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RULES OF PROCEDURE

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND
CULTURAL ORGANISATION

INTERGOVERNMENTAL COMMITTEE
FOR THE PROTECTION OF THE
WORLD CULTURAL AND NATURAL HERITAGE



WORLD HERITAGE CENTRE

The Rules of Procedure were last revised by the World Heritage Committee at its thirty-fifth session (UNESCO, 2011). Additional copies, and other documents and concerning World Heritage are available from the Secretariat:

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**UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION**

**INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION
OF THE WORLD CULTURAL AND NATURAL HERITAGE**

Established under the Convention concerning the Protection of the World Cultural and Natural Heritage adopted by the General Conference of UNESCO at its seventeenth session on 16 November 1972

RULES OF PROCEDURE

Adopted by the Committee at its first session (Paris, 1977) and amended at its second, (Washington D.C., 1978), third (Luxor, 1979), twentieth (Mérida, 1996), twenty-fourth, (Cairns, 2000), twenty-fifth (Helsinki, 2001), thirtieth (Vilnius, 2006), thirty-fourth (Brasilia, 2010) and thirty-fifth (UNESCO, 2011) ordinary and sixth extraordinary (Paris, 2003) sessions.^{1 2}

All the terms used in these Rules to designate the person discharging duties or functions are to be interpreted as implying that men and women are equally eligible to fill any post or seat associated with the discharge of these duties and functions.³

¹ Amended by the Committee at its sixth extraordinary session (Paris, 2003)

² The revisions made to these Rules have resulted in a change to the numbering in certain sections and Rules. To trace the changes in the numbering see the report of the sixth extraordinary session (document *WHC-03/6 EXT. COM/8*, Annex II)

³ Adopted by the Committee at its sixth extraordinary session (Paris, 2003). The Rules amended as a consequence are not mentioned in the footnotes.

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I. MEMBERSHIP

Rule 1. The World Heritage Committee

Convention
Article 8.1

The Intergovernmental Committee for the Protection of the World Cultural and Natural Heritage called the World Heritage Committee and hereinafter referred to as the "Committee" is composed of the States Parties to the Convention elected in accordance with Article 8 of the Convention concerning the Protection of the World Cultural and Natural Heritage hereinafter referred to as the "Convention".

II. SESSIONS

Rule 2. Ordinary and Extraordinary Sessions⁴

2.1 The Committee shall meet at least once per year in ordinary session⁵.

2.2 The Committee shall meet in extraordinary session at the request of at least two-thirds of the States members.

Rule 3. Convocation⁶

3.1 Sessions of the Committee shall be convened by the Chairperson of the Committee, hereinafter referred to as "the Chairperson", in consultation with the Director-General of UNESCO, hereinafter referred to as "the Director-General".

3.2 The Director-General shall notify the States members of the Committee, the date, place and provisional agenda of each session, not less than sixty days in advance in the case of an ordinary session and, if possible, not less than thirty days in advance in the case of an extraordinary session.

3.3 The Director-General shall, at the same time, notify to the States, organizations and individuals mentioned in Rules 6, 7 and 8, the date, place and provisional agenda of each session.

Rule 4. Date and Place

4.1 The Committee shall determine at each session, in consultation with the Director-General, the date and the place of the next session. The date

⁴ Rule 2.1 amended by the Committee at its sixth extraordinary session (Paris, 2003)

⁵ By Decision **35 COM 12B** (paragraph 9) adopted at its 35th session (UNESCO, 2011), the World Heritage Committee decided that three ordinary (not extended) sessions of the Committee should be held each biennium as follows:

- a) Even years – host country; agenda: reports, budget, nomination and state of conservation reports;
- b) Odd years – host country; agenda: reports, budget, nomination and state of conservation reports,
- c) Odd years – UNESCO Headquarters immediately after the General Assembly; agenda: strategic and policy issues and as necessary, reports on the state of conservation needing urgent examination

⁶ Rule 3.1 amended by the Committee at its sixth extraordinary session (Paris, 2003)

and/or place may be modified, if necessary, by the Bureau, in consultation with the Director-General.

