

Chair directs the debates, maintains order, ensures observance of the Standing Orders and puts questions to the vote when the committee does not adopt a proposal by consensus or by accepting a clear majority view ¹ .								Art. 61(2)
COMPOSITION (Conference designates Governments and appoints delegates or advisers as Employers' and Workers' Regular & deputy members of the Committee)								Art. 56
Right to:	Speak	AMDs	Vote		Speak	AMDs	Vote	
Regular Members	YES	YES	YES, unless right to vote lost ²	Reps. of IGOs	YES	NO	NO	
Deputy Members	YES	YES	Only in replacement of above	Reps of NGOs	With Officers' permission	NO	NO	
Substitute Members	Same rights as members to whom they substitute			Observers from non-member States	With Chair's permission	NO	NO	
Delegates or Advisers non-members	YES	YES	NO	Reps. of Nat. Liberation Movements	YES	NO	NO	
MOTION as to PROCEDURE (needs to be seconded according to Art. 63(1))								Art. 63(2)
Can be moved VERBALLY without previous notice AT ANY TIME except after chair has called upon a speaker & before speaker has finished speaking. Motions to (but not exclusively): - Refer the matter back to the plenary - Postpone consideration of question - Adjourn debate on a particular question or the sitting itself - Proceed with next item on the agenda of the committee - Ask opinion of the Chair, the Secretariat or the Legal Adviser Motions take precedence over ALL other matters under consideration EXCEPT points of orders. They must be discussed and decided on before proceeding with any other business.								
MOTION for CLOSURE (Needs to be supported by 1/5 th of members present at sitting) – It is a motion as to procedure (Art. 63(2)(g))								Art 64
ANY member may move the closure of the discussion either on a particular amendment or on the general question (e.g. if he/she considers that it has lasted too long) - Chair ensures 1/5th (if needed by show of hands) of the members of the committee PRESENT AT THE SITTING support the motion. This is normally done by show of hands and weighting coefficients do not apply. If either one of the Vice-Chairs move the motion, it normally³ means that it is supported by 1/5th of the members. - Chair puts motion for closure to the vote BEFORE Vote takes place: - Chair reads out names of speakers already on list → they will still have the right to speak after closure has been voted - On request, Chair allows ONE speaker per group to oppose the closure IF CLOSURE is VOTED: - Speakers on the list may now speak on substance of the question - ONE member of any group may also speak if no other member of this group was already on speakers list								
POINT of ORDER (Drawing attention to the fact that the Standing Orders are not being observed)				(T sign with hands)				Art. 63(9)
ANY member may AT ANY TIME raise a point of order. May interrupt a speaker. - Chair MUST give an immediate an final ruling. POINTS of ORDER are NOT VOTED upon. Allowed DURING a VOTE ONLY IF it concerns irregularity in the voting process itself. If there is no irregularity, Chair explains that rules have been followed and that the vote should proceed. Normally means that: - Members consider that speaker has deviated from the subject - Can indicate that some previous decision of the committee is not being observed - There is need for maintaining order in the room								

¹ Chair will sometimes ask the Governments to express their preference through a “straw poll”. This is not a formal vote, but simply an indication of whether there is a clear majority view among Governments when Employers and Workers disagree

² 1) Member State is in arrear of contributions: all delegates lose their right to vote 2) Incomplete delegation: either worker or employer has not been nominated, the other is deprived the right to vote

³ As weighting coefficients do not apply, if for example the composition of the committee is Governments: 106, Workers:26, Employers: 25 → 1/5th would be 32. In this case, even if all employer members (or worker members) are present in the room at the sitting, **they do not represent 1/5th as a group.**

VOTES by SHOW of HANDS & Record VOTES (<i>process, once started⁴, can only be interrupted by a POINT of ORDER linked to irregularity in voting process</i>)	
Typically votes are taken by SHOW of HANDS - VOTES conducted by Secretariat - RESULTS announced by the Chair - DECISIONS are taken by SIMPLE MAJORITY except if otherwise provided⁵ - A vote is NOT VALID if the total number of votes FOR and AGAINST < 2/5th of total voting power (QUORUM which is determined on a daily basis) - If equal number of vote casts FOR and AGAINST → proposal is NOT adopted RECORD VOTES Taken at the Chair's initiative when: - The results of a SHOW of HANDS is doubtful - The quorum has not been obtained in a SHOW of HANDS At the request of Members: - If requested by SHOW of HANDS by at least 1/5th of the members PRESENT AT THE SITTING (coefficients do not apply). - This request can be made BEFORE or IMMEDIATELY AFTER a vote by SHOW of HANDS When the result of a vote by SHOW of HANDS is CHALLENGED by a member - Standing Orders silent on conditions for this type of request - Suggests that request should be corroborated by stating some valid reason to doubt the previous result (majority narrow, subject of vote not clear, confusion in the voting process, specific allegations of fraud) - Chair can decide whether the request is acceptable and can overrule it on the ground that the result was clear (challenging obviously made in bad faith) BUT : member can still invoke Art 65(8) Chair permits any member to explain its vote briefly IMMEDIATELY after the voting and may limit the time allowed for such explanations.	Art. 65(1) Art. 66(1) Art. 65(10) Art. 66(2) Art. 65(7) Art. 65(8) Art 65(11)
AMENDMENTS (<i>handed into Secretariat in writing, translated by Secretariat, available at next sitting in EFS</i>)	Art. 63(3,4,5)
→ Chair determines ORDER in which they will be discussed (<i>sequencing</i>) and put to vote → Each amendment must be seconded unless already has more than one proponent Author(s) introduces amendment A sub-amendment can be moved orally (if simple enough) and in any case without notice. MAKE SURE it IS a valid⁶ sub-amendment. MUST be decided upon before the amendment to which it refers (if necessary by vote) EACH AMENDMENT (as sub-amended) MUST be put to a vote if not adopted by consensus or withdrawn - Amendments can be voted against each other⁷: - Members are first called upon to vote only FOR one or the other - Total n° of votes in favor of BOTH amendments MUST EXCEED the quorum (if not, both are rejected, but Art. 66(2) allows in this case the Chair to take a record vote, and obliges him to do so if required by 1/5th of the members present at the sitting) - The one receiving the HIGHEST number of votes is then put to the vote for adoption in the usual manner - An amendment may be withdrawn AT ANY TIME by its author UNLESS: - It has already been adopted - A sub-amendment to it is under discussion or has been adopted A withdrawn amendment CAN BE RE-SUBMITTED WITHOUT NOTICE by another member of the committee → When all amendments to a particular article or paragraph have been considered, the article or paragraph, as amended, MUST BE PUT to the committee for adoption → When all articles or paragraphs have been considered, the entire instrument as amended MUST BE PUT to the committee for adoption (annex to the report)	Art.63.7(2) Art. 63.1 Art 63.6 Art. 63.7(b) Art 63.8(1) 63.8(2)

⁴ The time at which the process is effectively started is once the Chair has declared the vote as "open".

⁵ e.g. Art. 40(2) → 2/3rds majority if committee proposes a Convention in place or in addition to a Recommendation)

⁶ Non-valid = e.g. note related to the subject of the amendment, or addressing a totally new matter, which should be done through an autonomous amendment

⁷ In some cases, where amendments proposed are mutually contradictory or exclusive.