



Rules of Procedure of the Council of Administration

Contents

Article

- 1 Purpose and functions of the Council of Administration and participation principles
- 2 Members of the CA
- 3 Observers and ad hoc observers
- 4 Chairs and Vice-Chairs and their election
- 5 Structures
- 6 Plenary
- 7 Committees
- 8 Standing groups
- 9 Task forces
- 10 Management Committee
- 11 Secretariat
- 12 Working methodology
- 13 Sessions and organization of meetings
- 14 Order of seating
- 15 Agenda
- 16 Debates
- 17 Financial consequences of proposals made by the bodies
- 18 Urgent questions raised between sessions
- 19 Languages
- 20 Quorum
- 21 Voting
- 22 Motions on points of order and procedural motions
- 23 Reopening of decisions
- 24 Election and replacement of the Deputy Director General
- 25 Reports
- 26 Refund of travelling expenses to representatives of members and to invitees of the Council of Administration and its bodies
- 27 Effective date

Article 1

Purpose and functions of the Council of Administration and participation principles

1 The responsibilities and functions of the Council of Administration (hereinafter the "CA") are duly defined in the Acts of the Union (notably the Constitution and General Regulations) and the scope of its activities shall be further substantiated by the relevant decisions of Congress.

2 The work of the CA shall be structured and carried out with a view to implementing the objectives of the Union's strategy and business plan, as well as its Programme and Budget.

3 Without prejudice to the relevant provisions of the General Regulations on the organization of CA sessions, any references in these Rules of Procedure to "access to", "attend", "delegation", "participate", being "present", "seating", "represented" and "take part" shall be understood as including the possibility of attendance and representation of members of the CA and observers by electronic means, i.e. via the UPU online electronic conferencing platform made available by the International Bureau (hereinafter the "IB") to ensure active participation in CA meetings (hereinafter "remote participation"). In such cases, notifications of remote participation shall also be provided to the IB at the time of registration for the meeting.

Article 2

Members of the CA

1 Each member of the CA shall appoint its representative(s) in accordance with the General Regulations.¹ In line with its national legislation or according to its internal processes, each member of the CA shall notify the IB, before the opening of the session, of the members of its delegation. Confirmation of registration and access to sessions of the CA shall be provided only upon validation of the relevant personal information against the official list of representatives duly notified by the competent government authority of a member of the CA.

2 In the event of doubt about the composition of a member country's delegation, the head(s) of delegation, or their deputy head(s), if any, shall decide the matter.

Article 3

Observers and ad hoc observers

1 Observers

1.1 The following entities shall be invited to participate in plenary and committee meetings, as well as meetings of standing groups, task forces and expert teams, as observers, without the right to vote, subject to the provisions of paragraph 3:

1.1.1 representatives of the United Nations;

1.1.2 restricted unions;

1.1.3 members of the Consultative Committee (hereinafter the "CC");

1.1.4 entities authorized to attend Union meetings as observers by virtue of a resolution or decision of Congress;²

1.1.5 the Chair of the Postal Operations Council (hereinafter the "POC") shall represent that body at CA meetings when the agenda contains questions relating to the POC;

1.1.6 the Chair of the CC shall represent that body at CA meetings on the agenda of which there are questions of interest to the CC;

1.1.7 the representatives of the POC, designated by that Council;

¹ In line with the modification adopted by the Istanbul Congress.

² There are currently four observers in this category: the African Union (C 92/1974), the League of Arab States (C 7/1979), Palestine (C 115/1999) and the European Union (C 78/2012).

1.1.8 the representatives of the CC, designated by that Committee;

1.1.9 other member countries of the Union.

2 Ad hoc observers

2.1 The Chair of the CA, after consultation with the Secretary General and, where appropriate, with the Chair of the body concerned, may also invite the following entities to attend plenary and committee meetings, as well as meetings of standing groups, task forces and expert teams as ad hoc observers without the right to vote, when the Chair of the CA considers that this is in the interest of the Union and its bodies, equally subject to the provisions of paragraph 3:

2.1.1 specialized agencies of the United Nations;

2.1.2 intergovernmental organizations;

2.1.3 any international body, any association or enterprise, or any qualified person.

3 Principles

3.1 Observers and ad hoc observers shall not be entitled to vote, but may take the floor with the Chair's permission.

3.2 Observers and ad hoc observers may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the CA may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair bodies of the CA when their experience or expertise justifies it. The participation of observers and ad hoc observers shall be carried out without additional expense for the Union.

