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# STATUTE AND RULES

# OF THE

# STAFF UNION

# OF THE

# UNITED NATIONS SECRETARIAT

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# FOREWORD

1. This booklet contains the Statute of the Staff Union of the United Nations Secretariat as amended[1/] since its adoption on 26 April 1950, the Rules of Procedure of General Meetings of the Staff Union, the Rules of Procedure of the Staff Council, the Financial Rules of the Staff Council and the Terms of Reference of the Staff Benevolent Fund.

2. These instruments which govern the work of the organs of the Staff Union are issued to all staff members, who are ipso facto members of the Union. It is hoped that this new edition of the complete texts will make it easier to follow and assess the discharge of the functions entrusted to those organs.

3. The attention of staff members is drawn to the weekly meetings of the Staff Council, which are open to all staff members. The place and date of meetings are announced in the Journal of the United Nations. The Council, which is elected annually and composed of sixty representatives* and an equal number of alternates, deals with a wide range of matters relating to staff welfare and administration, the scope of which is indicated in Staff Regulations 8.1 and 8.2 and in Staff Rules 108.1 and 108.2.

4. Decisions taken by the Staff Council are carried out by the Staff Committee which is composed of officers elected from among members of the Council. The Committee reports periodically through its Bulletin which is circulated to all staff members. An Annual report is submitted to the General Meeting of the Staff Union. Additional information on the work of the Union may be obtained from members of the Council in the course of unit meetings or at other times.

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1/ Amendments to the Statute were adopted on 8 July 1952, 7 and 8 April 1953, 2 December 1953, 6 and 7 February 1968, 25 and 26 March 1971 and 7, 8 and 9 December 1977.

* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

# STATUTE OF THE STAFF UNION OF THE UNITED NATIONS SECRETARIAT

## CHAPTER I. NAME AND OBJECTIVES

### Article 1

The Union shall be known as the "Staff Union of the United Nations Secretariat" (hereinafter referred to as the "Staff Union").

### Article 2

The purposes of the Staff Union are:

(a) To contribute to the promotion of the objectives of the Charter of the United Nations, in particular, by the efficient discharge of the functions assigned to the Secretariat;

(b) To promote and safeguard the rights, interests and welfare of all members of the staff of the United Nations;

(c) To maintain relations and co-operation with staff organizations and similar bodies of other inter-governmental organizations, and, in particular, of the specialized agencies.

### Article 3

These purposes shall be pursued by the following means among others:

(a) The setting up of the organs specified below, for the purpose of enabling the staff to form and voice its opinion;

(b) Co-operation with and recommendations to the Secretary-General of the United Nations and other responsible officers in charge of administrative and executive matters;

(c) Full participation in the activities of the Federation of International Civil Servants' Associations.

## CHAPTER II. MEMBERSHIP

Article 4

1. All members of the staff of the United Nations are members of the Staff Union.

2. For the purposes of this Statute any person occupying a post in the Secretariat on any type of appointment,and who has taken the oath of office, shall be considered a member of the staff of the United Nations.

## CHAPTER III. ORGANIZATION

Article 5

The functions of the Staff Union shall be exercised through:

(a) Referendum;

(b) The General Meeting;

(c) The Staff Council;

(d) The Staff Committee;

(e) Electoral Units.

Article 6

1. Decisions taken by a referendum shall be final and binding on all organs of the Staff Union.

2. Decisions of the General Meeting involving other organs of the Staff Union shall be binding upon them unless adopted by fewer than 500 affirmative votes or reversed by referendum.

3. Decisions taken by the Staff Council shall be binding on the Staff Committee.

## CHAPTER IV. REFERENDUM

Article 7

1. A referendum shall be held upon a decision of the Staff Council or at the written request of at least five hundred members.* An interval of at least ten working days shall be allowed between the communication to the members of the Staff Union of anyquestion to be submitted to a referendum and the recording of the votes.

2. The referendum shall be conducted by the Polling Officers.[2/] The text of questions to be submitted to a referendum shall be communicated to the Polling Officers by the Staff Committee. The task of the Polling Officers ends when they have communicated the results of the referendum to the members of the Staff Union.*

3. Decisions shall be taken by a majority of those voting in the referendum. Abstention shall not be considered as voting.

4. If there is an equality of votes, the issue shall be studied further and may again be submitted to referendum after three months but not more than six months have elapsed. If the issue is not again submitted to referendum in accordance with this paragraph it shall be regarded as having been defeated. If it is submitted to another referendum and again receives an equality of votes, it shall also be regarded as having been defeated.

