



**Rules of Procedure  
of the  
Regional Committee for Europe  
and of the  
Standing Committee  
of the  
Regional Committee for Europe**

**Including amendments adopted on  
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**Part 1**  
**Rules of Procedure**  
**of the**  
**Regional Committee for Europe**

## **I. Membership and attendance**

### **Rule 1**

The Regional Committee shall consist of not more than two representatives of each of the Members (i.e. Member States and Associate Members) of the European Region of the World Health Organization. The representatives may be accompanied by alternates and advisers.

### **Rule 2**

Subject to the terms of any existing agreements, the Regional Committee may arrange for consultation with the respective regional committees of the United Nations and with those of other specialized agencies and with other regional international organizations having interests in common with the World Health Organization and for their participation, without vote, in its discussions.

The Regional Director, in consultation with the Regional Committee, may invite States not members of the Committee to participate without vote in the sessions of the Committee. Representatives of nongovernmental organizations, international business associations and philanthropic foundations admitted into official relations with the World Health Organization pursuant to the Framework of Engagement with Non-State Actors are invited to participate without vote in the sessions of the Regional Committee, as provided for in paragraph 55 of the Framework of Engagement. Other international, regional and national nongovernmental organizations,<sup>1</sup> international business associations and philanthropic foundations not in official relations with the Organization but accredited to participate in meetings of the Committee in accordance with paragraph 57 of the Framework of Engagement may also participate without vote in the deliberations of the Regional Committee, as provided for in the Framework of Engagement.

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<sup>1</sup> In accordance with Article 71 of the WHO Constitution.

## **II. Credentials**

### **Rule 3**

The Members shall communicate to the Regional Director, if possible fifteen days before the date fixed for the opening of any session of the Regional Committee, the names of their representatives and the names of all alternates, and advisers. Similarly, the organizations referred to in Rule 2 invited to be represented at the session shall communicate the names of the persons by whom they will be represented.

The credentials of persons attending the session shall be delivered to the Regional Director, if possible before the opening of the session.

## **III. Sessions**

### **Rule 4**

The Regional Committee shall hold at least one session a year. It shall determine at each session two years in advance the time and place of subsequent sessions. Notices convening the session shall be sent by the Regional Director not more than six months nor less than six weeks before the commencement of the session to the Members, to the Director-General of the World Health Organization and to the organizations referred to in Rule 2 invited to be represented.

### **Rule 5**

The Regional Director, in consultation with the President, shall also convene the Regional Committee at the joint request of any eight Members addressed to him or her in writing and stating the reason for the request. In this case, the Committee shall be convened within thirty days following receipt of the request and the session shall be held at the Regional Office unless the Regional Director, in consultation with the President, determines otherwise.

The agenda of such a session shall be limited to the questions having necessitated that session. In the event that the post of Regional Director unexpectedly falls vacant, the Director-General may, in consultation with the President, convene the Regional Committee for

the purpose of establishing a Regional Evaluation Group and taking related decisions in accordance with Rule 47.

### **Rule 6**

Except as provided in Rule 47 the meetings shall be held in public, unless the Regional Committee decides otherwise.

## **IV. Agenda**

### **Rule 7**

The provisional agenda of each session shall be drawn up by the Regional Director and despatched with the notice of convocation.

### **Rule 8**

Except in the case of sessions convened under Rule 5, the provisional agenda of each session shall include:

- (a) all items the inclusion of which has been prescribed by the World Health Assembly;
- (b) all items the inclusion of which has been prescribed by the Executive Board of the World Health Organization;
- (c) any item proposed by the Director-General;
- (d) any item proposed by a Member of the Region;
- (e) any item proposed by the Standing Committee (established under Rule 14);
- (f) the report of the Standing Committee;
- (g) the annual report of the Regional Director.

### **Rule 9**

Subject to the provisions of Rule 5, the Regional Director may, in consultation with the President and the Executive President of the Regional Committee (as provided in Rule 10), and the Deputy

Executive President as Chairperson of the Standing Committee (as provided in Rule 14.2.4) include any question which may arise between the despatch of the provisional agenda and the opening of the session in a supplementary agenda, which the Regional Committee shall examine together with the provisional agenda.

## **V. Officers of the Regional Committee**

### **Rule 10**

10.1 The Regional Committee, at each annual session convened under Rule 4, shall elect as its officers a President, an Executive President and a Deputy Executive President. It shall also elect a Rapporteur. The officers and the Rapporteur shall hold office until their successors are elected. The Deputy Executive President would normally be elected Executive President at the subsequent regular session of the Regional Committee.

10.2 The Standing Committee established under Rule 14.2 below shall submit, after appropriate consultations, one nomination each for President, Executive President and Deputy Executive President. Additional nominations for President, Executive President and Deputy Executive President may be made by the Members of the Regional Committee.

### **Rule 11**

11.1 In addition to exercising the powers which are conferred upon him or her elsewhere by these Rules, the presiding officer shall declare the opening and closing of each meeting of the Regional Committee, shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order, and, subject to these Rules, shall control the proceedings at any meeting and shall maintain order thereat. The President may, in the course of the discussion of any item, propose to the Regional Committee the limitation of the time to be allowed to each speaker or the closure of the list of speakers.



