



**Statutes and Rules  
of the Staff Union of the  
United Nations at Vienna**

## TABLE OF CONTENTS

<i>Chapter</i>	<i>Page</i>
STATUTES OF THE STAFF UNION OF THE UNITED NATIONS AT VIENNA...	3 -
CHAPTER I. NAME AND OBJECTIVE .....	3 -
CHAPTER II. MEMBERSHIP .....	3 -
CHAPTER III. ORGANIZATION .....	3 -
CHAPTER IV. REFERENDUM .....	4 -
CHAPTER V. GENERAL MEETING .....	4 -
CHAPTER VI. POLLING OFFICERS .....	5 -
CHAPTER VII. STAFF COUNCIL ELECTIONS .....	7 -
a. Eligibility .....	7 -
b. Establishment of Electoral Units .....	7 -
c. Staff Council .....	8 -
CHAPTER VIII. STAFF COMMITTEE .....	9 -
CHAPTER IX. SUB-COMMITTEES AND OTHER SUBSIDIARY BODIES .....	10 -
CHAPTER X. ELECTORAL UNITS/UNIT PRESIDENT .....	10 -
CHAPTER XI. RELATIONSHIP WITH UMBRELLA ORGANIZATIONS AND OTHER STAFF REPRESENTATIVE BODIES .....	10 -
CHAPTER XII. FINANCIAL RULES .....	10 -
CHAPTER XIII. AMENDMENTS TO THE STATUTES .....	11 -
CHAPTER XIV. DISSOLUTION .....	12 -
ANNEX A. RULES OF PROCEDURE OF GENERAL MEETINGS OF THE STAFF UNION .....	13 -
ANNEX B. RULES OF PROCEDURE OF THE STAFF COUNCIL .....	15 -
i. Meetings .....	15 -
ii. Agenda .....	15 -
iii. The Presiding Officer .....	16 -
iv. The Staff Committee .....	16 -
v. Records and Languages .....	17 -
vi. Alternates .....	17 -
vii. Subsidiary Bodies of the Staff Council .....	18 -
viii. Advisory Consultation .....	18 -
ix. Conduct of Business .....	18 -
x. Voting .....	19 -
xi. Reconsideration of Decisions .....	20 -
xii. Amendments to the Rules .....	21 -
xiii. Final Provisions .....	21 -
ANNEX C. FINANCIAL RULES OF THE STAFF COUNCIL .....	22 -

## **STATUTES OF THE STAFF UNION OF THE UNITED NATIONS AT VIENNA**

### **CHAPTER I. NAME AND OBJECTIVE**

#### *Article 1*

The Union shall be known as the "Staff Union of the United Nations at Vienna" (hereinafter referred to as the Staff Union).

#### *Article 2*

The purposes of the Staff Union are:

- (a) To contribute to the promotion of the objectives of the Charter of the United Nations;
- (b) To represent, promote and safeguard the rights, interests and welfare of all members of the staff of the United Nations at Vienna;
- (c) To maintain relations and co-operation with staff organizations and similar bodies of other inter-governmental organizations and of the specialized agencies.

#### *Article 3*

These purposes shall be pursued by the following means among others:

- (a) The setting up of the organs specified below in Article 5, for the purpose of enabling the staff to form and voice its opinion;
- (b) Recommendations to, as well as co-operation and consultation with the Secretary General of the United Nations and representatives of the Secretary- General in charge of administrative and executive matters;
- (c) Participation in the activities of umbrella organizations of the Staff Associations of the United Nations system. Participation as a full paying member shall be limited to one umbrella organization only.

### **CHAPTER II. MEMBERSHIP**

#### *Article 4*

All occupants of posts assigned to and/or administered by the United Nations at Vienna on any type of appointment are eligible as members of the Staff Union and shall be considered as such unless they indicate otherwise.

### **CHAPTER III. ORGANIZATION**

#### *Article 5*

The functions of the Staff Union shall be exercised through:

- (a) Referendum;
- (b) The General Meeting;
- (c) The Staff Council;
- (d) The Staff Committee;
- (e) Electoral Units;
- (f) Polling Officers.

