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**Executive Board
First Regular Session**

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DRAFT RULES OF PROCEDURE OF THE EXECUTIVE BOARD OF THE WORLD FOOD PROGRAMME

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NOTE TO THE EXECUTIVE BOARD

This document contains recommendations for review and adoption by the Executive Board.

Pursuant to the decisions taken on the methods of work by the Executive Board at its First Regular Session of 1996, the documentation prepared by the Secretariat for the Board has been kept brief and decision-oriented. The meetings of the Executive Board are to be conducted in a business-like manner, with increased dialogue and exchanges between delegations and the Secretariat. Efforts to promote these guiding principles will continue to be pursued by the Secretariat.

The Secretariat therefore invites members of the Board who may have questions of a technical nature with regard to this document, to contact the WFP staff member(s) listed below, preferably well in advance of the Board's meeting. This procedure is designed to facilitate the Board's consideration of the document in the plenary.

The WFP focal point for this document is:

Secretary to the Executive Board: Ms. V. Sequeira tel.: 066513-2603

Should you have any questions regarding matters of dispatch of documentation for the Executive Board, please contact the Documentation and Meetings Clerk (tel.: 066513-2641).



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1. In compliance with Article VI, paragraph 4 of the General Regulations, the Executive Board shall adopt its own Rules of Procedure.
 2. In view of the above, the Working Group on the Rules of Procedure of the Executive Board, in accordance with decision 1998/EB.3/25 of 19 October 1998, hereby presents the draft Rules of Procedure for consideration and adoption.



DRAFT RULES OF PROCEDURE FOR THE EXECUTIVE BOARD OF THE WORLD FOOD PROGRAMME

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RULE I: SESSIONS OF THE BOARD

Annual session

1. The Executive Board shall hold its annual session at such time and for such duration as it may determine.

Regular sessions

2. The Executive Board shall, between the annual sessions, hold such regular sessions at such times and for such duration as it considers necessary.

Special sessions

3. The Board may hold special sessions, in exceptional circumstances:
 - a) at the written request of at least one third of the members of the Board; or
 - b) on the call of the Secretary-General of the United Nations and the Director-General of FAO, with the concurrence of one third of the members of the Board; or
 - c) on the call of the Executive Director.

Location

4. Sessions of the Board shall be held at the Headquarters of WFP, unless the Board determines otherwise.

Notification of sessions

5. The Executive Director shall notify the members of the Board and observers of the date and place of each session, at least six weeks before the opening of the session.

RULE II: REPRESENTATION

1. Each member of the Board shall communicate to the Executive Director the name of its representative and, where possible, that of any alternates or advisers, before the beginning of a session.
2. Each member may appoint such alternates and advisers as may be required. When acting in the place of a representative, an alternate or adviser shall have the same rights as a representative.

RULE III: AGENDA

Provisional agenda

1. The Board shall, as far as possible, plan its work on an annual basis.
2. The Executive Director shall prepare a provisional agenda, taking into account the annual plan of work. The provisional agenda shall include all items as are required by these Rules of Procedure or as are proposed by:
 - a) the Board at a previous session;
 - b) any member of the Board;
 - c) the Executive Director;
 - d) the United Nations Economic and Social Council;



- e)* the FAO Council.
- 3. The provisional agenda shall normally be circulated to all members of the Board at least six weeks in advance of the session.
- 4. The first item of the provisional agenda shall be the adoption of the agenda.
- 5. During a session, the Board may, by a two-thirds majority of the members present and voting, amend the agenda by the deletion, addition or modification of any item.

Documentation

- 6. The Executive Director shall submit documentation relating to items on the provisional agenda, in the languages of the Board in accordance with Rule XIV, to the members of the Board, the United Nations and FAO, normally four weeks before the beginning of a session, and to observers participating in its sessions upon request. The documentation shall clearly present the issues proposed for decision by the Board.