4.2 Any State member of the Committee may invite the Committee to hold a session in its territory.

4.3 In determining the place of the next session, the Committee shall give due regard to the need to ensure an equitable rotation among the different regions and cultures of the world.

III. PARTICIPANTS

Rule 5. Delegations⁷

5.1 Each State member of the Committee shall be represented by one delegate, who may be assisted by alternates, advisers and experts.

Convention
Article 9.3

5.2 States members of the Committee shall choose as their representatives persons qualified in the field of cultural or natural heritage. They are strongly encouraged to include in their delegation persons qualified in both fields.

5.3 States members of the Committee shall transmit to the Secretariat in writing the names, designations and qualifications of their representatives.

5.4 In order to ensure a fair representation within the Committee of the various geographical and cultural areas, the Committee allocates in its budget a sum intended to cover the cost of participation, in its sessions and sessions of its Bureau, of representatives of developing countries, but only for persons who are experts in cultural or natural heritage. And, if the budget allows, representatives of developing countries who are non-members of the Committee may also be supported; their representatives too must be experts in cultural or natural heritage.

5.5 Requests for assistance to participate in the Bureau and Committee meetings should reach the Secretariat at least four weeks before the session concerned. These requests shall be considered within the resources available as decided by the Committee, in increasing order of GNP income per capita of each member of the Committee. In no event may the World Heritage Fund finance more than two representatives of each State member, who must in this case be one expert in the natural and one in the cultural heritage field. If financial resources permit, other requests for assistance to attend shall be considered.

⁷ Rule 5.2 amended and Rules 5.3, 5.4 and 5.5 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

Rule 6. Organizations attending in an advisory capacity^{8 9}

Convention Article 8.3 A representative of the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), a representative of the International Council on Monuments and Sites (ICOMOS) and a representative of the World Conservation Union, formerly International Union for Conservation of Nature and Natural Resources (IUCN), to whom may be added, at the request of States Parties to the Convention meeting in General Assembly during the ordinary sessions of the General Conference of the United Nations Educational, Scientific and Cultural Organization, representatives of other intergovernmental or non-governmental organizations, with similar objectives, may attend the meetings of the Committee in an advisory capacity.

Rule 7. Invitations for consultation¹⁰

Convention Article 10.2 The Committee may at any time invite public or private organizations or individuals to participate in its sessions for consultation on particular problems.

Rule 8. Observers¹¹

8.1 States Parties to the Convention which are not members of the Committee may attend the sessions of the Committee and its Bureau as observers. They shall be consulted by the Committee on all matters in respect of which consultation is prescribed by the Convention.

8.2 Non States Parties to the Convention who are Member States of UNESCO or of the United Nations may also be permitted by the Committee, upon written request, to attend the sessions of the Committee and its Bureau as observers.

8.3 The United Nations and organizations of the United Nations system, as well as, upon written request, at least 15 days prior to the date of the session of the Committee, other international governmental and non-governmental organizations, permanent observer missions to UNESCO and non profit-making institutions having activities in the fields covered by the Convention, according to criteria defined by the World Heritage Committee, may be authorized by the Committee to participate in the sessions of the Committee as observers.

⁸ Not to confuse the Advisory Bodies (Article 8.3 of the *World Heritage Convention* and Rule 6 of the *Rules of Procedure* of the World Heritage Committee) with the consultative bodies (Article 10.3 of the *World Heritage Convention* and Rule 20 of the *Rules of Procedure* of the World Heritage Committee).

⁹ Rule 6 amended by the Committee at its sixth extraordinary session (Paris, 2003)

¹⁰ Rule 7 amended by the Committee at its sixth extraordinary session (Paris, 2003)

¹¹ Title and Rule 8.1 amended and Rule 8.2 adopted by the Committee at its sixth extraordinary session (Paris, 2003); Rule 8.3 amended by the Committee at its twenty-fifth ordinary session (Helsinki, 2001), at its sixth extraordinary session (Paris, 2003), at its thirty-fourth ordinary session (Brasilia, 2010) and at its thirty-fifth ordinary session (UNESCO, 2011)

8.4 The Director-General may provisionally invite any organization referred to in Rule 8.3 subject to subsequent confirmation by the Committee.

