

# RULES OF PROCEDURE OF THE BOARD OF TRUSTEES

## CHAPTER I – SESSIONS

### Regular sessions

#### Date and place of meeting

##### **Rule 1**

The Board of Trustees of the United Nations Institute for Training and Research (hereinafter called “the Board”) shall hold at least one regular session a year, at a time and place to be decided by the Board at a previous session on the proposal of the Executive Director.

#### Notification of date of opening

##### **Rule 2**

The Executive Director of the Institute shall notify the members of the Board, at least sixty days in advance, of the date of the first meeting of a regular session.

### Special sessions

#### Summoning

##### **Rule 3**

Special sessions to deal with problems of an urgent nature shall be held at the decision of either the Chairman of the Board or when requested by any six or more members of the Board or the Executive Director.

#### Time and place of meeting

##### **Rule 4**

The time and place of a special session shall be decided by the Chairman of the Board in consultation with the Executive Director.

#### Notification of session

##### **Rule 5**

The Executive Director shall notify the members of the Board, at least fourteen days in advance, of the opening of a special session.

#### Adjournment of session

##### **Rule 6**

The Board may decide at any session to adjourn temporarily and resume its meetings at a later date.

## CHAPTER II – AGENDA

### Regular sessions

#### Provisional agenda

##### **Rule 7**

The provisional agenda for a regular session shall be drawn up by the Executive Director in consultation with the Chairman of the Board and communicated together with the necessary documentation, to the members of the Board at least thirty days before the opening of the session.

##### **Rule 8**

The provisional agenda of a regular session shall include:

- (a) Election of officers, when required;
- (b) Adoption of agenda;
- (c) Report by the Executive Director on the activities of the Institute since the previous regular session of the Board;
- (d) Estimated income and expenditures for programme activities;
- (e) Proposed programme activities to be funded from the General Fund and Special Purpose Grants, and in respect of the activities to be funded from Special Purpose Grants, the nature of such activities and source of funding and its conditions, if any;
- (f) Any item proposed by the Board at a previous meeting;
- (g) Any item submitted by any member of the Board;
- (h) Any item submitted by a United Nations principal organ, specialized or related agency or institute;
- (i) Any item which the Executive Director deems it necessary to place before the Board;
- (j) The provisional agenda for the following regular session of the Board.

### Special sessions

#### Provisional agenda

##### **Rule 9**

The provisional agenda for a special session shall be drawn up by the Executive Director in consultation with the Chairman of the Board. It shall be communicated, together with the necessary documentation, to the members of the Board at least fourteen days before the opening of the session.

##### **Rule 10**

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session.

## **Regular and special sessions**

### **Adoption of the agenda**

#### **Rule 11**

At the beginning of each session, and after the election of officers, when required, the Board shall adopt its agenda for the session on the basis of the provisional agenda and any proposed additional items.

### **Additional items**

#### **Rule 12**

Additional items of an urgent and important nature may be placed on the agenda during a session, if the Board so decides by a majority of members present and voting.

### **Amendment and deletion of items**

#### **Rule 13**

During a session, items on the agenda may be amended or deleted by the Board by a majority of members present and voting.

## **CHAPTER III – MEMBERS AND OBSERVERS**

### **Members**

#### **Rule 14**

Members of the Board are those persons who have been so designated in accordance with the Statute of the Institute.

#### **Rule 14bis<sup>1</sup>**

In carrying out their duties, Members of the Board serve in their individual capacity shall not act as representatives of their employers or other entities with which they may be affiliated. Members of the Board may not enter into contractual arrangements with UNITAR or receive remuneration for services rendered to UNITAR in conjunction to any specific assignments that they may be asked to undertake. Each Member of the Board is expected to inform the Executive Director as soon as any potential risk of conflict of interest arises and to recuse him or herself from any decisions that may relate to any potential conflict of interest.

