



**Rules of Procedure of The
OIC Executive Committee**

PREAMBLE:

These rules shall be called the Rules of Procedure of the OIC Executive Committee (hereinafter) referred to as "the Committee"). Established in pursuance of Article 12 of the Charter. They govern all functions and activities of the Committee.

RULE 1: DEFINITIONS

The terms indicated hereinafter, whenever appearing in the present document, shall have the meaning as indicated against each of them.

SUMMIT: The Conference of Kings and Heads of State and government, as defined in articles V and VI of the OIC Charter, includes both regular and extraordinary meetings.

COUNCIL OF FOREIGN MINISTERS (CFM): The CFM, as defined in articles V and X of the OIC Charter, includes regular and extraordinary meetings.

RESOLUTION: all Resolutions, Declarations, Final Communiqués and Programme of Action, adopted by the summit or CFM, taken by regular and extraordinary meetings.

TEN-YEAR PROGRAMME OF ACTION: The Ten-Year Programme of Action to meet the challenges facing the Muslim Ummah in the 21st century, adopted by the 3rd Extraordinary session of the Summit.

MEMBER STATE: A member state under the provisions of the OIC Charter.

OIC TROIKAS: The OIC troikas includes the Summit and CFM chairmen-in-office and the preceding and succeeding chairmen.

EXECUTIVE COMMITTEE: An executive body, established by virtue of Articles V and XII of the Charter.

MEETING: A regular and extraordinary session of the Executive Committee.

HOST COUNTRY: The Headquarter State "Kingdom of Saudi Arabia".

SECRETARY GENERAL: The Secretary General of the Organization of Islamic Cooperation.

CHAIRMAN: The chairman of the committee.

FOLLOW-UP: Reviewing and considering the implementation progress of the resolutions adopted by the summit and CFM and facilitate their implementation.

RULE 2: FUNCTIONS OF THE COMMITTEE

1. The Committee shall follow-up the implementation of the Summit and CFM resolutions.

RULE 3: MEETINGS

1. The Committee shall hold its regular meetings biannually.
2. Regular Meetings of the Committee shall be convened on dates decided upon by the Committee in consultation with the Secretary-General of the OIC taking into account the calendar of other meetings scheduled by the OIC Secretariat.
3. Extraordinary Meetings of the Committee shall be convened by decision of the Committee, upon the request of a member State or the Secretary General.
4. Meetings of the Committee shall normally be held at the Headquarters or at another venue proposed by the Secretary General.
5. The Secretary-General shall notify members of the Committee, as well as all other Member States, of the date and duration of each regular and extraordinary meetings of the Committee.

RULE 4: AGENDA

1. The provisional agenda for each regular or extraordinary meeting shall be prepared by the Secretary General in consultation with the Chairman of the Committee, and shall include:
 - (a) Any item decided upon by the Committee at a previous Session;
 - (b) Any item proposed by the Chairman of the Committee;
 - (c) Any item proposed by a member of the Committee;
 - (d) Any item proposed by a member State;
 - (e) Any item proposed by the Secretary-General.

2. The items on the agenda of the regular or extraordinary meetings of the Committee shall confine to items on the agenda of the Summit and CFM.
3. No internal or bilateral issues of Member State(s), without the official request by and explicit consent of the concerned Member State(s) may be included on the agenda of the regular or extraordinary meetings of the Committee.
4. The provisional agenda and the basic documents relating to each item on the agenda of regular meetings of the Committee shall be transmitted to members of the Committee, as well as all other Member States, at least three weeks prior to the start of the meeting.
5. The provisional agenda and any possible documents relating to extraordinary meetings of the Committee shall be transmitted to members of the Committee, as well as all other Member States, at least 7 days prior to the meeting.
6. The Committee, at the beginning of its regular and extraordinary meetings, shall adopt its agenda, by affirmative vote of two-thirds majority of its members.

RULE 5: MEMBERS OF THE COMMITTEE

1. Members of the Committee shall be Summit chairman in office, preceding and succeeding chairmen, the Council chairman-in office, preceding and succeeding chairmen and the host country.
2. The concerned Member States should be invited to participate, without vote, in the deliberations of the regular and extraordinary meetings of the Committee.
3. All interested Member States of the OIC will have the right to participate, without vote, in regular and extraordinary meetings of the Committee. Interested Member State(s) should inform the General Secretariat of the willingness for the participation in the meetings of the Committee 24 hours before convening of the meeting of Committee.
4. Concerned and interested Member States participating in the meetings of the Committee may address the committee and submit proposals.
5. The OIC Secretary General is ex-officio member of the Committee

and will participate, without vote, in all its meetings.

