



**RULES OF PROCEDURE**

**OF THE**

**OIC COUNCIL OF FOREIGN MINISTERS**

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**Adopted** by the Resolution No. 3/40-ORG of the 40<sup>th</sup> session of the Council of Foreign Ministers (Session of Dialogue of Civilizations, Factor for Peace and Sustainable Development), held in Conakry, Republic of Guinea, 06-08 SAFAR 1435H (09-11 December 2013)

And

Rules 1 –para 4, 2 – para 2, 2 – para 7, 4, 5 – para 1, 6 – para 1, 7 –para 3, 8 – paras 2 & 4, 9 para 2 (f), 9 para 3, 12- para 4, 13 para 4, 13 paras 8 & 9, 14, 15- para 1, 19 paras 1 & 2, 20, 21 paras 1, 2 & 3, 23 para 1, 26 paras 3 & 4 and 27 of the Rules of Procedure of the OIC Council of Foreign Ministers **as amended** by the Resolution No. 3/48-LO of the 48th session of the Council of Foreign Ministers held in Islamabad, Islamic Republic of Pakistan on 22-23 March 2022 (19-20 Sha’ban 1443H).

## **RULE: 1      DEFINITIONS**

1. These Rules shall be called Rules of Procedure of the Council of Foreign Ministers and shall govern procedures for its convening and functioning.
2. These Rules shall apply to other OIC meetings, unless governed by their own rules adopted by the Council.
3. The same Rules may be applied to the Conference of Kings, Heads of State and Government where the Summit Conference adopts them in any of its sessions.
4. In these rules, the terms below shall be interpreted as follows:

<b>ORGANIZATION:</b>	The Organization of Islamic Cooperation (OIC)
<b>MEMBER STATES:</b>	The Member States of the OIC, in accordance with Article 3 of the Charter
<b>CHARTER:</b>	The Charter of the OIC
<b>SECRETARY GENERAL:</b>	The Secretary General of the OIC
<b>COUNCIL:</b>	The Council of Foreign Ministers of the OIC Member States or their officially-accredited representatives.
<b>MEMBERS PRESENT AND VOTING:</b>	Member States present and casting an affirmative or negative vote.
<b>SIMPLE MAJORITY:</b>	Simple majority means 50%+1 of the member states.

## **RULE: 2      CONVENING OF THE COUNCIL**

1. The Council shall be convened annually in an ordinary session, in the period from 1 April to the end of June, in any of the Member States, in accordance with the Council's resolution on hosting the meeting, subject to geographic rotation among regional groups.
2. The time interval between two regular sessions of the Council shall not be less than eleven months.
3. In coordination with the host State, the Secretary General shall notify the Member States of the date of convening the Council at least three (3) months in advance, and sends out invitations.

4. The Member States shall submit to the General Secretariat the list of their participating delegations.
5. In the event that the host State is unable to host the Council, the Secretary General shall inform Member States accordingly. The Secretary General, in consultation with the Member States, may propose a new venue, preferably from the same geographic group. Otherwise the Council shall be convened at the General Secretariat headquarters, in Jeddah, on the same date originally determined by the Council or close by, in consultation and coordination with the headquarter State.
6. The host country may request the postponement of the Council meeting for a reasonable period in case of particular circumstances occurring after the Council's decision. On such an occasion, the Secretary General shall, in consultation with the Member States, set a new date for the Council meeting, unless objected to by two thirds of the Member States.
7. Upon the proposal of the host Member State, the Council of Foreign Ministers may, in exceptional circumstances, meet virtually unless opposed by simple majority of the Member States.

### **RULE: 3      QUORUM**

1. Two thirds (2/3) of the Member States shall constitute the quorum for the meetings of the OIC. Before the start of the proceedings, the Chairman shall announce the presence of a quorum.
2. The quorum is not required for open-ended expert meetings, provided that invitations are sent with sufficient time prior to the date of the meeting.

### **RULE: 4      OPEN AND CLOSED SESSIONS**

The opening session of the Council of Foreign Ministers shall be open to the public. However, the Chair in consultation with the Member States will decide whether any other session of the meeting will be closed or open.

