

## **RULES OF PROCEDURE OF THE EXECUTIVE COUNCIL**

*Memorandum by the Secretary General*

<b>Subject</b> Presentation of the Rules of Procedure.	<b>References/Paragraphs</b> §§ 1 to 3 and Annex 1
<b>Decision expected</b> Approve the Executive Council Rules of Procedure.	Annex 1

1. In accordance with Article 106 paragraph 10 of the General Regulations of the Asian-Pacific Postal Union, the Executive Council draws up the Rules of Procedure necessary for its work.
2. The Rules of Procedure amended and approved in Ulaanbaatar is reproduced in Annex 1.
3. It is proposed to retain the Rules of Procedure as amended and approved in Ulaanbaatar in 2011.

# Rules of Procedure of the Executive Council

*(as amended by 2011 APPU- EC meeting in Ulaanbaatar)*

## Contents

### Article

1. Purpose and functions of the Executive Council
2. Members of the Council
3. Observers
4. Officers of the Council
5. Secretary General
6. Sessions
7. Agenda
8. Examination of proposals introduced between two Congresses related to modification of the UPU Convention
9. Committees, Sub-Committees, Working Groups of the Council
10. Urgent matters raised between sessions
11. Language
12. Quorum
13. Order of discussion
14. Voting
15. Minutes and summary report of sessions
16. Press notice
17. Effective Date

## Article 1

### **Purpose and functions of the Executive Council**

1. The Executive Council, designated hereafter as “the Council”, meets to ensure the continuity of the work of the Union in the intervals between Congresses in accordance with the provisions of the General Regulations.
2. Apart from the functions assigned to it by the General Regulations, the Council may take up any matter referred to it by the administrations concerned and discuss questions of interest to the Union including the accession of new members.

## Article 2

### **Members of the Council**

1. The Council comprises representatives of all the member-countries of the Union, with a quorum formed of the majority, as called for in Article 106, paragraph 1 of the General Regulations.
2. Member-countries are represented at meetings of the Council by qualified postal officials in accordance with Article 106, paragraph 8 of the General Regulations.

### **Article 3** **Observers**

1. Postal Administrations in Asia and the Pacific which are member countries of the Universal Postal Union, but not members of the APPU, shall be invited as observers at the meetings of the Council, and may participate in the deliberations thereof, but shall not be entitled to vote.
2. The following shall be invited to send representatives to the meetings of the Council to observe in an advisory capacity:
  - A. Universal Postal Union
  - B. Economic and Social Commission for Asia and the Pacific;
  - C. United Nations Development Program.
3. The observers referred to in paragraph 2 above shall not be entitled to vote but may take the floor with the Chairman's permission.
4. Upon agreement by a majority of members of the Council, the following may be invited to send representatives to observe the meetings of the Council or sessions thereof:
  - A. Other Restricted Unions of the Universal Postal Union;
  - B. Member-countries of the Universal Postal Union which are not entitled to membership in the Asian-Pacific Postal Union;
  - C. Postal administrations of countries which are non-members of the Universal Postal Union, of non-self-governing territories and of other areas in Asia and the Pacific.
  - D. Representatives of the United Nations or any of its specialised agencies other than those referred to in paragraph 2 above.
  - E. Any other international organization having an interest in the work of the Union.
5. The observers referred to in paragraph 4 above shall not be entitled to vote but may take the floor at/with the Chairman's invitation/permission.
6. The invitation for the participation of observers as prescribed in paragraph 1, paragraph 2 and paragraph 4 above shall be in accordance with Article 105 paragraph 6 of the General Regulations.
7. To facilitate free and frank discussion amongst APPU members, the Chairman may, with the agreement of the Council, declare the discussion of certain agenda items closed. Observers and other invitees are not permitted to be present during the discussion of closed agenda items.

