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RULES OF PROCEDURE  
OF THE GENERAL ASSEMBLY

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DE L'ASSEMBLEE GENERALE



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**RULES OF PROCEDURE  
OF THE GENERAL ASSEMBLY**

*(document A/520)*

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**AMENDMENTS TO THE RULES OF PROCEDURE  
OF THE GENERAL ASSEMBLY**

*Adopted by the General Assembly at its 186th plenary meeting, held on  
11 December 1948 (Resolution 262 (III))*

In accordance with the decision of the General Assembly of 11 December 1948, the text of rules 44 to 48, as reproduced in document A/520, should be amended to read as follows:

**Rule 44**

Chinese, English, French, Russian and Spanish shall be the official languages of the General Assembly, its committees and sub-committees. English, French and Spanish shall be the working languages.

**Rule 45**

Speeches made in any of the working languages shall be interpreted into the other two working languages.

**Rule 46**

Speeches made in either of the other two official languages shall be interpreted into the three working languages.

**Rule 47**

Any representative may make a speech in a language other than the official languages. In this case, he shall himself provide for interpretation into one of the working languages. Interpretation into the other working languages by the interpreters of the Secretariat may be based on the interpretation given in the first working language.

**Rule 48**

Verbatim records shall be drawn up in the working languages. A translation of the whole or part of any verbatim record into either of the other two official languages shall be furnished if requested by any delegation.

## INTRODUCTION

The General Assembly, at its hundred and eighteenth plenary meeting, held on 17 November 1947, adopted the following resolution proposed by the Sixth Committee:

*"The General Assembly*

*"Approves the text of the rules of procedure as set out in the Annex to this report<sup>1</sup>;*

*"Adopts these rules of procedure as its rules of procedure;*

*"Decides that they shall enter into force on 1 January 1948 with the exception of rules 127 and 135 which shall enter into force immediately."*

In addition, the Assembly, at its hundred and twenty-second plenary meeting, held on 21 November 1947, and on the recommendation of the First Committee, adopted certain rules<sup>2</sup> governing the admission of new Members, for insertion in the rules of procedure of the General Assembly as adopted on 17 November 1947.

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<sup>1</sup> Document A/482.

<sup>2</sup> See rules 123 to 127, page 23.

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# RULES OF PROCEDURE OF THE GENERAL ASSEMBLY

*Note:* Rules 42, 75, 76, 77 and 135, which reproduce textually provisions of the Charter, are printed in heavy type. A footnote has been added in the case of other rules which, while based directly on provisions of the Charter, do not reproduce those provisions textually.

## I. SESSIONS

### REGULAR SESSIONS

#### Rule 1<sup>1</sup>

##### *Date of meeting<sup>2</sup>*

The General Assembly shall meet every year in regular session commencing on the third Tuesday in September.

#### Rule 2

##### *Place of meeting*

Sessions shall be held at the headquarters of the United Nations unless convened elsewhere in pursuance of a decision of the General Assembly at a previous session or at the request of a majority of the Members of the United Nations.

#### Rule 3

Any Member of the United Nations may, at least one hundred and twenty days before the date fixed for the opening of a regular session, request that the session be held elsewhere than at the headquarters of the United Nations. The Secretary-General shall immediately communicate the request together with his recommendations, to the other Members of the United Nations. If within thirty days of the date of the communication a majority of the Members concur in the request, the session shall be held accordingly.

#### Rule 4

##### *Notification of session*

The Secretary-General shall notify the Members of the United Nations at least sixty days in advance, of the opening of a regular session.

#### Rule 5

##### *Adjournment of session*

The General Assembly may decide at any session to adjourn temporarily and resume its meetings at a later date.

<sup>1</sup> Rule based directly on a provision of the Charter.

<sup>2</sup> See rule 151: The description of the rules in the explanatory notes shall be disregarded in the interpretation of the rules.

<sup>3</sup> Where no explanatory note is given, the previous explanatory note applies.

**Rule 6***Summoning by the General Assembly*

The General Assembly may fix a date for a special session.

**Rule 7***Summoning on request from the Security Council or Members*

Special sessions of the General Assembly shall be held within fifteen days of the receipt by the Secretary-General of a request for such a session from the Security Council, or of a request from a majority of the Members of the United Nations, or of the concurrence of a majority of Members as provided in rule 8.

**Rule 8***Request by Members*

Any Member of the United Nations may request the Secretary-General to summon a special session. The Secretary-General shall immediately inform the other Members of the United Nations of the request and inquire whether they concur in it. If within thirty days of the date of the communication of the Secretary-General a majority of the Members concur in the request, a special session of the General Assembly shall be summoned in accordance with rule 7.

**Rule 9***Notification of meeting*

The Secretary-General shall notify the Members of the United Nations at least fourteen days in advance, of the opening of a special session summoned at the request of the Security Council, and, at least ten days in advance, in the case of a request by a majority of the Members or the concurrence of a majority in the request of any Member.

