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RULES OF PROCEDURE
OF
THE ISLAMIC ORGANISATION FOR FOOD SECURITY
(IOFS)

ASTANA, REPUBLIC OF KAZAKHSTAN
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19-21 JUMADA AL-AKHIR 1437H



RULES OF PROCEDURE OF THE ISLAMIC ORGANISATION FOR FOOD SECURITY (IOFS)

RULE: 1 DEFINITIONS

1. These rules shall be called Rules of Procedure of the Islamic Organization for Food Security and shall govern procedures for its convening and functioning.
2. These Rules shall apply to other IOFS meetings, unless governed by their own rules adopted by the General Assembly.
3. In these rules, the terms below shall be interpreted as follows:

ORGANIZATION: The Islamic Organization for Food Security (IOFS)

MEMBER STATES: The Member States of the IOFS, in accordance with Article 5 of the Statute

STATUTE: The Statute of the IOFS

DIRECTOR GENERAL: The Director General of the IOFS Secretariat

GENERAL ASSEMBLY: The General Assembly of the IOFS

THE SECRETARIAT: The Secretariat of the Islamic Organization for Food Security

MEMBERS PRESENT AND VOTING: Member States present and casting an affirmative or negative vote. Member States which abstain from voting are considered as not voting.

SIMPLE MAJORITY: is represented by half of the votes of Members Present and Voting + 1

ABSOLUTE MAJORITY: is represented by half of the votes of Member States + 1

RULE: 2 CONVENING OF THE GENERAL ASSEMBLY

1. The General Assembly shall be convened annually in an ordinary session in accordance with the Article 10 of the Statute.
2. In coordination with the host State, the Director General shall notify the Member States of the date of convening the General Assembly at least three (3) months in advance, and sends out invitations.
3. The Member States shall submit to the Secretariat the list of their participating delegations.
4. In case of the General Assembly's decision to convene the General Assembly in the state other than Kazakhstan and the host state is unable to host the General Assembly, the Director General shall inform Member States accordingly. The Director General, in consultation with the Member States, may propose a new venue, preferably from the same geographic group. Otherwise the General Assembly shall be convened at the Secretariat headquarters, in Astana, on the same date originally determined by the General Assembly or close by, in consultation and coordination with the Government of the Republic of Kazakhstan.
5. The host country may request the postponement of the General Assembly meeting for a reasonable period in case of particular circumstances occurring after the General Assembly's decision. On such an occasion, the Director General shall, in consultation with the Member States, set a new date for the General Assembly meeting, unless objected to by two thirds of the Member States.

RULE: 3 QUORUM

1. Two thirds (2/3) of the Member States shall constitute the quorum for the meetings of the IOFS. Before the start of the proceedings, the Chairman shall announce the presence of a quorum.
2. The quorum is not required for open-ended expert meetings, provided that invitations are sent with sufficient time prior to the date of the meeting.

RULE: 4 OPEN AND CLOSED SESSIONS

General Assembly sessions, with exception to the opening and closing sessions, shall be held off *camera*. However, the General Assembly may decide, by consensus, or failing such consensus, by a two-thirds of Members Present and Voting, to hold all or part of its proceedings in open sessions.

RULE: 5 EXTRAORDINARY MEETINGS

1. The General Assembly shall meet in an extraordinary session at the request of five Member States subject to the agreement of two-third Member States of the Organisation.

2. The Director General shall inform the Member States of the date of the extraordinary meeting at least one (1) week in advance, unless otherwise decided by two-third Member States of the Organisation.

RULE: 6 – ELECTION OF THE EXECUTIVE BOARD

1. The Executive Board shall be composed of 8 members including the Chairman. The country hosting the Headquarters of the Organisation shall be a permanent member while one non-voting post shall be allocated to the Director General.

2. The General Assembly shall elect the members of the Executive Board by consensus or the decision shall be made by a two-third majority of Members Present and Voting.

3. The General Assembly shall elect the Chairman of the Executive Board by consensus or by voting in a closed session by a two-third majority of Members Present and Voting. The same shall be taken into account when renewing his mandate.

