



Rules of Procedures of the World Conservation Congress

Revised on 10 October 2000 and amended on 18 and 24 November 2004

(Annex to the IUCN Statutes of 5 October 1948, revised on 22 October 1996 and amended on 24 November 2004)

World Conservation Congress, Barcelona, 5–14 October 2008



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the World Conservation Congress**

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RULES OF PROCEDURE OF THE WORLD CONSERVATION CONGRESS

Part I - Legal Status

1. These Rules of Procedure govern the conduct of the World Conservation Congress (hereinafter referred to as “the World Congress”) and shall be read in conjunction with the Statutes and the Regulations of IUCN.

Part II - Structure of the World Conservation Congress

World Conservation Forum

2. Following the opening of the World Congress, the World Conservation Forum shall be held, consisting of sittings to consider major thematic areas of the IUCN Programme and to facilitate the sharing of information and experience. Some sittings on major issues related to the conservation of nature and natural resources may be open to the public.

Members’ Assembly

3. Following the World Conservation Forum, the Members’ Assembly shall sit and deal with the business and policy of IUCN, in accordance with the Statutes.

Associated Meetings

4. The Council may authorize and schedule time for workshops, technical and other meetings held in conjunction with a session of the World Congress.

Part III - Delegates and Observers

Delegates

5. Members of IUCN may be represented at the World Congress by up to three delegates. If a member eligible to vote is represented by more than one delegate, it shall nominate a Head of Delegation.
6. Any Head of Delegation who is unable to attend a sitting of the World Congress may be replaced by another delegate duly authorized to that effect by such Head of Delegation or by a duly authorized representative of the member or, in the case of a State member, in accordance with this State's procedures.
7. No member of the Secretariat of IUCN shall be appointed as a delegate or an observer to the World Congress.

Observers

8. Non-member States and organizations with which IUCN has formal working relationships may be represented at the World Congress by observers at the invitation of the Council.
9. Members of Commissions, Honorary Members and Patrons may attend the World Congress as observers.
10. Members of formally-established working groups of IUCN, and other persons having similar working relationships with IUCN who are not members of a delegation, may attend the World Congress as observers at the invitation of the Director General.

Number of Representatives

11. Prior approval of the Director General shall be required before any member, notwithstanding Rule 5, or any observer institution, may be represented at the World Congress by more than three persons.

Credentials

12. A written statement of credentials designating representatives shall be submitted by each member and observer institution. Such statement shall be signed by the responsible official of the member or observer concerned who has the necessary authority. Such officials may authorize their own service as representatives. The statement shall be either on a form provided by the Director General, or shall provide all the particulars called for in that form. It shall be returned to the Director General before the World Congress opens and shall bear an official seal or be accompanied by an official letter.

Part IV - Committees of the World Conservation Congress

13. The World Congress shall establish Steering, Resolutions, Credentials and Finance and Audit Committees and such other committees as it may consider necessary for the conduct of its business, and shall define their terms of reference.
14. Each such committee shall regulate its own business and shall appoint a Rapporteur.

Steering Committee

15. The Preparatory Committee appointed by the Council to make preparations for the World Congress together with the President, Vice-Presidents and Director General shall comprise the Steering Committee which shall be charged with the general duty of forwarding the business of the World Congress.
16. The President, a Vice-President or other member of the Council shall preside over the Steering Committee.
17. All matters concerning the organization of the World Congress shall be referred to the Steering Committee.
18. The Steering Committee shall meet as necessary during the World Congress and shall invite concerned individuals as necessary to join in its meetings.

Resolutions Committee

19. The World Congress shall elect a Resolutions Committee.
20. The Resolutions Committee shall include the members of the Resolutions Working Group appointed by the Council.

Credentials Committee

21. The World Congress shall elect a Credentials Committee, composed of members nominated by the President and including the Director General or the Director General's representative *ex officio*. The Credentials Committee shall examine credentials and other matters within its terms of reference as defined by Council, and report to the World Congress. The report shall include the number of votes to be exercised by each delegation in accordance with the Statutes.

Part V - Secretariat of the World Conservation Congress

22. The Director General shall be the head of the secretariat for the World Congress.
23. The Secretariat shall provide the World Congress with such secretarial and other assistance as it requires. It shall be responsible for preparing, receiving, translating and circulating the official documents of the meetings and for arranging interpretation.