## REGULAR AND SPECIAL SESSIONS

**Rule 10***Notification to other bodies*

Copies of the notice summoning each session shall be addressed to all other principal organs of the United Nations and to the specialized agencies referred to in Article 57, paragraph 2, of the Charter.

## II. AGENDA

### REGULAR SESSIONS

#### Rule 11

##### *Provisional agenda*

The provisional agenda for a regular session shall be drawn up by the Secretary-General and communicated to the Members of the United Nations at least sixty days before the opening of the session.

#### Rule 12

The provisional agenda of a regular session shall include:

(a) Report of the Secretary-General on the work of the Organization;

(b) Reports from the Security Council,  
the Economic and Social Council,  
the Trusteeship Council,  
the International Court of Justice,  
the subsidiary organs of the General Assembly,  
specialized agencies (where such reports are  
called for under agreements entered into);

(c) All items the inclusion of which has been ordered by the General Assembly at a previous session;

(d) All items proposed by the other principal organs of the United Nations;

(e) All items proposed by any Member of the United Nations;

(f) All items pertaining to the budget for the next financial year and the report on the accounts for the last financial year;

(g) All items which the Secretary-General deems it necessary to put before the General Assembly; and

(h) All items proposed under Article 35, paragraph 2, of the Charter by States not Members of the United Nations.

#### Rule 13

##### *Supplementary items*

Any Member or principal organ of the United Nations or the Secretary-General may, at least thirty days before the date fixed for the opening of a regular session, request the inclusion of supplementary items in the agenda. These items shall be placed on a supplementary list, which shall be communicated to the Members of the United Nations at least twenty days before the date fixed for the opening of the session.

## **Rule 14**

### *Amendments, deletions and additional items*

During any regular session of the General Assembly items may be amended or deleted from the agenda, and additional items of an important and urgent character may be placed on the agenda, by a majority of the Members present and voting. Consideration of additional items shall be postponed until seven days after they have been placed on the agenda, unless the General Assembly, by a two-thirds majority of the Members present and voting, decides otherwise, and until a committee has reported upon them.

## **SPECIAL SESSIONS**

### **Rule 15**

#### *Provisional agenda*

The provisional agenda of a special session, summoned at the request of the Security Council, shall be communicated to the Members of the United Nations at least fourteen days before the opening of the session. The provisional agenda of a special session summoned at the request of a majority of the Members, or the concurrence of a majority in the request of any Member, shall be communicated at least ten days before the opening of the session.

### **Rule 16**

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session.

### **Rule 17**

#### *Supplementary items*

Any Member or principal organ of the United Nations or the Secretary-General may, at least four days before the date fixed for the opening of a special session, request the inclusion of supplementary items in the agenda. Such items shall be placed on a supplementary list which shall be communicated to the Members of the United Nations as soon as possible.

### **Rule 18**

#### *Additional items*

During a special session items on the supplementary list and additional items may be added to the agenda by a two-thirds majority of the Members present and voting.

## REGULAR AND SPECIAL SESSIONS

### Rule 19

#### *Approval of the agenda*

At each session the provisional agenda and the supplementary list, together with the report of the General Committee thereon, shall be submitted to the General Assembly for approval as soon as possible after the opening of the session.

### Rule 20

#### *Modification of the allocation of expenses*

No proposal for a modification of the allocation of expenses for the time being in force shall be placed on the agenda unless it has been communicated to the Members of the United Nations at least ninety days before the date fixed for the opening of the session.

## III. DELEGATIONS

### Rule 21<sup>1</sup>

#### *Composition*

The delegation of a Member shall consist of not more than five representatives and five alternate representatives, and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation.

### Rule 22

#### *Alternates*

An alternate representative may act as a representative upon designation by the Chairman of the delegation.

## IV. CREDENTIALS

### Rule 23

#### *Submission of credentials*

The credentials of representatives, and the names of members of a delegation shall be submitted to the Secretary-General if possible not less than one week before the date fixed for the opening of the session. The credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs.

### Rule 24

#### *Credentials Committee*

A Credentials Committee shall be appointed at the beginning of each session. It shall consist of nine members, who shall be appointed by the General Assembly on the proposal of the President. The Committee shall elect its own officers. It shall examine the credentials of representatives and report without delay.

<sup>1</sup> Rule based directly on a provision of the Charter.

## Rule 25

### *Provisional admission to a session*

Any representative to whose admission a Member has made objection shall be seated provisionally with the same rights as other representatives, until the Credentials Committee has reported and the General Assembly has given its decision.

## V. PRESIDENT AND VICE-PRESIDENTS

### Rule 26

#### *Temporary President*

At the opening of each session of the General Assembly the Chairman of that delegation from which the President of the previous session was elected shall preside until the General Assembly has elected a President for the session.

