

RULES OF PROCEDURE OF THE EUROPEAN COMMISSION FOR THE CONTROL OF FOOT-AND-MOUTH DISEASE

As amended by the Commission at its Thirty-Second Session (2-4 April 1997) and approved by the Director General of FAO on 7 September 1997

Rule I - Sessions of the Commission

Notices convening a regular session of the Commission shall be dispatched by the Director General not less than 50 days and notices convening a special session not less than 20 days before the date fixed for the opening of the session, to Members of the Commission, to such Nations which are not Members of the Commission and to such international organizations as may be represented in accordance with Article IX of the Constitution, hereafter referred to as "participating Nations and international organizations".

Rule II - Agenda

1. A provisional agenda for each regular session of the Commission shall be drawn up by the Director-General and dispatched to Members and to participating Nations and international organizations not less than 50 days before the date fixed for the opening of the session.
2. The provisional agenda for a regular session shall consist of:
 - (a) All items the inclusion of which may have been decided upon by the Commission at a previous session.
 - (b) Election of Chairman and Vice-Chairmen of the Commission (Article VI of the Constitution).
 - (c) Application for membership in the Commission, if any (Article I of the Constitution).
 - (d) Draft programme and Administrative Budget (Articles IV and XI of the Constitution).
 - (e) Report of the Executive Committee on the activities of the Commission during the past biennium (Articles IV and XI of the Constitution).
 - (f) Reports by committees established under Article VII of the Constitution.
 - (g) Proposals of the Executive Committee concerning policy matters (Article XI of the Constitution).
 - (h) Any modifications of the Scale of Contributions including the confirmation of the determination of the contribution of any States having acquired membership since the last regular session (Article XIII of the Constitution).
 - (i) Audited accounts for the preceding financial period and the budget and programme for the ensuing biennium (Articles IV and XI of the Constitution).
 - (j) Amendments to the Constitution, if any (Article XIV of the Constitution).
 - (k) Any items which the Conference, Council or the Director-General of the Organization refer to the Commission.
 - (l) Any items which the Conference, Council or the Director General of the Organisation refer to the Commission
 - (m) Other business arising out of the Commission's functions.
3. A provisional agenda for each special session of the Commission shall be drawn up by the Director-General and dispatched to Members and to participating Nations and international organizations not less than 20 days before the date fixed for the opening session
4. The provisional agenda for a special session of the Commission shall consist of:
 - (a) All items the inclusion of which in the agenda of the special session may have been decided upon by the Commission at a previous session.
 - (b) Applications for membership in the Commission, if any (Article I of the Constitution).
 - (c) Amendments to the Constitution, if any (Article XIV of the Constitution).
 - (d) Any items proposed for consideration in a request by the Commission or by one third of the Members for the holding of the special session.
5. Any Member may, not less than 30 days before the date fixed for the opening of a session, request the Director-General to include specific items on the agenda. These items shall be placed on a supplementary list, which shall be dispatched to Members and to participating Nations and international organizations, not

less than 20 days before the date fixed for the opening of the session.

6. During any session the Commission may, by a two-thirds majority of the votes cast, add to the agenda any item proposed by a Member.
7. At each session the provisional agenda, together with the proposed additions or deletions, if any, shall be submitted to the Commission for approval as soon as possible after the opening of the session and, on approval of the Commission with or without amendments, shall become the agenda of the session.
8. Copies of all reports and other documents to be submitted to the Commission at any session, in connexion with any item which may be on the agenda, shall be furnished by the Director-General to Members and to participating Nations and international organizations at the same time as the item or as soon as possible thereafter.
9. The Commission shall not proceed to the discussion of any item on the agenda until at least 24 hours have elapsed since the documents referred to in Paragraph 7 have been made available to delegations of Members.

Rule III - Delegations and Credentials

1. For the purpose of these Rules the term "delegation" means all the persons appointed by a Member to attend a session of the Commission, that is to say its delegate and his alternate, experts and advisers.
2. The credentials of delegates and alternates and the names of other persons in their delegations and of the observers from participating Nations and international organizations shall, insofar as possible, be deposited with the Secretary of the Commission not later than the opening day of each session of the Commission. The Secretary shall examine the credentials and report thereon to the Commission.

Rule IV - Secretariat

The staff of the Secretariat of the Commission shall be appointed in accordance with Article XII of the Constitution and subject to the provisions of that Article. It shall be the duty of the Secretariat to receive, translate into the working languages of the Commission and circulate documents, reports and resolutions of the Commission and its committees, to prepare the records of their proceedings and to perform such other work as the Commission or any of its committees may require.

Rule V - Attendance at Plenary Meetings of the Commission

1. Plenary meetings of the Commission shall be open to attendance by all delegations and by observers from participating Nations and international organizations and such members of the staff of the Organization as the Director-General may designate. Plenary meetings of the Commission shall be held in public unless the Commission decides otherwise.
2. Subject to any decision of the Commission the Secretary shall make arrangements for the admission of the public and of representatives of the press and other information agencies, to plenary meetings of the Commission.

