RULES OF PROCEDURE OF THE UN-HABITAT ASSEMBLY

Revised May 2019

SPECIAL NOTE:
These provisions reflect the Rules of Procedure of the UN-Habitat Assembly, adopted by the UN-Habitat Assembly at its first session.
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INTRODUCTION

1. In its resolution 56/206 of 21 December 2001, the United Nations 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 based on 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. At its fifty-eighth session, by Resolution 58/227 of 23 December 2003, the United Nations General Assembly adopted the draft Rules of Procedure of the Governing Council of UN-Habitat, which came into force at the twentieth session of the Governing Council and were amended at its twenty-fifth session and came into effect during the twenty-sixth session of the Governing Council held in May 2017.

3. At its seventy second session, by Resolution 72/226 of 20 December 2017, the United Nations General Assembly requested the Chair of the UN-Habitat Committee of Permanent Representatives to establish an open-ended Working Group in Nairobi to examine different options for strengthening Member States’ oversight of UN-Habitat, including but not limited to those presented in the New Urban Agenda or a focused Executive Board, or a universal Urban Assembly, and requests the Chair of the Committee of Permanent Representatives to make available to Member States findings and recommendations of the Working Group, including any necessary adjustments to existing UN-Habitat governance and administration arising from the options presented, for the consideration and appropriate action of the General Assembly during the 73rd Session.

4. In its Report of June 2018, the Open-ended Working Group recommended, inter alia:

   i) The need to change the governance of UN-Habitat by having a governing body that should have universal intergovernmental membership and provide the political and strategic framework under which UN-Habitat shall function;

   ii) The need for a dedicated Executive Board to increase Member States’ oversight of UN-Habitat’s operations and to strengthen the accountability, transparency, efficiency and effectiveness of the programme;

5. At its seventy-third session, by Resolution 73/539 of 20 December 2018, the General Assembly endorsed the findings and recommendations on changing the governance structure of UN-Habitat and decided:

   i). To dissolve the UN-Habitat Governing Council as a subsidiary organ of the General Assembly and to replace it with the UN-Habitat Assembly, in line with the findings and recommendations of the Open-ended working Group;

   ii) That the first session of the UN-Habitat Assembly be held in May 2019, building upon the preparations already carried out for the twenty-seventh session of the Governing Council, and further decided that this shall take effect upon commencement of the first Session;

   iii) The Executive Board, after the election of its members by the UN-Habitat Assembly, shall meet for its first session in Nairobi for a duration of three days;
iv) That the Committee of Permanent Representatives to UN-Habitat shall prepare draft rules of procedure for the UN-Habitat Assembly, to be completed not later than April or May 2019, with a view to their adoption at the first session of the UN-Habitat Assembly;

6. Pursuant to this Resolution, the Committee of Permanent Representatives established a working group to prepare a draft rules of procedure for its consideration and subsequently submitted the draft Rules of Procedure to the UN-Habitat Assembly at its first session. The UN-Habitat Assembly in turn, established its own working group to review the recommendations of the Committee of Permanent Representatives. The working group of the Assembly reviewed the draft Rules and submitted the draft Rules of Procedure to the UN-Habitat Assembly.

7. After considering the draft of Rules of Procedure, the UN-Habitat Assembly, by Resolution XXXXXXXXXXX at its first session adopted the draft rules of the Assembly.

8. The Rules of Procedure of the UN-Habitat Assembly come into effect at the first session of its Assembly and read as follows:
RULES OF PROCEDURE OF THE UN-HABITAT ASSEMBLY

I. SESSIONS

Number of regular sessions

Rule 1
The UN-Habitat Assembly shall normally hold one regular session every four years.

Date of opening of regular sessions

Rule 2
1. Each regular session of the UN-Habitat Assembly shall be held, subject to the provisions of rule 3, at a date fixed by the UN-Habitat Assembly at its previous session, in such a way, if practicable, as to enable the Economic and Social Council and the General Assembly to consider the report of the UN-Habitat Assembly in the same year.

2. When setting the date for the session of the UN-Habitat Assembly in a given year the dates of meetings of other relevant bodies, including the High-level Political Forum on Sustainable Development, should be taken into account.

