



**Economic and Social Council**

Distr.  
LIMITED

E/CONF.79/L.79  
24 August 1987

ORIGINAL: ENGLISH

---

FIFTH UNITED NATIONS CONFERENCE ON  
THE STANDARDIZATION OF  
GEOGRAPHICAL NAMES  
Montreal 18-31 August 1987  
Item 15 of the agenda

13a

~~ADOPTION OF THE REPORT OF THE CONFERENCE~~

Draft Rules of Procedure of the United Nations Group of  
Experts on Geographical Names

Submitted by the United Nations Group of Experts  
on Geographical Names

DRAFT

**RULES OF PROCEDURE OF THE UNITED NATIONS GROUP OF EXPERTS  
ON GEOGRAPHICAL NAMES**

**I. DEFINITIONS**

**Meaning of terms**

**Rule 1**

For the purposes of these rules, the following terms shall have the meanings indicated:

- (a) "Group" or "Group of Experts" means the United Nations Group of Experts on Geographical Names established in pursuance of resolutions 715 A (XXVII) and 1314 (XLIV) of the Economic and Social Council, and the decision taken by the Council at its 1854th meeting, on 4 May 1973 (item 22);
- (b) "Member" means an expert participating in a session of the Group, whether or not he/she represents a division;
- (c) "Division" means one of the major linguistic/geographical divisions of the world, as defined in Chapter IV of this document;
- (d) "Secretary-General" means Secretary-General of the United Nations.

**II. MEMBERSHIP AND COMPOSITION**

**Rule 2**

1. The Group of Experts shall consist of experts in the field of cartography/linguistics designated by Governments of States Members of the respective divisions.
2. The expert who represents a division shall be a full member of the Group, with voting rights. In addition, Member States of the divisions may appoint national experts who may participate, without the right to vote, in the discussions at meetings of the Group. Attendance at Group meetings by the latter experts shall be co-ordinated with the expert representing the division in question, who shall have the right to vote on behalf of the division.

/...

3. All experts participating in sessions of the Group shall serve in their personal capacities as individuals of recognized competence and experience in their respective fields.

### III. SESSIONS

#### Rule 3

The Group shall normally hold one session every two years, at such times as it determines; provided that in years when a United Nations conference on the standardization of geographical names is held, the Group shall meet, as required, on dates immediately preceding the opening date of the conference and immediately following the closing date of the conference.

### IV. AGENDA

#### Rule 4

The provisional agenda drawn up by the Group at its previous session and communicated to the Governments invited by the Secretary-General to send experts to participate in the session shall constitute the provisional agenda for the session. Experts participating in the session may propose additional items for inclusion in the provisional agenda.

### V. OFFICERS

#### Election and term of office

#### Rule 5

The Group shall elect the following officers from among the experts representing divisions: a Chairman, a Vice-Chairman and a Rapporteur.

#### Rule 6

The officers shall be elected immediately following the closing date of the respective United Nations conferences on the standardization of geographical names. The officers shall serve until their successors are elected immediately after the next conference.

Replacement

Rule 7

1. If the Chairman is to be absent from a meeting or part thereof, or if he ceases to be able to perform his functions, the Vice-Chairman or, in his/her absence, the Rapporteur shall act as Chairman.

2. The Vice-Chairman or Rapporteur when acting as Chairman shall have the same powers and duties as the Chairman.

3. If either the Vice-Chairman or the Rapporteur are unable to perform the functions of their office, the Chairman shall appoint an expert to complete the unexpired portion of either term of office.

**VI. SECRETARIAT**

Duties of the secretariat

Rule 8

The Secretary of the Group, appointed by the Secretary-General, shall act in that capacity in all meetings of the Group. He may designate a member of the secretariat to take his place at any meeting.

Rule 9

The Secretary shall as far as possible provide and direct such staff as is required by the Group. He shall be responsible for making all necessary arrangements for meetings and generally shall perform all other work which the Group may require.

