



## Standing Orders questions

### Amendments to the Standing Orders of the International Labour Conference

#### III. Amendments to promote gender equality

#### IV. Amendments aimed at harmonizing different language versions and updating references

1. Following discussions in March 2008 (301st Session), the Governing Body recommended<sup>1</sup> that, in the course of amending the Standing Orders of the International Labour Conference for other purposes,<sup>2</sup> the Conference review its rules of procedure with a view to setting an example of drafting that would be consistent with the ILO's own approach to gender equality. The Governing Body also recommended amendments to harmonize different language versions of the Standing Orders.<sup>3</sup> These recommendations are included in the present document, along with proposals for a few editorial adjustments.

#### III. Amendments to promote gender equality

2. The purpose for recommending amendments aimed at promoting gender equality was to make certain that the language of the ILO rules, regulations and directives reflected the policies of the ILO affirming gender equality and the equal opportunity of men and

<sup>1</sup> GB.301/11, para. 33.

<sup>2</sup> See *Provisional Record* No. 2-1A (“*Interim provisions* concerning the verification of credentials”, and “Appointment of the members of the Credentials Committee”).

<sup>3</sup> See section IV of this document.

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women. In particular the intent was to ensure consistency with the policies underlying the ILO Action Plan for Gender Equality.<sup>4</sup>

3. In considering the decision to recommend such amendments, the Governing Body had before it an indicative list of provisions concerned in the English and French language versions.<sup>5</sup> Following a comprehensive review of all the provisions of the Standing Orders, the lists of provisions to be addressed in the English and French languages were revised, and a list for the Spanish language version was established. These lists are set forth respectively in Appendix II of the English, French and Spanish versions of this document.
4. In analysing the lists of provisions (see Appendix II), the patterns in each language to be addressed were identified along with the corresponding methods to employ in proposing amendments as described below. The resulting proposals for amendments to promote gender equality are set forth in Appendix III.
5. While some of the methods underlying the proposals are particular to each of the three languages concerned, several methods are common to the three languages and were applied to proposals for all three versions. An explanation of these methods, which were affirmed by the Governing Body in its discussion in March 2008,<sup>6</sup> follows:
  - The first method used in the English, French and Spanish versions of the Standing Orders was to identify and delete text that is no longer relevant. In particular, the Governing Body recommended deletion of the phrase in paragraph 1 of article 3 of the Standing Orders that refers to women as possible nominees for the positions of Officers of the Conference. Accordingly, the proposed deletion of the phrase “and any of whom may be women” is reflected in all three language versions of Appendix III to this document. No other such text was found in any of the three language versions.
  - The second method common to the three languages involved addressing provisions that infer, typically by use of a masculine pronoun, that certain functions are carried out only by men. Those inferences were identified and corrected by the use of several techniques, such as rephrasing the sentence or repeating the noun to which the pronoun refers.<sup>7</sup> These methods were not used when the revisions were considered to risk changing or obscuring the meaning of the provision concerned.
6. Certain methods specific to the structure of each of the three languages were also employed, drawing upon authoritative references concerning each of the languages that were available on the subject and are listed in the accompanying footnote separately in

<sup>4</sup> For the ILO Action Plan for Gender Equality, see GB.300/5 (Nov. 2007). See also GB.301/11(Rev.), para. 30 (intervention of the Government of Spain).

<sup>5</sup> See appendix to GB.301/LILS/3(Rev.).

<sup>6</sup> GB.301/11, paras 26–32.

<sup>7</sup> Rephrasing is proposed in article 1, para. 3(1); article 9, para. (b); article 13, para. 3; article 14, para. 4; article 15, para. 2(1); article 20, para. 1(3); article 23, para. 2; article 52, para. 4; article 58, para. 4; article 62, para. 1; article 63, para. 2(1); and article 72, para. 3. Replacing the pronoun with the noun to which it refers is proposed in article 13, paras 1, 2 and 3; article 14, paras 4 and 8; article 16, para. 2; article 17, para. 5(a)(i); article 19, para. 6; article 20, para. 2(2); article 24, para. 4; article 29, para. 1; article 54, para. 3; article 56, para. 6; article 68, para. 1; article 72, para. 3; and article 73.

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each language version of this document.<sup>8</sup> The language-specific methods are explained separately in the following paragraph for the English, French and Spanish versions of this document.

7. In the English version of the Standing Orders, several methods specific to the English language were used. For example, the words “Chairman”, “Vice-Chairman” and “Vice-Chairmen” referring to the Officers of the Conference were changed to “Chairperson”, “Vice-Chairperson” and “Vice-Chairpersons” respectively.<sup>9</sup> This substitution was also used for the phrase “Chairman of the Governing Body”,<sup>10</sup> which was replaced by “Chairperson of the Governing Body”, as explicitly contemplated in the Governing Body recommendation.<sup>11</sup> In addition, where the term “any” was used with a reference to “he”, “his” or “him”, plural references to “they”, “their” and “them” were used instead if the meaning of the provision remained clear and on the basis that “any” may be singular or plural in English.<sup>12</sup> In addition, the definite article “the” was used to replace masculine possessive pronouns where the context and meaning was deemed to remain clear.<sup>13</sup> For clarity, a general footnote at the start of the text notes the ILO’s commitment to gender equality, as reflected in the amendments for that purpose.

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- 8. *In light of the above, the Standing Orders Committee may wish to recommend to the Conference that it approve the amendments to the Standing Orders aimed at promoting gender equality which are proposed in Appendix III.***

<sup>8</sup> For the English language, authoritative reference was made, inter alia, to the *Manual for drafting ILO instruments*, Part 2.4.4; the *ILO House style manual*, p. 34 (“Avoiding sexist and racist language”). The Office also consulted the Council of Europe Instruction No. 33 of 1 June 1994 concerning the use of non-sexist language at the Council of Europe (26 July 1993).

<sup>9</sup> The proposal to change to Chairperson(s) or Vice-Chairperson(s), as the case may be, appears in article 16, para. 4; article 19, paras 6 and 11; article 52, para. 2; article 56, paras 8 and 9; article 57, paras 1, 2 and 4; article 59, para. 3; article 60; article 61, heading and paras 1–5; article 62, paras 1, 2 and 4; article 63, paras 2(1) and 2(2)(f), 7(2), 7(2)(b) and 9; article 64, para. 2; article 65, paras 5, 7, 9 and 11; article 66, para. 2; article 67; article 68, paras 1 and 2; and article 71, paras 1 and 2. See also article 9, para. (b) (Chairman of the Selection Committee), and article 52, para. 5 (Chairman of the electoral college).

<sup>10</sup> The substitution using “Chairperson of the Governing Body” is proposed in article 12, heading and para. 1; article 25, paras 1 and 5; article 26, para. 2; and in the “Note for Maritime Sessions of the International Labour Conference” relating to article 25, para. 5.

<sup>11</sup> See GB.301/LILS/3(Rev.), para. 21. The substitution was recommended even though the rules applicable to the Governing Body refer to “Chairman of the Governing Body” and remain to be revised.

<sup>12</sup> See, e.g., article 19, para. 14; article 26, para. 5, and article 65, para. 11.