## **CHAPTER IV. REFERENDUM**

### *Article 6*

1. A referendum shall be held upon a decision of the Staff Council or at the written request of at least 20% of the members of the Union. The text of the proposals to be submitted to a referendum shall be communicated to the Polling Officers by the Staff Committee.
2. The referendum shall be conducted by the Polling Officers in such a way as to ensure the complete secrecy and fairness of the vote. The referendum shall not take place until at least ten working days have elapsed following the communication to the members of the staff union of the proposition and of an explanation of the proposition. The task of the Polling Officers ends when they have communicated the results of the referendum to the Staff Committee, which shall be responsible for communicating the results to the members of the Staff Union.
3. Decisions shall be taken by the majority of those voting in the referendum, provided that at least 25% of the total membership of the Staff Union participate. Abstention shall not be considered as voting.
4. If there is an equality of votes, the proposal shall be studied further by the Staff Council and may again be submitted to referendum after three months but not more than six months have elapsed. If the proposal is not again submitted to referendum in accordance with this paragraph it shall be regarded as having been rejected. If it is submitted to another referendum and again receives an equality of votes, it shall also be regarded as having been rejected.
5. If a proposal is rejected it shall not be submitted to referendum again until at least 12 months have elapsed.
6. Decisions taken by a referendum shall be final and binding on all organs of the Staff Union.

## **CHAPTER V. GENERAL MEETING**

### *Article 7*

1. The Staff Committee shall convene an Annual General Meeting of the Staff Union during the first quarter of a non-election year. During an election year, an Annual General Meeting shall be convened prior to the election of the members of the Staff Council.
2. The Annual General Meeting shall consider the following topics:
  - (a) Annual Report of the Staff Council;
  - (b) Annual Financial Report;
  - (c) Report of the Auditing Committee.
3. The Provisional Agenda of the Annual General Meeting shall include such other items as proposed by the Staff Council and any item proposed in writing by at least thirty members of the Staff Union, in accordance with Article 9.

### *Article 8*

1. An Extraordinary General Meeting shall be convened by the Staff Committee upon a decision of the Staff Council or at the written request of at least 20% of the members of the Staff Union.

2. The provisional agenda of Extraordinary General Meetings shall include all items proposed by the Staff Council and any item proposed by at least thirty members of the Staff Union in writing.

*Article 9*

The Provisional Agenda and reports of the Staff Council to the Staff Union to be discussed at any General Meeting shall be circulated to the members at least five working days in advance of the meeting. In exceptional circumstances this time-limit may be waived by the Staff Council.

*Article 10*

The proceedings at all General Meetings shall be governed by the rules of procedures set out in Annex A.

*Article 11*

Decisions of the General Meeting involving other organs of the Staff Union shall be binding upon them provided that 20% of the Staff Union members vote affirmatively, unless such decisions are reversed by referendum.

## **CHAPTER VI. POLLING OFFICERS**

*Article 12*

1. There shall be three Polling Officers. Any member of the Staff Union, with the exception of members of the Council and the Audit Committee, is eligible for election to the Office of Polling Officer.

2. The Polling Officers shall be nominated and elected for two years by the Unit Presidents, who will be convened for that purpose by the Presiding Officer of the Staff Council by 1 April. The Unit Presidents shall themselves establish the procedure to be followed for the nomination and election of the Polling Officers. A Polling Officer may be recalled at any time by a majority vote of all serving Unit Presidents.

3. The Polling Officers shall take office immediately upon election, elect their own chairman, and serve until new Polling Officers have been elected as prescribed above.

4. Unit Presidents shall be convened by the Presiding Officer of the Council for the purpose of electing Polling Officers or to fill any vacancies created by a resignation, recall or cessation of the functioning by an individual Officer.

5. No Polling Officer shall be a candidate for election to the Staff Council.

*Article 13*

1. The Chairman of the outgoing Polling Officers shall convene, as soon as possible, a meeting of the newly elected Polling Officers.

2. The Chairman of the outgoing Polling Officers shall preside at the meeting of the newly elected Polling Officers until they have elected their Chairman. Unless the Chairman of the outgoing Polling Officers has been once again elected as a Polling Officer, the Chairman of the outgoing Polling Officers shall not have a vote at this meeting.

*Article 14*

1. The Polling Officers shall organize the election of members of the Staff Council in such a way as to ensure the complete secrecy and fairness of the vote. The elections shall take place during the first quarter of the year, at a date to be fixed by the Staff Council.
2. The Polling Officers shall invite nominations for pairs of candidates for representative and alternate. If possible each candidate for representative should have an alternate. These candidates must be members of the Electoral Units nominating them. The time available for nominations shall be one week. The nomination period shall be stated in the relevant communications.
3. Nominations of candidates, and their alternates if any, shall be signed by at least three members of the Electoral Unit concerned. Members of Electoral Units shall, when submitting nominations of any pair of candidates, indicate their choice as to which candidate is designated as representative and which as alternate. The Polling Officers shall indicate on the ballot form which is the candidate for the office of representative and which for that of alternate.
4. The nominations shall be accompanied by a declaration signed by each candidate in which he/she undertakes, if elected, to accept the office as specified in the nomination, to serve in that capacity, and to fulfil his/her obligations as an elected member of the Staff Council.
5. If the Polling Officers have not received the minimum number of nominations for the seats allotted to one or more Electoral Units, the Polling Officers shall inform the members of such Units in writing; and if within three working days after the notification, a nomination is not put forth, the nomination process shall be considered closed<sup>1</sup>. Then the Polling Officers shall send to each member of the Staff Union, two weeks before the date of the election, a notice showing the names of candidates duly nominated for each seat of representative or alternate, in respect of each Electoral Unit.
6. The Polling Officers shall organize the polling for the Electoral Units when required and make absentee ballots available to those members of the Staff Union away from the U.N. Office at Vienna at the time of the polling who have requested them in writing.
7. The polls shall remain open for at least two consecutive working days. The polling station shall be manned by at least two Polling Officers at all times.
8. The Polling Officers shall receive ballots, including absentee ballots arriving at the U.N. Office at Vienna up to the announced closing time of the election, count the votes immediately and report the results of the elections to the Staff Union as soon as possible.