Statements by the secretariat

Rule 10

The Secretary or his representative may at any meeting make either oral or written statements concerning any question under consideration.

**VII. CONDUCT OF BUSINESS**

Quorum

Rule 11

A majority of the representatives of divisions participating in the session shall constitute a quorum.

General powers of the Chairman

Rule 12

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Group, direct the discussion at such meetings, ensure the observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control over the proceedings of the Group and over the maintenance of order at its meetings.

Rule 13

The Chairman may, in the course of the discussions, propose to the Group the closing of the list of speakers or the adjournment or closure of the debate. He may call a speaker to order if his remarks are not relevant to the matter under discussion. The Chairman may also propose the suspension or the adjournment of the meeting.

Rule 14

The Chairman, in the exercise of his functions, remains under the authority of the Group.

Points of order

Rule 15

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

Time-limit on speeches

Rule 16

The Group may limit the time allowed to each speaker and the number of times a member may speak on any question. When the debate is limited and a member exceeds his allotted time, the Chairman shall call him to order without delay.

Closing of list of speakers

Rule 17

During the course of a debate, the Chairman may announce the list of speakers:

/...

and, with the consent of the Group, declare the list closed. The Chairman may, however, accord the right of reply to any member if, in his opinion, a speech delivered after he has declared the list closed makes this desirable. When there are no more speakers, the Chairman shall, with the consent of the Group, declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 19.

### Adjournment of debate

#### Rule 18

During the discussion of any matter, a member may move the adjournment of the debate on the item under discussion. Any such motion shall have priority. In addition to the proposer of the motion, one member shall be allowed to speak in favour of, and one member against the motion, after which the motion shall be immediately put to the vote.

### Closure of debate

#### Rule 19

A member may at any time move the closure of the debate on the item under discussion, whether or not any other member has signified his/her wish to speak. Permission to speak on the motion shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote.

### Withdrawal of proposals or motions

#### Rule 20

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any member.

### Reconsideration of proposals

#### Rule 21

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

### Invitations to specialists [technical advisers]

#### Rule 22

A person with specialized knowledge of particular aspects of the standardization of geographical names may be invited to place before the Group of

Experts his/her specialized knowledge. Such a person will be invited only when official approval of the invitation has been obtained from his/her Government.

## VIII. DECISION-MAKING

### Consensus

#### Rule 23

1. On all except procedural matters, the Group of Experts, its regional groups and its working groups arrive at decisions by consensus. In the event a consensus has not been achieved, the matter will be referred for re-working and re-submission.
2. In the absence of a consensus on procedural matters, the Chairman may, and at the request of any member shall, put the proposal to the vote.

### Voting rights and majority required

#### Rule 24

1. Each expert representing a division shall have one vote, and decisions the Group shall, subject to rule 23, be taken by a majority of the divisional representatives present and voting.
2. If a vote is equally divided, a second vote shall be taken after an adjournment of the meeting for 15 minutes. If this vote also results in equality, the proposal or motion shall be regarded as rejected.

### Meaning of the phrase "representatives of divisions present and voting"

#### Rule 25

For the purpose of these rules, the phrase "representatives of divisions present and voting" means representatives of divisions casting an affirmative or negative vote. Representatives of divisions who abstain from voting shall be considered as not voting.

### Roll-call votes

#### Rule 26

A roll-call vote, if requested, shall be taken in the English alphabetical order of the names of the divisions, beginning with the division whose name is drawn by lot by the Chairman.

### Conduct during voting

#### Rule 27

After the Chairman has announced the commencement of voting, no member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. Explanations of their votes by members may, however, be

permitted by the Chairman either before or after the voting. The Chairman may limit the time to be allowed for such explanations.

### Division of proposals

#### Rule 28

Parts of a proposal shall be voted on separately if a member requests that the proposal be divided. Those parts of the proposal that have been approved shall then be put to the vote as a whole; if all the operative parts of a proposal have been rejected, the proposal shall be considered rejected as a whole.

### Order of voting on amendments

#### Rule 29

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Group shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote. When, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal.

