

**UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME**



**RULES OF PROCEDURE  
OF THE  
GOVERNING COUNCIL**



**2005**

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## Introduction

1. In its resolution 56/206 of 21 December 2001, the General Assembly decided to transform, with effect from 1 January 2002, the United Nations Centre for Human Settlements (Habitat) into the United Nations Human Settlements Programme (UN-Habitat). The General Assembly also decided to transform the Commission on Human Settlements into the Governing Council of UN-Habitat, a subsidiary organ of the General Assembly. The General Assembly also decided that the Committee of Permanent Representatives to UN-Habitat would serve as the Governing Council's intersessional subsidiary body. In the same resolution, the General Assembly requested the Governing Council to propose, for the consideration of the General Assembly, its new rules of procedure on the basis of the rules of procedure of the Commission on Human Settlements and bearing in mind paragraphs 3, 7 and 8 of part I A of the provisions of resolution 56/206.
2. Based on the above-mentioned decisions of the General Assembly, the secretariat, in consultation with the United Nations Office of Legal Affairs, prepared a draft text of the rules of procedure and submitted it to the Committee of Permanent Representatives to UN-Habitat for its consideration. Upon receipt of the draft text, the Committee of Permanent Representatives established a working group on the preparation of the rules of procedure of the Governing Council of UN-Habitat, which reviewed the draft rules of procedure exhaustively.
3. The report of the Committee of Permanent Representatives was subsequently submitted to the Governing Council at its nineteenth session, which, in turn, established its own working group to review the recommendations of the Committee of Permanent Representatives. The working group proposed several amendments to the draft rules and also adopted an oral statement by its chair on rule 64 of the rules of procedure. The working group recommended that the chair's statement be annexed to the working group's report containing its recommendations.
4. After considering the report of its working group, the Governing Council adopted resolution 19/1 of 9 May 2003, in which it recommended to the General Assembly the adoption of the draft rules as proposed by the working group.
5. At its fifty-eighth session, the General Assembly, having considered the recommendation of the Governing Council, adopted, in its resolution 58/227 of 23 December 2003, the draft rules of procedure of the Governing Council of UN-Habitat as contained in the annex to resolution 19/1 of the Governing Council.
6. The new rules of procedure of the Governing Council as adopted by the General Assembly are in effect for the Council's twentieth session. The oral statement of the chair of the working group which prepared the rules of procedure of the Governing Council is annexed hereto for ease of reference.

# **RULES OF PROCEDURE OF THE GOVERNING COUNCIL OF THE UNITED NATIONS**

## **HUMAN SETTLEMENTS PROGRAMME (UN-HABITAT)**

### **I. SESSIONS**

#### Number of regular sessions

##### Rule 1

The Governing Council of the United Nations Human Settlements Programme (UN-HABITAT) shall normally hold one regular session every two years.

#### Date of opening and duration of regular sessions

##### Rule 2

The date of opening and duration of each session shall be decided by the Governing Council. Each regular session shall be held, subject to the provisions of rule 3, at a date fixed by the Governing Council at the session immediately preceding the one in question, in such a way as to enable the Economic and Social Council and the General Assembly to consider the report of the Governing Council in the same year.

##### Rule 3

Five members of the Governing Council or the Executive Director may request an alteration of the date of a regular session. In either case, the Executive Director shall forthwith communicate the request to the other members of the Governing Council, together with appropriate observations, including financial implications, if any. If within twenty-one days of the inquiry a majority of the members of the Governing Council explicitly concurs in the request, the Executive Director shall convene the Governing Council accordingly.

#### Place of regular sessions

##### Rule 4

Regular sessions of the Governing Council shall be held at the headquarters of the United Nations Human Settlements Programme unless otherwise decided by the Governing Council at a previous session, and pursuant to General Assembly resolution 31/140 of 17 December 1976.

#### Special sessions

##### Rule 5

1. Special sessions shall be held pursuant to a decision taken by the Governing Council at a regular session, or at the request of:

- (a) A majority of the members of the Governing Council;
- (b) The General Assembly;
- (c) The Economic and Social Council.

