

**STANDING ORDERS OF THE
INTERNATIONAL LABOUR CONFERENCE**

CONTENTS

Part I

GENERAL STANDING ORDERS

Article	Page
1. Composition of the Conference	29
2. Right of admission to sittings of the Conference	29
3. Officers of the Conference	30
4. Selection Committee	30
5. Credentials Committee	31
6. Conference Drafting Committee	31
7. Committee on the Application of Conventions and Recommendations	32
7 <i>bis</i> Finance Committee of Government Representatives	32
8. Other committees	32
9. Adjustments to the membership of committees	33
10. General provisions concerning committees	33
11. Procedure for the adoption, abrogation or withdrawal of Conventions and Recommendations, and the consideration of proposed amendments to the Constitution	33
11 <i>bis</i> Procedure for the consideration of the Programme and Budget	33
11 <i>ter</i> Procedure for the consideration of items placed on the agenda for general discussion	34
12. Reports of the Chairperson of the Governing Body and the Director-General	34
13. Duties of the President	34
14. Right to address the Conference	35
15. Motions, resolutions and amendments	36
16. Closure	37
17. Resolutions relating to matters not included in an item placed on the agenda	37
17 <i>bis</i> Prior consultation in respect of proposals for new activities relating to matters of direct concern to the United Nations or other specialized agencies	39
17 <i>ter</i> Time-limit for the submission of proposals for new activities	40
18. Proposals involving expenditure	40
19. Methods of voting	41
20. Quorum	42
21. Majority	42
22. Secretariat of the Conference	43
23. Verbatim reports	43
24. Languages	43

Part II

STANDING ORDERS CONCERNING SPECIAL SUBJECTS

SECTION A. — ORDER OF BUSINESS AT THE OPENING OF EACH SESSION

Article	Page
25.	44

SECTION B. — VERIFICATION OF CREDENTIALS

26. Examination of credentials	44
26 <i>bis</i> Objections.....	45
26 <i>ter</i> Complaints	46
26 <i>quater</i> Monitoring.....	47

SECTION C. — ADMISSION OF NEW MEMBERS

27.	47
28.	47

SECTION D. — DISQUALIFICATION FROM VOTING OF MEMBERS WHICH ARE IN ARREARS IN THE PAYMENT OF THEIR CONTRIBUTIONS TO THE ORGANIZATION

29. Notification to Member in arrears	48
30. Notification to Conference and Governing Body that Member is in arrears	49
31. Procedure where proposal is made to permit Member in arrears to vote	49
32. Period of validity of a decision to permit Member in arrears to vote	49
33. Cessation of disqualification from voting	50

SECTION E. — CONVENTION AND RECOMMENDATION PROCEDURE

34. General provisions	50
35. Method of voting for placing items on the agenda	51
36. Preparatory conferences	51
37. Objections to items on the agenda	52
38. Preparatory stages of single-discussion procedure	52
39. Preparatory stages of double-discussion procedure	53
39 <i>bis</i> Consultation of the United Nations and other specialized agencies	54
40. Procedure for the consideration of texts	54
41. Procedure if a Convention fails to obtain a two-thirds majority	55
42. Official translations	55
43. Procedure for placing on the agenda of the Conference the question of revising a Convention in whole or in part	56
44. Procedure in case of revision of a Convention	57
45. Procedure in case of revision of a Recommendation	58
45 <i>bis</i> Procedure to be followed in the event of the abrogation or withdrawal of Conventions and Recommendations	59

SECTION F. — PROCEDURE FOR THE CONSIDERATION BY THE CONFERENCE OF PROPOSED AMENDMENTS TO THE CONSTITUTION OF THE ORGANIZATION

46. Inclusion of proposals for the amendment of the Constitution in the agenda	59
47. Procedure for the consideration of proposed amendments to the Constitution by the Conference	60

Conference

SECTION G. – GOVERNING BODY ELECTIONS

Article	Page
48. Periodicity of elections	60
49. Government electoral college	61
50. Employers' and Workers' electoral colleges	61
51. Notice of elections	61
52. Procedure of voting	61
53. [Deleted]	
54. Vacancies	62

SECTION H. – COMMITTEES OF THE CONFERENCE

55. Scope	63
56. Composition of committees and right to participate in their work	63
57. Officers of committees	65
58. Languages of committees	65
59. Committee drafting committees; subcommittees	65
60. Sittings	66
61. Duties of the Chairperson	66
62. Right to address the committee	66
63. Motions, resolutions and amendments	67
64. Closure	68
65. Method of voting	68
66. Quorum	69
67. Amendments to text submitted by committee drafting committee	70
68. Secretariat	70
69. [Deleted]	

SECTION I. – CONFERENCE GROUPS

70. Autonomy of groups	70
71. Officers of groups	70
72. Official meetings	70
73. Procedure of voting at elections	71
74. Non-official meetings	71
75. [Deleted]	

SECTION J. – SUSPENSION OF A PROVISION OF THE STANDING ORDERS

76.	71
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NOTE FOR MARITIME SESSIONS OF THE INTERNATIONAL LABOUR CONFERENCE

Text* of the Standing Orders¹

PART I

General Standing Orders

ARTICLE 1

Composition of the Conference

1. The Conference consists of all the delegates duly appointed by the Members of the International Labour Organization.
- Const.* 2. Each delegate may be accompanied by advisers who shall not exceed 3, 2-7 two in number for each item on the agenda of the meeting.
3. (1) In accordance with article 3 of the Constitution of the Organization a delegate may by notice in writing addressed to the President appoint an accompanying adviser to act as a substitute.
 - (2) Such notice must be addressed to the President before the sitting, unless a new question comes up for discussion in the course of the sitting.
 - (3) The notice shall specify the sitting or sittings at which the substitute will act.
 - (4) Substitutes may take part in the debates and may vote under the same conditions as delegates.

ARTICLE 2

Right of admission to sittings of the Conference

1. The sittings of the Conference shall be public except in cases in which it has been expressly decided to the contrary.
2. Seats in the Conference hall shall be assigned to the delegates and their advisers by the Secretary-General.
3. Apart from delegates and advisers the only persons permitted to enter the body of the hall shall be:
 - (a) ministers whose departments deal with the questions discussed by the Conference and who are not delegates or advisers;
 - (b) representatives of official international organizations which have been invited by the Conference or the Governing Body to be represented at the Conference;

* Ed. note: Adopted on 21 November 1919 at the First Session of the Conference. Revised and consolidated at the 27th Session. The present text includes all amendments adopted up to the 99th Session (2010). The figures in the margin refer to the relevant provisions of the Constitution of the International Labour Organisation. *Articles* are indicated in bold type, *paragraphs* in light type.

¹ The ILO is committed to promoting gender equality. Amendments to this effect were adopted at the 97th Session of the International Labour Conference (Geneva, 2008).

Conference

Arts. 3, 4

30

- (c) members of the Governing Body who are not delegates or advisers;
- (d) representatives of a state or province of a federal State who have been appointed to accompany a delegation by the Government of a Member of the Organization;
- (e) persons appointed as observers by a State invited to attend the Conference;
- (f) the Director-General of the International Labour Office and the officials of the Secretariat of the Conference;
- (g) one secretary or interpreter for each delegation;
- (h) the secretaries of the Employers' and Workers' groups;
- (i) persons appointed by Members of the Organization to occupy advisers' posts which may fall vacant in their delegations;
- (j) representatives of non-governmental international organizations with which it has been decided to establish consultative relationships and with which standing arrangements for such representation have been made and representatives of other non-governmental international organizations which have been invited by the Governing Body to be represented at the Conference;
- (k) representatives of liberation movements recognized by the African Union or the League of Arab States which have been invited by the Conference or the Governing Body to be represented at the Conference.

4. Requests from non-governmental international organizations for an invitation to be represented at the Conference shall be made in writing to the Director-General of the International Labour Office and shall reach him at least one month before the opening of the session of the Governing Body preceding the session of the Conference. Such requests shall be referred to the Governing Body for decision in accordance with criteria established by the Governing Body.

5. Arrangements shall be made by the Secretary-General for the accommodation at public sittings of specifically authorized individuals and the press.

ARTICLE 3

Officers of the Conference

Const. 17, 1 1. The Conference shall elect as Officers a President and three Vice-Presidents, who shall all be of different nationalities.

2. The Government, Employers' and Workers' groups shall each nominate one of their number for election by the Conference as Vice-President.

ARTICLE 4

Selection Committee

1. The Conference shall appoint a Selection Committee consisting of twenty-eight members nominated by the Government group, fourteen members nominated by the Employers' group and fourteen members nominated by

Conference

Arts. 5, 6

31

the Workers' group. In none of these categories shall a country have more than one member.

2. It shall be the duty of the Selection Committee to arrange the programme of the Conference, to fix the time and agenda for the plenary sittings, to act on behalf of the Conference with respect to decisions on non-controversial questions of a routine nature and to report to the Conference on any other questions requiring a decision for the proper conduct of its business, in accordance with the Conference Standing Orders. Where appropriate, the Committee may delegate any of these functions to its Officers.

ARTICLE 5

Credentials Committee

1. The Conference shall appoint a Credentials Committee consisting of one Government delegate, one Employers' delegate and one Workers' delegate.

2. The Credentials Committee shall examine, in accordance with the provisions of section B of Part II:

- (a) the credentials as well as any objection relating to the credentials of delegates and their advisers or to the failure to deposit credentials of an Employers' or Workers' delegate;
- (b) any complaint of non-observance of paragraph 2(a) of article 13 of the Constitution;
- (c) any complaint regarding an act or omission of a government by which an accredited delegate or adviser has been prevented from attendance at the Conference in line with article 3, paragraphs 1 and 2, of the Constitution;
- (d) the monitoring of any situation with regard to the observance of the provisions of article 3 or article 13, paragraph 2(a), of the Constitution about which the Conference has requested a report.

ARTICLE 6

Conference Drafting Committee

1. The Conference shall appoint on the nomination of the Selection Committee a Conference Drafting Committee consisting of at least three persons who need not be either delegates or advisers.

2. The Committee Drafting Committee appointed by each committee under article 59(1) of these Standing Orders shall form part of the Conference Drafting Committee when any proposed Convention or Recommendation is submitted to the Conference by the committee concerned.

3. The Conference Drafting Committee shall have the functions entrusted to it by the rules concerning Convention and Recommendation procedure (Section E) and the rules concerning the procedure for the amendment of the Constitution of the Organization (Section F) and shall, in general, be responsible for expressing in the form of Conventions and Recommendations the decisions adopted by the Conference and for ensuring agreement between the English and French versions of the texts of all formal instruments submitted to the Conference for adoption.

Conference

Arts. 7-8

32

ARTICLE 7

Committee on the Application of Conventions and Recommendations

1. The Conference shall, as soon as possible, appoint a Committee to consider:
 - (a) the measures taken by Members to give effect to the provisions of Conventions to which they are parties and the information furnished by Members concerning the results of inspections;
 - (b) the information and reports concerning Conventions and Recommendations communicated by Members in accordance with article 19 of the Constitution, except for information requested under paragraph 5 (e) of that article where the Governing Body has decided upon a different procedure for its consideration;
 - (c) the measures taken by Members in accordance with article 35 of the Constitution.
2. The Committee shall submit a report to the Conference.