IV. AGENDA

Rule 9. Provisional Agenda¹²

Convention
Article 14.2

9.1 The provisional agenda of the sessions of the Committee shall be prepared by the Director-General, utilizing to the fullest extent possible the services of the International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCROM), the International Council on Monuments and Sites (ICOMOS) and the World Conservation Union, formerly International Union for Conservation of Nature and Natural Resources (IUCN), in their respective areas of competence.

9.2 The provisional agenda of an ordinary session of the Committee shall include:

- a. all questions, the inclusion of which has been decided by the Committee at previous sessions;
- b. all questions proposed by members of the Committee;
- c. all questions proposed by States Parties to the Convention not members of the Committee;
- d. all questions proposed by the Director-General.

9.3 The provisional agenda of an extraordinary session shall include only those questions for the consideration of which the session has been convened.

Rule 10. Adoption of the Agenda

The Committee shall adopt its agenda at the beginning of each session.

Rule 11. Amendments, deletions and new items

The Committee may amend, delete or add items to the agenda so adopted if so decided by a two-thirds majority of the members present and voting.

¹² Rule 9.1 amended by the Committee at its sixth extraordinary session (Paris, 2003)

V. BUREAU¹³

Rule 12. Bureau¹⁴

12.1 The Bureau of the Committee shall consist of the Chairperson, the five Vice-Chairpersons and the Rapporteur. The Bureau shall co-ordinate the work of the Committee and fix the dates, hours and order of business of meetings. The Vice-Chairpersons and the Rapporteur shall assist the Chairperson in carrying out his duties.

12.2 The Bureau shall meet during the sessions of the Committee as frequently as deemed necessary.

Rule 13. Elections¹⁵

13.1 The Committee, at the end of each ordinary session, shall elect, from amongst those members whose term continues through the next ordinary session, a Chairperson, five Vice-Chairpersons and a Rapporteur who shall remain in office until the end of that session.

13.2 The Chairperson, the Vice-Chairpersons and the Rapporteur shall be eligible for immediate re-election for a second term of office.

13.3 In electing the Bureau, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world and a proper balance between the cultural and natural heritage as provided in the Convention.

Rule 14. Duties of the Chairperson, Vice-Chairpersons and Rapporteur¹⁶

14.1 In addition to exercising the powers which are conferred upon him elsewhere by the present Rules, the Chairperson shall open and close each plenary meeting of the Committee. He shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to the present Rules, shall control the proceedings and the maintenance of order. He shall not vote, but he may instruct another member of his delegation to vote on his behalf. He shall work, with the assistance of the vice-chairpersons at his discretion, to anticipate and address potentially contentious issues, including out of session. He shall exercise all other functions given to him by the Committee.

¹³ Title amended by the Committee at its sixth extraordinary session (Paris, 2003) with respect to the English version

¹⁴ Rule 12.1 amended by the Committee at its second ordinary session (Washington D.C., 1978) and Rule 12.2 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

¹⁵ Rule 13.1 amended by the Committee at its second (Washington D.C., 1978) and twentieth (Mérida 1996) ordinary sessions and at its sixth extraordinary session (Paris, 2003)

¹⁶ Title, Rule 14.1 and Rule 14.2 amended by the Committee at its thirty-fifth ordinary session (UNESCO, 2011); Rule 14.4 adopted by the Committee at its thirty-fifth ordinary session (UNESCO, 2011)

14.2 Should the Chairperson be absent during a meeting, or any part thereof, he shall be replaced by a Vice-Chairperson. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

14.3 The Chairperson and Vice-Chairperson, or Vice-Chairpersons, of a subsidiary body of the Committee shall have the same duties with regard to the bodies over which they are called upon to preside as the Chairperson and the Vice-Chairpersons of the Committee.

14.4 In addition to exercising the powers which are conferred upon him elsewhere by the present Rules, the Rapporteur shall certify that the Secretariat has accurately recorded the Committee's decisions. He shall work with the Secretariat to monitor and record Committee debate on amendments.

Rule 15. Replacement of Chairperson¹⁷

15.1 If the Chairperson is unable to act at any session of the Committee or Bureau, or part thereof, his functions shall be exercised by a Vice-Chairperson, in the English alphabetical order of States members of the Bureau commencing with the country of the Chairperson.