*Article 15*

1. Subject to Article 19, paragraphs 3 and 4, each member of an Electoral Unit shall have the right to vote for the number of representatives to which the Electoral Unit is entitled, and their alternates if any, the highest number of votes shall be sufficient to elect. In the event of a tie, a by-election will be held within one week.
2. The alternate shall act whenever the representative is unable to do so.

*Article 16*

It shall be within the power of Electoral Unit meetings to require an Electoral Unit referendum which may recall the Unit representative or alternate on the Staff Council by a majority of those voting in the referendum. The Polling Officers shall conduct the referendum.

---

<sup>1</sup> See Article 19, paragraph 4

*Article 17*

1. If a representative resigns, is recalled or ceases to be a member of the Unit from which he/she was elected, his/her alternate shall automatically assume the office of representative, and the office of alternate shall be considered vacant.
2. If both positions of representative and alternate become vacant, the Polling Officers shall immediately conduct a by-election to fill the vacancy, unless the elections of the next staff Council are to be held within three months from the time the office becomes vacant.
3. Notification of any resignation, recall or cessation of function shall be forwarded to the Presiding Officer of the Staff Council by the Unit President concerned. A resignation shall take effect immediately.
4. It shall not be necessary to hold by-elections should the office of alternate become vacant. However, a unit in which the office of the alternate has become vacant may decide in a Unit meeting to request a by-election to fill the vacancy. In this case, the Presiding Officer of the Staff Council shall inform the Polling Officers of the vacancy, and, unless the elections for the next Staff Council are to be held within three months from the time the office becomes vacant, the Polling Officers shall immediately conduct a by-election to fill the vacancy.

## **CHAPTER VII. STAFF COUNCIL ELECTIONS**

### **a. Eligibility**

*Article 18*

1. Any member of the Staff Union staff is eligible for election to the Staff Council.
2. The Polling Officers shall determine the eligibility of nominees on the basis of Article 4.

### **b. Establishment of Electoral Units**

*Article 19*

1. The Staff Council shall consist of 20 representatives elected on the basis of Electoral Units, except in so far as this number may be increased or decreased in accordance with paragraph 2 and 4 below. Electoral Units may elect an alternate for each representative.
2. Each administrative entity shall have that number of representatives which bears the same proportion to 20 as the number of staff members in the Electoral Unit bears to the total number of such staff members, except that each Electoral Unit shall be entitled to at least one representative. The number of representatives from each Electoral Unit shall be calculated to the nearest whole number, even though the resulting number of the Council members may be three more than 20<sup>2</sup>.

---

<sup>2</sup> The Staff Council should normally consist of, due to rounding, one more or less representatives than 20. This may have been achieved in the past by merging a smaller administrative unit, which after rounding would have not been entitled to a representative, with a larger unit. During its Fourteenth Session, the Staff Council decided to make this paragraph a bit more flexible in order to allow smaller units to have direct representation on the Council should they wish to do so. The Council also felt that it would not be practical, because of proportional representation, to have a Council that is larger than three more than 20.

3. The Polling Officers shall determine the number of representatives for each Electoral Unit on the basis of the latest data available from the Chief of Personnel and shall then communicate to the Electoral Units the preliminary distribution of representatives. An Electoral Unit entitled to more than one representative may choose to be subdivided, except as provided in paragraph 5 below, into two or more Electoral Units, taking into account the organizational factors, and making them as nearly equal in size as possible, or it may be represented as a single Electoral Unit with two or more representatives. Staff members shall be given one week from the issuance of the communication to inform the polling officers as to whether the Administrative Entities shall be subdivided into the appropriate number of Electoral Units or considered as one Electoral Unit. The Polling Officers shall make a further examination and shall finalize their proposals which shall be communicated to the Staff Council. This communication shall be rendered in time for the date of the Annual General Meeting.

