

## APPROVAL OF RULES OF PROCEDURE OF CONGRESSES

(Document prepared by APPU Bureau)

1. Subject	References/paragraphs
Informing Congress on: <ul style="list-style-type: none"><li>- the process for conducting Congress meetings is set out in the Rules of Procedure of Congresses (RoPC)</li><li>- the standard practice to review (and amend if requested) the RoPC takes place in the first Plenary session of a Congress</li><li>- 18 proposals have been received to amend the RoPC</li><li>- the Bureau has prepared an order of consideration of the 18 proposals</li><li>- the process for amending the RoPC</li><li>- the style in which discussion of the 18 proposals may be managed by the Chair</li></ul>	<p>§ 1.1</p> <p>§ 1.2</p> <p>§§ 2.1 – 2.3</p> <p>§§ 3.1 – 3.2</p> <p>§§ 4.1 – 4.2</p>
2. Decisions expected	
Congress is asked to: <ul style="list-style-type: none"><li>- <b>note</b> and <b>approve</b> the order of consideration of the 18 proposals to amend the RoPC</li><li>- <b>consider</b> each of the 18 proposals as presented to the respective Plenary sessions</li></ul>	<p>§ 2.3, Tables 1 and 2</p> <p>§§ 4.1 – 4.2</p>

### 1. Introduction

- 1.1 The practices and procedures for conducting a Congress are set out in the Rules of Procedure of Congresses (RoPC). The current Rules of Procedure are included at Congress 2022 Doc 6. Add1.
- 1.2 The Rules of Procedure are reviewed at the commencement of each Congress. Review is based on amendments proposed either by members or by the Bureau.

### 2. Amendments to the RoPC and order of consideration of proposals

- 2.1 A total of 18 proposals to amend the RoPC have been received.
- 2.2 The Bureau has reviewed the 18 proposals and has set out an order of consideration of them. Details are provided in the two Tables in paragraph 2.3 (on next page).

2.3 It is intended to deal with the 18 proposals in two separate Plenary sessions as follows.

- (i) In the Plenary session on the Monday morning (29 August), 13 proposals will be considered in four separate segments. See Table 1 for details.
- (ii) In the Plenary session on the Thursday morning (1 September), 5 proposals will be considered in the one segment. See Table 2 for details.

**Table 1: Proposals for discussion on Monday morning (29 August)**

Line	Proposal No.	Sponsor	Topic	Nature of Amendment
<b>First Segment (1 proposal)</b>				
1	19.1.91_Rev 1	Australia, New Zealand, Thailand	Online participation in Congress	Highest priority
<b>Second Segment (5 proposals taken together)</b>				
2	19.1.1	China, New Zealand	General Provision	Editorial
3	19.4.6	China, New Zealand	Credentials	Editorial
4	19.6.1	China, New Zealand	Officers of Congress	Editorial
5	19.11.1	China, New Zealand	Reports	Editorial
6	19.13.1	China, New Zealand	Minutes	Editorial
<b>Third Segment (4 proposals taken individually)</b>				
7	19.3.1	China, New Zealand	Delegations	Minor substance
8	19.10.1	China, New Zealand	Discussion	Minor substance
9	19.12.1	China, New Zealand	Decisions	Minor substance
10	19.4.91	China, New Zealand	Order of Seating	Minor substance
<b>Fourth Segment (3 proposals taken individually)</b>				
11	19.4.2	China, New Zealand	Credentials	Minor substance
12	19.4.3	China, New Zealand	Credentials	Minor substance
13	19.4.5	China, New Zealand	Credentials	Minor substance

**Table 2: Proposals for discussion on Thursday morning (1 September)**

Line	Proposal No.	Sponsor	Topic	Nature of Amendment
<b>Sole Segment (5 proposals taken individually)</b>				
14	19.4.1	China, New Zealand	Credentials	Complex
15	19.4.4	China, New Zealand	Credentials	Complex
16	03 Rev 1	China, New Zealand	Observers	Complex
17	19.9.1	China, New Zealand	Quorum	Complex
18	19.12.91	China, New Zealand	Quorum	Complex

### 3. Process for amendments to the RoPC

3.1 Article 16 of the Congress RoPC specifies as follows.

1. Each Congress may also amend the Rules of Procedure. In order to be accepted for discussion, proposals to amend the present Rules, unless submitted by the APPU Executive Council, shall be supported in Congress by at least two delegations.
2. To be adopted, proposals for amendments to the present Rules must be approved by at least two-thirds of the member-countries represented in Congress.
3. Such amendments shall take effect immediately.