Rule VI - Powers and Duties of Chairman and Vice-Chairmen of the Commission

1. In addition to exercising such powers as are conferred upon him elsewhere by these Rules, the Chairman shall declare the opening and closing of each plenary meeting of the session. He shall direct the discussion in plenary meetings and at such meetings ensure observance of these Rules, accord the right to speak, put questions, and announce decision.
2. In the absence of the Chairman during a plenary meeting or any part thereof, one of the Vice-Chairmen shall preside. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.
3. The Chairman, or a Vice-Chairman acting as Chairman, shall not vote but may appoint an alternate or adviser from his delegation to vote in his place.
4. The Chairman, in the exercise of his functions, remains under the authority of the Commission.

Rule VII - Executive Committee

In accordance with Article X of the Constitution, the Chairman of the Commission shall be the Chairman of the Executive Committee. He shall have, in relation to meetings of the Executive Committee, the same powers and duties as he has in relation to meetings of the Commission. In the absence of the Chairman during a meeting of the Executive Committee or any part thereof, one of the Vice-Chairmen of the Commission shall preside. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman. A majority of the members of the Committee shall constitute a quorum. Decisions of the Committee shall be taken by a majority of the votes cast. Each Member of the Committee shall have one vote. Meetings of the Committee shall be open to Observers when deemed appropriate. The Chairman has the authority to invite Observers, subject to confirmation by the Committee.

Rule VIII - Proposals and Amendments at Plenary Meetings

1. Proposals and amendments for plenary meetings shall be introduced in writing and handed to the Chairman of the Commission who shall circulate copies to the delegations. Subject to a contrary decision of the Commission in a specific instance, no proposal shall be discussed or put to the vote at any plenary meeting unless copies of it have been circulated to all delegations not
2. In the absence of the Chairman during a plenary meeting or any part thereof, one of the Vice-Chairmen shall preside. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.
3. The Chairman, or a Vice-Chairman acting as Chairman, shall not vote but may appoint an alternate or adviser from his delegation to vote in his place.
4. The Chairman, in the exercise of his functions, remains under the authority of the Commission.

Rule IX - Conduct of Business and Voting Arrangements at Plenary Meetings

The conduct of business, voting arrangements and other related matters not specifically provided for in the Constitution or these Rules shall be governed by the General Rules of the Organization.

Rule X - Committees of the Commission

1. In addition to the committees provided for in Article VII of the Constitution, the Commission may set up at each session and for the duration of the session, such committees as it considers desirable and allocate to these committees the various items on its agenda.
2. Each such committee shall elect a Chairman and a Vice-Chairman.
3. Each delegate shall be entitled to sit or be represented by another member of his delegation on each such committee and may be accompanied at meetings by one or more members of his delegation, who may speak but shall not vote.
4. The Chairman of each committee shall have in relation to meetings of his committee the same powers and duties as the Chairman of the Commission has in relation to plenary meetings. In the absence of the Chairman, the Vice-Chairman of the committee shall preside with the same powers and duties.
5. The procedure in a committee shall be governed by the provisions of Rule X so far as applicable. A majority of the members of the committee shall constitute a quorum.
6. All committees established by the recommendations to the Commission shall report their conclusions and recommendations to the Commission.

Rule XI - Rapporteurs

Any committee referred to in any of the preceding Rules may, on the proposal of its Chairman, appoint from among its members, one or more rapporteurs as required.

Rule XII - Participating International Organizations

Each participating Nation or international organization which has been invited to attend a session of the Commission may be represented by an observer. Such observer may, without vote, speak and, upon the request of the Chairman, participate in the discussions of the Commission and its committees. They may circulate to the Commission or its committees, without abridgement, the views of the Nation or organization which they represent.

Rule XIII - Reports and Recommendations

1. Summary records shall be made of the proceedings of the Commission and its committees and shall be circulated as soon as possible to members of delegations who participated in the meeting concerned in order to give them the opportunity to suggest corrections.
2. At each session, the Commission shall approve a report embodying its views, recommendations and decisions including, when requested, a statement of minority views.
3. The conclusions and recommendations of the Commission shall be transmitted to the Director-General of the Organization at the close of each session, who shall circulate them to the Members of the Commission, nations and international organizations that were represented at the session and, upon request, to other member Nations of the Organization, for their information.
4. Recommendations having policy, programme or financial implications for the Organization shall be brought by the Director-General to the attention of the Conference or Council of the Organization for appropriate action.

5. Subject to the provisions of the preceding paragraph, the Director-General of the Organization may request Members of the Commission to supply the Commission with information on action taken on the basis of recommendations made by the Commission.

Rule XIV - Election of Officers

1. At each regular session, nominations shall be called for by the Chairman from the floor for the offices of Chairman and two Vice-Chairmen of the Commission for the ensuing term of office as provided for in the Constitution.
2. Each nomination shall be supported by a mover and seconded and shall carry the endorsement of the nominee.

Rule XV - Languages

English and French shall be the working languages of the Commission.

Rule XVI - Suspension and Amendment of Rules

1. Subject to the provisions of the Constitution, any of the foregoing Rules may be suspended by a two-thirds majority of the votes cast at any plenary meeting of the Commission, provided that notice of the intention to propose the suspension has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be made.
2. Subject to the provisions of the Constitution, amendments of or additions to these Rules may be adopted at any plenary meeting of the Commission, provided that the intention to propose the amendment or addition has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be considered, and provided further, that the Commission has received and considered a report on the proposal by an appropriate committee.
3. The Executive Committee may propose amendments and additions to these Rules.