

# **RULES OF PROCEDURE OF THE MANAGEMENT COMMITTEE**

*Rule and Regulation 5 (MC-35, Jeju, 2011, Rev. 2)*

**Source Document: MC-35 Report – Annex 4**

<p style="text-align:center"><b>RULES OF PROCEDURE OF THE MANAGEMENT COMMITTEE OF THE ASIA-PACIFIC TELECOMMUNITY</b> <i>Rule and Regulation 5 (MC-35, Jeju, 2011, Rev. 2)</i></p>
---

**Preamble**

1. The Rules of Procedure of the Management Committee was adopted pursuant to Article 9 of the Constitution of the Asia-Pacific Telecommunity.
2. Should situations not provided for in these rules arise the appropriate provisions of the Constitution shall be applied and where the Constitution is silent, the Management Committee shall adopt such rules as may be appropriate in the circumstances.

**Chapter I Sessions**

**Rule 1**

1. The Secretary General shall at least two months before the commencement of an ordinary session notify the Members, Associate Members and Affiliate Members of the opening date of the session and of the provisional agenda.
2. Documents for the session shall be distributed at least six weeks prior to the opening of the session.
3. Under the instruction of the Chairman, the Secretary General shall arrange in conformity with Article 9 paragraph 7 of the Constitution for extra-ordinary sessions to be held as soon as possible but not sooner than 30 days after the date on which a request has been received.
4. Each session of the Management Committee may comprise of several meetings.

**Rule 2**

Where necessary and with the concurrence of the Chairman, the Secretary General may invite to participate as observers in the meeting of the Management Committee the following organizations or guests:

- (a) any appropriate United Nations bodies and specialized agencies on basis of reciprocity;
- (b) any appropriate international and regional organizations in matters of mutual concern;
- (c) a non-member who is eligible for membership of the APT; and
- (d) Subject to notification to members and in the absence of any objection from a member being received within two weeks, any telecommunication administrations or entities and any qualified persons or guests in matters of the Telecommunity's interest.

**Rule 3**

At the meetings of the Management Committee, delegations of the Members and Associate Members of the Telecommunity shall each be seated as a group in the alphabetical order of the English names of the Members, and Associate Members represented. The seating for Affiliate Members may be arranged to be as close as possible to the delegation of their respective Members or Associate Members.

**Rule 4**

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

**Rule 5**

1. The provisional agenda for each session shall include, but not limited to:

- (a) The election of a Chairman and two Vice-Chairmen where it is appropriate in accordance with Article 9, paragraph 6, of the Constitution;
- (b) The report of the Secretary General;
- (c) The reports of the work programme, as appropriate;
- (d) Items arising from the previous meetings of the Management Committee, as appropriate;
- (e) Items which have been proposed by any Member or Associate Member of Telecommunity;
- (f) Items requiring action pursuant to Article 9, paragraph 5(h) of the Constitution;
- (g) The drafts of the annual work programme and budget;
- (h) The accounts of the Telecommunity and any financial report;
- (i) Any other items which the Chairman of the Management Committee or the Secretary General sees fit to include;
- (j) Place and Date and venue of the next ordinary session of the Management Committee.

2. The Management Committee may amend the agenda at any time appropriate.

**CHAPTER II Representation**

---

**Rule 6**

Each Member and Associate Member shall be represented at the Management Committee by a nominated representative. The nomination shall be made in writing to the Secretary General by an official at an appropriate level representing a Member or an Associate Member.

**Rule 7**

The representative may be accompanied to the meetings by alternate representatives and advisers and when absent he may be replaced by an alternate representative.

**Rule 8**

The letter of nomination of representative should be deposited with the Secretary General without delay.

**Rule 9**

The Chairman and the two Vice-Chairmen shall examine the letter of nomination and report to the Management Committee.

**CHAPTER III Secretariat**

---

**Rule 10**

In the event that the Secretary General is unable to attend any of the meetings, he may nominate the Deputy Secretary General or any member of the staff to take his place.

**Rule 11**

The Secretary General or his representative may at any meeting make either oral or written statements concerning any question under consideration.

**Rule 12**

Where any proposals involving expenditure are concerned, the Secretary General shall prepare and circulate to members of the meeting an estimate of the costs involved in such proposals with possible indications of how such expenditure could be met. It shall be the duty of the Chairman to draw the attention of the meeting to such estimates and invite discussions on them before the proposals are approved.

**CHAPTER IV Conduct of Business**

---

**Rule 13**

1. The Chairman shall organize the work of the Management Committee during the meetings. In the absence of the Chairman, the Management Committee shall select one of the Vice-Chairmen to act as its Chairman. In the interval between sessions, the Chairman may be called upon to take the necessary measures for the convening of additional sessions.
2. The Chairman, in addition to any other prerogatives conferred under these rules of procedure, shall open and close the meetings of the Committee, direct the deliberations, ensure that the rules of procedure are applied, give the floor to speakers, put questions to the vote, and announce the decisions adopted.
3. The Chairman shall be responsible for the general direction of all the work of the Management Committee, shall ensure that order is maintained at meetings and shall be empowered to rule on motions of order and points of order and, in particular, to propose that discussion on a question be postponed or closed, or that a meeting be suspended or adjourned. The Chairman may also decide to postpone the convening of a meeting should he consider it necessary.
4. It shall be the duty of the Chairman to protect the right of each delegation to express its opinion freely and fully on the point at issue.
5. The Chairman shall ensure that discussion is limited to the point at issue, and may interrupt any speaker who departs there from and request such speaker to confine his or her remarks to the subject under discussion.

