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United Nations Habitat Assembly of the  
United Nations Human Settlements Programme

First session

Nairobi, 27–31 May 2019

Item 3 of the provisional agenda\*

Adoption of the rules of procedure of the United Nations  
Habitat Assembly

## Draft rules of procedure of the United Nations Habitat Assembly

### Note by the secretariat

1. In its resolution 56/206 of 21 December 2001, the General Assembly decided to transform, with effect from 1 January 2002, the United Nations Centre for Human Settlements (Habitat) into the United Nations Human Settlements Programme (UN-Habitat). The General Assembly also decided to transform the Commission on Human Settlements into the Governing Council of UN-Habitat, a subsidiary organ of the General Assembly. The General Assembly further decided that the Committee of Permanent Representatives to UN-Habitat would serve as the Governing Council's intersessional subsidiary body. In the same resolution, the General Assembly requested the Governing Council to propose, for the consideration of the General Assembly, its new rules of procedure based on the rules of procedure of the Commission on Human Settlements and bearing in mind paragraphs 3, 7 and 8 of part I A of the provisions of resolution 56/206.

2. At its fifty-eighth session, by resolution 58/227 of 23 December 2003, the General Assembly adopted the draft rules of procedure of the Governing Council of UN-Habitat, which came into force at the twentieth session of the Council. The amendments to the rules made at the twenty-fifth session of the Council came into effect during the twenty-sixth session, held in May 2017.

3. At its seventy-second session, by resolution 72/226 of 20 December 2017, the General Assembly requested the Chair of the Committee of Permanent Representatives of UN-Habitat to establish an open-ended working group in Nairobi to examine different options for strengthening Member States' oversight of UN-Habitat, including but not limited to those presented in the New Urban Agenda, a focused Executive Board, or a universal Urban Assembly, and requested the Chair to make available to Member States findings and recommendations of the working group, including any necessary adjustments to existing UN-Habitat governance and administration arising from the options presented, for the consideration and appropriate action of the General Assembly during its seventy-third session.

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\* HSP/HA/1/1.

4. In its report of June 2018,<sup>1</sup> the Open-ended Working Group established by the Chair of the Committee of Permanent Representatives to UN-Habitat pursuant to General Assembly resolution 72/226 identified, inter alia:

(a) The need to change the governance of UN-Habitat by having a governing body that would have universal intergovernmental membership and provide the political and strategic framework under which UN-Habitat would function;

(b) The need for a dedicated executive board to increase Member State oversight of UN-Habitat's operations and to strengthen the accountability, transparency, efficiency and effectiveness of UN-Habitat.

5. At its seventy-third session, by resolution 73/239 of 20 December 2018, the General Assembly endorsed the findings and recommendations of the Open-ended Working Group on changing the governance structure of UN-Habitat<sup>2</sup> and decided:

(a) To dissolve the UN-Habitat Governing Council as a subsidiary organ of the General Assembly and to replace it with the UN-Habitat Assembly, in line with the findings and recommendations of the Open-ended Working Group;

(b) That the first session of the UN-Habitat Assembly would be held in May 2019, building upon the preparations already carried out for the twenty-seventh session of the Governing Council, and that this would take effect upon the start of the first session of the Habitat Assembly;

(c) That the Executive Board, after the election of its members by the UN-Habitat Assembly, should meet for its first session in Nairobi for a duration of three days;

(d) That the Committee of Permanent Representatives to UN-Habitat should prepare draft rules of procedure for the UN-Habitat Assembly, to be completed no later than April or May 2019, with a view to their adoption at the first session of the Habitat Assembly;

6. Pursuant to resolution 73/239, the Committee of Permanent Representatives established a working group to prepare draft rules of procedure for consideration by the Committee. The draft rules of procedure are set out in the annex to the present note.

### **Suggested action by the UN-Habitat Assembly**

7. The Assembly may wish to consider the draft rules of procedure and adopt the following draft decision:

### **Draft decision [---]: Rules of procedure of the United Nations Habitat Assembly**

*The United Nations Habitat Assembly*

*Decides* to adopt the rules of procedure of the Assembly set out in the annex to the present decision.

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<sup>1</sup> Available at [www.un.org/pga/72/wp-content/uploads/sites/51/2018/06/un-habitat.pdf](http://www.un.org/pga/72/wp-content/uploads/sites/51/2018/06/un-habitat.pdf).

<sup>2</sup> See A/73/726.