4. Should one or more Electoral Units choose not to nominate a representative(s) and, subject to the Article 14, paragraph 5, the Council shall consist of the number of members as provided in paragraph 2 less the number of representatives from those units that did not put forth nominations.

5. During the term of office of any Staff Council, a reorganization of UNOV shall not entail an interim re-dividing into Electoral Units or interim elections, unless, in exceptional circumstances to be decided by the Staff Council, Units disappear entirely or wholly new Units are formed within six months of the election of the Staff Council.

### **c. Staff Council**

#### *Article 20*

The Staff Council is the deliberative body of the Staff Union. It shall:

- (a) Act in conformity with decisions taken by a referendum or by the General Meeting;
- (b) Establish policies for the guidance of the Staff Committee; and
- (c) Consider recommendations made by the General Meeting or the Staff Committee.

#### *Article 21*

1. The term of office of members of the Staff Council shall be for two years beginning with the first meeting after their election and continue until the first meeting of the Staff Council elected in the following biennium.

2. Members shall be eligible for re-election.

#### *Article 22*

The first meeting of the Staff Council after its election shall be convened, within one week after the election, by the Chairman of the Polling Officers, who shall preside over the meeting until the Presiding Officer of the Staff Council is elected by it.

#### *Article 23*

1. The Staff Council shall meet at least once a month and whenever the Staff Committee or one fifth of the members of the Council request a meeting.

2. The meetings of the Staff Council shall be open to all members of the Staff Union. Attending staff members shall not take part in the discussion unless the Council decides otherwise.



3. Provisional agendas of Staff Council meetings shall be distributed to representatives and alternates at least three working days in advance of the meeting and posted on the bulletin boards. In exceptional circumstances the time-limit may be waived by the Staff Committee.
4. The approved minutes of the meetings of the Staff Council shall be available, on request, to all members of the Staff Union, and shall regularly be sent to Electoral Unit Presidents.
5. The Staff Council shall elect from among its members a Presiding Officer and, as an option, a Deputy Presiding Officer, who shall not be a member of the Staff Committee.
6. Only representatives shall have the right to vote. Their alternates may vote when the representatives are not present. Decisions shall be taken by a majority of those present and voting. Members who abstain from voting are considered as not voting.
7. Decisions taken by the Staff Council shall be binding on the Staff Committee.
8. The Staff Council shall determine its own rules of procedures<sup>3</sup>.

## **CHAPTER VIII. STAFF COMMITTEE**

### *Article 24*

1. The Staff Council shall elect, for a two year-term, from among the representatives a Staff Committee, which shall be the executive body of the Council.
2. The Staff Committee shall be composed of the Staff Council President, the Vice-President, the Secretary, the Treasurer and the Rapporteur.
3. The members of the Staff Committee shall be elected by successive secret ballots and by a majority of the Council members present and voting. If on the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the highest number of votes on the first ballot.
4. The Staff Committee shall be responsible to the Staff Council and shall report on its activities at each meeting of the Staff Council.
5. The Staff Council may recall one or more members of the Staff Committee by a majority of those present and voting by secret ballot at a meeting held for this particular purpose not less than one week after a written motion for recall has been presented by at least one fifth of the Council members.

### *Article 25*

1. The Staff Committee shall meet as required, but at least once a month. A majority of its members shall constitute a quorum for the purposes of voting.
2. Meetings of the Staff Committee shall be closed, unless it decides otherwise.
3. The Provisional agenda, to be drawn up by the President, shall be distributed at least one working day in advance of the meeting. In exceptional circumstances the Staff Committee may waive the time-limit.

---

<sup>3</sup> See Annex B for Rules of Procedure

4. The approved minutes of meetings, if any, shall be sent to all members of the Staff Council.
5. The Staff Committee shall adopt its own rules and procedures.

## **CHAPTER IX. SUB-COMMITTEES AND OTHER SUBSIDIARY BODIES**

### *Article 26*

Both the Staff Council and the Staff Committee may establish such sub-committees and other subsidiary bodies as they consider desirable. The Staff Council shall and the Staff Committee may invite members of the Staff Union to take part in the work of such sub-committees and subsidiary bodies.

## **CHAPTER X. ELECTORAL UNITS/UNIT PRESIDENT**

### *Article 27*

1. Each Electoral Unit shall elect a Unit President and such other officers, as it may deem necessary, from within the unit, other than its representative or alternate on the Staff Council. Electoral Units shall meet whenever the Unit President or Unit representative or alternate deems it desirable, or whenever four members of the Unit request a meeting in writing.
2. Those U.N. Units which have more than one electoral Unit may hold joint Unit Meetings.
3. Each Unit representative shall report on the activities of the Staff Council at each Unit meeting.
4. Electoral Units may form Unit Committees as appropriate.