RULE IV: ELECTION OF THE BUREAU

- 1. The Board shall, at its first session of each year, elect from among the representatives of its members a President, a Vice-President and three other members of the Bureau (collectively designated as the Bureau), who shall hold office until their successors are elected.
- 2. Each member of the Bureau shall be chosen from one of the lists of States as defined in Appendix A to the General Regulations of WFP. In the election of the President, the Vice-President and the other members of the Bureau, consideration shall be given to the equitable geographical rotation of their offices among the lists of States.
- 3. The President of the Board shall not, except in exceptional cases as decided by the Board, be eligible for re-election. The Vice-President and the other members of the Bureau shall be eligible for re-election.
- 4. If the President, the Vice-President or any other member of the Bureau, during the course of the calendar year in which he or she is elected, is unable to carry out his or her functions, or ceases to be a representative of a member of the Board, he or she shall cease to hold office. In such case, the Board may elect a new President or other member of the Board for the unexpired term.
- 5. If the Board is not in session at such time as the President ceases to hold office, his or her functions shall devolve upon the Vice-President.

RULE V: FUNCTIONS OF THE BUREAU

The primary functions of the Bureau shall be to facilitate the effective and efficient functioning of the Board and, in particular:

- a)* the strategic planning of the work of the Board;
- b)* the preparation and organization of Board meetings; and
- c)* the promotion of dialogue.



RULE VI: POWERS OF THE PRESIDENT

1. The President, or in the President's absence the Vice-President, shall preside at the session, and exercise such functions as are attributed to the President by these Rules of Procedure. In the exercise of his or her functions, the President remains under the authority of the Board.
2. The President shall declare the opening and closing of each meeting of the session. The President shall present the issues for decision by the Board, direct the discussions at meetings, and at such meetings ensure observance of these Rules, accord the right to speak, call any speaker to order, put questions, sum up the discussions and announce decisions. The President shall rule on points of order and, subject to these Rules, shall have complete control over the proceedings at any meeting. The President may, in the course of the discussions of an item, propose to the Board the limitation of the time to be allowed to speakers, the number of times each representative may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion.
3. The President shall not vote.
4. The Vice-President, acting as President, shall have all the powers and be subject to the same restrictions as the President.

RULE VII: EXECUTIVE DIRECTOR

1. The Executive Director, or his or her representative, shall participate in all meetings and deliberations of the Board, without the right to vote.
2. The Executive Director shall be responsible for providing the necessary services to the Board and for all arrangements required for its meetings.

RULE VIII: MEETINGS OF THE BOARD

1. Meetings of the Board shall be held in public, unless otherwise decided by the Board.
2. The Executive Director shall, subject to any decision of the Board, make arrangements for the admission of the public and of representatives of the press and other information agencies.

RULE IX: DECISION-MAKING

Quorum

1. Representatives of a majority of the members of the Board shall constitute a quorum.

Decisions by consensus

2. In the Board every effort shall be made to arrive at its decisions by consensus of the members. If the President determines that every effort to achieve a consensus on any matter has been exhausted, that matter may be put to a vote by the President acting on his or her own initiative or at the request of a member.

Voting rights

3. Each member of the Board shall have one vote.



Majority required

4. Decisions of the Board, with the exception of decisions on matters set out in paragraph 5 of this Rule, shall be taken by a majority of the members present and voting.
5. Decisions to amend the adopted agenda of a session of the Board (Rule III.4), to suspend these Rules of Procedure (Rule XVI) or to amend these Rules of Procedure (Rule XVII) shall be taken by a two-thirds majority of the members present and voting.
6. For the purpose of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote and shall not include abstentions or defective ballots.
7. If a vote is equally divided on a matter other than an election, a second vote shall be taken. If the vote is again equally divided, the proposal or motion shall be regarded as rejected.

Voting by correspondence

8. Whenever the Executive Director, after consultation with the President, considers that a decision on a particular question should not be postponed until the next session of the Board but does not warrant the calling of an additional session, he or she shall transmit to each member by any rapid means of communication a motion embodying the proposed decision with a request for a vote. Votes shall be cast during such period as the request may prescribe. At the expiration of the established period or any extended period that may be prescribed, the Executive Director shall record the results and notify all members of the Board. If the votes cast do not include those of a majority of the members, the vote shall be considered as without effect.

Method of voting

9. Except as provided in paragraphs 8, 10 and 12 of this Rule, the vote shall normally be by show of hands, except that a representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the President. The name of each member shall be called in all roll-calls, and its representative shall reply “yes”, “no” or “abstention”.
10. When the Board votes by electronic means, a vote without recording names shall replace a vote by show of hands and a nominal vote shall replace a roll-call. A representative may request a nominal vote. In the case of a nominal vote, the procedure of calling out the names of the members shall not be applicable unless the Board otherwise decides. The vote of each member participating in a nominal vote shall be inserted in the record.

