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THE INTERNATIONAL TEXTILES AND CLOTHING BUREAU

COUNCIL OF REPRESENTATIVES
First Session
Geneva, 22 July 1985

RULES OF PROCEDURE OF THE
THE COUNCIL OF REPRESENTATIVES

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I. REPRESENTATION

Rule 1

Participation

1. Participation in the Council shall be open to:
Members of the Bureau parties to the Arrangement in accordance with Articles 19 or 21.
2. The following may also participate:
 - (a) Other developing countries and territories exporters of textiles and clothing granted observer status by the Council in accordance with Article 9 paragraph 3 of the Arrangement.
 - (b) The United Nations Conference on Trade and Development, the General Agreement on Tariffs and Trade and other appropriate governmental and inter-governmental organisations pursuant to Article 12 of the Arrangement as observers.
 - (c) Relevant organisations and institutions, including national federations of textiles and clothing trade and industry of the Members granted observer status by the Council in accordance with Article 9 paragraph 4 of Arrangement.

Rule 2

Composition of delegations

Each member of the Bureau shall be represented in the Council by one representative and if it so desires, by one or more alternates and advisers in accordance with Article 5 paragraph 2 of the Arrangement.

Rule 3

Notification of delegations

1. The names and titles of the members of the delegation of each Member of the Bureau shall be submitted to the Executive Director, if possible not less than one week before the opening of the session of the Council which they are to attend.
2. Any problem concerning the participation of a delegation shall be considered by the Council. Pending a decision of the Council a delegation shall be entitled to participate provisionally in the session of the Council with the same right as other delegations.

Rule 4
Observers

Observers shall have no voice in the proceedings of the Council, or of committees or working groups which they attend, except that, upon the invitation of the Chairman of the Council or its committees or working groups, as the case may be, they may make oral statements in or submit written statements to a meeting.

Rule 5
Transmission of Communications

Each Member shall inform the Executive Director in writing of the name and address of the person to whom all notices and other communications regarding the work of the Council shall be sent.

II. THE CHAIRMAN AND THE VICE-CHAIRMAN OF THE COUNCIL

Rule 6
Elections

In accordance with Article 6 paragraph 1 and Article 7 paragraphs 1 and 2 of the Arrangement, the Council shall elect from amongst its Members a Chairman and a Vice-Chairman for a term of twelve months. The Chairman and the Vice-Chairman shall be eligible for re-election. In the absence of the Chairman, the Vice-Chairman shall discharge the functions of the Chairman.

Rule 7
Voting rights of the Chairman

The Chairman or the Vice-Chairman acting as Chairman, shall not vote, but may appoint another member of his delegation to vote.

III. SESSIONS OF THE COUNCIL

Rule 8
Sessions

1. The Council shall hold at least one session in each calendar year in accordance with Article 9 paragraph 1 of the Arrangement.
2. The Council may be convened by the Chairman, as often as necessary, at the request of any Member, in accordance with Article 9 paragraph 2 of the Arrangement.
3. All meetings of the Council shall be private unless the Council decides otherwise.

Rule 9

Convening of sessions

1. The Chairman shall notify participants of the date and place of each session of the Council convened in accordance with rule 8, paragraph 1 at least 30 days in advance of a session.
2. In case of sessions held pursuant to rule 8, paragraph 2 notice shall be communicated as soon as possible.

Rule 10

Agenda

The provisional agenda of each session of the Council shall be prepared by the Executive Director for adoption by the Council. The provisional agenda for a session may include any items connected with the Arrangement which may have been proposed by any Member or by the Executive Director. The Agenda shall be adopted by the Council at the beginning of its session.

IV. CONDUCT OF BUSINESS

Rule 11

Quorum of the Council

The quorum for any meeting of the Council shall be the presence of a simple majority of its Members as specified in Article 10 of the Arrangement.

Rule 12

General powers of the Chairman

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall preside at the meetings of the Council, declare the opening and closing of each such meetings, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He shall, subject to these rules, have complete control over the proceedings of the Council and over the maintenance of order at its meetings. The Chairman may propose to the Council the closing of the list of speakers, a limitation on the time allowed to speakers and on the number of times the representatives of each participant in the Council may speak on a question, the adjournment or the closure of the debate and the suspension or the adjournment of a meeting. He may, however, give the right of reply to any representative if a speech delivered after he has declared the list of speakers closed makes this advisable.
2. The Chairman, in the exercise of his functions, remains under the authority of the Council.

V. DECISION MAKING

Rule 13

Decisions of the Council

1. A decision shall be taken, in accordance with Article 11 paragraph 2 of the Arrangement by a simple majority of the Members present and voting with the exception of decisions referred to in Article 11 paragraphs 3 and 4 of the Arrangement as set out below:

- (a) Decisions concerning the work programme and the budget of the Bureau shall be taken by a two-thirds majority of the Members present and voting.
- (b) Decisions concerning Articles 23 and 24 of the Arrangement shall be taken by a three-fourths majority of the Members of the Bureau.

2. For the purpose of these rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives who abstain from voting shall be considered as not voting.

3. The Council shall endeavour to ensure that all its decisions are taken by consensus.

Rule 14

Voting rights

Each member of the Bureau participating in the session of the Council shall have one vote, except as provided in Article 23 of the Arrangement.

Rule 15

Method of voting

1. The Council shall normally vote by show of hands, but any representative may request a roll-call, which shall then be taken in the appropriate alphabetical order of the names of the Members of the Bureau participating in the Council, beginning with the Member whose name is drawn by lot by the Chairman.

Rule 16

Conduct during voting

After the Chairman has announced the commencement of a vote, voting shall not be interrupted until the result of the vote has been announced, except on a point of order in connection with the process of voting. The Chairman shall permit representatives to explain their votes after the voting has taken place. The Chairman may limit the time to be allowed for such explanations.

Rule 17

Voting on proposals

If two or more proposals relate to the same question, the Council shall, unless it decides otherwise, vote on the motions in the order in which they were submitted. The Council may, after voting on a motion, decide whether to vote on the next motion.

Rule 18

Voting on amendments

A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal the Council shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all the amendments have been put to 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. If no amendments are adopted, the proposal shall be put to the vote in its original form.

VI. COMMITTEES AND WORKING GROUPS OF THE COUNCIL

Rule 19

Establishment of committees and working groups

The Council may, in accordance with Article 5, paragraph 3, of the Arrangement, establish committees and working groups with specified terms of reference. The rule of procedure of committees and working groups shall be those of the council mutatis mutandis.

VII. LANGUAGES

Rule 20

Languages of the Council

Arabic, Chinese, English, Spanish shall be the official languages of the Council. The Council may decide to use one of these languages as the working language until such time as it decides that the other languages may also be used. A representative may speak in a language other than an official language of the Council if the Member of the Bureau concerned provides for interpretation into one language of the Council.

Rule 21

Decisions and reports of the proceeding of the Council

The decisions taken during a session of the Council shall be read out at the end of the session. A record of proceedings, decisions, reports and recommendations of the Council shall be distributed by the Executive Director to all Members of the Bureau as soon as practicable, but always before a subsequent Council session.

Rule 22

Documents

1. The Executive Director shall be responsible for the distribution of documentation normally 30 days in advance of a session.
2. All documents of the Council shall be classified as "Restricted". The Council may, however, at any time decide that information contained in any of its documents may be derestricted or otherwise revealed.

VIII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Rule 23

Method of suspension of amendment

Any of these rules of procedures may be suspended or amended by a simple majority of the Members present and voting except as provided for in Rule 13.