3.3 The participation of observers and ad hoc observers shall not incur any additional expense for the Union.

3.4 For logistical reasons, the CA may also limit the number of attendees per observer participating. It may also limit their right to speak during the debates.

3.5 In exceptional circumstances, members of the CC and ad hoc observers may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned, or by its Chair in consultation with the Chair of the CA and the Secretary General. The case-by-case situations shall be reported to the CA and to the POC when matters of interest to the latter body are concerned. If it considers this necessary, the CA may subsequently review restrictions, in consultation with the POC where appropriate. Strictly in so far as prospective meetings are concerned, notification of restrictions shall preferably be sent to the members of the CC and ad hoc observers concerned at least 14 days in advance of the relevant meeting (or as soon as possible in the case of urgent meetings convened less than 14 days following issuance of the relevant invitation by the IB). Accordingly, such notifications shall not apply in the event of exclusions or document access restrictions deemed necessary in the context of an ongoing meeting of the body concerned.

4 The notification requirements outlined in article 2.1 shall apply, *mutatis mutandis*, to the other member countries of the Union referred to in paragraph 1.1.9.

Article 4

Chairs and Vice-Chairs and their election³

1 The office of Chair of the CA shall devolve by right on the host country of the last Congress. If that country waives this right it shall become a *de jure* member, and the CA shall elect to the office of Chair one of the member countries belonging to the geographical group of the host country. At its first meeting, the CA shall elect, from among its members and on the basis of equitable geographical distribution, the countries which are to hold the offices of the four Vice-Chairs and the chairs and vice-chairs of the committees, and shall draw up its Rules of Procedure.

³ The terms "Chair" and "Vice-Chair" shall always refer to the countries which were elected to those offices. In due observance of article 108 of the General Regulations, the term "Chair" shall equally apply to Co-Chairs of CA bodies.

2 The elections of the Vice-Chairs of the CA shall take place by secret ballot. The candidates obtaining a majority of the votes as defined in article 20 shall be elected. As many ballots shall be held as are necessary to obtain this majority.

3 The candidate or, in the event of a tie, the candidates obtaining the fewest votes in any one ballot shall be eliminated. Any candidates that do not obtain at least 10% of the votes cast in a ballot shall be eliminated.

4 Candidates may withdraw before each ballot.

5 The Chair shall convene the CA, direct its proceedings and approve the Summary Record. The Chair shall also be responsible for the general direction of the CA's work and activities. If prevented from discharging its duties, it shall be replaced by one of the Vice-Chairs, selected by drawing lots.

6 The Vice-Chairs shall assist the Chair of the CA in directing the work and activities of the CA. To this end, they shall, among other things, be kept informed about the preparation and scheduling of CA sessions. They shall monitor the progress of and coordinate studies and issues that are assigned to the CA.

7 The Chair may designate another member of the CA to lead part of the deliberations, for example the Chair of a committee for discussions relating to certain matters of that committee which, where appropriate, could be dealt with directly in Plenary.

Article 5 Structures

1 On the basis of the General Regulations as well as the relevant decisions of Congress, the work of the CA shall be conducted through the following bodies:

1.1 Plenary;

1.2 Committees;

1.3 Standing groups;

1.4 Task forces;

1.5 Management Committee.

2 The CA shall define, formalize and/or set up the standing groups and task forces within its structure, with due regard being paid to the Union's strategy and business plan adopted by Congress.

3 Participation in standing groups and task forces is open to all members of the CA and, in principle, to observers and ad hoc observers as per the provisions contained in the General Regulations and article 3 of these Rules of Procedure. All members of the CA shall be entitled to take part in the work of standing groups and task forces as *de jure* members. Information on the mandates and progress of the work of standing groups and task forces shall be made available to the member countries of the Union on the Union's website.

4 In agreement with the POC, the CA may set up joint standing groups or task forces to study issues of interest to both Councils.

5 Expert teams may also be established by the Plenary or committees under the bodies referred to in paragraphs 1.1 to 1.3 of this article (with their specific mandates, objectives, deliverables and timeframe applicable until the end of the relevant Congress cycle, except as otherwise decided by the body establishing them), in order to deal in more detail with matters falling within the existing purview and ongoing activities of the body under which they are established (as opposed to the short-term key deliverables and cross-functional work scope applicable to task forces). Participation in expert teams is equally open to all members of the CA and, in principle, to observers and ad hoc observers as per the provisions contained in the General Regulations and article 3 of these Rules of Procedure.