## **CHAPTER XI. RELATIONSHIP WITH UMBRELLA ORGANIZATIONS AND OTHER STAFF REPRESENTATIVE BODIES**

### *Article 28*

The Staff Committee shall maintain contact with any representative bodies, including Staff Councils, Staff Associations, and umbrella organizations of Staff Associations established by staff of the United Nations system.

## **CHAPTER XII. FINANCIAL RULES<sup>4</sup>**

### *Article 29*

1. During an election year, the fiscal year of the Union shall run from the date of the election of the Treasurer and end during the first quarter of a non-election year, at a date to be decided upon by the Staff Committee.

---

<sup>4</sup> See Annex C for Financial Rules

2. The term of office of the Treasurer shall run from the date of his or her election and end upon the election of the succeeding Staff Committee.

*Article 30*

The revenue of the Staff Union shall be derived from membership dues amounting to 1.5 per mille of net salary plus allowances and such other contributions as the Council may decide to accept.

*Article 31*

The custody of any and all funds and the maintenance of accounts thereof shall be the responsibility of the Treasurer of the Staff Committee. In addition his/her duties shall be:

- (a) To act as collector and disbursing officer;
- (b) To submit to the Staff Council a quarterly report and any special report as required showing the state of the accounts;
- (c) To submit in writing to the Staff Council for circulation to the members of the Staff Union at least two weeks before the Annual General Meeting a report on the finances of the Staff Union;
- (d) To organize the collection of contributions.

*Article 32*

1. The Unit Presidents, convened for that purpose by the Presiding Officer of the Staff Council, shall elect, by 1 April, an Auditing Committee consisting of three members for a term of two years. No member of the Staff Council and no Polling Officer shall be a member of the Auditing Committee.

2. The Auditing Committee shall, at all reasonable times, have free access to the accounts of the Treasurer, upon which it shall make an annual report in writing.

*Article 33*

1. The funds of the Staff Union shall be deposited in a bank to be selected by the Staff Committee. All bank transactions shall be conducted over the signatures of two members of the Staff Committee, one of whom should normally be the Treasurer.

2. Expenditures up to 3000 AS may be made by the Staff Committee without approval of the Staff Council, subject to a fiscal year cumulative limitation of 10.000 AS. Expenditures above 3000 AS may be made by the Staff Committee only with the approval of the Staff Council, subject to the availability of funds.

## **CHAPTER XIII. AMENDMENTS TO THE STATUTES**

*Article 34*

1. The amendment of these Statutes shall be made by a referendum of the members of the Staff Union. The decision to hold such a referendum shall be made by a two-thirds majority in the Staff Council or by the General Meeting, as provided for in Article 11.

2. Amendments to this Statute shall enter into force on the third working day following the referendum in which they have been approved.

## **CHAPTER XIV. DISSOLUTION**

### *Article 35*

The Staff Union may be dissolved by a two-thirds majority of those voting in a referendum, provided that at least 30% of the total membership of the Staff Union participate. The disposition of the assets of the Staff Union, after meeting its liabilities, shall be proposed by the Staff Council and shall be decided by a two-thirds majority of those voting in a referendum.

## **ANNEX A. RULES OF PROCEDURE OF GENERAL MEETINGS OF THE STAFF UNION**

### *Rule 1*

Unless otherwise decided by the Staff Council, the General Meetings of the Staff Union shall be held at the United Nations Office at Vienna.

### *Rule 2*

The Presiding Officer or, in his/her absence, the Deputy Presiding Officer of the Staff Council shall preside over General Meetings of the Staff Union.

### *Rule 3*

No quorum is required.

### *Rule 4*

The Presiding Officer shall declare the opening and closing of each meeting, direct its discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The Presiding Officer shall rule on points of order. Subject to these rules, the Presiding Officer shall have complete control of the proceedings and over the maintenance of order at the General Meetings.

### *Rule 5*

No intervention by a member of the Staff Union on any agenda item may exceed five minutes, unless a motion to permit him or her to continue is adopted by the meeting.

### *Rule 6*

The General Meeting shall adopt or amend the provisional agenda drawn up in accordance with the provisions of chapter V of the Statute of the Staff Union.

### *Rule 7*

1. During the discussion of any issue, a member may rise to a point of order, and the point of order shall immediately be decided by the Presiding Officer, in accordance with the rules. Any member may appeal from the ruling of the Presiding Officer. An appeal shall immediately be put to the vote, and the Presiding Officer's ruling shall stand unless overruled by a majority of the members present and voting.
2. During the discussion of any issue, the Presiding Officer or any member may propose:
  - (a) to suspend the meeting;
  - (b) to adjourn the meeting;
  - (c) to adjourn the debate on the item under discussion; or
  - (d) to close the debate on the item under discussion.

