



INTERNATIONAL CONFERENCE ON
SAFETY OF LIFE AT SEA, 1974
Agenda item 3

IMCO

PROVISIONAL RULES OF
PROCEDURE

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Delegations and Credentials

Rule 1 The delegation of each State participating in the Conference shall consist of an accredited representative and such alternate representatives and advisors as may be required.

Rule 2 The credentials of representatives, alternates, if any, and technical and other advisers comprising each delegation shall be transmitted to the Secretary-General of the Inter-Governmental Maritime Consultative Organization, if possible not later than the opening of the Conference. The credentials shall be issued either by the Head of the State or Government, or by the Minister for Foreign Affairs, or by an appropriate authority properly designated by one of them for this purpose.

Rule 3 A Credentials Committee shall be appointed at the beginning of the Conference. It shall consist of five members who shall be appointed by the Conference on the proposal of the President. It shall examine the credentials of representatives and report to the Conference without delay.

President and Vice-Presidents

Rule 4 The Conference shall elect a President and five Vice-Presidents. The President shall preside at the plenary meetings of the Conference. If the President is absent from a meeting or any part thereof, one of the Vice-Presidents in the order they are listed will take his place.

Rule 5 If for any reason the President is unable to perform the functions of his office for the whole period of the Conference a new President shall be elected.

Rule 6 The President, or Vice-President acting as President, shall not vote.

Secretariat

Rule 7 (a) The Secretary-General and the Deputy Secretary-General of the Conference shall be the Secretary-General and the Deputy Secretary-General respectively of the Inter-Governmental Maritime Consultative Organization.

(b) The Secretary-General shall appoint an Executive Secretary and a Deputy Executive Secretary of the Conference and shall provide and direct the staff required by the Conference and its committees.

(c) The Secretariat shall receive, translate, reproduce and distribute documents, reports and resolutions of the Conference; prepare and circulate records of the public meetings; have the custody and preservation of the documents in the archives of the Inter-Governmental Maritime Consultative Organization; publish the reports of the public meetings; distribute all documents of the Conference to the participating governments and, generally, perform all other work which the Conference may require.

Rule 8 The Secretary-General or any member of the staff designated for that purpose, may make oral or written statements concerning any question under consideration.

Conduct of Business

Rule 9 A quorum of the Conference shall be constituted by the representatives of a majority of the States participating in the Conference.

Rule 10 In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each plenary meeting of the Conference. He shall direct the discussions at such meetings, ensure observance to these rules, accord the right to speak and put questions to the vote and announce decisions resulting from the voting.

Rule 11 During the discussion of any matter, a representative may rise to a point of order, and the point of order shall immediately be decided by the President. A representative may appeal against the ruling of the President. The appeal shall immediately be put to the vote and the President's ruling shall stand unless overruled by the majority of the representatives present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Rule 12 The Conference may on the proposal of the President limit the time to be allowed to each speaker on any particular subject under discussion.

Rule 13 (a) Subject to Rule 11, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (i) to suspend the meeting;
- (ii) to adjourn the meeting;
- (iii) to adjourn the debate on the question under discussion;
- (iv) to close the debate on the question under discussion.

(b) Permission to speak on a motion falling within (i) to (iv) above shall be granted only to the proposer and in addition to one speaker in favour of and two against the motion, after which it shall immediately be put to the vote.

Rule 14 (a) Proposals and amendments thereto shall normally be introduced in writing and handed to the Executive Secretary of the Conference who shall circulate copies to the delegations. As a general rule, no proposal or amendment shall be discussed or put to the vote at any meeting of the Conference unless copies of it have been circulated to all delegations not later than the preceding day. The President may, however, permit the discussion and consideration of amendments, even though these amendments and motions have not been circulated or have only been circulated the same day.

(b) A proposal or amendment shall not be discussed until it has been seconded.

Rule 15 A motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the motion has not been amended or that an amendment to it is not under discussion. A motion which has thus been withdrawn may be reintroduced by any representative.

Voting

Rule 16 Each State represented at the Conference shall have one vote.

Rule 17 (a) Decisions of the Conference on all matters of substance shall be taken by a two-thirds majority of the representatives present and voting.

(b) Decisions of the Conference on matters of procedure shall be taken by a simple majority of the representatives present and voting.