Elections

11. For the purpose of these Rules, the term “election” means a selection or appointment or one or more individuals or States.
12. Elections shall be decided by secret ballot, except that in the case of an election in which there are not more candidates than vacancies, the President may submit to the Board that the election be decided by consensus.
13. In any election for one elective place, if no candidate on the first ballot obtains the required majority, successive ballots shall be taken at such time or times as the Board shall decide until a candidate obtains such a majority.



14. In any election to fill simultaneously more than one elective place the following shall apply:
- a) Each member, unless it wholly abstains, shall cast one vote for each elective place to be filled. Each vote shall be cast for a different candidate. Any ballot paper which is not in conformity with these requirements shall be considered defective.
 - b) The candidates who receive the largest number of votes shall be declared elected in a number equal to the number of elective places to be filled, provided that they have received the required majority.
 - c) If only some of the elective places have been filled after the first ballot, a second ballot shall be held to fill the remaining elective places, under the same conditions as the first ballot. This procedure shall be continued until all elective places have been filled.
 - d) If, at any stage during the election, one or more of the vacant elective places cannot be filled because of an equal number of votes having been obtained by two or more candidates, a separate ballot shall be held among such candidates to determine which of them will be elected, in accordance with the provisions of paragraph (b) above. Such procedure shall be repeated as necessary.

Explanation of vote

15. Representatives may make brief statements consisting solely of explanations of their votes, before the voting has commenced or after the voting has been completed. The representative of a member sponsoring a proposal or motion shall not speak in explanation of vote thereon, except if it has been amended.

Conduct during voting

16. After the President has announced the commencement of voting, no representative may interrupt the voting except on a point of order in connection with the actual process of voting.

Division of proposals and amendments

17. Parts of a proposal or an amendment shall be voted on separately if a representative requests that the proposal be divided. Those parts of the proposal or the amendment which have been approved shall then be put to the vote as a whole. If all the operative parts of a proposal or an amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Amendments

18. A proposal is considered an amendment to another proposal if it adds to, deletes from, or revises part of that proposal. Unless specified otherwise, the word “proposal” in these Rules shall be considered as including amendments.



Order of voting on amendments

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

Order of voting on proposals

20. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Board decides otherwise, be voted on in the order in which they were submitted. The Board may, after each vote on a proposal, decide whether to vote on the next proposal.
21. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.
22. A motion requiring that no decision be taken on a proposal shall be put to the vote before a vote is taken on the proposal in question.

RULE X: CONDUCT OF BUSINESS

Interventions

1. No one may address the Board without having obtained the permission of the President. Subject to paragraphs 5, 6 and 9 of this Rule, the President shall call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the Board and the President may call a speaker to order if his or her remarks are not relevant to the subject under discussion.
3. The Board may limit the time allowed to speakers and the number of times the representative of each member may speak on any question. Permission to speak on a motion to set such time limits shall be accorded only to two representatives favouring and to two opposing such limits, after which the motion shall be put to the vote immediately. Interventions on procedural questions shall not exceed five minutes, unless the Board decides otherwise. When debate is limited and a speaker exceeds the allotted time, the President shall call him or her to order without delay.

Closing of list of speakers

4. During the course of a debate, the President may announce the list of speakers and, with the consent of the Board, declare the list closed. When there are no more speakers on the list, the President shall, with the consent of the Board, declare the debate closed.



Points of order

5. During the discussions of any matter, a representative may, at any time, raise a point of order, which shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the ruling of the President shall stand, unless overruled by a majority of votes cast. In raising a point of order, a representative may not speak on the substance of the matter under discussion.

Right of reply

6. The right of reply shall be accorded by the President to any member who requests it. In exercising this right, representatives should attempt to be as brief as possible, and, preferably, to deliver their statements at the end of the meeting at which this right of reply is requested.

Suspension or adjournment of the meeting

7. During the discussion of any matter, a representative may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted, and they shall be put to vote immediately.

Adjournment of debate

8. A representative may at any time move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to two representatives favouring and two opposing the adjournment, after which the motion shall be put to the vote immediately.

