



**Rules of Procedure for the Meeting of the  
Permanent Finance Committee (PFC) of OIC**

**Approved by the 39<sup>th</sup> Session of the Council of Foreign Ministers held in Djibouti,  
Republic of Djibouti**

**From 15-17 November 201**

**INTROCUTORY MEMORANDUM**

Resolution No.1/21-AF was adopted by the Twenty-First Council of Foreign Ministers held at Karachi, Islamic Republic of Pakistan from 4-8 Zul Qadah 1413H (25-29 April 1993). Para 4 of the Resolution reads as follows:

**“Requests the General Secretariat to prepare draft Rules and Procedure, and Bye-Laws for the Permanent Finance Committee to be considered by it in its Twenty-Third Session for submission to the Twenty-Second CFM”.**

The General Secretariat has, accordingly, prepared the draft “Rules of Procedure” which was submitted for consideration by the Permanent Finance Committee in its Twenty-Third Session, held at the OIC headquarters, Jeddah, from 25-29 Shaban 1414H (5-9 February 1994).

As per Resolution No.1/11-AF(IS), the 11<sup>th</sup> Session of the Islamic Summit which was held in Dakar – Senegal, has requested the General Secretariat to revise the existing Rules of Procedure of the Permanent Finance Committee (PFC).

Accordingly, after a series of discussions and deliberations on the document of “the Rules of Procedure for the Meeting of the Permanent Finance Committee of the OIC”, an Inter-governmental Group of Experts (IGGE) meeting was held on 19-20 September 2011 at the Headquarters of the General Secretariat, which reviewed the document and finally produced a final workable format of the document.

As the above-mentioned format of “the Rules of Procedure for the Meeting of the Permanent Finance Committee of the OIC” was submitted to the 40<sup>th</sup> PFC for final consideration, the Committee, on behalf of the 38<sup>th</sup> CFM, issued a Resolution No.2/40-AF(PFC) to establish another Inter-Governmental Group of Experts (IGGE) of OIC Member States, which met on the first half of 2012 and thoroughly reviewed it and was finally submitted, through the 41<sup>st</sup> PFC, to the 39<sup>th</sup> CFM Session held in Djibouti, Republic of Djibouti, during 15-17 November 2012, which approved the Rules of Procedure in the following format by 4/39-AF;

## **Article I: Title**

This document is called the “Rules of Procedure for the meeting of the Permanent Finance Committee of the Organization of Islamic Cooperation”.

## **Article II: Applicability**

These Rules of Procedure shall apply to all sessions of the Permanent Finance Committee.

## **Article III: Definitions**

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

a) <b>Organization</b>	The Organization of Islamic Cooperation (OIC)
b) <b>Charter</b>	The Charter of the Organization
c) <b>Member States</b>	The Member States of the Organization
d) <b>Summit</b>	The Islamic Summit Conference of Kings and Heads of State/Government
e) <b>Council</b>	The Council of Foreign Ministers (CFM)
f) <b>Secretary General</b>	The Secretary General of the Organization
g) <b>General Secretariat</b>	The General Secretariat of the Organization
h) <b>Committee</b>	The Permanent Finance Committee
i) <b>Sessions</b>	Meetings of the Committee
j) <b>Chairperson</b>	The Chairperson of the Committee
k) <b>Subsidiary Organs</b>	The Subsidiary Organs of the Organization
l) <b>Institutions</b>	The specialized/affiliated institutions of the Organization
m) <b>Members Present and Voting</b>	Members present and casting an affirmative or negative vote.

## **Article IV: Functions of the Committee**

1. The Committee shall act as a Preparatory Committee for the Council
2. In assuming the functions of the Preparatory Committee to the Council, the Committee considers all administrative and financial issues referred to it or included in its agenda.
3. The Committee shall submit the budget, the final accounts, and other related documents of the General Secretariat and the Subsidiary Organs along with its recommendation, to the Council for approval.

## **Article V: Participation**

### **Members:**

The Committee is open to all Member States.

### **Non-Members:**

#### **a) General Secretariat & Subsidiary Organs**

General Secretariat and Subsidiary Organs shall participate in the work of the sessions with the right of presenting clarifications and proposals regarding their activities, which include budgets, final accounts, and all administrative and financial matters, whenever they are requested by the Committee.

#### **b) OIC Institutions**

The Secretary General, on the request of the Committee, may invite OIC institutions to its sessions, wherever required.