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# Draft rules of procedure of the United Nations Habitat Assembly

## I. Sessions

### United Nations Habitat Assembly

#### Rule 1

Under the authority of the General Assembly, the United Nations Habitat Assembly of the United Nations Human Settlements Programme (UN-Habitat Assembly) will provide the political and strategic framework under which UN-Habitat will function, dedicated to the promotion of sustainable urban development and human settlements.

### Functions and competencies

#### Rule 2

The UN-Habitat Assembly, having a universal governmental membership, will convene in Nairobi during a five-day period every four years to, among other things, undertake the following:

- (a) Identify key issues and areas of focus for the normative and policy work of UN-Habitat;
- (b) Review major trends relating to human settlements and urbanization;
- (c) Examine global norms and standards relating to human settlements and sustainable urbanization;
- (d) Adopt resolutions, declarations, recommendations, formal decisions, reports and other documents pertaining to strategic vision and political guidance, in accordance with its mandate;
- (e) Recommend strategies for the coherent implementation of the dimensions of urban and human settlements contained in the 2030 Agenda for Sustainable Development, the New Urban Agenda and other global agendas, including in the work of the United Nations system;
- (f) Examine and approve the UN-Habitat strategic plan, to be prepared by the Executive Board;
- (g) Review the quadrennial report of the Secretary-General on progress in the implementation of the New Urban Agenda.

### Date of opening of regular sessions

#### Rule 3

1. Each regular session of the UN-Habitat Assembly shall be held, subject to the provisions of rule 4, at a date fixed by the Assembly at its previous session, in such a way, if practicable, as to enable the Economic and Social Council and the General Assembly to consider the report of the UN-Habitat Assembly in the same year.
2. When setting the date for the session of the UN-Habitat Assembly in a given year, the dates of meetings of other relevant bodies, including the high-level political forum on sustainable development, should be taken into account.

#### Rule 4

An alteration of a set date for a regular session of the UN-Habitat Assembly shall be requested, in writing, either by at least 10 members of the Assembly equitably representing the five regions or by the Executive Director. The new date should not be earlier than 9 months after the request was placed. Rule 3 should remain unaffected by such a change of date. In either case, the Executive Director shall forthwith communicate the request to the other members of the Assembly, together with appropriate observations, including financial implications, if any. If within 21 days of the request, a majority of the members of the Assembly explicitly concurs with the request, the Executive Director shall convene the Assembly accordingly.

## **Place of sessions**

### **Rule 5**

Sessions of the UN-Habitat Assembly shall be held at the headquarters of UN-Habitat, in Nairobi.

## **Special sessions**

### **Rule 6**

1. Special sessions may be held under unexpected circumstances pursuant to a decision taken by the UN-Habitat Assembly at a regular session or at the request of:

- (a) A majority of the members of the United Nations;
- (b) The General Assembly;
- (c) The Economic and Social Council;
- (d) The President of the UN-Habitat Assembly with the concurrence of the other members of the Bureau of the Assembly and in consultation with the Executive Director.

2. The Executive Director shall immediately inform all members of the United Nations of the request, as well as the approximate cost and relevant administrative and other considerations. The Executive Director shall simultaneously circulate the advice of the Executive Board on the aspects of the request that fall under its mandate. If within 21 days of the circulation of the above, a majority of the members of the United Nations explicitly concurs with the request, the Executive Director shall convene a special session of the UN-Habitat Assembly.

## **Date of opening of special sessions**

### **Rule 7**

Special sessions of the UN-Habitat Assembly shall normally be convened within 42 days of the receipt by the Executive Director of a request for such a session, at a date fixed by the President of the Assembly in consultation with the Executive Director, taking into account such observations as may have been made in the request for a special session.

## **Notification of sessions**

### **Rule 8**

1. The Executive Director shall send notification of the date of each session and the provisional agenda of the UN-Habitat Assembly to:

- (a) All States Members of the United Nations and members of United Nations specialized agencies;
- (b) The Chairs of the intersessional organs of the UN-Habitat Assembly, as appropriate;
- (c) The United Nations specialized agencies, related organizations and other United Nations bodies;
- (d) The entities, intergovernmental organizations and other entities referred to in rule 66;
- (e) The organizations referred to in rules 67 and 68 and other relevant stakeholders.

2. Such notification shall be addressed to the President of the General Assembly, the President of the Economic and Social Council and the organizations and institutions referred to in rule 68.

3. The notification referred to in this rule shall, in the case of a regular session, be sent in the official and working languages of the UN-Habitat Assembly as stipulated in rule 34 not less than six months prior to the opening of the session and, in the case of a special session, not less than 14 days prior to its opening.