### Rule 27<sup>1</sup>

#### *Elections*

The General Assembly shall elect a President and seven Vice-Presidents, who shall hold office until the close of the session at which they are elected. The Vice-Presidents shall be elected, after the election of the Chairmen of the six Main Committees referred to in rule 90, on the basis of ensuring the representative character of the General Committee.

### Rule 28

#### *Acting President*

If the President finds it necessary to be absent during a meeting or any part thereof, he shall appoint one of the Vice-Presidents to take his place.

### Rule 29

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

### Rule 30

#### *Replacement of the President*

If the President is unable to perform his functions, a new President shall be elected for the unexpired term.

### Rule 31

#### *General powers of the President*

In addition to exercising the powers which are conferred upon him elsewhere by these rules, the President shall declare the opening and closing

<sup>1</sup> Rule based directly on a provision of the Charter.

of each plenary meeting of the session, shall direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order, and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat.

### **Rule 32**

#### *The President shall not vote*

The President, or Vice-President acting as President, shall not vote but shall appoint another member of his delegation to vote in his place.

## **VI. GENERAL COMMITTEE**

### **Rule 33**

#### *Composition*

The General Committee shall consist of fourteen members no two of whom shall be members of the same delegation, and shall be so constituted as to ensure its representative character. It shall comprise the President of the General Assembly, who shall preside, the seven Vice-Presidents and the Chairmen of the six Main Committees.

### **Rule 34**

#### *Substitute members*

If a Vice-President of the General Assembly finds it necessary to be absent during a meeting of the General Committee he may designate a member of his delegation as his substitute. A Chairman of a Main Committee shall, in case of absence, designate the Vice-Chairman of the Committee as his substitute. A Vice-Chairman shall not have the right to vote if he is of the same delegation as another member of the Committee.

### **Rule 35**

#### *Functions*

The General Committee shall at the beginning of each session consider the provisional agenda, together with the supplementary list, and shall make a report thereon to the General Assembly. It shall consider requests for the inclusion of additional items in the agenda and shall report thereon to the General Assembly. It shall assist the President and the General Assembly in drawing up the agenda for each plenary meeting, in determining the priority of its items, and in the co-ordination of the proceedings of all committees of the General Assembly. Finally, it shall assist the President in the general conduct of the work of the General Assembly which falls within the competence of the President. It shall not, however, decide any political question.



### Rule 36

*Participation by representatives of Members requesting the inclusion of items in the agenda*

A Member of the General Assembly which has no representative on the General Committee, and which has requested the inclusion of an item in the agenda, shall be entitled to attend any meeting of the General Committee at which its request is discussed, and may participate, without vote, in the discussion of that item.

### Rule 37

*Formal revision of resolutions of the General Assembly*

The General Committee may revise the resolutions adopted by the General Assembly, changing their form but not their substance. Any such changes shall be reported to the General Assembly for its consideration.

## VII. SECRETARIAT

### Rule 38<sup>1</sup>

*Duties of the Secretary-General*

The Secretary-General shall act in that capacity in all meetings of the General Assembly, its committees and sub-committees. He may designate a member of the staff to act in his place at these meetings.

### Rule 39

The Secretary-General shall provide and direct the staff required by the General Assembly and any committees or subsidiary organs which it may establish.

### Rule 40

*Duties of the Secretariat*

The Secretariat shall receive, translate, print and distribute documents, reports and resolutions of the General Assembly, its committees and organs; interpret speeches made at the meetings; prepare, print and circulate the summary records of the session; have the custody and proper preservation of the documents in the archives of the General Assembly; publish the reports of the meetings; distribute all documents of the General Assembly to the Members of the United Nations, and, generally, perform all other work which the General Assembly may require.

### Rule 41<sup>1</sup>

*Annual report of the Secretary-General*

The Secretary-General shall make an annual report, and such supplementary reports as are required, to the General Assembly on the work of the

<sup>1</sup> Rule based directly on a provision of the Charter.

Organization. He shall communicate the annual report to the Members of the United Nations at least forty-five days before the opening of the session.

#### **Rule 42**

##### *Notification under Article 12 of the Charter*

The Secretary-General, with the consent of the Security Council, shall notify the General Assembly at each session of any matters relative to the maintenance of international peace and security which are being dealt with by the Security Council, and shall similarly notify the General Assembly, or the Members of the United Nations if the General Assembly is not in session, immediately the Security Council ceases to deal with such matters.

#### **Rule 43<sup>1</sup>**

##### *Regulations concerning the Secretariat*

The General Assembly shall establish regulations concerning the staff of the Secretariat.

### **VIII. LANGUAGES**

#### **Rule 44**

##### *Official and working languages*

Chinese, English, French, Russian and Spanish shall be the official languages of the General Assembly, its committees and sub-committees. English and French shall be the working languages.

#### **Rule 45**

##### *Interpretation from a working language*

Speeches made in either of the working languages shall be interpreted into the other working language.