11.2 When the President is not presiding, or for whatever reason is otherwise unable to act or has expressly decided not to act in the capacity of his or her office, all the functions, responsibilities and powers of the office shall be fully exercised by the Executive President. The President shall normally preside over the opening and closing meetings of each session of the Regional Committee, including the adoption of the report of the session, and over those agenda items involving nominations and elections. The Executive President shall normally preside over all other agenda items.

11.3 If both the President and Executive President decide at any time not to preside over, or are unable to attend a session or meeting, then the Deputy Executive President shall preside.

11.4 In the event that all the officers are unable to attend a session, or any meeting, the Regional Committee shall elect a person to preside until such time as one of the officers is able to attend.

## **Rule 12**

Where consultation with the President is provided for in these Rules, and the President is not available for consultation, such consultation shall be held with the Executive President, the President being informed. The Regional Director may also, at his or her discretion, consult the Executive President and Deputy Executive President in their own right whenever this appears appropriate for the matter in question.

## **Rule 13**

The President, or the Executive President or the Deputy Executive President, while presiding over the Regional Committee, may not vote unless they are unable to appoint another representative or alternate from their delegation to act as representative of their government.

## **VI. Subcommittees of the Regional Committee**

### **Rule 14**

14.1 The Regional Committee may establish sub-committees or other subdivisions for the study of, and report on, any item on its agenda.

14.2 The Regional Committee shall establish a Standing Committee of the Regional Committee with the following terms of reference:

14.2.1 The Standing Committee shall consist of a Chairperson, as provided in Rule 14.2.4, and twelve representatives of Member States that have been elected for that purpose by the Regional Committee. The Regional Committee shall, when electing the membership of the Standing Committee, take into account the need for equitable geographical distribution, adequate representation of the interests of the Region, the opportunity for all Member States of the Region to participate over time in the work of the Standing Committee and other considerations relevant to maximizing the effectiveness of the work of the Standing Committee.

14.2.2 The rules set forth below shall apply for determining the membership of the Standing Committee.

- (a) Not less than eight months before the date fixed for the opening of the next annual session of the Regional Committee, the Regional Director shall inform each Member State of the Region that he or she will receive nominations for membership on the Standing Committee. Nominations shall be made by Member States notifying the Regional Director six months before the date fixed for the opening of the Regional Committee session of their interest in having a representative on the Standing Committee. Member States shall submit with their nominations (1) curricula vitae, in a standard format, of the representatives they intend to appoint if elected to the Standing Committee, and (2) a letter of intent explaining the relationship of the Member State with WHO, its commitment to WHO priorities at the global and regional levels, and the contribution that it would make as a member of the Standing Committee. The Regional Director shall notify all Member States of the Region prior to the start of the World Health

Assembly of the nominations so received and shall send to all Member States the curricula vitae of the intended representatives and the letters of intent.

- (b) The Officers of the Standing Committee, in consultation with the Executive President of the Regional Committee, shall seek consensus among Member States submitting nominations. In so doing the Standing Committee shall seek to achieve the criteria enumerated in Rule 14.2.1, as well as the additional criteria for subregional grouping of Member States and experience and areas of competence of candidates as decided by the Regional Committee.<sup>2</sup> Member States having submitted nominations may at any time during such consultations withdraw their nominations, by notifying the Regional Director, in order to achieve consensus among those Member States having submitted nominations.
- (c) Should it not be possible to reach consensus as provided in paragraph (b) above – such that immediately prior to the start of the Regional Committee session at which the membership of the Standing Committee is to be considered, there are more nominations than there are seats to be filled – then the Standing Committee may draw up in a manner to be determined by it a list of candidates equal to the number of seats to be filled which, in the Standing Committee’s opinion, would best meet – if elected – the criteria enumerated in Rule 14.2.1, as well as the additional criteria for subregional grouping of Member States and experience and areas of competence of candidates as decided by the Regional Committee.<sup>1</sup> The Standing Committee will submit this list to the Regional Committee for its information when considering the membership of the Standing Committee.
- (d) Member States having submitted nominations must be represented at the Regional Committee during the relevant agenda item otherwise their nominations will not be considered. If at the time of selection of the members of the Standing Committee, there are still more nominations than

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<sup>2</sup> Resolution EUR/RC60/R3

there are seats to be filled, the Regional Committee shall elect the members by secret ballot in accordance with Rule 43.

14.2.3 Member States shall be elected for three years and shall not be immediately re-elected.

14.2.4 The Deputy Executive President of the Regional Committee shall be *ex officio* the Chairperson of the Standing Committee. The Executive President may attend any meeting of the Standing Committee as an observer without the right to vote.

14.2.5 In the event that a Member State declines to appoint a representative on the Standing Committee as provided in Rule 2.1 of the Rules of Procedure of the Standing Committee, or for any reason the representative ceases to be the appointed representative of the Member State concerned and the Member State does not appoint, in accordance with Rule 2.2 of the Rules of Procedure of the Standing Committee, a new representative within 60 days, the seat shall automatically be declared vacant.