## **Adjournment of sessions**

### **Rule 9**

The UN-Habitat Assembly may decide to adjourn any session temporarily and resume meeting at a later date.

## **II. Agenda**

### **Drawing up of the provisional agenda**

#### **Rule 10**

1. The Executive Director shall submit to the UN-Habitat Assembly at each regular session the provisional agenda for the next regular session.
2. The provisional agenda shall be reviewed by the Committee of Permanent Representatives and shall contain items proposed by:
  - (a) The UN-Habitat Assembly;
  - (b) States Members of the United Nations and members of United Nations specialized agencies;
  - (c) The General Assembly;
  - (d) The Economic and Social Council;
  - (e) The Executive Director.
3. Items proposed under paragraph 2 shall be accompanied by an explanatory memorandum and, if possible, by basic documents, which shall be submitted to the Executive Director at least 49 days prior to the opening of the session for consideration by the Committee of Permanent Representatives.
4. The provisional agenda may include:
  - (a) Reports of the Committee of Permanent Representatives and the Executive Board;
  - (b) The report of the Executive Director on the work of the organization;
  - (c) Reports of the Economic and Social Council and intersessional organs of the United Nations, as relevant;
  - (d) All items proposed by States Members of the United Nations and members of United Nations specialized agencies;
  - (e) All items the inclusion of which has been ordered by the UN-Habitat Assembly at a previous session;
  - (f) All items proposed by the General Assembly and the principal organs of the United Nations;
  - (g) The report of the Executive Board on budget and finance;
  - (h) All items which the Executive Director deems necessary to put before the UN-Habitat Assembly;
  - (i) Relevant items proposed by the Executive Board and the Committee of Permanent Representatives.
5. In drawing up the provisional agenda, the Executive Director may take into account suggestions made by any intergovernmental organization entitled to notification under rule 66. The Executive Director may also submit for the consideration of the Committee of Permanent Representatives suggestions from the organizations referred to in rules 67 and 68.

#### **Rule 11**

The notification referred to in rule 8 shall include a copy of the provisional agenda of the next session.

## Supplementary items

### Rule 12

1. After the UN-Habitat Assembly has considered the provisional agenda for the following session of the Assembly, any authority entitled under rule 10, paragraph 2 to propose an item for the provisional agenda may propose supplementary items for inclusion in that agenda not less than 49 days in advance of the opening date of the session. Such a proposal, unless made by the General Assembly, shall be examined by the Committee of Permanent Representatives during its meeting to prepare for the regular session of the UN-Habitat Assembly, in accordance with rule 23, and be accompanied by a supporting statement from the party proposing it, explaining the urgency of the consideration of the item.
2. The Executive Director shall communicate to the UN-Habitat Assembly, through the Committee of Permanent Representatives, any request for the inclusion of the supplementary items received before the start of the regular session, with the accompanying supporting statements where applicable, together with any comments or observations that the Executive Director may wish to make on such matters.

## Adoption of the agenda

### Rule 13

1. At the beginning of each regular session, the UN-Habitat Assembly shall adopt the agenda for that session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 12.
2. Any authority listed in rule 10, paragraph 2 that has proposed a supplementary item for inclusion in the agenda shall be entitled to be heard by the UN-Habitat Assembly on the inclusion of the item in the agenda for the session.
3. Unless the UN-Habitat Assembly decides otherwise, an item shall normally be included in the agenda at the time of adoption only if the documentation related to that item has been circulated to members in all official and working languages of the Assembly not less than 49 days in advance of the opening date of the session.
4. The UN-Habitat Assembly may allocate items among the plenary meetings of the Assembly and may refer items without preliminary debate in the Assembly to:
  - (a) Its intersessional organs, in accordance with their functions and schedule of meetings as defined herein;
  - (b) The Executive Director, to study and report on at a subsequent session of the Assembly;
  - (c) The sponsor of the item, for further information or documentation.

## Provisional agenda for a special session

### Rule 14

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session. It shall be transmitted to the authorities mentioned in rule 8 at the same time as the notification of the convening the UN-Habitat Assembly.

## Revision of the agenda

### Rule 15

During a regular session, the UN-Habitat Assembly may revise its agenda for that session by adding, deleting, deferring or amending items. Only items that the Assembly considers to be important and urgent may be added to the agenda during a session.

### **III. Representation and credentials**

#### **Representation**

##### **Rule 16**

States Members of the United Nations shall be represented by accredited representatives, including a head of delegation, and alternate representatives and advisers as may be required.