RULE: 7 POWERS OF THE EXECUTIVE BOARD

1. The Executive Board has power according to the Article 14 of the Statute.

RULE: 8 PREPARATORY MEETINGS AND SPECIAL COMMITTEE

1. The preparatory meeting of the Executive Board shall be held at least one (1) month before the session of the General Assembly.

2. The General Assembly may set up a Special Committee to review and deliberate on certain issues during its session.

RULE: 9 DRAFT AGENDA:

1. The Executive Board shall prepare the draft agenda in consultation with Director General for regular sessions of the General Assembly and circulate it, together with the necessary memoranda, documents and resolutions to the Member States, at least one (1) month before the preparatory meeting.

2. The draft agenda shall include:

- a) The annual report of the Director General;
- b) Items which the Executive Board decides to place on the Agenda of the General Assembly;
- c) Reports and subjects referred to the General Assembly by the competent Committees;
- d) Items which the General Assembly had decided at a preceding session to place on its agenda;

- e) Issues, reports and data relating to the Organization, which the Secretariat is required to submit to the General Assembly for its consideration by virtue of the Organization's internal, administrative and financial rules and regulations;
 - f) Items proposed by a Member State and submitted at least forty five (45) days before the General Assembly's meeting;
 - g) Items which the Director General deems as requiring the General Assembly's consideration and which he submits to the General Assembly at least forty five (45) days before the meeting;
 - h) Any other matter.
3. Any item proposed for inclusion in the agenda shall be accompanied by an explanatory note, background papers or a draft resolution.
 4. A Member State wishing to submit a draft resolution under any of the draft agenda items shall submit it to the Secretariat at least two (2) weeks prior to the beginning of the General Assembly's meeting to enable its translation and circulation to Member States.
 5. The provisional agenda and the supplementary list shall be submitted to the General Assembly at every first session for approval after the opening of the session.

RULE: 10 DRAFT SUPPLEMENTARY AGENDA:

1. Any Member State or the Director General may request the inclusion of other items in the agenda at least fifteen (15) days before the date set for the opening of an ordinary session. Such items should relate to current events and be justified by an event which occurs after the statutory period. They must also be accompanied by an explanatory note.
2. Items submitted in accordance with paragraph 1 shall be communicated to Member States as part of a supplementary list and accompanied by explanatory notes and observations, at least ten (10) days before the opening of the session.
3. No substantive issues concerning political, organic or legal affairs may be proposed or discussed under the item "any other matter".

RULE: 11 AGENDA OF EXTRAORDINARY SESSIONS:

1. The Agenda of an extraordinary session shall only comprise the item(s) for which the session was convened, unless otherwise decided by the General Assembly by a two-third (2/3) majority of Members Present and Voting.
2. The provisional agenda of an extraordinary session shall be communicated by the Secretariat to the Member States at least five (5) days before the session is held.
3. The provisional agenda of an extraordinary session shall be communicated by the Secretariat to the Member States together with the note relating to the convening of the session.

RULE: 12 FUNCTIONS OF THE DIRECTOR GENERAL DURING THE GENERAL ASSEMBLY'S SESSION AND PREPARATORY MEETINGS.

1. The Director General shall participate in all the work of the General Assembly and affiliate Committees and shall present data, studies, and clarifications on the issues under consideration at all time. He may authorize one of his representatives to act on his behalf in this regard.
2. The Director General shall assume the task of organizing the secretarial work of the General Assembly and its committees and preparing the minutes of its sessions.
3. The Director General shall coordinate the General Assembly's work, in cooperation with the host country.

RULE: 13 CHAIRMAN'S TASKS AND DUTIES DURING THE DELIBERATIONS.