Article 6 Plenary

The Plenary is the decision-making body which shall approve or take note of the work carried out by the committees, as well as any task forces under its direct responsibility, and resolve any issues escalated by such bodies.

Article 7 Committees

Committees are decision-making bodies which report directly to the Plenary, as per the specific scope of authority delegated by the latter. Committees are responsible for the implementation or monitoring of the implementation of all key deliverables derived from Congress decisions in a specific activity area, the approval of the work completed by any standing groups and task forces under their responsibility, and the resolution of any issues escalated by such bodies.

Article 8 Standing groups

1 Standing groups are the working bodies which are created to accomplish specific tasks to deal with ongoing activities and activities concerning an entire Congress cycle. Standing groups shall report to their respective committees.

2 With the participation of other international organizations, the CA may also set up standing groups in the form of contact committees or other joint bodies to deal with problems of mutual interest. In such cases, the CA shall designate its members to represent the Union. Contact committees or other joint bodies may exceptionally meet at locations other than the Union headquarters in Berne, Switzerland.

Article 9 Task forces

1 Task forces are working bodies which are created to accomplish short-term key deliverables that cannot reasonably be completed by a committee or standing group due to their cross-functional work scope. Depending on their mandates, task forces can report to the Plenary or a committee.

2 Task forces shall be limited in number and may be created under the Plenary or a committee (as per the specific terms of reference referred to below), subject to the approval of the Plenary and in line with the Union's strategy and business plan, its Programme and Budget, and the CA work programme for a Congress cycle. The specific terms of reference of a task force (including without limitation its mandate, objectives, deliverables and time frames) shall be approved by the Plenary. Task forces shall be disbanded once their assignment is complete, or if the work is suspended by the Plenary. Any exceptional extension of a task force's lifespan shall also be subject to plenary approval.

Article 10 Management Committee

1 The Chair and Vice-Chairs of the CA, as well as the committee chairs, co-chairs and vice-chairs, shall constitute the Management Committee. This Committee shall prepare and direct the work of each meeting of the CA and take on all the tasks that the latter decides to assign to it or the need for which arises in the course of the strategic planning process. The Management Committee shall meet at the request of the Chair of the CA. At the request of the Chair of the CA, the Chairs of the POC and CC may be invited to take part, as observers, in the meetings of the Management Committee. The chairs of the other bodies coming directly under the CA may also be invited to attend the meetings of the Management Committee as observers. The Secretary General and Assistant Secretary General of the CA shall attend the meetings of the Management Committee.

2 The Management Committee shall prepare the work of each session and monitor the progress of the work of the CA and of its bodies. It shall assist the Chair of the CA in drawing up the agenda of the plenary meetings and in coordinating the work of the bodies.

Article 11 Secretariat

1 The Director General and the Deputy Director General of the IB shall serve respectively as Secretary General and Assistant Secretary General of the CA. The IB shall act as Secretariat of the CA.

2 The Secretary General of the CA shall:

- 2.1 take part in the discussions of the CA and its bodies without the right to vote; the Secretary General may also be represented;
- 2.2 prepare the work of the CA and make available on the Union's website all the documents and presentations published on the occasion of each session;
- 2.3 after it has been approved by the Chair of the CA, publish on the website a Summary Record and the resolutions and decisions of the CA.
- 2.4 prepare the comprehensive report on the work of the CA, which is referred to in the relevant article⁴ of the General Regulations, and make it available on the Union's website after approval by the CA and at least two months before the opening of Congress;
- 2.5 maintain contact with the POC and submit to that body those matters which the CA decides to entrust to it, in accordance with the relevant article⁵ of the General Regulations;
- 2.6 implement the decisions of the CA in accordance with the latter's instructions;
- 2.7 organize, in the intervals between sessions, and in accordance with any directives by the CA, representation of the Union at meetings of the United Nations, the specialized agencies, the restricted unions and other international organizations of interest to the Union;
- 2.8 transmit to the relevant bodies, for their prior notification, questions submitted to the CA between sessions by a member country of the Union or by international organizations;
- 2.9 dispose, after consultation with the Chair, of the routine business of the CA.