14.2.6 [Deleted]

14.2.7 In the event that the seat of a Member State on the Standing Committee remains empty for two consecutive sessions of the Standing Committee by not having either the representative or alternate attend any part of either of the two sessions, the Regional Director shall report that fact to the next session of the Regional Committee. At the same time, the Standing Committee may submit its views on the matter, including its opinion as to whether there was good cause for such non-attendance. Unless the Regional Committee decides otherwise, the seat of that Member State on the Standing Committee shall be deemed vacant.

14.2.8 In cases where a seat falls vacant, an election for the remainder of the term shall be held at the next annual session of the Regional Committee from among the nominations received for membership of the Standing Committee, provided that in so doing the remaining term of membership for the elected replacement is at least two years. In cases where the remaining term of membership would be one year, no election shall be held and the seat shall remain

vacant, unless it can be filled by an interested Member State of the Standing Committee having a two year term of membership coming to a conclusion at the same time. In the event of there being more than one such Member State, the selection shall be made by drawing lots. A Member State serving for the remainder of a term, whose total membership is less than three consecutive years, shall not be subject to the limitation provided for in Rule 14.2.3 of the Rules of Procedure of the Regional Committee. The Member State whose seat has fallen or been declared vacant shall not be eligible for nomination to the Standing Committee until after the next closure of a Regional Committee session.

14.2.9 The Standing Committee shall propose its own Rules of Procedure to be approved by the Regional Committee. If there are no rules that apply to a certain matter, the Standing Committee shall apply the Rules of Procedure of the Regional Committee or, in the absence of any relevant rules, of the Executive Board or the World Health Assembly as it may be necessary to obtain a rule relevant to the situation.

14.2.10 The functions of the Standing Committee shall be:

- (a) to act for and represent the Regional Committee and to ensure that effect is given to the decisions and policies of the Regional Committee, especially with regard to its supervisory functions as per Article 50 (b) of the WHO Constitution;
- (b) to advise the Regional Committee on questions referred to it by that body, and to counsel the Regional Director as and when appropriate between sessions of the Regional Committee;
- (c) to submit advice or proposals to the Regional Committee and to the Regional Director on its own initiative;
- (d) to propose items for the agenda of meetings of the Regional Committee;
- (e) to submit to the Regional Committee for consideration and approval the regional component of WHO's general programme of work;
- (f) to perform any other functions entrusted to it by the Regional Committee;

- (g) to report to the Regional Committee on its work;
- (h) to examine credentials of delegates of Members, by establishing a subdivision of three members, and report thereon to the Regional Committee.

14.2.11 In exercising their mandate, representatives on the Standing Committee should consider the general interests of the Region and act on behalf of the Regional Committee as a whole, not excluding acting in the interests of the whole in situations where this would be at the expense of other interests of concern to them.

## **VII. Election of representatives to other bodies**

### **Rule 14.3**

Selections of Members to be represented on bodies not covered by Rules 14.1 and 14.2 shall be carried out, *mutatis mutandis*, in accordance with the procedures set forth in Rule 14.2.2.

## **VIII. Secretariat**

### **Rule 15**

The Regional Director shall be *ex officio* the Secretary of the Regional Committee and of the Standing Committee and of any other subdivision of the Committee. He or she may delegate these functions.

### **Rule 16**

The Regional Director shall report to the Regional Committee on the technical, administrative, financial and policy implications, as the case may be, of all agenda items. The Standing Committee will present its views on the major items as appropriate.

### **Rule 17**

The Regional Director, or a member of the Secretariat designated by him or her, may at any time make either oral or written statements concerning any question under consideration.

### **Rule 18**

A draft report of each session of the Regional Committee shall be prepared by the Secretariat for adoption by the Regional Committee prior to the close of each session. The Secretariat shall also arrange for sound recordings to be made of the meetings of the Regional Committee. Such recordings of the whole or part of the session shall be made available to Member States on request, in the original language of the speakers and/or the interpretation into any of the four working languages of the Region. Transcripts of specific parts of sessions shall likewise be made available upon request.

### **Rule 19**

All resolutions, recommendations, and other important decisions of the Regional Committee shall be communicated by the Regional Director to the representatives, to all Members and to the Director-General in the working languages of the Regional Committee.

## **IX. Languages**

### **Rule 20**

English, French, German and Russian shall be the working languages of the Regional Committee. Speeches made in any working language shall be interpreted into the other working languages.

### **Rule 21**

Any representative may speak in a language other than the working languages. In this case he or she shall himself or herself provide for interpretation into one of the working languages. Interpretation into the other working languages by interpreters of the Secretariat shall be based on the interpretation given in the first working language.

## **X. Conduct of business**

### **Rule 22**

A majority of the Member States represented at the session shall constitute a quorum.

### **Rule 22 bis**

Formal proposals by Member States in the form of resolutions or decisions, relating to items of the provisional agenda, shall be introduced in writing and transmitted to the Regional Director at least seven days prior to the opening of the first day of the session of the Regional Committee provided the relevant documentation is published three weeks prior to the commencement of that session. The Regional Committee may, if it deems it appropriate, consider formal proposals which have been introduced by Member States of the Region after the above-referenced deadline.

