

SECOND UNITED NATIONS CONGRESS ON THE PREVENTION  
OF CRIME AND THE TREATMENT OF OFFENDERS

London, 8 - 20 August 1960

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RULES OF PROCEDURE

NOTE

The following rules of procedure for the Second United Nations Congress on the Prevention of Crime and the Treatment of Offenders have been prepared and issued by the Secretary-General on the basis of the recommendations made by the ad hoc Advisory Committees of Experts convened in May 1958 and in July-August 1960 in pursuance of resolution 415 (V) of the General Assembly. The rules have taken cognizance of the fact that the Second Congress is organized jointly by the United Nations and the Government of the United Kingdom which is acting as host to the Congress.

I. Participation and representation

Rule 1

The participants in the Congress are divided into three categories:

- (a) Representatives of the Governments invited to the Congress;
- (b) Representatives of the specialized agencies of the United Nations, of inter-governmental organizations and of non-governmental organizations in consultative status with the Economic and Social Council, interested in, or concerned with, social defence matters.
- (c) Individual participants having a direct interest in the prevention of crime and the treatment of offenders, including members of the teaching staffs of universities and other institutions, of criminological institutes, and of national non-governmental organizations concerned with social defence matters; members of the judiciary, of the legal profession and of the medical and allied professions; staff members of correctional establishments and institutions for juvenile delinquents; police officials; social workers, etc.

Rule 2

- (a) Each Government which proposes to participate in the Congress shall communicate to the Secretary-General the names of the representatives forming its delegation.
- (b) Each delegation shall communicate to the Executive Secretary of the Congress, normally within twenty-four hours after the opening of the Congress, the name of the head of the delegation and the names of the representatives who are authorized to cast the vote of the delegation in the absence of its head.

Rule 3

Each specialized agency, inter-governmental, and non-governmental organization which proposes to participate in the Congress shall communicate the names of its representatives to the United Nations Secretariat.

Rule 4

Persons in any of the categories described in Rule 1 (c) may participate in the Congress in an individual capacity if their application to the Secretariat of the United Nations is accepted.

II. Organization of the Congress

Rule 5

- (a) A President and five Vice-Presidents of the Congress shall be elected from among the representatives of Governments in accordance with the procedure provided for in Rule 16. The first Vice-President shall be from the host country and shall, if required, act as Alternate President.
- (b) An Honorary President as well as five Honorary Vice-Presidents may be elected by the participants in the Congress.

Rule 6

- (a) The Steering Committee shall be composed of the President and/or the alternate President of the Congress, the representative of the Secretary-General and/or his deputy, the General Rapporteur of the Congress, the Executive Secretary of the Congress and/or his deputy, the Chairman of the Sections and the members of the 1960 ad hoc Advisory Committee of Experts convened in pursuance of resolution 415 (V) of the General Assembly. A member of the British Organizing Committee shall be invited to participate in the meetings of the Steering Committee. The Steering Committee may invite any other participants of the Congress to attend the discussions of the Steering Committee.

- (b) The Steering Committee shall be the governing body of the Congress. It shall have the authority to decide the admissibility of any question submitted for consideration to the Congress which does not appear to be closely related to the items on the agenda of the Congress. Only the President, the Representative of the Secretary-General or the Chairmen of the Sections shall submit any such question to the Steering Committee for decision.
- (c) The Steering Committee shall meet each day before the Congress begins its daily business.
- (d) All decisions of the Steering Committee shall be by a majority of members present and voting.

Rule 7

- (a) For the purpose of dealing with the items on its agenda, the Congress shall be divided into three Sections, which shall report to the Plenary Meetings:
  - Section I: New forms of Juvenile delinquency; their origin, prevention and treatment. Special police services for the prevention of juvenile delinquency.
  - Section II: Prevention of types of criminality resulting from social changes and accompanying economic development in less developed countries. Short term imprisonment.
  - Section III: Pre-release treatment and after-care, as well as assistance to dependents of prisoners. The integration of prison labour in the national economy, including the remuneration of prisoners.
- (b) These items will be discussed on the basis of general reports issued by the United Nations Secretariat, as well as of reports prepared at the invitation of the Secretariat by specialized agencies, inter-governmental

bodies, and non-governmental organizations in consultative status with the Economic and Social Council. Reports or documents other than those officially submitted to the Congress will not be considered as Congress documents. They may, however, be made available by their authors for information purposes only.

- (c) Each participant shall choose the Section of which he wishes to be a member. He may, however, take part in the proceedings of more than one Section.

Rule 8

The Secretary-General shall designate a General Rapporteur for the Congress, as well as the Chairmen, Vice-Chairmen and Rapporteurs.

Rule 9

- (a) In each Section the introduction of the questions to be considered shall be made by the authors of the respective reports officially submitted to the Congress. If the authors are not available, the introduction shall be made by the Rapporteur assigned to each item. The Secretariat of the United Nations shall introduce the reports prepared by it.
- (b) The Chairmen of each Section, in consultation with the Rapporteur assigned to each item, and the Secretariat of the United Nations, shall indicate the questions to be discussed and the order in which they are to be taken up.
- (c) The conclusions or findings adopted by the Section on each of the items before it, shall be submitted to the Plenary Meeting by the respective Rapporteur.