5. If an issue is defeated it shall not be submitted to referendum again until at least twelve months have expired.

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* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

2/ See Article 14.

## CHAPTER V. GENERAL MEETING

Article 8

1. The Staff Committee shall convene an Annual General Meeting of the Staff Union to meet prior to the election of the members of the Staff Council.

2. The agenda of the Annual General Meeting shall include the following items:

(a) Annual report of the Staff Council;

(b) Annual financial report;

(c) Report of the Auditing Committee.

3. The provisional agenda of the Annual General Meeting shall also include all items proposed by the Staff Council and any item proposed in writing by at least fifty members.

Article 9

1. Extraordinary General Meetings shall be convened by the Staff Committee upon a decision of the Staff Council or at the written request of at least three hundred members.

2. The provisional agenda of extraordinary General Meetings shall include all items proposed by the Staff Council and any item proposed by at least fifty members in writing.

Article 10

The provisional agenda and reports of the Staff Council to the Staff Union to be discussed at any General Meeting shall be circulated to the members at least five working days in advance of the meeting, provided, however, that this shall not apply to items proposed by at least one hundred members in writing.* In exceptional circumstances this time-limit may be waived by the Staff Council.

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* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

Article 11

The proceedings at all General Meetings shall be governed by the rules of procedure set out in section B.

## CHAPTER VI. STAFF COUNCIL

Article 12

1. Any member of the staff is eligible for election to the Staff Council.

2. The Polling Officers[3/] shall determine the eligibility of nominees on the basis of Article 4, paragraph 2.

Article 13

1. The Staff Council shall consist of sixty members elected on the basis of administrative units, except in so far as the number may be two more or less as provided in paragraphs 2 and 3.*

2. Each administrative unit at Headquarters shall have that number of representatives which bears the same proportion to 49-50 as the number of staff members in that unit bears to the total number of such staff members.*

3. Each administrative unit away from Headquarters if not otherwise represented at established offices shall have that number of representatives which bears the same proportion to 9-11 as the number of staff members in that unit bears to the total number of such staff members.*

4. Those administrative units which are entitled to two representatives may decide, at a Unit meeting, to be represented as a single Electoral Unit with two representatives.*

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3/ See Article 14.

* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

5. Those administrative units which do not have enough staff members to be entitled to separate representation on the Staff Council shall, after consultation with the staff concerned, be grouped into one or more Electoral Units, each of which shall have one representative, taking into account organizational factors, and making them as nearly equal in size as possible.*

6. The Polling Officers shall be responsible for dividing the Secretariat into Electoral Units on the basis of the latest data available. Representations may be made to the Polling Officers by the staff members in the proposed Electoral Units within three weeks of the communication of the preliminary division.*

The Polling Officers shall make a further examination and shall take their decisions, which will be communicated to the Staff Council for its approval. This approval shall be rendered in time for the date of the Annual General Meeting.

7. During the term of office of any Staff Council, a reorganization of the Secretariat shall not entail an interim re-dividing into Electoral Units or interim elections, unless, in exceptional circumstances to be decided by the Staff Council, Units disappear entirely or wholly new Units are formed within six months of the election of the Staff Council.

Article 14

1. There shall be fifteen Polling Officers.*

2. The Polling Officers shall be nominated and elected for one year by the Unit Chairmen, who will be convened to that end by the Presiding Officer of the Staff Council between 1 and 30 September. The Unit Chairmen shall themselves establish the procedure to be followed for the nomination and election of the Polling Officers.

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* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

3. The Polling Officers shall take office immediately upon election and serve until new Polling Officers have been elected as prescribed above.

4. If, for any reason, the number of Polling Officers falls below eight,* the Unit Chairmen shall be convened by the Presiding Officer of the Council for the purpose of filling the vacancies.

5. Polling Officers shall be eligible for re-election.

6. No Polling Officer shall be a candidate for election to the Staff Council.

Article 15

1. The Chairman of the outgoing Polling Officers shall convene, as soon as possible, a meeting of the newly elected Polling Officers.

2. The Chairman of the outgoing Polling Officers shall preside without a vote at the meeting of the newly elected Polling Officers until they have elected their Chairman.

Article 16

1. The Polling Officers shall organize the election of members of the Staff Council in such a way as to ensure the complete secrecy and fairness of the vote. The elections shall take place between 1 and 31 March of each year, circumstances permitting, at a date to be fixed by the Staff Council.

