

**RULES OF PROCEDURE OF THE GENERAL ASSEMBLY  
OF THE ASIA-PACIFIC TELECOMMUNITY**

*Rule and Regulation 1 (GA-14, Bangkok, 2017, Rev.1)*

***Preamble***

1. The Rules of Procedure of the General Assembly was adopted pursuant to Article 8, of the Constitution of the Asia-Pacific Telecommunity.
2. Should situations not provided for in these rules arise the appropriate provisions of the Constitution shall be applied and where the Constitution is silent, the General Assembly shall adopt such rules as may be appropriate in the circumstances.

**CHAPTER I Sessions**

***Rule 1***

1. The Secretary General shall at least three months before the commencement of an ordinary session notify the Members, Associate Members and Affiliate Members of the opening date of the session and of the provisional agenda.
2. Documents for the session shall be distributed at least six weeks prior to the opening of the session.
3. Under the instruction of the President, the Secretary General shall arrange in conformity with Article 8 paragraph 5 of the Constitution for extra-ordinary sessions to be held as soon as possible but not sooner than 45 days after the date on which a request has been received.
4. Each session of the General Assembly shall comprise of several meetings.

***Rule 2***

1. Where necessary and with the concurrence of the President, the Secretary General may invite appropriate United Nations bodies and specialized agencies to participate in the General Assembly in an advisory capacity on the basis of reciprocity.
2. Where necessary and with the concurrence of the President, the Secretary General may also invite other appropriate international and regional organizations to participate as observers in matters the Telecommunity considers are of concern to them.

***Rule 3***

At the meetings of the General Assembly, delegations of the Members and Associate Members of the Telecommunity shall each be seated as a group in the alphabetical order of the English names of the Members and Associate Members represented. The seating for Affiliate Members may be arranged to be as close as possible to the delegations of their respective Members or Associate Members.

***Rule 4***

Subject to Rule 2, all meetings of the General Assembly shall be held in private with the exception of the formal opening and closing, unless the General Assembly decides otherwise.

**Rule 5**

The provisional agenda for each session shall be drawn up by the Secretary General in consultation with the President.

**Rule 6**

The provisional agenda for any ordinary session shall include, but not limited to:

- (a) Election of a President and two Vice-Presidents of the Telecommunity;
- (b) Adoption of the agenda;
- (c) Report of the Management Committee on the activities of the Asia-Pacific Telecommunity;
- (d) Items arising from the previous session of the General Assembly as appropriate;
- (e) Items proposed by the Management Committee as appropriate;
- (f) Limits of annual expenditure provided for in the General Budget or in Special Budgets until the next ordinary session of the General Assembly;
- (g) Electing the Secretary General and the Deputy Secretary General and when necessary, defining the terms and conditions of their employment;
- (h) Referring matters to the Management Committee and delegating such powers to it as may be required to deal with such matters;
- (i) Any other items proposed by the Members and the Associate Members of the Telecommunity;
- (j) Any other items which the President or the Secretary General sees fit to include;
- (k) Place and date of the next ordinary session.

**Rule 7**

The agenda of an extra-ordinary session shall comprise only items submitted for consideration in the request for convening the extra-ordinary session.

**Rule 8**

The General Assembly may amend the agenda at any time.

**CHAPTER II Representation and Credentials**

**Rule 9**

Each Member and Associate Member at the General Assembly shall be represented by an accredited representative. For participation in the General Assembly, representatives should be authorized by a letter of credentials signed by a competent Government authority.

***Rule 10***

A representative may be accompanied to the session of the General Assembly by alternate representatives/advisers and, when absent, the representative may be replaced by an alternate representative.

***Rule 11***

The credentials of each representative to the General Assembly, together with the designation of alternate representatives, shall be deposited with the Secretary General without delay.

***Rule 12***

The President and the two Vice-Presidents shall examine the credentials and report to the General Assembly.

**CHAPTER III Secretariat**

***Rule 13***

In the event that the Secretary General is unable to attend any of the meetings, he may nominate the Deputy Secretary General or any member of the staff to take his place.

***Rule 14***

The Secretary General or his representative may at any meeting make either oral or written statements concerning any question under consideration.

**CHAPTER IV Conduct of Business**

***Rule 15***

1. The President shall organize the work of the General Assembly and shall act as its Chairman. In the absence of the President, the General Assembly shall select one of the Vice-Presidents to act as its Chairman. In the interval between General Assemblies, the President may be called upon to take the necessary measures for the convening of extraordinary sessions.
2. The Chairman, in addition to any other prerogatives conferred under these rules of procedure, shall open and close the meetings of the Assembly, direct the deliberations, ensure that the rules of procedure are applied, give the floor to speakers, put questions to the vote, and announce the decisions adopted.
3. The Chairman shall be responsible for the general direction of all the work of the Assembly, shall ensure that order is maintained at meetings and shall be empowered to rule on motions of order and points of order and, in particular, to propose that discussion on a question be postponed or closed, or that a meeting be suspended or closed, or that a meeting be suspended or adjourned. The Chairman may also decide to postpone the convening of a meeting should it be considered necessary.
4. It shall be the duty of the Chairman to protect the right of each delegation to express its opinion freely and fully on the point at issue.