#### **Credentials**

##### **Rule 17**

1. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Director before the first meeting that the representatives are to attend.
2. The Bureau of the UN-Habitat Assembly shall examine the credentials and submit its report to the Assembly. This rule shall not, however, prevent a Member from changing its representatives, alternate representatives or advisers subsequently, subject to proper submission and examination of credentials, where needed.

### **IV. Bureau**

#### **Election**

##### **Rule 18**

1. During the final meeting of a regular session, the UN-Habitat Assembly shall elect the five members of its Bureau, composed of Member States elected to hold the offices of the President, the Rapporteur and the three Vice-Presidents. In electing Member States to hold these offices, the Assembly shall ensure that each of the five regional groups is equally represented in the Bureau. In addition, the five members of the Bureau of the Committee of Permanent Representatives shall jointly serve as additional Vice-Presidents of the Bureau of the Assembly.
2. No two members of the Bureau of the UN-Habitat Assembly shall be from the same Member State, and it shall be so constituted as to ensure its representative character.

#### **Functions**

##### **Rule 19**

The Bureau of the UN-Habitat Assembly shall assist the President in the conduct of the business of the Assembly and carry out any tasks assigned to it by the Assembly.

#### **Terms of office**

##### **Rule 20**

1. The President, Vice-Presidents and Rapporteur shall hold office until their successors are elected. They shall begin their terms of office at the closure of the session at which they are elected and shall remain in office until the closure of the next regular session. Subject to the provisions of rule 18, they shall be eligible for re-election.
2. If a Member State resigns from the office of President, Vice-President or Rapporteur, another Member State from the same regional group shall be designated to fill the vacancy.

#### **Acting President**

##### **Rule 21**

1. If the President cannot preside over a meeting, or any part thereof, a Vice-President shall be designated by the President to temporarily preside over the proceedings of the UN-Habitat Assembly.
2. A Vice-President who is designated as acting President under rule 21 shall have the same powers and duties as the President.



## V. Intersessional organs

### Rule 22

The UN-Habitat Assembly has two permanent intersessional organs: the Committee of Permanent Representatives and the Executive Board.

### Committee of Permanent Representatives

#### Rule 23

1. The Committee of Permanent Representatives is composed of all Permanent Representatives of States Members of the United Nations and members of the United Nations specialized agencies that are accredited to UN-Habitat.
2. The Committee of Permanent Representatives shall convene, in an open-ended manner, twice every four years; once prior to the UN-Habitat Assembly, in preparation for that session, and a second time for a high-level mid-term review. If necessary to efficiently implement its mandate to prepare the next session of the Assembly, the Committee may, on the basis of consensus, establish subcommittees.

### Executive Board

#### Rule 24

1. The Executive Board shall be composed of 36 members elected by the UN-Habitat Assembly on the basis of equitable geographical representation, following the formula set out in the report on the work of the Open-ended Working Group established by the Chair of the Committee of Permanent Representatives.<sup>3</sup>
2. The members of the Executive Board shall serve for a period of 4 years, commencing with their election during a session of the UN-Habitat Assembly.
3. The Executive Board will meet in Nairobi two or three times annually, as appropriate, to, among other things:
  - (a) Oversee the implementation of the normative and operational activities of UN-Habitat;
  - (b) Ensure accountability, transparency, efficiency and effectiveness;
  - (c) Approve and oversee the implementation of the annual programme of work, the budget and the resource mobilization strategy, in accordance with the strategic plans and the political guidelines provided by the UN-Habitat Assembly;
  - (d) Adopt decisions, under its mandate, on, among other things, programmatic, operational and budgetary issues, for the adequate and effective implementation of the resolutions and decisions adopted by the UN-Habitat Assembly;
  - (e) Guide and support efforts to finance UN-Habitat;
  - (f) Oversee the compliance of UN-Habitat with evaluations and support auditing functions;
  - (g) Collaborate with the executive boards of other United Nations agencies, in accordance with the management reform programme of the Secretary-General.

#### Rule 25

The Executive Board shall have delegation of authority from the UN-Habitat Assembly to submit periodic reports to the General Assembly through the Economic and Social Council on issues pertinent to the Executive Board's mandate in the years when the UN-Habitat Assembly is not in session.

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<sup>3</sup> As is indicated in the report of the Open-ended Working Group (A/73/726), the Executive Board seat distribution will be as follows: 10 seats for African States, 8 seats for Asia-Pacific States, 4 seats for Eastern European States, 6 seats for the Latin America and Caribbean States, and 8 seats for the Western European and other States.