#### **Rule 46**

##### *Interpretation from official languages*

Speeches made in any of the other three official languages shall be interpreted into both working languages.

#### **Rule 47**

##### *Interpretation from other languages*

Any representative may make a speech in a language other than the official languages. In this case, he shall himself provide for interpretation into one of the working languages. Interpretation into the other working language by an interpreter of the Secretariat may be based on the interpretation given in the first working language.

<sup>1</sup> Rule based directly on a provision of the Charter.

## **Rule 48**

### *Language of verbatim records*

Verbatim records shall be drawn up in the working languages. A translation of the whole or part of any verbatim record into any of the other official languages shall be furnished if requested by any delegation.

## **Rule 49**

### *Language of summary records*

Summary records shall be drawn up as soon as possible in the official languages.

## **Rule 50**

### *Language of Journal*

The *Journal* of the General Assembly shall be issued in the working languages.

## **Rule 51**

### *Language of resolutions and important documents*

All resolutions and other important documents shall be made available in the official languages. Upon the request of any representative, any other document shall be made available in any or all of the official languages.

## **Rule 52**

### *Publications in languages other than the official languages*

Documents of the General Assembly, its committees and sub-committees shall, if the General Assembly so decides, be published in any languages other than the official languages.

# **IX. RECORDS**

## **Rule 53**

### *Verbatim records*

Verbatim records of all plenary meetings shall be drawn up by the Secretariat and submitted to the General Assembly after approval by the President. Verbatim records shall also be made of the proceedings of the Main Committees established by the General Assembly. Other committees or sub-committees may decide upon the form of their records.

## **Rule 54**

### *Resolutions*

Resolutions adopted by the General Assembly shall be communicated by the Secretary-General to the Members of the United Nations within fifteen days after the termination of the session.

## **X. PUBLIC AND PRIVATE MEETINGS: PLENARY MEETINGS; MEETINGS OF COMMITTEES AND SUB-COMMITTEES**

### **Rule 55**

#### *General principles*

The meetings of the General Assembly and its Main Committees shall be held in public unless the body concerned decides that exceptional circumstances require that the meeting be held in private. Meetings of other committees and sub-committees shall also be held in public unless the body concerned decides otherwise.

### **Rule 56**

#### *Private meetings*

All decisions of the General Assembly taken at a private meeting shall be announced at an early public meeting of the General Assembly. At the close of each private meeting of the Main Committees, other committees and sub-committees, the Chairman may issue a communiqué through the Secretary-General.

## **XI. PLENARY MEETINGS**

### **CONDUCT OF BUSINESS**

### **Rule 57**

#### *Report of the Secretary-General*

Proposals to refer any portion of the report of the Secretary-General to one of the Main Committees without debate shall be decided upon by the General Assembly without previous reference to the General Committee.

### **Rule 58**

#### *Reference to committees*

The General Assembly shall not, unless it decides otherwise, make a final decision upon any item on the agenda until it has received the report of a committee on that item.

### **Rule 59**

#### *Discussion of committee reports*

Discussion of a report of a Main Committee in a plenary meeting of the General Assembly shall take place if at least one-third of the Members present and voting at the plenary meeting consider such a discussion to be necessary.

### **Rule 60**

#### *Quorum*

A majority of the Members of the General Assembly shall constitute quorum.

## **Rule 61**

### *Speeches*

No representative may address the General Assembly without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

## **Rule 62**

### *Precedence*

The Chairman and the Rapporteur of a committee may be accorded precedence for the purpose of explaining the conclusion arrived at by their committee.

## **Rule 63**

### *Statements by the Secretariat*

The Secretary-General, or a member of the Secretariat designated by him as his representative, may at any time make either oral or written statements to the General Assembly concerning any question under consideration by it.

## **Rule 64**

### *Points of order*

During the discussion of any matter, a representative may rise to a point of order and the point of order shall be immediately decided by the President in accordance with the rules of procedure. A representative may appeal against the ruling of the President. The appeal shall immediately be put to the vote, and the President's ruling shall stand unless overruled by a majority of the Members present and voting.

## **Rule 65**

### *Time limit on speeches*

The General Assembly may limit the time to be allowed to each speaker.

## **Rule 66**

### *Closing of list of speakers*

During the course of a debate the President may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. He may, however, accord the right of reply to any Member if a speech delivered after he has declared the list closed makes this desirable.

## **Rule 67**

### *Adjournment of debate*

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote.

## Rule 68

### *Closure of debate*

A representative may at any time move the closure of the debate on the item under discussion whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Assembly is in favour of the closure the President shall declare the closure of the debate.

## Rule 69

### *Suspension or adjournment of the meeting*

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the vote.

## Rule 70

### *Order of procedural motions*

Subject to rule 64, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) For the closure of the debate on the item under discussion.