3 The CA may instruct the Secretary General to study certain special subjects; in order to simplify management, certain CA functions may be delegated to the Secretary General.

4 The Secretary General shall also undertake inquiries requested by the bodies of the CA in application of the General Regulations.⁶ The Secretary General shall notify the Chair and Vice-Chairs of the CA, and the chairs and members of the bodies concerned, of the results obtained.

5 The IB shall:

- 5.1 draft the reports of the meetings of the bodies of the CA, as well as the Summary Record;
- 5.2 prepare correspondence and maintain archives.

⁴ Article 111.2 of the General Regulations.

⁵ Article 107.1.24 of the General Regulations.

⁶ Articles 107.1.17 and 133.3 of the General Regulations.

Article 12

Working methodology

1 Documents (designated as “Doc”) subject to a decision or discussion by the Plenary and committees shall be published on the Union’s website in all the languages of deliberation of the meeting concerned at least 20 working days before the opening of the session.

2 Presentations may also be published for meetings instead of documents, for agenda items where no decision is required. Such presentations (designated as “Pres”) shall equally be published at least 20 working days before the opening of the session in at least one of the working languages of the IB.

3 Notwithstanding the foregoing, presentations which are solely intended to support the presentation of meeting documents available on the Union’s website shall not be subject to the requirements set forth in paragraph 2.

4 The deliverables matrix shall be presented at every CA session as part of its official agenda and include the status of completion of deliverables. The bodies responsible for these deliverables shall present their reports to the relevant decision-making body of the CA, which shall also be responsible for approving any changes in scope, time or cost for such deliverables. Moreover, any suggested removal, deferral or creation of deliverables shall be subject to formal approval by the Plenary.

Article 13

Sessions and organization of meetings

1 The CA shall meet as per the periodicity defined in the General Regulations for a maximum total period of 10 working days per session.⁷ The Plenary shall fix the approximate date and duration of the CA’s next session. If compelled by circumstances, the Chair of the CA, after consulting the Secretary General, may alter the date or duration which has been fixed, provided the alteration is notified to the members of the CA at least two weeks before the opening of the session.

2 The CA may meet, exceptionally, when a request for this is made or approved by at least one third of its members or on the initiative of its Chair. The date shall be fixed by the Chair in agreement with the Secretary General.

3 At each session, the CA shall:

3.1 exchange views on completed or current work and make, if necessary, recommendations on it;

3.2 approve the timetable drawn up, in agreement with the Chairs of the bodies concerned and after consulting the Secretary General, of the meetings which shall be held until the next session. Any meeting envisaged outside this timetable shall, if it involves additional expenditure, be authorized by the Chair of the CA after consultation with the Secretary General;

3.3 approve the annual operating plan (or any revisions thereto) and the reports on its execution, on the basis of the proposals made to it by the member countries and the IB, or in the light of changes made to the Union’s strategy and its Programme and Budget.

4 Between CA sessions, standing groups and task forces shall, as a general rule, carry out their work using online collaboration and remote participation tools (e.g. digital work spaces and web conferences). If necessary, they may exceptionally hold physical meetings at the Union headquarters in Berne, Switzerland. In accordance with article 8, standing groups such as contact committees or other joint bodies may exceptionally meet at locations other than the Union headquarters in Berne, Switzerland.

5 Without prejudice to paragraph 3.2, the dates of meetings of standing groups or task forces organized outside sessions shall be set by the chairs of the bodies concerned after consultation with the Secretary General. Any documents produced by standing groups or task forces with the aim of reporting completed deliverables or requesting a decision by the Plenary or a committee shall be processed as official CA session

⁷ Without prejudice to article 108 of the General Regulations, this biannual scheduling of CA sessions is in accordance with Istanbul Congress resolution C 27/2016. As per that resolution, the maximum total period of 10 working days refers to both CA sessions considered together.

documents as long as they comply with the six-week submission deadline referred to in article 14. However, any other documents produced and shared between sessions for the sole purpose of carrying out the work of standing groups or task forces shall not be processed as official CA session documents, although they may be made available to member countries through the collaborative spaces.

Article 14

Order of seating

1 At meetings of the CA, delegations shall be seated in the French alphabetical order of members. This provision shall apply only to those member country delegations that physically attend the CA meetings.

2 The Chair of the CA shall draw lots, in due course, for the name of the country to be placed foremost before the Chair's rostrum at each session of the CA.

