



**Rules Of Procedure Of The
Islamic Commission For Economic, Cultural And
Social Affairs Of The
Organization Of Islamic Cooperation (ICECS)**

ARTICLE 1: TITLE

This document is called the “Rules of Procedure of the Islamic Commission for Economic, Cultural and Social Affairs”.

ARTICLE 2: SCOPE

The scope of competence of the Islamic Commission for Economic, Cultural and Social Affairs englobe two following principle missions assigned to the Commission, namely;

1. To act as a preparatory “Commission” for an impending Council of Foreign Ministers.
2. To act as a “Joint General Assembly” for the Subsidiary Organs of the Organization of Islamic Cooperation.

ARTICLE 3: DEFINITIONS

For the purposes of this document, the following terms shall have the meanings herein-under assigned to them:

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| a. Organization: | The Organisation of Islamic Cooperation |
| b. Charter: | The Charter of the Organization. |
| c. Member States: | The Member States of the Organization |
| d. Summit: | The Islamic Summit Conference of Kings
and Heads of State/Government. |
| e. Council : | The Council of Foreign Ministers |
| f. Secretary General: | The Secretary General of the Organization. |
| g. General Secretariat: | The General Secretariat of the
Organization. |
| h. Commission: | Islamic Commission for Economic,
Cultural and Social Affairs |

- i. **Sessions:** Meetings of the Commission.
- j. **Plenary:** Plenary of the Commission
- k. **Joint General Assembly:** The Commission acting as the Joint
General Assembly for the Subsidiary
Organs.
- l. **Economic Committee:** The Economic Committee of the
Commission
- m. **Cultural and Social Committee:** The Cultural and Social
Committee of the Commission.
- n. **Chairman:** The Chairman of the Commission
- o. **Subsidiary Organs:** The Subsidiary Organs of the Organization.
- p. **Specialized Institutions:** The Specialized Institutions of the
Organization.
- q. **Affiliated Institutions:** The Affiliated Institutions of the
Organization.

ARTICLE 4 : FUNCTIONS OF THE COMMISSION

1. In acting as a Preparatory Commission for impending Council, the Commission will examine all economic, cultural and social questions referred to it before making recommendations to the Council on all economic, cultural and social issues referred to it as stipulated in its Agenda.
2. In its capacity as the Joint General Assembly, the Commission shall:
 - a. Determine the general policies of the Subsidiary Organs and formulate the general guidance to them;
 - b. Consider and submit for approval to the Council the final accounts of the Subsidiary Organs after having been audited by the Permanent Finance Committee.
 - c. Consider the activities of the subsidiary organs and examine their proposed programme budgets for subsequent consideration by the Permanent Finance Committee.

- d. Elect the members of the Governing Boards of the Subsidiary Organs from amongst the Member States;

ARTICLE 5: PARTICIPATION

1. Members:

The Commission is open to all Member States.

2. Non-Members:

a) Subsidiary Organs

Subsidiary Organs shall participate in the work of the sessions with the right of presenting clarifications and proposals regarding their activities.

b) Specialized and Affiliated Institutions

Specialized and Affiliated Institutions may participate in the deliberations of the Commission acting as preparatory Commission for the impending Council to present clarifications and to make the activities of their Institutions.

c) Observers

Participation of observers in the session of the Commission are subject to the relevant rules and procedures of the Organization is applicable.

ARTICLE 6: SESSIONS

1. Regular Sessions:

The Commission shall hold every year a regular session at the Headquarters of the Organization or at any other place agreed upon. Each Session of the Commission shall determine the date and venue of the next Session.

2. Extraordinary Sessions:

The Commission may also hold extraordinary Session(s) upon:

- a. Decision of the Commission; or
- b. Decision of the Council of Foreign Ministers; or

- c. Request of a Member State and the concurrence of the majority of Member States.

In (a) and (b) above, the decision to hold an Extraordinary Session should include the date and the venue of such a session.

In (c) above, the Extraordinary Session shall take place within two months from the date of receipt of concurred notifications establishing the required quorum.

ARTICLE 7: PROVISIONAL AGENDA FOR SESSIONS

1. The Secretary General draws up the Provisional Agenda for each session of the Commission.
2. The Provisional Agenda of the Session shall include:
 - a) Items referred to the Session by the Council;
 - b) Items referred to the Session by a previous session.
 - c) Items proposed by Member States.
 - d) Items proposed by the Secretary General.

For a), b), and d) above, the General Secretariat shall prepare an explanatory Memorandum for each item to be circulated with the Provisional Agenda to the Member States.

For c) above, the request for inclusion must reach the Secretary General at least 15 days prior to the opening of the Session.

3. The Commission shall adopt its agenda by the majority of Member States present and voting if no consensus is reached.
4. The Provisional Agenda for an Extraordinary Session is limited, in principle, to the issue(s) for which the Session is convened.

Nevertheless, the Commission may, in adopting the Agenda for an Extraordinary session, add other items of urgent nature, if the majority of the Members of the Commission so decides.

5. During the Session, the Commission may amend the Agenda of the Session by two-third majority of Member States present and voting if no consensus is reached.