Part VI - Debates

Order and Discipline

24. The President, or one of the Vice-Presidents or a member of the Council, shall take the Chair at sittings of the World Congress.
25. The duties of the Chair shall be:
 - (a) to open, suspend and close sittings of the World Congress;
 - (b) to announce, at the end of each sitting, the date, time and agenda items for the next sitting;
 - (c) to guide the debates of the World Congress;
 - (d) to maintain order, call on speakers, limit interventions, close debates, put questions to the vote and announce the results of votes; and
 - (e) unless other arrangements have been made, to submit the proposals of the Council to the World Congress.
26. The Chair shall call to order any participant who causes a disturbance during the proceedings or otherwise contravenes these Rules of Procedure.
27. In the event of persistent disturbance or contravention of the Rules of Procedure, the Chair may propose that the offender be excluded for the remainder of the sitting. The World Congress shall decide on this proposal forthwith and without debate.

Participation in Sittings

28. Participation in the Members' Assembly shall be restricted to delegates, to observers and others who may be invited for specific purposes, and to members of the Council, members of the Commissions, the Director General and the Secretariat Staff.
29. The sittings of the World Conservation Forum shall be open to all delegates, observers, members of the Council and of the Secretariat staff, members of the Commissions, special invitees and representatives of the press accredited by the Director General, unless the Members' Assembly decides otherwise for the next World Conservation Forum.
30. Participation in selected sittings of the World Conservation Forum and in any workshop or technical meeting held in conjunction with the World Congress may be open to the public on such terms as specified by the Council, including registration fees.

Right to Speak

31. The Chair shall recognize all participants who request the floor, and shall as far as possible call on them in that order, allowing diverse view points to be heard.
32. Participants may speak only if called upon by the Chair.
33. The Director General may at any time with the permission of the Chair, make oral or written statements to the World Congress on any question brought up for discussion.
34. Where a motion is debated, the Chair shall, where appropriate, alternately call speakers for and against the motion.
35. The Chair may prescribe a time-limit for speakers and limit interventions accordingly.
36. A speaker shall not be interrupted except on a point of order. The speaker may, however, with the permission of the Chair, give way during a speech to allow any other delegate or observer to request elucidation on a particular point in that speech.
37. If a speaker is irrelevant, the Chair may call the speaker to order. In the event of persistent irrelevance, the Chair may forbid the speaker to speak for the remainder of the debate. The speaker concerned may appeal in writing to the Steering Committee against exclusion from the debate. Participants who consider that they have been denied the right to speak because they have not gained recognition may also appeal. The Steering Committee shall report on the appeal to the World Congress at the beginning of its next sitting and the World Congress shall vote on the matter unless the Chair annuls the Chair's earlier decision.

38. A participant who wishes to make a personal statement or explanation or exercise a right of reply shall be heard at the Chair's discretion.
39. No speaker may speak for more than five minutes on any of the following:
 - (a) an explanation of votes;
 - (b) any question of procedure; and
 - (c) a personal statement or explanation.
40. The Director General shall issue one recognition card for the right to speak to each delegation, each affiliate, each member of the Council, each Commission Deputy Chair and to any other observers as the Council shall decide.

Procedural Motions

41. A participant shall have prior right to speak in order to:
 - (a) call the attention of the Chair to a point of order or an abuse of the Rules of Procedure;
 - (b) move the adjournment of the debate (which motion may be moved not more than once in the course of a debate);
 - (c) move the closure of a debate at the end of an intervention; and
 - (d) move that the sitting be closed.
42. The above matters shall take precedence over the main question, debate on which shall be suspended whilst they are considered.
43. In debate on motions for adjournment, for closure of a debate, and that the sitting be closed, only the following may be heard: the proposer, one speaker against and the Chair or Rapporteur of the committee or committees concerned. The members shall then take a decision.
44. An appeal by a voting delegate against a ruling by the Chair shall be made to the Steering Committee. The Chair shall announce the decision of the Steering Committee to the World Congress which may confirm or change that decision.