2. Special sessions may also be requested by:

- (a) Five Member States of the United Nations or State Members of the specialized agencies<sup>5</sup> whether or not they are members of the Governing Council;
- (b) The President of the Governing Council with the concurrence of the other members of the Bureau of the Governing Council and in consultation with the Executive Director;
- (c) In the two cases referred to in subparagraphs 2 (a) and 2 (b) above, the Executive Director shall immediately inform all members of the Governing Council of the request, as well as the approximate cost and relevant administrative considerations, and shall inquire whether they concur in it. If within twenty-one days of the inquiry a majority of the members of the Governing Council explicitly concurs in the request, the Executive Director shall convene a special session of the Governing Council.

#### Date of opening of special sessions

##### Rule 6

Special sessions of the Governing Council shall normally be convened within forty-two days of the receipt by the Executive Director of a request for such a session, at a date and place fixed by the President of the Governing Council in consultation with the Executive Director, taking into account such observations as may have been made in the request for a special session

#### Notification of sessions

##### Rule 7

1. The Executive Director shall send notification of the date and place of each session and the provisional agenda of the Governing Council to:

- (a) All members of the Governing Council;
- (b) All other Member States of the United Nations or member States of specialized agencies;
- (c) The specialized agencies and appropriate United Nations bodies;
- (d) The entities, intergovernmental organizations and other entities referred to in rule 63;
- (e) The organizations referred to in rules 64, 65 and 66.

2. Copies of such notification shall be addressed to the President of the General Assembly and to the President of the Economic and Social Council and to the organizations and institutions referred to in rule 66.

3. The notification referred to in this rule shall, in the case of a regular session, be sent in the working languages of the Governing Council as stipulated in rule 29 not less than sixty days prior to the opening of the session and, in the case of a special session, not less than fourteen days prior to its opening.

#### Adjournment of session

##### Rule 8

The Governing Council may decide at any session to adjourn temporarily and resume its meeting at a later date.

## **II. AGENDA**

### Drawing up of the provisional agenda

#### Rule 9

1. The Executive Director in consultation with the Bureau of the Governing Council shall draw up and place before each regular session of the Governing Council a provisional agenda for its next regular session.
2. The provisional agenda shall include all items proposed by:
  - (a) The Governing Council;
  - (b) The General Assembly;
  - (c) The Economic and Social Council;
  - (d) A Member State of the United Nations or a member State of a specialized agency; or
  - (e) The Executive Director.
3. In drawing up the provisional agenda, the Executive Director may consult with other appropriate United Nations bodies, the specialized agencies and any intergovernmental organization entitled to notification under rule 7; suggestions from the organizations referred to in rules 64, 65 and 66 may also be considered.
4. The provisional agenda of a special session shall consist only of those items proposed for consideration in the request for the holding of the session.

### Communication of the provisional agenda

#### Rule 10

The notification referred to in rule 7 shall include a copy of the provisional agenda of the session to which such notification relates.

### Supplementary items

#### Rule 11

1. After the Governing Council has adopted the provisional agenda of a future session of the Governing Council, any authority entitled under paragraph 2 of rule 9 above to propose an item for the provisional agenda may propose supplementary items for inclusion in such agenda. Such proposal, unless made by the General Assembly, shall be accompanied by a supporting statement from the party proposing it, explaining the urgency of the consideration of the item.
2. The Executive Director shall promptly circulate to all members of the Governing Council all requests received under the provision of this rule, with the accompanying supporting statements where applicable, together with any comments or observations which the Executive Director may wish to make on such matters.

## Adoption of the agenda

### Rule 12

1. The Governing Council shall at the beginning of each session adopt the agenda for that session on the basis of the provisional agenda and the supplementary items referred to in rule 11.
2. Any authority listed in paragraph 2 of rule 9 which has proposed a supplementary item for inclusion in the agenda shall be entitled to be heard by the Governing Council on the inclusion of the item in the agenda for the session. .
3. Unless the Governing Council decides otherwise, an item shall normally be included in the agenda at the time of adoption only if the documentation related to that item has been circulated to members in all the working languages of the Governing Council not less than forty two days in advance of the opening date of the session. .
4. The Governing Council may allocate items among the plenary meetings of the Governing Council and subsidiary organs, set up in accordance with rule 22, and may refer items without preliminary debate in the Governing Council to:
  - (a) One or more of its subsidiary organs, if any, set up in accordance with rule 22, for examination and report at a subsequent session of the Governing Council;
  - (b) The Executive Director, for study and report at a subsequent session of the Governing Council; or
  - (c) The proposer of the item, for further information or documentation.