Article 15

Agenda

1 The Chair of the CA shall make out, on the proposal of or after consultation with the Secretary General, the provisional agenda for each plenary meeting, giving priority to points requiring a decision. This agenda shall be made available on the Union's website at the same time as the convening notice.

2 Each Chair of a body shall also prepare, on the proposal of or after consultation with the Secretary General, the agenda of the meetings of that body according to the same principle as set out in paragraph 1, and ensure alignment between the meeting agenda and the work plan of the relevant body.

3 The following subjects, *inter alia*, shall appear in the provisional agenda of the CA:

3.1 matters selected at the previous session;

3.2 questions in the form of a CA document submitted by members of the CA or by other member countries of the Union between sessions and notified to the Secretary General at least six weeks before the opening of the session during which they are to be considered; questions notified to the Secretary General less than six weeks before the opening of the session may be considered only if the CA so decides by a majority of the members present and voting and having the right to vote;

3.3 suggestions and proposals submitted by the Director General of the IB.

Article 16

Debates

1 Member country representatives and observers may not take the floor until they have been given permission to do so by the Chair of the meeting.

2 Unless a majority of the members present and voting decide otherwise, speeches shall not exceed five minutes. The Chair of the meeting shall be authorized to interrupt any speaker who exceeds the said authorized time. The speaker may also be asked not to depart from the subject.

3 During a debate, the Chair of the meeting may, with the agreement of the majority of the members present and voting, declare the list of speakers closed after reading it out. When the list is exhausted, the Chair shall declare the debate closed, although even after the closing of the list the Chair may grant the originator of the proposal under discussion the right to reply to any of the speeches delivered.

4 The Chair of the meeting may also, with the agreement of the majority of the members present and voting, limit the number of speeches by any one delegation on a proposal or a certain group of proposals. However, the originator of the proposal shall be given the opportunity to introduce it and speak subsequently in order to make new points in reply to the speeches of other delegations, and therefore may, if the originator so wishes, be the last speaker.

5 With the agreement of the majority of the members present and voting, the Chair of the meeting may limit the number of speeches on a proposal or a certain group of proposals; however, this limit may not be less than five for and five against the proposal under discussion.

Article 17

Financial consequences of proposals made by the bodies

1 Any proposal submitted by the bodies which has financial repercussions for the Union shall be submitted for consideration to the Finance Committee before it is studied by the CA. This committee, which the CA shall set up, shall report to the Plenary on the matter.

2 Similarly, each proposal submitted to Congress by the CA that is liable to give rise to costs for the Union shall be accompanied by an indication of its financial impact so that the financial resources needed for its implementation can be determined.

Article 18

Urgent questions raised between sessions

1 Urgent questions raised between sessions shall be dealt with by the Chair of the CA.

2 If questions of principle are involved, the Chair shall consult the members of the CA and, if it thinks fit, all the member countries of the Union; the Chair shall inform the members consulted of the solutions adopted.

Article 19

Languages

1 The official language of the CA shall be French.

2 For the discussions of the CA, the Arabic, English, French, Russian and Spanish languages may be used, by means of a simultaneous interpretation system.

3 The cost of the interpretation services in the languages mentioned in paragraph 2 shall be borne, in accordance with the method laid down in paragraph 4, by the members of the five groups of countries given below, and by the observers referred to in article 3.1.1.9:

<i>Arabic</i>	<i>English</i>	<i>French</i>	<i>Russian</i>	<i>Spanish</i>
Egypt	Bangladesh	Algeria	Belarus	Argentina
Jordan	Canada	Belgium	Russian Federation	Chile
Oman	Bosnia and Herzegovina	Cameroon		Cuba
Qatar	Georgia	Côte d'Ivoire		Paraguay
Saudi Arabia	Germany	France		Peru
Tunisia	Ghana	Madagascar		Spain
United Arab Emirates	India	Mali		Uruguay
	Kazakhstan	Switzerland		
	Kenya			
	Malaysia			
	Nigeria			

<i>Arabic</i>	<i>English</i>	<i>French</i>	<i>Russian</i>	<i>Spanish</i>
	Tanzania (United Rep.)			
	Thailand			
	United Kingdom of Great Britain and Northern Ireland			
	United States of America			
	Zambia			

Any member country wishing to change its language of discussion⁸ between sessions of the CA shall inform the Secretary General accordingly.