<sup>13</sup> The article “the” or “that” replaced a possessive pronoun in proposals for article 17, para. 5(a)(i); article 19, para. 11; article 24, para. 4; article 58, para. 4; and article 64, para. 3.

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#### IV. Amendments aimed at harmonizing different language versions and updating references

9. At its 301st Session (March 2008), the Governing Body further recommended that the Conference at its 97th Session (2008) approve amendments to the Standing Orders of the Conference aimed at harmonizing different linguistic versions of the Standing Orders.<sup>14</sup> In particular, the Governing Body decided to invite the Conference to adopt an amendment to the Standing Orders aimed at harmonizing the French and English texts of article 63. In the English text of paragraph 4 of article 63, one word is simply missing. It is proposed to amend the text by adding a comma and the word “or”, which is underlined in the text below. Paragraph 4 would therefore read as follows:

Resolutions and amendments must be handed in to the secretariat of the Committee 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 the meeting to be held in the afternoon of the same day.

10. During the preparation of the documents for the Conference, another discrepancy between the French and English texts of article 2, paragraph 5, of the Standing Orders became apparent. While the French text refers to “*les personnes spécialement autorisées*”, the English version contains the expression “distinguished strangers”. The Standing Orders Committee may accordingly wish to adopt a linguistic amendment to the English version of article 2, paragraph 5, of the Standing Orders which clarifies the intent and better harmonizes with the French text. The text of paragraph 5 of article 2 could thus read as follows:

Arrangements shall be made by the Secretary-General for the accommodation at public sittings of ~~distinguished strangers~~ specifically authorized individuals and the press.

11. In another development aimed at ensuring the Standing Orders are up to date, attention is drawn to the text of article 2, paragraph 3(k), of the Standing Orders of the Conference which contains an outdated reference to the “Organization of African Unity”, now called the “African Union”. Indeed, in an analogous review of the Rules for Regional Meetings, the Governing Body decided at its 301st Session to replace the reference to the “Organization of African Unity” found in paragraph 6 (revised to 7) of article 1 of the Rules for Regional Meetings with the updated name of the organization “African Union”.<sup>15</sup> Consistently with this decision, consideration may be made to updating the text of article 2, paragraph 3(k), of the Standing Orders to replace “Organization of African Union” with the name “African Union”.

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<sup>14</sup> GB.301/LILS/3(Rev.) and GB.301/11.

<sup>15</sup> See GB.301/11, paras 17 and 25(i).

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**12. *In light of the above, the Standing Orders Committee may wish to recommend to the Conference that it approve the abovementioned amendments to the English version of article 2, paragraph 5, and article 63, paragraph 4, and to all language versions of article 2, paragraph 3(k), of the Standing Orders of the Conference.***

Geneva, 28 May 2008.

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## Appendix II

### Provisions of the English version of the Standing Orders of the International Labour Conference proposed for revision to promote gender equality

Article 1, paragraph 3(1)

Article 9, paragraph (b)

Article 12, heading and paragraph 1

Article 13, paragraphs 1, 2 and 3

Article 14, paragraphs 4 and 8

Article 15, paragraph 2(l)

Article 16, paragraphs 2 and 4

Article 17, paragraph 5(a)(i)

Article 19, paragraphs 6, 11 and 14

Article 20, paragraphs 1(3) and 2(2)

Article 23, paragraph 2

Article 24, paragraph 4

Article 25, paragraphs 1 and 5

Article 26, paragraph 2

Article 26bis, paragraph 5

Article 29, paragraph 1

Article 52, paragraphs 2, 4 and 5

Article 54, paragraph 3

Article 56, paragraphs 6, 8 and 9

Article 57, paragraphs 1, 2 and 4

Article 58, paragraph 4

Article 59, paragraph 3

Article 60

Article 61, heading and paragraphs 1, 2, 3, 4 and 5

Article 62, paragraphs 1, 2 and 4

Article 63, paragraphs 2(1), 2(2)(f), 7(2), 7(2)(b) and 9

Article 64, paragraphs 2 and 3

Article 65, paragraphs 5, 7, 9 and 11

Article 66, paragraph 2

Article 67

Article 68, paragraphs 1 and 2

Article 71, paragraphs 1 and 2

Article 72, paragraph 3

Article 73

Note for Maritime Sessions of the International Labour Conference in relation to article 25, paragraph 5.

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## Appendix III

### Amendments proposed to the English version of the Standing Orders of the International Labour Conference <sup>1</sup>

#### Text of the Standing Orders <sup>footnote</sup>

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#### ARTICLE 1

##### *Composition of the Conference*

1. The Conference consists of all the delegates duly appointed by the Members of the International Labour Organisation.
2. Each delegate may be accompanied by advisers who shall not exceed two in number for each item on the agenda of the meeting.
3. (1) In accordance with article 3 of the Constitution of the Organisation a delegate may by notice in writing addressed to the President appoint ~~one of his~~ an accompanying advisers to act as ~~his~~ substitute.
  - (2) Such notice must be addressed to the President before the sitting, unless a new question comes up for discussion in the course of the sitting.
  - (3) The notice shall specify the sitting or sittings at which the substitute will act.
  - (4) Substitutes may take part in the debates and may vote under the same conditions as delegates.

#### ARTICLE 2

##### *Right of admission to sittings of the Conference*

1. The sittings of the Conference shall be public except in cases in which it has been expressly decided to the contrary.
2. Seats in the Conference hall shall be assigned to the delegates and their advisers by the Secretary-General.
3. Apart from delegates and advisers the only persons permitted to enter the body of the hall shall be:
  - (a) ministers whose departments deal with the questions discussed by the Conference and who are not delegates or advisers;

<sup>1</sup> This appendix incorporates the proposals for revisions discussed in sections III and IV of this *Provisional Record*. The amendments proposed in Appendix I are also included in this Appendix III to the extent that they involve proposed revisions to promote gender equality. See *Provisional Record* No. 2-1A, para. 17.

<sup>Footnote</sup> The ILO is committed to promoting gender equality. Amendments to this effect were adopted at the 97th Session of the International Labour Conference (Geneva, 2008).

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- (b) representatives of official international organisations which have been invited by the Conference or the Governing Body to be represented at the Conference;
  - (c) members of the Governing Body who are not delegates or advisers;
  - (d) representatives of a state or province of a federal State who have been appointed to accompany a delegation by the Government of a Member of the Organisation;
  - (e) persons appointed as observers by a State invited to attend the Conference;
  - (f) the Director-General of the International Labour Office and the officials of the Secretariat of the Conference;
  - (g) one secretary or interpreter for each delegation;
  - (h) the secretaries of the Employers' and Workers' groups;
  - (i) persons appointed by Members of the Organisation to occupy advisers' posts which may fall vacant in their delegations;
  - (j) representatives of non-governmental international organisations with which it has been decided to establish consultative relationships and with which standing arrangements for such representation have been made and representatives of other non-governmental international organisations which have been invited by the Governing Body to be represented at the Conference;
  - (k) representatives of liberation movements recognised by the ~~Organisation of African Unity~~ African Union or the League of Arab States which have been invited by the Conference or the Governing Body to be represented at the Conference.

