



## **RULES OF PROCEDURE OF THE OAU ASSEMBLY OF HEADS OF STATE AND GOVERNMENT**

### ***Rule 1***

**The Assembly of Heads of State and Government is the Supreme Organ of the Organization of African Unity.**

### **COMPOSITION**

#### ***Rule 2***

**The Assembly is composed of the Heads of state and Government or their duly accredited representatives.**

### **FUNCTIONS**

#### ***Rule 3***

- i) Discussion of matters of common concern to Africa**
- ii) Coordinating and harmonizing the general policy of the Organization.**
- iii) Reviewing the structure, functions and acts of all organs of the Organization.**
- iv) Establishment of any specialized agencies as it may deem necessary and as provided for in Articles VIII and XX of the Charter.**

### **ORDINARY SESSIONS**

#### ***Rule 4***

**In conformity with Article IX of the Charter, the Assembly of Head of State and Government shall meet at least once a year.**

## **EXTRA-ORDINARY SESSIONS**

### ***Rule 5***

**At the request of any Member State and on Approval by a two-thirds majority of the Member States, the Assembly shall meet in extra-ordinary session.**

## **PLACE OF MEETING**

### ***Rule 6***

**The Assembly shall decide at its Ordinary Session the place of its next session by simple majority.**

## **PUBLIC AND PRIVATE MEETINGS.**

### ***Rule 7***

**All meetings of the Assembly shall be held in private; the Assembly, however, may decide by simple majority whether any of its meetings shall be public.**

## **WORKING LANGUAGES**

### ***Rule 8***

**The working languages of the Assembly are if possible African Languages, English, French, Arabic and Portuguese.**

## **ELECTION OF CHAIRMAN**

### ***Rule 9***

**The Assembly shall at the beginning of each session, elect a Chairman and eight Meeting chairman.**

## **DUTIES AND FUNCTIONS OF THE CHAIRMAN.**

### ***Rule 10***

**i) The Chairman opens and closes the meetings, submits for approval the records of the meetings, directs the debates, grants the use of the floor, submits to a vote matters under discussion, announces the results of the vote taken, rules on points of order in accordance with the Charter and the Rules of Procedure;**

**ii) The Chairman of the meeting shall ensure the order and the decorum of the proceedings of the Assembly.**

## **AGENDA**

### ***Rule 11***

**i) The provisional agenda of an ordinary session shall be drawn up by the Council of Ministers;**

- ii) **The provisional agenda of an ordinary session shall comprise the following:**
  - a) **Items which the Assembly decides to place on its agenda**
  - b) **Items proposed by the Council of Ministers;**
  - c) **Other Business.**

***Rule 12***

**The agenda of an extra-ordinary session shall be communicated by the Secretary-General at least ten days before the opening of the extra-ordinary session.**

***Rule 13***

**The agenda of an extra-ordinary session shall comprise only items submitted for consideration in the request for convening the extra-ordinary session.**

**QUORUM AND DEBATES**

***Rule 14***

**Two-thirds of the membership shall form a quorum at any meeting of the Assembly.**

***Rule 15***

**The use of the floor shall be granted by the Chairman in the order in which it has been requested.**

**RESOLUTIONS**

***Rule 16***

**Proposed resolutions, motions, or amendments shall be presented in writing to the Secretary-General who shall give copies to members of the Assembly. However, the Assembly may authorize the discussion of a proposal not previously distributed.**

***Rule 17***

**A motion or a proposed resolution may be withdrawn by the original mover prior to its being submitted to the vote. Any member may reintroduce a motion or proposed resolution that has been withdrawn.**

**POINT OF ORDER**

***Rule 18***

**During the debate, a member may raise a point of order and the point of order shall immediately be decided by the Chairman, in accordance with the Rules of Procedure. If a member appeals against the decision, the appeal shall immediately be submitted to the vote.**

## **CLOSING OF LIST OF SPEAKERS**

### ***Rule 19***

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Assembly, declare the list closed. The Chairman may, however, accord the right of reply to any members, if, in his opinion, a speech delivered after he has declared the list closed makes this desirable.