1. Each Member State may take part in the deliberations of the General Assembly and its Committees as indicated in the present Rules of Procedure.
2. The Chairman shall preside over the deliberations of issues under consideration in accordance with the Agenda of the General Assembly and, when necessary, may invite the Director General or his representative to make required clarifications, verbally or in writing on a given question under consideration.
3. The Chairman shall give the floor to speakers in the order in which the requests are made.
4. The Chairman assumes complete responsibility in steering the debates and ensuring order. During the discussion of any matter a State may raise a point of order. The point of order shall be immediately decided upon by the Chairman and the State may appeal his ruling. The appeal shall be immediately put to the vote and the Chairman's ruling shall stand unless overruled by a two-third (2/3) majority of the Members Present and Voting. The head of the delegation raising a point of order may not speak on the substance of the matter under discussion.
5. The Chairman may, during discussions, propose to the General Assembly to set a limit on the time allocation and the number of interventions allowed for each Member State. The Chairman shall fix a time for closing the list of speakers.
6. The Chairman shall give any requesting Member State, the right to reply, once the list of speakers is exhausted.
7. The Chairman or his incumbent substitute shall not partake in the vote.

RULE 14- ENLISTING THE ASSISTANCE OF INSTITUTIONS OR EXPERTS

The General Assembly may invite institutions or experts it considers competent to provide it with information upon the proposal of the Director General or any Member State, in accordance with the provisions of the Statute.

RULE 15- PROPOSALS

1. Proposals and amendments are normally submitted in writing by Member States to the Director General who shall ensure their circulation to the Member States.
2. No proposal shall be tabled for discussion or put to the vote at a session of the General Assembly unless the text of the proposal has been circulated to Member States. However, the Chairman may, authorize the discussion or examination of a proposal even if the text of such a proposal has not been circulated.
3. Without prejudice to the provisions of Rule 20, any motion on the competence of the General Assembly with regards to the adoption of a proposal submitted to it shall be put to the vote before voting on the concerned proposal and shall be adopted by Simple Majority.
4. A Member State may request the presentation of parts of a proposal or introduce amendments thereto to be voted upon separately.

RULE 16- POSTPONEMENT OR ADJOURNMENT OF THE SESSION, ADJOURNMENT OR CLOSURE OF DEBATE

1. The Chairman or any Member State may during the discussion of any matter propose adjournment or postponement of the session or postponement or closure of the debate on the issue under consideration.
2. No discussion of such motions shall be permitted. Instead, the Chairman tables them for adoption by consensus, failing that, by a two-third majority of the Members Present and Voting.

RULE 17- PRIORITY OF PROPOSALS

The following proposals shall have precedence, in the order named, over main proposals and draft resolutions:

- a) Suspension of the meeting;
- b) Closure of the meeting;
- c) Adjournment of debate on the item under consideration;
- d) Referral of any matter to one of the committees or to the Director General.

RULE 18- VOTING

1. Each Member State shall have one vote.
2. Member States may deliver statements to explain their vote either before or after the vote.
3. The Member State whose arrears in the payment of its financial contributions to the Organization, equal or exceed the amount of the contributions due from it for the two years

preceding the session of the General Assembly shall have no vote in the General Assembly. The General Assembly may, nevertheless, permit such a Member to vote if satisfied that failure to pay is due to conditions beyond the control of the Member State.

RULE 19- METHOD OF VOTING

Voting is normally conducted by show of hands or roll call if so requested by a Member State. If the Chairman believes that the first method does not show the majority clearly, names shall be called and the results of the voting shall be recorded in the session's report. Voting may be conducted by secret ballot at the request of two members and the agreement of two thirds (2/3) of the Members present and voting.

No Member State shall obstruct the voting except for a point of order on the method of voting.

RULE 20- ADOPTION OF RESOLUTIONS AND RECOMMENDATIONS

1. All resolutions and recommendations shall be adopted by consensus, if consensus cannot be reached, they shall be put to the vote and shall be adopted by a two-third majority, except for those related to procedural matters which shall be adopted by a simple majority.
2. Resolutions establishing new IOFS organs or funds shall be adopted by consensus, in accordance with the provisions of the Statute.
3. No proposal already decided on may be reconsidered at the same session unless otherwise decided by the General Assembly with the approval of the Simple Majority.
4. The decision on whether the proposal or recommendation tabled is substantive or procedural is made by consensus. In case of disagreement, the opinion and interpretations of the Secretariat shall be sought. If the disagreement persists, one of the two interpretations shall be adopted with Simple Majority.