ARTICLE 7 bis

Finance Committee of Government Representatives

1. The Conference shall, as soon as possible, appoint a Finance Committee consisting of one Government delegate from each Member of the Organization represented at the Conference.
2. The Finance Committee shall consider:
 - (a) the arrangements for the approval, allocation and collection of the budget of the Organization, including:
 - (i) the budget estimates;
 - (ii) the arrangements for the allocation of expenses among Members of the Organization;
 - (b) the audited financial statements of the Organization, together with the Auditor's report thereon;
 - (c) any request or proposal that the Conference should permit a Member which is in arrears in the payment of its contribution to vote in accordance with article 13, paragraph 4, of the Constitution;
 - (d) any other matter referred to it by the Conference.
3. The Committee shall elect a Chairperson and a Vice-Chairperson.
4. The Director-General, accompanied by a tripartite delegation from the Governing Body, shall be entitled to attend the meetings of the Committee.
5. The decisions of the Committee shall be taken by a two-thirds majority of the votes cast by the members of the Committee present at the meeting.
6. The Committee shall submit a report, or reports, to the Conference.

ARTICLE 8

Other committees

Const. 17, 1 The Conference may appoint a committee to consider and report on any matter.

ARTICLE 9

Adjustments to the membership of committees

The following rules shall apply to all committees appointed by the Conference with the exception of the Selection Committee, the Credentials Committee, the Finance Committee of Government Representatives and the Drafting Committee:

- (a) once the various committees have been established and their initial membership appointed by the Conference, it shall be for the groups to determine subsequent changes in the composition of such committees;
- (b) a delegate who has not been nominated by a group to sit on any committee may bring the matter to the notice of the Selection Committee which shall have power to place the delegate on one or more committees, enlarging the number of members of such committee or committees accordingly. Any such request shall be made to the Chairperson of the Selection Committee;
- (c) in accordance with article 18 of the Constitution of the Organization, the Conference may add to any committee to which these rules apply technical experts who shall have the right to take part in the discussions but not to vote.

ARTICLE 10

General provisions concerning committees

The work of the committees of the Conference, with the exception of the Credentials Committee and the Drafting Committee, shall be governed by the Standing Orders for the committees of the Conference set forth in Section H of Part II.

ARTICLE 11

Procedure for the adoption, abrogation or withdrawal of Conventions and Recommendations, and the consideration of proposed amendments to the Constitution*

1. The procedure for the consideration of proposed Conventions and Recommendations, as well as the procedure applicable to the abrogation of a Convention in force or to the withdrawal of a Convention that is not in force or of a Recommendation, shall be governed by the rules concerning Convention and Recommendation procedure set forth in Section E of Part II.

2. The procedure for the consideration of proposed amendments to the Constitution of the Organization shall be governed by the rules concerning the procedure for the amendment of the Constitution of the Organization set forth in Section F of Part II.

ARTICLE 11 *bis**Procedure for the consideration of the Programme and Budget*

1. At its session preceding the beginning of each biennial financial period, the Conference shall, without prejudice to the provisions of article 13 of the Con-

* Ed. note: Only applicable upon the entry into force of the Constitution of the International Labour Organisation Instrument of Amendment, 1997.

Conference

Arts. 11 *ter*-13

34

stitution and of the Financial Regulations concerning the approval of the budget and the allocation of expenses amongst Members, and prior to the approval of the budget by the Finance Committee of Government Representatives and its adoption by the Conference, examine the Programme and Budget of the ensuing financial period.

2. For this purpose, the Conference may as appropriate appoint a tripartite committee to report to it.

ARTICLE 11 *ter*

Procedure for the consideration of items placed on the agenda for general discussion

1. When a question has been placed on the agenda for general discussion, the International Labour Office shall communicate a report upon the question to the governments, so as to reach them not less than two months before the opening of the session of the Conference at which the question is to be discussed.

2. The question shall be referred by the Conference to a committee for report.

ARTICLE 12

Reports of the Chairperson of the Governing Body and the Director-General

1. During the session at the times fixed by the Selection Committee, the Conference shall discuss the report of the Chairperson of the Governing Body on its work and the Report of the Director-General of the International Labour Office on the subjects specified in paragraph 2 below.

2. At each session of the Conference in the first year of a biennial financial period, the Director-General shall report on programme implementation and the activities of the Organisation during the preceding financial period, together with proposals for advance planning as well as information on the steps taken by the Governing Body and the Director-General to give effect to the decisions of the Conference at its previous sessions and the results achieved. At each session preceding the beginning of a financial period, the said report shall be devoted to a social policy theme of current interest chosen by the Director-General, without prejudice to other questions on which the Conference may have requested the Director-General to report to it on an annual basis.

3. One delegate representing the Government, one delegate representing the Employers and one representing the Workers may participate in the discussion in respect of each member State, provided that a visiting minister may speak in addition to the Government delegate. No speaker may intervene in the discussion more than once.

ARTICLE 13

Duties of the President

1. The President shall declare the opening and close of the sittings. Before proceeding to the agenda, the President shall bring before the Conference any communication which may concern it.

Conference

Art. 14

35

2. The President shall direct the debates, maintain order, ensure the observance of the Standing Orders by such means as circumstances may demand, accord or withdraw the right to address the Conference, put questions to the vote and announce the result of the vote.

3. The President shall not take part in the debates and shall not vote. A President who is a delegate may appoint a substitute in accordance with the provisions of article 1, paragraph 3.

4. In the absence of the President during a sitting or any part thereof one of the Vice-Presidents, taken in rotation, shall preside.

5. A Vice-President acting as President shall have the same rights and duties as the President.

ARTICLE 14

Right to address the Conference

1. No delegate shall address the Conference without having asked and obtained permission of the President.

2. Speakers shall be called upon in the order in which they have signified their desire to speak.

3. No delegate shall speak more than once upon the same motion, resolution or amendment, without the special permission of the Conference, provided that the mover of a motion, resolution or amendment shall have the right to speak twice unless the closure has been adopted in accordance with article 16.

4. The President may require a speaker to stop speaking if the remarks are not relevant to the subject under discussion.

5. A delegate may at any time rise to a point of order, which shall be decided forthwith by the President.

6. Except with the special consent of the Conference, no speech, whether by a delegate, a visiting minister, an observer or a representative of an international organization, shall exceed ten minutes exclusive of the time for translation, and no speech concerning the reports of the Chairperson of the Governing Body and the Director-General referred to in article 12, paragraphs 1 and 2, shall exceed five minutes exclusive of the time for translation. The President may, after consultation with the Vice-Presidents, submit to the Conference for decision without debate a proposal to reduce the time limit for speeches on a specific topic before the opening of the discussion thereof.

7. Interruptions and audible conversations are not permitted.

8. Ministers whose departments deal with the questions discussed by the Conference and who are not delegates or advisers, members of the Governing Body who are not delegates or advisers at the Conference, and the Director-General of the International Labour Office, or a representative of the Director-General, may address the Conference if invited to do so by the President.

9. Representatives of official international organizations which have been invited to be represented at the Conference may participate, without vote, in the discussions.

10. The President may, in agreement with the Vice-Presidents, permit representatives of non-governmental international organizations with which the International Labour Organization has established consultative relationships

Conference

Art. 15

36

and with which standing arrangements for representation at the Conference have been made, and representatives of other non-governmental international organizations which have been invited to be represented at the Conference, to make or circulate statements for the information of the Conference on questions which are being considered by the Conference other than administrative and financial questions. If agreement cannot be reached the matter shall be referred to the meeting for decision without discussion.

11. Persons appointed as observers by a State invited to attend the Conference may, with the permission of the President, address the Conference during the general discussions.

12. Representatives of liberation movements which have been invited to attend the Conference may, with the permission of the President, address the Conference during the discussion of the reports of the Governing Body and of the Director-General.

ARTICLE 15

Motions, resolutions and amendments

1. No motion, resolution or amendment shall be discussed unless it has been seconded.

2. (1) Motions as to procedure may be moved verbally and without previous notice. They may be moved at any time except after the President has called upon a speaker and before the speaker has finished speaking.

(2) Motions as to procedure include the following:

- (a) a motion to refer the matter back;
- (b) a motion to postpone consideration of the question;
- (c) a motion to adjourn the sitting;
- (d) a motion to adjourn the debate on a particular question;
- (e) a motion that the Conference proceed with the next item on the agenda for the sitting;
- (f) a motion to ask for the opinion of the President, the Secretary-General or the Legal Adviser of the Conference;
- (g) a motion for the closure of the discussion.

3. All the resolutions and amendments other than motions as to procedure must be submitted in writing in one of the official languages or in Spanish.

4. (1) No resolution relating to an item on the agenda shall, unless it be a motion as to procedure, be moved at any sitting of the Conference unless a copy has been handed in to the Secretariat of the Conference at least two days previously.

(2) Any resolution thus handed in shall be translated and circulated by the Secretariat not later than the day following that on which it was received.

5. Resolutions relating to matters not included in the agenda of the Conference shall be subject, in addition to the applicable provisions of this article, to the special rules set forth in article 17.

6. Amendments to a resolution may be moved without previous notice if a copy of the text of the amendment is handed in to the Secretariat of the Conference before the amendment is moved.

Conference

Arts. 16, 17

37

7. (1) Amendments shall be voted on before the resolution to which they refer.

(2) If there are several amendments to a motion or resolution the President shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:

(a) every motion, resolution or amendment shall be put to the vote;

(b) amendments may be voted on either individually or against other amendments according as the President may decide, but if amendments are voted on against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;

(c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the meeting for a final vote.

8. (1) Any amendment may be withdrawn by the person who moved it unless an amendment to it is under discussion or has been adopted.

(2) Any amendment so withdrawn may be moved without previous notice by any other member of the Conference.

9. Any member may at any time draw attention to the fact that the Standing Orders are not being observed, and the President shall give an immediate ruling on any question so raised.

ARTICLE 16

Closure

1. Any delegate may move the closure of the discussion either on a particular resolution or amendment or on the general question.

2. The President shall put a motion for the closure of the discussion if it is supported by at least 30 delegates. Before putting it to the vote, however, the President shall call out the names of those delegates who had signified their wish to speak before the closure had been moved.

3. If application is made for permission to speak against the closure, it shall be accorded subject to the condition that no speaker shall be allowed to speak for more than five minutes.

4. The President shall permit each group which makes a request to that effect through its Chairperson to be heard on the question under discussion through one speaker appointed by the group, whether there has been a previous speaker or not representing the group.

5. Subject to the foregoing paragraphs no one shall be allowed to speak on a question after the closure has been voted.

ARTICLE 17

Resolutions relating to matters not included in an item placed on the agenda

1. (1) Subject to paragraph 2 below, no resolution relating to a matter not included in an item placed on the agenda by the Conference or the Governing Body shall be moved at the session of the Conference preceding the beginning

Conference

Art. 17

38

of a biennial financial period. Such resolutions may be moved at other sessions of the Conference provided that a copy of the resolution has been deposited with the Director-General of the International Labour Office at least 15 days before the opening of the session of the Conference, by a delegate to the Conference.

(2) Copies of all resolutions shall be available to delegates at the International Labour Office not more than 48 hours after the expiry of the time-limit laid down in the preceding subparagraph: Provided that the Director-General may decide to withhold circulation of the text of a particular resolution pending consultation of the Officers of the Governing Body.

(3) When circulation of a particular resolution has been withheld pending consultation of the Officers of the Governing Body, that resolution shall, unless the Officers decide unanimously to the contrary, be available to delegates not later than the date fixed for the opening of the session of the Conference.

2. The President may, with the approval of the three Vice-Presidents, permit a resolution relating to a matter not included in an item placed on the agenda by the Conference or the Governing Body to be moved, although it would not be otherwise receivable under paragraph 1(1), if it relates either to urgent matters or to matters of an entirely formal nature. If permission is given, the Officers shall also make a recommendation to the Conference as to the manner in which the said resolution is to be considered before submission to the Conference.

3. Subject to paragraph 2 above, all resolutions relating to matters not included in an item placed on the agenda by the Conference or the Governing Body shall be referred by the Conference for report to a Resolutions Committee unless the Conference, on the recommendation of the Selection Committee, decides that a particular resolution relates to a matter for which another committee is competent and refers it to that other committee.