## **Sessional organs**

### **Rule 26**

During the session, the UN-Habitat Assembly may set up such other sessional organs, subcommittees or working groups, composed of States Members of the United Nations and members of United Nations specialized agencies, as it may deem necessary and refer to them any item on the agenda or any other question for consideration and reporting.

## **Officers**

### **Rule 27**

At the end of each of its meetings, the Committee of Permanent Representatives shall elect its Bureau, which shall be composed of a Chair, three Vice-Chairs and a Rapporteur. In electing five Member States to hold these offices, the Committee of Permanent Representatives shall ensure that each of the five regional groups is equally represented in the Bureau.

## **Joint Bureaux**

### **Rule 28**

The respective Bureaux of the UN-Habitat Assembly, the Committee of Permanent Representatives and the Executive Board may, for the purpose of coordinating their activities, conduct joint Bureaux meetings.

## **Applicable rules of procedure**

### **Rule 29**

The rules of procedure of the UN-Habitat Assembly shall apply, *mutatis mutandis*, to all intersessional organs that do not have their own rules of procedure. Where an intersessional organ has its own rules of procedure, the rules of procedure of the Assembly may apply in cases where the rules of intersessional organs are silent. The Executive Board of UN-Habitat shall act in accordance with its rules of procedure.

## **VI. Executive Director**

### **Duties of the Executive Director**

#### **Rule 30**

1. The Executive Director shall act in his or her capacity at all meetings of the UN-Habitat Assembly and of its intersessional organs. The Executive Director may designate a member of the secretariat to act as his or her representative.
2. The Executive Director shall be responsible for performing those functions in relation to the UN-Habitat Assembly that he or she is required to undertake as Executive Director of UN-Habitat.
3. The Executive Director shall be responsible for providing and directing the staff required by the UN-Habitat Assembly or any intersessional organ. The Executive Director shall be responsible for making all necessary arrangements for the meetings of the Assembly and its intersessional organs, including the preparation and distribution of documents in the official and working languages of the United Nations at least 42 days in advance of the session of the Assembly and its intersessional organs, without prejudice to rule 48, paragraph 2.

### **Duties of the secretariat of the UN-Habitat Assembly**

#### **Rule 31**

The secretariat of the UN-Habitat Assembly, under the direction of the Executive Director, shall ensure that statements made at meetings are interpreted; shall receive, translate and circulate the documents of the Assembly and its intersessional organs; shall publish and circulate the resolutions, reports and relevant documentation of the Assembly in the official and working languages; and shall

have custody of the documents in the archives of the Assembly and generally perform all other work that the Assembly may require.

## **Statements by the secretariat**

### **Rule 32**

The Executive Director, or a member of the secretariat designated by the Executive Director, may at any time, upon the invitation of the President of the UN-Habitat Assembly, deliver oral or written statements to the Assembly or the intersessional organs concerning any matter under consideration.

## **Statement of financial implications**

### **Rule 33**

1. Before the UN-Habitat Assembly takes action on any proposal pertaining to the functions described in rule 2 involving the expenditure of United Nations funds, including funds of the United Nations Habitat and Human Settlements Foundation, or having financial implications, the Executive Director shall prepare and circulate in due time to all States Members of the United Nations and members of United Nations specialized agencies or the intersessional organ concerned, the estimates and detailed statements of the financial implications of implementing the proposal.
2. The UN-Habitat Assembly shall consider the estimates and statements referred to in paragraph 1 above before adopting any proposal involving the expenditure of the United Nations funds, including the resources of the United Nations Habitat and Human Settlements Foundation. If a proposal is adopted, the Assembly shall indicate, whenever appropriate, the priority or degree of urgency that it attaches to it and which parts of the proposal may be deferred, modified or eliminated to ensure that the work of UN-Habitat will be carried out in the most effective manner.
3. The Executive Director shall also submit to the UN-Habitat Assembly estimates of expenditures by the United Nations Habitat and Human Settlements Foundation for the same biennium, in accordance with the general procedures governing the operations of the Foundation, the relevant United Nations Financial Regulations 5.10 and 9.4 and relevant financial rules as contained in ST/SGB/UNHHSF Financial Rules/3.

## **VII. Languages and records**

### **Official and working languages**

#### **Rule 34**

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official and working languages of the UN-Habitat Assembly. Speeches made in any of these languages shall be interpreted into the other languages of the Assembly.
2. Any representative may make a statement in any other language, provided he or she arranges for interpretation of the statement into one of the official and working languages of the UN-Habitat Assembly. Interpretation into the other official languages by the interpreters of the secretariat may be based on the interpretation provided in the first official language.