15.2 If the Chairperson ceases to represent a State member of the Committee or is for any reason unable to complete his term of office, he is replaced by a Vice-Chairperson, in the English alphabetical order of States members of the Bureau commencing with the country of the Chairperson, for the remainder of the term of office.

15.3 The Chairperson shall abstain from exercising his functions for all issues relating to a property situated on the territory of the State Party of which he is a national.

Rule 16. Replacement of the Rapporteur¹⁸

16.1 If the Rapporteur is unable to act at any session of the Committee or Bureau, or part thereof, his functions shall be exercised by a Vice-Chairperson in the English alphabetical order of States members of the Bureau commencing with the country of the Rapporteur.

16.2 If the Rapporteur ceases to represent a State member of the Committee or if he is for any reason unable to complete his term of office, he is replaced by a Vice-Chairperson, in the English alphabetical order of States members of the Bureau commencing with the country of the Rapporteur, for the remainder of the term of office.

¹⁷ Rules 15.1 and 15.2 amended and Rule 15.3 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

¹⁸ Rules 16.1 and 16.2 adopted by the Committee at its third ordinary session (Luxor, 1979) and amended at its sixth extraordinary session (Paris, 2003)

VI. CONDUCT OF BUSINESS

Rule 17. Quorum

Convention
Article 13.8

17.1 At plenary meetings, a quorum shall consist of a majority of the States members of the Committee.

17.2 At meetings of subsidiary bodies, a quorum shall consist of a majority of the States which are members of the bodies concerned.

17.3 Neither the Committee nor its subsidiary bodies shall decide on any matter unless a quorum is present.

Rule 18. Public meetings¹⁹

Meetings shall be held in public unless decided otherwise by the Committee. This rule cannot be suspended by the Bureau.

Rule 19. Private meetings²⁰

19.1 When in exceptional circumstances, the Committee decides to hold a private meeting, it shall determine the persons who, in addition to the representatives of States members, shall be present.

19.2 Any decision taken by the Committee at a private meeting shall be presented in written form at a subsequent public meeting.

19.3 At each private meeting, the Committee shall decide whether the Summary Record and the working documents of that meeting shall be published. Documents resulting from private meetings shall be made public after a period of twenty years.

Rule 20. Consultative bodies²¹

Convention
Article 10.3

20.1 The Committee may create such consultative bodies as it deems necessary for the performance of its functions.

20.2 The composition and the terms of reference (including mandate and duration of office) of such consultative bodies shall be defined by the Committee at the time of their creation. These bodies can include States non members of the Committee.

20.3 The Committee shall also determine the extent to which the present Rules shall apply to any such consultative body.

¹⁹ Rule 18 amended by the Committee at its sixth extraordinary session (Paris, 2003)

²⁰ Rules 19.2 and 19.3 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

²¹ Rules 20.2 and 20.3 amended by the Committee at its sixth extraordinary session (Paris, 2003) and Rule 20.5 adopted at the twenty-fourth ordinary session of the Committee (Cairns, 2000) and amended by the Committee at its sixth extraordinary session (Paris, 2003)

20.4 Each consultative body shall elect its Chairperson and, if necessary, its Rapporteur.

20.5 In appointing members of consultative bodies, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world.

Rule 21. Subsidiary bodies²²

21.1 The Committee may establish such subsidiary bodies as it deems necessary for the conduct of its work, within the limits of the technical facilities available.

21.2 The composition and the terms of reference (including mandate and duration of office) of such subsidiary bodies shall be defined by the Committee at the time of their creation. These bodies can only be constituted from amongst States members of the Committee.

21.3 These Rules shall be applicable *mutatis mutandis* to the subsidiary bodies, unless otherwise decided by the Committee.

21.4 Each subsidiary body shall itself elect its Chairperson and, if necessary, its Rapporteur.

21.5 In appointing members of subsidiary bodies, due regard shall be given to the need to ensure an equitable representation of the different regions and cultures of the world.

