



**Technology Bank for the
Least Developed Countries**

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English only

Council

First session

New York, 20–21 November 2017

**Rules of procedure of the Council of the Technology Bank
for the Least Developed Countries**



I. Sessions

Regular sessions

Rule 1

The Council of the Technology Bank for the Least Developed Countries (hereinafter referred to as the “Council”) shall meet in regular session at least once a year at such times as it determines.

Special sessions

Rule 2

Any member of the Council may request the Managing Director to convene a special session, stating the agenda items proposed for consideration, and the Managing Director shall immediately inform the other members of the request and inquire whether they concur in it. If within 30 days of the date of the communication of the Managing Director a majority of the members concur in the request, the Managing Director shall convene a special session, if possible within one month from the date on which a majority is attained.

Notification of sessions

Rule 3

- (a) The Managing Director shall notify the members of the Council at least 60 days in advance of the opening of a regular session;
- (b) The Managing Director shall notify the members of the Council as long as possible in advance of the opening of a special session.

II. Agenda and documents

Provisional agenda

Rule 4

- (a) The provisional agenda for a regular session shall be drawn up by the Managing Director in consultation with the Chair and communicated to the members of the Council at least four weeks before the opening of the session. It shall include:
 - (i) All items the inclusion of which has been ordered by the Council at a previous session;
 - (ii) All items proposed by the Managing Director or any other member of the Council;
- (b) The provisional agenda for a special session, which shall consist only of those items proposed for consideration in the request for the holding of the session, shall be drawn up by the Managing Director and communicated to the members together with the notification of the opening of the session.

Additional items

Rule 5

Additional items of an important and urgent character, proposed for inclusion in the agenda less than two weeks before the opening of or during a regular session, or during a special session, may be placed on the agenda if the Council so decides by a majority of the members present and voting.

Adoption of the agenda

Rule 6

At each session, the provisional agenda and a list of additional items, if any, shall be submitted to the Council for approval as soon as possible after the opening of the session.

Amendment and deletion of items

Rule 7

Items on the agenda may be amended or deleted by a majority of the members present and voting.

Documents

Rule 8

Documents for consideration by the Council shall be dispatched to the members by the Managing Director normally at least two weeks before a Council session. Each document should indicate whether it is intended primarily for action or for information.

III. Officers

Chair and Vice-Chairs

Rule 9

The Council shall elect a Chair, up to two Vice-Chairs, as it deems appropriate, and a Rapporteur. Their term of office shall normally be of three years, commencing immediately upon election and continuing until their successors are elected. They shall be eligible for immediate re-election for one additional term.

Acting Chair

Rule 10

If the Chair finds it necessary to be absent during a meeting or any part thereof, she or he shall designate one of the Vice-Chairs to take her or his place. A Vice-Chair acting as Chair shall have the same powers and duties as the Chair.

Replacement of the Chair

Rule 11

If the Chair is unable to perform her or his functions for any reason, a new Chair shall be elected for the unexpired term. Until such election, the Vice-Chairs shall decide which of them is to act as Chair.

General powers and duties of the Chair

Rule 12

(a) In addition to exercising the powers conferred upon her or him elsewhere by these rules, the Chair shall declare the opening and closing of each meeting of the Council, direct the discussions in meetings, ensure the observance of the rules of procedure, accord the right to speak, put questions and announce decisions. She or he shall rule on points of order and, subject to the rules of procedure, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. She or he may propose the suspension or the adjournment of the meeting;

(b) The Chair shall be responsible for ensuring the efficient and effective conduct of the business of the Council through informed, systematic and focused deliberations.

Duties of the Managing Director

Rule 13

(a) The Managing Director shall provide the necessary services to the Council, including by assisting the Chair in the duties of conducting the business of a Council session;

(b) The Managing Director shall be responsible for the organization of Council sessions and the preparation and distribution of documentation for those sessions;

(c) The Managing Director may designate a member of staff to act in her or his place at the meetings of the Council and committees.

IV. Committees

Committees

Rule 14

The Council may establish such committees as it deems necessary for the performance of its functions. The rules of procedure of the Council shall apply to such committees unless the Council or the committee concerned decides otherwise.

V. Conduct of business

Quorum

Rule 15

Nine members of the Council shall constitute a quorum.

Speeches

Rule 16

No member may address the Council without having previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak, except that she or he may accord precedence to the Managing Director or her or his representatives, for the purpose of giving information about the subject under discussion, or to the Rapporteur of the Council or the Chair or the Rapporteur of a committee, for the purpose of explaining the conclusions reached at the committee level.

Points of order

Rule 17

During the discussion of any matter, a member may raise a point of order, and the point of order shall be immediately decided by the Chair, in accordance with the rules of procedure. A member may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote, and the Chair's ruling shall stand unless overruled by a majority of the members present and voting. A member raising a point of order may not speak on the substance of the matter under discussion.

Proposals and amendments

Rule 18

Proposals and amendments shall normally be submitted in writing to the Managing Director, who shall circulate copies to the other members.

Reconsideration of proposals

Rule 19

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Council, by a two-thirds majority of the members present and voting, so decides.

Voting rights

Rule 20

Each member of the Council shall have one vote. The Managing Director shall have no right to vote.

Rule 21

Decisions of the Council shall normally be taken by consensus. In the absence of a consensus, the Chair may put the proposal to a vote. Any member of the Council may also request a vote. When a vote is taken, decisions will be taken by a majority of the members present and voting, except as provided for in rule 28.

Method of voting

Rule 22

The Council shall normally vote by a show of hands, except in regard to elections. In exceptional cases, when a decision of the Council is required between sessions of the Council, the Managing Director shall contact the members of the Council individually by correspondence to obtain their vote. The outcome of the vote shall be communicated to the Chair, who shall, in turn, communicate it to the Council by correspondence.

Elections

Rule 23

For the purpose of electing its officers, the Council will make every effort to reach a consensus. In the absence of a consensus, the Council will proceed to elect a person by secret ballot. If no candidate obtains in the first ballot a majority of the votes cast, a second ballot shall be taken, which shall be restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Chair shall decide between the candidates by drawing lots.

Equally divided votes

Rule 24

If a vote is equally divided on matters other than elections, the proposal shall be regarded as rejected.

Administrative and financial implications

Rule 25

(a) The Council shall take no decision involving expenditure unless it has before it a report from the Managing Director on the administrative and financial implications of the proposal;

(b) Members of the Council may not enter into contractual arrangements with the Technology Bank or receive remuneration for services rendered to the Technology Bank.

Private and public meetings

Rule 26

The meetings of the Council and its committees shall be held in private unless the organ concerned decides otherwise.

VI. Records

Recording of decisions and discussions

Rule 27

(a) At the end of each session, the Council shall adopt a report setting out the decisions that it has taken and summarizing the discussions that led to each decision. It shall not have verbatim or summary records or sound recordings;

(b) Any member of the Council may submit a written minute stating her or his individual views, which shall be annexed to the report and form part of it, or ask that her or his dissent be recorded;

(c) The report of the Council shall be published through appropriate means.

VII. Amendments

Method of amendment

Rule 28

These rules of procedure may be amended by a decision of the Council, taken by a majority of the members.

VIII. Points of procedure not covered by the present rules

Rule 29

If a point of procedure should arise that is not covered by these rules, the rules of procedure of committees of the General Assembly shall apply.