2. The Polling Officers shall invite nominations for pairs of candidates in respect of each Electoral Unit. In the case of Electoral Units at Headquarters, these candidates must be members of the Units nominating them; in the case of Electoral Units away from Headquarters, these candidates need not be members of the Electoral Units nominating them.*

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* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

3. Nominations of pairs of candidates shall be signed by at least seven members of the Electoral Unit concerned. Members of Electoral Units shall, when submitting nominations of any pair of candidates, indicate their choice as to which candidate is designated as representative and which as alternate. The Polling Officers shall indicate on the ballot form which is the candidate for the office of representative and which for that of alternate.

4. The nominations shall be accompanied by a declaration signed by each candidate in which he undertakes, if elected, to accept the office as specified in the nomination, to serve in that capacity, and to fulfil his obligations as an elected member of the Staff Council.

5. The Polling Officers shall send to each member of the Staff Union, at least three weeks before the date of the election, a notice showing the name of each candidate duly nominated for the office of representative or alternate, in respect of each Electoral Unit.

6. The Polling Officers shall organize the polling separately for each Electoral Unit and make absentee ballots available to those members of the Staff Union away from Headquarters at the time of the polling who have requested them in writing.

7. If they receive nominations of only one pair of candidates from an Electoral Unit, the Polling Officers shall communicate the names of these candidates to the members of the Unit concerned, notifying them that if no further nominations are received within three working days, this pair will be considered to have been elected without opposition.

8. The polls shall remain open for at least two consecutive working days.

9. The Polling Officers shall receive ballots, including absentee ballots arriving at Headquarters by the date of election, count the votes immediately and report the results of the elections to the Staff Union as soon as possible.

Article 17

1. Subject to the provision of article 13, paragraph 4, each member of an Electoral Unit shall have the right to vote for one of the pairs of candidates nominated for election to the Staff Council.

2. The pair of candidates receiving the highest number of votes shall be declared elected.

3. The alternate shall act whenever the representative is unable to do so.

Article 18

It shall be within the power of Electoral Unit meetings to require an Electoral Unit referendum which may recall the Unit representative or alternate on the Staff Council by a majority of those voting in the referendum. The Polling Officers shall conduct the referendum.

Article 19

1. If a representative resigns or is recalled, his alternate shall automatically assume the office of representative, and the office of alternate shall be considered vacant.

2. Whenever the office of alternate becomes vacant, the Polling Officers shall immediately conduct a bye-election to fill the vacancy.

3. If both representative and alternate resign or are recalled, the Polling Officers shall immediately conduct a bye-election to fill the vacancies.

4. Notification of any resignation or recall shall be forwarded to the Presiding Officer of the Staff Council by the Unit Chairman concerned. A resignation shall take effect on the date on which the vacancy has been filled.

Article 20

1. The term of office of members of the Staff Council shall begin with the first meeting after their election and continue until the first meeting of the Staff Council elected in the following year.

2. Members shall be eligible for re-election.

Article 21

The Staff Council is the deliberative body of the Staff Union. It shall:

(a) Act in conformity with decisions taken by a referendum or by the General Meeting;

(b) Establish policies for the guidance of the Staff Committee; and

(c) Consider recommendations made by the General Meeting or the Staff Committee.

Article 22

The first meeting of the Staff Council after its election shall be convened, within one week after the election, by the Chairman of the Polling Officers, who shall preside over the meeting until the Presiding Officer of the Staff Council is elected by it.

Article 23

1. The Staff Council shall meet at least once a month and whenever the Staff Committee or one fifth of the members of the Council request a meeting. Twenty-five representatives shall constitute a quorum for the purposes of voting.*

* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

2. The meetings of the Staff Council shall be open to all members of the Staff Union, unless the Council decides otherwise. Attending staff members shall not take part in the discussion or in the voting.

3. Provisional agendas of Staff Council meetings shall be distributed to representatives and alternates at least three working days in advance of the meeting and posted on the bulletin boards. In exceptional circumstances the time-limit may be waived by the Staff Council.

4. The approved minutes of meetings of the Staff Council shall be available, on request, to all members of the Staff Union, and shall regularly be sent to Electoral Unit Chairmen.

5. The Staff Council shall elect a Presiding Officer and a Deputy Presiding Officer, who shall not be members of the Staff Committee.