4. The Resolutions Committee shall consider in respect of each resolution whether it satisfies the conditions of receivability set forth in paragraph 1.

5. The Resolutions Committee shall determine the order in which resolutions which have been declared receivable shall be examined, as follows:

(a) After having given the author, or one of the authors, of each resolution the possibility of moving it in a speech which shall not exceed ten minutes, the Committee shall, without discussion, determine by ballot the first five resolutions to be considered, in the following manner:

- (i) each member of the Committee shall receive a ballot paper on which the titles of all the resolutions to be considered appear, and shall indicate thereon the five resolutions which the member wishes to be discussed first, the first preference being marked "1", the second "2", and so forth; a ballot paper which does not indicate preferences for five resolutions shall be void;
- (ii) whenever a resolution is indicated as a first preference, it shall be allotted five points, whenever it is indicated as a second preference, four points, and so forth; resolutions for which no preference has been indicated will receive no points;

- (iii) where the Government, Employers' or Workers' members of the Committee are entitled to cast more than one vote, to take account of the unequal representation of the group on the Committee, the total number of points secured by each resolution shall be calculated separately for each group and multiplied by the multiplier applicable to the votes of members of the group;
 - (iv) the resolution obtaining the largest number of points, as determined in accordance with clauses (ii) and (iii), shall be discussed first, the resolution obtaining the second largest number of points shall be discussed second, and so forth for five resolutions; if the voting results in an equal number of points for each of two or more of the first five resolutions, priority shall be decided by lot in one or more castings, as appropriate.
- (b) The Committee shall, at the beginning of its proceedings, set up a Working Party composed of three Government members, three Employers' members and three Workers' members to make recommendations as to the order in which the resolutions which were not included in the first five as a result of the procedure set forth in subparagraph (a) should be examined.

6. The Resolutions Committee shall begin its work as soon as possible after the opening of the session of the Conference, in order to enable it to complete its agenda, and shall terminate its work not later than at 6 p.m. on the last Saturday of the session. If, nevertheless, any resolution has not been considered by the Committee by the date on which it terminates its work, the Conference shall not discuss or act upon that resolution.

7. (1) If members of the Resolutions Committee having not less than one-quarter of the voting power of the Committee move that the Committee should take the view that a resolution is not within the competence of the Conference, or that its adoption is inexpedient, this preliminary question shall be determined by the Committee after hearing the author, or, where there are several, one of the authors of the resolution, not more than one speaker for and against the motion from each group, and the reply of the author or one of the authors.

(2) A recommendation by the Resolutions Committee that a resolution is not within the competence of the Conference, or that its adoption is inexpedient, shall be accompanied by a report of the discussion in the Committee and shall be put to the vote in the Conference without debate.

8. The Resolutions Committee may, after hearing the author or authors of a resolution, amend it in form or substance in such manner as it may consider desirable.

9. It shall be the special duty of the Resolutions Committee to distinguish, by appropriate drafting, resolutions the adoption of which by the Conference would involve exact legal consequences from resolutions intended for consideration by the Governing Body, governments or any other body, but not creating any legal obligation.

10. The Resolutions Committee shall submit a report to the Conference.

ARTICLE 17 bis

Prior consultation in respect of proposals for new activities relating to matters of direct concern to the United Nations or other specialized agencies

1. Where a proposal submitted to the Conference involves new activities to be undertaken by the International Labour Organization relating to matters

which are of direct concern to the United Nations or one or more specialized agencies other than the International Labour Organization, the Director-General shall enter into consultation with the organizations concerned and report to the Conference on the means of achieving coordinated use of the resources of the respective organizations. Where a proposal put forward in the course of a meeting for new activities to be undertaken by the International Labour Organization relates to matters which are of direct concern to the United Nations or one or more specialized agencies other than the International Labour Organization, the Director-General shall, after such consultation with the representatives of the other organization or organizations concerned attending the meeting as may be possible, draw the attention of the meeting to these implications of the proposal.

2. Before deciding on proposals referred to in the preceding paragraph, the Conference shall satisfy itself that adequate consultations have taken place with the organizations concerned.

ARTICLE 17 *ter*

*Time-limit for the submission of proposals
for new activities*

1. Except as provided in paragraph 2 of the present article, no proposals for new activities to be undertaken by the International Labour Organization shall be placed before a session of the Conference unless such proposal has been deposited with the Director-General of the International Labour Office at least six weeks before the opening of the Conference.

2. The requirements of paragraph 1 do not apply to:

- (a) any proposal that a matter should be referred to the Governing Body or the Joint Maritime Commission for examination with a view to deciding whether action by the International Labour Organization in regard to the matter is desirable, or
- (b) matters of urgency in regard to which paragraph 2 of article 17 applies.

ARTICLE 18

Proposals involving expenditure

1. Any motion or resolution involving expenditure shall in the first instance, or in the case of resolutions referred to the Resolutions Committee as soon as that Committee is satisfied that the resolution is receivable and within the competence of the Conference, be referred to the Governing Body which, after consultation of its Programme, Financial and Administrative Committee, shall communicate its opinion to the Conference.

2. The opinion of the Governing Body shall be circulated to the delegates at least 24 hours before the motion or resolution is discussed by the Conference.

3. The Governing Body and the Programme, Financial and Administrative Committee may delegate the authority to carry out their responsibilities under this article to their officers.

ARTICLE 19

Methods of voting

1. The Conference shall vote by a show of hands, by a record vote or by secret ballot.

2. Voting shall be by a show of hands except as hereinafter provided.

3. Votes by a show of hands shall be counted by the Secretariat and the result announced by the President.

4. In case of doubt as to the result, the President may cause a record vote to be taken.

5. A record vote shall be taken in all cases in which a majority of two-thirds of the votes is required by the Constitution of the Organization, except when the Conference is voting on the inclusion in the agenda of the following session of an item already on the agenda of the session at which the decision is taken.

6. A record vote shall be taken on any question if the request is made by show of hands of not less than 90 delegates present at the sitting, or by the Chairperson of a group, or by a representative of the Chairperson duly appointed by notice in writing addressed to the President, whether such a request be made before or immediately after the vote by show of hands.

7. Record votes shall be taken by calling upon each delegation voting in turn in the French alphabetical order of the names of the Members of the International Labour Organization. A further and final call shall immediately be made, in the same alphabetical order, of delegates who did not respond to the first call.

8. The vote shall be recorded by the Secretariat and announced by the President.

9. The names of the delegates voting in a record vote shall be inserted in the verbatim report of the sitting.

10. Any vote on the election of the President shall be by secret ballot.

11. A vote by secret ballot shall also be taken on any question not covered by paragraph 5, if the request is made by show of hands of not less than 90 delegates present at the sitting or by the Chairperson of a group acting on behalf of that group.

12. Votes by secret ballot shall be counted by the Secretariat under the direction of three returning officers nominated respectively by the Government, Employers' and Workers' groups.

13. If, on the same question, requests are made both for a record vote in pursuance of paragraph 6 of this article and for a vote by secret ballot in pursuance of paragraph 11 of this article, the vote shall be taken by secret ballot if the Conference so decides by a simple majority vote by secret ballot.

14. The President shall permit any delegates who so request to explain their votes briefly immediately after the voting except where the vote is taken by secret ballot. The President may limit the time allowed for such explanations.

15. Unless the Officers otherwise decide in special circumstances, the Conference shall vote by electronic means.

Conference

Arts. 20, 21

42

16. When the Conference votes by electronic means, paragraphs 7 and 12 above shall not apply. In the case of a vote by show of hands, the individual votes cast by the delegates shall be accessible during the sitting at which the vote is taken, but only the final result of the vote shall be announced and recorded. In the case of a record vote, the individual votes cast by the delegates shall be recorded and published and the final result of the vote shall be announced and recorded. In the case of a vote by secret ballot, the individual votes cast by the delegates shall in no case be recorded or accessible and only the final result of the vote shall be announced and recorded.

ARTICLE 20

Quorum

Const. 17, 3 1. (1) In accordance with article 17 of the Constitution of the Organization a vote is not valid if the number of votes cast for and against is less than half the number of delegates attending the Conference and entitled to vote.

(2) The number shall be provisionally fixed after the presentation of the brief report referred to in paragraph 2 of the rules of procedure concerning credentials set forth in article 26. It shall then be determined by the Credentials Committee.

(3) Any delegate who finally leaves the Conference before its termination and who gives formal notice of departure to the Secretariat without authorizing an adviser to act as a substitute shall be regarded as no longer attending the Conference for the purpose of calculating the quorum.

(4) If any delegate is not finally admitted, the number constituting the quorum shall be modified accordingly for the subsequent sittings.

2. (1) Where a quorum has not been obtained in a vote by a show of hands, the President may immediately take a record vote.

(2) The President shall do so if a record vote is called for by 20 members present.

3. (1) Where a quorum has not been obtained in a vote by a show of hands or in a record vote, the President may take a record vote on the same question at one of the two next following sittings.

(2) The preceding subparagraph does not apply to a final vote for the adoption of a Convention or Recommendation.

ARTICLE 21

Majority

Const. 17, 2; 19, 1, 2 In order to determine the majorities by record vote all votes cast, for and against, shall be counted, so that, in order to be adopted, it is necessary that the proposal submitted to the Conference shall obtain more than one-half or two-thirds of the votes cast in accordance with the requirements of the Constitution, or of the Convention or other instrument conferring the powers which the Conference is exercising, or of the financial and budgetary arrangements adopted in virtue of article 13 of the Constitution.

ARTICLE 22

Secretariat of the Conference

- Const.*
10, 3
1. The Director-General of the International Labour Office shall be the Secretary-General of the Conference and shall be responsible for the appointment and control of the Secretariat.
 2. The Secretariat of the Conference shall be responsible for:
 - (a) the receiving, printing, circulating and translation of documents, reports and resolutions;
 - (b) the interpretation of speeches at the sittings;
 - (c) the taking of shorthand notes;
 - (d) the printing and distribution of the reports of the proceedings;
 - (e) the custody of the records of the Conference; and
 - (f) generally, for all other work which the Conference may think fit to entrust to it.

ARTICLE 23

Verbatim reports

1. A verbatim report shall be printed at the conclusion of each sitting by the Secretariat. There shall be included in the report any texts adopted and the results of any votes taken.
2. Any delegate who has made a speech may demand the right to revise any part of the report containing that speech. Speeches or parts of speeches that have not been delivered during the sitting shall not be published in the report.
3. In order that any proposed corrections may be published, they should be communicated to the Secretariat, in writing, not later than ten days after the close of the Conference.
4. The verbatim reports shall be signed by the President of the Conference and the Secretary-General.

ARTICLE 24

Languages

1. The French and English languages shall be the official languages of the Conference.
2. Speeches made in French shall be summarized in English, and vice versa, by an interpreter belonging to the Secretariat of the Conference.
3. Speeches made in Spanish shall be summarized by the official interpreters, who shall also give a summary in Spanish of speeches made in English or French.
4. A delegate may speak in another non-official language, but the relevant delegation must provide for a summarized translation of the speech into one of the two official languages by an interpreter attached to the delegation, unless an interpreter of the Conference for the official languages can be placed at its disposal by the Secretariat of the Conference. This summarized translation shall then be rendered in the other official language by an interpreter belonging to the Secretariat.
5. The translation and circulation of documents shall be in the hands of the Secretariat and all such documents shall appear in English, French and Spanish.

PART II

Standing Orders concerning special subjects

SECTION A

Order of business at the opening of each session

ARTICLE 25

1. The Conference shall be opened by the Chairperson of the Governing Body of the International Labour Office, assisted by the other Officers of the Governing Body. These provisional Officers shall continue to act until the President of the Conference has assumed office.