### Order of voting on proposals

#### Rule 30

1. If two or more proposals relate to the same question, they shall, unless the Group decides otherwise, be voted on in the order in which they were submitted. The Group may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case, the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall have priority over that proposal.

### Elections

#### Rule 31

1. All elections shall be held by secret ballot unless the Group decides otherwise.

2. When candidates are to be nominated, each nomination shall be made by only one member, after which the Group shall immediately proceed to the election.



Balloting

Rule 32

1. When one or more elective places are to be filled at one time under the same conditions each member may cast a vote for as many candidates as there are places to be filled, and those candidates, in a number not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes shall be elected.

2. If the number of candidates so elected is less than the number of places to be filled, additional ballots shall be held to fill the remaining places. From such ballots the candidates obtaining the least number of votes in the previous ballot may be eliminated on the proposal of the Chairman.

3. In the case of a tie among candidates obtaining a majority of the votes cast, a second ballot shall be held among them. If the votes remain equally divided, the elder or eldest candidate shall be elected.

IX. LANGUAGES

Official and working languages

Rule 33

*Arabic*  
Chinese, English, French, Russian and Spanish shall be the official languages and English, French and Spanish shall be the working languages of the session. Working papers shall be submitted in one of the working languages.

Interpretation

Rule 34

1. Speeches made in an official language shall be interpreted into the other official languages of the session.

2. Any member may make a speech in a language other than an official language of the session if he provides for interpretation into one such language. Interpretation into the other official languages of the session by the interpreters of the Secretariat may be based on the interpretation given in the first such language.

X. DOCUMENTS

Rule 35

1. The Secretariat of the Group of Experts circulates copies of working papers submitted by linguistic/geographical divisions and experts to the participants of the session.

2. Submission of a working paper for consideration by the Group of Experts does not mean the document has received the approval of the Group of Experts or that the working paper has been adopted by them.

3. Consideration of a working paper by the Group of Experts is without political significance.

4. Consideration and discussion of a working paper by the Group of Experts must not be interpreted as support of, or opposition to, any political view or issue.

5. Subsequent reference to the working papers in the report of the Session of the Group of Experts likewise shall have no political significance.

## XI. RECORDS

### Records of meetings and of the session

#### Rule 36

Sound recordings of the plenary meetings of the session shall be made and kept by the secretariat. The Group shall prepare a final report in English as the record of the session. This report shall be distributed by the secretariat as soon as possible after the closing of the session.

## XII. PRIVACY OF MEETINGS

#### Rule 37

The meetings of the Group and meetings of its working groups shall be held in private.

## XIII. SESSIONAL BODIES AND WORKING GROUPS

### Sessional bodies

#### Rule 38

During sessions of the Group, ad hoc study groups may be appointed to deal with particular issues. Upon completion of their appointed tasks, such groups will be automatically disbanded before the end of the session, unless especially directed to remain in existence.

### Intersessional Working Groups

#### Rule 39

The Group may establish working groups of specialists under the chairmanship of one of the national experts referred to in rule 2 to study particular problems between sessions of the Group.

### Rules of procedure

#### Rule 40

So far as they are applicable, the rules of procedure of the Group shall apply to the proceedings of the sessional bodies and working groups. These bodies may, however, dispense with certain language interpretations.

/...

**XIV. PARTICIPATION BY NON-MEMBERS OF THE GROUP**

**Rule 41**

1. Representatives designated by the specialized agencies and observers designated by other intergovernmental organizations and by non-governmental organizations invited to the session may participate, without the right to vote, in the deliberations of the Group and its working groups upon the invitation of the Chairman or the convener of a working group on questions within the scope of their activities.

2. Written statements submitted by these representatives or observers shall be distributed by the secretariat to all participants in the session.

**XV. AMENDMENTS**

**Rule 42**

These rules of procedure may be amended by a decision of the Group, taken by a two thirds majority of the divisional representatives present and voting. No amendment shall become effective until it has been approved by the Economic and Social Council.

-----