One person may speak in favour and one against the motion, which thereupon shall immediately be put to the vote.

3. Members shall be accorded the right to speak in the order in which they apply.

*Rule 8*

1. As far as possible, draft resolutions which any member or group of staff members wishes to submit to a General Meeting shall be submitted in writing at least three working days in advance of the meeting.
2. The precise final wording of any such resolution after its adoption by the General Meeting shall be forthwith determined by the Officers of the Staff Committee in consultation with the sponsor or sponsors of the draft resolution and of any amendments adopted.

*Rule 9*

1. Each member of the Staff Union shall have one vote.
2. Without prejudice to the provisions of articles 11, 34 and 35 of the Statutes, decisions shall be taken by a majority of the members present and voting. For the purposes of these rules the phrase "members present and voting" means members casting an affirmative or negative vote; members who abstain from voting are considered as not voting.
3. In the event of the votes being equally divided, the proposal shall be regarded as rejected.
4. Parts of a proposal shall be voted on separately, if a member requests that the proposal be divided. The resulting proposal shall be put to vote in its entirety.
5. 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 General Meeting shall vote first on the amendment furthest removed from the proposal.
6. If two or more proposals relate to the same question, the General Meeting shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Meeting may, after each vote on a proposal, decide whether to vote on the next proposal.
7. The Presiding Officer shall restate any motion before it is put to the vote.
8. Voting shall be done by a show of hands.

*Rule 10*

1. The General Meeting shall conduct its business in either English or French.
2. Summary records of General Meetings shall be drawn up under the responsibility of the Presiding Officer and, whenever possible, sound recordings will be made.
3. The summary records shall be available to any member of the Staff Union through the representative of his Electoral Unit, and may be made available to all members.

*Rule 11*

The present rules of procedure may be amended by a simple majority of the General Meeting after the Staff Council has reported on the proposed amendment.

*Rule 12*

On any matter not provided for in the present rules of procedure the Presiding Officer shall decide, subject to any appeal from the decision in accordance with rule 7, paragraph 1.

## **ANNEX B. RULES OF PROCEDURE OF THE STAFF COUNCIL**

### **i. Meetings**

#### *Rule 1*

The Staff Council shall meet at least once every month. The Staff Council may decide to hold regular meetings on specified days at specified hours, and special meetings whenever the Staff Committee or one fifth of the members of the Council request a meeting (Article 23, para 1)

#### *Rule 2*

Unless otherwise decided by the Staff Council, meetings shall be held at the United Nations Office at Vienna.

#### *Rule 3*

The meetings of the Staff Council shall be open to all members of the Staff Union unless, in exceptional circumstances, the Council decides otherwise (Article 23, para 2).

#### *Rule 4*

The Secretary of the Staff Committee shall keep a register of the attendance at the meetings indicating which members and alternates are present.

### **ii. Agenda**

#### *Rule 5*

The provisional agenda for each meeting shall be drawn up by the Staff Committee in consultation with the Presiding Officer of the Council.

#### *Rule 6*

The provisional agenda with an announcement of the date, hour and place of the meeting and, in so far as possible, all necessary documentation thereto, shall be communicated to the members and alternate members of the Staff Council at least three working days in advance of the meeting. In exceptional circumstances, the time-limit may be waived by the Staff Committee (Article 23, para 3).

#### *Rule 7*

The provisional agenda shall include:

- (a) Adoption of the agenda;
- (b) Approval of records of the previous meeting of the Staff Council;
- (c) Summaries of all communications addressed to the Staff Council and to the Staff Committee;
- (d) Report of the Staff Committee;
- (e) Reports of Committees of the Staff Council;
- (f) Items which the Staff Committee deems necessary to put before the Council;
- (g) Items proposed by the Council at any previous meeting;
- (h) Items proposed in writing by any Council member;
- (i) Other business.

### **iii. The Presiding Officer**

#### *Rule 8*

The Staff Council shall elect from among its members a Presiding Officer and, as an option a, Deputy Presiding Officer, who shall not be a member of the Staff Committee (Article 23, para 5). This officer shall be elected by a secret ballot and by a majority of the members of the Staff Council present and voting. If in the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the largest number of votes in the first ballot.

#### *Rule 9*

If the Presiding Officer is unable to continue in office, a new officer shall be elected for the unexpired term in accordance with the provisions set forth in Rule 8 above.