### **RULE: 5      EXTRAORDINARY MEETINGS**

1. The Council shall meet in extraordinary session at the request of a Member State or the Secretary General, in consultation with the Member States and subject to the simple majority of the Member States.
2. The Secretary General shall inform the Member States of the date of the extraordinary meeting at least one (1) week in advance, unless otherwise decided by a Simple Majority.

## **RULE: 6 – ELECTION OF THE BUREAU**

1. The Council Bureau shall be composed of the Chairman, three Vice-Chairmen, including the State of Palestine as permanent Vice Chair, in addition to the Rapporteur, and the Secretary General, with due consideration being given to the principle of equitable geographical representation.
2. The Council Chairmanship shall be assumed by the host country's Chief delegate, and in case of his absence from a meeting or any part thereof, one of the Vice- chairmen shall be designated to act as a substitute and shall, as such, have the same powers and duties as the Chairman.
3. The same composition of the Bureau during Council's session shall be applied to Council related organs meetings and other meetings provided they are not governed by specific rules. However, if a Council related meeting is held in a Member State other than the headquarter State, the Bureau shall be composed differently under the chairmanship of the host country.

## **RULE: 7 POWERS OF THE COUNCIL'S BUREAU**

1. The Bureau shall decide on procedural matters relevant to the session's deliberations.
2. The Chairman of the Bureau shall be assisted by other members of the Bureau in conducting the session's proceedings, performing his tasks and exercising his competencies, including by chairing part of the session's meetings.
3. In order to effectively and efficiently exercise their powers;
  - a) The Chairman of the Council and the members of the Bureau shall meet before the opening session of the CFM to discuss on the conduct and procedure of the Council meeting.
  - b) The Bureau shall have the role of advising the Chairman on the overall management of the meeting. It shall assist the Chairman in the performance of his/ her duties by providing advice and by helping with any administrative tasks.
  - c) In the exercise of its functions provided above, the Bureau shall not be a forum for political or legal negotiations but only a consultation forum on process related and organizational matters.
  - d) The Bureau shall work in close consultation with the meeting secretariat to facilitate preparation of the outcome documents of the meeting.

**RULE: 8      PREPARATORY MEETINGS AND SPECIAL COMMITTEE**

1. The following preparatory meetings shall be held at least one (1) month before the Council:
  - a) Islamic Commission for Economic, Cultural and Social Affairs (ICECS);
  - b) Permanent Finance Committee (PFC).
  - c) Senior Officials' Meeting (SOM);
2. The preparatory meetings shall not amend the reports prepared or resolutions adopted by the sectoral ministerial meetings convened under Article 10, sub-article 3, of the Charter.
3. The Council may set up a Special Committee to review and deliberate on certain issues during its session.
4. All Council related meetings, including the preparatory meetings will be scheduled in consultation with the Council Chairmanship.

**RULE: 9      DRAFT AGENDA:**

1. The Secretary General shall prepare the draft agenda for regular sessions of the Council and circulate it, together with the necessary memoranda, documents, and resolutions to the Member States, at least one (1) month before the preparatory meetings.
2. The draft agenda shall include:
  - a) The annual report of the Secretary General;
  - b) Items which the Islamic Summit decides to place on the Agenda of the Council;
  - c) Reports and subjects referred to the Council by the competent Committees and Council preparatory meetings;
  - d) Items which the Council had decided at a preceding session to place on its agenda;
  - e) Issues, reports and data relating to the Organization, which the General Secretariat is required to submit to the Council for its consideration by virtue of the Organization's internal, administrative and financial rules and regulations;
  - f) Items proposed and their explanatory notes with the financial implication and mode of implementation shall be submitted by a Member State at least forty five (45) days before the Council's meeting;
  - g) Items which the Secretary General deems as requiring the Council's consideration and which he submits to the Council at least forty five (45) days before the meeting;
  - h) Any other matter.
3. The Palestine and Jerusalem issue shall remain a permanent item on the agenda of all ordinary and extraordinary meetings of the Council.