4 The cost of the interpretation services in the languages mentioned in paragraph 2 shall, in principle, be divided into five equal parts, each borne by the members of the CA and the member countries participating in these meetings as observers, in application of article 3.1.1.9, which have chosen to use the same language, in proportion to their contribution to the expenses of the Union. However, if interpretation into one of the languages laid down in paragraph 2 is not used for a session of the CA or for an interim meeting of one of its bodies, and provided the IB has not yet entered into any commitments in this regard, the costs referred to in paragraph 3 shall be shared equally between the language groups represented at the meeting.

5 If members of the CA wish to use other languages, they must provide for simultaneous interpretation into Arabic, English, French, Russian or Spanish, either by the method stated in paragraph 2, when the necessary technical modifications can be made, or by special interpreters. Requests for the use of other languages must be sent to the IB at least six months before the opening of the meeting in question.

Article 20 Quorum

Discussions by the CA shall not be valid unless at least half of its members having the right to vote are present.

Article 21 Voting

1 Subject to the sanctions provided for in the relevant article⁹ of the General Regulations, each member of the CA shall have a single vote. Without prejudice to the possibility of exceptional representation outlined in paragraph 2, proxies shall not be admitted.

2 If a member of the CA, present at a session, is prevented from attending a meeting, it may as an exceptional measure delegate its right to vote to another member of the CA having the right to vote, provided it gives previous notice in writing to the Chair of the CA (or the chair of the committee concerned). However, a member of the CA may represent only one other country.

2.1 In the event of a secret ballot as referred to in paragraph 4.3 of this article, a member of the CA participating remotely shall also have the possibility, prior to such a secret ballot, of verbally informing the Chair of the CA (or the chair of the committee concerned) that it wishes another member of the CA physically present to represent it for the purposes of that ballot.

⁸ China has opted for a language other than those listed in paragraph 2, namely, Chinese.

⁹ Article 150 of the General Regulations.

3 Questions which cannot be settled by common consent shall be decided by a majority of members present and voting and having the right to vote. In the event of a tie, the proposal shall be considered as rejected. When the number of abstentions and blank or null and void ballots exceeds half the number of votes cast (for, against and abstentions), consideration of the matter shall be deferred until a subsequent meeting, at which abstentions and blank or null and void ballots shall be disregarded.

4 The manner of voting, which shall be determined before the voting begins, may be:

4.1 by show of hands: in the case of remote participation by a member of the CA, this shall be replaced, for that member, by a non-secret vote via the UPU's online electronic conference platform. All such remote participation votes shall then be added as appropriate to the tally of the show of hands from those members of the CA physically represented at the meeting;

4.2 by roll-call: at the request of a member of the CA or if desired by the Chair. The roll-call shall be taken in the French alphabetical order of countries represented on the CA. When the name of a member of the CA is called out in the French alphabetical order, that member's representative, whether attending physically or remotely, shall respond verbally with its vote. Should any member of the CA fail to cast a vote for any reason during the roll-call vote, that member shall be called upon a second time after the conclusion of the initial roll-call. Should that member still fail to cast a vote on the second roll-call round, the member of the CA shall be recorded as being absent;

4.3 by secret ballot: at the request of two members of the CA; in this case the necessary measures shall be taken for ensuring that this procedure is properly carried out, either electronically or by paper ballot. The secret ballot shall take precedence over the other voting procedures.

4.3.1 The possibility of remote participation referred to in article 1.3 shall not apply in the event of any secret ballot, in which case members of the CA solely availing themselves of the possibility to participate remotely shall not be counted for the purposes of article 19, nor be entitled to vote unless the appropriate notice of representation is provided to another member of the CA attending physically in accordance with paragraph 2.1.

5 The expression "members present and voting" shall mean members having the right to vote voting "for" or "against". Abstentions shall not be taken into consideration; similarly, blank or spoiled ballot papers shall not be taken into account in the event of a secret ballot.

6 Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to the technical process being used to take the vote.

7 The voting rules apply to decisions taken by the Plenary or by the committees.

Article 22

Motions on points of order and procedural motions

1 During the discussion of any question and even, where appropriate, after the closure of the debate, a delegation may submit a motion on a point of order for the purpose of requesting:

1.1 clarification on the conduct of the debates;

1.2 observance of the Rules of Procedure;

1.3 a change in the order of discussion of proposals suggested by the Chair of the meeting.