4. Requests from non-governmental international organisations for an invitation to be represented at the Conference shall be made in writing to the Director-General of the International Labour Office and shall reach him at least one month before the opening of the session of the Governing Body preceding the session of the Conference. Such requests shall be referred to the Governing Body for decision in accordance with criteria established by the Governing Body.

5. Arrangements shall be made by the Secretary-General for the accommodation at public sittings of ~~distinguished strangers~~ specifically authorised individuals and the press.

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## ARTICLE 9

### *Adjustments to the membership of committees*

The following rules shall apply to all committees appointed by the Conference with the exception of the Selection Committee, the Credentials Committee, the Finance Committee of Government Representatives and the Drafting Committee:

- (a) once the various committees have been established and their initial membership appointed by the Conference, it shall be for the groups to determine subsequent changes in the composition of such committees;
- (b) if a delegate who has not been nominated by ~~his~~ a group to sit on any committee, ~~he~~ may bring the matter to the notice of the Selection Committee which shall have power to place ~~him~~ the delegate on one or more committees, enlarging the number of members of such committee or committees accordingly. Any such request shall be made to the ~~Chairman~~ Chairperson of the Selection Committee;
- (c) in accordance with article 18 of the Constitution of the Organisation, the Conference may add to any committee to which these rules apply technical experts who shall have the right to take part in the discussions but not to vote.

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## ARTICLE 12

### *Reports of the ~~Chairman~~ Chairperson of the Governing Body and the Director-General*

1. During the session at the times fixed by the Selection Committee, the Conference shall discuss the report of the ~~Chairman~~ Chairperson of the Governing Body on its work and the Report of the Director-General of the International Labour Office on the subjects specified in paragraph 2 below.
2. At each session of the Conference in the first year of a biennial financial period, the Director-General shall report on programme implementation and the activities of the Organisation during the preceding financial period, together with proposals for advance planning as well as information on the steps taken by the Governing Body and the Director-General to give effect to the decisions of the Conference at its previous sessions and the results achieved. At each session preceding the beginning of a financial period, the said report shall be devoted to a social policy theme of current interest chosen by the Director-General, without prejudice to other questions on which the Conference may have requested the Director-General to report to it on an annual basis.
3. One delegate representing the Government, one delegate representing the Employers and one representing the Workers may participate in the discussion in respect of each member State, provided that a visiting minister may speak in addition to the Government delegate. No speaker may intervene in the discussion more than once.

## ARTICLE 13

### *Duties of the President*

1. The President shall declare the opening and close of the sittings. Before proceeding to the agenda, ~~he~~ the President shall bring before the Conference any communication which may concern it.
2. ~~He~~ The President shall direct the debates, maintain order, ensure the observance of the Standing Orders by such means as circumstances may demand, accord or withdraw the right to address the Conference, put questions to the vote and announce the result of the vote.
3. The President shall not take part in the debates and shall not vote. ~~If he~~ A President who is himself a delegate ~~he~~ may appoint a substitute in accordance with the provisions of article 1, paragraph 3.
4. In the absence of the President during a sitting or any part thereof one of the Vice-Presidents, taken in rotation, shall preside.
5. A Vice-President acting as President shall have the same rights and duties as the President.

## ARTICLE 14

### *Right to address the Conference*

1. No delegate shall address the Conference without having asked and obtained permission of the President.
2. Speakers shall be called upon in the order in which they have signified their desire to speak.
3. No delegate shall speak more than once upon the same motion, resolution or amendment, without the special permission of the Conference, provided that the mover of a motion, resolution or amendment shall have the right to speak twice unless the closure has been adopted in accordance with article 16.

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4. The President may require a speaker to ~~resume his seat~~ stop speaking if ~~his~~ the remarks are not relevant to the subject under discussion.

5. A delegate may at any time rise to a point of order, which shall be decided forthwith by the President.

6. Except with the special consent of the Conference, no speech, whether by a delegate, a visiting minister, an observer or a representative of an international organization, shall exceed ten minutes exclusive of the time for translation, and no speech concerning the reports of the Chairperson of the Governing Body and the Director-General referred to in article 12, paragraphs 1 and 2, shall exceed five minutes exclusive of the time for translation. The President may, after consultation with the Vice-Presidents, submit to the Conference for decision without debate a proposal to reduce the time limit for speeches on a specific topic before the opening of the discussion thereof.

7. Interruptions and audible conversations are not permitted.

8. Ministers whose departments deal with the questions discussed by the Conference and who are not delegates or advisers, members of the Governing Body who are not delegates or advisers at the Conference, and the Director-General of the International Labour Office, or ~~his~~ a representative of the Director-General, may address the Conference if invited to do so by the President.

9. Representatives of official international organisations which have been invited to be represented at the Conference may participate, without vote, in the discussions.

10. The President may, in agreement with the Vice-Presidents, permit representatives of non-governmental international organisations with which the International Labour Organisation has established consultative relationships and with which standing arrangements for representation at the Conference have been made, and representatives of other non-governmental international organisations which have been invited to be represented at the Conference, to make or circulate statements for the information of the Conference on questions which are being considered by the Conference other than administrative and financial questions. If agreement cannot be reached the matter shall be referred to the meeting for decision without discussion.

11. Persons appointed as observers by a State invited to attend the Conference may, with the permission of the President, address the Conference during the general discussions.

12. Representatives of liberation movements which have been invited to attend the Conference may, with the permission of the President, address the Conference during the discussion of the reports of the Governing Body and of the Director-General.

## ARTICLE 15

### *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 President has called upon a speaker and before the speaker has ~~terminated his speech~~ finished speaking.

(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;
- (c) a motion to adjourn the sitting;
- (d) a motion to adjourn the debate on a particular 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 President, the Secretary-General or the Legal Adviser of the Conference;
- (g) a motion for the closure of the discussion.

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3. All resolutions and amendments other than motions as to procedure must be submitted in writing in one of the official languages or in Spanish.

4. (1) No resolution relating to an item on the agenda shall, unless it be a motion as to procedure, be moved at any sitting of the Conference unless a copy has been handed in to the Secretariat of the Conference at least two days previously.

(2) Any resolution thus handed in shall be translated and circulated by the Secretariat not later than the day following that on which it was received.

5. Resolutions relating to matters not included in the agenda of the Conference shall be subject, in addition to the applicable provisions of this article, to the special rules set forth in article 17.

6. Amendments to a resolution may be moved without previous notice if a copy of the text of the amendment is handed in to the Secretariat of the Conference before the amendment is moved.

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

(2) If there are several amendments to a motion or resolution the President shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:

- (a) every motion, resolution or amendment shall be put to the vote;
- (b) amendments may be voted on either individually or against other amendments according as the President may decide, but if amendments are voted on against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;
- (c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the meeting for a final vote.

8. (1) Any amendment may be withdrawn by the person who moved it unless an amendment to it is under discussion or has been adopted.

(2) Any amendment so withdrawn may be moved without previous notice by any other member of the Conference.

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

## ARTICLE 16

### *Closure*

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

2. The President shall put a motion for the closure of the discussion if it is supported by at least 30 delegates. Before putting it to the vote, however, ~~he~~ the President shall call out the names of those delegates who had signified their wish to speak before the closure had been moved.