Rule 3
Five members of the UN-Habitat Assembly or the Executive Director UN-Habitat 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 UN-Habitat Assembly, together with appropriate observations, including financial implications, if any. If within twenty-one days of the request, a [simple] majority of the members of the UN-Habitat Assembly explicitly concur in the request, the Executive Director shall convene the UN-Habitat Assembly accordingly.

Place of regular sessions

Rule 4
Regular sessions of the UN-Habitat Assembly shall be held at the headquarters of UN-Habitat unless otherwise decided by the UN-Habitat Assembly.

Special sessions

Rule 5
1. Special sessions shall be held pursuant to a decision taken by the UN-Habitat Assembly at a regular session, or at the request of:
   a) A [simple] majority of the members of the UN-Habitat Assembly;
   b) The General Assembly;
   c) The Economic and Social Council;
   d) The President of the UN-Habitat Assembly with the concurrence of the other members of the Bureau of the UN-Habitat Assembly and in consultation with the Executive
Date of opening of special sessions

Rule 6
1. The Executive Director shall immediately inform all members of the UN-Habitat Assembly of the request, as well as the approximate cost, relevant administrative and other considerations.

2. Special sessions of the UN-Habitat Assembly 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 UN-Habitat Assembly 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 UN-Habitat Assembly to:
   
   (a) All Member States;
   
   (b) The Chairpersons of the subsidiary organs of UN-Habitat Assembly, as appropriate;
   
   (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 and other relevant stakeholders.

2. 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 UN-Habitat Assembly 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 UN-Habitat Assembly may decide to adjourn any session temporarily and resume at a later date.

II. AGENDA

Drawing up of the provisional agenda
**Rule 9**

1. The Executive Director shall submit to the UN-Habitat Assembly at each regular session the provisional agenda for the next regular session.

2. The provisional agenda are proposed by:
   
   (a) UN-Habitat Assembly;
   
   (b) The United Nations 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. Items proposed under (2) shall be accompanied by an explanatory memorandum and, if possible, by basic documents which shall be submitted to the Executive Director at least forty-nine days prior to the opening of the session.

4. The provisional agenda may include:
   
   (a) The report of the Executive Director on the work of the organization;
   
   (b) Reports of the Economic and Social Council and other subsidiary organs of the UN, as relevant;
   
   (c) All items proposed any Member State of the United Nations;
   
   (d) All items the inclusion of which have been ordered by the UN-Habitat Assembly at a previous session;
   
   (e) All items proposed by the United Nations General Assembly and the principal organs of the United Nations;
   
   (f) All items pertaining to the budget for the next financial year and the report on the report on the accounts for the last financial year;
   
   (g) All items which the Executive Director deems it necessary to put before the UN-Habitat Assembly.

5. In drawing up the provisional agenda, the Executive Director may take into account suggestions made by other appropriate United Nations bodies, the specialized agencies and any intergovernmental organization entitled to notification under rule 7. The Executive Director may also consider suggestions from the organizations referred to in rules 64, 65 and 66.

**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 UN-Habitat Assembly has considered the provisional agenda for the following session of the UN-Habitat Assembly, 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 communicate to the UN-Habitat Assembly any requests for the inclusion of the supplementary items received before the commencement of the regular session, 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. At the beginning of each regular session UN-Habitat Assembly shall adopt the agenda for that session based on the provisional agenda and any supplementary items proposed in accordance with rule 11.

2. Any authority listed in paragraph 2 of rule 9 that has proposed a supplementary item for inclusion in the agenda shall be entitled to be heard by the UN-Habitat Assembly on the inclusion of the item in the agenda for the session.

3. Unless the UN-Habitat Assembly 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 UN-Habitat Assembly not less than forty-two days in advance of the opening date of the session.

4. The UN-Habitat Assembly may allocate items among the plenary meetings of the UN-Habitat Assembly and subsidiary organs, set up in accordance with rule 22, and may refer items without preliminary debate in the UN-Habitat Assembly 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 UN-Habitat Assembly;

   (b) The Executive Director, for study and report at a subsequent session of the UN-Habitat Assembly; 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 UN-Habitat Assembly.