### **Article 4** **Officers of the Council**

1. In its first session which is opened by the Chairman of the last Congress, the Council elects the Chairman and Vice-Chairman who, together with the Secretary General, comprise the officers of the Council and hold office until the conclusion of the next Congress.
2. The Chairman convenes the annual meetings of the Council after the first one, directs the discussion and, taking account of the observations subsequently formulated, approves the minutes of the preceding sessions. He / she also has general supervision of the work and activity of the Council. In the absence of the Chairman, the Vice-Chairman takes over as Acting Chairman.
3. In accordance with Article 106, paragraph 9 (H) and Article 115 paragraph 2 of the General Regulations, the Chairman of the Council establishes, upon consultation with the Secretary General, the time and place where the member- countries assemble prior to each Universal Postal Congress.

## **Article 5**

### **Secretary General**

1. The Director of the APPU Bureau assumes the functions of Secretary General of the Council and takes part in its deliberations without the right to vote. However if the Secretary General is indisposed or is unable to attend the meeting due to any exigency, he /she may designate another official of the Bureau to act as Secretary General for purposes of the deliberations only.
2. The Secretary General is charged with :
  - A. drawing up the minutes of the session;
  - B. drawing up the summary reports of the meetings provided for in Article 106 paragraph 13 of the General Regulations, and sending them, after approval by the Chairman, to the administrations of the member- countries of the Union;
  - C. preparing the report on the whole of the activities of the Council envisaged in Article 106 paragraph 14 of the General Regulations and sending the same, after approval by the Council, to the administrations of the member- countries of the Union at least one month before the opening of the Congress;
  - D. serving as a medium of liaison, information, inquiry and training for the member-countries of the Union on those matters entrusted to him/her by the Council for the purpose of implementing Article 106 paragraph 9(A) of the General Regulations.
  - E. organising in the interval of sessions, in accordance with directions from the Chairman and, if necessary, after agreement of the Council, the representation of the Union at meetings of the Universal Postal Union and its bodies, other Restricted Postal Unions and other international organisations;
  - F. settling after consultation with the Chairman, the pending business of the Council; and
3. G. drawing up communications and maintenance of records. 3. The Secretary General may be directed by the Chairman or by the Council itself to study certain special matters according to his / her job description and, in order to simplify the work, appropriate functions may be delegated to him / her.

## **Article 6**

### **Sessions**

1. The Council establishes the approximate date of its next annual session. If the circumstances so require, its Chairman, after advice from the Secretary General, may modify the date fixed, subject to notification in due course of the change to the members of the Council.
2. Between ordinary sessions, the Council may be convened, as a general rule at the place where the Bureau is situated, by the Chairman at the request of a two-thirds majority of the member- countries of the Union. The date is established by the Chairman after advice from the Secretary General.
3. In accordance with Article 106, paragraph 11 of the General Regulations, consultations and decisions of the Council may be undertaken by correspondence when necessary.

## **Article 7**

### **Agenda**

1. The Chairman establishes, upon proposal or after advice from the Secretary General, the provisional agenda of each session. This agenda is communicated to the members of the Council at the same time as the convocation of the sessions.
2. Among other things, the provisional agenda of the sessions of the Council includes the following:
  - A. matters carried over from the preceding sessions; and
  - B. matters submitted by the members of the Council or by the postal administrations of the member- countries of the Union between sessions and notified to the Secretary General, in principle, at least 4 weeks before the opening of the session during which they should be taken up.

## **Article 8**

### **Examination of proposals introduced between two Congresses related to modification of the UPU Convention.**

1. The Council examines, at the request of a postal administration of a member-country, any proposal that said administration transmits to the UPU International Bureau and notifies to the Bureau in accordance with Article 22 of the Constitution and Article 115 paragraph 1 of the General Regulations, by preparing its comments thereon and directing the Bureau to attach the same to the proposal before informing the postal administrations of the member- countries.
2. In its comments, the Council indicates the opinions expressed by the majority and minority of its members, as well as the number of votes for or against the proposal.