3. If application is made for permission to speak against the closure, it shall be accorded subject to the condition that no speaker shall be allowed to speak for more than five minutes.

4. The President shall permit each group which makes a request to that effect through its ~~Chairman~~ Chairperson to be heard on the question under discussion through one speaker appointed by the group, whether there has been a previous speaker or not representing the group.

5. Subject to the foregoing paragraphs no one shall be allowed to speak on a question after the closure has been voted.

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## ARTICLE 17

### *Resolutions relating to matters not included in an item placed on the agenda*

1. (1) Subject to paragraph 2 below, no resolution relating to a matter not included in an item placed on the agenda by the Conference or the Governing Body shall be moved at the session of the Conference preceding the beginning of a biennial financial period. Such resolutions may be moved at other sessions of the Conference provided that a copy of the resolution has been deposited with the Director-General of the International Labour Office at least 15 days before the opening of the session of the Conference, by a delegate to the Conference.

(2) Copies of all resolutions shall be available to delegates at the International Labour Office not more than 48 hours after the expiry of the time-limit laid down in the preceding subparagraph: Provided that the Director-General may decide to withhold circulation of the text of a particular resolution pending consultation of the Officers of the Governing Body.

(3) When circulation of a particular resolution has been withheld pending consultation of the Officers of the Governing Body, that resolution shall, unless the Officers decide unanimously to the contrary, be available to delegates not later than the date fixed for the opening of the session of the Conference.

2. The President may, with the approval of the three Vice-Presidents, permit a resolution relating to a matter not included in an item placed on the agenda by the Conference or the Governing Body to be moved, although it would not be otherwise receivable under paragraph 1(1), if it relates either to urgent matters or to matters of an entirely formal nature. If permission is given, the Officers shall also make a recommendation to the Conference as to the manner in which the said resolution is to be considered before submission to the Conference.

3. Subject to paragraph 2 above, all resolutions relating to matters not included in an item placed on the agenda by the Conference or the Governing Body shall be referred by the Conference for report to a Resolutions Committee unless the Conference, on the recommendation of the Selection Committee, decides that a particular resolution relates to a matter for which another committee is competent and refers it to that other committee.

4. The Resolutions Committee shall consider in respect of each resolution whether it satisfies the conditions of receivability set forth in paragraph 1.

5. The Resolutions Committee shall determine the order in which resolutions which have been declared receivable shall be examined, as follows:

- (a) After having given the author, or one of the authors, of each resolution the possibility of moving it in a speech which shall not exceed ten minutes, the Committee shall, without discussion, determine by ballot the first five resolutions to be considered, in the following manner:
  - (i) each member of the Committee shall receive a ballot paper on which the titles of all the resolutions to be considered appear, and shall indicate thereon the five resolutions which ~~he~~ the member wishes to be discussed first, ~~his~~ the first preference being marked "1", ~~his~~ the second "2", and so forth; a ballot paper which does not indicate preferences for five resolutions shall be void;
  - (ii) whenever a resolution is indicated as a first preference, it shall be allotted five points, whenever it is indicated as a second preference, four points, and so forth; resolutions for which no preference has been indicated will receive no points;
  - (iii) where the Government, Employers' or Workers' members of the Committee are entitled to cast more than one vote, to take account of the unequal representation of the group on the Committee, the total number of points secured by each resolution shall be calculated separately for each group and multiplied by the multiplier applicable to the votes of members of the group;
  - (iv) the resolution obtaining the largest number of points, as determined in accordance with clauses (ii) and (iii), shall be discussed first, the resolution obtaining the second largest number of points shall be discussed second, and so forth for five resolutions; if the

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voting results in an equal number of points for each of two or more of the first five resolutions, priority shall be decided by lot in one or more castings, as appropriate;

- (b) The Committee shall, at the beginning of its proceedings, set up a Working Party composed of three Government members, three Employers' members and three Workers' members to make recommendations as to the order in which the resolutions which were not included in the first five as a result of the procedure set forth in subparagraph (a) should be examined.

6. The Resolutions Committee shall begin its work as soon as possible after the opening of the session of the Conference, in order to enable it to complete its agenda, and shall terminate its work not later than at 6 p.m. on the last Saturday of the session. If, nevertheless, any resolution has not been considered by the Committee by the date on which it terminates its work, the Conference shall not discuss or act upon that resolution.

7. (1) If members of the Resolutions Committee having not less than one-quarter of the voting power of the Committee move that the Committee should take the view that a resolution is not within the competence of the Conference, or that its adoption is inexpedient, this preliminary question shall be determined by the Committee after hearing the author, or, where there are several, one of the authors of the resolution, not more than one speaker for and against the motion from each group, and the reply of the author or one of the authors.

(2) A recommendation by the Resolutions Committee that a resolution is not within the competence of the Conference, or that its adoption is inexpedient, shall be accompanied by a report of the discussion in the Committee and shall be put to the vote in the Conference without debate.

8. The Resolutions Committee may, after hearing the author or authors of a resolution, amend it in form or substance in such manner as it may consider desirable.

9. It shall be the special duty of the Resolutions Committee to distinguish, by appropriate drafting, resolutions the adoption of which by the Conference would involve exact legal consequences from resolutions intended for consideration by the Governing Body, governments or any other body, but not creating any legal obligation.

10. The Resolutions Committee shall submit a report to the Conference.

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## ARTICLE 19

### *Methods of voting*

1. The Conference shall vote by a show of hands, by a record vote or by secret ballot.
2. Voting shall be by a show of hands except as hereinafter provided.
3. Votes by a show of hands shall be counted by the Secretariat and the result announced by the President.
4. In case of doubt as to the result, the President may cause a record vote to be taken.
5. A record vote shall be taken in all cases in which a majority of two-thirds of the votes is required by the Constitution of the Organisation, except when the Conference is voting on the inclusion in the agenda of the following session of an item already on the agenda of the session at which the decision is taken.
6. A record vote shall be taken on any question if the request is made by show of hands of not less than 90 delegates present at the sitting, or by the ~~Chairman~~ Chairperson of a group, or by ~~his~~ a representative of the Chairperson duly appointed by notice in writing addressed to the President, whether such a request be made before or immediately after the vote by show of hands.
7. Record votes shall be taken by calling upon each delegation voting in turn in the French alphabetical order of the names of the Members of the International Labour Organisation. A further and final call shall immediately be made, in the same alphabetical order, of delegates who did not respond to the first call.
8. The vote shall be recorded by the Secretariat and announced by the President.

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9. The names of the delegates voting in a record vote shall be inserted in the verbatim report of the sitting.

10. Any vote on the election of the President shall be by secret ballot.

11. A vote by secret ballot shall also be taken on any question not covered by paragraph 5, if the request is made by show of hands of not less than 90 delegates present at the sitting or by the ~~Chairman~~ Chairperson of a group acting on behalf of ~~his~~ that group.

12. Votes by secret ballot shall be counted by the Secretariat under the direction of three returning officers nominated respectively by the Government, Employers' and Workers' groups.