2. The first business of the Conference shall be the election of the President. The Conference shall then receive the nominations made by the groups and shall proceed to elect the three Vice-Presidents and to set up the various committees and appoint their members on the basis of proposals from the groups.

3. (1) In order to facilitate the choice of Officers of the Conference who are all of different nationalities as required by article 3, paragraph 1, of the Standing Orders, the three groups share priority of nomination for the designation of Vice-Presidents of the Conference in the rotation indicated in the following table:

Session	1st priority group	2nd priority group
98th	Employers'	Workers'
99th	Workers'	Government
100th	Government	Employers'
101st	Employers'	Workers'
102nd	Workers'	Government
103rd	Government	Employers'
and so forth.		

(2) If a group nominates a Vice-President of the same nationality as the Vice-President nominated by a group possessing priority of nomination, such nomination shall be void.

4. In accordance with article 4, paragraph 1, of the Standing Orders, the Government group shall nominate twenty-eight members for the Selection Committee and the Employers' and Workers' groups shall each nominate fourteen members. In none of these groups shall any Member of the Organization have more than one member.

5. At the opening of the discussion on the Report of the Director-General, the Chairperson of the Governing Body shall report to the Conference on the work of the Governing Body during the preceding year.

SECTION B

Verification of credentials

ARTICLE 26

Examination of credentials

Const. 1. The credentials of delegates and their advisers and of all other accredited
3, 8, 9 members of the delegation of a member State shall be deposited with the Inter-

Conference

Art. 26 bis

45

national Labour Office at least 15 days before the date fixed for the opening of the session of the Conference.

2. A brief report upon these credentials shall be drawn up by the Chairperson of the Governing Body. It shall, with the credentials, be made available for inspection on the day before the opening of the session of the Conference and shall be published on the day of the opening of the session.

3. The Credentials Committee appointed by the Conference in pursuance of article 5 of the Standing Orders of the Conference shall consider the credentials, as well as any objection, complaint or report concerning them.

ARTICLE 26 bis

Objections

1. An objection in pursuance of article 5, paragraph 2(a), shall not be receivable in the following cases:

- (a) if the objection is not lodged with the Secretary-General within 72 hours from 10 a.m. of the first day of the Conference, the date of publication in the *Provisional Record* of the official list of delegations, on the basis of the presence of a person's name or functions on this list, or its absence. If the objection is based on a revised list, the time limit shall be reduced to 48 hours;
- (b) if the authors of the objection remain anonymous;
- (c) if the author of the objection is serving as adviser to the delegate to whose nomination objection is taken;
- (d) if the objection is based upon facts or allegations which the Conference, by a debate and a decision referring to identical facts or allegations, has already discussed and recognized to be irrelevant or devoid of substance.

2. The procedure for the determination of whether an objection is receivable shall be as follows:

- (a) the Credentials Committee shall consider in respect of each objection whether on any of the grounds set forth in paragraph 1 the objection is irreceivable;
- (b) if the Committee reaches a unanimous conclusion concerning the receivability of the objection, its decision shall be final;
- (c) if the Credentials Committee does not reach a unanimous conclusion concerning the receivability of the objection, it shall refer the matter to the Conference which shall, on being furnished with a record of the Committee's discussions and with a report setting forth the opinion of the majority and minority of its members, decide without further discussion whether the objection is receivable.

3. The Credentials Committee shall consider whether every objection deemed to be receivable is well founded and shall as a matter of urgency submit a report thereon to the Conference.

4. If the Credentials Committee or any member thereof submits a report advising that the Conference should refuse to admit any delegate or adviser, the President shall submit this proposal to the Conference for decision, and the Conference, if it deems that the delegate or adviser has not been nominated in conformity with the requirements of the Constitution, may, in accordance with paragraph 9 of article 3 thereof, refuse by two-thirds of the votes cast by the delegates present to admit the delegate or adviser. Delegates who are in favour

Conference

Art. 26 *ter*

46

of refusing to admit the delegate or adviser shall vote “Yes”; delegates who are opposed to refusing to admit the delegate or adviser shall vote “No”.

5. Pending final decision of the question of their admission, any delegate or adviser to whose nomination objection has been taken shall have the same rights as other delegates and advisers.

6. If the Credentials Committee considers unanimously that the issues raised by an objection relate to a violation of the principles of freedom of association which has not already been examined by the Governing Body’s Committee on Freedom of Association, it may propose referral of the question to that Committee. The Conference shall decide, without discussion, on such proposals for referral.

7. When, in the light of the examination of an objection, the Credentials Committee unanimously considers that it is necessary to monitor the situation, it may propose this to the Conference, which shall decide, without discussion, on the proposal. If it is so decided, the Government concerned shall report on such questions that the Credentials Committee judges necessary, to the subsequent session of the Conference when it submits the delegation’s credentials.

ARTICLE 26 *ter*

Complaints

1. The Credentials Committee may consider complaints that a Member has failed to comply with paragraph 2(a) of article 13 of the Constitution where:

- (a) the Member is alleged to have failed to pay the travelling and subsistence expenses of one or more of the delegates that it has nominated in accordance with article 3, paragraph 1, of the Constitution; or
- (b) the complaint alleges a serious and manifest imbalance as between the number of Employer or Worker advisers whose expenses have been covered in the delegation concerned and the number of advisers appointed for the Government delegates.

2. The Credentials Committee may also consider complaints alleging that an accredited delegate or adviser has been prevented from attending the session of the Conference due to an act or omission of a government.

3. A complaint shall be receivable if:

- (a) it is lodged with the Secretary-General of the Conference before 10 a.m. on the seventh day following the opening of the Conference or, thereafter, in the case of a complaint referred to in paragraph 2, it is lodged within 48 hours of the alleged act or omission preventing attendance of the delegate or adviser concerned, and if the Committee considers that there is sufficient time to deal with it properly; and
- (b) it is lodged by an accredited delegate or adviser alleging the non payment of travel and subsistence expenses in the circumstances set out under (a) or (b) of paragraph 1, or alleging the act or omission of a government as referred to in paragraph 2, or it is lodged by an organization or person acting on behalf of such delegate or adviser.

Conference

Art. 26 *quater*-28

47

4. The Credentials Committee shall, in its report, present to the Conference any conclusions that it has unanimously reached on each complaint considered by it.

5. In the case of a complaint referred to in paragraph 2, if the Credentials Committee has been unable to resolve the matter, the Committee may refer the matter to the Officers of the Conference. The Officers of the Conference, soliciting the collaboration of the government concerned, may take any action they deem necessary and appropriate with a view to facilitating the attendance at the Conference of the delegate or adviser concerned. The Officers will inform the Credentials Committee of the outcome of any such action.

6. When, in the light of the examination of a complaint, the Credentials Committee unanimously considers that it is necessary to monitor the situation, it may propose this to the Conference, which shall decide, without discussion, on the proposal. If it is so decided, the government concerned shall report on such questions that the Credentials Committee judges necessary, to the subsequent session of the Conference when it submits the delegation's credentials.

ARTICLE 26 *quater*

Monitoring

The Credentials Committee also monitors any situation relating to respect by a member State for the provisions of articles 3 or 13, paragraph 2(a), of the Constitution with regard to which the Conference has requested the government concerned to report. With this objective, the Committee shall report to the Conference on the evolution of the situation. It may unanimously propose any one of the measures contained in paragraphs 4 to 7 of article 26 *bis* or paragraphs 3 and 4 of article 26 *ter*. The Conference shall decide, without discussion, on such proposals.

SECTION C

Admission of new Members

ARTICLE 27

Const. 1, 3 1. The acceptance of membership of the International Labour Organization in pursuance of paragraph 3 of article 1 of the Constitution of the Organization by a Member of the United Nations shall take effect on receipt by the Director-General of the International Labour Office of a formal and unconditional acceptance of the obligations of the Constitution of the Organization.

2. The Director-General shall inform the Members of the Organization and the International Labour Conference of the acceptance of membership of the International Labour Organization by a Member of the United Nations.

ARTICLE 28

Const. 1, 4 1. The admission of new Members to the International Labour Organization by the General Conference, in accordance with article 1, paragraph 4, of the Constitution of the Organization, shall be governed by the provisions of the present article.

2. Each application for admission made to the Conference shall be referred in the first instance to the Selection Committee.

3. Unless the Selection Committee is of the opinion that no immediate action should be taken on the application, it shall refer the application to a subcommittee for examination.

4. Before submitting its report to the Selection Committee the subcommittee may consult any representative accredited to the Conference by the applicant.

5. The Selection Committee, after considering the report of the subcommittee, shall report on the question to the Conference.

Const. 6. In accordance with article 1, paragraph 4, of the Constitution of the
1, 4 Organization:

(a) a vote concurred in by two-thirds of the delegates attending the session, including two-thirds of the Government delegates present and voting, shall be necessary for the admission of a new Member by the Conference;

(b) the admission shall take effect on the communication to the Director-General of the International Labour Office by the Government of the new Member of its formal acceptance of the obligations of the Constitution of the Organization.

7. The readmission of former Members by the General Conference of the International Labour Organization shall be governed by the provisions of the preceding paragraphs of the present article. When the subcommittee provided for by paragraph 3 above has before it an application for readmission by a former Member which had ratified international labour Conventions before its withdrawal from the Organization, the subcommittee shall state in its report whether the applicant recognizes that the obligations resulting from those Conventions continue to be binding.

SECTION D

Disqualification from voting of Members which are in arrears in the payment of their contributions to the Organization

ARTICLE 29

Notification to Member in arrears

1. If the Director-General finds that the amount of the arrears due from a Member of the Organization which is in arrears in the payment of its contribution to the Organization will, in the event of no payment being received from the Member during the succeeding three months, increase so as to equal or exceed the amount of the contribution due from that Member for the two full years preceding the expiration of the said period of three months, the Director-General shall send to the Member in question a communication calling its attention to the terms of article 13, paragraph 4, of the Constitution.

Const. 2. When the amount of the arrears due to the International Labour Organ-
13, 4 ization from a Member which is in arrears in the payment of its contribution to the Organization equals or exceeds the contribution due from that Member for the preceding two full years, the Director-General shall notify the Member in question of this fact and call its attention to the terms of article 13, paragraph 4, of the Constitution.

3. Contributions are due on 1 January of the year to which they relate, but the year in respect of which they are due shall be regarded as a period of grace

Conference

Arts. 30-32

49

and a contribution shall be regarded as being in arrears for the purpose of this article only if it has not been paid by 31 December of the year in respect of which it is due.

ARTICLE 30

Notification to Conference and Governing Body that Member is in arrears

The notification provided for in paragraph 2 of article 29 shall be brought by the Director-General to the attention of the next sessions of the International Labour Conference, the Governing Body, and any other committee of the International Labour Organization in which the question of the right to vote of the Member concerned may arise, and to the attention of the electoral colleges provided for in Articles 49 and 50 of the Standing Orders of the Conference.

ARTICLE 31

Procedure where proposal is made to permit Member in arrears to vote

1. Any request or proposal that the Conference should nevertheless permit a Member which is in arrears in the payment of its contributions to vote in accordance with article 13, paragraph 4, of the Constitution shall be referred in the first instance to the Finance Committee of the Conference, which shall report thereon as a matter of urgency.

2. Pending a decision on the request or proposal by the Conference, the Member shall not be entitled to vote.

3. The Finance Committee shall submit to the Conference a report giving its opinion on the request or proposal.

4. If the Finance Committee, having found that the failure to pay is due to conditions beyond the control of the Member, thinks fit to propose to the Conference that the Member should nevertheless be permitted to vote in accordance with article 13, paragraph 4, of the Constitution, it shall in its report:

- (a) explain the nature of the conditions beyond the Member's control;
- (b) give an analysis of the financial relations between the Member and the Organization during the preceding ten years; and
- (c) indicate the measures which should be taken in order to settle the arrears.