## **Article 9**

### **Committees, Sub-Committees, Working Groups of the Council**

1. The whole business of the Council is dealt with at plenary sessions, but Committees, Sub-Committees or Working Groups may also be set up to examine and make necessary recommendations on the matters to be taken up by the Council.
2. The Chairman of the Council, establishes during the session of the Council, after consultation with the Chairman of the Committees, Sub-Committees or Working Groups and the Secretary General, the schedule of meeting to be held by the Committees, Sub Committees Working Groups until the next sessions.

## **Article 10**

### **Urgent matters raised between sessions**

The Chairman consults the members of the Council on any urgent matter raised between sessions. He / she informs the members consulted of the solutions arrived at.

## **Article 11**

### **Language**

English is to be used in the deliberations and documents of the Council.

## **Article 12**

### **Quorum**

The deliberations are valid only if the Council gathers at least a majority of its members.

## **Article 13**

### **Order of discussion**

1. Each delegation, either through its leaders or individual members, may speak as many times as may be desired on any subject being discussed. A delegate who desires to speak shall raise his / her hand and speak only when recognised by the Chairman.
2. Any person speaking must express himself / herself slowly and distinctly so that all the other participants may be able to follow his meaning clearly.
3. It is permissible to seek leave to speak at any time in order to call for compliance with the Rules of Procedure or to put a motion on a point of order or for a personal matter. Every request of this nature, except those for personal matters, which are granted automatically, must be put into discussion immediately with a view to reaching a decision without delay.

## **Article 14**

### **Voting**

1. Each member of the Council has only one vote.
2. If a member of the Council is unable to attend a meeting, it has the option of delegating its right to vote to a representative of another member-country, on condition that it gives previous advice thereof, in writing, to the Chairman of the Council. It is understood that a member of the Council may represent only one country other than its own.
3. The Council endeavors to secure the greatest measure of common agreement possible on all matters discussed, and when such agreement is not possible, the matter shall be decided by the majority of members present and voting. In case of an equal division of votes, the matter is considered rejected.
4. Voting is held by raising of hands. However, upon request of a member of the Council or by the desire of the Chairman, a roll call vote may be undertaken in accordance with the alphabetical listing in English of the countries represented at the Council.
5. If, at the time of voting, one of the members of the Council, supported by at least one other member, request a secret ballot, the same is given due course and the necessary steps are undertaken to assure the normal functioning of this procedure.
6. The expression "members present and voting" comprises the members voting "for" or "against". Abstentions are not counted; also blank or nullified ballots are not taken into account in case of secret voting.
7. When a motion has been adopted or rejected by the Council, the subject matter thereof may be taken up again only if the Council approves its re-examination by a vote undertaken in the manner mentioned in the above paragraphs of this article as the balloting previously applied thereto.

## **Article 15**

### **Minutes and summary report of sessions**

1. The minutes of sessions and summary report of the Council, which are drawn up by the Secretary General, are prepared by the Bureau with the assistance of the Secretariat provided by the host administration.
2. As a general rule, the minutes shall record the course of the meetings briefly and contain the proposals and conclusions, with the chief reasons for them in concise terms.
3. Draft minutes shall be prepared as soon as possible after the completion of each session and submitted to the Chairman for his / her approval prior to distribution to delegates and observers.
4. Draft minutes distributed at a meeting shall be revised by the Secretariat, taking into account such comments as may be made by participants and which shall have been submitted to the Secretariat before the closing of the last session of the meeting.
5. One copy of a consolidated set of draft minutes shall, after approval by the Chairman, be forwarded to each participant in the session and shall be revised by the Secretariat, taking into account such comments as may be made by participants and which have been submitted to the Secretariat within 40 days from the day when the draft minutes were distributed.
6. Following the amendment of the minutes by the Secretariat, the final minutes shall be signed by the Chairman of the Executive Council and the Secretary General. A copy of the minutes unbound shall then be distributed to each member-country, as well as the relevant number of bound copies when they become available.

## **Article 16**

### **Press notice**

Official releases to the press about the work of the Council are released only upon the authorisation of the Chairman.

## **Article 17**

### **Effective date**

These Rules of Procedure shall take effect immediately and shall remain in force until otherwise amended in a subsequent meeting of the Council.