**Revision of the agenda**

**Rule 14**

During a regular session, the UN-Habitat Assembly may, revise its agenda for that session by adding, deleting, deferring or amending items. Only items, which the UN-Habitat Assembly 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 UN-Habitat Assembly 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, members of delegations and advisers shall be submitted to the Executive Director, if possible not less than one week before the opening of the session of the Assembly.

2. The credentials submitted under this rule shall be examined by the Bureau of the UN-Habitat Assembly, which shall report to the UN-Habitat Assembly before the commencement of the session. This rule shall not, however, prevent a member from changing its representative, alternate representatives, members of delegation or advisers subsequently, subject to proper submission and examination of credentials, where needed.

IV. UN-HABITAT ASSEMBLY BUREAU

Election

Rule 17
1. At the commencement of the first meeting of a regular session the UN-Habitat Assembly shall elect a President, eight Vice-Presidents and a Rapporteur from among its members. These officers shall constitute the Bureau of the UN-Habitat Assembly.

2. The offices of President and Rapporteur of the UN-Habitat Assembly 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 UN-Habitat Assembly shall be elected 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 UN-Habitat Assembly shall assist the President in the general conduct of the business of the UN-Habitat Assembly and carry out any tasks assigned to it by the UN-Habitat Assembly.

Terms of office

Rule 19
1. The President, Vice-Presidents and Rapporteur shall commence their terms of office at the beginning of the session at which they are elected and shall remain in office until the election
of their successors. Subject to the provisions of rule 17, they shall be eligible for re-election.

2. If the President ceases to be a representative of a member of the UN-Habitat Assembly, or is unable to perform the President’s functions, or if the State of which the President is a Representative ceases to be a member of the UN-Habitat Assembly, the Bureau shall designate one of the Vice-Presidents as Acting President, until a new President is elected by the UN-Habitat Assembly upon nomination by the State or the regional group of States to which that President belongs and for the remainder of the term.

3. If a Vice-President or the Rapporteur is unable to permanently carry out any of his or her functions, the UN-Habitat Assembly may elect a replacement upon nomination by the State or the regional group of States to which that Vice-President or Rapporteur belongs and for the remainder of the term.

**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 place.

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 shall not vote but shall designate another member of his or her delegation to vote in his or her place.

V. **SUBSIDIARY ORGANS**

**Rule 22**

**Permanent Subsidiary Organs**

1. The UN-Habitat Assembly shall have two permanent subsidiary organs, namely:

   (a) The Committee of Permanent Representatives which will be composed of all Permanent Representatives of Member States of the United Nations and State Members of the specialized agencies, which are accredited to UN-Habitat.

   (b) The Executive Board which will be composed of thirty-six (36) members elected by the UN-Habitat Assembly from among its members based on equitable geographical representation. The Executive Board shall serve for a period of four (4) years, commencing at the beginning of each regular session of the UN-Habitat Assembly.

**Sessional Subsidiary Organs**

2. The UN-Habitat Assembly may, during a session set up such other subsidiary organs, subcommittees or working groups composed of members of the UN-Habitat Assembly as it may deem necessary and refer to them any item on the agenda or any other question for consideration and report.
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. Subsidiary organs of the UN-Habitat Assembly shall elect their own officers.
2. A subsidiary organ established under rule 22 shall, 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. The status of the officers of the Executive Board shall be in accordance with its rules of procedure approved by the UN-Habitat Assembly.

**Applicable rules of procedure**

**Rule 24**
1. The rules of procedure of the UN-Habitat Assembly shall apply, *mutatis mutandis*, to all subsidiary organs that do not have their own rules of procedure. Where a subsidiary organ has its own rules of procedure approved by the UN-Habitat Assembly, the rules of procedure of the UN-Habitat Assembly shall take precedence where there is conflict or silence on any issue.
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. The Executive Board of UN-Habitat shall act in accordance with its rules of procedure as approved by the UN-Habitat Assembly.