Proposals for substantive amendments of such formal proposals shall normally be introduced in writing and handed to the Regional Director, prior to the closure of the first day of the session of the Regional Committee. The Regional Director shall circulate copies of such amendments to the delegations no later than the opening of the second day of the session. No such amendments shall be discussed or put to the vote at any meeting of the Regional Committee unless copies of them have been circulated to all delegations at least 24 hours previously. The President may, however, permit the discussion and consideration of amendments, even though they have not been circulated in accordance with this timeline.

### **Rule 22 ter**

Formal proposals by the Secretariat in the form of resolutions or decisions, relating to items of the provisional agenda shall be sent by the Regional Director to the Member States, and to the organizations referred to in Rule 2 invited to be represented, at least six weeks before the commencement of the session.

Proposals for substantive amendments of such formal proposals shall normally be introduced in writing and handed to the Regional



Director at least 24 hours prior to the opening of the first day of the session of the Regional Committee. The Regional Director shall circulate copies of such amendments to the delegations no later than the opening of the first day of the session. No such amendments shall be discussed or put to the vote at any meeting of the Regional Committee unless copies of them have been circulated to all delegations at least 24 hours previously. The President may, however, permit the discussion and consideration of amendments, even though they have not been circulated in accordance with this timeline.

### **Rule 22 quarter**

In furtherance of the fair and efficient conduct of business of the session of the Regional Committee, formal proposals for resolutions, decisions or substantive amendments thereof may require prior consultation on the way forward with the Officers of the Regional Committee and the Regional Director, if the Regional Committee so decides. The Regional Committee may, furthermore, decide to establish a subcommittee to consider and elaborate on such matters.

### **Rule 23**

No representative may address the Regional Committee without having previously obtained the permission of the presiding officer. The presiding officer shall call upon speakers in the order in which they signify their desire to speak. The presiding officer may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

### **Rule 24**

Any representative may request his or her alternate to speak and vote on any question. Upon the request of the representative or his or her alternate, the President may allow an adviser to speak but the latter shall not have the right to vote.

## **Rule 25**

During the discussions of any matter, a representative may raise a point of order and the point of order shall be immediately decided by the presiding officer. A representative may appeal against the ruling of the President, in which case the appeal shall immediately be put to the vote. A representative raising a point of order may speak on the point of order only. He or she may not speak on the substance of the matter under discussion.

## **Rule 26**

During the course of a debate the presiding officer may announce the list of speakers and, with the consent of the Committee, declare the list closed. He or she may, however, accord the right of reply to any representative if in his or her opinion a speech delivered after he or she has declared the list closed makes it desirable.

## **Rule 26 bis**

The right of reply shall be accorded by the presiding officer to any representative who requests it. Representatives should, in exercising this right, attempt to be as brief as possible and preferably deliver their statement at the end of the meeting at which this right is requested.

## **Rule 27**

The following motions shall have precedence in the following order over all other proposals or motions, except a point of order:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion; and
- (d) for the closure of the debate on the item under discussion.

### **Rule 28**

Subject to Rule 27, any motion calling for a decision on the competence of the Regional Committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

### **Rule 29**

During the discussion on any matter, a representative may move the suspension or adjournment of the meeting. Such motion shall not be debated but shall be immediately put to the vote.

For the purpose of these Rules, “suspension of the meeting” means the temporary postponement of the business of the meeting and “adjournment of the meeting” the termination of all business until another meeting is called.

### **Rule 30**

During the discussion on any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, one speaker may speak in favour of, and one against, the motion, after which the motion to adjourn the debate shall be immediately put to the vote.

### **Rule 31**

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. If request is made for permission to speak against closure, it may be accorded to not more than two representatives, after which the motion shall be immediately put to the vote. If the Regional Committee decides in favour of closure, the presiding officer shall declare the debate closed.

### **Rule 32**

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the

request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are separately approved shall subsequently be put to the vote as a whole. If all operative parts of the proposal or the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

### **Rule 33**

When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Regional Committee shall first vote on the amendment deemed by the presiding officer to be furthest removed in substance from the original proposal and then on the amendment next removed therefrom, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

A motion is considered an amendment to a proposal if it only adds to, deletes from, or revises part of that proposal. A motion which constitutes a substitution for a proposal shall be considered as a proposal.

A proposal for amendment to any motion or to any resolution should normally be made in writing and handed to the Secretariat of the Regional Committee at the time that it is made.

### **Rule 34**

If two or more proposals are moved the Regional Committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been circulated to all Members, unless the result of a vote on a proposal makes unnecessary any other voting on the proposal or proposals still outstanding.

### **Rule 35**

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended, or, if amended, that the proposer of the amendments agrees to the withdrawal. A motion thus withdrawn may be reintroduced by any representative.

### **Rule 36**

When a proposal has been adopted or rejected it may not be reconsidered at the same session, unless the Regional Committee, by a two thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

### **Rule 37**

The presiding officer may at any time require any proposal, motion, resolution or amendment to be seconded.

## **XI. Voting**

### **Rule 38<sup>3</sup>**

Each Member entitled to vote shall have one vote.

### **Rule 39**

Subject to Rule 36, the decisions of the Regional Committee shall be made by a majority of the representatives present and voting. For the purpose of these Rules, the phrase “representatives present and voting” means representatives casting an affirmative or negative vote.