RULE 6: BUREAU OF THE COMMITTEE

1. Bureau of the Committee shall be composed of Chairman, Vice-Chairman and Secretary General as an ex-officio member.
2. Chairmen of the Summit and CFM will be the Chairman and Vice-Chairman of the Committee respectively.
3. The Bureau shall perform its functions within the mandate of the committee stipulated in Rule 2 of the Rules of Procedure.
4. In the exercise of those functions the Bureau shall remain under the authority of the Committee.
5. The Bureau and the secretary general shall represent the Committee whenever mandated for engagement/negotiation with OIC member(s) or non-member state or inter/intra-governmental organization in the interest of the organization or a member state.
6. In the absence of Chairman, Vice-Chairman shall assume the chair, with the same powers and duties as the Chairman.

RULE 7: POWERS OF THE CHAIRMAN

1. The Chairman shall declare the opening and closing of each meeting of the Committee, direct the discussion, ensure observance of the present rules, accord the right to speak, put questions to the vote and announce decisions.
2. The Chairman, subject to the present rules, shall have control over the proceedings of the Committee and over the maintenance of order at its meetings.
3. The Chairman may, in the course of the discussion of an item, propose to the Committee the limitation of the time to be allowed to speakers, the limitation of the number of times each speaker may speak on any question and the closure of the list of speakers.
4. The Chairman shall rule on points of order. He shall also have the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting. Debate shall be confined to the question before the Committee, and the Chairman may call a speaker to order if her or his remarks are not relevant to the subject under discussion.

RULE 8: GENERAL SECRETARIAT

1. The Secretary General shall be responsible for informing the Member States of the OIC and members of the Committee without delay any questions that may be brought before it for consideration or of any other international development(s) that may be of relevance to the OIC.
2. The General Secretariat shall be responsible for all necessary arrangements for meetings of the Committee and will facilitate the effective performance of its functions.
3. The Secretary-General or his representative shall be present at all meetings of the Committee and may make oral or written statements at such meetings.

RULE 9: OFFICIAL AND WORKING LANGUAGES

Official and working languages will be as provided in Article 38 of the OIC Charter.

RULE 10: CONDUCT OF BUSINESS

1. The meetings of the Committee shall be held in camera.
2. Two-third of the States member of the Committee shall constitute a quorum. The member states will participate in the committee meetings at the level of Ministers or their representatives in their absence.
3. The Committee, in exercising all its functions, shall fully observe the OIC charter, and the Principles of transparency, accountability and integrity.

RULE 11: CONCLUSION OF DEBATES

1. The Committee shall take its decisions by consensus, or, failing which, by affirmative vote of two-third majority of its members present and voting.
2. The conclusions of the Committee shall not contradict the provisions of Charter, rules and regulations of the OIC, as well as the resolutions of Summit and CFM.

RULE 12: REPORTS AND RECORDS OF THE COMMITTEE

1. The Chairman of the Committee or the Secretary General, by the consent of the Committee Members, at the end of regular and extraordinary meetings of the Committee, may issue a Press Release on conclusions of its meeting.
2. The Committee, at the end of its regular and extraordinary meetings will formulate its report, which will include information concerning the agenda items, participants, summary of debates and conclusions of the committee.
3. Reports of the Committee as referred to in paragraph 2 above, shall be circulated to all OIC Member States, not later than 15 days after the conclusion of the meetings.
4. The Committee shall submit to the CFM an annual report on its activities which shall contain, inter alia, the concluding comments and recommendations of the Committee relating to follow-up of the implementation of CFM and Summit resolutions.

RULE 13: THE RELATIONSHIP BETWEEN THE OIC ORGANS AND THE COMMITTEE.

1. The Subsidiary Organs, Specialized and Affiliated Institutions, and Standing Committees will report through the Secretary General progress of implementation to the Committee in the areas falling within the scope of their activities.
2. The Secretary-General will invite Subsidiary Organs, Specialized and Affiliated Institutions and Standing Committees, whenever he determines that implementation in the areas falling within the scope of activities of OIC organs needs to be reported to the Committee. The Committee may allow written and oral statements to the representatives of such organs.

RULE 14: AMENDMENT OF RULES OF PROCEDURE

1. Any request for amending these Rules may be made at any time by a Member State, by means of a notification in writing addressed to the General Secretariat.
2. Such a request will be communicated to Member States at least four months before its submission to the CFM.
3. Amendments to these Rules shall be adopted by the CFM.

RULE 15: ADOPTION AND DATE OF COMING INTO FORCE

1. These Rules shall be adopted by the CFM and come into force from the date of its adoption.