## **Article VI: Sessions**

### **Regular Sessions:**

The Committee shall hold every year a regular session at the Headquarters of the Organization or at any other place agreed upon. Each Session of the Committee shall be held at least one month before the Council.

### **Extraordinary Sessions:**

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

- a) Decision of the Committee; or
- b) Decision of the Council; or
- c) Request of a Member State and the concurrence of the majority of Member States; or
- d) Request of the Secretary General for unforeseen purposes that are extremely needed.

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

## **Article VII: Provisional Agenda for Sessions**

1. The General Secretariat draws up the Provisional Agenda for each session of the Committee.
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 provided that the request for the inclusion shall be accompanied by the necessary documentation.
  - d) Report of the Finance Control Organ.
  - e) Proposed budgets for the next financial year.
  - f) Items proposed by the Secretary General,
  - g) Any other business,

For (a) and b) above, the General Secretariat and/or Subsidiary Organs shall prepare, where necessary, 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 Committee then 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 Committee may, in adopting the Agenda for an Extraordinary Session, add other items of urgent nature, if the majority of the Members of the Committee present and voting so decides.

5. During the session, the Committee may amend the Agenda of the Session by simple majority of Member States present and voting if no consensus is reached.

## **Article VIII: Bureau**

1. The Bureau of the Committee shall consist of a Chairperson, three Vice-Chairperson and a Rapporteur.
2. The Bureau is elected at the inaugural meeting of the Session.
3. Elections for the members of the Bureau of the Committee shall observe the geographical distribution among different regional areas represented in the Organization, on the basis of the simple majority.
4. The elected Bureau shall work, in close cooperation with the Secretary General, who is attending or his representative, in all session of the Committee.
5. The Bureau mentioned above shall continue to hold office until the election of the Bureau of the next Session of the Committee.
6. In addition to exercising the powers conferred upon him by these Rules, the Chairperson shall declare the opening and closing of the Session of the Committee, direct the discussions, accord the right to speak and ensure observance of these Rules and the maintenance of order during the Session. The Chairperson 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.

7. A Vice-Chairperson shall carry out the functions of the Chairperson during his absence.
8. The Rapporteur and the General Secretariat are responsible for the preparation of the final report of the Session.

## **Article IX:           Role of the Secretary General**

1. The Secretary General shall notify the date and venue of each Session to all Member States and other participants to the Session, at least two months prior to the opening date of the Session of the Committee.
2. The Secretary General shall ensure that the General Secretariat and subsidiary organs communicate the related documents of the agenda items, such as proposed budgets, reports and studies, to Member States at least one month prior to the opening date of the Session of the Committee.
3. 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 clarifications on the items under consideration.
4. The Secretary General shall, through the General Secretariat in collaboration with the host country, ensure the arrangements and organization of the Session.

## **Article X:           Voting**

1. Each Member State shall have one vote.
2. Decisions can be taken by consensus. If consensus cannot be obtained, decisions shall be taken by a two-third majority of the members present and voting.
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 provided that the reservations are not against the Charter of the Organization.
6. Non-Members referred to in Article V above shall not participate in the vote.

## **Article XI: Proposals and Amendments during Session**

### **A. Proposals:**

1. Proposals and amendment to proposals shall normally be submitted in writing to the Chairperson and circulated to the delegations by the General Secretariat. The Chairperson shall put the proposal for discussion by the Committee not later than 24 hours before the closure of the debate.
2. Member States may send their observations and proposals to the General Secretariat early enough before the session is convened. The General Secretariat shall circulate these observations and proposals to the delegations in the meeting for necessary action in that regard.
3. If a proposal is adopted or rejected by voting, it may not be reconsidered during the same session of the Committee, unless the Committee, by a two-third majority of the Member states present and voting, decides in favour of reconsideration.

### **B. Amendments:**

Amendments to a proposal or parts of it shall be voted separately before the original proposal.

## **Article XII: 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 Chairperson. If the ruling of the Chairperson is challenged by one or more of the representatives, the Chairperson shall put the motion to the vote of the Committee.

The Committee 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;

**Article XIII: Languages**

1. The official languages of the Committee shall be Arabic, English and French.
2. All documents, including reports, presented to the committee 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 Committee provided that the interpretation into one of the official languages arranged by the speaker.

**Article XIV: Amendments to the Rules of Procedures**

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

**Article XV: Entry into Force**

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

**Article XVI: General Provisions**

For issues not covered by these Rules of Procedure, the Rules of Procedure of the Council will apply.

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