**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 UN-Habitat Assembly and of its subsidiary organs. The Executive Director may 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 UN-Habitat Assembly, which he or she is required to undertake as Executive Director of UN-Habitat.
3. The Executive Director shall be responsible for providing and directing the staff required by the UN-Habitat Assembly or any subsidiary organ. The Executive Director shall be responsible for making all necessary arrangements for the UN-Habitat Assembly's meetings and of its subsidiary organs, including the preparation and distribution of documents in the working languages of the UN-Habitat Assembly at least forty-two days in advance of the session of the UN-Habitat Assembly and its subsidiary organs.
Duties of the Secretariat of the UN-Habitat Assembly

Rule 26
The secretariat of the UN-Habitat Assembly, under the direction of the Executive Director, shall ensure that statements made at meetings are interpreted; shall receive, translate and circulate the documents of the UN-Habitat Assembly and its subsidiary organs; shall publish and circulate the resolutions, reports and relevant documentation of the UN-Habitat Assembly in all working languages. It shall have the custody of the documents in the archives of the UN-Habitat Assembly and generally perform all other work, which the UN-Habitat Assembly may require.

Statements by the secretariat

Rule 27
The Executive Director, or a member of the secretariat designated by the Executive Director, may at any time, upon the invitation of the President, make either oral or provide written statements to the UN-Habitat Assembly or the subsidiary organs concerning any matter under consideration.

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 or having financial implications, is approved by the UN-Habitat Assembly, or by any of its subsidiary organs, the Executive Director shall prepare and circulate to all members of the UN-Habitat Assembly or the subsidiary organ concerned, the estimates and statements of the financial implications of implementing the proposal.

2. The UN-Habitat Assembly shall consider the estimates and statements 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 UN-Habitat Assembly shall indicate, whenever appropriate, the priority or degree of urgency which it attaches to it and which parts of the proposal 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 also submit to the UN-Habitat Assembly 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 UN-Habitat Assembly. Speeches made in any of these languages shall be interpreted into the other languages of the UN-Habitat Assembly.
2. Any representative of a member of the UN-Habitat Assembly 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 UN-Habitat Assembly. 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 UN-Habitat Assembly shall be made available in the official languages of the UN-Habitat Assembly.

**Circulation of formal decisions and reports**

**Rule 31**
As soon as reasonably practicable, the resolutions, recommendations and other formal decisions of the UN-Habitat Assembly shall be communicated by the secretariat to all members of the UN-Habitat Assembly 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 UN-Habitat Assembly to the General Assembly, through the Economic and Social Council, shall be distributed in all the working languages of the UN-Habitat Assembly 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.

**Rule 32**
Sound recordings of meetings of the UN-Habitat Assembly 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 UN-Habitat Assembly so decides.

**VIII. PUBLIC OR PRIVATE MEETINGS**

**General principle**

**Rule 33**
Meetings of the UN-Habitat Assembly, its sessional committees, working groups 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 UN-Habitat Assembly open and permit the debate to proceed when representatives of at least one third of the members of the UN-Habitat Assembly are present. The presence of representatives of a [simple] majority of the members of the UN-Habitat Assembly 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 the President elsewhere by these rules, the President shall declare the opening and closing of each meeting of the UN-Habitat Assembly, 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 UN-Habitat Assembly and over the maintenance of order at its meetings. The President shall rule on points of order. He or she may propose to the UN-Habitat Assembly 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 UN-Habitat Assembly.

Speeches

Rule 36
1. The UN-Habitat Assembly shall only be addressed after the President has granted permission.

2. Debate shall be confined to the question before the UN-Habitat Assembly and the President may call a speaker to order if remarks of the speaker are not relevant to the subject under discussion.

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 UN-Habitat Assembly, 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 UN-Habitat Assembly 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 [simple] 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 UN-Habitat Assembly, declare the list closed. When there are no more speakers, the President shall, with the consent of the UN-Habitat Assembly, declare the debate closed.

Right of reply

**Rule 40**
The right of reply shall be accorded by the President to any member of the UN-Habitat Assembly that 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 UN-Habitat Assembly may at any time during the discussion of any matter move that the meeting be suspended or adjourned. The UN-Habitat Assembly shall, without discussion, immediately decide on such motion.