21.6 Subsidiary bodies' recommendations to the World Heritage Committee should be made in the form of draft decisions.

Rule 22. Order and time-limit of speeches²³

22.1 The Chairperson shall call upon speakers in the order in which they signify their wish to speak.

22.2 The Chairperson may limit the time allowed to each speaker if the circumstances make this desirable.

22.3 The Chairperson, at his discretion, shall call on speakers from the Advisory Bodies and the Secretariat prior to the Committee taking a final decision.

²² Rules 21.2 and 21.3 adopted and Rule 21.4 amended by the Committee at its sixth extraordinary session (Paris, 2003); Rule 21.5 adopted by the Committee at its twenty-fourth ordinary session (Cairns, 2000) and amended at its sixth extraordinary session (Paris, 2003); Rule 21.6 adopted by the Committee at its thirtieth ordinary session (Vilnius, 2006)

²³ Rules 22.1 and 22.2 amended by the Committee at its sixth extraordinary session (Paris, 2003); Rule 22.3, Rule 22.5 and Rule 22.6 adopted by the Committee at its thirty-fifth ordinary session (UNESCO, 2011); Rule 22.7 adopted by the Committee at its sixth extraordinary session (Paris, 2003) and amended by the Committee at its thirty-fifth ordinary session (UNESCO, 2011)

22.4 The representatives of organizations, individuals and observers referred to in Rules 6, 7 and 8 may address the meeting with the prior consent of the Chairperson.

22.5 The Chairperson shall put Committee members' questions to a State Party once at the end of the Committee's debate on the property.

22.6 Committee members shall not speak to World Heritage properties in their own territories, except at the explicit invitation of the Chairperson and in response to specific questions posed. Advocacy in favour of a particular proposal will not be entertained.

22.7 Representatives of a State Party, whether or not a member of the Committee, shall not speak to advocate the inclusion in the World Heritage List of a property nominated, the state of conservation of a property on their territory or the approval of an assistance request submitted by that State, but only to deal with a point of information in answer to a question. This provision also applies to other observers mentioned in Rule 8.

Rule 23. Text of proposals²⁴

At the request of any member of the Committee, supported by two other members, discussion of any substantive motion, resolution or amendment shall be suspended until the text is circulated in the working languages to all Committee members present.

Rule 24. Division of proposals²⁵

Part of a proposal shall be voted on separately if a member of the Committee requests that the proposal be divided.

Rule 25. Voting on amendments²⁶

25.1 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 Chairperson to be furthest removed in substance from the original proposal, and then on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote.

25.2 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.

²⁴ Title and Rule 23 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

²⁵ Title and Rule 24 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

²⁶ Rule 25.1 amended by the Committee at its sixth extraordinary session (Paris, 2003) with respect to the English version

25.3 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 26. Voting on proposals

If two or more proposals relate to the same question, the Committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Committee may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 27. Withdrawal of proposals

A proposal may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal has not been amended. A proposal withdrawn may be reintroduced by any State member of the Committee.

Rule 28. Points of order²⁷

28.1 During a discussion, any State member may raise a point of order; such point of order shall be immediately decided upon by the Chairperson.

28.2 An appeal may be made against the ruling of the Chairperson. Such appeal shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled.

Rule 29. Procedural motions²⁸

During the discussion on any matter, a member of the Committee may propose a procedural motion: suspension or adjournment of the meeting, adjournment of the debate or closure of the debate.

Rule 30. Suspension or adjournment of the meeting

During the discussion of any matter, any State member of the Committee may move the suspension or adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote.

Rule 31. Adjournment of debate

During the discussion of any matter, any State member of the Committee may move the adjournment of the debate on the item under discussion. On moving the adjournment the State member shall indicate whether he moves the adjournment *sine die* or to a particular time which he shall specify. In addition to the proposer of the motion, one speaker

²⁷ Rule 28.1 amended and Rule 28.2 (with respect to the English version) amended by the Committee at its sixth extraordinary session (Paris, 2003)

²⁸ Title and Rule 29 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

may speak in favour of, and one against, the motion.

Rule 32. Closure of debate

A State member of the Committee may at any time move the closure of the debate, whether or not any other speaker has signified his wish to take part in the discussion. If application is made for permission to speak against the closure, it may be accorded to not more than two speakers. The Chairperson shall then put to the vote the motion for closure and, if the Committee is in favour of the motion, he shall declare the closure of the debate.

