First regular session 2019
XXX May 2019
Item 1 of the provisional agenda*
Organizational matters

Draft Rules of Procedure of the Executive Board of the
United Nations Human Settlements Programme

The draft rules of procedure of the Executive Board of the United Nations
Human Settlements Programme (UN-Habitat) as approved by the UN-Habitat
Assembly and presented to the Executive Board on XXX May 2019.

I. Sessions

Convening of sessions

Rule 1
1. The Executive Board shall meet in regular sessions two or three times a year at
such time and duration as it determines.

2. The Executive Board may meet in special sessions in addition to the regular
sessions with the agreement of a majority of the members of the Board, at the
request in writing of:

   (a) A member of the Executive Board;
   (b) The Executive Director of UN-Habitat.

* HSP/EB(Date).
3. The Executive Board may also meet in special sessions in addition to the regular sessions at the request of the General Assembly, the Economic and Social Council or the UN-Habitat Assembly.

4. When the dates for the sessions of the Executive Board are being set, the dates of meetings of the UN-Habitat Assembly and other relevant bodies, including the High-level Political Forum on Sustainable Development should be taken into account.

**Place of sessions**

**Rule 2**

The sessions of the Executive Board shall be held at the UN-Habitat Headquarters in Nairobi, unless a majority of the members of the Executive Board decide otherwise.

**Notification of sessions**

**Rule 3**

The Executive Board secretariat shall convey to Member States of the United Nations the date, place and provisional agenda of each session, at least six weeks before the commencement of each session.

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**II. Languages**

**Rule 4**

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official languages, and English, French and Spanish the working languages of the Executive Board.

2. Speeches made in an official language shall be interpreted into the other official languages.

3. A representative may speak in a language other than an official language if he or she provides for interpretation into one such language. Interpretation into the other official languages by the interpreters of the secretariat may be based on the interpretation given in the first such language.

4. All resolutions and other formal decisions of the Board shall be published in the official languages.

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**III. Agenda and documentation**

**Rule 5**

1. The Executive Board shall adopt its annual workplan at its first regular session every year. Discussion on the workplan should start no later than the last session of the Executive Board in the previous year.

2. The agenda of the session shall be adopted at the beginning of each session.

3. The Executive Board shall approve at the end of each session, on the proposal of the Executive Board secretariat, a provisional agenda for the next session.
4. The provisional agenda shall include:
   (a) All items referred to the Board by the UN-Habitat Assembly;
   (b) All items proposed by the United Nations;
   (c) All items proposed by Member States;
   (d) All items the inclusion of which has been decided by the Board at all previous sessions;
   (e) All items proposed by the Members of the Board;
   (f) All items proposed by the Executive Director;
   (g) All items required by the Rules of procedure or any other applicable rules and regulations.

5. All items referred to in paragraph 4 above shall have a direct link to UN-Habitat’s mandate, activities and field of competence.

6. Any matter within the competence of the Executive Board not included in the provisional agenda for a session may be submitted to the Board by a member or by the Executive Board secretariat; such matter will be added to the provisional agenda by decision of the Board. The Board may also decide to amend the provisional agenda or to delete an item or items from it, with due regard to any delay in the distribution of documentation that may occur.

7. The Executive Board secretariat shall advise Member States of the United Nations on the availability of official documents and conference room papers.

8. The official documentation relating to items on the provisional agenda shall be available to all Member States of the United Nations in the official languages at least four weeks before the date of the opening meeting of a session.

9. Conference room papers shall be available to all Member States of the United Nations in working languages.

10. At least two weeks before each session of the Executive Board, the Executive Board secretariat shall convene an informal open-ended meeting of the Board to provide a briefing on the matters to be covered under the items on the provisional agenda.

IV. Composition of the Executive Board

Members

Rule 6

1. The Executive Board shall consist of thirty-six (36) Member States to be elected by the UN-Habitat Assembly according to the following criteria: ten (10) seats for the African Group; eight (8) seats for the Asia-Pacific Group; four (4) seats for the Eastern-European Group; six (6) seats for the Latin America and Caribbean Group; and, eight (8) seats for the Western European Group and others.