3.2 In terms of compliance with Article 16 the position is set out below.

**Paragraph 1:** the proposals are not from the Executive Council. Accordingly, they need to be supported by at least two delegations. This requirement has been met. For 17 of the 18 proposals, that requirement is already met. The remaining proposal will need a supporting member to make the appropriate statement.

**Paragraph 2:** the majority to approve a proposal is clear. The quorum for a decision to be valid is 17 members physically present.

**Paragraph 3:** the immediate effect of any changes is clear. An updated set of RoPC will be issued once the Drafting Committee has completed the work involved.

#### **4. Consideration and approval of the 18 proposals**

- 4.1 Amendments to RoPC do not generally create much discussion. However, those in Lines 1, 14, 15, 16, 17 and 18 of Tables 1 and 2 may well generate debate.
- 4.2 The point in paragraph 4.1 is that the Chair will assume that delegates have studied all the proposals. From this, the style for managing discussion of the proposals will probably be:
  - (i) to invite any member who objects to those in Lines 2 to 13 to make their views known; and
  - (ii) to open the floor for discussion for the proposals in Lines 1, 14, 15, 16, 17 and 18.
- 4.3 In the meantime, members who wish to complete their understanding of the proposals are urged to contact the Bureau for obtaining any clarification. This will assist in the management of what is a complex first Plenary session on Monday, 29 August.

## **Rules of Procedure of Congresses**

*(as amended by the 9th APPU Congress in Seoul)*

### **Contents**

#### Article

1. General Provisions
2. Convening of the Congress
3. Delegations
4. Delegates' Credentials
5. Observers
6. Officers of the Congress
7. Congress Business
8. Languages
9. Quorum
10. Discussion
11. Committee Report
12. Decisions at Plenary Sessions
13. Minutes of the Plenary Sessions
14. Approval by Congress of Draft Decisions
15. Signature
16. Amendments to the Rules

#### **Article 1**

##### **General Provisions**

The present Rules of Procedure have been drawn up pursuant to the provisions of the General Regulations.

#### **Article 2**

##### **Convening of the Congress**

Each Congress is convened in accordance with the provisions of the General Regulations.

#### **Article 3**

##### **Delegations**

1. A delegation is composed of one or more delegates duly authorized by the Government of a member-country and possibly, one or more attached officials (such as experts, secretaries, etc.)
2. Attached officials shall be admitted to meetings and all have the right to participate in deliberations, but normally they shall not have the right to vote. However, they may be authorized by the Head of their delegation to vote on behalf of their country at Committee meetings. Such authorizations should be handed, in writing, to the Chairman of the Committee concerned, before the beginning of the meeting.

#### **Article 4**

##### **Delegation's Credentials**

1. Delegates' credentials shall be signed by the Head of State, the Head of Government or the Minister of Foreign Affairs of the country concerned. They must be drawn up in due form. Credentials authorizing the holder to sign the Acts shall implicitly include the right to vote. Delegates to whom the relevant authorities have given full powers without specifying their scope shall be authorized to debate, vote and sign the Acts unless the wording of the credentials is explicitly to the contrary.
2. Delegates credentials shall be deposited with the authority designated for that purpose.
3. The credentials of a member-country which arranges for the delegation of another member-country to represent it at Congress (proxy) shall be in the same form as those mentioned in Paragraph 1.
4. A delegation which, after it has deposited its credentials, is prevented from attending one or more meetings, may arrange to be represented by the delegation of another country, provided that notice in writing is given to the Chairman of the meeting concerned. However, any one delegation may only represent one country other than its own.

