjournment or closure of debate on an issue; and
 - (d) The suspension or adjournment of a meeting.
3. The co-chairs, in the exercise of their functions, remains at all times under the authority of the Executive Board.

Rule 11

If a co-chair resigns or is otherwise unable to complete his or her term or the functions, a replacement shall be elected by the Executive Board from amongst the representatives of the five United Nations regions or from the representatives of the donors, as the case may be.

VI. Secretariat

Rule 12

1. The SAICM secretariat, provided by the Executive Director of the United Nations Environment Programme, shall provide services for the functioning of the Executive Board.
2. In carrying out the task specified in paragraph 1 above, the secretariat shall, as necessary, consult the co-chairs.

Rule 13

The Executive Director of the United Nations Environment Programme, in providing the secretariat of SAICM, shall be responsible for convening meetings and for making all the necessary arrangements for meetings, including the preparation and distribution of documents at least eight weeks in advance of the meetings.

Rule 14

The secretariat shall, in accordance with these rules:

- (a) Receive, reproduce and distribute the official documents for the meetings;
- (b) Make publicly available reports presented by the secretariat to the Executive Board;
- (c) Prepare and make publicly available a report of each meeting;
- (d) Arrange for the custody and preservation of the documents of each meeting in the archives of the secretariat; and
- (e) Perform such other tasks as the Executive Board may require in relation to its functions.

VII. Conduct of business

Rule 15

The co-chairs may declare a session of the meeting open and permit debate to proceed when at least one-third of the representatives participating in the meeting are present, including representatives from each of the groups identified in rule 2. The presence of two-thirds of the representatives so participating shall be required for any consensus decision to be taken.

Rule 16

1. No one may speak at a session of the meeting without obtaining the permission of the co-chairs. Without prejudice to rules 17, 18, 20 and 21, the co-chairs shall call upon speakers in the order in which they signify their desire to speak. The secretariat shall maintain a list of speakers. The co-chair may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.
2. The Executive Board may, on a proposal from the co-chair or from any representative, limit the time allowed to each speaker and the number of times each representative may speak on a question. Before a decision is taken, two representatives may speak in favour of and two against a proposal to set such limits. When the debate is limited and a speaker exceeds the allotted time, the co-chairs shall call the speaker to order without delay.

Rule 17

During the discussion of any matter, a representative may at any time raise a point of order which shall be decided immediately by the co-chairs in accordance with the present rules. A representative may appeal against the ruling of the co-chairs. The appeal shall be put to the vote immediately and the ruling shall stand

unless overruled by a majority of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 18

Any motion calling for a decision on the competence of the Executive Board to discuss any matter or to adopt a proposal or an amendment to a proposal shall be decided upon before the matter is discussed or a vote is taken on the proposal or amendment in question.

Rule 19

Proposals and amendments to proposals shall normally be introduced in writing by a representative and handed to the secretariat, which shall circulate copies to the representatives. As a general rule, no proposal may be decided upon at any meeting unless copies of it have been circulated to the representatives before the proposal is debated.

Rule 20

1. Subject to rule 17, the following motions shall have precedence in the order indicated below over all other proposals or motions:

- (a) To suspend the session;
- (b) To adjourn the session;
- (c) To adjourn the debate on the question under discussion;
- (d) To close the debate on the question under discussion.

2. Permission to speak on a motion falling within paragraph 1 (a) to (d) shall be granted to the proposer and, in addition, to one speaker in favour of and two against the motion, after which it shall be put immediately to a vote.

Rule 21

A proposal or motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal or motion has not been amended. A proposal or motion thus withdrawn may be reintroduced by any other representative.

Rule 22

When a proposal has been adopted or rejected, it may not be reconsidered at the same meeting, unless the Executive Board by a two-thirds majority of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting decides in favour of reconsideration. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter, after which it shall be put immediately to a vote.

VIII. Adoption of decisions

Rule 23⁴

1. The Executive Board shall make every effort to reach agreement on all matters of substance by consensus. [If all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, as a last resort, be taken by a double majority; that is, an affirmative vote representing both two-thirds of the Executive Board Members that are government representatives of the five United Nations

⁴ Note: The following additional rules may need to be adjusted in the light of the eventual resolution of rule 23.1 with respect to consensus or a voting procedure: rule 9.2, 17, 22, 23.2, 23.3, 25, 26, 28 & 32. Insertion of a cross-reference to rule 23.1 may be a sufficient approach.

regions and two-thirds of the other Executive Board Members.] [If consensus among Board Members is not achieved, the decision shall be taken, as a last resort, by consensus among government representatives.]

2. The Executive Board may decide on a matter of procedure by a majority vote of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting.⁵

3. Where there is disagreement as to whether a matter to be voted on is a substantive or procedural matter, the issue shall be decided by a two-thirds majority of the [representatives][government representatives of the five United Nations regions and the representatives of the donors] present and voting.

Rule 24

If two or more amendments to a proposal are moved, the Executive Board shall first decide on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed therefrom, and so on until decisions have been made on all the amendments.

Rule 25

Voting on a single proposal shall normally be by show of hands. A roll-call vote shall be taken if one is requested by any [representative][government representative of the five United Nations regions or a representative of the donors]. It shall be taken in order as determined by lot drawn by the co-chairs.

Rule 26

The vote of each [representative][government representative of the five United Nations regions and each representatives of the donors] in a roll-call vote shall be recorded in the report of the meeting.

Rule 27

After the co-chairs have announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The co-chairs may permit representatives to explain their votes, either before or after the voting, and may limit the time allowed for such explanations.

Rule 28

Each [representative][government representative of the five United Nations regions and each representative of the donors] shall have one vote.

Rule 28 bis

In cases where a representative or his or her Government or organization has an interest that could call into question his or her impartiality, objectivity or independence regarding a subject to be discussed by the Board, that representative must disclose the interest to the Board in advance of the discussions. Following any such disclosure and where appropriate after consultations with the secretariat, the representative may participate in the discussion but not in the making of any decision with regard to the subject.

IX. Committee on the Quick Start Programme Trust Fund

Rule 29

1. During a meeting of the Executive Board, a committee, composed of government representatives of the five United Nations regions and the representatives of the donors⁶ who have made

⁵ Should the Board agree to include provision for voting, it may wish to add a rule to address equally divided votes.

⁶ "Donors" refers to those entities invited to make contributions to the Quick Start Programme Trust Fund in paragraph 4 of the Trust Fund terms of reference set out in Appendix II of resolution I/4 of the International Conference on Chemicals

and/or pledged to make contributions to the Quick Start Programme Trust Fund, shall be set up to consider the operation of the Trust Fund. This committee shall review reports from the Trust Fund Implementation Committee on project execution, review reports from the Executive Director of UNEP on the financial resources and administration of the Quick Start Programme Trust Fund, and provide guidance and take decisions thereon.

2. The committee shall elect its chair. Rules 15 to 28 of the present rules of procedure shall be applied as appropriate in the proceedings of the committee.

X. Public and private meetings

Rule 30

Meetings of the Executive Board shall be held in public unless the Board decides otherwise.

XI. Language

Rule 31

Meetings of the Executive Board shall be held in English.

XII. Amendments to rules of procedure

Rule 32

Amendments to these rules of procedure shall be adopted by consensus of the [representatives][government representatives of the five United Nations regions and the representatives of the donors].