#### **Rule 15**

A member of the Board who is unable to attend a session of the Board shall designate an alternate and notify the Executive Director accordingly and in time to permit the member's alternate to attend. With the approval of the Chairman, the alternate designated by the member of the Board is entitled to exercise the full rights and duties of the member he represents. He participates fully in the deliberations and decision-making of the Board; however, he cannot be an officer of the Board or of a Committee of the Board. If such an alternate cannot be designated or himself cannot attend entirely or partly the meeting of the Board or its Committees, an alternate to the alternate is allowed to attend the meeting of the Board or its Committees as an observer. His designation is notified to the Executive Director by the Board member, the normally designated alternate or the Permanent Mission to the United Nations.

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<sup>1</sup> In accordance with Rule 66, the Board of Trustees amended the rules of procedure at the Sixty-Third Session of the Board of Trustees (4 November 2022) to include Rule 14bis.

## Observers

### **Rule 16**

Organs of the United Nations, specialized agencies and the International Atomic Energy Agency, and institutes within the United Nations system may be invited by the Board to send observers to its session in accordance with the statute of the institute. Observers shall have the right to address the Board with the permission of the Chairman of the Board but shall not have the right to vote.

## **CHAPTER IV – OFFICERS**

### Election of the Chairman and Vice-Chairman

#### **Rule 17**

Each year, at the commencement of its first meeting, the Board shall elect a Chairman and a Vice-Chairman from among its members.

### Terms of office

#### **Rule 18**

The Chairman and Vice-Chairman shall hold office until their successors are elected. They shall be eligible for re-election.

### Acting Chairman

#### **Rule 19**

If the Chairman is absent from a meeting or any part thereof, the Vice-Chairman shall preside.

### Replacement of the Chairman and Vice-Chairman

#### **Rule 20**

If the Chairman ceases to be a member of the Board, is incapacitated, or otherwise unable to perform the functions of his office, the Vice-Chairman shall take his place.

#### **Rule 21**

The Vice-Chairman when acting as Chairman shall have the same powers and duties as the Chairman.

## **CHAPTER V – SECRETARIAT**

#### **Rule 22**

The Executive Director shall designate a member of the staff to act as the Secretary of the Board.

#### **Rule 23**

The Executive Director shall be responsible for furnishing to the members of the Board appropriate information with regard to any questions which may be brought before it for consideration.

#### **Rule 24**

The Executive Director shall be responsible for making all necessary arrangements for meetings of the Board.

### **Rule 25**

The Executive Director shall prepare and submit to the Board reports on the programmes and activities of the Institute. He shall also prepare and submit to the Board such other reports as the Board may request from time to time.

### **Rule 26**

The Executive Director shall administer the Institute under policies which will include the determination of programmes and the allocation of funds established by the Board. In addition, the Executive Director shall carry out such other functions and duties as may be conferred upon him by the Board.

## **CHAPTER VI – BUDGET AND FINANCE<sup>2</sup>**

### **Rule 26bis**

The Board shall set up a Committee on Finance to review the financial documents and the strategy on resource mobilization submitted by the Executive Director at such times the Board may determine. The Committee shall provide recommendations to the Board.

### **Rule 27**

The Executive Director shall submit, through the Committee on Finance, budget estimates to the Board for its review and approval at such times, and for such periods, as the Board may determine.

As provided in the Statute of the Institute, the Board shall be consulted on the special rules and procedures applicable to the financial operations of the Institute.

### **Rule 28**

At such times as the Board may determine, the Executive Director shall submit to the Board, through the Committee on Finance, a financial statement showing the receipts, expenditures and commitments of the Institute's special account.

### **Rule 28bis**

The Board through the Committee on Finance shall be consulted on the terms of reference for the internal audit services provided by the Office of Internal Oversight Services.

## **CHAPTER VII – CONDUCT OF BUSINESS**

### Quorum

### **Rule 29**

A majority of the members of the Board shall constitute a quorum.

### Powers of the Chairman

### **Rule 30**

In addition to exercising the powers conferred upon him elsewhere by these Rules, the Chairman shall declare the opening and closing of each meeting of the Board, shall direct the discussion, ensure observance of these Rules, accord the right to speak, put questions to the vote and

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<sup>2</sup> In accordance with rule 66, the Board of Trustees amended the present rules and added rules 26bis, 27 and 28 following discussion at the Forty-seventh Session of the Board of Trustees, 29-30 January 2009 (Document reference: Report of the Forty-seventh Session of the Board of Trustees, 30 January 2009. UNITAR/BT/2009/1). Rule 28bis was added to the Rules of Procedure following discussion at the Board's Forty-eighth Session, 12-13 November 2009 and subsequently amended by the Board at its Fifty-sixth Session (Document reference: Report of the Fifty-sixth Session of the Board of Trustees, 17 December 2015. UNITAR/BT/56/2).

announce decisions. The Chairman, subject to these Rules, shall have control of the proceedings of the Board and over the maintenance of order at its meetings. He shall rule on points of order and shall have, in particular, the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting.