13. If, on the same question, requests are made both for a record vote in pursuance of paragraph 6 of this article and for a vote by secret ballot in pursuance of paragraph 11 of this article, the vote shall be taken by secret ballot if the Conference so decides by a simple majority vote by secret ballot.

14. The President shall permit any delegates who so requests to explain ~~his~~ their votes briefly immediately after the voting except where the vote is taken by secret ballot. The President may limit the time allowed for such explanations.

15. Unless the Officers otherwise decide in special circumstances, the Conference shall vote by electronic means.

16. When the Conference votes by electronic means, paragraphs 7 and 12 above shall not apply. In the case of a vote by show of hands, the individual votes cast by the delegates shall be accessible during the sitting at which the vote is taken, but only the final result of the vote shall be announced and recorded. In the case of a record vote, the individual votes cast by the delegates shall be recorded and published and the final result of the vote shall be announced and recorded. In the case of a vote by secret ballot, the individual votes cast by the delegates shall in no case be recorded or accessible and only the final result of the vote shall be announced and recorded.

## ARTICLE 20

### *Quorum*

1. (1) In accordance with article 17 of the Constitution of the Organisation a vote is not valid if the number of votes cast for and against is less than half the number of delegates attending the Conference and entitled to vote.

(2) The number shall be provisionally fixed after the presentation of the brief report referred to in paragraph 2 of the rules of procedure concerning credentials set forth in article 26. It shall then be determined by the Credentials Committee.

(3) Any delegate who finally leaves the Conference before its termination and who gives formal notice of ~~his~~ departure to the Secretariat without authorizing an adviser to act ~~in his place~~ as a substitute shall be regarded as no longer attending the Conference for the purpose of calculating the quorum.

(4) If any delegate is not finally admitted, the number constituting the quorum shall be modified accordingly for the subsequent sittings.

2. (1) Where a quorum has not been obtained in a vote by a show of hands, the President may immediately take a record vote.

(2) ~~He~~ The President shall do so if a record vote is called for by 20 members present.

3. (1) Where a quorum has not been obtained in a vote by a show of hands or in a record vote, the President may take a record vote on the same question at one of the two next following sittings.

(2) The preceding subparagraph does not apply to a final vote for the adoption of a Convention or Recommendation.

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## ARTICLE 23

### *Verbatim reports*

1. A verbatim report shall be printed at the conclusion of each sitting by the Secretariat. There shall be included in the report any texts adopted and the results of any votes taken.
2. Any delegate who has made a speech may demand the right to revise any part of the report containing a that speech ~~which he has made~~. Speeches or parts of speeches that have not been delivered during the sitting shall not be published in the report.
3. In order that any proposed corrections may be published, they should be communicated to the Secretariat, in writing, not later than ten days after the close of the Conference.
4. The verbatim reports shall be signed by the President of the Conference and the Secretary-General.

## ARTICLE 24

### *Languages*

1. The French and English languages shall be the official languages of the Conference.
2. Speeches made in French shall be summarised in English, and vice versa, by an interpreter belonging to the Secretariat of the Conference.
3. Speeches made in Spanish shall be summarised by the official interpreters, who shall also give a summary in Spanish of speeches made in English or French.
4. A delegate may speak in another non-official language, but ~~his~~ the relevant delegation must provide for a summarised translation of ~~his~~ the speech into one of the two official languages by an interpreter attached to the delegation, unless an interpreter of the Conference for the official languages can be placed at its disposal by the Secretariat of the Conference. This summarised translation shall then be rendered in the other official language by an interpreter belonging to the Secretariat.
5. The translation and circulation of documents shall be in the hands of the Secretariat and all such documents shall appear in English, French and Spanish.

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## ARTICLE 25

1. The Conference shall be opened by the ~~Chairman~~ Chairperson of the Governing Body of the International Labour Office, assisted by the other Officers of the Governing Body. These provisional Officers shall continue to act until the President of the Conference has assumed office.
2. The first business of the Conference shall be the election of the President. The Conference shall then receive the nominations made by the groups and shall proceed to elect the three Vice-Presidents and to set up the various committees and appoint their members on the basis of proposals from the groups.
3. (1) In order to facilitate the choice of Officers of the Conference who are all of different nationalities as required by article 3, paragraph 1, of the Standing Orders, the three groups share priority of nomination for the designation of Vice-Presidents of the Conference in the rotation indicated in the following table:

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Session	1st priority Group	2nd priority Group
92nd	Employers'	Workers'
93rd	Workers'	Government
94th	Government	Employers'
95th	Employers'	Workers'
96th	Workers'	Government
97th	Government	Employers'
and so forth		

(2) If a group nominates a Vice-President of the same nationality as the Vice-President nominated by a group possessing priority of nomination, such nomination shall be void.

4. In accordance with article 4, paragraph 1, of the Standing Orders, the Government group shall nominate 28 members for the Selection Committee and the Employers' and Workers' groups shall each nominate 14 members. In none of these groups shall any Member of the Organisation have more than one member.

5. At the opening of the discussion on the Report of the Director-General, the ~~Chairman~~ Chairperson of the Governing Body shall report to the Conference on the work of the Governing Body during the preceding year.

## ARTICLE 26

### *Examination of credentials*

[1. The credentials of delegates and their advisers and of all other accredited members of the delegation of a member State shall be deposited with the International Labour Office at least 15 days before the date fixed for the opening of the session of the Conference.

2. A brief report upon these credentials shall be drawn up by the ~~Chairman~~ Chairperson of the Governing Body. It shall, with the credentials, be made available for inspection on the day before the opening of the session of the Conference and shall be published on the day of the opening of the session.

3. The Credentials Committee appointed by the Conference in pursuance of article 5 of the Standing Orders of the Conference shall consider the credentials, as well as any ~~appeal~~, objection, complaint or report concerning them.

## ARTICLE 26BIS

### *Objections*

1. An objection in pursuance of article 5, paragraph 2(a), shall not be receivable in the following cases:

- (a) if the objection is not lodged with the Secretary-General within 72 hours from 10 a.m. of the first day of the Conference, the date of publication in the *Provisional Record* of the official list of delegations which the objection to the inclusion or exclusion of the name and function of a person is submitted. on the basis of the presence of a person's name or functions on this list, or its absence. If the objection is based on a revised list, the time limit shall be reduced to 48 hours;
- (b) if the authors of the objection remain anonymous;
- (c) if the author of the objection is serving as adviser to the delegate to whose nomination objection is taken;

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(d) if the objection is based upon facts or allegations which the Conference, by a debate and a decision referring to identical facts or allegations, has already discussed and recognized to be irrelevant or devoid of substance.

2. The procedure for the determination of whether an objection is receivable shall be as follows:

- (a) the Credentials Committee shall consider in respect of each objection whether on any of the grounds set forth in paragraph 1 the objection is irreceivable;
- (b) if the Committee reaches a unanimous conclusion concerning the receivability of the objection, its decision shall be final;
- (c) if the Credentials Committee does not reach a unanimous conclusion concerning the receivability of the objection, it shall refer the matter to the Conference which shall, on being furnished with a record of the Committee's discussions and with a report setting forth the opinion of the majority and minority of its members, decide without further discussion whether the objection is receivable.

