

INTERNATIONAL LABOUR ORGANISATION

STANDING ORDERS FOR INTERNATIONAL CONFERENCES  
OF LABOUR STATISTICIANS



GENEVA

International Labour Office  
1982

TABLE OF CONTENTS

PART I

General provisions

Articles	Pages
1.-2. Composition, date, place, agenda, etc. . . . .	1
3. Secretariat . . . . .	1

PART II

Procedure of the Conference

4. Officers of the Conference . . . . .	2
5. Duties of the Chairman . . . . .	2
6. Committees . . . . .	2
7. Admission to the sittings . . . . .	2
8. Substitutes . . . . .	2
9. Right to participate in the work of the Conference . . . . .	3
10. Languages . . . . .	3
11. Right to address the Conference . . . . .	3
12. Motions, resolutions and amendments . . . . .	3
13. Examination of resolutions by the Steering Committee . . . . .	4
14. Closure . . . . .	4
15. Voting . . . . .	5
16. Quorum . . . . .	5

# INTERNATIONAL LABOUR ORGANISATION

## STANDING ORDERS FOR INTERNATIONAL CONFERENCES OF LABOUR STATISTICIANS<sup>1</sup>

---

### PART I

#### *General provisions*

#### ARTICLE 1

1. The composition, date, place and agenda of the International Conferences of Labour Statisticians shall be as determined by the Governing Body of the International Labour Office.
2. The report and conclusions of each Conference shall be submitted to the Governing Body of the International Labour Office.
3. Each delegate to the Conference may be accompanied by one or more advisers.

#### ARTICLE 2

The Office shall prepare for each International Conference of Labour Statisticians reports adequate to facilitate an exchange of views on all the questions referred to the Conference.

#### ARTICLE 3

#### *Secretariat*

1. The secretariat of the Conference shall be appointed by the Director-General of the International Labour Office.
2. The Secretary-General of the Conference, or his representative, shall present the reports and documents prepared by the Office, assist the Chairman and the Vice-Chairmen in the exercise of their duties and may, with the permission of the Chairman, address the Conference and committees.

PART II

*Procedure of the Conference*

ARTICLE 4

*Officers of the Conference*

The Officers of the Conference shall consist of a Chairman, up to three Vice-Chairmen, and the chairmen of committees set up by the Conference.

ARTICLE 5

*Duties of the Chairman*

1. The Chairman shall declare the opening and close of the sittings. After consulting the Officers of the Conference, he shall fix the time of the sittings. Before proceeding with the agenda, he shall bring before the Conference any communication which may concern it. He shall direct the debates, maintain order, ensure the observance of the Standing Orders, accord or withdraw the right to address the Conference in accordance with the provisions of the present Standing Orders, put questions to the vote and announce the result of the vote.

2. He shall have the right to take part in the discussions and to vote, except when replaced in the Conference by a substitute, but he shall not have a casting vote.

3. The Vice-Chairmen shall preside alternately over the sittings or parts of sittings at which the Chairman cannot be present.

ARTICLE 6

*Committees*

1. The Conference shall have power to set up committees.

2. The Conference shall have a Steering Committee, consisting of the Officers of the Conference.

3. The present Standing Orders of the Conference shall apply, where appropriate, to the committees set up by the Conference.

ARTICLE 7

*Admission to the sittings*

The sittings of the Conference shall be public, unless otherwise decided. The sittings of the Steering Committee shall be private.

ARTICLE 8

*Substitutes*

1. A delegate may, by notice in writing addressed to the Chairman, appoint one of his advisers to act as his substitute.

## ARTICLE 9

*Right to participate in the work of the Conference*

1. Any adviser who has received a written authorisation for the purpose from the delegate to whom he is attached shall have the right to participate in the proceedings of the Conference but not the right to vote.

2. Representatives of official international organisations which have been invited by the Governing Body of the International Labour Office to be represented at the Conference shall have the right to participate in its proceedings but not the right to vote.