4. Any item proposed for inclusion in the agenda shall be accompanied by an explanatory note, background papers or a draft resolution.
5. A Member State wishing to submit a draft resolution under any of the draft agenda items shall submit it to the General Secretariat at least two (2) weeks prior to the beginning of the Council's meeting to enable its translation and circulation to Member States.
6. The provisional agenda and the supplementary list shall be submitted to the Council at every first session for approval after the opening of the session.

**RULE: 10 DRAFT SUPPLEMENTARY AGENDA:**

1. Any Member State may request the inclusion of other items in the agenda at least fifteen (15) days before the date set for the opening of an ordinary session. Such items should relate to current events and be justified by an event which occurs after the statutory period. They must also be accompanied by an explanatory note.
2. Items submitted in accordance with paragraph 1 shall be communicated to Member States as part of a supplementary list and accompanied by explanatory notes and observations, at least ten (10) days before the opening of the session.

**RULE: 11 AGENDA OF EXTRAORDINARY SESSIONS:**

1. The Agenda of an extraordinary session shall only comprise the item(s) for which the session was convened, unless otherwise decided by the Council by a two-third (2/3) majority of Members Present and Voting.
2. The provisional agenda of an extraordinary session shall be communicated by the General Secretariat to the Member States at least five (5) days before the session is held.
3. The provisional agenda of an extraordinary session shall be communicated by the General Secretariat to the Member States together with the note relating to the convening of the session.

**RULE: 12 FUNCTIONS OF THE SECRETARY GENERAL DURING THE COUNCIL'S SESSION AND PREPARATORY MEETINGS.**

1. The Secretary General shall participate in all the work of the Council and affiliate Committees and shall present data, studies, and clarifications on the issues under consideration at all time. He may authorize one of his representatives to act on his behalf in this regard.
2. The Secretary General shall assume the task of organizing the secretarial work of the Council and its committees and preparing the minutes of its sessions.

3. The Secretary General shall coordinate the Council's work, in cooperation with the host country.
4. The Secretary General shall bring to the attention of the relevant organs of the Organization matters which in his opinion, may serve or impair the objectives of the Organizations.

### **RULE: 13 CHAIRMAN'S TASKS AND DUTIES**

1. Taking into account the provisions of Article X of the Charter, each Member State may take part in the deliberations of the Council and its Committees as indicated in the present Rules of Procedure.
2. The Chairman shall preside over the deliberations of issues under consideration in accordance with the Agenda of the Council and, when necessary, may invite the Secretary General or his representative to make required clarifications, verbally or in writing on a given question under consideration.
3. The Chairman shall give the floor to speakers in the order in which the requests are made.
4. During the deliberations:
  - a) The Chairman shall assume complete responsibility in steering and concluding the debates and ensuring order.
  - b) A Member State may raise a point of order which shall be immediately decided upon by the Chairman and the State may appeal his ruling.
  - c) The appeal shall be immediately put to the vote and the Chairman's ruling shall stand unless overruled by a simple majority of the Members Present and Voting.
  - d) The head of the delegation raising a point of order may not speak on the substance of the matter under discussion.
5. The Chairman may, during discussions, propose to the Council to set a limit on the time allocation and the number of interventions allowed for each Member State. The Chairman shall fix a time for closing the list of speakers.
6. The Chairman shall give any requesting Member State, the right to reply, once the list of speakers is exhausted.
7. The Chairman or his incumbent substitute shall not partake in the vote.
8. The CFM and Summit Chair, based on the mandates given by the Islamic Summit may present a Chairmanship Program, which may include, inter alia the priorities of the Chair,



the relevant initiatives to be taken and the prospective list and calendar of events, conferences, seminars and visits to be organized towards these priorities during its term.

9. The Chair, in coordination with the General Secretariat, may submit this program six months before or after assuming officially the Chairmanship.

#### **RULE 14- ENLISTING THE ASSISTANCE OF INSTITUTIONS OR EXPERTS**

The Council may invite institutions or experts it considers competent to provide it with information upon the proposal of the Secretary General or any Member State, in accordance with the provisions of the Charter, provided that list of organs and experts shall be communicated to the Member States one week before the CFM meeting is convened.