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<sup>3</sup> Assembly Resolution WHA2.103, para 3(2) reads: “Associate Members shall have all rights and obligations in the regional organizations, with the exception that they will have no vote in plenary meetings of the Regional Committee, nor in subdivisions dealing with finance or constitution matters”.

Representatives abstaining from voting are considered as not voting. In a secret ballot all invalid votes shall be so reported to the Committee and shall be counted as abstentions.

#### **Rule 40**

If the votes are equally divided on a matter other than an election, the proposal shall be regarded as not adopted.

#### **Rule 41**

The Regional Committee shall normally vote by a show of hands, except that any representative may request a roll call, which shall then be taken in the English alphabetical order of the names of the Members. The name of the Member to vote first shall be determined by lot. The vote of each representative participating in any roll call shall be inserted in the records.

#### **Rule 42**

After the presiding officer has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of voting.

#### **Rule 43**

Elections shall normally be held by secret ballot. However, except as concerns the nomination of the Regional Director, if the number of candidates for elective offices does not exceed the number of offices to be filled, no ballot shall be required and such candidates shall be declared elected. Where ballots are required, two tellers appointed by the presiding officer from among the representatives shall assist in the counting of votes. The nomination of the Regional Director shall be decided by secret ballot in accordance with Rule 47.

#### **Rule 44**

In addition to the cases provided for elsewhere by these Rules, the Regional Committee may decide to vote on any matter by secret

ballot, provided that no secret ballot may be taken on budgetary questions.

A decision under this Rule by the Regional Committee, whether or not to vote by secret ballot, may only be taken by a show of hands; if the Regional Committee has decided to vote on a particular question by secret ballot, no other mode of voting may be requested or decided upon.

#### **Rule 44 bis**

After the voting has been completed, a Representative may make a brief statement, consisting solely of an explanation of vote. A sponsor of a proposal shall not speak in explanation of vote thereon, except if it has been amended.

#### **Rule 45**

Subject to the provisions of Rule 46 when only one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates obtaining the largest number of votes; if in the second ballot the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots.

#### **Rule 46**

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be as many additional ballots as are necessary to fill the remaining places, the ballots being restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the places remaining to be filled.

#### **Rule 46 bis**

In an election each Representative, unless he abstains, shall vote for that number of candidates equal to the number of elective places to

be filled. Any ballot paper on which there are more or fewer names than there are elective places to be filled shall be null and void.

#### **Rule 47**

47.1 At its session preceding the one at which a person is due to be nominated as Regional Director, the Regional Committee shall appoint a Regional Evaluation Group composed of six members chosen from delegations of the Members attending the Regional Committee, based on equitable geographical representation, to make a preliminary evaluation of candidates for nomination in the light of the criteria specified by the Regional Committee and to perform related functions as set out in this Rule. Four members shall constitute a quorum for the Regional Evaluation Group to conduct its business.

47.2 The rules set forth below shall apply for determining the composition of the Regional Evaluation Group.

- (a) The selection of the members of the Regional Evaluation Group shall be carried out, *mutatis mutandis*, in accordance with the procedure set forth in Rule 14.2.2. In view of the Standing Committee's oversight role vis-à-vis the Regional Office, two members of the Regional Evaluation Group should normally be persons having either recently served on the Standing Committee or currently representing their countries on that Committee. In the event of an election being held pursuant to Rule 43, the allocation of seats for members shall be made in accordance with the order in which members received the majority votes.
- (b) The members shall cease to serve on the Regional Evaluation Group if a candidate is presented by the Member on whose delegation they served at the Regional Committee when they were appointed.

47.3 Not less than eleven months before the date fixed for the opening of a session of the Regional Committee at which a person is due to be nominated as Regional Director, the Director-General shall inform each Member of the Region that he or she will receive proposals of names of candidates for nomination by the Regional



Committee as Regional Director. Copies shall be sent to the Regional Office's list of official contacts, as well as to the Chairperson of the Regional Evaluation Group.

47.4 Any Member of the Region may propose the name or names of one or more persons, each of whom has indicated willingness to act as Regional Director, submitting with each proposal particulars of the person's qualifications and experience. Member States shall be mindful of the Code of Conduct adopted by the Regional Committee and shall bring it to the attention of such persons. Such proposals shall be sent to the Director-General so as to reach him or her not less than seven months before the date fixed for the opening of the session. This time limit may be extended by the President of the Regional Committee on the proposal of the Regional Evaluation Group. Any such extension shall be communicated by the Chairperson of the Regional Evaluation Group to the Director-General, who shall promptly inform the Member States of the Region.

47.5 A person holding office as Regional Director for the Region shall, if he or she is eligible and has so requested within the time limit referred to in Rule 47.3, be a candidate for nomination without being proposed under the preceding paragraph.

47.6 [Deleted]

47.7 Not later than two weeks after the expiration of the time limit referred to in Rule 47.4, the Director-General shall transmit a list of names and all particulars of candidates received to the Chairperson of the Regional Evaluation Group.