5. Any decision which may be taken by the Conference to permit a Member which is in arrears in the payment of its contribution to vote notwithstanding such arrears may be made conditional upon the Member complying with any recommendations for settling the arrears which may be made by the Conference.

ARTICLE 32

Period of validity of a decision to permit Member in arrears to vote

1. Any decision by the Conference permitting a Member which is in arrears in the payment of its contributions to vote shall be valid for the session of the Conference at which the decision is taken. Any such decision shall be operative

in regard to the Governing Body and committees until the opening of the general session of the Conference next following that at which it was taken.

2. Notwithstanding the provisions of paragraph 1 of this article, after the Conference has approved an arrangement under which the arrears of a Member are consolidated and are payable in annual instalments over a period of years, the Member shall be permitted to vote provided that, at the time of the vote concerned, the Member has fully paid all instalments under the arrangement, as well as all financial contributions under article 13 of the Constitution that were due before the end of the previous year. For any Member which, at the close of the session of the Conference, has not fully paid all such instalments and contributions due before the end of the previous year, the permission to vote shall lapse.

ARTICLE 33

Cessation of disqualification from voting

When, as a result of the receipt by the Director-General of the International Labour Office of payments made by a Member, article 13, paragraph 4, of the Constitution ceases to be applicable to that Member:

- (a) the Director-General shall notify the Member that its right to vote is no longer suspended;
- (b) if the International Labour Conference, the Governing Body, the electoral colleges provided for in articles 49 and 50 of the Standing Orders of the Conference, or any committee concerned, has received the notification provided for in article 30 of the present section, the Director-General shall inform it that the right to vote of the Member is no longer suspended.

SECTION E

Convention and Recommendation procedure

ARTICLE 34*

General provisions

1. *When a proposal to place an item on the agenda of the Conference is discussed for the first time by the Governing Body, the Governing Body cannot, without the unanimous consent of the members present, take a decision until the following session.*

2. *When it is proposed to place on the agenda of the International Labour Conference an item which implies a knowledge of the laws in force in the various countries, the Office shall place before the Governing Body a concise statement of the existing laws and practice in the various countries relative to that item. This statement shall be submitted to the Governing Body before it takes its decision.*

3. *When considering the desirability of placing a question on the agenda of the International Labour Conference, the Governing Body may, if there are spe-*

* Ed. note: This article and the two following articles consist of provisions of the Standing Orders of the Governing Body which are included here for convenience of reference but are not part of the Standing Orders of the Conference.

cial circumstances which make this desirable, decide to refer the question to a preparatory technical conference with a view to such a conference making a report to the Governing Body before the question is placed on the agenda. The Governing Body may, in similar circumstances, decide to convene a preparatory technical conference when placing a question on the agenda of the Conference.

4. Unless the Governing Body has otherwise decided, a question placed on the agenda of the Conference shall be regarded as having been referred to the Conference with a view to a double discussion.

5. In cases of special urgency or where other special circumstances exist, the Governing Body may, by a majority of three-fifths of the votes cast, decide to refer a question to the Conference with a view to a single discussion.

ARTICLE 35

Method of voting for placing items on the agenda

1. When agreement on the agenda of the Conference has not been reached without vote, the Governing Body shall decide by a first vote whether it will place all the questions proposed on the agenda. If it decides to insert all the questions proposed, the agenda of the Conference is considered as fixed. If it does not so decide, the procedure shall be as follows:

2. Each member of the Governing Body entitled to vote shall receive a voting paper on which a list of all the questions proposed is given, and shall indicate the order in which he wishes them to be considered for inclusion in the agenda by marking his first preference "1", his second "2" and so forth; a voting paper which does not indicate the order of preference for all the questions proposed shall be void. Each member shall place his voting paper in the ballot box as his name is called on the roll.

3. Whenever a question is indicated as a first preference, it shall be allotted one point, whenever it is indicated as a second preference, two points and so forth. The questions shall then be listed on the basis of the total points obtained, the question with the lowest total being regarded as the first in order of preference. If the voting results in an equal number of points for each of two or more questions, a vote by show of hands shall be taken as between them. If the voting is still equal, the order of preference shall be decided by lot.

4. The Governing Body shall then decide the number of questions to be placed on the agenda, in the order of priority established in accordance with paragraphs 2 and 3. For that purpose, it shall vote first on the total number of questions proposed minus one, second on the total number of questions proposed minus two, and so forth, until a majority is obtained.

ARTICLE 36

Preparatory conferences

1. When the Governing Body decides that a question shall be referred to a preparatory technical conference it shall determine the date, composition and terms of reference of the said preparatory conference.

2. The Governing Body shall be represented at such technical conferences which, as a general rule, shall be of a tripartite character.

Conference

Arts. 37, 38

52

3. *Each delegate to such conferences may be accompanied by one or more advisers.*

4. *For each preparatory conference convened by the Governing Body, the Office shall prepare a report adequate to facilitate an exchange of views on all the issues referred to it and, in particular, setting out the law and practice in the different countries.*

ARTICLE 37

Objections to items on the agenda

Const. 16, 2 If an objection has been lodged against any item on the agenda by the government of any of the Members, the Conference, after hearing any report upon the subject which the Governing Body may have presented, shall, in accordance with article 16 of the Constitution of the Organization, decide whether such item is to be retained on the agenda or not.

ARTICLE 38

Preparatory stages of single-discussion procedure

1. When a question is governed by the single-discussion procedure the International Labour Office shall communicate to the governments, so as to reach them not less than 18 months before the opening of the session of the Conference at which the question is to be discussed, a summary report upon the question containing a statement of the law and practice in the different countries and accompanied by a questionnaire drawn up with a view to the preparation of Conventions or Recommendations. This questionnaire shall request governments to consult the most representative organizations of employers and workers before finalizing their replies and to give reasons for their replies. Such replies should reach the Office as soon as possible and not less than 11 months before the opening of the session of the Conference at which the question is to be discussed. In the case of federal countries and countries where it is necessary to translate questionnaires into the national language the period of seven months allowed for the preparation of replies shall be extended to eight months if the government concerned so requests.

2. On the basis of the replies received the Office shall draw up a final report which may contain one or more Conventions or Recommendations. This report shall be communicated by the Office to the governments as soon as possible and every effort shall be made to secure that the report shall reach them not less than four months before the opening of the session of the Conference at which the question is to be discussed.

3. These arrangements shall apply only in cases in which the question has been included in the agenda of the Conference not less than 26 months before the opening of the session of the Conference at which it is to be discussed. If the question has been included in the agenda less than 26 months before the opening of the session of the Conference at which it is to be discussed, a programme of reduced intervals shall be approved by the Governing Body; if the Officers of the Governing Body do not consider it practicable for the Governing Body to approve a detailed programme it shall be in their discretion to agree on a programme of reduced intervals with the Director-General.

4. If a question on the agenda has been considered at a preparatory technical conference the Office, according to the decision taken by the Governing Body in this connection, may either:

- (a) communicate to the governments a summary report and a questionnaire as provided for in paragraph 1 above; or
- (b) itself draw up on the basis of the work of the preparatory technical conference the final report provided for in paragraph 2 above.

ARTICLE 39*Preparatory stages of double-discussion procedure*

1. When a question is governed by the double-discussion procedure, the International Labour Office shall prepare as soon as possible a preliminary report setting out the law and practice in the different countries and any other useful information, together with a questionnaire. The report and the questionnaire requesting the governments to consult the most representative organizations of employers and workers before finalizing their replies and to give reasons for their replies shall be communicated by the Office to the governments so as to reach them not less than 18 months before the opening of the session of the Conference at which the question is to be discussed.

2. The replies should reach the Office as soon as possible and not less than 11 months before the opening of the session of the Conference at which the question is to be discussed. In the case of federal countries and countries where it is necessary to translate questionnaires into the national language, the period of seven months allowed for the preparation of replies shall be extended to eight months if the government concerned so requests.

3. The Office shall prepare a further report on the basis of the replies received indicating the principal questions which require consideration by the Conference. This report shall be communicated by the Office to the governments as soon as possible and every effort shall be made to secure that the report shall reach them not less than four months before the opening of the session of the Conference at which the question is to be discussed.

4. These reports shall be submitted to a discussion by the Conference either in full sitting or in committee, and if the Conference decides that the matter is suitable to form the subject of Conventions or Recommendations it shall adopt such conclusions as it sees fit and may either:

- (a) decide that the question shall be included in the agenda of the following session in accordance with article 16, paragraph 3, of the Constitution; or
- (b) ask the Governing Body to include the question in the agenda of a later session.

5. The arrangements referred to in paragraphs 1 to 4 shall apply only in cases in which the question has been included in the agenda of the Conference not less than 18 months before the opening of the session of the Conference at which the first discussion is to take place. If the question has been included in the agenda less than 18 months before the opening of the session of the Conference at which the first discussion is to take place, a programme of reduced intervals shall be approved by the Governing Body; if the Officers of the Governing Body do not consider it practicable for the Governing Body to approve a detailed programme it shall be in their discretion to agree on a programme of reduced intervals with the Director-General.

6. On the basis of the replies received to the questionnaire referred to in paragraph 1 and on the basis of the first discussion by the Conference, the Office may prepare one or more Conventions or Recommendations and communicate them to the governments so as to reach them not later than two months from the closing of the session of the Conference, asking them to state within three months, after consulting the most representative organizations of employers and workers, whether they have any amendments to suggest or comments to make.

7. On the basis of the replies received, the Office shall draw up a final report containing the text of Conventions or Recommendations with any necessary amendments. This report shall be communicated by the Office to the governments so as to reach them not less than three months before the opening of the session of the Conference at which the question is to be discussed.

8. The arrangements referred to in paragraphs 6 and 7 shall apply only in cases in which there exists a period of 11 months between the closing of the session of the Conference at which the first discussion took place and the opening of the next session of the Conference. If the period between the two sessions of the Conference is less than 11 months, a programme of reduced intervals shall be approved by the Governing Body; if the Officers of the Governing Body do not consider it practicable for the Governing Body to approve a detailed programme it shall be in their discretion to agree on a programme of reduced intervals with the Director-General.

ARTICLE 39 *bis*

Consultation of the United Nations and other specialized agencies

Where items are placed on the agenda of the Conference with a view to the adoption of a Convention or a Recommendation, the International Labour Office shall, at the same time as it is requesting governments for their comments on the proposed Convention or Recommendation, consult the United Nations and other specialized agencies in respect of any provision of the proposed Convention or Recommendation which affects the activities of such organization or organizations, and the comments of such organization or organizations shall be brought before the Conference, together with the comments received from governments.

ARTICLE 40

Procedure for the consideration of texts

1. The Conference shall decide whether it will take as the basis of discussion the Conventions or Recommendations prepared by the International Labour Office, and shall decide whether such Conventions or Recommendations shall be considered in full Conference or referred to a committee for report. These decisions may be preceded by a debate in full Conference on the general principles of the suggested Convention or Recommendation.

2. When the Conference has referred to a committee the text of a Recommendation only, a decision by the committee to propose a Convention to the Conference for adoption (in place of or in addition to the Recommendation) shall require a two-thirds majority of the votes cast.

3. If the Convention or Recommendation is considered in full Conference, each clause shall be placed before the Conference for adoption. During the debate and until all the clauses have been disposed of, no motion other than a

Conference

Arts. 41, 42

55

motion to amend a clause of such Convention or Recommendation or a motion as to procedure shall be considered by the Conference.