## **CLOSURE OF DEBATE.**

### ***Rule 20***

When a matter has been sufficiently discussed a member may move the closure of the debate. Two members may briefly speak in favour and two against such motion after which the motion shall be immediately put to the vote.

## **SUSPENSION OR ADJOURNMENT OF THE MEETING.**

### ***Rule 22***

During the discussion of any matter, a member may move the suspension or adjournment of the meeting. No discussion on any such motion shall be permitted, and it shall be immediately put to the vote.

## **ORDER OF PROCEDURAL MOTIONS**

### ***Rule 23***

Subject to Rule 18, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- i) to suspend the meeting
- ii) to adjourn the meeting
- iii) to adjourn the debate on the item under discussion
- iv) for the closure of the debate on the item under discussion.

## **VOTING**

### ***Rule 24***

Each Member State shall have one vote.

## **MAJORITY REQUIRED**

### ***Rule 25***

All resolutions and decisions shall be determined by a two-thirds majority of the members of the members of the Organization.

*Rule 26*

Questions of procedure shall require a simple majority of all members of the Organization. Whether or not a question is one of procedure shall be determined by a similar manner.

**VOTE ON RESOLUTIONS**

*Rule 27*

After the debate has been closed, the Chairman shall immediately put to the vote the resolution with all amendments. The vote shall not be interrupted except on a point of order related to the manner in which the vote is taking place.

**VOTING ON AMENDMENTS**

*Rule 28*

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Assembly shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until amendments have been put to the vote. If one or several amendments are adopted, the amended proposal is then put to the vote. If no amendments are adopted, the proposal shall be put to the vote in its original form. A proposal is considered as an amendments to a text if it adds or removes parts therefrom or modifies it.

**VOTE ON SEPARATE PARTS OF A PROPOSAL**

*Rule 29*

Parts of a proposal, resolution or a motion shall be voted on separately when so required. If this is done, the text resulting from the series of votes shall be put to the vote as a whole. If all operative parts of a proposed resolution or motion have been rejected as a whole.

**METHODS OF VOTING AND EXPLANATION OF VOTE**

*Rule 30*

Votes will be taken by raising the hand, but any member may request a roll-call vote which shall be taken in the alphabetical order of the names of the Member States beginning with the state whose name is drawn by lot by the Chairman. After the vote any member may request the use of the floor to explain his vote.

*Rule 31*

There shall be a secret vote for elections, and also in such special circumstances as the Assembly may determine by simple majority.

## **SECRETARY-GENERAL**

### *Rule 32*

The Assembly shall appoint the Secretary-General of the Organization by secret vote and two-thirds majority. The appointment of the Secretary-General shall not be subject to regional considerations. In the election of the Secretary-general consideration shall first and foremost be given to the competence and merit of the candidate, who shall be eligible for re-election.

### *Rule 33*

The term of office of the Secretary-General is of four years and subject to re-election.

### *Rule 34*

Assistant Secretaries-General shall be appointed for a term of office of four years, after which they may be eligible for re-election. Method of vote shall be as provided in Rule 32. The appointment of Assistant Secretaries-General shall be subject to geographical consideration on the basis of recognized OAU Regions. In the election of the Assistant Secretaries-General, consideration shall first and foremost be given to the competence and merit of the candidate, who shall be eligible for re-election. The nominations for the office of Assistant Secretaries-General shall be circulated to Member States at least three month before the election.

### *Rule 35*

The Assistant Secretaries-General shall be appointed for a term of office of four years, after which they may be eligible for re-election.

### *Rule 36*

The Assembly may terminate the mandates of the Secretary-General and Assistant Secretaries-General, when so required for the functioning of the Organization. In this respect the method of vote will be same as that of their appointment.

## **COMMITTEES**

### *Rule 37*

The Assembly may establish such Ad-hoc Committees and temporary working groups as it may deem necessary.

## **AMENDMENTS**

### *Rule 38*

These Rules of Procedure may be amended by Assembly by two-thirds majority.