## Provisional agenda for a special session

### Rule 13

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. It shall be transmitted to the authorities mentioned in rule 7 at the same time as the notice convening the Governing Council.

## Revision of the agenda

### Rule 14

The Governing Council may, during a regular session, revise its agenda for that session by adding, deleting, deferring or amending items. Only items, which the Governing Council considers to be important and urgent, may be added to the agenda during a session.

## **III. REPRESENTATION AND CREDENTIALS**

### Representation

#### Rule 15

Each member of the Governing Council shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required by the member.

## Credentials

### Rule 16

1. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Director, at the latest, before the end of the first meeting of the session of the Governing Council.
2. The credentials submitted under this rule shall be examined by the Bureau of the Governing Council, which shall report without delay to the Governing Council.

## **IV. BUREAU OF THE GOVERNING COUNCIL**

### Election

#### Rule 17

1. At the commencement of the first meeting of its regular session, the Governing Council shall elect a President, three Vice-Presidents and a Rapporteur from among the representatives of its members. These officers shall constitute the Bureau of the Governing Council.
2. The offices of President and Rapporteur of the Governing Council shall be rotated among the following regional groups of States: African States, Asian States, Eastern European States, Latin American and Caribbean States, and Western European and other States. The Vice- Presidents of the Governing Council shall be elected on the basis of one from each of the regional groups other than the ones to which the President and the Rapporteur belong.

### Functions

#### Rule 18

1. The Bureau of the Governing Council shall assist the President in the general conduct of the business of the Governing Council.
2. The Governing Council, upon the recommendation of the President, shall designate from among the Vice-Presidents a Chairperson for any subsidiary organ, subcommittee or working group established under rule 22.

### Terms of office

#### Rule 19

1. The President, Vice-Presidents and Rapporteur shall hold office until their successors are elected. They shall, subject to the provisions of rule 17 be eligible for re-election. None of them may hold office after the expiration of the term of office of the member of which he or she is a representative.
2. If the President ceases to be a representative of a member of the Governing Council or is unable to perform his or her functions, or if the Member State of which he or she is a representative ceases to be a member of the Governing Council, the Bureau shall designate one of the Vice-Presidents as Acting President until a new President is elected by the Governing Council.

## Acting President

### Rule 20

1. If the President cannot preside over a meeting, or any part thereof, he or she shall designate one of the Vice-Presidents to act in his or her stead.
2. A Vice-President acting as President shall have the same powers and duties as the President.

## Voting rights of the President

### Rule 21

The President or a Vice-President acting as President may delegate his or her right to vote to another member of his or her delegation.

## **V. SUBSIDIARY ORGANS**

### Establishment

#### Rule 22

1. The Governing Council may, during a session set up such subsidiary organs, subcommittees or working groups composed of members of the Governing Council as it may deem necessary and refer to them any item on the agenda or any other question for consideration and report.
2. The Committee of Permanent Representatives to UN-HABITAT shall serve as the Governing Council's permanent intersessional subsidiary organs. Membership of the Committee shall be open to all Permanent Representatives of Member States of the United Nations and State Members of the specialized agencies, which are accredited to UN-HABITAT.
3. Subsidiary organs under this rule may set up such sub-committees or working groups, as they may deem necessary for the efficient conduct of their work.

### Officers

#### Rule 23

1. Subject to the provisions of paragraphs 2 of rule 18 above, subsidiary organs of the Governing Council shall elect their own officers.
2. A subsidiary organ established under rule 22 may, in addition to its Chairperson designated pursuant to paragraph 2 of rule 18, elect two Vice-Chairpersons and a Rapporteur.
3. The Committee of Permanent Representatives to UN-HABITAT shall elect a Chairperson, three Vice-Chairpersons and a Rapporteur who shall constitute the Bureau of the Committee.
4. All other subsidiary organs shall have a Chairperson and, if the subsidiary organ deems it necessary, a Rapporteur.

### Applicable rules of procedure

#### Rule 24

1. The rules of procedure of the Governing Council shall apply, *mutatis mutandis*, to all subsidiary organs, both sessional and intersessional.

2. The business of temporary intersessional subsidiary organs shall be conducted in the English language only. Records of meetings held by these organs shall also be kept in the English language only.