ARTICLE 8: BUREAU

1. The Bureau of the Commission shall consist of a Chairman, three Vice-Chairmen and a Rapporteur. The Secretary General is an ex-officio member of the Bureau.
2. The Bureau is elected at the inaugural meeting of the Session.

The Members of the Bureau mentioned above shall continue to hold office until the election of the Bureau of the next Session of the Commission.

3. In addition to exercising the powers conferred upon him by these Regulations, the Chairman shall declare the opening and closing of the Session of the Commission, direct the discussions, accord the right to speak and ensure observance of these Regulations and the maintenance of order during the Session. The Chairman shall rule on the points of order. He may propose the limitation of the time allowed to speakers, the adjournment or closure of the debate and the suspension or adjournment of the Session.
4. A Vice-Chairman shall carry out the functions of the Chairman during his absence.
5. The Rapporteur and the General Secretariat are responsible for the preparation of the final report of the Session.

ARTICLE 9: ROLE OF THE SECRETARY GENERAL

1. a) The Secretary General shall notify the date and venue of each Session to all Member States and other participants to the Session, at least one month prior to the opening date of the Session of the Commission.

b) The invitations addressed by the Secretary General to all participants shall be accompanied with the draft Provisional Agenda and the working documents to be submitted to the Session.
2. The Secretary General or his authorized representatives from the General Secretariat shall participate in all the work of the meetings of the sessions and shall present at all times studies and clarifications on the items under consideration.
3. The Secretary General shall, through the General Secretariat in collaboration with the host country, ensure the arrangements and organization of the Session.

4. Without prejudice to paras 1 and 3 above, and for the purpose of the Islamic Commission acting as Joint General Assembly, the Secretary General may authorize the Subsidiary organs to communicate the related reports, studies and documents to Member States at least one month prior to the opening date of the Session of the Commission.

ARTICLE 10: VOTING

1. Each Member State shall have one vote.
2. Without prejudice to Article VII para 5, all decisions or resolutions related to matters of procedure shall be adopted by a simple majority of members present and voting. Other decisions, resolutions or recommendations shall be adopted by a two-third majority of members present and voting if no consensus is reached.
3. Voting shall usually be taken by show of hands. However, a roll-call vote recording shall be taken if requested by a Member State and seconded by two others.
4. Explanations of vote delivered by Member States shall be recorded in the minutes.
5. Reservations expressed by member States during the session towards a resolution or a recommendation or part of it shall be recorded in the reports.
6. Non-Members referred to in article 5 above shall not participate in the vote.

ARTICLE 11: PROPOSALS AND AMENDMENTS

- 1) Proposals: made during the Session:
 - a) Proposals shall be submitted in writing to the Chairman and circulated to the delegations by the General Secretariat. The Chairman shall put the proposal for discussion by the Commission not later than 24 hours before the closure of the debate.
 - b) A proposal may be withdrawn by the sponsor at any time before voting, provided that it has not been amended. However, a proposal thus withdrawn may be reintroduced by any Member of the Commission.
 - c) If a proposal is rejected by voting, it cannot be reintroduced during the same session of the Commission.

2) Amendments:

Amendments to a proposal or parts of it shall be voted separately before the original proposal and according to their furtherness from the original proposal.

ARTICLE 12: POINTS OF ORDER

1. During the discussion of any issue, a representative of a Member State may at any time raise a point of order which shall be decided upon immediately by the Chairman. If the ruling of the Chairman is challenged by one or more of the representatives, the Chairman shall put the motion to the vote of the Commission.

The Commission shall adopt motions by simple majority.

2. Motions indicated below shall have precedence in the following order over all other motions before the meeting:
 - a) Suspension of the meeting;
 - b) Adjournment of the meeting;
 - c) Closure of the debate;
 - d) Adjournment of the debate;
 - e) Referring any matter to a Committee.

ARTICLE 13: ELECTIONS

1. Elections for the members of the Bureau of the Commission shall observe the geographical distribution among different regional areas represented in the Organization.
2. For the purposes of Article IV Para 2(d) above, elections shall be held by secret ballot on the basis of the simple majority.

ARTICLE 14: AMENDMENTS TO THE RULES OF PROCEDURES

Amendments to the present Rules of Procedure shall be adopted by the Council. The Commission may also make recommendations to this effect.

ARTICLE 15: APPLICATION

The present Rules of Procedure shall take effect from the date of their adoption by the Council.

ARTICLE 16: LANGUAGES

1. The official languages of the Commission shall be Arabic, English and French.
2. All documents presented to the Commission for consideration shall be drawn in these three languages.
3. Any representative may address meetings in a language other than the official languages of the Commission provided that the interpretation into one of the official languages is arranged by the speaker.

ARTICLE 17: GENERAL PROVISIONS

For issues not covered by these Rules of Procedure, the Rules of Procedure of the Organization of Islamic Cooperation will apply.

This document has been adopted at the Fourth Session of the Sixth Islamic Summit Conference (Session of Al-Quds Al-Sharif, concord and Unity) held in Dakar, Republic of Senegal on 5 Jumad Al-Thani, 1412H (11 December 1991).