

## **RULES OF PROCEDURE OF CONGRESSES**

### *Memorandum by the Secretary General*

1. Pursuant to Article 16 of the Rules of Procedure of Congresses, each Congress may amend the Rules of Procedure.
2. In the absence of any proposals to amend the existing Rules of Procedure of Congresses the delegates are asked to note that the organisation of work and the conduct of debates of the 11<sup>th</sup> APPU Congress will be governed by the Rules of Procedure amended at the 2005 Seoul Congress which is reproduced in Annex 1.
3. It is proposed to approve the Rules of Procedure of Congresses as amended in Seoul in 2005

# Rules of Procedure of Congresses

*(as amended by the 9th APPU Congress in Seoul)*

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### Article 1

#### General Provisions

The present Rules of Procedure have been drawn up pursuant to the provisions of the General Regulations.

### Article 2

#### Convening of the Congress

Each Congress is convened in accordance with the provisions of the General Regulations.

### Article 3

#### Delegations

1. A delegation is composed of one or more delegates duly authorized by the Government of a member-country and possibly, one or more attached officials (such as experts, secretaries, etc.)

2. Attached officials shall be admitted to meetings and all have the right to participate in deliberations, but normally they shall not have the right to vote. However, they may be authorized by the Head of their delegation to vote on behalf of their country at Committee meetings. Such authorizations should be handed, in writing, to the Chairman of the Committee concerned, before the beginning of the meeting.

#### **Article 4**

##### **Delegation's Credentials**

1. Delegates' credentials shall be signed by the Head of State, the Head of Government or the Minister of Foreign Affairs of the country concerned. They must be drawn up in due form. Credentials authorizing the holder to sign the Acts shall implicitly include the right to vote. Delegates to whom the relevant authorities have given full powers without specifying their scope shall be authorized to debate, vote and sign the Acts unless the wording of the credentials is explicitly to the contrary.
2. Delegates credentials shall be deposited with the authority designated for that purpose.
3. The credentials of a member-country which arranges for the delegation of another member-country to represent it at Congress (proxy) shall be in the same form as those mentioned in Paragraph 1.
4. A delegation which, after it has deposited its credentials, is prevented from attending one or more meetings, may arrange to be represented by the delegation of another country, provided that notice in writing is given to the Chairman of the meeting concerned. However any one delegation may only represent one country other than its own.

#### **Article 5**

##### **Observers**

1. Representatives of the Universal Postal Union may take part in the debates of Congress without the right to vote.
2. The following may be invited, at the request of Congress or the Executive Council, to send representatives as observers:
  - the United Nations and its Specialized Agencies;
  - any other Restricted Postal Union;
  - postal administrations of countries, other than APPU members, which are members of the Universal Postal Union;
  - postal administrations of countries which are non-members of the Universal Postal Union and of non- self governing territories and other areas in Asia and the Pacific;
  - any other international organization having an interest in the work of the Union.
3. These observers may take part in the debates of Congress without the right to vote.

## **Article 6**

### **Officers of the Congress**

1. At the first plenary session, at which the Chairman of the Executive Council presides, Congress shall elect its Chairman and Vice-Chairman. Should the Chairman be unable to exercise his function, the Vice-Chairman shall replace him.
2. The Chairman shall submit for the approval of Congress the choice of Chairman and rapporteurs of Committees.
3. The Director of the Bureau assumes the functions of the Secretary-General of the Congress and takes part in the debates without the right to vote.

## **Article 7**

### **Congress Business**

The business of Congress is generally dealt with at plenary sessions. However, if necessary, Congress may create Committees to carry out its work.

## **Article 8**

### **Languages**

1. English shall be used in the deliberations and documents of Congress. However, subject to arrangement for the interpretation into English, delegations may use other languages in the debates. In this case the cost of the interpretation shall be borne by delegation using the alternative.
2. However, where French is concerned, the host country shall furnish, as far as possible, any convenient means of interpretation to the delegation using this language.

## **Article 9**

### **Quorum**

A majority of the member-countries represented in Congress or on the Committee shall constitute a quorum.

## **Article 10**

### **Discussion**

Delegates may not take the floor until they have been giving permission to do so by the Chairman of the meeting. They are urged to speak slowly and distinctly. Delegates should be afforded the opportunity of freely and fully expressing their views on the subject under discussion so long as that is compatible with the normal course of the debate.

## **Article 11**

### **Committee Reports**

When a Committee has concluded work, its Chairman shall make and present a report to the plenary session for approval.

## **Article 12**

### **Decisions at Plenary Session**

The Congress shall endeavor to secure the greatest measure of common agreement on all matters discussed.

## **Article 13**

### **Minutes of the Plenary sessions**

1. The minutes of the plenary sessions shall be drawn up by the Secretariat of the Congress.
2. The minutes shall record the course of the meetings, briefly summarize speeches and mention proposals and the outcome of discussions.
3. Any delegate may request the insertion in the minutes of any statement he has made. In such a case, he must supply the text to the Secretariat within two hours of the end of the session.
4. Delegates shall be allowed a period of twenty-four hours, from the moment when the draft minutes are distributed, in which to make their comments to the Secretariat.
5. The Chairman shall submit the minutes to the Congress at the appropriate time for approval. The minutes of meetings which it has not been possible to approve in Congress shall be approved by the Chairman. The Bureau shall also take account of any comments received from delegates of member-countries within forty days of the dispatch of the minutes to them. It shall then distribute one copy of the signed final minutes to each member-country of the Union.
6. The Bureau shall be authorized to correct in the minutes of Congress any clerical errors which were not brought to light when the minutes were approved in accordance with Paragraph 5.

## **Article 14**

### **Approval by the Congress of Draft Decisions (Acts, Resolutions, etc)**

1. Drafts of the Acts, Resolutions etc. submitted by the Drafting Committee may only be regarded as adopted after approval at the plenary sessions.

2. The Bureau shall be authorized to correct, in the final Acts, any clerical errors which have not come to light during the study of the draft Acts, the numbering of articles and paragraphs.

## **Article 15**

### **Signature**

The Acts adopted by Congress shall be signed at the close of Congress by the authorized delegates of each member-country.

## **Article 16**

### **Amendments to the Rules**

1. Each Congress may also amend the Rules of Procedure. In order to be accepted for discussion, proposals to amend the present Rules, unless submitted by the APPU Executive Council, shall be supported in Congress by at least two delegations.
2. To be adopted, proposals for amendments to the present Rules must be approved by at least two-thirds of the member-countries represented in Congress.
3. Such amendments shall take effect immediately.