



RULES OF PROCEDURE
OF THE
REGIONAL COMMITTEE FOR THE WESTERN PACIFIC

As revised at the sixty-third session of the Regional Committee
Hanoi, Viet Nam, September 2012

**RULES OF PROCEDURE
OF THE
REGIONAL COMMITTEE FOR THE WESTERN PACIFIC¹**

MEMBERSHIP AND ATTENDANCE

Rule 1

The Regional Committee (hereinafter referred to as the “Committee”) shall consist of representatives (hereinafter referred to as the “representatives”), one each from the States Members and Associate Members (hereinafter referred to as “Members”) and areas participating pursuant to Article 47 of the Constitution² forming the Western Pacific Region (hereinafter referred to as the “Region”) of the World Health Organization (hereinafter referred to as the “Organization”). The representatives may be accompanied by alternates and advisers.

¹ Adopted at the sixth session of the Regional Committee for the Western Pacific (resolution WPR/RC6.R21) and amended at its seventh, ninth, thirteenth, fifteenth, twenty-third, thirtieth, thirty-first, forty-second, fifty-seventh, sixty-first, and sixty-third sessions (resolutions WPR/RC7.R20, WPR/RC9.R8, WPR/RC13.R3, WPR/RC15.R2, WPR/RC23.R6, WPR/RC30.R1, WPR/RC31.R7, WPR/RC42.R1, WPR/RC57.R3, WPR/RC61.R3 and WPR/RC63.R8).

² Under the conditions laid down in resolution WHA2.103.

Rule 2

Subject to the terms of any existing agreements, the Committee may arrange for consultation with respective regional committees of the United Nations and with those of other specialized agencies and with other regional international organizations having interests in common with the Organization and for their participation, without vote, in its discussions and in those of committees or sub-committees convened or established under its authority.

The Regional Director, in consultation with the Regional Committee, may invite States not members of the Committee to participate without vote in the sessions of the Committee. The Regional Director, in consultation with the Regional Committee, may also invite nongovernmental organizations to participate in the deliberations of the Committee as provided in the *Principles governing relations between the World Health Organization and nongovernmental organizations*.

CREDENTIALS

Rule 3

The Members shall communicate to the Regional Director (hereinafter referred to as the Director), if possible 15 days before the date fixed for the opening of the session of the Committee, the names of their representatives, including all alternates and advisers. Similarly,

the States and organizations referred to in Rule 2 invited to be represented at the session, shall communicate the names of the persons by whom they shall be represented. The credentials of representatives shall be delivered to the Director, if possible not less than one day before the opening of the session of the Committee. Such credentials shall be issued by one of the following: the Head of State, the Head of Government, the Minister for Foreign Affairs, the Minister of Health or any other competent authority.

Rule 3 bis

The officers of the Regional Committee shall examine the credentials of representatives and report thereon to the Regional Committee. Any representative to whose admission a Member has made an objection shall be seated provisionally with the same rights as other representatives, until the officers have reported and the Regional Committee has rendered its decision.

SESSIONS

Regular Sessions

Rule 4

The Committee shall hold at least one regular session a year. It shall determine at each regular session the time and place of its next regular session. Notices convening the Committee shall be sent by the Director at least eight weeks before the commencement of the session

to the Members, to the Director-General of the Organization (hereinafter referred to as the “Director-General”), and to the organizations referred to in Rule 2 invited to be represented at the session.

Special Sessions

Rule 5

The Director, in consultation with the Chairman of the Committee, (hereinafter referred to as the “Chairman”), shall also convene the Committee to a special session at the joint request of a majority of the Members, addressed to him in writing and stating the reason for the request. In this case, the Committee shall be convened within fifty days following receipt of the request and the session shall be held at Regional Headquarters unless the Director, in consultation with the Chairman, determines otherwise. The agenda of such a session shall be limited to the questions having necessitated that session.

If exceptional events, such as those referred to in Article 28(i) of the Constitution, occur requiring immediate action by the Regional Committee, the Director shall, in consultation with the Chairman, convene the Committee in a special session and shall fix the date and determine the place of the session; however, the special session shall not be held if a majority of the Members object, within two weeks of the date of dispatch of the letter of convocation, to convening the Committee.

Rule 6

The meetings of the Committee shall be held in public, unless the Committee decides otherwise.