### **Languages of resolutions and other formal decisions**

#### **Rule 35**

All resolutions, recommendations, other formal decisions and reports of the UN-Habitat Assembly shall be made available in the official and working languages of the Assembly.

### **Circulation of formal decisions and reports**

#### **Rule 36**

Resolutions, recommendations and other formal decisions of the UN-Habitat Assembly shall be immediately communicated by the secretariat to all members of the Assembly and to any other participants in the session. The published text of such resolutions, recommendations and other formal decisions, as well as the report of the UN-Habitat Assembly to the General Assembly through the

Economic and Social Council, shall be distributed, including through electronic means, in the official and working languages of the UN-Habitat Assembly after the close of the session to all States Members of the United Nations and members of United Nations specialized agencies referred to in these rules.

**Rule 37**

Sound recordings of meetings of the UN-Habitat Assembly shall be made and kept by the secretariat in accordance with the applicable rules and practice of the United Nations. Such recordings may also be made of the proceedings of any intersessional organ if the Assembly so decides.

**VIII. Public and private meetings****General principle****Rule 38**

Meetings of the UN-Habitat Assembly, its sessional committees, working groups and other intersessional organs shall be held in public unless the body concerned decides otherwise.

**IX. Conduct of business****Quorum****Rule 39**

The President may declare a meeting of the UN-Habitat Assembly open and permit the debate to proceed when representatives of at least one third of the members of the Assembly are present. The presence of representatives of a majority of the members of the Assembly shall, however, be required for any decision to be taken.

**General powers of the President****Rule 40**

1. In addition to exercising the powers conferred upon the President elsewhere by these rules, the President shall declare the opening and closing of each meeting of the UN-Habitat Assembly, direct the discussions, ensure the observance of these rules, accord the right to speak, put questions to a vote and announce decisions. The President, subject to these rules, shall have complete control of the proceedings of the Assembly and the maintenance of order at its meetings. The President shall rule on points of order. He or she may propose to the UN-Habitat Assembly the closure of the list of speakers, a limitation on the time allocated to speakers and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

2. The President in the exercise of his or her functions remains under the authority of the UN-Habitat Assembly.

**Speeches****Rule 41**

1. The UN-Habitat Assembly shall only be addressed after the President has granted permission.

2. Debate shall be confined to the question before the UN-Habitat Assembly, and the President may call a speaker to order if the remarks of the speaker are not relevant to the subject under discussion.

3. Subject to rules 41 and 43, the President shall call upon speakers in the order in which they signify their desire to speak.

4. At the request of the delegations concerned, the order of speakers may be altered.

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## **Points of order**

### **Rule 42**

1. During the discussion of any matter, a representative may at any time raise a point of order, which shall be decided on immediately by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to a vote, and the ruling of the President shall stand unless overruled by a majority of the members present and voting.

2. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

## **Right of reply**

### **Rule 43**

The right of reply shall be accorded by the President to any State Member of the United Nations or any member of a United Nations specialized agency that requests it. Representatives should attempt, in exercising this right, to be as brief as possible and preferably to deliver their statements at the end of the meeting at which this right is requested.

## **Motions to suspend or adjourn a meeting**

### **Rule 44**

A representative of any State Member of the United Nations may at any time during the discussion of any matter move that the meeting be suspended or adjourned. The UN-Habitat Assembly shall, without discussion, immediately decide on such a motion.

## **Motions to adjourn debate**

### **Rule 45**

A representative of any State Member of the United Nations may at any time move that the debate on the item under discussion be adjourned. Permission to speak on the motion shall be granted only to two other representatives in favour of the motion and to two opposing it, after which the UN-Habitat Assembly shall immediately decide on the motion.

## **Motions to close debate**

### **Rule 46**

A representative of any State Member of the United Nations may at any time move that the debate on the item under discussion be closed, irrespective of whether any other representative has expressed a wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the UN-Habitat Assembly shall immediately decide on the motion.

## **Order of motions**

### **Rule 47**

Subject to the right to raise a point of order under rule 42, the following motions shall have precedence in the order indicated over all other proposals and motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) To close the debate on the item under discussion.

## **Submission of proposals and substantive amendments**

### **Rule 48**

1. Proposals and substantive amendments by States Members of the United Nations or members of United Nations specialized agencies shall be submitted in writing, including through electronic means, to the Executive Director, who shall circulate copies thereof to the members of the UN-Habitat Assembly. The President may accept a proposal, or a substantive amendment made orally, from States Members of the United Nations or members of United Nations specialized agencies.