6. Only representatives shall have the right to vote. Their alternates may vote when the representatives are not present. Decisions shall be taken by a majority of those present and voting. Members who abstain from voting are considered as not voting.

7. The Staff Council shall determine its own rules of procedure. 4/

## CHAPTER VII. STAFF COMMITTEE

Article 24

1. The Staff Council shall elect from among the representatives a Staff Committee, which shall be the executive body of the Council.

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4/ See section C for Rules of Procedure.

2. The Staff Committee shall be composed of eleven members including a Chairman, two Vice-Chairmen, a Secretary, an Assistant Secretary, a Treasurer and a Rapporteur.*

3. The members of the Staff Committee shall be elected by successive secret ballots and by a majority of the Council members present and voting. If on the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the highest number of votes on the first ballot.

4. The Staff Committee shall be responsible to the Staff Council and shall report on its activities at each meeting of the Staff Council.

5. The Staff Council may recall one or more members of the Staff Committee by a majority of those present and voting by secret ballot at a meeting held for this particular purpose not less than one week after a written motion for recall has been presented by at least one fifth of the Council members.

Article 25

1. The Staff Committee shall meet at least once every week. A majority of its members shall constitute a quorum for the purposes of voting.

2. Meetings of the Committee shall be closed, unless it decides otherwise.

3. The provisional agenda shall be distributed at least one working day in advance of the meeting. In exceptional circumstances the Staff Committee may waive the time-limit.

4. The approved minutes of meetings shall be sent to all members of the Staff Council.

5. The Staff Committee shall adopt its own rules of procedure.

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* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

## CHAPTER VIII. SUB-COMMITTEES AND OTHER SUBSIDIARY BODIES

Article 26

Both the Staff Council and the Staff Committee may establish such sub-committees and other subsidiary bodies as they consider desirable, and may invite members of the Staff Union to take part in the work of such sub-committees and subsidiary bodies.

## CHAPTER IX. ELECTORAL UNITS

Article 27

1. Each Electoral Unit shall elect a Chairman and such other officers, other than its representative or alternate on the Staff Council, as it may deem necessary. Electoral Units shall meet at least once every three months, and whenever the Chairman or the Unit representative or alternate deems it desirable, or whenever ten members of the Unit request a meeting in writing.

2. Those administrative units which have more than one Electoral Unit may hold joint Unit meetings.

3. Each Unit representative shall report on the activities of the Staff Council at each Unit meeting.

4. The first meeting of each Electoral Unit after the election of the Staff Council shall be convened by its representative on the Council, within one month after his election.

Article 28

Electoral Units in each administrative unit may form Unit Committees consisting of the Chairman of each Electoral Unit and its representative and alternate on the Staff Council.*

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* Amendment to the Statute adopted by referendum on 7, 8 and 9 December 1977.

## CHAPTER X. RELATIONSHIP WITH MEMBERS OF THE STAFF UNION SERVING AWAY FROM HEADQUARTERS

Article 29

The Staff Committee shall maintain contact with any representative bodies established by members of the Staff Union serving away from Headquarters. The relationship between the Staff Committee and such representative bodies may be defined by agreements between the Staff Council and the bodies concerned.

## CHAPTER XI. RELATIONSHIP WITH THE FEDERATION OF INTERNATIONAL CIVIL SERVANTS' ASSOCIATIONS AND WITH STAFF ORGANIZATIONS OF SPECIALIZED AGENCIES

Article 30

The Staff Committee shall maintain contact with the Federation of International Civil Servants' Associations, as well as with staff organizations of the specialized agencies and other international organizations, and represent the Staff Union in its relations with such bodies.

## CHAPTER XII. FINANCIAL RULES[5/]

Article 31

The fiscal year of the Union shall run from the date of the election of the Treasurer of the Staff Committee until the election of the Treasurer of the succeeding Staff Committee.

Article 32

The revenue of the Staff Union may be derived from such contributions as the Union may receive and the Staff Council may decide to accept.

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5/ See section D for Financial Rules.

Article 33

The custody of any and all funds and the maintenance of accounts thereof shall be the responsibility of the Treasurer of the Staff Committee. In addition his duties shall be:

(a) To act as collector and disbursing officer;

(b) To submit to the Staff Council a quarterly report and any special report as required showing the state of the accounts;

(c) To submit in writing to the Staff Council for circulation to the members of the Staff Union at least two weeks before the Annual General Meetings a report on the finances of the Staff Union;

(d) To organize the collection of voluntary contributions.