## **COMPOSITION**

### ***Rule 1***

**The Council of Ministers of the Organization of African Unity is composed of Ministers of Foreign Affairs or any other Ministers appointed by the Governments of Member States.**

### ***Rule 2***

**The Council of Ministers is answerable to the Assembly of Heads of State and Government**

## **FUNCTIONS**

### ***Rule 3***

- i) It is charged with the preparation of the Assembly**
- ii) It takes cognizance of any question referred to it by the Assembly**
- iii) It implements inter-African cooperation, in accordance with the directives of the Assembly, as provided under Article II, Paragraph 2, of the Charter of the Organization of African Unity**
- iv) The budget of the Organization prepared by the Secretary-General shall be submitted, for scrutiny and approval, by the Council of Ministers**

## **REPRESENTATION**

### ***Rule 4***

**Each government shall be represented on the Council of Ministers by a delegation led by the Minister for Foreign Affairs or any other Minister appointed by the government**

### ***Rule 5***

**The government of each Member State shall communicate to the Council in advance, through the Secretary-General, the list of its duly accredited delegation**

## **ORDINARY SESSIONS**

### ***Rule 6***

**As approved by Article XII (2) of the Charter, the Council of Ministers shall meet at least twice a year, in February and in August At its ordinary annual session which shall be held in February each year, it shall consider and approve, inter-alia, the Programme and Budget of the Organization for the next fiscal year. The fiscal year of the Organization shall be from the first of June to the thirty-first of May.**

## **EXTRA-ORDINARY SESSIONS**

### *Rule 7*

**At the request of a Member State and subject to the agreement of two thirds of the members, the Council shall meet in Extra ordinary session.**

## **PLACE OF MEETINGS**

### *Rule 8*

**Sessions of the Council shall be held at the Organization's Headquarters unless a member government invites the Council to meet in its country, and in that event any additional expenses incurred by the Secretariat in respect of travel shall be borne by the member government.**

## **PUBLIC AND PRIVATE MEETINGS**

### *Rule 9*

**All meetings of the Council shall be held in private; but the Council may decide by simple majority whether any of its meetings shall be public.**

## **WORKING LANGUAGES**

### *Rule 10*

**The working languages of the Organization and all its institutions shall be, if possible, African Languages, English, French, Arabic and Portuguese.**

## **CHAIRMANSHIP, ELECTION AND TERM OF OFFICE**

### *Rule 11*

**The Council shall at the commencement of each session elect, by secret ballot and simple majority, a Chairman, three Vice-Chairmen and a Rapporteur whose terms of office shall terminate at the commencement of the next ordinary session. These officers are not eligible for re-election to the Bureau until the representatives of other Member States have held office.**

### *Rule 12*

**The Chairman opens and closes the meetings, submits for approval the records of the meetings, directs the debates, grants the use of the floor, submits to a vote matters under discussion, announces the results of the votes, rules on points of order in accordance with the Rules of Procedure.**

## **VACANCY OR ABSENCE**

### *Rule 13*

**In case of vacancy or absence of the Chairman, one of the Vice-Chairmen shall act**

in his place.

## **AGENDA**

### ***Rule 14***

The provisional agenda shall be drawn up by the Secretary-General and communicated to Member States at least thirty days before the opening of the Ordinary Session.

### ***Rule 15***

The provisional agenda of an ordinary session shall comprise, in particular:

- a) The report of the Secretary-General
- b) Items which the Assembly decides to place on agenda of the Council
- c) Items proposed by the Specialized Commissions of the Organization
- d) Items proposed by Member States
- e) Other business

### ***Rules 16***

The agenda of an extra-ordinary session convened by the Secretary-General at the request of a Member State, provided this request has been approved by the required two-thirds majority, shall be communicated fifteen days at least before the opening of the Session.

### ***Rule 17***

The agenda of an extra-ordinary session shall comprise only items submitted for consideration in the request for convening the extra-ordinary session.

## **QUORUM AND DEBATES**

### ***Rule 18***

A quorum shall be made of two-thirds of the Member States of the Organization of African Unity.

### ***Rule 19***

No representative shall have the floor without the consent of the Chairman. The Chairman shall grant the use of the floor in the order in which it has been requested. He can call to order any representative when his statement is not relevant to the matter under discussion.