## **VI. THE EXECUTIVE DIRECTOR**

### Duties of the Executive Director

#### Rule 25

1. The Executive Director shall act in that capacity at all meetings of the Governing Council and of its subsidiary organs, if any, and may for this purpose designate a member of the secretariat to act as his or her representative.

2. The Executive Director shall be responsible for performing those functions in relation to the Governing Council, which he or she is required to undertake by General Assembly resolutions 32/162 and 56/206.

3. The Executive Director shall be responsible for providing and directing the staff required by the Governing Council or any subsidiary organ and for making all necessary arrangements for the Governing Council's meetings, including the preparation and distribution of documents in the working languages of the Governing Council at least six weeks in advance of the session of the Governing Council and its subsidiary organs.

4. The Executive Director shall, during the intersessional period, keep the members of the Governing Council informed of any matters that may be brought before the Governing Council for consideration.

### Duties of the secretariat

#### Rule 26

The secretariat shall ensure that statements made at meetings are interpreted; shall receive, translate and circulate the documents of the Governing Council and its subsidiary organs; shall publish and circulate the resolutions, reports and relevant documentation of the Governing Council in all working languages. It shall have the custody of the documents in the archives of the Governing Council and generally perform all other work, which the Governing Council may require.

### Statements by the secretariat

#### Rule 27

The Executive Director, or a member of the secretariat designated by him or her, may at any time, upon the invitation of the President, make either oral or provide written statements to the Governing Council concerning any matter under consideration by it.

### Statement of financial implication

#### Rule 28

1. Before any proposal involving the expenditure of United Nations funds, including funds of the United Nations Habitat and Human Settlements Foundation, is approved by the Governing Council, or by any of its subsidiary organs, the Executive Director shall prepare and provide to the

Governing Council or the subsidiary organ concerned, a statement of the financial implications of implementing the proposal.

2. The Governing Council shall take into account the estimates referred to in paragraph 1 above before adopting any proposal involving expenditure from the United Nations funds including the resources of the Foundation. If the proposal is adopted, the Governing Council shall indicate, whenever appropriate, the priority or degree of urgency which it attaches to the projects and, as the case may be, which current projects may be deferred, modified, or eliminated to ensure that the work of UN-HABITAT will be carried out in the most effective manner.

3. The Executive Director shall submit to the Governing Council at each regular session, the estimates of expenditure of UN-HABITAT for the following biennium, borne by the regular budget of the United Nations. He or she shall also submit to the Governing Council estimates of expenditure borne by the Foundation for the same biennium, in accordance with the general procedures governing the operations of the Foundation and the relevant United Nations Financial Regulations 5.10 and 9.4 and relevant financial rules as contained in ST/SGB/UNHHSF Financial Rules/3.

## **VII. LANGUAGES AND RECORDS**

### Official and working languages

#### Rule 29

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official and working languages of the Governing Council. Speeches made in any of these languages shall be interpreted into the other languages of the Governing Council.

2. Any representative of a member of the Governing Council may make a statement in any other language provided he or she arranges for interpretation of the statement into one of the official and working languages of the Governing Council. Interpretation into the other official languages by the interpreters of the secretariat may be based on the interpretation given in the first official language.

### Languages of resolutions and other formal decisions

#### Rule 30

All resolutions, recommendations, other formal decisions and reports of the Governing Council shall be made available in the official languages of the Governing Council.

### Circulation of formal decisions and reports

#### Rule 31

As soon as reasonably practicable, the resolutions, recommendations and other formal decisions of the Governing Council shall be communicated by the secretariat to all members of the Governing Council and to any other participants in the session. The printed text of such resolutions, recommendations and other formal decisions, as well as the report of the Governing Council to the General Assembly, through the Economic and Social Council, shall be distributed in all the working languages of the Governing Council after the close of the session to all Member States of the United Nations, State Members of the specialized agencies and entities, intergovernmental organizations and other entities referred to in rule 63.

### Sound recording of meeting.

#### Rule 32

Sound recordings of meetings of the Governing Council shall be made and kept by the secretariat in accordance with the applicable rules and practice of the United Nations. Such recordings may also be made of the proceedings of any subsidiary organ if the Governing Council so decides.