AGENDA

Rule 7

The provisional agenda of each session shall be drawn up by the Director in consultation with the Chairman. It shall be dispatched together with the notice of convocation to be sent in accordance with Rule 4 or Rule 5, as the case may be.

Rule 8

Except in the case of sessions convened under Rule 5, the provisional agenda of each session shall include *inter alia*:

- (a) the annual report of the Director on the work in the Region;
- (b) all items, the inclusion of which has been prescribed by the World Health Assembly (hereinafter referred to as the "Health Assembly");
- (c) all items, the inclusion of which has been prescribed by the Executive Board of the Organization;
- (d) any item proposed by the Director-General or the Director;
- (e) all items, the inclusion of which has been prescribed by the Committee at a previous session;
- (f) all items pertaining to the programme budget for the current financial period and all items pertaining to the programme budget for the financial period following the current financial period;
- (g) any item proposed by a Member.

Rule 9

Subject to the provisions of Rule 5, the Director, may in consultation with the Chairman, include any question suitable for the agenda which may arise or reach him up to twenty-one days before the opening day of the session, in a supplementary agenda which the Committee shall examine together with the provisional agenda. Any items arising or submitted later shall be included in a supplementary agenda provided that the Committee agrees.

OFFICERS OF THE COMMITTEE

Rule 10

The Committee shall elect its officers, a Chairman, a Vice-Chairman, one Rapporteur in English and one Rapporteur in French, from among the representatives each year at its first regular session held during that year. The officers shall hold office until their successors are elected. The Chairman shall not become eligible for re-election until two years have elapsed since he ceased to hold office.

Rule 11

In addition to exercising the powers which are conferred upon him elsewhere by these Rules, the Chairman shall declare the opening and closing of each meeting of the Committee, shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He shall rule on points

of order, and, subject to these rules, shall control the proceedings at any meeting and shall maintain order thereat. The Chairman may, in the course of the discussion of any item, propose to the Committee the limitation of the time to be allowed to each speaker or the closure of the list of speakers.

Rule 12

If the Chairman is absent from a meeting or any part thereof, he shall designate the Vice-Chairman to preside. The same procedure shall be followed when the Chairman is unable to attend a session of the Committee.

If the Chairman is unable to make this designation, the Vice-Chairman shall preside during the session or meeting.

Rule 13

If the Chairman for any reason is unable to complete his term of office, the Vice-Chairman shall act as Chairman for the remaining period of his term.

Rule 14

The Chairman, or the Vice-Chairman acting as Chairman, shall normally not vote but he may, if necessary, appoint one alternate from his delegation to act as representative of the Government.

If the Chairman, or the Vice-Chairman acting as Chairman, is the only representative of a Member he shall have the right to vote.

SUB-COMMITTEES OF THE COMMITTEE

Rule 15

The Committee may establish such sub-committees as it may deem necessary for the study of, and report on, any item on its agenda.

The Committee shall review from time to time, and in any case once a year, the need to maintain any sub-committee established under its authority.

SECRETARIAT

Rule 16

The Director shall act as the Secretary of the Committee and of any sub-division thereof. He may delegate these functions.

Rule 17

The Director shall report to the Committee on the technical, administrative and financial implications, if any, of all agenda items submitted to the Committee.

Rule 18

The Director, or a member of the Secretariat designated by him, may at any time make either oral or written statements concerning any question under consideration.

Rule 19

The Secretariat shall prepare minutes of the meetings. These minutes shall be prepared in both working languages and shall be distributed to the representatives as soon as possible after the close of the meetings to which they relate. Representatives shall inform the Secretariat in writing of any corrections they wish to have made within such period of time as shall be indicated by the Director, having regard to the circumstances.

Rule 20

All resolutions, recommendations, and other decisions of the Committee shall be communicated by the Director to the representatives, to all Members of the Region and to the Director-General.

LANGUAGES

Rule 21

Chinese, English and French shall be the official languages, and English and French the working languages, of the Committee.

Rule 22

Speeches made in either of the working languages shall be interpreted into the other working language and into Chinese. Speeches made in Chinese shall be interpreted into both working languages.

Rule 23

Any representative may speak in a language other than the official languages. In this case he shall himself provide for interpretation into one of the working languages. Interpretation into the other working language and into Chinese by an interpreter of the Secretariat may be based on the interpretation given in the first working language.

Rule 24

All resolutions, recommendations and other decisions of the Committee shall be drawn up in both working languages.