47.8 The Regional Evaluation Group shall, unless it exceptionally decides otherwise, make arrangements for all candidates to give a time-limited oral presentation at a meeting to which all Member States of the Region are invited. This arrangement shall, in the interest of due process and transparency, apply in all cases, even when there is only one candidate. In order to give all Member States an equal opportunity to attend such a meeting, it would normally be convened jointly with the Standing Committee during the latter's

session immediately prior to the opening of the World Health Assembly.

47.9 The Director-General shall, not less than six months before the date fixed for the opening of the session, cause copies of all proposals for nomination as Regional Director (with particulars of qualifications and experience) received by him or her within the period specified to be sent to each Member of the Region and shall indicate to each Member whether or not the person holding the office is a candidate for nomination. Copies shall be sent to the Regional Office's list of official contacts, as well as to the Chairperson of the Regional Evaluation Group.

47.9 bis Prior to the release of the evaluation report by the Regional Evaluation Group on all candidates provided in Rule 47.10 below, the person(s) who have been proposed for the post of Regional Director and/or the person holding office as Regional Director for the Region who has requested to be a candidate for nomination, as provided by Rule 47.5 above, shall be invited to undergo a medical examination, and to have a completed WHO medical examination form brought to the attention of the Director, Health and Medical Services, at WHO headquarters. The Director, Health and Medical Services, shall inform the Chairperson of the Regional Evaluation Group as to whether the person(s) who have been proposed for the post of Regional Director and/or the person holding office as Regional Director for the Region who has requested to be a candidate for nomination as provided by Rule 47.5 enjoy the good physical condition required of all staff members of the Organization and satisfy the criterion stipulated in paragraph 2(f) of resolution EUR/RC47/R5.

47.10 Not less than ten weeks before the date fixed for the opening of a session, the Chairperson of the Regional Evaluation Group shall send, under confidential cover, the evaluation report of the Evaluation Group on all candidates, and an unranked short-list of not more than five candidates who in its opinion most closely meet the criteria laid down, to the President, the Executive President and the Deputy Executive President of the Committee, to each Member State of the Region according to the Regional Office's list of official contacts, and to the Director-General.

47.11 In the event that the post of Regional Director unexpectedly falls vacant, the Director-General shall:

- (a) designate a person to act as Regional Director until the appointment of a new incumbent;
- (b) decide, in consultation with the President, whether a special session of the Regional Committee should be convened as set out in Rule 5.

47.12 The nomination of Regional Director shall take place at a private meeting of the Regional Committee, which will be attended only by representatives, alternates and advisers of Members of the Regional Committee and by essential members of the Secretariat as established by the Director-General. The Regional Committee shall make a selection by secret ballot from among the persons who are candidates under this Rule, in the following manner:

- (a) at each ballot, each representative entitled to vote shall write on his or her ballot paper the name of a single candidate chosen from those who are candidates under this Rule;
- (b) if a candidate obtains at any ballot the majority required under Rule 39, he or she shall be declared nominated;
- (c) if at a ballot no candidate obtains the required majority and one candidate obtains a lesser number of votes than any other candidate, he or she shall be eliminated and a further election ballot held;
- (d) if at any ballot no candidate obtains the required majority and two or more candidates obtain the same lesser number of votes than other candidates, the Regional Committee shall decide by ballot as to which of the candidates obtaining such lesser number of votes shall be eliminated and, such candidate having been eliminated, a further election ballot shall be held.

47.13 If the number of candidates is reduced to two, and if there is a tie between those two candidates after three further ballots, the names of both those candidates shall be forwarded for selection to the Executive Board.

47.14 The name of the person or persons so nominated shall be announced at a public meeting of the Regional Committee and submitted to the Executive Board.

47.15 [Deleted]

47.16 The appointment of the Regional Director shall be for five years and he or she shall be eligible for reappointment once only.

## **XII. Suspension and amendment of Rules of Procedure**

### **Rule 48**

Any of these Rules may be suspended provided that at least forty-eight hours' notice of the proposal for such suspension has been given to the presiding officer and communicated by him or her to the representatives twenty-four hours before the meeting at which the proposal is to be submitted. If, however, on the advice of the presiding officer the Regional Committee is unanimously in favour of such a proposal, it may adopt it immediately and without notice.

### **Rule 49**

Amendments of these Rules may be adopted by the Regional Committee provided notice of a proposed amendment is given in writing to Members or their representatives at least forty-eight hours before the meeting at which the proposal is to be submitted.

## **XIII. General provisions**

### **Rule 50**

If there are no rules herein applicable to a certain matter, the Regional Committee shall apply the Rules of Procedure of the World Health Assembly or, in the absence of any relevant rules, of the Executive Board.

**Part 2**  
**Rules of Procedure**  
**of the**  
**Standing Committee**  
**of the**  
**Regional Committee for Europe**

## **I. Membership and attendance**

### **Rule 1**

The Standing Committee of the Regional Committee for Europe (hereinafter referred to as the “Standing Committee”), shall, in accordance with Article 49 of the Constitution of the World Health Organization (hereinafter referred to as the “Organization”) and the Rules of Procedure of the Regional Committee for Europe (hereinafter referred to as the “Regional Committee”), consist of and be attended by the Deputy Executive President of the Regional Committee as *ex officio* Chairperson and the representatives of Member States of the Region duly elected by the Regional Committee to serve on the Standing Committee (hereinafter referred to as the “members”).