Part VII - Agenda and Motions

Agenda

45. The Director General, in consultation with the Council, shall prepare a draft agenda conforming with the tentative agenda previously circulated according to the Statutes, for each session of the World Congress showing, so far as circumstances permit, at which sittings particular matters will be debated. The draft agenda and documents originating with the Council or the Secretariat and relating to matters requiring the approval of the World Congress shall be circulated to the members of IUCN not later than one hundred and fifty days before the start of the World Congress. The draft agenda shall be submitted for adoption at the first sitting of the World Congress.
46. Any appeals against Council decisions shall be placed on the agenda.
47. Once adopted, proposals to add to or otherwise to alter the agenda may only be submitted to the World Congress by the Steering Committee.

Motions

48. For the purpose of these Rules of Procedure, a motion means a draft in writing of any decision which the World Congress is requested to take. Such motion may take the form of a resolution, recommendation, expression of opinion or proposal. Resolutions are directed to IUCN itself. Recommendations are directed to third parties, and may deal with any matter of importance to the objectives of IUCN.
49. Motions may be proposed by the Council, or by any member eligible to vote with the co-sponsorship of at least two other such members. Motions shall normally be submitted to the Director General no later than one hundred and twenty days before the opening of the next session of the World Congress. The Secretariat shall circulate all accepted motions which are received by it, to all members, at least sixty days in advance of that session of the World Congress.
- 49*bis*. Members proposing a motion concerning an issue arising in a State or States outside of their own Region shall make best efforts to secure factual information substantiating their proposal, and present such evidence upon request (a) at the time the proposal is submitted to the Director General and (b) at the World Congress.
50. An explanatory memorandum of a maximum of five hundred words, in any of the official languages may be appended to the text of a motion, and circulated as submitted, but shall not form part of the motion or be put to the vote.
51. Discussion of the draft Programme or proposed mandate of a Commission shall take into consideration any motion or part of a motion affecting these documents, and all such motions shall be dealt with as proposed amendments to the Programme or mandate. All such motions shall be remitted by the Resolutions

Working Group or the Resolutions Committee to the session of the World Congress that considers the Programme and mandates of the Commissions. The sponsors of these motions shall be advised of this action.

52. Motions may only be submitted at the World Congress either by the Council, or by a member eligible to vote with the co-sponsorship of at least five other members eligible to vote, and if the subject of the motions is new, urgent, could not have been foreseen, arises out of deliberations of the World Congress or responds to matters on the agenda. The text of such motions shall be distributed to delegates by the Secretariat only if the Resolutions Committee has accepted them as meeting any of the following criteria:
- (a) "New" means that the issue which is the subject of the resolution or recommendation has arisen within ninety days before the start of the session of the World Congress;
 - (b) "Urgent" means a matter in respect of which developments are about to take place soon after the World Congress and upon which a resolution or recommendation of the World Congress may reasonably be expected to have an impact;
 - (c) "Could not have been foreseen" means a matter which, while not itself new, has been the subject of developments within ninety days before the start of the session of the World Congress which call for action by the World Congress;
 - (d) "Arises out of the deliberations of the World Congress" means a matter which has been discussed at any officially scheduled meeting during the World Congress, including business and conservation sittings, technical meetings, Commission meetings, meetings of working groups or associated meetings;
 - (e) "Responds to matters on the agenda" means any matter scheduled for discussion at any of the meetings referred to in the immediately preceding paragraph, but which has not yet been discussed by that meeting at the time when the resolution or recommendation was submitted.
53. Motions meeting any of the above criteria shall be submitted by deadlines set by the Steering Committee. Motions received after such deadlines shall only be admitted with the consent of the President.
54. Motions shall only be accepted if they are consistent with the objectives of IUCN. Motions may repeat the decisions of a prior session of the World Congress only if the underlying issue has not been resolved and there remains a need for further action.

55. The Steering Committee shall decide any appeal from a proposer and co-sponsors against the exclusion or amendment of a draft motion by the Resolutions Working Group or Resolutions Committee. The Chair shall announce the decision of the Steering Committee and the World Congress may confirm or change that decision.
56. The Resolutions Committee may refer a motion to a committee or *ad hoc* contact group of delegates, for its review and advice or decide that it be debated and voted upon directly by the World Congress. The Chair may also propose that a motion under discussion in the World Congress be referred to a contact group. The reports of such contact groups shall ordinarily be considered by the Resolutions Committee prior to their presentation to the World Congress. The debate in the World Congress shall take place on the text resulting from this process.
57. When the consideration of a text of a motion has been concluded, a vote shall take place on the text as a whole. Before that vote takes place, explanations of the text may be given, if the World Congress so decides.