CONDUCT OF BUSINESS

Rule 25

A majority of the representatives entitled to vote shall constitute a quorum.

Rule 26

No representative may address the Committee without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in the order in which they signify their desire to speak. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

Rule 27

Any representative may at any time request an alternate designated in accordance with Rule 3 to speak and vote on his behalf on any question. Moreover, upon the request of the representative or his alternate, the Chairman may allow an adviser to speak on any particular point but the latter shall not have the right to vote.

Rule 28

During the discussion of any matter, a representative may rise to a point of order and the point of order shall be immediately decided by the Chairman. A representative may appeal against the ruling of

the Chairman in which case the appeal shall immediately be put to the vote. A representative rising to a point of order may not speak on the substance of the matter under discussion but on the point of order only.

Rule 29

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Committee, declare the list closed. He may, however, accord the right to reply to any representative if in his opinion a speech delivered after he has declared the list closed makes it desirable.

Rule 30

During the discussion on any matter a representative may move the suspension or adjournment of the meeting. Such motions shall not be debated but shall be immediately put to a vote.

For the purpose of these Rules "suspension of the meeting" means the temporary postponement of the business of the meeting and "adjournment of the meeting", the termination of all business until another meeting is called.

Rule 31

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, one speaker may speak in favour of, and one against, the motion, after which the motion to adjourn the debate shall be immediately put to the vote.

Rule 32

A representative may at any time move the closure of the debate on the item under discussion whether or not any other representative has signified his wish to speak. If a request is made for permission to speak against closure, it may be accorded to not more than two representatives, after which the motion shall be immediately put to the vote. If the Committee decides in favour of closure the Chairman shall declare the debate closed.

Rule 33

The following motions shall have precedence in the following order over all other proposals or motions before the meeting, except a point of order:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;

- (c) to adjourn the debate on the item under discussion; and
- (d) for the closure of the debate on the item under discussion.

Rule 34

Subject to Rule 33, any motion calling for a decision on the competence of the Committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Rule 35

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 36

When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Committee shall first vote on the amendment deemed

by the Chairman to be furthest removed in substance from the original proposal and then on the amendment next removed therefrom, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of that proposal. A motion which constitutes a substitution for a proposal shall be considered as a proposal.

Rule 37

If two or more proposals are moved, the Committee shall first vote on the proposal deemed by the Chairman to be furthest removed in substance from the proposal first presented and then on the proposal next removed therefrom, and so on, until all the proposals have been put to the vote, unless the result of a vote on a proposal makes unnecessary any other voting on the proposal or proposals still outstanding.

Rule 38

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended, or if amended, that the proposer of the amendment agrees to the withdrawal. A motion thus withdrawn may be re-introduced by any representative.

Rule 39

When a proposal has been adopted or rejected it may not be reconsidered at the same session of the Committee, unless the Committee, 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 two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 40

The Chairman may at any time require any proposal, motion, resolution, or amendment to be seconded.

VOTING

Rule 41

Each representative entitled to vote shall have one vote. For the purpose of these Rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives abstaining from voting are considered as not voting. In a secret ballot all invalid votes shall be so reported to the Committee and shall be counted as abstentions.

Rule 42

Except as otherwise provided by the Constitution of the Organization or decided by the Health Assembly or as laid down in these Rules of Procedure, the decisions of the Committee shall be made by a majority of the representatives present and voting.

Rule 43

If the votes are equally divided on a matter other than an election, the proposal shall be regarded as not adopted.

Rule 44

The Committee shall normally vote by show of hands, except that any representative may request a roll-call which shall then be taken in the English alphabetical order of the names of the Members.

Rule 45

The vote of each representative participating in any roll-call shall be inserted in the records.

Rule 46

After the Chairman has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of voting.

Rule 47

Elections shall normally be held by secret ballot. However, except as concerns the nomination of the Director, if the number of candidates for elective office does not exceed the number of offices to be filled no ballot shall be required and such candidates shall be declared elected. Where ballots are required two tellers appointed by the Chairman from among the representatives shall assist in the counting of votes. The nomination of the Director shall be decided by a secret ballot in accordance with Rule 51.

Rule 48

In addition to the cases provided for elsewhere by these Rules, the Committee may vote on any matter by secret ballot if it has previously so decided by a majority of the representatives present and voting, provided that no secret ballot may be taken on budgetary questions.