### **Rule 2**

2.1 Member States elected to the Standing Committee shall be formally notified by the Regional Director forthwith of their election together with a request that they confirm in writing as soon as possible, and in any event within 30 days, the appointment of their representative to attend the Standing Committee.

2.2 Any Member State wishing to change its appointed representative on the Standing Committee shall notify the Officers of the Regional Committee and the Regional Director accordingly.

2.3 Representatives of Member States on the Standing Committee shall be entitled to have travel expenses and per diem allowances relating to the Standing Committee business covered by the Regional Office.

2.4 Representatives of Member States may be accompanied by one alternate or adviser.

2.5 If a representative of a Member State is not able to attend a meeting of the Standing Committee, an alternate may replace the representative with full rights to speak, vote and otherwise participate in the Standing Committee.

### **Rule 3**

Except for the meeting to be held in May every year prior to the World Health Assembly in which all Members<sup>4</sup> from the Region will be invited to participate without the right to vote, the meetings of the Standing Committee shall be private unless the Standing Committee decides otherwise. However, having in mind the substantive issues on its agenda, and taking into account the terms of any relevant agreement, the Regional Director after consultation with the Chairperson of the Standing Committee may invite representatives of the United Nations and of other intergovernmental organizations with which the Organization has established relations to participate without vote in the deliberations of the Standing Committee.

Likewise, a Member State, Associate Member or non- Member State, where an agenda item is of particular specific concern to it, may be invited by the Regional Director to designate a representative who shall have the right to participate without vote in the deliberations on that agenda item. In such cases the cost of representation shall normally be borne by that State or Associate Member.

## **II. Sessions**

### **Rule 4**

The Standing Committee shall hold not less than four sessions a year. The Standing Committee shall determine the dates and places of its sessions.

Notices convening the scheduled sessions of the Standing Committee, together with the proposed agenda, shall normally be sent by the Regional Director not less than six weeks before the commencement of each session, to the members of the Standing Committee and to such United Nations and other international organizations, Members States and Associate Members and non-Member States as may be invited to a meeting under Rule 3. Working papers shall normally be sent by the Regional Director not later than three weeks before the session. A summary report of the

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<sup>4</sup> And regional economic integration organizations, where applicable

sessions of the Standing Committee held since the previous Regional Committee shall be given to the Regional Committee each year, as stipulated in Rule 8 of the Rules of Procedure of the Regional Committee.

## **Rule 5**

5.1 The Standing Committee, after having consulted the Regional Director, may also hold such additional sessions as it sees fit, and to which others may be invited by the Regional Director to participate as provided in Rule 3.

5.2 The Regional Director shall also convene the Standing Committee at the joint request of at least five members, addressed to him/her in writing and stating the reason for the request. In this case the Standing Committee shall be convened within thirty days following receipt of the request and the session shall be held at the Regional Office unless the Regional Director, in consultation with the Chairperson, determines otherwise. The agenda of such a session shall be limited to the question having necessitated that session.

5.3 If events occur requiring urgent action and specifically an early additional session of the Standing Committee, or alternatively a subdivision thereof, the Regional Director may, in consultation with the Chairperson, convene the Standing Committee, or a subdivision of it, in a special session and shall fix the date and determine the place of the session.

## **III. Agenda**

### **Rule 6**

The provisional agenda of each session shall be drawn up by the Regional Director in consultation with the Chairperson. It shall be despatched with the notice of convocation to be sent in accordance with Rule 4 or 5 of these Rules of Procedure.



## **Rule 7**

7.1 Except in the case of sessions convened under Rule 5, the provisional agenda shall include, *inter alia*:

- (a) items the inclusion of which has been ordered by the Regional Committee, in a manner designed to ensure timely follow-up with respect to all such items in accordance with the relevant request of the Regional Committee;
- (b) all items the inclusion of which has been ordered by the Standing Committee at a previous session;
- (c) any item proposed by a member of the Standing Committee or by a Member State or Associate Member of the Region, it being understood that (i) the Secretariat would not automatically prepare a report on the item and (ii) the Standing Committee when adopting its agenda could decide to defer consideration of the item to a future session in light of its relative urgency;
- (d) any item arising from representations from other Organizations and accepted by the Chairperson of the Standing Committee as bearing directly on the issues before the Standing Committee or otherwise being apposite under its statutory functions;
- (e) any item proposed by the Regional Director.

7.2 Should the items on the agenda be too numerous to be completed in one session, the Standing Committee may convene extra sessions as appropriate.

7.3 Any proposal for the inclusion on the agenda of any item under (c) and (d), fully documented as appropriate, shall reach the Regional Director not later than four weeks before the commencement of the session.

## **Rule 8**

Except in the case of special sessions convened at the request of the members of the Standing Committee under Rule 5, the Regional Director may, in consultation with the Chairperson, include any

question suitable for the agenda which may arise between the despatch of the provisional agenda and the opening day of the session in a supplementary agenda which the Standing Committee shall examine together with the provisional agenda.