3. The Credentials Committee shall consider whether every objection deemed to be receivable is well founded and shall as a matter of urgency submit a report thereon to the Conference.

4. If the Credentials Committee or any member thereof submits a report advising that the Conference should refuse to admit any delegate or adviser, the President shall submit this proposal to the Conference for decision, and the Conference, if it deems that the delegate or adviser has not been nominated in conformity with the requirements of the Constitution, may, in accordance with paragraph 9 of article 3 thereof, refuse by two-thirds of the votes cast by the delegates present to admit the delegate or adviser. Delegates who are in favour of refusing to admit the delegate or adviser shall vote "Yes"; delegates who are opposed to refusing to admit the delegate or adviser shall vote "No".

5. Pending final decision of the question of ~~his~~ their admission, any delegate or adviser to whose nomination objection has been taken shall have the same rights as other delegates and advisers.

6. If the Credentials Committee considers unanimously that the issues raised by an objection relate to a violation of the principles of freedom of association which has not already been examined by the Governing Body's Committee on Freedom of Association, it may propose referral of the question to that Committee. The Conference shall decide, without discussion, on such proposals for referral.

7. When, in the light of the examination of an objection, the Credentials Committee unanimously considers that it is necessary to monitor the situation, it may propose this to the Conference, which shall decide, without discussion, on the proposal. If it is so decided, the Government concerned shall report on such questions that the Credentials Committee judges necessary, to the subsequent session of the Conference when it submits the delegation's credentials.]

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## ARTICLE 29

### *Notification to Member in arrears*

1. If the Director-General finds that the amount of the arrears due from a Member of the Organisation which is in arrears in the payment of its contribution to the Organisation will, in the event of no payment being received from the Member during the succeeding three months, increase so as to equal or exceed the amount of the contribution due from that Member for the two full years preceding the expiration of the said period of three months, ~~he~~ the Director-General shall send to the Member in question a communication calling its attention to the terms of article 13, paragraph 4, of the Constitution.

2. When the amount of the arrears due to the International Labour Organisation from a Member which is in arrears in the payment of its contribution to the Organisation equals or exceeds the contribution due from that Member for the preceding two full years, the Director-General shall

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notify the Member in question of this fact and call its attention to the terms of article 13, paragraph 4, of the Constitution.

3. Contributions are due on 1 January of the year to which they relate, but the year in respect of which they are due shall be regarded as a period of grace and a contribution shall be regarded as being in arrears for the purpose of this article only if it has not been paid by 31 December of the year in respect of which it is due.

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## ARTICLE 52

### *Procedure of voting*

1. Each electoral college shall vote by secret ballot.

2. The ~~Chairman~~ Chairperson of each electoral college shall ask the representative of the President of the Conference to read the list of delegates who have the right to vote. ~~Each~~ The delegates shall come forward as ~~his~~ their names ~~is~~ are called and place ~~his~~ their voting papers in the ballot box.

3. The counting of the votes shall be carried out under the direction of the representative of the President of the Conference assisted by two returning officers appointed by the electoral college from among its members. However, if an electoral college requests to vote by electronic means, the provisions of article 19, paragraph 16, concerning a vote by secret ballot shall apply.

4. No State or person shall be considered to be elected ~~unless it or he has~~ without having obtained more than half of the votes cast by the members of the electoral college present at the meeting. If after the first vote one or more seats remain to be filled, one or more further votes shall be taken as may be necessary, each member of the electoral college being entitled to vote for a number of candidates equal to the number of seats which still remain to be filled.

5. On the conclusion of the voting the ~~Chairman~~ Chairperson of the electoral college shall announce the result of the meeting and a report shall be drawn up for communication to the Conference and deposited in the archives of the International Labour Office. This report shall be signed by the ~~Chairman~~ Chairperson of the electoral college and countersigned by the representative of the President of the Conference.

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## ARTICLE 54

### *Vacancies*

1. If a State ceases, at a time when the Conference is meeting in ordinary session, to occupy one of the seats on the Governing Body reserved for the 18 States selected by the Government electoral college, the Government electoral college shall meet during the course of the session to appoint, in accordance with the procedure laid down in this section, another State to take its place.

2. If a State ceases, during an interval between sessions of the Conference, to occupy one of the seats on the Governing Body reserved for the 18 States selected by the Government electoral college, the Government group of the Governing Body shall proceed to replace it. The appointment thus made must be confirmed by the Government electoral college and communicated by it to the Conference. If such an appointment is not confirmed by the electoral college in question, a new election shall immediately be held in accordance with the relevant provisions of this section.

3. If a vacancy occurs, at any time whatsoever, owing to the decease or resignation of a Government representative, but the State concerned retains its seat on the Governing Body, the seat in question shall be occupied by the person whom the Government appoints to replace ~~him~~ that representative.

4. If a vacancy occurs among the Employer or Worker members of the Governing Body at a time when the Conference is meeting in ordinary session, the electoral college concerned shall

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assemble during the course of the session to fill the vacancy, in accordance with the procedure laid down in this section.

5. If a vacancy occurs among the Employer or Worker members of the Governing Body during an interval between sessions of the Conference, the Governing Body group concerned shall proceed freely to fill the vacancy, without being required to appoint the new member from among the deputy members of the Governing Body. The appointment thus made must be confirmed by the electoral college concerned at the next session of the Conference and communicated by it to the Conference. If such an appointment is not confirmed by the electoral college in question, a new election shall immediately be held in accordance with the provisions of this section.

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## ARTICLE 56

### *Composition of committees and right to participate in their work*

1. The Conference shall designate the Governments to be represented on each committee by Government members and shall appoint the delegates or advisers to be Employers' and Workers' members of the said committee.

2. Each Government designated in accordance with the preceding paragraph shall communicate to the secretariat of the committee the name of its regular representative and that of any substitute appointed.

3. The Employers' group and the Workers' group shall decide whether, and if so on what conditions, those of their members appointed to committees may be replaced by personal substitutes; the said groups shall inform the secretariat of the committee of their decisions.

4. When the need to maintain a balance between the groups represented on a committee does not permit the Conference to meet all requests for membership of the said committee, the Conference may designate governments who will be represented on the committee by Government deputy members nominated by them and may appoint Employers' and Workers' delegates or advisers to be Employers' and Workers' deputy members of the committee.

5. These deputy members shall have the same rights as the members of the committee except that they may vote only on the following conditions:

- (a) Government deputy members may vote when they are so authorised by a written notification to the secretariat of the committee from a Government regular member of the committee who is not voting and has not been replaced by a substitute;
- (b) Employers' and Workers' deputy members may vote in place of a regular Employers' or Workers' member on the conditions defined by their respective groups; the groups shall inform the secretariat of the committee of all decisions taken in this connection.

6. In addition to the members of the committee, any delegate or any adviser who has received a written authorisation for the purpose from the delegate to whom ~~he~~ the adviser is attached shall be entitled to be present at the meetings and shall have the full rights of the members of the committee except the right to vote.

7. Representatives of official international organisations which have been invited to be represented at the Conference shall be entitled to be present at the meetings of the committee and may participate, without vote, in the discussion.