## **VIII. PUBLIC OR PRIVATE MEETINGS**

### General principle

#### Rule 33

Meetings of the Governing Council, its sessional committees and other subsidiary organs, shall be held in public unless the body concerned decides otherwise.

## **IX. CONDUCT OF BUSINESS**

### Quorum

#### Rule 34

The President may declare a meeting of the Governing Council open and permit the debate to proceed when representatives of at least one third of the members are present. The presence of representatives of a majority of the members of the Governing Council shall, however, be required for any decision to be taken.

### General powers of the President

#### Rule 35

1. In addition to exercising the powers conferred upon him or her elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Governing Council, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President, subject to these rules, shall have complete control of the proceedings of the Governing Council and over the maintenance of order at its meetings. He or she shall rule on points of order. He or she may propose to the Governing Council the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

2. The President in the exercise of his or her functions remains under the authority of the Governing Council.

### Speeches

#### Rule 36

1. The Governing Council shall only be addressed after the President has granted permission.
2. Debate shall be confined to the question before the Governing Council and the President may call a speaker to order if his or her remarks are not relevant to that question.
3. Subject to rules 38 and 40, the President shall call upon speakers in the order in which they signify their desire to speak.

4. At the request of the delegations concerned, the order of speakers may be altered.

#### Time-limit on speeches

##### Rule 37

With the approval of the Governing Council, the President may limit the time allowed to each speaker and the number of times each delegation may speak on any question, provided that an intervention on a procedural question shall be limited to five minutes. When a speaker has exceeded his allotted time, the President shall promptly call him or her to order.

#### Points of order

##### Rule 38

1. During the discussion of any matter, a representative of a member of the Governing Council may at any time raise a point of order, which shall be decided immediately by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the ruling of the President shall stand unless overruled by a majority of the members present and voting.

2. A representative may not, in raising a point of order, speak on the substance of the matter under discussion

#### Closing of list of speakers

##### Rule 39

In the course of a debate, the President may announce the list of speakers and, with the consent of the Governing Council, declare the list closed. When there are no more speakers, the President shall, with the consent of the Governing Council, declare the debate closed.

#### Right of reply

##### Rule 40

The right of reply shall be accorded by the President to any member of the Governing Council which requests it. Representatives should attempt, in exercising this right, to be as brief as possible and preferably to deliver their statements at the end of the meeting at which this right is requested.

#### Motions to suspend or adjourn meeting

##### Rule 41

A representative of a member of the Governing Council may at any time during the discussion of any matter move that the meeting be suspended or adjourned. The Governing Council shall, without discussion, immediately decide on such motion.

#### Motions to adjourn debate

##### Rule 42

A representative of a member of the Governing Council may at any time move that the debate on the item under discussion be adjourned. Permission to speak on the motion shall be granted only to two other representatives in favour of the motion and to two opposing it, after which the Governing Council shall immediately decide on the motion.

## Motions to close debate

### Rule 43

A representative of a member of the Governing Council may at any time move that the debate on the item under discussion be closed, whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the Governing Council shall immediately decide on the motion.

## Order of motions

### Rule 44

Subject to the right to raise a point of order under rule 38, the following motions shall have precedence in the order indicated over all other proposals and 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 proposals and substantive amendments

### Rule 45

1. Proposals and substantive amendments shall normally be submitted in writing to the Executive Director, who shall circulate copies thereof to the members of the Governing Council.

2. In principle, no such proposal or amendment shall be discussed or voted upon at any meeting of the Governing Council unless copies of it have been made available to all members of the Governing Council not later than the day preceding that in which the meeting is to be held. The Governing Council may, however, decide to waive this requirement in a particular case or cases.

## Withdrawal of proposals and motions

### Rule 46

1. A proposal or motion may be withdrawn by its sponsor at any time before voting on it has commenced or a decision on it has been taken or an amendment to it has been adopted.

2. A proposal or a motion thus withdrawn may be re-introduced by another member.

## Decisions on competence

### Rule 47

Any motion raising the issue of the competence of the Governing Council to adopt a proposal or any amendment before it shall be decided upon first before any decision is made on the proposal or amendment in question.

## Reconsideration of proposals

### Rule 48

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Governing Council so decides. Permission to speak on a motion to reconsider shall be accorded only to two representatives opposing the motion, after which it shall be put to the vote immediately.