Amendments to Motions

58. Any delegate may propose amendments to any motion.
59. Amendments shall relate directly to the text which it is sought to alter. They shall be signed by their author and, unless proposed in the course of a debate, submitted in time for them to be distributed before they are debated. Ordinarily, all amendments shall be transmitted to the Resolutions Committee. The Resolutions Committee, or in special circumstances when an amendment is proposed in the course of a debate, the Chair, shall decide whether an amendment is in order.
60. Amendments shall have priority in debate over the original text to which they relate and shall be put to the vote before that text.
61. If two or more amendments relate to the same part of a motion, the amendment which differs most from the text which it is sought to amend shall be put to the vote first. If it is agreed to, other contradictory amendments to the same part shall be considered as having thereby been negated. If the amendment is not agreed to, the amendment next in priority shall be put to the vote, and the same procedure shall be followed for each of the remaining amendments. In case of doubt as to the degree of priority, the Chair shall give a ruling.
62. The Resolutions Committee or, in special circumstances when an amendment is proposed in the course of a debate, the Chair, may propose that amendments should be debated or voted upon together. They may propose that the text together with the proposed amendments be referred to a contact group.

Part VIII - Methods of Voting

Voting Cards and Electronic Voting Cards

63. Voting cards marked to distinguish the session of the World Congress concerned and, if required under Rule 67, electronic voting cards shall be distributed to delegates by the Secretariat in accordance with the report of the Credentials Committee.
64. The voting cards given to delegates of Category A members shall be white; those to Category B members shall be green. In the case of electronic voting, the electronic voting card shall be programmed so as to ensure that the votes of Category A members and the votes of Category B members shall be recorded separately.
65. White or green voting cards will each equal one vote and shall be distributed according to the number of votes to which the member is entitled by the Statutes. In the case of electronic voting, the electronic voting card shall be programmed with the number of votes to which the member is entitled by the Statutes.

Methods of Voting on Motions

66. Only an accredited representative of a delegation may vote and speak on behalf of that member. No delegate may use the voting card, electronic voting card or speaking rights of another delegation without the express prior written permission of the delegation in question.
67. Voting shall normally be carried out by delegates holding up the voting cards or, in the alternative, by inserting electronic voting cards into machines as provided for specifically in Regulation 40*bis* (informal vote). The result of the vote shall be announced by the Chair.
68. If the Chair thinks it necessary or if any delegate so requests, a vote that was carried out by delegates holding up the voting cards shall be repeated, the voting cards for each Category being counted separately by at least two tellers (formal vote). In the case of electronic voting under Rule 67, the vote shall simply be repeated.
69. On a request by delegates from at least ten members eligible to vote, the vote shall be taken by roll call. The roll shall be called in each Category separately for each delegation in the order of the printed membership list beginning with a country chosen at random. Voting shall be expressed by "yes", "no", or "abstain". Abstentions shall not be counted as votes cast.
70. A secret ballot may be held at the request of delegates from ten members eligible to vote. In this case, when voting is carried out by delegates holding up voting

cards, ballot papers bearing only the letters "A" or "B", shall be distributed by the Secretariat on presentation of the voting cards on the basis of one paper per card. The ballot paper shall provide for a "yes", "no" or "abstain" vote. Ballot papers may be used only for one ballot. If a further ballot is taken, the ballot papers must be marked with an identifying number corresponding to the ballot for which they are valid. In the case of electronic voting, the Election Officer shall confirm that the system is programmed so as to guarantee the anonymity of all votes.

71. The Chair shall be responsible for appointing tellers, counting the votes and announcing the results.
72. The Director General shall keep a register of the written statements of any member explaining its vote and shall reflect these statements in the volume of the Proceedings, or that of the Resolutions and Recommendations of the World Congress.
73. The Chair may exercise a vote, if a voting delegate. In the event of a tie, the Chair shall not have a further vote and the motion shall be considered to have failed.

Part IX - Elections

Election Officer

74. The Election Officer appointed by the Council under the Statutes shall be responsible for supervising the elections at the World Congress and the counting of the votes.