#### **Article 5**

##### **Observers**

1. Representatives of the Universal Postal Union may take part in the debates of Congress without the right to vote.
2. The following may be invited, at the request of Congress or the Executive Council, to send representatives as observers:
  - the United Nations and its Specialized Agencies;
  - any other Restricted Postal Union;
  - postal administrations of countries, other than APPU members, which are members of the Universal Postal Union;
  - postal administrations of countries which are non-members of the Universal Postal Union and of non self-governing territories and other areas in Asia and the Pacific;
  - any other international organization having an interest in the work of the Union.
3. These observers may take part in the debates of Congress without the right to vote.

#### **Article 6**

##### **Officers of the Congress**

1. At the first plenary session, at which the Chairman of the Executive Council presides, Congress shall elect its Chairman and Vice-Chairman. Should the Chairman be unable to exercise his function, the Vice-Chairman shall replace him.
2. The Chairman shall submit for the approval of Congress the choice of Chairman and rapporteurs of Committees.
3. The Director of the Bureau assumes the functions of the Secretary-General of the Congress and takes part in the debates without the right to vote.

## **Article 7**

### **Congress Business**

The business of Congress is generally dealt with at plenary sessions. However, if necessary, Congress may create Committees to carry out its work.

## **Article 8**

### **Languages**

- 1 English shall be used in the deliberations and documents of Congress. However, subject to arrangement for the interpretation into English, delegations may use other languages in the debates. In this case the cost of the interpretation shall be borne by delegation using the alternative.
- 2 However, where French is concerned, the host country shall furnish, as far as possible, any convenient means of interpretation to the delegation using this language.

## **Article 9**

### **Quorum**

A majority of the member-countries represented in Congress or on the Committee shall constitute a quorum.

## **Article 10**

### **Discussion**

Delegates may not take the floor until they have been giving permission to do so by the Chairman of the meeting. They are urged to speak slowly and distinctly. Delegates should be afforded the opportunity of freely and fully expressing their views on the subject under discussion so long as that is compatible with the normal course of the debate.

## **Article 11 Committee**

### **Reports**

When a Committee has concluded work, its Chairman shall make and present a report to the plenary session for approval.

## **Article 12**

### **Decisions at Plenary Session**

The Congress shall endeavor to secure the greatest measure of common agreement on all matters discussed.

### **Article 13**

#### **Minutes of the Plenary sessions**

1. The minutes of the plenary sessions shall be drawn up by the Secretariat of the Congress.
2. The minutes shall record the course of the meetings, briefly summarize speeches and mention proposals and the outcome of discussions.
3. Any delegate may request the insertion in the minutes of any statement he has made. In such a case, he must supply the text to the Secretariat within two hours of the end of the session.
4. Delegates shall be allowed a period of twenty-four hours, from the moment when the draft minutes are distributed, in which to make their comments to the Secretariat.
5. The Chairman shall submit the minutes to the Congress at the appropriate time for approval. The minutes of meetings which it has not been possible to approve in Congress shall be approved by the Chairman. The Bureau shall also take account of any comments received from delegates of member-countries within forty days of the dispatch of the minutes to them. It shall then distribute one copy of the signed final minutes to each member-country of the Union.
6. The Bureau shall be authorized to correct in the minutes of Congress any clerical errors which were not brought to light when the minutes were approved in accordance with Paragraph 5.

### **Article 14**

#### **Approval by the Congress of Draft Decisions (Acts, Resolutions, etc)**

1. Drafts of the Acts, Resolutions etc. submitted by the Drafting Committee may only be regarded as adopted after approval at the plenary sessions.
2. The Bureau shall be authorized to correct, in the final Acts, any clerical errors which have not come to light during the study of the draft Acts, the numbering of articles and paragraphs.

### **Article 15**

#### **Signature**

The Acts adopted by Congress shall be signed at the close of Congress by the authorized delegates of each member-country.

### **Article 16**

#### **Amendments to the Rules**

5. Each Congress may also amend the Rules of Procedure. In order to be accepted for discussion, proposals to amend the present Rules, unless submitted by the APPU Executive Council, shall be supported in Congress by at least two delegations.
6. To be adopted, proposals for amendments to the present Rules must be approved by at least two-thirds of the member-countries represented in Congress.
7. Such amendments shall take effect immediately.