

# **RULES OF PROCEDURE**

(Modified from the United Nations General Assembly Special Session on HIV/AIDS Organizational Arrangements)

## **President**

1. The forum shall take place under the presidency of Marina v.N. Whitman, Professor of Business Administration and Public Policy, University of Michigan.

## **General Committee**

2. The General Committee shall consist of the President and the IPE graduate student instructors.

## **UNAIDS: Joint United Nations Programme on HIV/AIDS**

3. UNAIDS will serve as the host organization of the Forum, facilitating discussion and managing minor administrative affairs.
4. Facilitators for UNAIDS will represent the President at the Plenary Sessions and Policy Roundtables should the President not be in attendance.

## **General Assembly**

5. The Assembly shall consist of the Member States of the United Nations.

## **Level of representation**

6. Member States and observers are urged to be represented at the forum at the highest political level.

## **Special delegations to the forum**

7. Representatives of civil society, people living with HIV/AIDS or representatives of their associations, as well as young people's organizations, and representatives of the private sector are encouraged to participate in the forum.

## **Accreditation of civil society representatives**

8. Accreditation of civil society representatives to the forum shall be open to:
  - (a) Non-governmental organizations which enjoy consultative status in accordance with the United Nations Economic and Social Council resolution 1996/31 of 25 July 1996;
  - (b) Non-governmental organizations which are members of the Programme Coordination Board of the Joint United Nations Programme on HIV/AIDS (UNAIDS);
  - (c) Non-governmental organizations invited by the General Committee.

## **Schedule of plenary meetings**

9. The forum shall consist of a total of four plenary meetings, as follows:
  - (a) Monday, 6 January 2003, from 2 p.m. to 3:30 p.m.
  - (b) Tuesday, 7 January 2003, from 12 p.m. to 1 p.m.
  - (c) Thursday, 9 January 2003, from 2 p.m. to 3:15 p.m.
  - (d) Thursday, 9 January 2003, from 3:30 p.m. to 4:30 p.m.
  - (e) Thursday, 9 January 2003, from 4:30 p.m. to 5:30 p.m.

The afternoon meeting on Thursday will be devoted to the adoption of the outcome document and the closing of the forum, following oral presentations by the UNAIDS facilitators of the four roundtables on the summaries of the discussions.

#### **Provisional agendas for the plenary sessions**

10. The General Committee shall prepare the provisional agendas for the plenary sessions in consultation with UNAIDS and Member States.
11. Changes to the provisional agendas will be considered by UNAIDS only if such requests are received 4 hours before the start of the plenary meeting.

#### **Key questions for the policy roundtable meetings**

12. The General Committee shall prepare the key questions for the roundtable meetings in consultation with UNAIDS and Member States.
13. Changes to the discussion topics (as outlined in the key questions) will be considered by UNAIDS only if such requests are received 2 hours before the start of the roundtable meeting.

#### **Rules of debate and procedure for plenary and policy roundtable meetings**

14. Plenary and roundtable meetings shall be held in public unless the President decides that exceptional circumstances require that the meeting be held in private. The President shall determine the participation of private meetings beyond that of the Member States of the United Nations.
15. No delegate may address the forum without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
16. The President may limit the speaking time, as appropriate, prior to the start of the meeting sessions.
17. During the discussion of any matter a Member may rise to a point of order and the point of order shall be immediately decided by the President. A delegate may appeal against the ruling of the President, in which case the appeal shall immediately be put to the vote. A Member rising to a point of order may not speak on the substance of the matter under discussion, but on the point of order only.
18. During the discussion of any matter, a Member may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall immediately be put to a vote. For purposes 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.
19. During the discussion of any matter a Member 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.
20. A Member may at any time move the closure of the debate on the item under discussion whether or not any other delegate has signified his wish to speak. If request is made for

permission to speak against closure, it may be accorded to not more than two speakers, after which the motion shall be immediately put to the vote. If the Assembly decides in favour of closure, the President shall declare the debate closed.

21. 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.
22. A Member may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.
23. 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 forum shall first vote on the amendment deemed by the President 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. If an amendment to a proposal has been accepted by the original proposer, such an amendment shall be deemed to be an integral part of the original proposal and no separate vote shall be required thereon. 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.
24. If two or more proposals are moved, the Assembly shall first vote on the proposal deemed by the President 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.
25. 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 reintroduced by any delegate.
26. When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Assembly, by a two-thirds majority of the Members 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 immediately be put to a vote. The correction of a clerical or arithmetical error in any document concerning a proposal which has already been adopted shall not be considered as requiring the reopening of the debate on such proposal by a two-thirds majority vote.

## **Rules of voting**

27. Each Member shall have one vote in the Assembly. For the purposes of these Rules, the phrase "Members present and voting" means Members casting a valid affirmative or negative vote. Members abstaining from voting are considered as not voting.
28. Decisions by the Assembly in plenary session shall be made by a two-thirds majority of the Members present and voting.
29. The Assembly shall vote by roll-call, which shall then be taken in the English alphabetical order of the names of the Members. The name of the Member to vote first shall be determined by lot.
30. Prior to the beginning of voting, non Members may make a statement to the Assembly. Roll-call of non-Members shall be taken in the English alphabetical order of the names.
31. After the President has announced the beginning of voting, no delegate shall interrupt the voting except on a point of order in connexion with the actual conduct of voting.
32. During the roll call, Members cast a valid affirmative or negative vote followed by a brief explanation of vote.
33. In addition to the cases provided for elsewhere by these Rules, the Assembly may vote on any matter by secret ballot if it has previously so decided by a majority of the Members present and voting, provided that no secret ballot may be taken on budgetary questions.

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

34. When the Assembly votes by secret ballot, the ballot itself and the check of the number of ballot papers shall take place in plenary meeting. Unless the Assembly determines otherwise the counting of votes shall take place in a separate room to which delegations shall have access. This counting shall take place under the supervision of the President of the Assembly.

## **Policy roundtables**

35. Four interactive roundtables shall be held concurrently, as follows:

Wednesday, 8 January 2003, from 10 a.m. to 12 p.m.

Wednesday, 8 January 2003, from 1 p.m. to 5 p.m.

Thursday, 9 January 2003, from 10 p.m. to 12 p.m.

36. The chairpersons of the four roundtables shall be elected from UNAIDS. The chairpersons of the round tables will present orally their summaries of the discussions, during the concluding plenary meeting of the forum.

37. A number of issues to be discussed in the roundtables are outlined:

Round table 1: Financing

Round table 2: Targeting

Round table 3: Program / Activity Areas

Round table 4: Intellectual Property

38. The roundtables shall be open to Members, observers, as well as entities of the United Nations system and accredited civil society representatives.
39. Rules of debate and vote from the plenary sessions shall apply to the roundtable sessions. Decisions by the roundtable, however, shall be made by the majority of the Members present and voting.