#### **RULE 15- PROPOSALS**

1. Proposals and amendments shall be submitted in writing with their financial implication and mode of implementation by Member States to the Secretary General who shall ensure their circulation to the Member States.
2. No proposal shall be tabled for discussion or put to the vote at a session of the Council unless the text of the proposal has been circulated to Member States. However, the Chairman may, authorize the discussion or examination of a proposal even if the text of such a proposal has not been circulated.
3. Without prejudice to the provisions of Rule 20, any motion on the competence of the Council with regards to the adoption of a proposal submitted to it shall be put to the vote before voting on the concerned proposal and shall be adopted by Simple Majority.
4. A Member State may request the presentation of parts of a proposal or introduce amendments thereto to be voted upon separately.

#### **RULE 16- POSTPONEMENT OR ADJOURNMENT OF THE SESSION, ADJOURNMENT OR CLOSURE OF DEBATE**

1. The Chairman or any Member State may during the discussion of any matter propose adjournment or postponement of the session or postponement or closure of the debate on the issue under consideration.
2. No discussion of such motions shall be permitted. Instead, the Chairman tables them for adoption by consensus, failing that, by a two-third majority of the Members Present and Voting.

## **RULE 17- PRIORITY OF PROPOSALS**

The following proposals shall have precedence, in the order named, over main proposals and draft resolutions:

- a.** Suspension of meeting;
- b.** Closure of meeting;
- c.** Adjournment of debate on the item under consideration;
- d.** Referral of any matter to one of the committees or to the Secretary General.

## **RULE 18- VOTING**

- 1. Each Member State shall have one vote.
- 2. Member States may deliver statements to explain their vote either before or after the vote.
- 3. The Member State whose arrears in the payment of its financial contributions to the Organization, equal or exceed the amount of the contributions due from it for the two years preceding the session of the Council shall have no vote in the Council. The Council may, nevertheless, permit such a Member to vote if satisfied that failure to pay is due to conditions beyond the control of the Member State.

## **RULE 19- ADOPTION OF RESOLUTIONS, DECLARATIONS AND RECOMMENDATIONS**

- 1. All resolutions, declarations, recommendations and decisions shall be adopted by consensus, if consensus cannot be reached, they shall be put to the vote and shall be adopted by a two-third majority, except for those related to procedural matters, which shall be adopted by a simple majority.
- 2. Resolutions establishing new OIC organs or funds shall be adopted in accordance with the provisions of the Charter.
- 3. No proposal already decided on may be reconsidered at the same session unless otherwise decided by the Council with the approval of the Simple Majority.
- 4. The decision on whether the proposal on recommendation tabled is substantive or procedural is made by consensus. In case of disagreement, the opinion and interpretation of the General Secretariat shall be sought. If the disagreement persists, one of the two interpretations shall be adopted with Simple Majority.

## **RULE 20- METHOD OF VOTING**

Voting is normally conducted by show of hands or roll call if so requested by a Member State. If the Chairman believes that the first method does not show the majority clearly, names shall be called and the results of the voting shall be recorded in the sessions report. Voting may be conducted by secret ballot at the request of two Member States and the agreement of two third (2/3) majority of members present and voting. No Member State shall obstruct the voting except for a point of order on the method of voting.

## **RULE 21- ELECTION OF THE SECRETARY GENERAL AND ASSISTANT SECRETARIES GENERAL**

1. The Council shall elect the Secretary General by consensus or by secret ballot in a closed session by a two-third majority of Members Present and Voting. The same shall be taken into account when renewing his mandate.
2. If the Secretary General resigns or cannot pursue his mandate, the geographical group thereto he pertains, shall propose a new candidate to succeed him in order to end his term. This process does not harm the relevant provisions concerning the fair rotation of the post of the Secretary General between the three geographical regional groups.
3. The interim period shall not exceed two months. No substantial modification or amendment in the administration and organizational policies and rules can be made during this period.
4. Geographical Groups shall, separately, select their candidate to the post of 'Assistant Secretary General' by consensus. If consensus cannot be reached, a secret ballot shall be held in one or two rounds within the Group. If no candidate obtains the majority, a secret ballot shall be held at the Council.

