



**REGIONAL OFFICE FOR THE WESTERN PACIFIC
BUREAU RÉGIONAL DU PACIFIQUE OCCIDENTAL**

REGIONAL COMMITTEE

WPR/RC42/3

**Forty-second session
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Provisional agenda item 8

RULES OF PROCEDURE OF THE REGIONAL COMMITTEE

The Regional Committee is asked to consider amendments to Rule 1 of the Rules of Procedure of the Regional Committee for the Western Pacific. The amendments will bring the Rules of Procedure in line with Article 47 of the Constitution (see Annex 1), and resolution WHA2.103, operative paragraph 3, on rights and obligations in regional committees of territories or groups of territories which are not responsible for the conduct of their international relations and which are not Associate Members (see Annex 2).

In order to adopt these amendments without having received a report on the subject from an appropriate sub-committee, it will be necessary for the Regional Committee to agree unanimously to suspend Rule 53 of the Rules of Procedure, as provided for in Rule 52 of the Rules of Procedure.

According to Article 47 of the Constitution of WHO, territories or groups of territories within the Region, which are not responsible for the conduct of their international relations and which are not Associate Members, have the right to be represented and to participate in the Regional Committee. The nature and extent of the rights and obligations of these territories or groups of territories in the Regional Committee shall be determined by the World Health Assembly in consultation with the Member or other authority having responsibility for the international relations of these territories and with the Member States in the Region.

Resolution WHA2.103 establishes that, subject to the aforementioned consultations having taken place, the territories or groups of territories shall have all rights and obligations in the WHO Regional Committee with the exception that they will have no vote in plenary meetings of the Regional Committee or in subdivisions dealing with finance or constitutional matters.

According to the present text of the Rules of Procedure, the Regional Committee shall consist of representatives, "one each from the States Members and Associate Members". To cover the already existing possibility of territories and groups of territories participating in the Regional Committee under their own name, if the conditions referred to in Article 47 of the Constitution and Resolution WHA2.103 are met, it is advisable to amend the Rules of Procedure as follows (changes underlined):

Rule 1

Present text

The Regional Committee (hereinafter referred to as the "Committee") shall consist of representatives (hereinafter referred to as "representatives"), one each from the States Members and Associate Members (hereinafter referred to as "Members") 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.

Proposed amendment

The Regional Committee (hereinafter referred to as the "Committee") shall consist of representatives (hereinafter referred to as "representatives"), one each from the States Members and Associate Members (hereinafter referred to as "Members") and areas participating pursuant to Article 47 of the Constitution¹ 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.

¹Under the conditions laid down in resolution WHA2.103.

ANNEX 1

Article 47 of the Constitution of WHO²

Regional committees shall be composed of representatives of the Member States and Associate Members in the region concerned. Territories or groups of territories within the region, which are not responsible for the conduct of their international relations and which are not Associate Members, shall have the right to be represented and to participate in regional committees. The nature and extent of the rights and obligations of these territories or groups of territories in regional committees shall be determined by the Health Assembly in consultation with the Member or other authority having responsibility for the international relations of these territories and with the Member States in the region.

²World Health Organization, *Basic Documents*, p. 12.

ANNEX 2

World Health Assembly Resolution WHA2.103³

WHA2.103 The Second World Health Assembly,

Having regard to Articles 8 and 47 of the Constitution; and

Having regard to the paragraph 4 of the resolution of the First World Health Assembly concerning the rights and obligations of Associate Members; and

Having regard to the reports of the Executive Board at its second and third sessions; and

Having regard to a statement concerning the Pan American Sanitary Organization,⁴

RESOLVES as follows:

1. For the purposes of Article 47 of the Constitution, States Members in a region shall be deemed to be those States Members having their seat of government within the region;
2. Those States Members not having their seat of government within the region, which (a) either by reason of their Constitution consider certain territories or groups of territories in the region as part of their national territory, or (b) are responsible for the conduct of the international relations of territories or groups of territories within the region, shall participate as Members of the regional committee, in which case they shall have all the rights, privileges and obligations of Member States in the region, but with only one vote for all the territories or groups of territories in the region, as defined in (a) and (b) above;
3. (1) Territories or groups of territories in the region which are not responsible for the conduct of their international relations, whether Associate Members or otherwise, may participate in regional committees, in accordance with Articles 8 and 47 of the Constitution;
(2) Associate Members shall have all rights and obligations in the regional organizations, with the exception that they will have no vote in plenary meetings of the regional committee, nor in subdivisions dealing with finance or constitutional matters;
(3) Representatives of Associate Members should be qualified by their technical competence in the field of health and should be chosen from the native population in accordance with Article 8 of the Constitution;

³World Health Organization, *Handbook of Resolutions and Decisions of the World Health Assembly and the Executive Board*, Vol. I, pp. 348-349.

⁴*Off. Rec. Wld Hlth Org*, 21, Annex 14.

Annex 2

(4) In the case of territories not responsible for the conduct of their relations and not Associate Members, the rights and obligations in (2) above shall apply subject to consultation between States Members in a region as defined in 1 above and the Members or other authority having responsibility for the international relations of these territories;

(5) In recommending any additional appropriation under Article 50 (f) of the Constitution, the regional committee shall take account of the difference in status between States Members on the one hand and Associate Members and other territories or groups of territories not responsible for the conduct of their international relations on the other;

4. In view of the statement made by the Director of the Pan American Sanitary Organization⁵ and of the fact that integration between PASO and WHO is still in process, the application of the above recommendation in the American Region shall await the completion of these negotiations for such integration;

5. The Executive Board should keep under review the implementation of these decisions and submit to the Fifth World Health Assembly at the latest a report thereon in order that that Assembly might determine what, if any, modifications might be required in the above decisions in the light of experience.

June 1949 21,55

⁵Off. Rec. *Wld Hlth*, 21, Annex 14.

WORLD HEALTH ORGANIZATION



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

**as revised at the thirty-first session of the Regional Committee
Manila, September 1980**

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**RULES OF PROCEDURE
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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") 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.

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

¹Adopted 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 and thirty-first sessions (resolutions WPR/RC7.R20, WPR/RC9.R8, WPR/RC13.R3, WPR/RC15.R2, WPR/RC23.R6, WPR/RC30.R1 and WPR/RC31.R7).

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.

CREDENTIALS

Rule 3

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

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.

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 despatched 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 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 connexion 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 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 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 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.

The nomination of the Regional Director shall take place at a private meeting of the Committee. The Regional Director is elected by secret ballot from amongst 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.

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.