## **X. DECISION-MAKING PROCESS**

### General principles

#### Rule 49

Subject to the provisions of rule 38 the Governing Council may decide any question without a vote and shall normally make decisions by consensus. A vote shall, however, be taken if a representative of a member of the Governing Council so requests.

### Voting rights

#### Rule 50

Each member of the Governing Council shall have one vote.

### Majority required

#### Rule 51

1. Decisions of the Governing Council taken by vote shall be made by a majority of the members present and voting. If a vote is equally divided on a matter other than an election, the proposal or amendment shall be considered rejected.

2. For the purposes of these rules, the phrase "members present and voting" refers only to members casting affirmative or negative votes and does not include members abstaining from voting.

### Method of voting

#### Rule 52

1. Except as provided in paragraph 2 of this rule and rule 58, the Governing Council shall normally vote by show of hands; any member of the Governing Council, may, however, request a roll call, which shall then be taken in the English alphabetical order of the names of members of the Governing Council, beginning with the member whose name is drawn by the President. The vote of each member participating in a roll call shall be inserted in the appropriate record of the Governing Council.

2. When the Governing Council votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll call. A member of the Governing Council may request a recorded vote, which shall, unless a member of the Governing Council requests otherwise, be taken without calling out the names of the members participating in the Governing Council.

## Conduct during voting

### Rule 53

Once the President has signalled the commencement of voting, no representative may interrupt the voting except on a point of order related to the actual process of voting.

## Explanation of vote

### Rule 54

The President may permit a member of the Governing Council to make a brief statement in explanation of his or her vote either before or after the voting on the proposal or motion being voted upon.

## Division of proposals or amendments

### Rule 55

A representative of a member of the Governing Council may move that part of a proposal or of an amendment should 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 approved shall then be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

## Decisions on amendments

### Rule 56

1. An amendment is a proposal that does no more than add to, delete from or revise part of another proposal.
2. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest 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 shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be put to the vote.

## Order of decisions on proposals

### Rule 57

1. If two or more proposals, other than amendments, relate to the same question, they shall be decided on in the order in which they were submitted, unless the Governing Council decides otherwise. The Governing Council may, after a decision on one proposal, decide whether or not to go on to consider the next proposal.
2. A motion requiring that no decision be taken on the substance of a proposal shall be decided on first before that proposal.

## Elections

### Rule 58

All elections shall be held by secret ballot unless there is an agreed candidate or slate of candidates and the Governing Council decides to proceed without taking a ballot.

### Rule 59

1. When two or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot the majority required and the largest number of votes shall be elected.
2. If the number of candidates obtaining such a majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, provided that if only one place remains to be filled the procedures in rule 60 shall be applied. The ballot shall be restricted to the unsuccessful candidates having obtained the largest number of votes in the previous ballot, but not exceeding twice the number of 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 a tie again results among more than the required number of candidates, the President shall reduce their number to that required by drawing lots.
3. When a restricted ballot (not counting a special ballot held under the conditions specified in the last sentence of paragraph 2 above) is inconclusive, the President shall decide among the remaining candidates by drawing lots.

### Rule 60

1. If, when only one elective place is to be filled, no candidate obtains in the first ballot the majority required, a second ballot shall be taken, confined to the two candidates having obtained the largest number of votes. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.
2. 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 among such candidates for the purpose of reducing their number to two; similarly, in the case of a tie among three or more candidates obtaining the largest number of votes, a special ballot shall be held. If a tie again results in the special ballot, the President shall eliminate one candidate by drawing lots, and thereafter another ballot shall be taken among all the remaining candidates. The procedure prescribed by these rules shall, if necessary, be repeated until one candidate is duly elected.

## **XI. PARTICIPATION OF NON-MEMBERS OF THE GOVERNING COUNCIL**

### States not members of the Governing Council

#### Rule 61

1. A State, which is a Member of the United Nations or a member of a specialized agency, but not a member of the Governing Council, may participate in the deliberations of the Governing Council in the capacity of observer, in all meetings referred to in rule 33.
2. An observer State shall not have the right to vote or make a procedural motion, but may submit proposals, which may be put to a decision at the request of a member of the Governing Council.