Debate shall be confined to the question before the Board, and the Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

#### Points of order

##### **Rule 31**

During the discussion of any matter, a member may at any time raise a point of order and the point of order shall be immediately decided by the Chairman in accordance with the Rules of Procedure. A member may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, without discussion, and the ruling of the Chairman shall stand unless overruled by a majority of the members present and voting.

A member raising a point of order may not speak on the substance of the matter under discussion.

#### Adjournment of debate

##### **Rule 32**

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 member may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

#### Time limit on speeches

##### **Rule 33**

The Board may limit the time allowed to each speaker and the number of times each member may speak on any question, except on procedural questions, when the Chairman shall limit each intervention to a maximum of five minutes. When debate is limited and a member has spoken his allotted time, the Chairman shall call him to order without delay.

#### Closing of list of speakers

##### **Rule 34**

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Board, declare the list closed. The Chairman may, however, accord the right of reply to any member if, in his opinion, a speech delivered after he has declared the list closed makes this desirable. When the debate of an item is concluded because there are no other speakers, the Chairman shall declare the debate closed. Such closure shall have the same effect as closure by the consent of the Board.

#### Closure of debate

##### **Rule 35**

A member may at any time move the closure of the debate whether or not any other member has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to vote.

#### Suspension or adjournment of the meeting

##### **Rule 36**

During the discussion of any matter, a member may move the suspension or the adjournment of the

meeting. No discussion on such motions shall be permitted, and they shall be immediately put to the vote.

#### Order of procedural motions

##### **Rule 37**

Subject to Rule 31, the following motions shall have precedence in the following order over all other proposals or 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 draft resolutions and substantive amendments or motions

##### **Rule 38**

Draft resolutions, and substantive amendments or motions, shall, as far as possible, be introduced in writing and handed to the Secretary, who shall circulate copies to the members twenty-four hours before they are discussed and voted upon, unless the Board decides otherwise.

#### Decision on competence

##### **Rule 39**

Subject to Rule 37, any 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.

#### Withdrawal of motions

##### **Rule 40**

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. A motion which has thus been withdrawn may be reintroduced by any member.

#### Reconsideration of proposals

##### **Rule 41**

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Board, 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 be immediately put to the vote.

#### Decisions of the Board

##### **Rule 42**

Decisions of the Board shall normally be reached by consensus of its members. Any member may, however, request that a vote should take place.

## CHAPTER VIII – VOTING

### Voting rights

#### **Rule 43**

Each member of the Board shall have one vote.

### Majority required and meaning of the expression “members present and voting”

#### **Rule 44**

Subject to Rules 41 and 42, decisions of the Board shall be made by a majority of the members present and voting.

For the purpose of these Rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

### Method of voting

#### **Rule 45**

Subject to Rule 51, the Board shall normally vote by show of hands, except that any member may request a roll-call, which shall then be taken in the alphabetical order of the names of the members of the Board beginning with the member whose name is drawn by lot by the Chairman.

### Recording of roll-call

#### **Rule 46**

The vote of each member participating in a roll-call shall be inserted in the record.

### Conduct during voting

#### **Rule 47**

After the voting has commenced, no member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. Brief statements by members consisting solely of explanations of their votes may be permitted by the Chairman, if he deems it necessary, before the voting has commenced or after the voting has been completed.

### Division of proposals

#### **Rule 48**

Parts of a proposal shall be voted on separately if a member requests that the proposal be divided. Those parts of the proposal which have been approved shall then be put to the vote as a whole; if the operative parts of a proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

### Voting on amendments

#### **Rule 49**

When an amendment is moved to a proposal, the amendment shall be voted first. When two or more amendments are moved to a proposal, the Board shall first vote on the amendment 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. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to the vote in its original form.