Article 34

1. The Unit Chairmen, convened to that end by the Presiding Officer of the Staff Council, shall elect, between 1 and 30 September, an Auditing Committee consisting of three members. No member of the Staff Council and no Polling Officer shall be a member of the Auditing Committee.

2. The Auditing Committee shall, at all reasonable times, have free access to the accounts of the Treasurer, upon which it shall make an annual report in writing.

Article 35

1. The funds of the Staff Union shall be deposited in a bank to be selected by the Staff Committee. All bank transactions shall be conducted over the signatures of the Treasurer and of any other member of the Staff Committee designated by it.

2. Any expenditure may be made by the Staff Committee with the approval of the Staff Council, subject to funds being available.

## CHAPTER XIII. AMENDMENTS TO THE STATUTES

### Article 36

1. Any amendment to these Statutes shall be made by a referendum of the members of the Staff Union. The decision to hold such a referendum shall be made by a two-thirds majority in the Staff Council or by the General Meeting, as provided for in article 6, paragraph 2.

2. Amendments to this Statute shall enter into force on the third working day following the referendum in which they have been approved.

## CHAPTER XIV. DISSOLUTION

### Article 37

The Staff Union may be dissolved by a two-thirds majority of those voting in a referendum. The disposition of the Staff Union funds, proposed by the Staff Council, shall be decided by a two-thirds majority of those voting in a referendum.

## B. RULES OF PROCEDURE OF GENERAL MEETINGS OF THE STAFF UNION

### Rule 1

General Meetings of the Staff Union shall be held at the Headquarters of the United Nations, unless convened elsewhere by a decision of the Staff Council.

### Rule 2

The Presiding Officer of the Staff Council shall preside over General Meetings of the Staff Union.

Rule 3

No quorum is required.

Rule 4

The Presiding Officer shall declare the opening and closing of each meeting, direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order. Subject to these rules, he shall have complete control of the proceedings and over the maintenance of order at the General Meetings.

Rule 5

No intervention by a member of the Staff Union on any agenda item may exceed five minutes, unless a motion to permit him to continue is adopted by the meeting.

Rule 6

The General Meeting shall adopt or amend the provisional agenda drawn up in accordance with the provisions of chapter V of the Statute of the Staff Union.

Rule 7

1. During the discussion of any matter a member may rise to a point of order, and the point of order shall immediately be decided by the Presiding Officer, in accordance with the rules. Any member may appeal from the ruling of the Presiding Officer. An appeal shall immediately be put to the vote, and the Presiding Officer's ruling shall stand unless overruled by a majority of the members present and voting.

2. During the discussion of any matter the Presiding Officer or any member may propose (a) to suspend the meeting; (b) to adjourn the meeting; (c) to adjourn the debate on the item under discussion; or (d) to close the debate on the item

under discussion. One person may speak in favour and one against the motion, which thereupon shall immediately be put to the vote.

3. Members shall be accorded the right to speak in the order in which they apply.

Rule 8

1. As far as possible, draft resolutions which any member or group of staff members wishes to submit to a General Meeting shall be submitted in writing at least three days in advance of the meeting.

2. The precise final wording of any such resolution after its adoption by the General Meeting shall be forthwith determined by the Officers of the Staff Committee in consultation with the sponsor or sponsors of the draft resolution and of any amendments adopted.

Rule 9

1. Each member of the Staff Union shall have one vote.

2. Without prejudice to the provisions of articles 36 and 37 of the Statute, decisions shall be taken by a majority of the members present and voting. For the purposes of these rules the phrase "members present and voting" means members casting an affirmative or negative vote; members who abstain from voting are considered as not voting.

3. In the event of the votes being equally divided, the proposal shall be regarded as rejected.

4. Parts of a proposal shall be voted on separately, if a member requests that the proposal be divided. The resulting proposal shall be put to the vote in its entirety.

5. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the General Meeting shall vote first on the amendment furthest removed from the proposal.

6. If two or more proposals relate to the same question, the General Meeting shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Meeting may, after each vote on a proposal, decide whether to vote on the next proposal.

7. The Presiding Officer shall restate any motion before it is put to the vote.

8. Voting shall be done by a show of hands.

Rule 10

1. The General Meeting shall conduct its business in any of the working languages of the United Nations.

2. Summary records of General Meetings shall be drawn up under the response of the Presiding Officer and, whenever possible, sound recordings will be made.