Closure of debate

9. 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 or her desire to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately.

Order of motions

10. The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:
 - a) To suspend the meeting;
 - b) To adjourn the meeting;
 - c) To adjourn the debate on the item under discussion;
 - d) To close the debate on the item under discussion.

Submission of proposals and substantive amendments

11. Proposals and substantive amendments shall, where possible, be submitted in writing to the Executive Director, who shall circulate copies to the members of the Board.
12. Unless the Board decides otherwise, proposals and substantive amendments shall be discussed and decided upon no earlier than twenty-four hours after copies have been circulated to all members.



13. Subject to paragraphs 11 and 12 of the present Rule, when the Board is in session, proposals and substantive amendments shall be formally introduced by the sponsoring member or members of the Board. The President of the Board may announce deadlines for the submission of proposals and substantive amendments to ensure sufficient time for circulation and for consideration by members of the Board.

Withdrawal of proposals and motions

14. A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal or motion thus withdrawn may be reintroduced by any representative.

Decisions on competence

15. A motion calling for a decision on the competence of the Board to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Reconsideration of proposals

16. When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Board so decides. Permission to speak on a motion to reconsider a proposal shall be accorded only to two representatives opposing the motion, after which it shall be put to the vote immediately.

RULE XI: FINANCIAL QUESTIONS

Financial implications

1. No proposal involving expenditure shall be approved by the Board until it has considered an estimate of such expenditure prepared by the Executive Director.

Expenses

2. Expenses incurred by representatives, alternates, advisers and observers when attending sessions of the Board shall be borne by their respective governments or organizations unless the Board decides otherwise. The expenses of experts invited by the Executive Director in their individual capacity to attend sessions or meetings of the Board shall be borne by WFP.

RULE XII: REPORTS

1. The Board may appoint a Rapporteur from among the representatives.
2. At each session the Board shall approve a report specifying its decisions and recommendations.
3. As soon as possible after the end of the session copies of the report shall be transmitted by the Executive Director to all members of the Board, observers, the Secretary-General of the United Nations and the Director-General of FAO.

RULE XIII: WORKING GROUPS AND SUBSIDIARY BODIES

1. The Board may establish working groups or other subsidiary bodies as and when it deems necessary for the accomplishment of its functions. The Board shall define their membership and mandate and shall refer to them any questions for study and report.
2. The activities of such working groups or other subsidiary bodies shall be governed, *mutatis mutandis*, by the present Rules of Procedure.



RULE XIV: LANGUAGES

1. The languages of the Board shall be Arabic, English, French and Spanish.
2. Special arrangements may be made in respect of other official languages of the United Nations or FAO for particular sessions of the Board, taking into account the membership of the Board.

RULE XV: PARTICIPATION OF OBSERVERS

1. Any Member of the United Nations or any Member or Associate Member of FAO, or of any other Specialized Agency or the International Atomic Energy Agency (IAEA), that is not a member of the Board, may participate, on request, in the deliberations of the Board, without the right to vote.
2. Any Member of the United Nations or any Member or Associate Member of FAO, or of any other Specialized Agency or the International Atomic Energy Agency (IAEA), that is not a member of the Board, whose programme, project or other activity is under review, or who has a particular interest in a programme, project or other activity, shall have the right to participate, without the right to vote, in the relevant deliberations of the Board.
3. The United Nations and FAO shall be invited to participate in the deliberations of the Board, without the right to vote.
4. The Specialized Agencies of the United Nations and the International Atomic Energy Agency and other international organizations and non-governmental organizations (NGOs) interested and cooperating with the Programme may be invited by the Executive Director, subject to the direction of the Board as appropriate, to attend sessions of the Board, without the right to vote.

RULE XVI: SUSPENSION OF RULES

Any of the foregoing Rules may be suspended by a two-thirds majority of the members present and voting at any meeting of the Board, provided that notice of the intention to propose the suspension has been communicated to the representatives not less than 24 hours before the meeting at which the proposal is to be considered.

RULE XVII: AMENDMENT OF RULES

Amendments of, or additions to, these Rules may be adopted by a two-thirds majority of the members present and voting at any meeting of the Board, provided that the intention to propose the amendment or addition has been communicated to the representatives not less than 24 hours before the meeting at which the proposal is to be considered.