RULE 21- ELECTION OF THE DIRECTOR GENERAL

1. The General Assembly shall elect the Director General by consensus or by a two-third majority of Members Present and Voting. The same shall be taken into account when renewing his mandate.

RULE 22- ABSTENTION AND RESERVATION

Any Member State may abstain from voting or make a reservation on a resolution or recommendation or on a part thereof. Reservations shall be read out upon announcement of the resolution or recommendation and shall be recorded in the report.

Reservation documents from Member States shall be deposited with the Secretariat of the Organization.

RULE 23 – AMENDMENT OF PROPOSALS

1. If a State requests the amendment of proposals, the amendment shall be voted on first. When two or more amendments are moved to a proposal, voting shall first be done on the amendment the Chairman considers furthest removed in substance from the original proposal and then on the amendment next furthest, and so on until all the amendments have been put to the vote. If one or more amendments are adopted, the amended original proposal shall then be voted upon. A motion is considered an amendment to the original proposal if it merely adds to, deletes from or revises part of the original proposal.

2. In case the Member State submitting the original proposal agrees to the amendment or amendments, it shall be considered as one proposal, and shall not, as such, require voting.

RULE 24 – REJECTION OF A PROPOSAL AND VOTING ON PARTS THEREOF

1. In the event of equal votes the General Assembly may resubmit the proposal for another vote. If the vote ends in a tie the second time, the proposal shall be considered rejected.

2. Parts of any proposal shall be put to the vote separately when requested by the Chairman or a Member State. If the motion for division is objected to, that motion shall be voted upon.

3. If the motion of division is accepted, the parts of the proposal or amendment shall be put to the vote separately. The parts accepted shall then be put to the vote as a whole.

If all operative parts of the proposal or amendment are rejected, it shall be considered rejected as a whole.

RULE 25 – LANGUAGES OF THE ORGANIZATION

1. The official languages of the Organization shall be Arabic, English and French. Speeches made in any of the above languages shall be interpreted into the two other languages.

2. All documents presented to the General Assembly for consideration shall be drafted in the official languages.

3. The records and reports of the General Assembly shall be in the official languages.

4. A Member State may address the General Assembly in a language other than the official languages provided that the speaker arranges the interpreting of his statement to one of the official languages.

RULE 26 – CIRCULATION OF RESOLUTIONS AND RECOMMENDATION

1. The Secretariat shall make all necessary arrangements for the circulation to all Member States of the resolutions and recommendations of the General Assembly and its Committees in the official languages within two (2) weeks after the end of the meeting.
2. Draft minutes and reports not adopted during the closing session shall be circulated to the Member States no later than two (2) weeks following the General Assembly's session to enable them to communicate their amendments to the Secretariat two (2) weeks from the date of their reception.
3. The final versions of the minutes and reports shall be circulated to all Member States after their adoption by the Director General, within one (1) month after the end of the General Assembly's session.
4. The Secretariat and the Rapporteur shall ensure that the reports reflect the issues discussed and the general trends of deliberations.

RULE 27 – PUBLICATION OF RESOLUTIONS AND RECOMMENDATIONS.

The texts of resolutions and recommendations adopted by the General Assembly or its Committees shall only be published or disseminated upon approval of the Chairman or the Director General unless otherwise decided by the General Assembly.

RULE 28 – AMENDMENT OF RULES OF PROCEDURE

1. A request for the amendment, addition or deletion of any of the present rules may not be considered unless it is communicated to Member States at least four (4) months before its submission to the General Assembly.
2. Substantive changes shall not be introduced to the proposed amendments referred to in the previous paragraph unless the relative text thereof is communicated to Member States at least two (2) months before submission to the General Assembly.
3. Taking into account the procedures referred to in the two paragraphs above, the present rules of procedure shall be amended by a decision of the General Assembly by consensus, failing which by approval of a two-third (2/3) majority of Members Present and Voting.

RULE 29 – ENTRY INTO FORCE

1. These Rules shall enter into force from the date of approval by the General Assembly by consensus, or if consensus cannot be reached with a two-third (2/3) majority of Members Present and Voting.