3. The summary records shall be available to any member of the Staff Union through the representative of his Electoral Unit, and may be made available to all members.

Rule 11

1 The present rules of procedure may be amended by a simple majority of the General Meeting after the Staff Council has reported on the proposed amendment.

Rule 12

On any matter not provided for in the present rules of procedure the Presiding Officer shall decide, subject to an appeal from his decision in accordance with rule 7, paragraph 1.

## C. RULES OF PROCEDURE OF THE STAFF COUNCIL

### I. MEETINGS

Rule 1

The Staff Council shall meet at least once every month. The Staff Council may decide to hold regular meetings on specified days at specified hours, and special meetings whenever the Staff Committee or one fifth of the members of the Council request a meeting (article 23-1, Statute).

Rule 2

Meetings shall be held at the Headquarters of the United Nations, unless convened elsewhere by a decision of the Staff Council.

Rule 3

The meetings of the Staff Council shall be opened to all members of the Staff Union unless in exceptional circumstances the Council decides otherwise (article 23-2, Statute).

Rule 4

The Secretary of the Staff Committee shall keep a register of the attendance at the meetings indicating which members and alternates are present.

### II. AGENDA

Rule 5

The provisional agenda for each meeting shall be drawn up by the Staff Committee in consultation with the Presiding Officer of the Council.

Rule 6

The provisional agenda with an announcement of the date, hour and place of the meeting and, in so far as possible, all necessary documentation thereto, shall

be communicated to the members and alternate members of the Staff Council at least three working days in advance of the meeting. In exceptional circumstances, the time-limit may be waived by the Staff Council (article 23-3, Statute).

Rule 7

The provisional agenda shall include:

(a) Adoption of the agenda;

(b) Approval of records of the previous meeting of the Staff Council;

(c) Summaries of all communications addressed to the Staff Council and to the Staff Committee;

(d) Report of the Staff Committee;

(e) Reports of Committees of the Staff Council;

(f) Items which the Staff Committee deems necessary to put before the Council;

(g) Items proposed by the Council at any previous meeting;

(h) Items proposed in writing by any member of the Staff Council.

## III. ELECTION OF OFFICERS

Rule 8

The Staff Council shall elect from among its members a Presiding Officer and a Deputy Presiding Officer who shall not be members of the Staff Committee (article 23-5, Statute). These officers shall be elected by a secret ballot and by a majority of the members of the Staff Council present and voting. If in the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the largest number of votes in the first ballot.

Rule 9

If either of the officers is unable to continue in office, a new officer shall be elected for the unexpired term in accordance with the provisions set forth in rule 8 above.

## IV. DUTIES OF OFFICERS

Rule 10

The Presiding Officer shall declare the opening and closing of each meeting of the Staff Council, shall direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order, and subject to these rules, shall have complete control of the proceedings of the Staff Council and over the maintenance of order at its meetings.

Rule 11

In the absence of the Presiding Officer during a meeting or any part thereof, the Deputy Presiding Officer shall take his place. The Deputy Presiding Officer, acting as Presiding Officer, shall have the same powers and duties as the Presiding Officer.

Rule 12

In the event that both the Presiding Officer and the Deputy Presiding Officer are absent, an officer of the Staff Committee shall preside during the election by the Council of an ad hoc Presiding Officer. The ad hoc Presiding Officer shall have the same powers and duties as the Presiding Officer and shall hold office until either the Presiding Officer or his Deputy returns.

## V. THE STAFF COMMITTEE

Rule 13

The Staff Council shall elect from among the representatives a Staff Committee (article 24-1, Statute).

Rule 14

The Staff Committee shall be composed of a Chairman, two Vice-Chairmen, a Secretary, an Assistant Secretary, a Treasurer, a Rapporteur and five additional members (article 24-2. Statute).

Rule 15

The members of the Staff Committee shall be elected by office, by successive secret ballots and by a majority of the Council members present and voting. If on the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the largest number of votes in the first ballot (article 24-3, Statute).

Rule 16

The Staff Council may recall one or more members of the Staff Committee in accordance with article 24-5 of the Statute.

Rule 17

The Staff Committee shall be the executive body of the Staff Council (article 24-1, Statute) and shall carry out the policies of the Staff Union as adopted by the Staff Council, by general meetings of the Staff Union, or by referendum.

Rule 18

The Staff Committee shall be responsible to the Staff Council and shall report on its activities at each meeting of the Staff Council (article 24-4, Statute).