3. The Chairman may, in agreement with the Vice-Chairmen, permit representatives of non-governmental international organisations with which the ILO has established consultative relationships to make or circulate statements for the information of the Conference on questions which are being considered by it.

## ARTICLE 10

*Languages*

1. The working languages of the Conference shall be English, French and Spanish.

2. The International Labour Office shall make such arrangements for the interpretation of speeches in other languages as are necessary to meet the convenience of delegates and practicable with the facilities and staff available.

## ARTICLE 11

*Right to address the Conference*

1. No participant shall have the right to speak without having asked and obtained permission of the Chairman, who shall call upon speakers in the order in which they have signified their desire to speak.

2. The Chairman may withdraw the right to speak from any speaker whose remarks are not relevant to the subject under discussion.

## ARTICLE 12

*Motions, resolutions and amendments*

1. No motion, resolution or amendment shall be discussed unless it has been seconded.

2. (1) Motions as to procedure may be moved verbally and without previous notice. They may be moved at any time except after the Chairman has called upon a speaker and before the speaker has terminated his speech.

(2) Motions as to procedure include the following:

- (a) a motion to refer the matter back;
- (b) a motion to postpone consideration of the question;

- (e) a motion that the Conference proceed with the next item on the agenda for the sitting;
- (f) a motion to ask for the opinion of the Chairman or the secretariat of the Conference;
- (g) a motion for the closure of the discussion.

3. All resolutions and amendments other than motions as to procedure shall be submitted in writing by delegates in one of the working languages.

4. Resolutions and amendments shall be handed in to the secretariat of the Conference before 5 p.m. to enable the resolution or amendment to be discussed at a meeting to be held on the following morning, or before 11 a.m. to enable the resolution or amendment to be discussed at a meeting to be held in the afternoon of the same day.

5. The texts of resolutions and amendments shall be translated into the other working languages and distributed before discussion to all members of the Conference present at the sitting.

6. Only amendments to amendments already submitted under the conditions referred to above may be submitted during a sitting of the Conference for discussion at that sitting.

7. (1) Amendments shall be voted on before the text to which they refer.

(2) If there are several amendments to a motion or resolution, the Chairman shall determine the order in which they shall be discussed and put to the vote. If a text is amended as the result of a vote, that text as amended shall be put to the meeting for a final vote.

8. Any amendment may be withdrawn by the delegate who moved it unless an amendment to it is under discussion or has been adopted. Any amendment so withdrawn may be moved without previous notice by any other delegate entitled to take part in the discussions of the Conference.

9. Any participant may at any time draw attention to the fact that the Standing Orders are not being observed, and the Chairman shall give an immediate ruling on any question so raised.

#### ARTICLE 13

##### *Examination of resolutions by the Steering Committee*

The receivability of any resolution shall be determined in the first instance by the Steering Committee composed of the Officers of the Conference.

#### ARTICLE 14

##### *Closure*

1. Any delegate may move the closure either on a particular amendment or on the general question.

2. The Chairman shall put a motion for the closure if it is supported by at least one-fifth of the delegates present at the sitting. Before putting it to the vote, however he shall read out the names of those persons who have already signified

ARTICLE 15

*Voting*

1. Decisions shall be taken by a simple majority of the votes cast by the delegates present at the sitting.
2. The Conference shall vote by a show of hands or by a record vote.
3. If the result of a vote by a show of hands is challenged, the Chairman shall cause a record vote to be taken.
4. A record vote shall also be taken if a request to that effect is made by not less than 30 delegates present at the sitting.
5. The vote shall be recorded by the secretariat and announced by the Chairman.
6. No resolution, amendment or motion shall be adopted if an equal number of votes is cast for and against.

ARTICLE 16

*Quorum*

1. A vote is not valid if the number of votes cast for and against is less than half the total number of delegates entitled to vote.
2. Where a quorum has not been obtained in a vote by a show of hands, the Chairman may immediately take a record vote. He shall be obliged to do so if a record vote is called for by not less than 30 delegates.