5. The Chairman shall ensure that discussion is limited to the point at issue, and he may interrupt any speaker who departs therefrom and request such speaker to confine his or her remarks to the subject under discussion.

***Rule 16***

Any Member who wishes to introduce a new proposal during the session should provide a written proposal to the meeting through the Secretary General at least 24 hours before the discussion, unless the General Assembly decides otherwise.

***Rule 17***

During the discussions on any matter, a Member may, when it thinks fit, submit a motion of order or raise a point of order which shall at once be settled by the Chairman in accordance with these rules of procedure. Any Member may appeal against the Chairman's ruling, which shall, however, stand unless a majority of the Members present and voting are against it.

***Rule 18***

A Member submitting a motion of order shall not, during its speech, discuss the substance of the matter in question.

***Rule 19***

The motions and points of order mentioned in rule 17 and rule 18 shall be dealt with in the following order:

- (a) Any point of order regarding the application of these rules of procedure;
- (b) Suspension of a meeting;
- (c) Adjournment of a meeting;
- (d) Postponement of debate on the matter under discussion;
- (e) Closure of debate on the matter under discussion.

***Rule 20***

During the discussion of any matter, a Member may move that the meeting be suspended or adjourned, giving reasons for its proposal. If the proposal is seconded, the opportunity shall be given to two Members to oppose the suspension of adjournment and solely for that purpose, after which the motion shall be put to the vote.

***Rule 21***

During the discussion of any matter, a Member may move the postponement for a stated period of the debate on the item under discussion. In addition to the proposer of the motion, one Member may speak in favour and two against the motion, after which the motion shall be put to the vote.

***Rule 22***

A Member may at any time move that the discussion on the point of issue be closed. In such cases the floor may be given to not more than two Members opposing the motion, after which the motion shall be put to the vote.

***Rule 23***

The General Assembly may, if necessary, limit the time allowed to each speaker. As regards questions of procedure, the Chairman may limit the time allowed for a speech to a maximum of five minutes.

***Rule 24***

The author of a motion may withdraw it before it is put to a vote. Any motion, whether it be amended or not, which has been withdrawn from debate, may be resubmitted or taken up by the author of the amendment or by another Member.

**CHAPTER V Quorum**

***Rule 25***

A quorum for a meeting of the General Assembly shall consist of the accredited representatives of a simple majority of the Members of the Telecommunity.

**CHAPTER VI Voting**

***Rule 26***

As a general rule, the General Assembly shall endeavour to reach decisions which take into account the views expressed by all Members so that it is unnecessary to take a vote.

***Rule 27***

If, however, agreement is not reached on a proposal, a vote shall be taken, the results of which shall be recorded in the summary record of the meeting.

***Rule 28***

1. Voting shall normally take place by a show of hands.
2. At the request of one or more of the representative present, a roll-call vote shall be taken.
3. In case of more than one contestant for election, voting shall be by secret ballot.
4. At the request of a representative, supported by at least two other representatives, voting shall be by secret ballot. The necessary steps shall then be taken to ensure the secrecy of the vote.

***Rule 29***

In the decisions of the General Assembly where Chairman is unable to discern a consensus on any matter, decisions shall be made by a simple majority of Members present and voting with the exception of decisions on financial matters, or other matters that, under the Constitution, require a two-thirds majority of the Members present and voting. In case of a tie, the proposals shall be considered rejected. In computing a majority, abstentions shall not be taken into account.

***Rule 30***

Any matter which has been voted upon or otherwise formally dealt with by the General Assembly may not be reconsidered at the same session unless the majority of Members decide otherwise.

***Rule 31***

A Member may give to another Member an authority to cast its vote at any or all meetings at which it is unable to be present. In such a case the Member shall in good time so notify the President. However, a Member may not exercise more than one proxy vote.

**CHAPTER VII Summary Records**

***Rule 32***

A summary record of the session of the General Assembly shall be prepared by the Secretariat and shall be submitted for adoption by the General Assembly before the conclusion of the session. Where unavoidable, the draft summary record of the session which could not be so adopted should be sent to Members and Associate Members at the earliest possible date after the General Assembly for comments and adoption by consensus ad referendum. Such draft summary record will also be sent to Affiliate Members who should submit comments, if any, through their respective Members or Associate Members.

***Rule 33***

Any representative shall have the right to require the insertion in the summary record of any statements he or she has made during the debates either fully or in summary. In such an event, however, the representative should announce his or her intention in this respect at the meeting and must hand in the text to the Secretary General without delay after the end of the meeting. It is expected that this right shall be used in all cases with discretion.

**CHAPTER VIII Amendments**

***Rule 34***

These rules may be revised or amended as the need arises in accordance with the Constitution.