Rule 19

The Staff Committee shall adopt its own rules of procedure (article 25-5, Statute).

## VI. RECORDS AND LANGUAGES

Rule 20

The Staff Council may conduct its business in either English, French or Spanish.

Rule 21

As a general rule records of meetings shall be drawn up by the Secretary of the Staff Committee. These records shall be drawn up in English unless the Staff Council requests a French or Spanish translation in respect of a specific meeting or part thereof.

Rule 22

A copy of the records of all Staff Council meetings shall be sent to each member and alternate and to the Charimen of Electoral Units, and shall be available on request to any members of the Staff Union (article 23-4, Statute).

## VII. ALTERNATES

Rule 23

Whenever a member of the Staff Council is unable to attend all or part of a meeting of the Staff Council, his alternate shall take his place. Such alternate shall have the full rights of the member he is replacing.

Rule 24

Without prejudice to rule 23 above, alternates are at any time entitled to attend meetings of the Staff Council, may make statements on matters before the

Council, may have the right to take part in the discussions, but do not have the right to vote.

## VIII. SUBSIDIARY BODIES OF THE STAFF COUNCIL

Rule 25

The Staff Council may appoint such committees as are deemed necessary.

Rule 26

The committees shall investigate those problems which fall within the terms of reference given to them by the Staff Council. Reports of committees shall be presented to the Staff Council after having been brought to the attention of the Staff Committee.

Rule 27

The Staff Committee shall co-ordinate the work of the committees. The Staff Committee shall designate its members to maintain liaison with each committee.

Rule 28

Membership of committees may be extended to alternate members of the Staff Council. Members of committees may co-opt members of the Staff Union who are not members of the Staff Council. As members of committees, alternates and non-members may take part in the discussion and have the right to vote in the proceedings of their respective committees.

Rule 29

Meetings of committees shall be convened by the Provisional Chairman appointed by the Presiding Officer of the Staff Council, until such committees have elected their own officers. They may adopt their own rules of procedure.

## IX. CONSULTATIONS

Rule 30

The Staff Council and any committees appointed by the Council may call upon any person or group for information and/or expert advice on any matter under consideration.

## X. CONDUCT OF BUSINESS

Rule 31

Twenty-five members of the Staff Council shall constitute a quorum.

Rule 32

No decision of the Staff Council shall be valid unless a quorum of the Council was present at the time of voting.

Rule 33

The Presiding Officer shall call upon speakers in the order in which they signify their desire to speak.

Rule 34

During the discussion of any matter any member may rise to a point of order, and the point of order shall be immediately decided by the Presiding Officer in accordance with the rules. Any member may appeal against the ruling of the Presiding Officer. The appeal shall be immediately put to a vote and the Presiding Officer's ruling shall stand unless over-ruled by a majority of the members present and voting.

Rule 35

During the discussion of any matter, a member may move:

(a) to suspend the meeting,

(b) to adjourn the meeting,

(c) to adjourn the debate of the item under discussion, or

(d) to close the debate on the item under discussion.

One person may speak in favour and one against the motion, which thereupon shall be immediately put to a vote.

Rule 36

Subject to rule 34, motions shall have precedence over all other proposals or motions in the order in which they are listed in rule 35.

Rule 37

The Staff Council may limit the time to be allowed to speakers.

Rule 38

A motion may be withdrawn by its proposer at any time before the voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by another member.

## XI. VOTING

Rule 39

Each member of the Staff Council shall have one vote. When occupying the Chair, the Presiding Officer or Deputy Presiding Officer or ad hoc Presiding Officer shall not vote but his alternate may vote in his place. If, however, his alternate is not present, the Presiding Officer as specified above shall have the right to vote in the event of a tie vote.

Rule 40

Unless otherwise provided in these rules or in the Financial Rules, decisions of the Staff Council shall be taken by a majority of members present and voting. Members who abstain from voting are considered as not voting.

Parts of a proposal shall be voted on separately if a member requests that the proposal be divided. The resulting proposal shall then be put to the vote in its entirety.

Rule 42

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Staff Council shall vote first on the amendment furthest removed in substance from the proposal.

Rule 42

If two or more proposals relate to the same question, the Staff Council shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Staff Council may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 44

The Presiding Officer shall re-state all motions before they are put to a vote.

Rule 45

Voting shall normally be by a show of hands. A roll-call vote may be requested by any member, but shall not be taken unless the request is seconded by at least two other members.