4. If the Convention or Recommendation be referred to a committee, the Conference shall, after receiving the report of the committee, proceed to discuss the Convention or Recommendation in accordance with the rules laid down in paragraph 3. The discussions shall not take place before the day following that on which copies of the report have been circulated to the delegates.

5. During the discussion of the Articles of a Convention or Recommendation, the Conference may refer one or more Articles to a committee.

6. If a Convention contained in the report of a committee is rejected by the Conference, any delegate may ask the Conference to decide forthwith whether the Convention shall be referred back to the committee to consider the transformation of the Convention into a Recommendation. If the Conference decides to refer the matter back, the report of the committee shall be submitted to the approval of the Conference before the end of the session.

7. The provisions of a Convention or Recommendation as adopted by the Conference shall be referred to the Drafting Committee for the preparation of a final text. This text shall be circulated to the delegates.

8. No amendment shall be allowed to this text, but notwithstanding this provision the President, after consultation with the three Vice-Presidents, may submit to the Conference amendments which have been handed to the Secretariat before the final vote is taken.

Const.
19 9. On receipt of the text prepared by the Drafting Committee and after discussion of amendments, if any, submitted in accordance with the preceding paragraph, the Conference shall proceed to take a final vote on the adoption of the Convention or Recommendation in accordance with article 19 of the Constitution of the Organization.

ARTICLE 41

Procedure if a Convention fails to obtain a two-thirds majority

If a Convention on a final vote fails to obtain the necessary two-thirds majority, but obtains a simple majority, the Conference shall decide forthwith whether the Convention shall be referred to the Drafting Committee to be drafted in the form of a Recommendation. If the Conference approves the reference to the Drafting Committee, the proposals contained in the Convention shall be submitted for the approval of the Conference in the form of a Recommendation before the end of the session.

ARTICLE 42

Official translations

After the adoption of the French and English authentic texts, official translations of the Conventions and Recommendations may, at the request of interested governments, be drawn up by the Director-General of the International Labour Office. It will be open to the Governments concerned to consider such translations as authoritative in their respective countries for the application of the Conventions and Recommendations.

ARTICLE 43*

Procedure for placing on the agenda of the Conference the question of revising a Convention in whole or in part

1. *When the Governing Body, in accordance with the provisions of a Convention, considers it necessary to present to the Conference a report on the working of the said Convention and to examine if it is desirable to place the question of its revision in whole or in part on the agenda of the Conference, the Office shall submit to the Governing Body all the information which it possesses, particularly on the legislation and practice relating to the said Convention in those countries which have ratified it and on the legislation relating to the subject of the Convention and its application in those which have not ratified it. The draft report of the Office shall be communicated to all Members of the Organisation for their observations.*

2. *After a lapse of six months from the date of circulation to members of the Governing Body and to Governments of the draft report the Office referred to in paragraph 1, the Governing Body shall fix the terms of the report and shall consider the question of placing the revision in whole or in part of the Convention on the agenda of the Conference.*

3. *If the Governing Body takes the view that it is not desirable to place the revision in whole or in part of the Convention on the agenda, the Office shall communicate the above-mentioned report to the Conference.*

4. *If the Governing Body takes the view that it is desirable that the question of placing the revision in whole or in part of the Convention on the agenda of the Conference should be further pursued, the Office shall send the report to the governments of the Members and shall ask them for their observations, drawing attention to the points which the Governing Body has considered specially worthy of attention.*

5. *The Governing Body shall, on the expiry of four months from the date of the despatch of the report to the governments, taking into account the replies of the governments, adopt the final report and define exactly the question or questions which it places on the agenda of the Conference.*

6. *If at any time other than a time at which the Governing Body, in accordance with the provisions of a Convention, considers it necessary to present to the Conference a report on the working of the said Convention, the Governing Body should decide that it is desirable to consider placing upon the agenda of the Conference the revision in whole or in part of any Convention, the Office shall notify this decision to the Governments of the Members and shall ask them for their observations, drawing attention to the points which the Governing Body has considered specially worthy of attention.*

7. *The Governing Body shall, on the expiry of four months from the date of the despatch of this notification to the governments, taking into account the replies of the governments, define exactly the question or questions which it places on the agenda of the Conference.*

* Ed. note: This article consists of provisions of the Standing Orders of the Governing Body which are included here for convenience of reference, but are not part of the Standing Orders of the Conference.

ARTICLE 44

Procedure in case of revision of a Convention

1. When the revision in whole or in part of a Convention which has been previously adopted by the Conference is included in the agenda, the Conference shall proceed in accordance with the following provisions:

2. The International Labour Office shall submit to the Conference draft amendments drawn up in accordance with the conclusions of the report of the Governing Body recommending the revision in whole or in part of the Convention previously adopted and corresponding to the question or questions in respect of which a proposal for revision has been placed on the agenda.

3. The Conference shall decide whether it will take as the basis of discussion the draft amendments prepared by the International Labour Office, and shall decide whether they shall be considered in full Conference or referred to a committee for report. These decisions may be preceded by a debate in full Conference on the general principles of the proposed revision in whole or in part within the limits permitted by the agenda.

4. If the draft amendments are considered in full Conference, each of them shall be placed successively before the Conference for adoption. During the debate, and until all the draft amendments have been disposed of, no motion other than a motion to amend the text of one of them or a motion as to procedure shall be considered by the Conference.

5. If the draft amendments be referred to a committee, the Conference shall, after receiving the report of the committee, proceed to discuss the text of each draft amendment in succession, in accordance with the rules laid down in the last preceding paragraph. The discussion shall not take place before the day following that on which copies of the report have been circulated to the delegates.

6. During the discussion of the draft amendments the Conference may refer one or more of them to a committee.

7. The amendments together with consequential amendments of the unamended provisions of the Convention under revision, as adopted by the Conference, shall be referred to the Conference Drafting Committee, which shall combine with them the unamended provisions of the Convention under revision, so as to establish the final text of the Convention in the revised form. This text shall be circulated to the delegates.

8. No amendment shall be allowed to this text but, notwithstanding this provision, the President, after consultation with the three Vice-Presidents, may submit to the Conference amendments which have been handed to the Secretariat before the final vote is taken.

9. On receipt of the text prepared by the Drafting Committee and after discussion of the amendments, if any, submitted in accordance with the preceding paragraph, the Conference shall proceed to take a final vote on the adoption of the Convention in accordance with article 19 of the Constitution of the Organization.

10. In accordance with article 14 of the Constitution of the Organization and subject in the provisions of article 16, paragraph 3, of the said Constitution, the Conference shall not at any stage of the procedure of revision revise in whole or in part a Convention which has previously been adopted by it, save in respect of a question or questions placed by the Governing Body on the agenda of the session.

ARTICLE 45

Procedure in case of revision of a Recommendation

Const.
14; 16, 3

1. When the revision in whole or in part of a Recommendation which has been previously adopted by the Conference is included in the agenda, the International Labour Office shall submit to the Conference draft amendments corresponding to the question or questions in respect of which a proposal for revision has been placed on the agenda.

2. The Conference shall decide whether it will take as the basis of discussion the draft amendments prepared by the International Labour Office, and shall decide whether they shall be considered in full Conference or referred to a committee for report. These decisions may be preceded by a debate in full Conference on the general principles of the proposed revision in whole or in part within the limits permitted by the agenda.

3. If the draft amendments are considered in full Conference, each of them shall be placed successively before the Conference for adoption. During the debate, and until all the draft amendments have been disposed of, no motion other than a motion to amend the text of one of them or a motion as to procedure shall be considered by the Conference.

4. If the draft amendments be referred to a committee, the Conference shall, after receiving the report of the committee, proceed to discuss the text of each draft amendment in succession, in accordance with the rules laid down in the last preceding paragraph. The discussion shall not take place before the day following that on which copies of the report have been circulated to the delegates.

5. During the discussion of the draft amendments the Conference may refer one or more of them to a committee.

6. The amendments, together with the consequential amendments of the unamended provisions of the Recommendation under revision, as adopted by the Conference, shall be referred to the Conference Drafting Committee, which shall combine with them the unamended provisions of the Recommendation under revision so as to establish the final text of the Recommendation in the revised form. This text shall be circulated to the delegates.

7. No amendment shall be allowed to this text but, notwithstanding this provision, the President, after consultation with the three Vice-Presidents, may submit to the Conference amendments which have been handed to the Secretariat before the final vote is taken.

8. On receipt of the text prepared by the Drafting Committee and after discussion of the amendments, if any, submitted in accordance with the preceding paragraph, the Conference shall proceed to take a final vote on the adoption of the Recommendation in accordance with article 19 of the Constitution of the Organization.

9. In accordance with article 14 of the Constitution of the Organization, and subject to the provisions of article 16, paragraph 3, of the said Constitution, the Conference shall not revise in whole or in part a Recommendation which has previously been adopted by it, save in respect of a question or questions placed by the Governing Body on the agenda of the session.

ARTICLE 45 bis

Procedure to be followed in the event of the abrogation or withdrawal of Conventions and Recommendations*

1. When an item to be placed on the agenda of the Conference concerns the abrogation of a Convention in force or the withdrawal of a Convention that is not in force or of a Recommendation, the Office shall place before the Governing Body a report containing all relevant information which the Office possesses on this subject.

2. When an item on abrogation or withdrawal is placed on the agenda of the Conference, the Office shall communicate to the governments, so as to reach them not less than 18 months before the opening of the session of the Conference at which the item is to be discussed, a short report and questionnaire requesting them to indicate within a period of 12 months their position, along with the reasons therefor, on the subject of the said abrogation or withdrawal, along with the relevant information. This questionnaire shall request governments to consult the most representative organizations of employers and workers before finalizing their replies. On the basis of the replies received, the Office shall draw up a report containing a final proposal which shall be distributed to governments four months before the session of the Conference.

3. The Conference may decide to examine this report and the proposal which it contains directly in a plenary sitting or send it to the Selection Committee. At the end of this examination in the plenary or in the light of the report of the Selection Committee, as appropriate, the Conference shall decide by consensus or, failing that, by a preliminary vote by a two-thirds majority to submit the formal proposal for the abrogation or withdrawal to a final vote. This record vote shall take place no earlier than the day following the preliminary decision.

SECTION F

Procedure for the consideration by the Conference of proposed amendments to the Constitution of the Organization**

ARTICLE 46

Inclusion of proposals for the amendment of the Constitution in the agenda

1. Any proposal for the amendment of the Constitution of the Organization shall only be considered by the Conference if it has been included in the agenda of the Conference by the Governing Body at least four months before the opening of the session at which it is to be considered in accordance with article 14 of the Constitution, or has been included in the agenda of the Conference by the preceding session of the Conference in accordance with paragraph 3 of article 16 of the Constitution.

2. When including any proposal for the amendment of the Constitution in the agenda the Governing Body or the Conference, as the case may be, shall define exactly the question or questions which it includes in the agenda of the Conference.

* Ed. note: Only applicable upon the entry into force of the Constitution of the International Labour Organisation Instrument of Amendment, 1997.

** Ed. note: The entry into force of amendments is governed by article 36 of the Constitution.

ARTICLE 47

Procedure for the consideration of proposed amendments to the Constitution by the Conference

1. The International Labour Office shall submit to the Conference draft amendments corresponding to the question or questions in respect of which a proposal for amendment has been included in the agenda.

2. The Conference shall decide whether it will take as the basis of discussion the draft amendments prepared by the International Labour Office and shall decide whether they shall be considered in full Conference or referred to a committee for report. These decisions may be preceded by a general debate in full Conference on the question or questions in respect of which a proposal for amendment has been included in the agenda.

3. If the draft amendments are considered in full Conference, each of them shall be placed successively before the Conference for preliminary adoption by a two-thirds majority of the delegates present. During the debate, and until the draft amendments have been disposed of, no motion other than a motion to amend the text of one of them or a motion as to procedure shall be considered by the Conference.