2. In principle, no such proposal or amendment shall be discussed or voted upon at any meeting of the UN-Habitat Assembly unless copies of it have been made available to all States Members of the United Nations and members of United Nations specialized agencies, in writing, including through electronic means, no later than the day preceding the meeting. Subject to the approval of the Assembly, the President may, however, permit the discussion and consideration of proposals or amendments even though those proposals or amendments have not been circulated or have only been circulated the same day.

## **Withdrawal of proposals and motions**

### **Rule 49**

1. A proposal or motion may be withdrawn by its sponsor at any time before voting on it has begun, provided that the motion has not been amended.

2. A proposal or a motion thus withdrawn may be re-introduced by another member.

## **Decisions on competence**

### **Rule 50**

Any motion raising the issue of the competence of the UN-Habitat Assembly to adopt a proposal or any amendment submitted to it shall be put to a vote before a vote is taken on the proposal or amendment in question.

### **Rule 51**

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the UN-Habitat Assembly so decides. Permission to speak on a motion to reconsider shall be accorded only to two representatives opposing the motion, after which it shall be put to a vote immediately.

## **X. Decision-making process**

### **General principles**

#### **Rule 52**

Subject to the provisions of rule 41, the UN-Habitat Assembly may decide on any motion or proposal without a vote and shall normally make decisions by consensus. A vote shall, however, be taken if a member of the Assembly requests it.

### **Voting rights**

#### **Rule 53**

Each State Member of the United Nations shall have one vote.

### **Majority required**

#### **Rule 54**

1. Decisions of the UN-Habitat Assembly taken by vote shall be made by a majority of the Member States present and voting. If a vote is equally divided on a matter other than an election, the proposal or amendment shall be considered rejected.

2. For the purposes of these rules, the phrase "members present and voting" refers only to Member States casting an affirmative or negative vote and does not include Member States that abstain from voting.

## **Method of voting**

### **Rule 55**

The UN-Habitat Assembly shall normally vote by a show of hands, but any member of the UN-Habitat Assembly may, however, request a roll call, which shall then be taken in the English alphabetical order of the names of the members of the Assembly, beginning with the member whose name is drawn by the President. The vote of each Member State participating in a roll call shall be reflected in the relevant document of the Assembly.

### **Rule 56**

Once the President has signalled the start of voting, no representative may interrupt the voting except on a point of order relating to the actual process of voting.

## **Explanation of vote**

### **Rule 57**

The President may permit a State Member of the United Nations to make a brief statement in explanation of his or her vote either before or after the voting on the proposal or motion being voted upon.

## **Division of proposals or amendments**

### **Rule 58**

A representative of a State Member of the United Nations may motion that part of a proposal or an amendment be voted on separately. If objection is made to the request for division, the motion for division shall be voted on. Permission to speak on the motion for division shall be given only to two other speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or the amendment that are approved shall then be put to a vote as a whole. If all operative parts of the proposal or the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

## **Decisions on amendments**

### **Rule 59**

1. An amendment is a proposal that does no more than add to, delete from or revise part of another proposal.
2. 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 amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed therefrom, and so on until all amendments have been put to a vote. However, where the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be put to a vote. Where no amendment is adopted, the proposal shall be put to a vote in its original form.

## **Order of decisions on proposals**

### **Rule 60**

1. If there are two or more proposals related to the same question, they shall be decided on in the order in which they were submitted, unless the UN-Habitat Assembly decides otherwise. The Assembly may, after a decision on one proposal, decide whether to go on to consider the next proposal.
2. A motion requiring that no decision be taken on the substance of a proposal shall be decided on before that proposal.

## **Elections**

### **Rule 61**

All elections shall be held by secret ballot unless otherwise decided by the UN-Habitat Assembly.

### **Rule 62**

1. When two or more elective places are to be filled at one time under the same conditions, the candidates, in a number not exceeding the number of such places and obtaining in the first ballot the majority required and the largest number of votes shall be elected.

2. If the number of candidates obtaining such a majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, with the exception that, if only one place remains to be filled, the procedures in rule 63 shall be applied. The ballot shall be restricted to the unsuccessful candidates who obtained the largest number of votes in the previous ballot, but not exceeding twice the number of places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number: if a tie again results among a greater number of candidates than the number required, the President shall reduce their number to that required by drawing lots.