Rule 46

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

## XII. RECONSIDERATION OF DECISIONS

Rule 47

When a proposal has been adopted or rejected it may not be reconsidered unless the Staff Council, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to a vote.

## XIII. AMENDMENTS

Rule 48

The present rules may be amended by a majority decision of the Council. Before voting on a proposed amendment, the Council shall obtain a report on it either from one of the standing committees or from a specially appointed sub-committee, as the Council may decide. Nevertheless, this requirement that proposed amendments be studied by a committee before being voted on by the Council may be waived by a two-thirds majority vote of members of the Council present and voting.

## XIV. FINAL PROVISIONS

On any matter not provided for in the present rules, the Presiding Officer shall decide, subject to an appeal against his ruling, in accordance with the provisions of rule 34 above.

## D. FINANCIAL RULES OF THE STAFF COUNCIL

Rule 1

The Staff Committee shall, immediately upon taking office, submit to the Staff Council a budget for the current fiscal year.

Rule 2

For expenditure exceeding $50 for any individual item or purpose, prior Staff Council approval is required. Expenditure from $10 to $50 shall be made with prior approval of the Staff Committee. The Treasurer is entitled to make expenditure of less than $10 without authorization by the Staff Council or the Staff Committee.

Rule 3

The Staff Committee shall establish a panel of four of its members for signing cheques or drafts of the Staff Union. Normally, authorized signers will be the Chairman and the Treasurer. In the event of the absence of one or both, the First Vice-Chairman and/or the Secretary will be authorized to sign.

Rule 4

Normally, the Treasurer shall cause to be deposited in a regular business bank or trust company a sum not exceeding one thousand five hundred dollars ($1,500), and the balance of the funds of the Union shall be deposited in a savings bank except that the Staff Council may cause such funds to be invested in such securities as shall be legal for a savings bank in the State of New York.

Rule 5

Expenditure incurred in official entertaining on behalf of the Staff Union shall be paid, subject to the provisions contained in rule 2, out of Staff Union funds.

Rule 6

The collection of voluntary contributions by the Treasurer of the Staff Committee will be organized after authorization from the Staff Council.

Rule 7

A reserve fund shall be established through annual appropriation from the revenue of the Staff Union. Expenditure from the reserve fund must be approved by an absolute majority vote of the membership of the Staff Council.

Rule 8

The financial rules may be amended by a majority vote of the members of the Staff Council present and voting. Before voting on a proposed amendment to the financial rules, the Council shall obtain a report on it either from one of the standing committees or other committees appointed by the Staff Council. This report shall be circulated one week before the meeting in which the Council votes on the proposed amendment. Nevertheless, this requirement that proposed amendments be studied by a committee and circulated before being voted on by the Council may be waived by an absolute majority vote of the membership of the Staff Council.

## E. TERMS OF REFERENCE OF THE STAFF BENEVOLENT FUND

Purpose: A Staff Benevolent Fund shall be established to assist members of the staff of the Secretariat financially in time of need or distress, in those cases not administratively provided for in the Staff Rules and Regulations and/or for the purpose of supplementing existing Staff Rules and Regulations: in addition, for the provision of financial support to any undertaking which has as its object the improvement of the general welfare of the staff.

Administration of Fund

(a) The Staff Benevolent Fund shall be administered by a Board known as the Staff Benevolent Fund Board and consisting of the Staff Counsellor and two persons appointed by the Staff Committee.[1/] The term of office of the first Board shall be until 31 December 1950, and thereafter the terms shall be one year. Members of the Board shall be eligible for re-election.

(b) The said Board shall determine its own detailed terms of reference in accordance with the above "Purpose", and including the power to make decisions on all loans and grants, and which may also include ways and means of replenishing and improving the financial condition of the Fund.

(c) The Staff Committee shall not be responsible for decisions of the Staff Benevolent Fund Board involving the expenditure of funds placed at the Board's disposal.

(d) The Board shall appoint a Treasurer who shall prepare an annual financial statement for communication to the Staff Committee and for the approval by the annual general meeting of the Staff Union. This statement shall be audited by the Auditing Committee of the Staff Union.

(e) At the end of each calendar year the Staff Benevolent Fund Board shall make a detailed report of its activities to the Staff Committee. A summary of each case on which the Board takes action shall accompany its report, subject to the provision that all cases shall be reported anonymously.

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1/ The Staff Council has made these appointments since 15 February 1950.