## Rule 71

### *Proposals and amendments*

Proposals and amendments shall normally be introduced in writing and handed to the Secretary-General, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the General Assembly unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The President may, however, permit the discussion and consideration of amendments, or of motions as to procedure, even though these amendments and motions have not been circulated or have only been circulated the same day.

## Rule 72

### *Decisions on competence*

Subject to rule 70, any motion calling for a decision on the competence of the General Assembly to adopt a proposal submitted to it shall be put to the vote immediately before a vote is taken on the proposal in question.

## **Rule 73**

### *Withdrawal of motions*

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

## **Rule 74**

### *Reconsideration of proposals*

When a proposal has been adopted or rejected it may not be reconsidered at the same session unless the General Assembly, 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 the vote.

## **VOTING**

## **Rule 75**

### *Voting rights*

Each Member of the General Assembly shall have one vote.

## **Rule 76**

### *Two-thirds majority*

Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the Members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security, the election of the non-permanent members of the Security Council, the election of the members of the Economic and Social Council, the election of members of the Trusteeship Council in accordance with paragraph 1 c of Article 86 of the Charter, the admission of new Members to the United Nations, the suspension of the rights and privileges of membership, the expulsion of Members, questions relating to the operation of the Trusteeship System and budgetary questions.

## **Rule 77**

### *Simple majority*

Decisions of the General Assembly on questions other than those provided for in rule 76, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the Members present and voting.

## **Rule 78**

### *Meaning of the expression "Members present and voting"*

For the purpose of these rules, the phrase "Members present and voting" means Members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

## **Rule 79**

### *Method of voting*

The General Assembly shall normally vote by show of hands or by standing, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the Members, beginning with the Member whose name is drawn by lot by the President. The name of each Member shall be called in any roll-call and one of its representatives shall reply "Yes", "No" or "Abstention". The result of the voting shall be inserted in the record in the English alphabetical order of the names of the Members.

## **Rule 80**

### *Conduct during voting*

After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connexion with the actual conduct of the voting. Explanations of their votes by Members may, however, be permitted by the President either before or after the voting.

## **Rule 81**

### *Division of proposals*

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

## **Rule 82**

### *Voting on amendments*

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 Assembly 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. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

## **Rule 83**

### *Voting on proposals*

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



*Elections*

All elections shall be held by secret ballot. There shall be no nomination.

**Rule 85**

When only one person or Member is to be elected and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, and a majority is required, the President shall decide between the candidates by drawing lots. If a two-thirds majority is required, the balloting shall be continued until one candidate secures two-thirds of the votes cast; provided that, after the third inconclusive ballot, votes may be cast for any eligible person or Member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the two candidates who obtained the greatest number of votes in the third of the unrestricted ballots, and the following three ballots thereafter shall be unrestricted, and so on until a person or Member is elected. These provisions shall not prejudice the application of rules 132, 133, 135 and 137.

**Rule 86**

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of persons or Members to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the places remaining to be filled; provided that, after the third inconclusive ballot, votes may be cast for any eligible person or Member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots, to a number not more than twice the places remaining to be filled, and the following three ballots thereafter shall be unrestricted, and so on until all the places have been filled. These provisions shall not prejudice the application of rules 133, 135 and 137.

## Rule 87

### *Equally divided votes*

If a vote is equally divided on matters other than elections, a second vote shall be taken at a subsequent meeting which shall be held within forty-eight hours of the first vote, and it shall be expressly mentioned in the agenda that a second vote will be taken on the matter in question. If this vote also results in equality, the proposal shall be regarded as rejected.

## XII. COMMITTEES

### CREATION, OFFICERS, ETC.

## Rule 88

### *Creation*

The General Assembly may set up such committees as it deems necessary for the performance of its functions.

## Rule 89

### *Categories of subjects*

Items relating to the same category of subjects shall be referred to the committee or committees dealing with that category of subjects. Committees shall not introduce new items on their own initiative.

## Rule 90

### *Main Committees*

The Main Committees of the General Assembly are:

- (1) Political and Security Committee (including the regulation of armaments);
- (2) Economic and Financial Committee;
- (3) Social, Humanitarian and Cultural Committee;
- (4) Trusteeship Committee (including Non-Self-Governing Territories);
- (5) Administrative and Budgetary Committee; and
- (6) Legal Committee.

## Rule 91

### *Representation of Members*

Each Member may be represented by one person on each Main Committee and on any other committee that may be constituted upon which Members have the right to be represented. It may also assign to these committees advisers, technical advisers, experts or persons of similar status.

## **Rule 92**

### ***Representation of Members (continued)***

Upon designation by the Chairman of the delegation, advisers, technical advisers, experts or persons of similar status may act as members of committees. Persons of this status shall not, however, unless designated as alternate representatives, be eligible for appointment as Chairmen, Vice-Chairmen or Rapporteurs of committees or for seats in the General Assembly.

## **Rule 93**

### ***Sub-committees***

Each committee may set up sub-committees, which shall elect their own officers.