2. The thirty-six (36) Member States of the Executive Board shall be referred to as ‘members’ of the Executive Board.

3. The members of the Executive Board shall hold office for a term of four years.

V. Representation

Rule 7

1. Each member of the Executive Board and observers shall appoint and be
represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

2. The names of representatives, alternate representatives and advisers shall be submitted to the Executive Board secretariat not less than three days before the session they are to attend.

3. In selecting their representative on the Executive Board, members shall endeavor to appoint persons qualified in the field of competence of UN-Habitat and who have the necessary experience and capacity to fulfil the administrative and executive duties of the Board. Bearing in mind the importance of continuity, each representative shall be appointed for the duration of the term of the Member State, unless exceptional circumstances warrant his or her replacement. The alternates appointed by each member of the Board, shall act in the absence of its representative in all his or her functions.

VI. Bureau

Elections

Rule 8

1. The Executive Board shall, at its first regular session each year, elect from among the representatives of all its members, taking into consideration the need to ensure equitable geographical representation, a Bureau consisting of a Chairperson two Vice-Chairpersons and a Rapporteur, who shall hold office until their successors are elected.

2. They shall, subject to the provisions herein, be eligible for re-election.

3. The seat of the Chairperson shall rotate each year to a different regional group. Each regional group shall occupy the office of the Chairperson once during a period of five years.

4. If the Chairperson cannot participate in a meeting or any part thereof, he or she shall designate one of the Vice-Chairpersons to take his or her place. Only officers of the Bureau shall chair meetings of the Executive Board.

5. If the Chairperson or any of the Vice-Chairpersons ceases to be able to carry out his or her functions or ceases to be a representative of a member of the Executive Board, he or she shall cease to hold such office and a new Chairperson or Vice-Chairperson shall be elected for the unexpired term.

6. The Chairperson or Vice-Chairperson acting as Chairperson shall preside over the meetings of the Executive Board in that capacity and not as the representative of the member by whom he or she is accredited.

7. If during a session of the Executive Board the Chairperson is unable to permanently perform his or her functions, the Bureau shall designate one of the Vice-Chairpersons as Acting Chairperson until a new Chairperson is elected by the Board upon nomination by the Member State or the regional group of States to which that member belongs and for the remainder of the term. If during a session of the Executive Board, any of the Vice-Chairpersons or the Rapporteur is unable to permanently carry out any of his or her functions, the Board may elect a replacement upon nomination by the Member State or the regional group of States to which that member belongs and for the remainder of the term.

8. If during an intersessional period of the Executive Board the Chairperson, the Vice-Chairperson or the Rapporteur resigns or is unable to exercise his or her functions, or ceases
to be a representative of a member of the Executive Board, or if the Member State of which he or she is a representative ceases to be a member of the Board, the Member State or the regional group of States to which that member belongs shall nominate a replacement for the remainder of the term. The Executive Board secretariat shall, upon receipt of the nomination, inform all members of the Board of the nomination in writing. Unless objections from a majority of the members of the Council are received by the Executive Board secretariat in writing within 15 days of the dispatch of the nomination, the nominee shall be deemed to have been duly elected.

**Functions of the Bureau**

**Rule 9**

1. The Bureau of the Executive Board shall meet on a regular basis. The primary functions of the Bureau include preparation and organization of Board meetings, facilitation of transparent decision-making and promotion of dialogue. The Bureau shall brief the Board on its deliberations and shall not have the authority to make decisions on any substantive matters.

2. As part of the preparation and organization of Executive Board meetings and in accordance with the workplan of the Board, the Bureau may, inter alia, consider issues related to the agenda of the meetings, documentation and the structure of meetings, and should help to highlight the issues and recommendations that require consideration and action by the Board.

**VII. Working groups**

**Rule 10**

1. The Executive Board may establish ad hoc working groups as and when it deems necessary. It shall define their functions and will refer to them any matters for consideration and report.

**VIII. Executive Director and Executive Board secretariat**

**Rule 11**

1. The Executive Director of UN-Habitat or his or her representative shall participate without the right to vote in the deliberations of the Executive Board.