4. If the draft amendments be referred to a committee, the Conference shall, after receiving the report of the committee, proceed to discuss the text of each draft amendment in succession, in accordance with the rules laid down in the last preceding paragraph. The discussion shall not take place before the day following that on which copies of the report have been circulated to the delegates.

5. During the discussion of the draft amendments the Conference may refer one or more of them to a committee.

6. The amendments as adopted by the Conference shall be referred to the Conference Drafting Committee which shall embody them, together with any necessary consequential amendments of the unamended provisions of the Constitution, in a draft instrument of amendment the text of which shall be circulated to the delegates.

7. No amendment shall be allowed to this text, but notwithstanding this provision the President, after consultation with the three Vice-Presidents, may submit to the Conference amendments which have been handed in to the Secretariat the day after the circulation of the text as revised by the Drafting Committee.

8. On receipt of the text prepared by the Drafting Committee and after discussion of the amendments, if any, submitted in accordance with the preceding paragraph, the Conference shall proceed to take a final vote on the adoption of the draft instrument of amendment in accordance with article 36 of the Constitution of the Organization.

SECTION G**Governing Body elections**

ARTICLE 48

Periodicity of elections

In accordance with article 7 of the Constitution of the Organization the period of office of the members of the Governing Body shall be three years and

Conference

Arts. 49-52

61

meetings of the electoral colleges for the selection of 18 States for representation on the Governing Body and for the election of the Employer and Worker members of the Governing Body shall be held every third year in the course of the Conference. The period of office of the Governing Body shall commence at the close of the session of the Conference in the course of which elections were held.

ARTICLE 49

Government electoral college

1. Subject to the provisions of article 13, paragraph 4, of the Constitution and of Section D of the Standing Orders of the Conference, the Government electoral college shall consist of the government delegates of all Members of the Organization excepting those of the ten Members of chief industrial importance.

2. Each member of the electoral college shall be entitled to cast one vote.

3. The Government electoral college shall select 18 Members of the Organization, the governments of which shall be entitled to appoint Government members of the Governing Body.

4. The Government electoral college shall also select 28 other Members of the Organization, the governments of which shall be entitled to appoint deputy Government members of the Governing Body.

ARTICLE 50

Employers' and Workers' electoral colleges

1. The Employers' and Workers' electoral colleges shall consist of the Employers' and Workers' delegates to the Conference respectively, excluding the Employers' and Workers' delegates of States disqualified from voting in pursuance of the provisions of article 13, paragraph 4, of the Constitution and of Section D of the Standing Orders of the Conference.

2. The Employers' and Workers' electoral colleges shall each elect by name 14 persons as regular members of the Governing Body and 19 persons as deputy members of the Governing Body.

ARTICLE 51

Notice of elections

At least 24 hours' notice shall be given of meetings for election of members of the Governing Body.

ARTICLE 52

Procedure of voting

1. Each electoral college shall vote by secret ballot.

2. The Chairperson of each electoral college shall ask the representative of the President of the Conference to read the list of delegates who have the right to vote. Each delegate shall come forward as their names are called and place their voting papers in the ballot box.

3. The counting of the votes shall be carried out under the direction of the representative of the President of the Conference assisted by two returning

Conference

Arts. 53, 54

62

officers appointed by the electoral college from among its members. However, if an electoral college requests to vote by electronic means, the provisions of article 19, paragraph 16, concerning a vote by secret ballot shall apply.

4. No State or person shall be considered to be elected without having obtained more than half of the votes cast by the members of the electoral college present at the meeting. If after the first vote one or more seats remain to be filled, one or more further votes shall be taken as may be necessary, each member of the electoral college being entitled to vote for a number of candidates equal to the number of seats which still remain to be filled.

5. On the conclusion of the voting the Chairperson of the electoral college shall announce the result of the meeting and a report shall be drawn up for communication to the Conference and deposited in the archives of the International Labour Office. This report shall be signed by the Chairperson of the electoral college and countersigned by the representative of the President of the Conference.

ARTICLE 53

[Deleted]

ARTICLE 54

Vacancies

1. If a State ceases, at a time when the Conference is meeting in ordinary session, to occupy one of the seats on the Governing Body reserved for the 18 States selected by the Government electoral college, the Government electoral college shall meet during the course of the session to appoint, in accordance with the procedure laid down in this section, another State to take its place.

2. If a State ceases, during an interval between sessions of the Conference, to occupy one of the seats on the Governing Body reserved for the 18 States selected by the Government electoral college, the Government group of the Governing Body shall proceed to replace it. The appointment thus made must be confirmed by the Government electoral college and communicated by it to the Conference. If such an appointment is not confirmed by the electoral college in question, a new election shall immediately be held in accordance with the relevant provisions of this section.

3. If a vacancy occurs, at any time whatsoever, owing to the decease or resignation of a Government representative, but the State concerned retains its seat on the Governing Body, the seat in question shall be occupied by the person whom the Government appoints to replace that representative.

4. If a vacancy occurs among the Employer or Worker members of the Governing Body at a time when the Conference is meeting in ordinary session, the electoral college concerned shall assemble during the course of the session to fill the vacancy, in accordance with the procedure laid down in this section.

5. If a vacancy occurs among the Employer or Worker members of the Governing Body during an interval between sessions of the Conference, the Governing Body group concerned shall proceed freely to fill the vacancy, without being required to appoint the new member from among the deputy members of the Governing Body. The appointment thus made must be confirmed by the electoral college concerned at the next session of the Conference and com-

municated by it to the Conference. If such an appointment is not confirmed by the electoral college in question, a new election shall immediately be held in accordance with the provisions of this section.

SECTION H

Committees of the Conference

ARTICLE 55

Scope

1. These Standing Orders apply to all committees appointed by the Conference except the Credentials Committee and the Drafting Committee.

2. The following provisions do not apply to the Selection Committee:

(a) article 56, paragraphs 6, 8, 9 and 10;

(b) the words “in agreement with the Selection Committee” in article 60;

(c) article 63;

(d) paragraphs 3 and 4 of article 65.

3. These Standing Orders apply to the Finance Committee of Government Representatives, except in so far as they are inapplicable because that Committee is not tripartite in character and consists solely of Government representatives. In addition, the following provisions do not apply to the Finance Committee:

(a) Article 56, paragraphs 6 and 10;

(b) Article 57, paragraph 2;

(c) the words “from each group” in the first sentence of article 64, paragraph 3; and the second sentence in that paragraph;

(d) Article 65, paragraph 1.

4. These Standing Orders apply to the Resolutions Committee subject to the special provisions contained in articles 62, paragraph 4, and 64, paragraph 4.

ARTICLE 56

Composition of committees and right to participate in their work

1. The Conference shall designate the Governments to be represented on each committee by Government members and shall appoint the delegates or advisers to be Employers’ and Workers’ members of the said committee.

2. Each Government designated in accordance with the preceding paragraph shall communicate to the secretariat of the committee the name of its regular representative and that of any substitute appointed.

3. The Employers’ group and the Workers’ group shall decide whether, and if so on what conditions, those of their members appointed to committees may be replaced by personal substitutes; the said groups shall inform the secretariat of the committee of their decisions.

Conference

Art. 56

64

4. When the need to maintain a balance between the groups represented on a committee does not permit the Conference to meet all requests for membership of the said committee, the Conference may designate governments who will be represented on the committee by Government deputy members nominated by them and may appoint Employers' and Workers' delegates or advisers to be Employers' and Workers' deputy members of the committee.

5. These deputy members shall have the same rights as the members of the committee except that they may vote only on the following conditions:

- (a) Government deputy members may vote when they are so authorized by a written notification to the secretariat of the committee from a Government regular member of the committee who is not voting and has not been replaced by a substitute;
- (b) Employers' and Workers' deputy members may vote in place of a regular Employers' or Workers' member on the conditions defined by their respective groups; the groups shall inform the secretariat of the committee of all decisions taken in this connection.

6. In addition to the members of the committee, any delegate or any adviser who has received a written authorization for the purpose from the delegate to whom the adviser is attached shall be entitled to be present at the meetings and shall have the full rights of the members of the committee except the right to vote.

7. Representatives of official international organizations which have been invited to be represented at the Conference shall be entitled to be present at the meetings of the committee and may participate, without vote, in the discussion.

8. The following persons shall be entitled to be present at the meetings of the committee and may participate in the discussions with the permission of the Chairperson:

- (a) persons appointed as observers by a State invited to attend the Conference;
- (b) technical experts appointed to the committee by the Conference as assessors in accordance with article 18 of the Constitution of the Organization.

9. Representatives of non-governmental international organizations with which the International Labour Organization has established consultative relationships and with which standing arrangements for representation at the Conference have been made, and representatives of other non-governmental international organizations which the Conference, or the Selection Committee within the limits set out in article 4, paragraph 2, has invited to be represented at the committee, may be present at the meetings of the committee. The Chairperson may, in agreement with the Vice-Chairpersons, permit such representatives to make or circulate statements for the information of the committee upon matters included in its agenda. If agreement cannot be reached the matter shall be referred to the meeting for decision without discussion. This paragraph does not apply to meetings dealing with administrative or financial matters.

10. Representatives of liberation movements which have been invited to attend the Conference and which the Conference has invited to be represented at the committee may participate, without vote, in the discussions.

ARTICLE 57

Officers of committees

1. The first sitting of each committee shall be opened by an official of the Secretariat of the Conference appointed for the purpose by the Secretary-General. This official shall conduct the business until the Chairperson or a Vice-Chairperson has been elected.
2. Each committee shall elect a Chairperson and two Vice-Chairpersons, chosen one from each of the three groups.
3. Each committee shall then elect from among its members one or more Reporters to present the result of its deliberations to the Conference on its behalf. Before presenting a report to the committee for its approval, the Reporter or Reporters shall submit it to the Officers of the committee.
4. The Chairperson, Vice-Chairpersons and Reporters may be either delegates or advisers.

ARTICLE 58

Languages of committees

1. The French and English languages shall be the official languages of the committees.
2. Speeches in French shall be summarized in English and vice versa by an interpreter belonging to the Secretariat of the Conference.
3. Speeches made in Spanish shall be summarized by the official interpreters, who shall also give a summary in Spanish of speeches made in English and French.
4. A delegate may speak in another non-official language, but the relevant delegation must provide for a summarized translation of the speech into one of the two official languages by an interpreter attached to the delegation, unless an interpreter of the Conference for the official languages can be placed at its disposal by the Secretariat of the Conference. This summarized translation shall then be rendered in the other official language by an interpreter of the Secretariat.
5. In cases where at least one-fifth of the members of a committee taking an actual part in its work either as regular members or as substitutes declare individually and in writing that it is difficult for them to take part in the proceedings of the committee in either of the official languages or in Spanish and ask for an additional interpretation into another language with which they are conversant, the committee shall accede to that request, provided that the Secretariat of the Conference is able to supply the necessary interpreters.
6. In cases where the number of members of a committee who ask for an additional interpretation into a non-official language in the conditions laid down in the above paragraph is less than one-fifth of the number of members, the committee shall decide whether it shall accede to the request as an exceptional measure, and provided that the Secretariat of the Conference is able to furnish the necessary interpreters.

ARTICLE 59

Committee drafting committees; subcommittees

1. Each committee to which the Conference, in accordance with article 40 of the rules of procedure for Conventions and Recommendations, refers as a

basis of discussion texts of proposed Conventions or Recommendations shall set up at an early sitting a committee drafting committee consisting of one Government delegate, one Employers' delegate and one Workers' delegate together with the Reporter or Reporters of the committee and the Legal Adviser of the Conference. In so far as may be possible the committee drafting committee shall comprise members conversant with both official languages. The committee drafting committee may be assisted by the officials of the Secretariat of the Conference attached to each committee as experts on the particular item of the agenda concerned. The committee drafting committee shall form part of the Conference Drafting Committee when any Convention or Recommendation is submitted to the Conference by the committee concerned.