## **Rule 94**

### ***Officers***

Each committee shall elect its own Chairman, Vice-Chairman and Rapporteur. These officers shall be elected on the basis of equitable geographical distribution, experience and personal competence. These elections shall be held by secret ballot.

## **Rule 95**

### ***The Chairman of a Main Committee shall not vote***

The Chairman of a Main Committee shall not vote but another member of his delegation may vote in his place.

## **Rule 96**

### ***Absence of officers***

If the Chairman finds it necessary to be absent during a meeting or any part thereof, the Vice-Chairman shall take his place. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman. If any officer of the committee is unable to perform his functions, a new officer shall be elected for the unexpired term.

## **Rule 97**

### ***Functions of the Chairman***

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

**Rule 98**

*Quorum*

A majority of the members of a committee shall constitute a quorum.

**Rule 99**

*Speeches*

No representative may address the committee without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in the order in which they signify their desire to speak. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

**Rule 100**

*Precedence*

The Chairman and the Rapporteur of a committee or sub-committee may be accorded precedence for the purpose of explaining the conclusion arrived at by their committee or sub-committee.

**Rule 101**

*Statements by the Secretariat*

The Secretary-General or a member of the Secretariat designated by him as his representative may, at any time, make oral or written statements to any committee or sub-committee concerning any question under consideration by it.

**Rule 102**

*Points of order*

During the discussion of any matter, a representative may rise to a point of order and the point of order shall be immediately decided by the Chairman in accordance with the rules of procedure. A representative may appeal against the ruling of the Chairman. The appeal shall immediately be put to the vote, and the Chairman's ruling shall stand unless overruled by a majority of the members present and voting.

**Rule 103**

*Time limit on speeches*

The committee may limit the time to be allowed to each speaker.

**Rule 104**

*Closing of list of speakers*

During the course of a debate the Chairman may announce the list of speakers, and, with the consent of the committee, declare the list closed. He may, however, accord the right of reply to any member if a speech delivered after he has declared the list closed makes this desirable.

## **Rule 105**

### *Adjournment of debate*

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote.

## **Rule 106**

### *Closure of debate*

A representative may at any time move the closure of the debate on the item under discussion whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee is in favour of the closure the Chairman shall declare the closure of the debate.

## **Rule 107**

### *Suspension or adjournment of the meeting*

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the vote.

## **Rule 108**

### *Order of procedural motions*

Subject to rule 102, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) For the closure of the debate on the item under discussion.

## **Rule 109**

### *Proposals and amendments*

Proposals and amendments shall normally be introduced in writing and handed to the Secretary-General, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the committee unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The Chairman may, however, permit the discussion and consideration of amendments, or of motions as to procedure, even though these amendments and motions have not been circulated or have only been circulated the same day.

## **Rule 110**

### *Decisions on competence*

Subject to rule 108, any motion calling for a decision on the competence of the General Assembly to adopt a proposal submitted to it shall be put to the vote immediately before a vote is taken on the proposal in question.

## **Rule 111**

### *Withdrawal of motions*

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

## **Rule 112**

### *Reconsideration of proposals*

When a proposal has been adopted or rejected it may not be reconsidered at the same session unless the committee, 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 the vote.

## **VOTING**

## **Rule 113**

### *Voting rights*

Each member of the committee shall have one vote.

## **Rule 114**

### *Majority required*

Decisions in the committees of the General Assembly shall be taken by a majority of the members present and voting.

## **Rule 115**

### *Meaning of the expression "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.

## **Rule 116**

### *Method of voting*

The committee shall normally vote by show of hands or by standing but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the Chairman. The name of each

member shall be called in any roll-call and he shall reply "Yes", "No" or "Abstention". The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.

### **Rule 117**

#### *Conduct during voting*

After the Chairman has announced the beginning of voting, no representative shall interrupt the vote except on a point of order in connexion 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.

### **Rule 118**

#### *Division of proposals*

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

### **Rule 119**

#### *Voting on amendments*

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 committee 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. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

### **Rule 120**

#### *Voting on proposals*

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

### **Rule 121**

#### *Elections*

When only one person or member is to be elected and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates obtaining the largest number of votes. If in the second ballot, the votes are equally divided, and a majority is required, the Chairman shall decide between the candidates by drawing lots.

nominal, on appelle chaque membre et il répond "oui" ou "non" ou "abstention". Les résultats du scrutin sont consignés au compte rendu suivant l'ordre alphabétique anglais des noms des membres.

### Article 117

#### *Règles à observer pendant le vote*

Lorsque le Président a annoncé que le scrutin commence, aucun membre ne peut interrompre le vote, sauf s'il s'agit d'une motion d'ordre ayant trait à la manière dont s'effectue le scrutin en question. Cependant, le Président peut permettre aux membres de donner des explications sur leur vote soit avant, soit après le scrutin.