2. The Executive Board secretariat is the focal point of UN-Habitat on Executive Board matters.

3. The Executive Board secretariat shall provide assistance and the information necessary for the Executive Board to fulfil its functions as set out in Rule 5 above and to accomplish the objectives set out in the annual workplan of the Executive Board.

4. The Executive Board secretariat shall be responsible for the arrangement of meetings of the Executive Board and the Bureau and for the preparation of reports of the sessions of the Board.

5. Before any proposal involving expenditure in excess of the approved budget is approved by the Executive Board, the Executive Board secretariat shall provide the Board with a written estimate of the cost of implementing the proposal.
IX. Public and private meetings

Rule 12
1. Meetings of the Executive Board shall be held in public unless the Executive Board decides otherwise.

X. Reports and sound recordings

Rule 13
1. Reports of the regular sessions of the Executive Board shall be translated into all the official languages of the United Nations and made available to all Member States of the United Nations after each session. The reports shall be presented for approval at the following session.

2. Subject to the approval of the UN-Habitat Assembly, sound recordings of the meetings of the Executive Board shall be made and kept by the Executive Board secretariat for four years.

XI. Conduct of business

Rule 14
1. In addition to exercising the powers conferred upon him or her elsewhere by these rules, the Chairperson shall have complete control of the proceedings of the Executive Board and over the maintenance of order of its meetings. In the exercise of his or her functions, the Chairperson remains under the authority of the Board.

2. If a document is being considered in respect of the country that is represented by the Chairperson of the Executive Board, the Chairperson shall yield the Chair to one of the Vice-Chairpersons.

3. The debates shall apply solely to the questions before the Executive Board. Unless decided otherwise, the time allowed for each speaker, for each intervention, shall be limited to five minutes.

4. The presence of representatives of a majority of the members of the Executive Board shall be required for any decision to be adopted.

5. If, in connection with the conduct of business of a meeting, any procedural question arises that is not covered in the present rules, it shall be decided upon by the Chairperson, taking into account the corresponding rules of procedure of the UN-Habitat Assembly and/or the Economic and Social Council, if applicable.

XII. Decision-making

Rule 15
1. The practice of striving for consensus in decision-making shall be encouraged.

2. In the case of a vote, the rules of procedure of the UN-Habitat Assembly shall apply.

3. Draft decisions shall be submitted by members of the Executive Board.

4. Draft decisions shall be submitted as early as possible to allow for their thorough
consideration. The Executive Board may consider draft decisions and substantive amendments as soon as practicable; however, any member of the Executive Board may request that such decisions and amendments be considered only when 24 hours have elapsed after the distribution of the text to all members in all working languages. Amendments not distributed in working languages shall be read aloud and thereby interpreted into the official languages of the United Nations.

XIII. Participation of non-members

Rule 16
1. Any Member State of the United Nations that is not a member of the Executive Board may have a representative to attend Board meetings and, based on the General Assembly resolutions 48/162 and 50/277 which, *inter alia*, call for the facilitation of the effective participation of observer Member States and observer States, may participate in its deliberations without the right to vote.

2. The Executive Board may invite, when it considers it appropriate, representatives of the United Nations Secretariat, specialized agencies, any other organizations of the United Nations system, including the international financial institutions, and the regional development banks, to participate in the deliberations, in particular, for questions that relate to their activities or those involving coordination questions.

3. The Executive Board may also invite, when it considers it appropriate, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council or accredited to the UN-Habitat Assembly to participate in its deliberations for questions that relate to their activities.

XIV. Relations with the United Nations System Chief Executives Board for Coordination

Rule 17
1. The Executive Director shall, on request, convey views of the Executive Board to the United Nations System Chief Executives Board for Coordination. The views of the Chief Executives Board, when it so requests, shall be conveyed by the Executive Director to the Executive Board, together with any comments he or she may wish to make.

XV. Amendment of rules of procedure

Rule 18
Any of these rules may be amended by a decision of the Executive Board, in accordance with rule 15 and subject to the approval of the UN-Habitat Assembly.