Rule 33. Order of procedural motions

Subject to Rule 28 the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- a) suspension of the meeting;
- b) adjournment of the meeting;
- c) adjournment of the debate on the question under discussion;
- d) closure of the debate on the question under discussion.

Rule 34. Decisions²⁹

34.1 The Committee shall adopt such decisions and recommendations as it may deem appropriate.

34.2 The text of each decision shall be adopted at the end of the discussion of the agenda item.

VII. VOTING³⁰

Rule 35. Voting rights³¹

Each State member of the Committee shall have one vote in the Committee.

Rule 36. Conduct during voting³²

After the Chairperson has announced the beginning of voting, no one shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

²⁹ Title amended and Rule 34.2 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

³⁰ Title adopted by the Committee at its sixth extraordinary session (Paris, 2003)

³¹ Title and Rule 35 amended by the Committee at its sixth extraordinary session (Paris, 2003)

³² Title and Rule 36 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

Rule 37. Two-thirds majority³³

Convention
Article 13.8

Decisions of the Committee on matters covered by the provisions of the Convention shall be taken by a majority of two-thirds of its members present and voting.

Rule 38. Simple majority³⁴

38.1 Except where otherwise specified in the present Rules, all other decisions of the Committee shall be taken by a majority of the States members present and voting.

38.2 Decisions as to whether a particular matter is covered by the provisions of the Convention and decisions on any other matters not covered by the present Rules shall be taken by a majority of the States members present and voting.

Rule 39. Counting of votes³⁵

For the purpose of the present Rules, the expression "States members present and voting" shall mean States members casting an affirmative or negative vote. States members abstaining from voting shall be regarded as not voting.

Rule 40. Show of hands³⁶

40.1 Voting shall normally be by a show of hands.

40.2 When the result of a vote by a show of hands is in doubt, the Chairperson may take a second vote by a roll-call.

40.3 A vote by a roll-call shall also be taken if it is requested by not less than two States members before the voting takes place.

Rule 41. Secret ballot³⁷

A decision shall be voted on by secret ballot whenever two or more States members shall so request or if the Chairperson so decides.

³³ Title adopted by the Committee at its sixth extraordinary session (Paris, 2003)

³⁴ Title adopted by the Committee at its sixth extraordinary session (Paris, 2003)

³⁵ Title adopted by the Committee at its sixth extraordinary session (Paris, 2003)

³⁶ Title adopted and Rule 40.2 amended (with respect to the English version) by the Committee at its sixth extraordinary session (Paris, 2003)

³⁷ Title adopted by the Committee at its sixth extraordinary session (Paris, 2003)

Rule 42. Conduct of voting by secret ballot³⁸

42.1 Before the vote begins, the Chairperson shall appoint two tellers from amongst the Delegations of the members of the Committee to scrutinize the votes cast.

42.2 When the counting of the votes is completed and the tellers have reported to the Chairperson, he shall announce the results of the ballot bearing in mind that the voting will be recorded as follows:

From the total number of members of the Committee will be deducted:

- a) the number of members absent, if any;
- b) the number of blank ballot papers, if any;
- c) the number of invalid ballot papers, if any.

The remaining number will constitute the number of votes recorded.

VIII. SECRETARIAT OF THE COMMITTEE

Rule 43. The Secretariat³⁹

Convention
Article 14.1

43.1 The Committee shall be assisted by a Secretariat appointed by the Director-General.

43.2 The Director-General, utilizing to the fullest extent possible the services of the International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCROM), the International Council of Monuments and Sites (ICOMOS) and the World Conservation Union, formerly International Union for Conservation of Nature and Natural Resources (IUCN), in their respective areas of competence and capability, shall prepare the Committee's documentation and shall have the responsibility for the implementation of its decisions.

43.3 The Director-General or his representative shall participate in the work of the Committee, the consultative and subsidiary bodies without the right to vote. He may at any time make either oral or written statements on any question under consideration.

43.4 The Director-General shall appoint an official of the Secretariat of UNESCO to act as Secretary to the Committee, and other officials who shall together constitute the Secretariat of the Committee.