### Article 118

#### *Division des propositions*

La division est de droit si elle est demandée. Après le vote sur les différentes parties, la proposition qui en résulte est mise aux voix pour adoption définitive.

### Article 119

#### *Vote sur les amendements*

Lorsqu'une proposition fait l'objet d'un amendement, l'amendement est mis aux voix en premier lieu. Si deux ou plusieurs amendements à une proposition sont en présence, la commission vote d'abord sur celui qui s'éloigne le plus, quant au fond, de la proposition primitive. Elle vote ensuite sur l'amendement qui, après celui-ci, s'éloigne le plus de ladite proposition, et ainsi de suite jusqu'à ce que tous les amendements aient été mis aux voix. Si un ou plusieurs amendements sont adoptés, on vote ensuite sur la proposition modifiée. Une motion est considérée comme un amendement à une proposition si elle comporte simplement une addition, une suppression ou une modification intéressant une partie de ladite proposition.

### Article 120

#### *Vote sur les propositions*

Si deux ou plusieurs propositions relatives à la même question sont en présence, la commission, à moins qu'elle n'en décide autrement, vote sur ces propositions selon l'ordre dans lequel elles ont été présentées. Après chaque vote, la commission peut décider si elle votera ou non sur la proposition suivante.

### Article 121

#### *Elections*

Lorsqu'il s'agit d'élire une seule personne ou un seul membre, et qu'aucun candidat ne recueille au premier tour la majorité prévue, on procède à un second tour de scrutin, mais le vote ne porte plus que sur les deux candidats ayant obtenu le plus grand nombre de voix. Si les deux candidats recueillent le même nombre de voix, à ce second tour, et si la majorité est requise, le Président décide entre les candidats en tirant au sort.



## XIV. ELECTIONS TO PRINCIPAL ORGANS

### GENERAL PROVISIONS

#### Rule 128

##### *Terms of office*

Except as provided in rule 136, the term of office of members of Councils shall begin on 1 January following their election by the General Assembly, and shall end on 31 December following the election of their successors.

#### Rule 129

##### *By-elections*

Should a member cease to belong to a Council before his term of office expires, a by-election shall be held separately at the next session of the General Assembly to elect a member for the unexpired term.

### ELECTION OF THE SECRETARY-GENERAL

#### Rule 130

##### *Election of the Secretary-General*

When the Security Council has submitted its recommendation on the appointment of the Secretary-General, the General Assembly shall consider the recommendation and vote upon it by secret ballot in private meeting.

### THE SECURITY COUNCIL

#### Rule 131<sup>1</sup>

##### *Annual elections*

The General Assembly shall each year, in the course of its regular session, elect three non-permanent members of the Security Council for a term of two years.

#### Rule 132<sup>1</sup>

##### *Qualifications for membership*

In the election of non-permanent members of the Security Council, in accordance with Article 23, paragraph 1 of the Charter, due regard shall be specially paid, in the first instance to the contribution of Members of the United Nations to the maintenance of international peace and security and to the other purposes of the Organization, and also to equitable geographical distribution.

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<sup>1</sup> Rule based directly on a provision of the Charter.

### **Rule 133<sup>1</sup>**

#### ***Re-eligibility***

A retiring member of the Security Council shall not be eligible for immediate re-election.

## **THE ECONOMIC AND SOCIAL COUNCIL**

### **Rule 134<sup>2</sup>**

#### ***Annual elections***

The General Assembly shall each year, in the course of its regular session, elect six members of the Economic and Social Council for a term of three years.

### **Rule 135**

#### ***Re-eligibility***

A retiring member of the Economic and Social Council shall be eligible for immediate re-election.

## **THE TRUSTEESHIP COUNCIL**

### **Rule 136**

#### ***Occasions for elections***

When a Trusteeship Agreement has been approved and a Member of the United Nations has become an Administering Authority of a Trust Territory in accordance with Article 83 or 85 of the Charter, the General Assembly shall proceed to such election or elections to the Trusteeship Council as may be necessary, in accordance with Article 86. A Member or Members elected at any such election at a regular session shall take office immediately upon their election and shall complete their terms in accordance with the provisions of rule 128, as if they had begun their terms of office on 1 January following their election.

### **Rule 137<sup>2</sup>**

#### ***Term of office and re-eligibility***

A non-administering member of the Trusteeship Council shall be elected for a term of three years and shall be eligible for immediate re-election.

### **Rule 138**

#### ***Vacancies***

At each session the General Assembly shall, in accordance with Article 86 of the Charter, elect members to fill any vacancies.

<sup>1</sup> Rule reproducing textually a provision of the Charter.

<sup>2</sup> Rule based directly on a provision of the Charter.

**Rule 139**

*Method of election*

The election of the members of the International Court of Justice shall take place in accordance with the Statute of the Court.