8. The following persons shall be entitled to be present at the meetings of the committee and may participate in the discussions with the permission of the ~~Chairman~~ Chairperson:

- (a) persons appointed as observers by a State invited to attend the Conference;
- (b) technical experts appointed to the committee by the Conference as assessors in accordance with article 18 of the Constitution of the Organisation.

9. Representatives of non-governmental international organizations with which the International Labour Organization has established consultative relationships and with which

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standing arrangements for representation at the Conference have been made, and representatives of other non-governmental international organizations which the Conference, or the Selection Committee within the limits set out in article 4, paragraph 2, has invited to be represented at the committee, may be present at the meetings of the Committee. The ~~Chairman~~ Chairperson may, in agreement with the ~~Vice-Chairmen~~ Vice Chairpersons, permit such representatives to make or circulate statements for the information of the committee upon matters included in its agenda. If agreement cannot be reached the matter shall be referred to the meeting for decision without discussion. This paragraph does not apply to meetings dealing with administrative or financial matters.

10. Representatives of liberation movements which have been invited to attend the Conference and which the Conference has invited to be represented at the Committee may participate, without vote, in the discussions.

## ARTICLE 57

### *Officers of committees*

1. The first sitting of each committee shall be opened by an official of the Secretariat of the Conference appointed for the purpose by the Secretary-General. This official shall conduct the business until the ~~Chairman~~ Chairperson or a ~~Vice-Chairman~~ Vice-Chairperson has been elected.

2. Each committee shall elect a ~~Chairman~~ Chairperson and two ~~Vice-Chairmen~~ Vice-Chairpersons, chosen one from each of the three groups.

3. Each committee shall then elect from among its members one or more Reporters to present the result of its deliberations to the Conference on its behalf. Before presenting a report to the committee for its approval, the Reporter or Reporters shall submit it to the Officers of the committee.

4. The ~~Chairman~~ Chairperson, ~~Vice-Chairmen~~ Vice-Chairpersons and Reporters may be either delegates or advisers.

## ARTICLE 58

### *Languages of committees*

1. The French and English languages shall be the official languages of the committees.

2. Speeches in French shall be summarised in English and vice versa by an interpreter belonging to the Secretariat of the Conference.

3. Speeches made in Spanish shall be summarised by the official interpreters, who shall also give a summary in Spanish of speeches made in English and French.

4. A delegate may speak in another non-official language, but ~~his~~ the relevant delegation must provide for a summarised translation of ~~his~~ the speech into one of the two official languages by an interpreter attached to the delegation, unless an interpreter of the Conference for the official languages can be placed at its disposal by the Secretariat of the Conference. This summarised translation shall then be rendered in the other official language by an interpreter of the Secretariat.

5. In cases where at least one-fifth of the members of a committee taking an actual part in its work either as regular members or as substitutes declare individually and in writing that it is difficult for them to take part in the proceedings of the committee in either of the official languages or in Spanish and ask for an additional interpretation into another language with which they are conversant, the committee shall accede to that request, provided that the Secretariat of the Conference is able to supply the necessary interpreters.

6. In cases where the number of members of a committee who ask for an additional interpretation into a non-official language in the conditions laid down in the above paragraph is less than one-fifth of the number of members, the committee shall decide whether it shall accede to the

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request as an exceptional measure, and provided that the Secretariat of the Conference is able to furnish the necessary interpreters.

## ARTICLE 59

### *Committee drafting committees; subcommittees*

1. Each committee to which the Conference, in accordance with article 40 of the rules of procedure for Conventions and Recommendations, refers as a basis of discussion texts of proposed Conventions or Recommendations shall set up at an early sitting a committee drafting committee consisting of one Government delegate, one Employers' delegate and one Workers' delegate together with the Reporter or Reporters of the committee and the Legal Adviser of the Conference. In so far as may be possible the committee drafting committee shall comprise members conversant with both official languages. The committee drafting committee may be assisted by the officials of the Secretariat of the Conference attached to each committee as experts on the particular item of the agenda concerned. The committee drafting committee shall form part of the Conference Drafting Committee when any Convention or Recommendation is submitted to the Conference by the committee concerned.

2. Each committee shall have power to set up subcommittees after due notice has been given to the three groups in the committee.

3. The ~~Chairman~~ Chairperson of a committee shall be entitled to attend the meetings of the committee drafting committee and of the subcommittees set up by the committee.

## ARTICLE 60

### *Sittings*

The ~~Chairman~~ Chairperson of the committee shall fix the date and time of the sittings after consulting the ~~Vice-Chairmen~~ Vice-Chairpersons and in agreement with the Selection Committee.

## ARTICLE 61

### *Duties of the ~~Chairman~~ Chairperson*

1. The ~~Chairman~~ Chairperson shall declare the opening and close of the sittings. Before proceeding to the agenda, he shall bring before the committee any communications which may concern it.

2. The ~~Chairman~~ Chairperson shall direct the debates, maintain order, ensure the observance of the Standing Orders, accord or withdraw the right to address the committee in accordance with the provisions of the Standing Orders, put questions to the vote and announce the result of the vote.

3. The ~~Chairman~~ Chairperson shall have the right to take part in the discussions and to vote except when replaced on the committee by a substitute, but he shall not have a casting vote.

4. In the absence of a ~~Chairman~~ Chairperson during a sitting or any part thereof, the ~~Vice-Chairmen~~ Vice-Chairpersons shall preside alternately.

5. A ~~Vice-Chairman~~ Vice-Chairperson acting as ~~Chairman~~ Chairperson shall have the same rights and duties as the ~~Chairman~~ Chairperson.

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## ARTICLE 62

### *Right to address the committee*

1. No one shall be entitled to address a committee ~~unless he has asked~~ without having sought and obtained permission of the ~~Chairman~~ Chairperson, who shall call upon speakers in the order in which they have signified their desire to speak.

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

3. Except with the special consent of the committee, no speech may exceed ten minutes, exclusive of the time for the translation.

4. In the case of the Resolutions Committee the ~~Chairman~~ Chairperson may, after consultation with the two ~~Vice-Chairmen~~ Vice-Chairpersons, submit to the Committee for decision without debate a proposal to reduce the time-limit for speeches on a specific topic to five minutes.

## ARTICLE 63

### *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~~ Chairperson has called upon a speaker and before the speaker has ~~terminated his speech~~ finished speaking.

(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;
- (c) a motion to adjourn the sitting;
- (d) a motion to adjourn the debate on a particular question;
- (e) a motion that the committee proceed with the next item on the agenda for the sitting;
- (f) a motion to ask for the opinion of the ~~Chairman~~ Chairperson, the Secretariat or the Legal Adviser of the Conference;
- (g) a motion for the closure of the discussion.

3. All resolutions and amendments other than motions as to procedure must be submitted in writing in one of the official languages or Spanish.

4. Resolutions and amendments must be handed in to the secretariat of the committee 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 the meeting to be held in the afternoon of the same day.

5. The texts of resolutions and amendments shall be translated and distributed before the discussion to all members of the committee present at the sitting.