#### **IV. Officers of the Standing Committee**

##### **Rule 9**

The Standing Committee itself shall elect a Vice- Chairperson from among its members each year at its first scheduled session. For the purposes of continuity, strengthened governance and better linkages between the Regional Committee and the Standing Committee, the Vice-Chairperson of the Standing Committee will normally, unless the Regional Committee decides otherwise, be elected Deputy Executive President of the Regional Committee at the session of the Committee held in the year following his/her election. At such time, he/she will also – in accordance with Rule 14.2.4 of the Rules of Procedure of the Regional Committee – become ex officio the Chairperson of the Standing Committee.

##### **Rule 9 bis**

These officers shall hold office until their successors are elected. The Vice-Chairperson shall be eligible for re-election provided that the normal term of membership of the Member State for which he or she is a representative in the Standing Committee continues for at least as long as the term of office of Vice-Chairperson.

##### **Rule 10**

In addition to exercising such powers as are conferred upon him or her elsewhere by these Rules, the Chairperson shall declare the opening and closing of each meeting of the Standing Committee, shall direct the discussions, accord the right to speak, put questions, announce decisions and ensure the application of these Rules. The Chairperson shall accord to speakers the right to speak in the order of their requests.

### **Rule 11**

If the Chairperson is unable to attend a session of the Standing Committee, or is absent from a meeting or any part thereof, the Vice-Chairperson shall preside.

If the Chairperson and Vice-Chairperson are both unable to attend, the Standing Committee shall elect a person to preside during the session or meeting.

### **Rule 12**

If the Chairperson resigns or for any reason is unable to complete his or her term of office, the Vice-Chairperson shall be Acting Chairperson for the purposes of the Standing Committee until the next session of the Regional Committee elects a new Deputy Executive President. The Standing Committee may elect another of its members to be Acting Vice-Chairperson for the same period.

If the Chairperson is unable to act in between sessions, the Vice-Chairperson shall act instead.

## **V. Subdivisions of the Standing Committee**

### **Rule 13**

The Standing Committee may establish such subdivisions and ad hoc working groups as it may deem necessary for the study of, and report on, any item on its agenda. The Regional Director, at the request of any such subdivision or working group, shall invite relevant experts to participate in its meetings as resource persons.

The Standing Committee shall review from time to time, and in any case once a year, the need to maintain any subdivision established under its authority.

## **VI. Secretariat**

### **Rule 14**

The Regional Director shall be *ex officio* Secretary of the Standing Committee and of any subdivision thereof. He or she may delegate these functions.

### **Rule 15**

The Regional Director shall report to the Standing Committee on the technical, administrative, financial and policy implications, if any, of all agenda items submitted to the Standing Committee.

### **Rule 16**

The Regional Director may at any time make either oral or written statements concerning any question under consideration. The Regional Director may also at his or her discretion designate such senior staff of the Regional Office as have technical and managerial responsibilities related to any question under consideration to attend the Standing Committee and to speak to, and answer any points raised on, the said items of business.

### **Rule 17**

The Secretariat shall prepare summary records of the meetings to be distributed to the members as soon as possible after the close of the meetings to which they relate. Members shall inform the secretariat in writing of any corrections they wish to have made, within such period of time as shall be indicated by the Regional Director, having regard to the circumstances.

### **Rule 18**

All proposals for formal decisions, draft resolutions and other major recommendations to be submitted to the Regional Committee shall be communicated by the Regional Director to the members of the Standing Committee.

All Member States and Associate Members of the Regional Organization shall be sent an annual report on Standing Committee activities.

## **VII. Languages**

### **Rule 19**

Any member of the Standing Committee, or invited representative of another organization or of a Member State or of an Associate Member, or of a non-Member State may speak in a language other than one of the languages decided on for the conduct of business. In this case he or she shall provide for interpretation from that language into the language(s) chosen for the session.

### **Rule 20**

All formal decisions, draft resolutions and other recommendations to be submitted to the Regional Committee, as well as finalized summary records of sessions of the Standing Committee, shall subsequently be made available in all four working languages of the Regional Committee.

## **VIII. Conduct of business**

### **Rule 21**

Eight of the members of the Standing Committee, one of whom may for this purpose be the Chairperson, shall constitute a quorum.

## **IX. Voting**

### **Rule 22**

Each member of the Standing Committee, including the Chairperson, shall have one vote.

### **Rule 23**

The decisions of the Standing Committee shall be made by a majority of the members present and voting. If the votes are equally divided on a matter the proposal shall be regarded as not adopted.

## **X. Suspension and amendment of Rules of Procedure**

### **Rule 24**

Any of these Rules may be suspended by the Standing Committee provided that at least forty-eight hours' notice of the proposal for such suspension has been given to the Chairperson and communicated by him or her to the members twenty-four hours before the meeting at which the proposal is to be submitted. If, however, on the advice of the Chairperson the Standing Committee is unanimously in favour of such a proposal, it may adopt it immediately and without notice.

### **Rule 25**

The Standing Committee may propose amendments or supplements to these Rules for approval by the Regional Committee as provided in Rule 14.2.9 of the Rules of Procedure of the Regional Committee.

The following Rules of Procedure of the Regional Committee shall apply *mutatis mutandis* to the proceedings of the Standing Committee: Rules 23 to 37 inclusive on the Conduct of business, Rules 39 to 46 inclusive on Voting.



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