2 The motion on a point of order shall take precedence over all questions, including the procedural motions set forth in paragraph 4.

3 The Chair shall immediately give the desired clarifications or take the decision which it considers advisable on the subject of the motion on a point of order. In the event of an objection, the Chair's decision shall be put to a vote forthwith.

4 In addition, during discussion of a question, a delegation may introduce a procedural motion with a view to proposing:

- 4.1 the suspension of the meeting;
- 4.2 the closure of the meeting;
- 4.3 the adjournment of the debate on the question under discussion;
- 4.4 the closure of the debate on the question under discussion.

5 Procedural motions shall take precedence, in the order set out above, over all other proposals except the motions on points of order referred to in paragraph 1.

6 Motions for the suspension or closure of the meeting shall not be discussed, but shall be put to a vote immediately.

7 When a delegation proposes adjournment or closure of the debate on a question under discussion, only two speakers against the adjournment or the closure of the debate may speak, after which the motion shall be put to a vote.

8 The delegation which submits a motion on a point of order or a procedural motion may not, in its submission, deal with the substance of the question under discussion. The proposer of a procedural motion may withdraw it before it has been put to a vote, and any motion of this kind, whether amended or not, which is withdrawn may be reintroduced by another delegation.

Article 23

Reopening of decisions

When a decision has been taken by the Plenary or by a committee, the question may only be reconsidered if the Plenary approves the principle of such reconsideration by a vote taken in the same manner (by show of hands, roll-call or secret ballot) as that previously used for the proposal in question. The approval to reopen a discussion shall require the majority laid down in article 20.3.

Article 24

Election and replacement of the Deputy Director General

1 If, in the case provided for in the relevant article¹⁰ of the General Regulations, the Plenary has to elect the Deputy Director General of the IB, the election shall take place by secret ballot. The candidate who obtains a majority of the votes, as defined in article 20.3 and 20.5, shall be elected. There shall be as many ballots as are necessary to obtain this majority.

2 The candidate who obtains the fewest votes in a ballot shall be eliminated.

3 In the event of a tie, a first and, if necessary, second additional ballot shall be held in order to decide between the tying candidates; the ballot shall be for these candidates only. If the result is negative, lots shall be drawn. The drawing of lots shall be done by the Chair of the CA.

4 If several candidates obtain no votes in a ballot, all those candidates shall be eliminated without a further ballot being taken in an attempt to decide between them.

5 If the post of Deputy Director General falls vacant, the CA shall, on the proposal of the Director General, instruct one of the D 2 grade directors to take over the functions of Deputy Director General until the following Congress.

¹⁰ Article 127.4 of the General Regulations.

Article 25
Reports

1 The bodies of the CA shall prepare, for the attention of the CA, reports briefly describing the progress of the work provided for in the Union Programme and Budget, the CA work programme and the related annual operating plans.

2 Each delegation shall be entitled to ask for any statement made by it to be included in the reports either verbatim or in summary form, provided the French or English text is handed to the IB not later than two hours after the end of the meeting.

Article 26

Refund of travelling expenses to representatives of members and to invitees of the Council of Administration and its bodies

1 In accordance with the relevant provision¹¹ of the General Regulations, the representative of each eligible member of the CA participating physically in its meetings, except for meetings which take place during Congress, shall be entitled to reimbursement of the cost of either an economy-class return air ticket or first-class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy-class return air ticket.

2 Pursuant to paragraph 1, the following provisions shall be observed:

2.1 If a member of the CA is represented by the same person or by different persons at the session of the CA and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare shall only be refunded once;

2.2 If a member of the CA is represented by the same person or by different persons, in the interval between sessions of the CA, at meetings of bodies of the CA sitting in the same place within a period not exceeding 30 days for all the meetings, the fare shall only be refunded once.

3 The travelling expenses of the representatives of an international organization, or of any other persons whom the CA wishes to associate with its work, can only be charged to the Union with the prior agreement of the Chair of the CA and of the Secretary General and if such participation is in the interest of the Union or of the CA's work. This shall also apply to the travelling expenses of representatives of countries which are not members of the CA but which the latter expressly desires to associate with its work.

Article 27
Effective date

These Rules of Procedure shall take effect immediately.

So adopted at Berne on 3 May 2024.

For the Council of Administration:

Isaac Gnamba-Yao
Chair representative

Masahiko Metoki
Secretary General

¹¹ Article 110 of the General Regulations.