#### *Rule 10*

The Presiding Officer shall declare the opening and closing of each meeting of the Staff Council, shall direct its discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The Presiding Officer shall rule points of order, and subject to these rules, shall have complete control of the proceedings of the Staff Council and over the maintenance of order at its meetings.

#### *Rule 11*

In the event that the Presiding Officer and the Deputy Presiding Officer are absent, an officer of the Staff Committee shall preside during the election by the Council of an ad hoc Presiding Officer. The ad hoc Presiding Officer shall have the same powers and duties as the Presiding Officer and shall hold office until the Presiding Officer returns.

### **iv. The Staff Committee**

#### *Rule 12*

The Staff Council shall elect, for a two-year term, from among the representatives a Staff Committee (Article 24, para 1).

#### *Rule 13*

The Staff Committee shall be composed of the Staff Council President, the Vice-President, the Secretary, the Treasurer and the Rapporteur (Article 24, para 2).

#### *Rule 14*

The members of the Staff Committee shall be elected by office, by successive secret ballots and by a majority of the Council members present and voting. If on the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the largest number of votes in the first ballot (Article 24, para 1).

#### *Rule 15*

The Staff Council may recall one or more members of the Staff Committee in accordance with Article 24, paragraph 5.



*Rule 16*

The Staff Committee shall be the executive body of the Staff Council (Article 24, paragraph 1) and shall carry out the policies of the Staff Union as adopted by the Staff Council, by general meetings of the Staff Union or by referendum.

*Rule*

17

The Staff Committee shall be responsible to the Staff Council and shall report on its activities at each meeting of the Staff Council (Article 25, para 4).

*Rule 18*

The Staff Committee shall adopt its own rules of procedure (Article 25, para 5).

**v. Records and Languages**

*Rule 19*

The Staff Council may conduct its business in either English or French.

*Rule 20*

As a general rule records of meetings shall be drawn up by the Secretary to the Staff Committee, These records shall be drawn up in English unless the Staff Council requests a French translation in respect of a specific meeting or part thereof.

*Rule 21*

A copy of the records of all Staff Council meetings shall be sent to each member and alternate and to the Presidents of Electoral Units, and shall be available on request to any member of the Staff Union (Article 23, para 4).

**vi. Alternates**

*Rule 22*

Whenever a member of the Staff Council is unable to attend all or part of a meeting of the Staff Council, the alternate of the member shall take the member's place. Such Alternate shall have the full rights of the member being replaced.

*Rule 23*

Without prejudice to rule 22 above, alternates are at any time entitled to attend meetings of the Staff Council, may make statements on matters before the Council, may have the right to take part in the discussions, but do not have the right to vote.

## **vii. Subsidiary Bodies of the Staff Council**

### *Rule 24*

The Staff Council may appoint such committees as are deemed necessary.

### *Rule 25*

The committees shall investigate those issues which fall within the terms of reference given to them by the Staff Council. Reports of committees shall be presented to the Staff Council after having been brought to the attention of the Staff Committee.

### *Rule 26*

The Staff Committee shall co-ordinate the work of the committees. The Staff Committee shall designate its members to maintain liaison with each committee.

### *Rule 27*

The Staff Council shall invite members of the Staff Union to participate in the work of its committees. All members of committees may take part in the discussion and have the right to vote in the proceedings of their respective committees.

### *Rule 28*

Meetings of committees shall be convened by the Provisional Chairman appointed by the Presiding Officer of the Staff Council, until such committees have elected their own officers. They may adopt their own rules of procedures.

## **viii. Advisory Consultation**

### *Rule 29*

The Staff Council and any committees appointed by the Council may call upon any person or group for information and/or expert advice on any issue under consideration.

## **ix. Conduct of Business**

### *Rule 30*

A majority of the members of the Staff Council shall constitute a quorum.

### *Rule 31*

No decision of the Staff Council shall be valid unless a quorum of the Council was present at the time of voting.

### *Rule 32*

The Presiding Officer shall call upon speakers in the order in which they signify their desire to speak.

*Rule 33*

During the discussion of an issue any member may rise to a point of order, and the point of order shall be immediately decided by the Presiding Officer in accordance with the rules. Any member may appeal against the ruling of the Presiding Officer. The appeal shall be immediately put to a vote and the Presiding Officer's ruling shall stand unless over-ruled by a majority of the members present and voting.

*Rule 34*

1. During the discussion of any issue, a member may move:

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

One person may speak in favour and one against the motion, which thereupon shall be immediately put to a vote.

*Rule 35*

Subject to Rule 33, motions shall have precedence over all other proposals or motions in the order in which they are listed in Rule 34.

*Rule 36*

The Staff Council may limit the time to be allowed to speakers.

*Rule 37*

A motion may be withdrawn by its proposer at any time before the voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by another member.