Rule 10

The United Nations and the Government of the United Kingdom shall provide the necessary services for the functions of the Congress. The Executive Secretary and the Deputy Executive Secretary of the Congress shall be designated by the Government of the United Kingdom. They shall be responsible for making all the necessary arrangements for the meetings, interpretation and translation as well as for the reproduction and distribution of documents and, generally, shall provide whatever services the Congress may require including the organization of visits.

III. Conduct of business

Rule 11

In the Plenary Meeting, the President, and in each Section, the Chairman, shall declare the opening and closing of each meeting, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to the provisions of these rules, shall have control of the proceedings and of the maintenance of order. He may also propose the suspension or adjournment of the meeting, or the adjournment or closure of the debate on a particular item.

Rule 12

- (a) At the beginning of the debate on each item, the right to speak shall first be accorded by the President or Chairman to the representatives of Governments, and the Secretariat of the United Nations. Subject to Rule 13, all the participants in the Congress shall have the right to ask for the floor in the debate.

- (b) No speech shall, on the first occasion, exceed ten minutes. Subsequent interventions by the same speaker shall not exceed five minutes.

Rule 13

Only representatives of Governments shall be entitled to raise points of order to move the adjournment or the closure of the debate on an item under discussion, and to move the suspension or adjournment of the meeting.

- (a) Formal proposals and substantive amendments concerning conclusions and findings may be submitted, in conformity with Rule 15, by the following persons:
  - (i) in the Sections, by any Government delegation, seconded by another Government delegation;
  - (ii) in a Plenary Meeting, by two delegations of Governments, seconded by two other Government delegations.
- (b) These formal proposals and substantive amendments shall be submitted in writing to the Secretariat of the Congress which shall submit them for consideration.
- (c) The Representative of the Secretary General, or a member of the Secretariat of the United Nations designated by the said Representative for this purpose, as well as the representatives of the specialized agencies and of inter-governmental organizations may require that his point of view on a particular matter be recorded.

Rule 15

No proposals, memoranda or communications concerning items other than those on the agenda of the Congress may be introduced in a Section or in a Plenary Meeting without the approval of the Steering Committee.

IV. Voting

Rule 16

- (a) In the Plenary Meetings, voting shall be confined to government delegations, each of which shall have one vote. The vote of each delegation shall be cast by the Head of the Delegation or by a duly authorized delegate whose name, in accordance with Rule 2, shall have been communicated to the Executive Secretary of the Congress. No rule shall be laid down to determine the way of expressing the vote of a specific delegation. If, in the absence of the Head of a delegation or his duly authorized representative, the members of a delegation cannot agree on what should be the expression of the vote of the delegation concerned, no vote or mention will be recorded for this particular delegation.
- (b) The vote shall be taken by a show of hands, unless a delegation requests a roll-call vote, which shall then be taken in the English alphabetical order of the names of the States beginning with the State whose name is drawn by lot by the President.
- (c) All decisions shall be made by a majority of the government delegations present and voting.\*

Rule 17

In each Section, all participants have the right to vote. The decisions shall be made by a majority of those participants present and voting.\*

\* As stated in the note of invitation sent to Governments, "it is understood that in view of the nature of the Congress, the participants will express their own personal opinions."



V. Expression of views of non-governmental organizations and of persons participating in an individual capacity.

Rule 18

In a Plenary Meeting, any vote taken according to Rule 16, on a proposal or on a substantive amendment shall, upon request by the President, be followed by a show of hands, for consultative purposes, expressing the views of specialized agencies, inter-governmental and non-governmental organizations and of individual participants. The result of this show of hands shall be recorded in the Report of the Congress.

VI. Languages

Rule 19

Simultaneous interpretation into English, French, Spanish and Russian will be provided. Speeches may be made in any of these working languages and shall be interpreted into the other working languages.

VII. General Provisions

Rule 20

Any question not specifically covered by the Rules of Procedure of the Second United Nations Congress on the Prevention of Crime and the Treatment of Offenders shall be settled by the President or respective Chairmen following as closely as possible the relevant rules of procedure of the functional commissions of the United Nations.

Rule 21

The meetings of the Congress shall be held in public unless it is decided otherwise by a vote taken in accordance with Rule 16.

VIII. Report of the Congress

Rule 22

The report prepared by the General Rapporteur, the Rapporteurs of the Sections and the Secretariat of the United Nations shall be distributed to all Governments which were invited to the Congress and to all participants in the Congress, as defined in Rule 1.

This archiving project is a collaborative effort between United Nations Office on Drugs and Crime and American Society of Criminology, Division of International Criminology. Any comments or questions should be directed to Cindy J. Smith at [CJSmithphd@comcast.net](mailto:CJSmithphd@comcast.net) or Emil Wandzilak at [emil.wandzilak@unodc.org](mailto:emil.wandzilak@unodc.org).