A decision under this Rule by the Committee whether or not to vote by secret ballot may only be taken by a show of hands; if the Committee has decided to vote on a particular question by secret ballot, no other mode of voting may be requested or decided upon.

Rule 49

Subject to the provisions of Rule 51 when only one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates obtaining the largest number of votes; if in the second ballot the votes are equally divided, the Chairman shall decide between the candidates by drawing lots.

Rule 50

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be as many additional ballots as are necessary to

fill the remaining places, the ballots being restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the places remaining to be filled.

Rule 51

Not less than six months before the date fixed for the opening of a session of the Committee at which persons are due to be nominated as Regional Director, the Director-General shall inform each Member that he/she will receive proposals for the names of persons for nomination by the Committee as Regional Director.

Any Member may propose the name of one or more persons for the post of Director, submitting with the proposal particulars of each person's qualifications and experience. Such proposals shall be sent to the Director-General, so as to reach him/her at the Headquarters of the Organization at Geneva, Switzerland, not less than twelve weeks before the date fixed for the opening of the session.

The Director-General shall, not less than ten weeks before the date fixed for the opening of the session of the Committee, cause copies of all proposals for nomination for the post of Director (with particulars of qualifications and experience) received by him/her within the period specified, to be sent to each Member.

If no proposals have been received by the Director-General in time for transmission to Members in accordance with this Rule, Members shall be informed accordingly not less than ten weeks before the opening of the session of the Committee. The Committee shall

itself establish a list of candidates, composed of the names proposed in secret by the representatives present and entitled to vote.

If the Director in office is available for re-appointment, the Director-General shall inform each Member accordingly at the time he invites proposals for names of nominees for the post of Director. The name of the Director in office thus available shall automatically be submitted to the Committee and shall not require a proposal from any Member.

If the Director-General receives more than five proposals within the period specified in the second paragraph of this Rule, the Committee shall draw a short list of five candidates at a private meeting at the commencement of its session. For this purpose, the Committee shall hold a secret ballot, and the five candidates obtaining the highest number of votes shall make up the short list. In the event of a tie between two or more candidates such that there are more than five candidates identified for inclusion on the short list, there shall be additional ballots between the candidates receiving the tie votes, with those receiving the highest number of votes filling the remaining place or places on the short list.

The persons proposed in accordance with the second paragraph of this Rule, or—in case of the preceding paragraph being applicable—those persons on the short list, shall be interviewed by the Committee as soon as possible at a private meeting. The interview shall consist of a presentation by each candidate in addition to answers to questions from members. The Committee shall determine, as appropriate, modalities for the interviews.

The nomination of the Director shall take place at a private meeting of the Committee. The Director is elected by secret ballot from among the persons proposed in accordance with this Rule.

For this purpose each representative entitled to vote shall write on his ballot paper the name of a single candidate chosen from among the persons proposed. If no candidate obtains the majority required, the candidate who obtains the least number of votes shall be eliminated at each ballot. If the number of candidates is reduced to two, there shall be as many ballots as are necessary to secure a majority for either candidate. In the event of a tie between the remaining candidates after three such ballots, the whole voting procedure established by this paragraph shall be recommenced.

The name of the person so nominated shall be submitted to the Executive Board.

If the Director is unable to perform the functions of his or her office or if his or her office becomes vacant before his or her term of office is completed, the Committee shall nominate a person for the post of Director at its next session, provided that the other provisions of this Rule are met. If the other provisions of this Rule cannot be met, the Committee shall take a decision at its next session with a view to nominating a person and submitting his or her name to the Executive Board as soon as possible.

SUSPENSION AND AMENDMENT OF RULES OF PROCEDURE

Rule 52

Subject to the provisions of the Constitution of the Organization any of these Rules may be suspended by the Committee provided that notice of the proposal for such suspension has been given to the Chairman and communicated by him to the representatives twenty-four hours before the meeting at which the proposal is to be submitted. If, however, on the advice of the Chairman, the Committee is unanimously in favour of such a proposal, it may adopt it immediately and without notice.

Rule 53

Amendments of, or additions to, these Rules may be adopted by the Committee, provided that the Committee has received and considered a report thereon by an appropriate sub-committee.

GENERAL PROVISIONS

Rule 54

The Committee may at its discretion apply such Rules of Procedure of the Health Assembly or of the Executive Board of the Organization as it may deem appropriate to particular circumstances which are not covered by the Rules of the Committee.