## **x. Voting**

*Rule 38*

Each member of the Staff Council shall have one vote. When occupying the Chair, the Presiding Officer or ad hoc Presiding Officer shall not vote but his/her alternate may vote in his/her place. If, however, his/her alternate is not present, the Presiding Officer as specified above shall have the right to vote in the event of a tie vote.

*Rule 39*

Unless otherwise provided in these rules or in the Financial Rules, decisions of the Staff Council shall be taken by a majority of members present and voting. Members who abstain from voting are considered as not voting.

*Rule 40*

Parts of a proposal shall be voted on separately if a member requests that the proposal be divided. The resulting proposal shall then be put to the vote in its entirety.

*Rule 41*

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 Staff Council shall vote first on the amendment furthest removed in substance from the proposal.

*Rule 42*

If two or more proposals relate to the same questions, the Staff Council shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Staff Council may, after each vote on a proposal, decide whether to vote on the next proposal.

*Rule 43*

The Presiding Officer shall re-state all motions before they are put to a vote.

*Rule 44*

Voting shall normally be by a show of hands. A roll-call vote may be requested by any member, but shall not be taken unless the request is seconded by at least two other members.

*Rule 45*

If a vote is equally divided on matters other than elections, the proposal shall be regarded as rejected.

**xi. Reconsideration of Decisions**

*Rule 46*

a) The decisions of the Staff Council on project proposals for consideration by the Staff Welfare Board, originating from staff, shall be final and shall be communicated to the requestor and the Staff Welfare Board and shall include a brief statement on the reasons for the decision.

b) Resubmissions of or amendments to a project proposal, covering the same activity or project, shall not be reconsidered unless explicitly stated otherwise by the Council upon rejection, on a case-by-case basis.

*Rule 47*

When a proposal has been adopted or rejected it may not be reconsidered unless the Staff Council, by a two-thirds majority of the members 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 a vote.

## **xii. Amendments to the Rules**

### *Rule 48*

The present rules may be amended by a majority decision of the Council. Before voting on a proposed amendment, the Council shall obtain a report on it either from one of the standing committees or from a specially appointed sub-committee, as the Council may decide. Nevertheless, this requirement that proposed amendments be studied by a committee before being voted on by the Council may be waived by a two-thirds majority vote of members of the Council present and voting.

## **xiii. Final Provisions**

### *Rule 49*

On any matter not provided for in the present rules, the Presiding Officer shall decide, subject to an appeal against his ruling, in accordance with the provisions of rule 33 above.

## **ANNEX C. FINANCIAL RULES OF THE STAFF COUNCIL<sup>5</sup>**

### *Rule 1*

The Staff Committee shall, immediately upon taking office, submit to the Staff Council a budget for the current fiscal year (See Article 30 of the Statutes).

### *Rule 2*

Expenditures up to Euro 225 (previously AS 3,000) may be made by the Staff Committee without approval of the Staff Council, subject to a fiscal year cumulative limitation of Euro 750 (previously AS 10,000). Expenditures above Euro 225 (previously AS 3,000) may be made by the Staff Committee only with the approval of the Staff Council, subject to the availability of funds.

### *Rule 3*

The Staff Committee is authorized to make charitable donations up to a maximum amount of Euro 375 (previously AS 5,000) per event, subject to a fiscal year cumulative limitation of Euro 1475 (previously AS 20,000), without prior approval by the Staff Council. The Staff Committee is required to report to the Staff Council on each donation effected under those terms.

### *Rule 4*

All bank transactions, including checks or drafts, shall be conducted over the signatures of two members of the Staff Committee, one of whom should normally be the Treasurer.

### *Rule 5*

The Treasurer shall cause to be deposited in a saving account all funds except those required for normal expenditures which shall be kept in a regular checking account.

### *Rule 6*

The collection of contributions by the Treasurer of the Staff Committee shall be organized after authorization from the Staff Council.

### *Rule 7*

The financial rules may be amended by a majority vote of the members of the Staff Council present and voting. Before voting on a proposed amendment to the financial rules, the Council shall obtain a report on it either from one of the standing committees or other committees appointed by the Staff Council. This report shall be circulated one week before the meeting in which the Council votes on the proposed amendment. Nevertheless, this requirement that proposed amendments be studied by a committee and circulated before being voted on by the Council may be waived by an absolute majority vote of the membership of the Staff Council.

### *Rule 8*

The Staff Council shall be entitled to establish special purpose funds and to invite and receive contributions to these funds. The Staff Council shall define the purpose of such funds and, if deemed necessary, shall establish rules governing such funds.

---

<sup>5</sup> Amended at the 11th meeting of the seventeenth session of the UNOV Staff Council, on 10 December 1998