**Rule 140**

Any meeting of the General Assembly held in pursuance of the Statute of the International Court of Justice for the purpose of the election of members of the Court shall continue until as many candidates as are required for all the seats to be filled have obtained in one or more ballots an absolute majority of votes.

**XV. ADMINISTRATIVE AND BUDGETARY QUESTIONS**

**Rule 141**

*Regulations for financial administration*

The General Assembly shall establish regulations for the financial administration of the United Nations.

**Rule 142**

*Estimates of expenditure*

No resolution involving expenditure shall be recommended by a committee for approval by the General Assembly unless it is accompanied by an estimate of expenditures prepared by the Secretary-General. No resolution in respect of which expenditures are anticipated by the Secretary-General shall be voted by the General Assembly until the Administrative and Budgetary Committee has had an opportunity of stating the effect of the proposal upon the budget estimates of the United Nations.

**Rule 143**

*Information on the cost of resolutions*

The Secretary-General shall keep all committees informed of the detailed estimated cost of all resolutions which have been recommended by the committees for approval by the General Assembly.

**Rule 144**

*Advisory Committee on Administrative and Budgetary Questions*

The General Assembly shall appoint an Advisory Committee on Administrative and Budgetary Questions (hereinafter called the "Advisory Committee"), with a membership of nine, including at least two financial experts of recognized standing.

## **Rule 145**

### ***Composition of the Advisory Committee***

The members of the Advisory Committee, no two of whom shall be nationals of the same State, shall be selected on the basis of broad geographical representation, personal qualifications and experience, and shall serve for three years corresponding to three financial years, as defined in the regulations for the financial administration of the United Nations. Members shall retire by rotation and shall be eligible for reappointment. The two financial experts shall not retire simultaneously. The General Assembly shall appoint the members of the Advisory Committee at the regular session immediately preceding the expiration of the term of office of the members, or, in the case of vacancies, at the next session.

## **Rule 146**

### ***Functions of the Advisory Committee***

The Advisory Committee shall be responsible for expert examination of the budget of the United Nations, and shall assist the Administrative and Budgetary Committee of the General Assembly. At the commencement of each regular session it shall submit to the General Assembly a detailed report on the budget for the next financial year and on the accounts of the last financial year. It shall also examine on behalf of the General Assembly the administrative budgets of specialized agencies and proposals for financial and budgetary arrangements with such agencies. It shall perform such other duties as may be assigned to it under the regulations for the financial administration of the United Nations.

## **Rule 147**

### ***Committee on Contributions***

The General Assembly shall appoint an expert Committee on Contributions, consisting of ten members.

## **Rule 148**

### ***Composition of the Committee on Contributions***

The members of the Committee on Contributions, no two of whom shall be nationals of the same State, shall be selected on the basis of broad geographical representation, personal qualifications and experience, and shall serve for a period of three years corresponding to three financial years, as defined in the regulations for the financial administration of the United Nations. Members shall retire by rotation and shall be eligible for reappointment. The General Assembly shall appoint the members of the Committee on Contributions at the regular session immediately preceding the expiration of the term of office of the members, or, in case of vacancies, at the next session.

***Functions of the Committee on Contributions***

The Committee on Contributions shall advise the General Assembly concerning the apportionment, under Article 17, paragraph 2, of the Charter, of the expenses of the Organization among Members, broadly according to capacity to pay. The scale of assessments when once fixed by the General Assembly shall not be subject to a general revision for at least three years, unless it is clear that there have been substantial changes in relative capacities to pay. The Committee shall also advise the General Assembly on the assessments to be fixed for new Members, on appeals by Members for a change of assessments, and on the action to be taken with regard to the application of Article 19 of the Charter.

**XVI. SUBSIDIARY ORGANS OF THE GENERAL ASSEMBLY****Rule 150<sup>1</sup>*****Creation and rules of procedure***

The General Assembly may establish such subsidiary organs as it deems necessary for the performance of its functions. The rules relating to the procedure of committees of the General Assembly, as well as rules 38 and 55, shall apply to the procedure of any subsidiary organ, unless the General Assembly or the subsidiary organ decides otherwise.

**XVII. INTERPRETATION AND AMENDMENTS****Rule 151*****Notes in italics***

The description of the rules in the table of contents and the notes in italics to these rules shall be disregarded in the interpretation of the rules.

**Rule 152*****Method of amendment***

These rules of procedure may be amended by a decision of the General Assembly taken by a majority of the Members present and voting, after committee has reported on the proposed amendment.

<sup>1</sup> Rule reproducing textually a provision of the Charter.

# **Supplementary Rule of Procedure on the Calling of International Conferences by the Economic and Social Council**

Pending the adoption under paragraph 4 of Article 62 of the Charter, of definite rules for the calling of international conferences, the Economic and Social Council may, after due consultation with Members of the United Nations, call international conferences in conformity with the spirit of Article 62 on any matter within the competence of the Council, including the following matters: international trade and employment; the equitable adjustment of prices on the international market; and health.

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