³⁸ Title and Rules 42.1 and 42.2 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

³⁹ Rule 43.2 amended by the Committee at its sixth extraordinary session (Paris, 2003)

43.5 The Secretariat shall receive, translate and distribute all official documents of the Committee and shall arrange for the interpretation of the discussions, as provided in Rule 44.

43.6 The Secretariat shall perform all other duties necessary for the proper conduct of the work of the Committee.

IX. WORKING LANGUAGES AND REPORTS⁴⁰

Rule 44. Working languages⁴¹

44.1 The working languages of the Committee shall be English and French. When the conditions permit, the official languages recognized by the United Nations may be used as well as the working languages.

44.2 Interventions made at a meeting of the Committee in one of the working languages shall be interpreted into the other language.

44.3 Speakers may, however, speak in any other language, provided they make their own arrangements for interpretation of their speeches into one of the working languages.

44.4 The documents of the Committee shall be issued simultaneously in English and French. When the conditions permit, they shall also be issued in the official languages recognized by the United Nations.

Rule 45. Deadline for distribution of documents⁴²

The documents relating to the items on the Provisional Agenda of each session of the Committee shall be distributed at the latest six weeks before the beginning of the session in the two working languages to the Members of the Committee, and to the International Center for the Study of the Preservation and the Restoration of Cultural Property (ICCROM), the International Council on Monuments and Sites (ICOMOS) and the World Conservation Union, formerly International Union for Conservation of Nature and Natural Resources (IUCN), as well as to all other organizations invited to the session. They shall also be made available to States Parties non members of the Committee in electronic format.

Rule 46. Reports of the Session⁴³

At the closure of each session, the Committee shall adopt its report of the session comprising a list of Decisions. This shall be published in the month that follows the closure of the said session.

⁴⁰ Title amended by the Committee at its sixth extraordinary session (Paris, 2003)

⁴¹ Rules 44.1, 44.2 and 44.4 amended by the Committee at its sixth extraordinary session (Paris, 2003)

⁴² Title and Rule 45 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

⁴³ Title and Rule 46 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

Rule 47. Summary Record⁴⁴

47.1 The Secretariat shall prepare a Summary Record of all the interventions made during the Plenary session of the Committee. A provisional text of the Summary Record, which is not intended to be published, shall be submitted as soon as possible to the Members of the Committee and the representatives of organizations, individuals and observers mentioned in Rules 6, 7 and 8 so that they may indicate any corrections to their own statements.

47.2 The final version of the Summary Record shall be published as an information document within three months following the closure of the said session.

Rule 48. Communication of the documentation⁴⁵

The Reports of the sessions, the Summary Records and all final documents, once published, shall be transmitted to the States members of the Committee, and to the International Centre for the Study of the Preservation and the Restoration of Cultural Property (ICCROM), the International Council on Monuments and Sites (ICOMOS) and the World Conservation Union, formerly International Union for Conservation of Nature and Natural Resources (IUCN), as well as to all other organizations invited to the session.

Rule 49. Reports to the General Assembly of States Parties and to the UNESCO General Conference⁴⁶

Convention
Article 29.3

49.1 The Committee shall submit a report on its activities at each General Assembly of States Parties and at each of the ordinary sessions of the General Conference of UNESCO.

49.2 The Committee may authorize its Chairperson to submit these reports on its behalf.

49.3 Copies of these reports shall be sent to all States Parties to the Convention.

⁴⁴ Title and Rules 47.1 and 47.2 adopted by the Committee at its sixth extraordinary session (Paris, 2003)

⁴⁵ Rule 48 amended by the Committee at its sixth extraordinary session (Paris, 2003)

⁴⁶ Title and Rules 49.1, 49.2 and 49.3 amended by the Committee at its sixth extraordinary session (Paris, 2003)

X. ADOPTION, AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Rule 50. Adoption

Convention
Articles
10.1 & 13.8

The Committee shall adopt its Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting.

Rule 51. Amendment

The Committee may amend these Rules of Procedure except when they reproduce provisions of the Convention by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting, provided the proposal has been included in the agenda of the session in accordance with Rules 9 and 10.

Rule 52. Suspension

The Committee may suspend the application of any of these Rules, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the States members present and voting.