**Rule 14**

Any Member who wishes to introduce a new proposal during the session should provide a written proposal to the meeting through the Secretary General at least 24 hours before the discussion, unless the Management Committee decides otherwise.

**Rule 15**

During the discussions on any matter, a Member may, when it thinks fit, submit a motion of order or raise a point of order which shall at once be settled by the Chairman in accordance with these rules of procedure. Any Member may appeal against the Chairman's ruling, which shall, however, stand unless a majority of Members present and voting are against it.

**Rule 16**

A Member submitting a motion of order shall not, during its speech, discuss the substance of the matter in question.

**Rule 17**

The motions and points of order mentioned in Rule 15 and Rule 16 shall be dealt with in the following order:

- (a) Any point of order regarding the application of these rules of procedure;
- (b) Suspension of a meeting;
- (c) Adjournment of a meeting;
- (d) Postponement of debate on the matter under discussion;
- (e) Closure of debate on the matter under discussion.

**Rule 18**

During the discussion on any matter, a Member may move that the meeting be suspended or adjourned, giving reasons for his or her proposal. If the proposal is seconded, opportunity shall be given to two speakers to oppose the suspension or adjournment and solely for that purpose, after which the motion shall be put to the vote.

**Rule 19**

During the discussion on any matter, a Member may move the postponement, for a stated period, of the debate on the item under discussion. In addition to the proposer of the motion, one Member may speak in favour and two against the motion, after which the motion shall be put to the vote.

**Rule 20**

A Member may at any time move the discussion on the point at issue to be closed. In such cases opportunity may be given to not more than two Members to oppose the motion, after which the motion shall be put to the vote.

**Rule 21**

The author of a motion may withdraw it before it is put to a vote. Any motion, whether it be amended or not, which has been withdrawn from debate, may be resubmitted or taken up by the author of the amendment or by another Member.

**Rule 22**

The Management Committee may set up sub-committees, study groups, working groups or other subordinate bodies to consider matters of concern to it.

**Rule 23**

Participation in such sub-committees, study groups, working groups or other subordinate bodies will be open to Members and Associate Members. Affiliate Members and other relevant parties may also be invited by the Management Committee to participate in such bodies as observers.

**Rule 24**

Such sub-committees, study groups, working groups and other subordinate bodies shall have their own Chairman appointed by the Management Committee and which will also decide upon the dates and venues of their meetings in consultation with the Secretariat.

## ***CHAPTER V Quorum***

---

### ***Rule 25***

A quorum for a meeting of the Management Committee shall consist of the nominated representatives of a simple majority of the Members of the Telecommunity.

## ***CHAPTER VI Voting***

---

### ***Rule 26***

As a general rule, the Management Committee shall endeavour to reach co-ordinated decisions which take into account the views expressed by all Members so that it is unnecessary to take a vote.

### ***Rule 27***

If, however, agreement is not reached on a proposal, a vote shall be taken, the results of which shall be recorded in the summary record of the meeting.

### ***Rule 28***

1. Voting shall normally take place by a show of hands.
2. At the request of one or more of the representative present, a roll-call vote shall be taken.
3. In case of more than one contestant for election, voting shall be by secret ballot.
4. At the request of a representative, supported by at least two other representatives, voting shall be by secret ballot. The necessary steps shall then be taken to ensure the secrecy of the vote.

### ***Rule 29***

In the decisions of the Management Committee where the Chairman is unable to discern a consensus on any matter, decisions shall be made by a simple majority of Members present and voting with the exception of decisions on financial matters, or other matters that, under the Constitution, require a two-thirds majority of the Members present and voting. In case of a tie, the proposals shall be considered rejected. In computing a majority, abstentions shall not be taken into account.

### ***Rule 30***

Any matter which has been voted upon or otherwise formally dealt with by the Management Committee may not be reconsidered at the same session unless the majority of Members decide otherwise.

### ***Rule 31***

A Member may give to another Member an authority to cast its vote at any or all meetings at which it is unable to be present. In such a case the Member shall in good time so notify the Chairman. However, a Member may not exercise more than one proxy vote.

## ***CHAPTER VII Urgent Questions Raised between Sessions***

---

### ***Rule 32***

Urgent questions raised between sessions shall be dealt with by the Chairman consulting the Members. The Chairman shall inform the Members of the solutions adopted.

**CHAPTER VIII Summary Records**

**Rule 33**

A summary record of the session of the Management Committee shall be prepared by the Secretariat and shall be submitted for adoption by the Management Committee before the conclusion of the session. Where unavoidable, the draft summary record of the session which could not be so adopted should be sent to Members and Associate Members at the earliest possible date after the sessions for comments and adoption by consensus ad referendum. Such draft summary record will also be sent to Affiliate Members who should submit comments, if any, through their respective Members or Associate Members.

**Rule 34**

Any delegation shall have the right to require the insertion in the minutes of any statement it has made during the debates either fully or in summary. In such an event, however, the delegation should announce its intention in this respect at the meeting and must hand in the text to the Secretary General without delay. It is expected that this right shall be used in all cases with discretion.

**CHAPTER IXI Amendments**

**Rule 35**

These rules may be revised or amended as the need arises in accordance with the Constitution.

\*\*\*\*\*