

## **Rules of procedure of the Sectoral Assembly of the Languages Service**

\*\*\*\*\*

In accordance with Article 17, paragraph 3 of the Regulations on representation of the staff of the United Nations at Geneva, the Sectoral Assembly of the Languages Service hereby adopts the following Rules of procedure.

\*\*\*\*\*

### **Chapter I GENERAL PROVISIONS**

#### **Article 1 Establishment of the Sectoral Assembly and election of the President of the Sectoral Assembly**

1. The Sectoral Assembly of the Languages Service is established in accordance with the provisions of Article 17 of the Regulations on representation of the staff of the United Nations at Geneva.
2. The President of the Sectoral Assembly is elected in accordance with the provisions of Article 17, paragraph 2 of the Regulations on representation of the staff of the United Nations at Geneva.

#### **Article 2 Functions**

In accordance with Article 18 of the Regulations on representation of the staff of the United Nations at Geneva, the Sectoral Assembly may, through its President, submit proposals, comments or requests to the Co-ordinating Council, and, through its President or representatives duly designated for the purpose, enter into discussions with the administration of the Languages Service on problems particular to the Service.

#### **Article 3 Membership**

All staff members of the Languages Service holding a contract of any kind are members of the Sectoral Assembly.

### **Chapter II BUREAU OF THE SECTORAL ASSEMBLY**

#### **Article 4 Constitution**

1. In order to assist the President in fulfilling the functions mandated under article 2 above, each sub-division of the Languages Service shall designate a representative. The President and the representatives comprise the Bureau of the Sectoral Assembly.

2. Each sub-division may freely designate more than one representative and/or alternate that share the responsibility of representing their sub-division.

#### **Article 5 Mandate**

The Bureau shall act on decisions made by referenda and on directives of staff assemblies as provided under Articles 8, 9 and 10 of these Rules of procedure. The Bureau shall also take such actions as may be necessary in conformity with the Sectoral Assembly's functions set out in Article 2 of these Rules of procedure.

#### **Article 6 Organization**

1. The Bureau shall meet within the first month following the election of the President and at least once a month thereafter. Meetings of the Bureau are convened by the President or at the request of at least one third of Bureau members.

2. The provisional agenda for meetings shall include all items requested for inclusion by one or more members. Except in warranted cases of emergency, the provisional agenda shall be communicated by the President to all members of the Bureau not less than three (3) days before the meeting in question.

3. Meetings shall be presided over by the President, who shall issue minutes for each meeting within a period of ten (10) days.

4. The Bureau may establish working groups, give specific functions to certain members of the Bureau or delegate functions and duties of the President to members of the Bureau.

5. The Bureau shall strive to work by consensus. If an issue is put to the vote, each sub-division shall be allotted one (1) vote and a decision is made by an absolute majority of voting members. In the event of a tie, the President shall have a casting vote.

6. In the case of absence of the President, he/she shall delegate his/her functions to a member of the Bureau.

#### **Article 7 Programme of work**

The Bureau shall draw up its programme of work within four (4) weeks of its first meeting, taking account of all proposals put forward by members of the Sectoral Assembly.

#### **Article 8 Revocation**

At any time during the term of office of the President, a declaration of no confidence may be lodged against him or her by at least fifty (50) staff members under contract in the Languages Service on

the date of the submission. In such an event, the mandate of the President is revoked, new elections shall be called immediately and the Bureau of the Assembly is dissolved.

### **Chapter III GENERAL ASSEMBLIES AND REFERENDA**

#### **Article 9 Ordinary General Assembly**

1. The Ordinary General Assembly of the Sectoral Assembly, consisting of all staff members of the Languages Service, shall be convened at least once a year.
2. A notice announcing the convening of the Ordinary General Assembly, as well as the provisional agenda and related documents, shall be circulated by the President or the Bureau to all staff members of the Languages Service not less than six (6) days before the date of the Assembly.
3. The agenda for the Ordinary General Assembly shall include the following items:
  - (a) Adoption of the agenda;
  - (b) Election of the Presiding officer;
  - (c) Report on the activities of the President;
  - (d) Report on the activities of the Bureau.
4. After considering the reports referred to in paragraph 4, the Ordinary General Assembly may make recommendations to the Bureau.
5. The quorum for any decision by the Ordinary General Assembly shall be fifty (50) staff members under contract in the Languages Service on the date of the Assembly. If the Assembly is unable to make a decision because of the lack of a quorum, it shall be reconvened within five (5) days. The quorum shall then be forty (40) staff members.

#### **Article 10 Extraordinary General Assembly**

1. An Extraordinary General Assembly, consisting of all staff members of the Languages Service, shall be convened by decision of the Bureau or through a written request submitted to the Bureau by not less than fifty (50) staff members under contract in the Languages Service on the date of the request. The exact date of the Assembly shall be set by the Bureau if the request originates from the Bureau or by the signatories of the request if it originates from them, account being taken of the provisions of paragraph 2.
2. A notice announcing the convening of the Extraordinary General Assembly, as well as the agenda and, if necessary, related documents, shall be circulated by the President or the Bureau to all staff members of the Languages Service not less than three (3) days before the date of the Assembly.

3. The agenda for an Extraordinary General Assembly shall include, apart from the election of the Presiding officer, only the question or questions referred to in the Council's decision or in the written request; it may not be amended.

4. The Extraordinary General Assembly shall consider the question or questions included in its agenda. On the basis of such consideration, the Assembly may make recommendations to the Bureau.

5. The quorum for any decision by the Extraordinary General Assembly shall be fifty (50) staff members under contract in the Languages Service on the date of the Assembly. If the Assembly is unable to make a decision because of the lack of a quorum, it shall not be reconvened.

#### **Article 11 Referenda**

The organization of referenda shall be ruled by the provisions of Chapter VII, Article 15 of the Regulations on representation of the staff of the United Nations at Geneva, with the proviso that the results shall, as appropriate, be binding on or have the status of a recommendation for the Bureau of the Sectoral Assembly.

### **Chapter IV ENTRY INTO FORCE AND AMENDMENT**

#### **Article 12 Entry into force**

These Rules of procedure shall enter into force on the day following their adoption by staff members of the Languages Service through a "no-objection" procedure. Staff members will have seven (7) days from the submission of the draft Rules of procedure to voice any substantive objections. After which, the Regulations shall be considered to be adopted.

#### **Article 13 Amendment**

1. These Rules of procedure may be amended, on the proposal of the Bureau or of fifty (50) staff members of the Languages Service, through a "no-objection" procedure. Staff members shall have seven (7) days from the submission of the proposed amendment(s) to voice any substantive objections. After which, the amendment(s) shall be considered to be adopted.

2. Any amendment adopted in accordance with this article shall enter into force on the day following its adoption.

\*\*\*\*\*