## **RULE 22- ABSTENTION AND RESERVATION**

Any Member State may abstain from voting or make a reservation on a resolution or recommendation or on a part thereof. Reservations shall be read out upon announcement of the resolution or recommendation and shall be recorded in the report. This shall not apply to the provisions of Article 29, paragraph 1 of the Charter. Reservation documents from Member States shall be deposited with the General Secretariat of the Organization.

## **RULE 23 – AMENDMENT OF PROPOSALS**

1. If a State requests the amendment of a proposal:
  - a) The amendment shall be voted on first.
  - b) When two or more amendments are moved to a proposal, voting shall first be done on the amendment furthest removed in substance from the original proposal. The meeting shall then vote on the amendment next furthest removed therefrom, and so on, until all amendments have been put to a vote.
  - c) If one or more amendments are adopted, the amended proposal shall then be voted upon.
  - d) A motion is considered an amendment to the original proposal if it merely adds to, deletes from or revises part of the original proposal.
2. In case the Member State submitting the original proposal agrees to the amendment or amendments, it shall be considered as one proposal, and shall not, as such, require voting.

## **RULE 24 – REJECTION OF A PROPOSAL AND VOTING ON PARTS THEREOF**

1. In the event of equal votes, the Council may resubmit the proposal for another vote. If the vote ends in a tie the second time, the proposal shall be considered rejected.
2. Parts of any proposal shall be put to the vote separately when requested by the Chairman or a Member State. If the motion for division is objected to, that motion shall be voted upon.
3. If the motion of division is accepted, the parts of the proposal or amendment shall be put to the vote separately. The parts accepted shall then be put to the vote as a whole. If all operative parts of the proposal or amendment are rejected, it shall be considered rejected as a whole.

## **RULE 25 – LANGUAGES OF THE COUNCIL**

1. The official languages of the Council shall be Arabic, English and French. Speeches made in any of the above languages shall be interpreted into the two other languages.
2. All documents presented to the Council for consideration shall be drafted in the official languages.
3. The records and reports of the Council shall be in the official languages.
4. A Member State may address the Council in a language other than the official languages provided that the speaker arranges the interpreting of his statement to one of the official languages.

## **RULE 26 – CIRCULATION OF RESOLUTIONS AND RECOMMENDATION**

1. The General Secretariat shall make all necessary arrangements for the circulation to all Member States of the resolutions and recommendations of the Council and its Committees in the official languages within two (2) weeks after the end of the meeting.
2. Draft minutes and reports not adopted during the closing session shall be circulated to the Member States no later than two (2) weeks following the Council's session to enable them to communicate their amendments to the General Secretariat two (2) weeks from the date of their reception.
3. The final versions of the minutes and reports shall be circulated to all Member States after their adoption by the Chairman, in consultation with the Secretary General, within one (1) month after the end of the Council's session.
4. The Chairman and the Rapporteur shall ensure that the reports reflect the issues discussed and the general trends of deliberations.

## **RULE 27– PUBLICATION OF RESOLUTIONS AND RECOMMENDATIONS**

The text of resolutions and recommendations adopted by the Council or its Committees shall be published or disseminated unless otherwise decided by the Council. The text of resolution, recommendations and Legal documents shall also be published on OIC website.

## **RULE 28 – AMENDMENT OF RULES OF PROCEDURE**

1. A request for the amendment, addition or deletion of any of the present rules may not be considered unless it is communicated to Member States at least four (4) months before its submission to the Council.
2. Substantive changes shall not be introduced to the proposed amendments referred to in the previous paragraph unless the relative text thereof is communicated to Member States at least two (2) months before submission to the Council.
3. Taking into account the procedures referred to in the two paragraphs above, the present rules of procedure shall be amended by a decision of the Council by consensus, failing which by approval of a two-third (2/3) majority of Members Present and Voting.

## **RULE 29 – ENTRY INTO FORCE**

1. These Rules shall enter into force from the date of approval by the Council by consensus, or if consensus cannot be reached with a two-third (2/3) majority of Members Present and Voting.

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