

## **RULES OF PROCEDURE**

### **Rule 1: Membership**

The Bureau shall be composed as defined in the Statutes.

### **Rule 2: Functions**

1. The Bureau shall prepare the agenda for MOWCAP meetings.
2. The Bureau shall be responsible for the planning, organizing, implementation and monitoring of the work programs approved by MOWCAP.

### **Rule 3: Sessions**

The Bureau shall normally meet once a year. The Chairperson may summon extraordinary sessions when necessary

### **Rule 4: Voting**

Each member in the Bureau can cast one vote.

1. Decisions shall be taken by a simple majority of the members present and voting.
2. If the vote is equally divided, the proposal shall be regarded as rejected.

### **Rule 5: Quorum**

The presence of half of the members of the Bureau shall constitute a quorum.

### **Rule 6: Functions of the Chairperson and Vice-Chairpersons**

The Chairperson shall declare the opening and closing of meetings, direct discussions, ensure observance of these Rules of Procedure, accord the right to speak, put questions to the vote, announce decisions, rule on points of order, control the proceedings and maintain order.

1. The Vice-Chairperson(s) shall assume duties and portfolios assigned by the Chairperson.
2. In the absence of the Chairperson the Bureau shall elect one of its number to preside and exercise the Chairperson's functions.
3. If the office of Chairperson becomes vacant, the UNESCO Regional Advisor will select a replacement to fill the office until the next general meeting of MOWCAP, at which a new Chairperson shall be elected.

### **Rule 7: Subsidiary bodies**

In order to undertake MOWCAP's programs the Bureau may establish or abolish such subcommittees or task forces as it considers necessary and practical from time to time. This power is also exercised by MOWCAP at its ordinary meetings.

### **Rule 8: The Secretariat**

1. The Secretariat shall consist of such staff as may be required and can be supported by the host institution. Its location shall be recommended by the Bureau and approved by MOWCAP.

2. The Secretary General shall act as the executive head of the Secretariat responsible to the Chairperson.

3. The Secretariat shall administer and be the custodian of all properties of MOWCAP.

4. The Secretary General shall present an administrative and financial report to each ordinary session of MOWCAP.

### **Rule 9: Budget and finance**

The Bureau shall prepare the biennial budget for the approval of MOWCAP.

1. On behalf of the Bureau, the Secretary General may receive any donations, gifts, bequests and subventions directly from international and other organisations, foundations, institutions and associations or from individuals.

2. As necessary, the Secretary General shall open, close and maintain any necessary bank accounts and otherwise manage any financial assets of MOWCAP in accordance with guidelines established by the Bureau. He or she shall present to the Bureau an annual statement of accounts, copies of which shall be furnished to voting members of MOWCAP.

### **Rule 10: Casual vacancies**

Casual vacancies in the Bureau shall be filled by the remaining members appointing a replacement to serve until the next general meeting of MOWCAP.

### **Rule 11: Working Language**

The working language of the Bureau shall be English.

### **Rule 12: Amendment**

Proposal for amendments to these rules shall receive the approval of the Bureau by a simple majority before submission to the next general meeting of MOWCAP for consideration and final approval.