Motions to adjourn debate

**Rule 42**
A representative of a member of the UN-Habitat Assembly 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 UN-Habitat Assembly shall immediately decide on the motion.

Motions to close debate

**Rule 43**
A representative of a member of the UN-Habitat Assembly 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 UN-Habitat Assembly 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 UN-Habitat Assembly.

2. In principle, no such proposal or amendment shall be discussed or voted upon at any meeting of the UN-Habitat Assembly unless copies of it have been made available to all members of the UN-Habitat Assembly not later than the day preceding the meeting. Subject to the approval of the UN-Habitat Assembly, the President may, however permit the discussion and consideration of proposals or amendments even though these proposals or amendments have not been circulated or have only been circulated the same day.

Withdrawal of proposals and motions

Rule 46
1. A proposal or motion may be withdrawn by its proposer at any time before voting on it has commenced provided that the motion has not been amended.

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 UN-Habitat Assembly to adopt a proposal or any amendment submitted to it shall be put to the vote before a vote is taken on the proposal or amendment in question.

Rule 48
When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the UN-Habitat Assembly 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 UN-Habitat Assembly may decide any motion or proposal without a vote and shall normally make decisions by consensus. A vote shall, however, be taken if a representative of a member of the UN-Habitat Assembly request for it.

Voting rights

Rule 50
Each member of the UN-Habitat Assembly shall have one vote.
Majority required

Rule 51
1. Decisions of the UN-Habitat Assembly taken by vote shall be made by a [simple] 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 an affirmative or negative vote and does not include members who abstain from voting.

Method of voting

Rule 52
1. The UN-Habitat Assembly shall normally vote by show of hands, but any member of the UN-Habitat Assembly may, however, request a roll call, which shall then be taken in the English alphabetical order of the names of members of the UN-Habitat Assembly, 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 relevant document of the UN-Habitat Assembly.

Explanation of vote

Rule 54
The President may permit a member of the UN-Habitat Assembly 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 UN-Habitat Assembly 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. Where no amendment is adopted, the proposal shall be put to the vote in its original form.

Order of decisions on proposals

Rule 57
1. If there are two or more proposals related to the same question they shall be decided on in the order in which they were submitted, unless the UN-Habitat Assembly decides otherwise. The UN-Habitat Assembly 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.

Rule 58
Elections
All elections shall be held by secret ballot unless otherwise decided by the UN-Habitat Assembly.

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 UN-HABITAT ASSEMBLY

Non-members of the UN-Habitat Assembly

Rule 61

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 UN-Habitat Assembly 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 UN-Habitat Assembly.

Entities, intergovernmental organizations and other entities

Rule 62

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 accredited by the UN-Habitat Assembly or invited by the UN-Habitat Assembly or upon the invitation of the President may participate, without the right to vote or to make proposals, in the deliberations of the UN-Habitat Assembly on matters within the expertise or scope of the activities of such organizations.

Local authorities

Rule 63

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 UN-Habitat Assembly and its subsidiary organs.

Other Habitat Agenda partners

Rule 64

1. Duly accredited representatives of other Habitat Agenda partners may, unless the President of the Assembly decides otherwise, sit as observers at public meetings of the UN-Habitat Assembly 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 65

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

**Rule 66**
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 UN-Habitat Assembly and are on a subject in which they have a special competence.

**XII. AMENDMENTS AND SUSPENSIONS, OF THE RULES OF PROCEDURE**

**Amendment of rules**

**Rule 69**
The UN-Habitat Assembly may, by a decision adopted by a majority of members of the UN-Habitat Assembly present and voting, amend any of these rules but only after it has received a report on the proposed amendment from a Committee or working group established by the UN-Habitat Assembly for that purpose.

**Suspension of rules**

**Rule 68**
A rule of procedure may be suspended by the UN-Habitat Assembly provided that twenty-four hours' notice of the proposal for suspension has been given to the UN-Habitat Assembly members. The requirement of notice may be waived if no member of the UN-Habitat Assembly objects.