2. Each committee shall have power to set up subcommittees after due notice has been given to the three groups in the committee.

3. The Chairperson of a committee shall be entitled to attend the meetings of the committee drafting committee and of the subcommittees set up by the committee.

ARTICLE 60

Sittings

The Chairperson of the committee shall fix the date and time of the sittings after consulting the Vice-Chairpersons and in agreement with the Selection Committee.

ARTICLE 61

Duties of the Chairperson

1. The Chairperson shall declare the opening and close of the sittings. Before proceeding to the agenda, the Chairperson shall bring before the committee any communications which may concern it.

2. The Chairperson shall direct the debates, maintain order, ensure the observance of the Standing Orders, accord or withdraw the right to address the committee in accordance with the provisions of the Standing Orders, put questions to the vote and announce the result of the vote.

3. The Chairperson shall have the right to take part in the discussions and to vote except when replaced on the committee by a substitute but shall not have a casting vote.

4. In the absence of a Chairperson during a sitting or any part thereof, the Vice-Chairpersons shall preside alternately.

5. A Vice-Chairperson acting as Chairperson shall have the same rights and duties as the Chairperson.

ARTICLE 62

Right to address the committee

1. No one shall be entitled to address a committee without having sought and obtained permission of the Chairperson, who shall call upon speakers in the order in which they have signified their desire to speak.

2. The Chairperson may withdraw the right to speak from any speaker whose remarks are not relevant to the subject under discussion.

3. Except with the special consent of the committee, no speech may exceed ten minutes, exclusive of the time for the translation.

4. In the case of the Resolutions Committee the Chairperson may, after consultation with the two Vice-Chairpersons, submit to the Committee for decision without debate a proposal to reduce the time-limit for speeches on a specific topic to five minutes.

ARTICLE 63

Motions, resolutions and amendments

1. No motion, resolution or amendment shall be discussed unless it has been seconded.

2. (1) Motions as to procedure may be moved verbally and without previous notice. They may be moved at any time except after the Chairperson has called upon a speaker and before the speaker has finished speaking.

(2) Motions as to procedure include the following:

- (a) a motion to refer the matter back;
- (b) a motion to postpone consideration of the question;
- (c) a motion to adjourn the sitting;
- (d) a motion to adjourn the debate on a particular question;
- (e) a motion that the committee proceed with the next item on the agenda for the sitting;
- (f) a motion to ask for the opinion of the Chairperson, the Secretariat or the Legal Adviser of the Conference;
- (g) a motion for the closure of the discussion.

3. All resolutions and amendments other than motions as to procedure must be submitted in writing in one of the official languages or Spanish.

4. Resolutions and amendments must be handed in to the secretariat of the committee before 5 p.m. to enable the resolution or amendment to be discussed at a meeting to be held on the following morning, or before 11 a.m. to enable the resolution or amendment to be discussed at the meeting to be held in the afternoon of the same day.

5. The texts of resolutions and amendments shall be translated and distributed before the discussion to all members of the committee present at the sitting.

6. Only amendments to amendments already submitted under the conditions referred to above may be submitted during a sitting of a committee for discussion at that sitting. Such amendments shall be submitted in writing in one of the official languages or in Spanish.

7. (1) Amendments shall be voted on before the resolution to which they refer.

(2) If there are several amendments to a motion or resolution the Chairperson shall determine the order in which they shall be discussed and put to the vote, subject to the following provisions:

- (a) every motion, resolution or amendment shall be put to the vote;
- (b) amendments may be voted on either individually or against other amendments according as the Chairperson may decide, but if amendments are

Conference

Arts. 64, 65

68

voted on against other amendments, the motion or resolution shall be deemed to be amended only after the amendment receiving the largest number of affirmative votes has been voted on individually and adopted;

(c) if a motion or resolution is amended as the result of a vote, that motion or resolution as amended shall be put to the meeting for a final vote.

8. (1) Any amendment may be withdrawn by the person who submitted it unless an amendment to it is under discussion or has been adopted.

(2) Any amendment so withdrawn may be moved without previous notice by any other person entitled to take part in the discussions of the committee.

9. Any member may at any time draw attention to the fact that the Standing Orders are not being observed, and the Chairperson shall give an immediate ruling on any question so raised.

ARTICLE 64

Closure

1. Any member of a committee may move the closure either on a particular amendment or on the general question.

2. The Chairperson shall put a motion for the closure if it is supported by at least one-fifth of the members of the committee present at the sitting. Before putting it to the vote, however, the Chairperson shall read out the names of those persons who have already signified their wish to speak and they shall still have the right to speak after the closure has been voted.

3. If application is made for permission to speak against the closure, it shall be accorded to one speaker from each group. If the closure is voted, one member from each group, no member of which has already signified the wish to speak under the conditions provided for in the preceding paragraph, may speak on the question under discussion.

4. In the case of the Resolutions Committee only the sponsor of the motion, resolution or amendment under discussion, or one of the sponsors if there were several, shall have the right to speak on the question under discussion after the closure has been voted.

ARTICLE 65

Method of voting

1. Subject to article 40, paragraph 2, of these Standing Orders, decisions shall be taken by a simple majority of the votes cast by the members of the committee present at the sitting.

2. Each member of the committee shall, except in the cases provided for in paragraphs 3 and 4 of this article, be entitled to cast one vote.

3. If the Conference has appointed to a committee twice as many Government members as Employers' or Workers' members,* each Government member shall be entitled to cast one vote and each Employers' or Workers' member shall be entitled to cast two votes.

* Ed. note: In committees dealing with the items on the agenda, it is the practice of the Conference to give equal representation to the three groups in the Conference: Governments, Employers and Workers. As it not infrequently happens that governments desire representation on a committee in numbers which it is impossible for one or both of the other groups to equal,

Conference

Arts. 66

69

4. If the Conference has appointed to a committee one-and-a-half times as many Government members as Employers' or Workers' members, each Government member shall be entitled to cast two votes and each Employers' or Workers' member shall be entitled to cast three votes.

5. Any vote on the election of the Chairperson shall be by secret ballot.

6. Committees shall vote by a show of hands or by a record vote.

7. If the result of a vote by a show of hands is challenged, the Chairperson shall cause a record vote to be taken.

8. A record vote shall also be taken if requested by show of hands by at least one-fifth of the members present at the sitting, whether such request be made before or immediately after the vote by show of hands.

9. The vote shall be recorded by the secretariat and announced by the Chairperson.

10. No resolution, amendment or motion shall be adopted if an equal number of votes are cast for and against.

11. The Chairperson shall permit any members of the committee who so request to explain their vote briefly immediately after the voting. The Chairperson may limit the time allowed for such explanations.

ARTICLE 66

Quorum

1. A vote is not valid if the number of votes cast for and against is less than two-fifths of the total voting power.

2. Where a quorum has not been obtained in a vote by show of hands, the Chairperson may immediately take a record vote. The Chairperson shall be obliged to do so if a record vote is called for by not less than one-fifth of the members of the committee present at the sitting.

(continued from p. 68)

the principle of equality between the three groups on the committee can be maintained only by the adoption of special systems of voting. Two systems are employed.

Under the first of these systems, the committee is constituted in the same proportions as the Conference, with twice as many Government members as there are Employers' or Workers' members, but each Government member casts one vote and each member of the other two groups casts two votes.

Under the second system, the Government members are one-and-a-half times as numerous as the Employers' or Workers' members, but each Government member casts two votes and each member of the other two groups casts three votes.

The composition of each committee is the subject of a proposal to the Conference by the Selection Committee, and the normal system of voting or one of two special systems is applied as the case may require.

Conference

Arts. 67-72

70

ARTICLE 67

Amendments to text submitted by committee drafting committee

Amendments to a text submitted to a committee by its drafting committee may be admitted by the Chairperson after consultation with the Vice-Chairpersons.

ARTICLE 68

Secretariat

1. The Secretary-General of the Conference or a representative of the Secretary-General may, with the permission of the Chairperson, address committees, subcommittees or committee drafting committees.

2. The Secretary-General shall appoint an official of the Secretariat of the Conference to act as Secretary to each committee. This official will be required to undertake such additional duties as may be decided upon by the committee or the Chairperson.

ARTICLE 69

[Deleted]

SECTION I

Conference groups

ARTICLE 70

Autonomy of groups

Subject to the Standing Orders each group shall control its own procedure.

ARTICLE 71

Officers of groups

1. At its first meeting each group shall elect a Chairperson, at least one Vice-Chairperson and a Secretary.

2. The Chairperson and the Vice-Chairperson or Vice-Chairpersons shall be selected from among the delegates and advisers constituting the group; the Secretary may be elected from among persons outside the group.

ARTICLE 72

Official meetings

1. Each group shall hold official meetings for the transaction of the following business, in accordance with the Conference Standing Orders:

- (a) the nomination of a Vice-President of the Conference;
- (b) the nomination of members of the Selection Committee;
- (c) the nomination of members for other committees;

Conference

Art. 73-76

71

(d) elections for the Governing Body;

(e) any other matters referred to groups by the Selection Committee or by the Conference.

2. At the first official meeting of each group, a representative of the Secretariat shall be present, if the group so desires, to inform the group as to procedure.

3. At official meetings only delegates shall vote, provided always that a delegate may, by notice in writing to the President, appoint an accompanying adviser to act as substitute, if the delegate is unable to be present, in accordance with the provisions concerning the meetings of the Conference contained in article 1, paragraph 3, of these Standing Orders.

4. The Secretary of each group shall report forthwith to the Officers of the Conference the results of all official meetings.

ARTICLE 73

Procedure of voting at elections

The President of the Conference or a person nominated by the President shall direct the actual procedure of voting in elections required for the appointment of Vice-Presidents of the Conference, members of committees, and members of the Governing Body; the President shall convoke in due time the delegates who have a right to vote, shall see that the votes are regularly counted and shall communicate to the Conference the results of the election.

ARTICLE 74

Non-official meetings

Groups may at any time hold non-official meetings for discussion or the transaction of non-official business.

ARTICLE 75

[Deleted]

SECTION J

Suspension of a provision of the Standing Orders

ARTICLE 76

Subject to the provisions of the Constitution, the Conference, on the unanimous recommendation of the President and three Vice-Presidents, may exceptionally decide to suspend any provision of the Standing Orders, for the purpose of dealing with a specific non-controversial question before it when this will contribute to the orderly and expeditious functioning of the Conference. A decision may not be taken until the sitting following that at which a proposal to suspend the Standing Orders has been submitted to the Conference.

**NOTE FOR MARITIME SESSIONS
OF THE INTERNATIONAL LABOUR CONFERENCE**

The above Standing Orders apply to all sessions of the International Labour Conference. However, their application to maritime sessions of the Conference is subject to the adjustments set out below:

Articles 7, 7 bis and 11 bis of the Standing Orders are not applicable.

Article 12, paragraph 2: The Report of the Director-General deals with the activities of the Organization in the maritime sector and recent developments affecting that sector.

Article 17, paragraph 1(1): The first sentence of this paragraph does not apply to maritime sessions.

Article 17, paragraph 6: The time for completion of the work of the Resolutions Committee may have to be fixed by the Conference on the recommendation of the Selection Committee, having regard to the date fixed for the closing of the session.

Article 25, paragraph 5: The Chairperson of the Governing Body reports to the Conference on work in the maritime sector since the last maritime session of the Conference.

Articles 27–28 (Admission of new Members) are not applicable.

Article 31 is not applicable.

Articles 48–54 (Governing Body elections) are not applicable.