Nominations and Method of Voting in Elections

75. Nominations by a member in Category A or B made before the World Congress shall be communicated by the Council to the members.
76. Prior to the election, the secretariat shall arrange for members to meet candidates and receive information on them.
77. Once placed on the list of candidates before the World Congress, a name may only be withdrawn by the candidate in writing.
78. The elections of the President, the Treasurer and each of the Chairs of the Commissions shall be conducted separately and as follows:
 - (a) the President and the Treasurer may be elected by acclamation;

- (b) where a vote is required and there is only one candidate for a post, if that candidate does not receive a simple majority of votes cast by each Category of member eligible to vote, the post shall be filled by the World Congress or, failing a decision by the closure of the session, by the new Council; and
 - (c) where there is more than one candidate for any of these posts a vote shall be taken in accordance with Rule 81.
79. Should a sole candidate for the post of the President, Treasurer or Chair of Commission withdraw or become ineligible, the Council shall meet in extraordinary session and, having considered the views of the members of IUCN, shall propose a new candidate to the World Congress.
80. Where the number of candidates for Regional Councillors is the same or less than the number of vacancies in the Region for which they are nominated, each candidate shall be voted on individually. Should a candidate not receive a simple majority of votes cast by each Category of member eligible to vote, the position of the Regional Councillor shall be filled by the new Council.
81. Where there is more than one candidate for the post of the President, Treasurer, Regional Councillor or Commission Chair:
- (a) the ballot paper shall list candidates in alphabetical order from a point in the alphabet chosen at random;
 - (b) where one person is to be elected from two or more candidates for the post of President, Treasurer or Chair of a Commission, the vote shall be cast by placing an 'X' against the name of the preferred candidate;
 - (c) where three persons are to be elected from among four or more candidates to serve as Regional Councillors for a Region, the vote shall be cast by placing an 'X' against the names of up to three preferred candidates. Where more than one candidate is nominated from the same State, only the candidate receiving the greater number of votes may be elected;
 - (d) abstentions shall be indicated by being marked zero against the name of the candidate;
 - (e) ballot papers not completed in accordance with sub-paragraphs (b) or (c) shall not be counted;
 - (f) the number of votes cast for each candidate shall be totalled and the candidates ranked in order of the votes cast, this being done separately for Category A and Category B votes. The rankings so obtained for Category A shall then be added to those of Category B to produce a combined

ranking;

- (g) in the event that the combined ranking is the same for two or more candidates the rankings shall be recalculated as follows: the Category A votes for each candidate required to fill the posts involved shall be multiplied by a constant factor being the number of Category B votes cast divided by the number of Category A votes cast for all candidates in that balloting; these adjusted Category A vote totals shall then be added to the Category B vote totals and the candidates ranked in order of the combined vote so obtained;
- (h) the highest ranked candidate or candidates shall be elected; and
- (i) the results of the elections, including the voting figures, shall be made available at the World Congress.

Part X - Languages and Proceedings

Official Languages

- 82. Speeches made in one official language shall be interpreted into the others. If a speaker wishes to speak in a non-official language, the speaker shall be responsible for arranging and paying for interpretation into one of the official languages. A speaker may also be permitted to arrange for an interpretation into the speaker's own language.
- 83. All official documents shall be presented in one of the official languages and shall be translated into the others.

Official Reports

- 84. Motions adopted at each sitting of the World Congress shall be recorded as decisions and the texts in the official languages distributed as soon as possible to all delegates and observers present.
- 85. After each World Congress, the minutes including the decisions taken shall be published in the official languages, in accordance with the language policy of IUCN. The Director General shall distribute them to all members of IUCN and to the participants in the meeting. The minutes shall give an account of the proceedings and debates of the World Congress, showing in particular how the World Congress disposed of motions and amendments thereto, and the results of votes.

Official Documents

86. The official documents of each World Congress shall include the following:
- (a) the agenda of the session;
 - (b) motions and amendments proposed;
 - (c) reports and other papers from the President, Treasurer, Auditors, the Council, the Steering Committee, the Commissions, the Director General, and Committees of the World Congress;
 - (d) memoranda submitted on behalf of members or observers on matters pertaining to the organization of the World Congress, if approved by the Steering Committee, or on all other matters, if approved by the Council; and
 - (e) decisions of the World Congress.
87. Each official document shall be numbered.

Part XI - Amendment of Rules of Procedure

88. These Rules of Procedure may be amended in accordance with the Statutes.