3. When a restricted ballot (not counting a special ballot held under the conditions specified in the last sentence of paragraph 2 above) is inconclusive, the President shall decide among the remaining candidates by drawing lots.

### **Rule 63**

1. If, when only one elective place is to be filled, no candidate in the first ballot obtains the majority required, a second ballot shall be taken, confined to the two candidates having obtained the largest number of votes. If, in the second ballot, the votes are equally divided, the President shall decide between the candidates by drawing lots.

2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held among such candidates for the purpose of reducing their number to two; similarly, in the case of a tie among three or more candidates obtaining the largest number of votes, a special ballot shall be held. If a tie again results in the special ballot, the President shall eliminate one candidate by drawing lots, and thereafter another ballot shall be taken among all the remaining candidates. The procedure prescribed by these rules shall, if necessary, be repeated until one candidate is duly elected.

## **XI. Participation of non-members**

### **Non-member States of the United Nations**

#### **Rule 64**

Any non-member State of the United Nations<sup>4</sup> may participate in the deliberations of the UN-Habitat Assembly. Any State thus participating shall not have the right to vote but may submit proposals, which may be put to a vote by request of any member of the Assembly. The provisions of this rule shall apply, *mutatis mutandis*, to participation in an intersessional organ by States not members thereof.

### **Other United Nations bodies, United Nations specialized agencies and related organizations**

#### **Rule 65**

1. Representatives of other United Nations bodies, the United Nations specialized agencies and related organizations may participate, without the right to vote or make proposals, in the deliberations of the UN-Habitat Assembly on matters within the scope of their activities.

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<sup>4</sup> The Non-member States of the United Nations refer to the Holy See, Cook Islands, Niue and the State of Palestine.



2. Such United Nations bodies and United Nations specialized agencies may circulate written statements relating to the items on the agenda of interest to them to the members of the UN-Habitat Assembly.

## **Intergovernmental organizations and other entities**

### **Rule 66**

Representatives of intergovernmental organizations<sup>5</sup> and other entities accorded permanent observer status by the General Assembly and representatives of other intergovernmental organizations designated on a continuing basis by the General Assembly or the Economic and Social Council, or accredited or invited by the UN-Habitat Assembly, or invited by the of the President of the UN-Habitat Assembly may participate in the deliberations of the UN-Habitat Assembly on matters within the expertise or scope of the activities of such organizations.

## **Local authorities**

### **Rule 67**

Duly accredited representatives of local authorities, invited by the Executive Director and in consultation with their respective governments, where requested, or representing national or international associations or organizations recognized by the United Nations, may participate, as observers at public meetings, in the deliberations of the UN-Habitat Assembly and its intersessional organs.

## **Other Habitat Agenda partners**

### **Rule 68**

1. Duly accredited representatives of other Habitat Agenda partners may sit as observers at public meetings of the UN-Habitat Assembly and its intersessional organs.
2. Upon the invitation of the presiding officer of the body concerned and subject to the approval of that body, such observers may make oral statements on matters in which they have special competence.

## **Non-governmental organizations**

### **Rule 69**

Non-governmental organizations in consultative status with the Economic and Social Council may designate authorized representatives to sit as observers at public meetings of the UN-Habitat Assembly and its intersessional organs. A non-governmental organization attending a meeting of the Assembly may, upon the invitation of the President and with the approval of the Assembly, make oral statements on matters within the scope of its activities.

### **Rule 70**

Written statements submitted by the designated representatives referred to in rules 64 to 69 shall be distributed by the secretariat to all delegations in the quantities and in the languages in which the statements are made available to it, provided that statements submitted by the designated representatives referred to in rules 67 to 69 are related to the work of the Assembly and are on a subject in which they have a special competence.

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<sup>5</sup> The modalities of participation of the European Union in the work of the United Nations, as set out in resolution 65/276 of the General Assembly, shall be applicable to its participation in the UN-Habitat Assembly.

## **XII. Amendment and suspension of the rules of procedure**

### **Amendment of rules**

#### **Rule 71**

The UN-Habitat Assembly may, by a decision adopted by a majority of States Members of the United Nations present and voting, amend any of these rules but only after it has received a report on the proposed amendment from a committee or working group established by the Assembly for that purpose.

### **Suspension of rules**

#### **Rule 72**

A rule of procedure may be temporarily suspended by the UN-Habitat Assembly on a non-objection basis or by way of voting, provided that notice of the proposal for suspension has been given to the members of the UN-Habitat Assembly at least 24 hours in advance.

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