(c) If the question arises whether a matter is one of procedure or of substance, the President of the Conference shall rule on the question. An appeal against this ruling shall immediately be put to the vote and the President's ruling shall stand unless overruled by a two-thirds majority of the representatives present and voting.

(d) In the event of a tie vote a second vote on the motion concerned shall be taken at the next meeting unless a majority decides that such second vote be taken during the meeting at which the tie vote took place. Unless there is a majority in favour of the motion on the second vote, it shall be considered lost.

Rule 18 For the purpose of these rules the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives abstaining from voting or casting an invalid vote shall be considered as not voting.

Rule 19 The Conference shall normally vote by show of hands. However, any representative may request a roll-call which shall be taken in the English alphabetical order of the names of the States participating in the Conference, beginning with the delegation whose name is drawn by lot by the President. The vote of each representative participating in any roll-call shall be inserted in the summary record of the meeting concerned.

Rule 20 (a) Parts of a proposal or amendment thereto shall be voted on separately if the President, with the consent of the proposer, so decides, or if any representative requests that the proposal or amendment thereto be divided and the proposer raises no objection. If objection is raised, permission to speak on the point shall be given first to the mover of the motion to divide the proposal or amendment, and then to the mover of the original proposal or amendment under discussion, after which the motion to divide the proposal or amendment shall be put immediately to the vote.

(b) Those parts of a proposal which have been approved shall then be put to the vote as a whole; if all the operative parts of the proposal or amendment have been rejected, the proposal or amendment shall be considered to be rejected as a whole.

Rule 21 (a) A motion is considered to be an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote.

(b) If two or more amendments are moved to a proposal, the Conference shall vote on them in their order of remoteness in substance from the original proposal beginning with the most remote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.

(c) For the purpose of this Rule a motion to delete a proposal or part thereof shall be considered to be an amendment to that proposal.

(d) When the vote on the proposed amendments has been taken, the proposal, as amended, shall be voted upon.

Rule 22 If two or more proposals relate to the same question, the Conference shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.

Reconsideration of decisions

Rule 23 When a proposal has been adopted or rejected it may not be reconsidered unless the Conference, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter and to two speakers opposing the motion, after which it shall be put immediately to the vote.

Subsidiary Bodies

Rule 24 In addition to the Credentials Committee referred to in Rule 3, the Conference shall establish such subsidiary bodies as it deems necessary for the performance of its functions.

Rule 25 Subsidiary bodies shall follow the present Rule of Procedure so far as they are applicable, except that decisions of subsidiary bodies shall be taken by a majority of the representatives present and voting and if a vote is equally divided, the proposal shall be regarded as rejected.

Languages and Records

Rule 26 (a) The official languages of the Conference are English, French, Russian and Spanish.

(b) The working languages are English and French.

Rule 27 Speeches at the Conference and its subsidiary bodies shall be made in one of the official languages and will be interpreted into the other three languages.

Rule 28 (a) The Secretariat shall prepare summary records of the Plenary meetings. These summary records shall be distributed to the participants as soon as possible after the closing of the meeting to which they relate.

(b) The participants shall inform the Secretariat in writing, within three working days after the circulation of the provisional summary record, of any correction to their own statement that they wish to be made.

Rule 29 Conference documents and summary records shall be made available in the working languages.

Public and Private Meetings

Rule 30 The Plenary meetings of the Conference shall be held in public unless the Conference decides that a particular meeting be held in private. Meetings of subsidiary bodies of the Conference shall be held in private unless the Conference decides otherwise in any particular case.

Representatives of the United Nations, its Specialized Agencies and IAEA and Observers of International Organizations

Rule 31 (a) Representatives of the United Nations, of its Specialized Agencies and IAEA and intergovernmental bodies, as well as observers of non-governmental organizations, invited to the Conference may participate, without the right to vote, in the deliberations of the Conference and its subsidiary bodies.

(b) Written statements of these Organizations shall be distributed by the Secretariat to the delegations at the Conference.

Signature of Instruments

Rule 32 The Final Act resulting from the deliberations of the Conference shall be submitted for signature by the delegations. If an instrument is drawn up and opened for signature, full powers will be required of each Representative or Alternate Representative who signs it.

Amendment of the Rules of Procedure

Rule 33 These Rules may be amended, or any portion of the Rules may be suspended, at any time by the Conference by a majority vote of the representatives present and voting.