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



## Voting on proposals

### **Rule 50**

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

Any motions requiring that no decision be taken on the substance of such proposals shall, however, be considered as previous questions and shall be put to the vote before them.

## Elections

### **Rule 51**

All elections of individuals shall be decided by secret ballot.

### **Rule 52**

If, when one person or member only is to be selected, no candidate obtains in the first ballot the majority required, a second ballot shall be taken, confined to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Chairman shall decide between the candidates by drawing lots.

In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held for the purpose of reducing the number of candidates to two. In the case of a tie among three or more candidates obtaining the largest number of votes, a second ballot shall be held; if a tie results among more than two candidates, the number shall be reduced to two by lot.

### **Rule 53**

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining a majority on the first ballot shall be elected.

If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be held additional ballots to fill the remaining places. The voting will be restricted to the candidates obtaining the greatest number of votes in the previous ballot, who shall number not more than twice the places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number.

If three restricted ballots are inconclusive, unrestricted ballots shall follow in which votes may be cast for any eligible person or member. If three such unrestricted ballots are inconclusive, the next three ballots (subject to exception in the case similar to that of the tie mentioned at the end of the previous paragraph of this Rule) shall be restricted to the candidates obtaining the greatest number of votes in the third of the unrestricted ballots. The number of such candidates shall not be more than twice the places remaining to be filled.

The following three ballots thereafter shall be unrestricted and so on, until all the places are filled.

## Equally divided votes

### **Rule 54**

If the Board is equally divided when a vote is taken on a question other than an election, a second vote shall be taken at the next meeting. If the Board is then again equally divided, the proposal shall be regarded as rejected.

## CHAPTER IX – LANGUAGES

### Working languages

#### **Rule 55**

English and French shall be the working languages of the Board.

### Interpretation from a working language

#### **Rule 56**

Speeches made in one of the working languages shall be interpreted into the other working language when required.

### Interpretation from other official languages of the United Nations

#### **Rule 57**

Speeches made in any of the other official languages of the United Nations shall be interpreted into the working languages when required.

### Language of records

#### **Rule 58**

Summary records shall be drawn up in the working languages.

### Language of resolutions and other formal actions

#### **Rule 59**

All resolutions, recommendations and other formal decisions of the Board shall be made available in the official languages when required.

## CHAPTER X – PRIVATE AND PUBLIC MEETINGS

#### **Rule 60**

The meetings of the Board shall be held in private unless the Board decides otherwise.

## CHAPTER XI – RECORDS

### Summary records of meetings

#### **Rule 61**

Summary records of meetings of the Board shall be prepared by the Secretariat. They shall be distributed as soon as possible to all members of the Board and others participating in the meeting who may, within one week of their receipt, submit corrections to the Secretariat. Any disagreement concerning corrections shall be decided by the Chairman of the Board after consultation with the Executive Director.

The summary records, with any such corrections incorporated, shall be distributed promptly to the members of the Board and others participating in the meeting. As official records, they shall be considered as restricted documents.

### Report by the Chairman on each session

#### **Rule 62**

At the end of each session the Chairman shall issue a report on the session which will be distributed as soon as possible to all members of the Board and others who have participated in the session. The report by the Chairman on the session may be issued as a restricted document of the Institute.

### Resolutions and other formal actions

#### **Rule 63**

As soon as possible, the text of the resolutions, recommendations and other formal decisions adopted by the Board shall be distributed by the Secretariat to all members of the Board and others participating in the session.

## **CHAPTER XII – COMMITTEES**

#### **Rule 64**

The Board shall set up such committees as may be required for the performance of its functions. Such committees shall elect their own officers and adopt their own procedures.

## **CHAPTER XIII – CONSULTATIONS WITH NON-GOVERNMENTAL AGENCIES AND INDIVIDUALS**

#### **Rule 65**

The Board may make suitable arrangements for consultations with nongovernmental agencies or individuals who are concerned with the work of the Institute.

## **CHAPTER XIV – AMENDMENTS AND SUSPENSION OF RULES OF PROCEDURE**

#### **Rule 66**

Any of these Rules may be amended or suspended by the Board.