## Other United Nations bodies and the specialized agencies

### Rule 62

1. Representatives of other United Nations bodies and of the specialized agencies may participate, without the right to vote or make proposals, in the deliberations of the Governing Council on matters within the scope of their activities.
2. Such United Nations bodies and specialized agencies may circulate written statements relating to the items on the agenda of interest to them to members of the Governing Council.

## Entities, intergovernmental organizations and other entities

### Rule 63

Representatives of the entities, intergovernmental organizations and other entities accorded permanent observer status by the General Assembly and of other intergovernmental organizations designated on a continuing basis by the General Assembly or the Economic and Social Council or invited by the Governing Council may participate, without the right to vote or to make proposals, in the deliberations of the Governing Council on matters within the scope of the activities of such organizations.

## Local authorities

### Rule 64

Duly accredited representatives of local authorities, invited by the Executive Director, in consultation with their respective governments, where requested, or representing national or international associations or organizations recognized by the United Nations, may participate, as observers at public meetings, in the deliberations of the Governing Council and its subsidiary organs.

## Other Habitat Agenda partners

### Rule 65

1. Duly accredited representatives of other Habitat Agenda partners may sit as observers at public meetings of the Governing Council and its subsidiary organs.
2. Upon the invitation of the presiding officer of the body concerned and subject to the approval of that body, such observers may make oral statements on questions in which they have special competence.

## Non-governmental organizations

### Rule 66

Non-governmental organizations in consultative status with the Economic and Social Council may designate authorized representatives to sit as observers at public meetings of the Governing Council and its subsidiary organs. A non-governmental organization attending a meeting of the Governing Council may, upon the invitation of the President and with the approval of the Governing Council, make oral statements on matters within the scope of its activities.

## Written statements

### Rule 67

Written statements submitted by the designated representatives referred to in rules 61 to 66 shall be distributed by the secretariat to all delegations in the quantities and in the language in which the statements are made available to it, provided that statements submitted by the designated representatives referred to in rules 64 to 66 are related to the work of the Governing Council and are on a subject in which they have a special competence.

## **XII. SUSPENSION, AMENDMENT AND SUPPLEMENTATION OF THE RULES OF PROCEDURE**

### Suspension of rules

#### Rule 68

A rule of procedure may be temporarily suspended by the Governing Council provided that twenty-four hours' notice of the proposal for suspension has been given to members. The requirement of notice may be waived if no member of the Governing Council rejects.

### Amendment of rules

#### Rule 69

The Governing Council may, by a decision adopted by a majority of members of the Governing Council present and voting, amend any of these rules but only after it has received a report on the proposed amendment from a working group established by the Governing Council for that purpose.

## Annex

### Oral statement by the Chairman of the Working Group on Rules of Procedure of the Governing Council

This statement clarifies (i) the meaning of the phrase “recognized by the United Nations”, inserted in Rule 64, referring to “national or international associations or organizations of local authorities” and (ii) the requirement that the Secretariat highlight for all United Nations Member States the content of Rule 64 and ask if they require consultation before the Executive Director invites their respective: local authorities to a Governing Council session.

Rule 6.4, as agreed upon in the Working Group, reads as follows:

“Duly accredited representatives, of local authorities, invited by the Executive Director, in consultation with their respective governments, where requested, or representing national or international associations organizations **recognized by the United Nations**, may participate, as observers at public meetings, in the deliberations of the Governing' Council and its subsidiary bodies.”

The Working Group understands that national or international associations or organizations of local authorities may be considered to be “recognized by the United Nations” if they have been accredited to any conference or intergovernmental meeting under the auspices of the United Nations or its principal or subsidiary organs, or if they enjoy Economic and Social Council consultative status.

Furthermore, national or international associations or organizations of local authorities that meet neither of the above conditions must be approved (i.e., “recognized”) by a relevant intergovernmental organ of the United Nations. Such organs include: the UN-HABITAT Governing Council itself, the Economic and Social Council and the General Assembly. The approval of the UN-HABITAT Governing Council should be sufficient for the participation of those associations and organizations in its meetings.

The Working Group also agreed that the Executive Director will notify all Member States of the United Nations, at least six months before the next Governing Council meeting, of the provision on consultation of Governments contained in Rule 64 and ask the Member States if they require such consultation. Once a Government has indicated that it requires to be consulted, that requirement shall remain in force until withdrawn, in writing, by that Government.