## **RESOLUTIONS**

### ***Rule 20***

Proposed resolutions, motions or amendments shall be presented in writing to the

Secretary-General who shall circulate copies to representatives. However, the Council may authorize the discussion of a proposal not previously distributed. Proposed resolutions and motions shall be examined in the order of their submission. A motion or a proposed resolution may be withdrawn by the original mover prior to its being submitted to the vote. Any representative may reintroduce a motion or proposed resolution that has been withdrawn.

## **POINTS OF ORDER**

### *Rule 21*

During the debate, a representative may raise a point of order and the point of order shall immediately be decided by the Chairman, in accordance with the Rules of Procedure. A representative may appeal against the ruling of the Chairman. The appeal shall immediately be put to the vote and decided by simple majority. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

## **TIME LIMIT**

### *Rule 22*

The Council may limit the time allowed to each speaker on any question. On procedural questions, the Chairman shall limit each intervention to a maximum of five minutes. When debate is limited and a representative exceeds his allotted time, the Chairman shall call him to order without delay.

## **CLOSING OF LIST OF SPEAKERS**

### *Rule 23*

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Council, declare the list closed. The Chairman may, however, accord the right of reply to any representative if, in his opinion, a speech delivered after he has declared the list closed makes this desirable.

## **CLOSURE OF DEBATE.**

### *Rule 24*

When a matter has been sufficiently discussed any member may move the closure of the debate. Two representatives may speak in favour of the motion and two against the motion, after which the motion shall be considered approved if it has a simple majority in its favour. When the debate on an item is concluded because there are no other speakers, the Chairman shall declare the debate closed.

## **ADJOURNMENT OF DEBATE**

### *Rule 25*

During the discussion of 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 representative may speak in favour and one against the motion after which the motion shall be immediately put to the vote.

## **SUSPENSION AND ADJOURNMENT OF THE MEETING**

### *Rule 26*

During the discussion of any matter, a representative may move the suspension or adjournment of the meeting. No discussion on any such motion shall be permitted, and it shall be immediately put to the vote.

## **ORDER OF PROCEDURAL MOTIONS**

### *Rule 27*

Subject to Rule 21, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- i) to suspend the meeting
- ii) to adjourn the meeting
- iii) to adjourn the debate on the item under discussion
- iv) for the closure of the debate on the item under discussion.

## **VOTING RIGHTS**

### *Rule 28*

Each Member State shall have one vote.

## **MAJORITY REQUIRED**

### *Rule 29*

All resolutions shall be determined by simple majority of the members of the Council of Ministers

## **VOTE ON RESOLUTIONS**

### *Rule 30*

After the debate has been closed the Chairman shall immediately put to the vote the resolution with all amendments. The vote shall not be interrupted except on a point of order related to the manner in which the vote is taking place.

## **VOTING ON AMENDMENTS**

### *Rule 31*

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Council shall first vote

on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until amendments have been put to the vote. If one or several amendments are adopted, the amended proposal is then put to the vote. If no amendments are adopted, the proposal shall be put to the vote in its original form. A proposal is considered as an amendments to a text if it adds or removes parts therefrom or modifies it.

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### *Rule 32*

Parts of a proposal, resolution or a motion shall be voted on separately when so required. If this is done, the text resulting from the series of votes shall be put to the vote as a whole. If all operative parts of a proposed resolution or motion have been rejected as a whole.

## **METHODS OF VOTING AND EXPLANATION OF VOTE**

### *Rule 33*

Votes will be taken by raising the hand, but any representative may request a roll-call vote which shall be taken in the alphabetical order of the names of the Member States beginning with the state whose name is drawn by lot by the Chairman. After the vote any member may request the use of the floor to explain his vote.

### *Rule 34*

There shall be a secret vote for elections, and also in such special circumstances as the Council may determine by simple majority.

### *Rule 35*

In the event of equality of votes in issues other than elections, the proposal is deemed to be rejected.

## **COMMITTEES**

### *Rule 36*

The Council may establish such ad-hoc committees and temporary working groups as it may deem necessary.

## **AMENDMENTS**

### *Rule 37*

These Rules of Procedure may be amended by the Council of Ministers by simple majority of its members.