6. Only amendments to amendments already submitted under the conditions referred to above may be submitted during a sitting of a committee for discussion at that sitting. Such amendments shall be submitted in writing in one the official languages or in Spanish.

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

(2) If there are several amendments to a motion or resolution the ~~Chairman~~ Chairperson shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:

- (a) every motion, resolution or amendment shall be put to the vote;

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(b) amendments may be voted on either individually or against other amendments according as the ~~Chairman~~ Chairperson may decide, but if amendments are voted on against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;

(c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the meeting for a final vote.

8. (1) Any amendment may be withdrawn by the person who submitted it unless an amendment to it is under discussion or has been adopted.

(2) Any amendment so withdrawn may be moved without previous notice by any other person entitled to take part in the discussions of the committee.

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

## ARTICLE 64

### *Closure*

1. Any member of a committee may move the closure either on a particular amendment or on the general question.

2. The ~~Chairman~~ Chairperson shall put a motion for the closure if it is supported by at least one-fifth of the members of the committee present at the sitting. Before putting it to the vote, however, he shall read out the names of those persons who have already signified their wish to speak and they shall still have the right to speak after the closure has been voted.

3. If application is made for permission to speak against the closure, it shall be accorded to one speaker from each group. If the closure is voted, one member from each group, no member of which has already signified ~~his~~ the wish to speak under the conditions provided for in the preceding paragraph, may speak on the question under discussion.

4. In the case of the Resolutions Committee only the sponsor of the motion, resolution or amendment under discussion, or one of the sponsors if there were several, shall have the right to speak on the question under discussion after the closure has been voted.

## ARTICLE 65

### *Method of voting*

1. Subject to article 40, paragraph 2, of these Standing Orders, decisions shall be taken by a simple majority of the votes cast by the members of the committee present at the sitting.

2. Each member of the committee shall, except in the cases provided for in paragraphs 3 and 4 of this article, be entitled to cast one vote.

3. If the Conference has appointed to a committee twice as many Government members as Employers' or Workers' members,<sup>2</sup> each Government member shall be entitled to cast one vote and each Employers' or Workers' member shall be entitled to cast two votes.

4. If the Conference has appointed to a committee one-and-a-half times as many Government members as Employers' or Workers' members, each Government member shall be entitled to cast two votes and each Employers' or Workers' member shall be entitled to cast three votes.

5. Any vote on the election of the ~~Chairman~~ Chairperson shall be by secret ballot.

<sup>2</sup> ...

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6. Committees shall vote by a show of hands or by a record vote.
  7. If the result of a vote by a show of hands is challenged, the ~~Chairman~~ Chairperson shall cause a record vote to be taken.
  8. A record vote shall also be taken if requested by show of hands by at least one-fifth of the members present at the sitting, whether such request be made before or immediately after the vote by show of hands.
  9. The vote shall be recorded by the secretariat and announced by the ~~Chairman~~ Chairperson.
  10. No resolution, amendment or motion shall be adopted if an equal number of votes are cast for and against.
  11. The ~~Chairman~~ Chairperson shall permit any members of the committee who so requests to explain ~~his~~ their vote briefly immediately after the voting. The ~~Chairman~~ Chairperson may limit the time allowed for such explanations.

## ARTICLE 66

### *Quorum*

1. A vote is not valid if the number of votes cast for and against is less than two-fifths of the total voting power.
2. Where a quorum has not been obtained in a vote by show of hands, the ~~Chairman~~ Chairperson may immediately take a record vote. ~~He~~ The Chairperson shall be obliged to do so if a record vote is called for by not less than one-fifth of the members of the committee present at the sitting.

## ARTICLE 67

### *Amendments to text submitted by committee drafting committee*

Amendments to a text submitted to a committee by its drafting committee may be admitted by the ~~Chairman~~ Chairperson after consultation with the ~~Vice-Chairmen~~ Vice-Chairpersons.

## ARTICLE 68

### *Secretariat*

1. The Secretary-General of the Conference or ~~his~~ a representatives of the Secretary-General may, with the permission of the ~~Chairman~~ Chairperson, address committees, subcommittees or committee drafting committees.
2. The Secretary-General shall appoint an official of the Secretariat of the Conference to act as Secretary to each committee. This official will be required to undertake such additional duties as may be decided upon by the committee or the ~~Chairman~~ Chairperson.

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## ARTICLE 71

### *Officers of groups*

1. At its first meeting each group shall elect a ~~Chairman~~ Chairperson, at least one ~~Vice-Chairman~~ Vice-Chairperson and a Secretary.

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2. The ~~Chairman~~ Chairperson and the ~~Vice-Chairman~~ Vice-Chairperson or ~~Vice Chairmen~~ Vice-Chairpersons shall be selected from among the delegates and advisers constituting the group; the Secretary may be elected from among persons outside the group.

## ARTICLE 72

### *Official meetings*

1. Each group shall hold official meetings for the transaction of the following business, in accordance with the Conference Standing Orders:

- (a) the nomination of a Vice-President of the Conference;
- (b) the nomination of members of the Selection Committee;
- (c) the nomination of members for other committees;
- (d) elections for the Governing Body;
- (e) any other matters referred to groups by the Selection Committee or by the Conference.

2. At the first official meeting of each group, a representative of the Secretariat shall be present, if the group so desires, to inform the group as to procedure.

3. At official meetings only delegates shall vote, provided always that a delegate may, by notice in writing to the President, appoint ~~one of his advisers~~ an accompanying adviser to act as his substitute, if ~~he himself~~ the delegate is unable to be present, in accordance with the provisions concerning the meetings of the Conference contained in article 1, paragraph 3, of these Standing Orders.

4. The Secretary of each group shall report forthwith to the Officers of the Conference the results of all official meetings.

## ARTICLE 73

### *Procedure of voting at elections*

The President of the Conference or a person nominated by ~~him~~ the President shall direct the actual procedure of voting in elections required for the appointment of Vice-Presidents of the Conference, members of committees, and members of the Governing Body; ~~he~~ the President shall convoke in due time the delegates who have a right to vote, shall see that the votes are regularly counted and shall communicate to the Conference the results of the election.

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NOTE FOR MARITIME SESSIONS  
OF THE INTERNATIONAL LABOUR CONFERENCE

The above Standing Orders apply to all sessions of the International Labour Conference. However, their application to maritime sessions of the Conference is subject to the adjustments set out below:

*Articles 7, 7bis and 11bis* of the Standing Orders are not applicable.

*Article 12, paragraph 2*: The Report of the Director-General deals with the activities of the Organisation in the maritime sector and recent developments affecting that sector.

*Article 17, paragraph 1(1)*: The first sentence of this paragraph does not apply to maritime sessions.

*Article 17, paragraph 6*: The time for completion of the work of the Resolutions Committee may have to be fixed by the Conference on the recommendation of the Selection Committee, having regard to the date fixed for the closing of the session.

*Article 25, paragraph 5*: The ~~Chairman~~ Chairperson of the Governing Body reports to the Conference on work in the maritime sector since the last maritime session of the Conference.

*Articles 27-28* (Admission of new Members) are not applicable.

*Article 31* is not applicable.

*Articles 48-54* (Governing Body elections) are not applicable.



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