

GENERAL  
ASSEMBLYFIRST UNITED NATIONS CONGRESS ON THE PREVENTION  
OF CRIME AND THE TREATMENT OF OFFENDERS

Geneva, 22 August - 3 September 1955

RULES OF PROCEDURENote

The following rules of procedure for the Congress have been prepared and issued by the Secretary-General, on the basis of the recommendations made by the Ad Hoc Advisory Committee of Experts on the prevention of crime and the treatment of offenders convened in June 1953 and with the concurrence of the similar Committee convened in August 1955 in pursuance of resolution 415 (V) of the General Assembly.

I. Participation and representationRule 1

The participants in the Congress are divided into four categories:

- (1) Delegates of the Governments invited to the Congress;
- (2) Observers of the specialized agencies and intergovernmental organizations invited to the Congress;
- (3) Representatives of the non-governmental organizations invited to the Congress;
- (4) Persons in any of the following categories participating in an individual capacity:
  - (a) officials of competent ministries or departments, police officials, officials of institutions for adult and juvenile delinquents;
  - (b) members of judicial bodies;
  - (c) members of the Bar;
  - (d) members of the teaching staff of universities;

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- (e) persons who have done distinguished scientific work in the field of prevention of crime and treatment of offenders;
- (f) representatives of governmental or private social agencies which are concerned with offenders or with the prevention of crime;
- (g) representatives of social welfare conferences and schools of social service, and
- (h) persons, or representatives of organizations, invited by the Secretary-General.

Rule 2

Each Government which proposes to participate in the Congress shall communicate the names of its delegates to the Secretary-General.

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 delegates who are authorized to cast the vote of the delegation in the absence of its head.

Rule 3

Each 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 (4) may participate in the Congress in an individual capacity on applying to the Secretariat of the United Nations, if their application is accepted by the Secretariat.

II. Organization of the Congress

Rule 5

A President and six Vice-Presidents of the Congress shall be elected from among the delegates of governments in accordance with the procedure provided for in rule 18.

Honorary Vice-Presidents may be elected by the participants in the Congress.

Rule 6

The Steering Committee of the Congress shall be composed of the President and the General Rapporteur of the Congress, the Chairmen of the Sections, the members of the 1955 Ad Hoc Advisory Committee of Experts convened in pursuance of resolution 415 (V) of the General Assembly, the Representative of the Secretary-General and the Executive Secretary of the Congress.

Rule 7

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: Standard Minimum Rules for the treatment of prisoners;  
Recruitment and training of prison personnel;

Section II: Open institutions;  
Prison labour;

Section III: Prevention of juvenile delinquency.

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; he shall designate officers of the Sections, i.e., a Chairman, a Vice-Chairman, a Rapporteur and, if necessary, Consultants, for each question to be considered. Consultants may also be designated by a specialized agency at the request of the Secretary-General.

Rule 9

The Rapporteurs of the Sections shall introduce the consideration of the questions in the Plenary Meeting, on the basis of the discussions in the Sections.

The Consultants shall assist the representative of the Secretary-General and the rapporteurs during the consideration of a question by the Congress.

Rule 10

The Representative of the Secretary-General or a member of the Secretariat of the Congress designated by him for this purpose, and the consultants nominated under rule 9 may at any meeting submit oral or written statements concerning any item under debate.

Rule 11

The Secretary-General shall provide the Secretariat of the Congress. In particular he shall designate an Executive Secretary and an Assistant Executive Secretary of the Congress and a Secretary for each of the three Sections.

The Secretariat of the Congress shall be responsible for making all the necessary arrangements for the meetings and, generally, shall provide whatever services the Congress requires.

### III. Conduct of business

#### Rule 12

In the Plenary Meeting, the President, and in each Section, the Chairman shall declare the opening and the closing of each meeting, shall direct the discussion, 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 over the maintenance of order. The President (Chairman) may decide that the number of occasions on which each participant may speak on any item should be limited, that the list of speakers should be closed or that the debate should be closed. He may also decide the suspensions or adjournment of the meeting, or the adjournment of the debate on a particular item.

#### Rule 13

At the beginning of the debate on each item, the right to speak shall first be accorded by the President (Chairman) to the delegates of Governments. When the list of speakers in this category is exhausted, then, subject to the provision of rule 14, all the participants in the Congress shall have the right to ask for the floor in the debate.

No speech shall exceed ten minutes.

#### Rule 14

Only delegates 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 the adjournment of the meeting.

#### Rule 15

Proposals and substantive amendments may be submitted, in conformity with rule 16, by the following persons:

- (a) in the Sections, by any delegate of a Government, seconded by a delegate of another government;
- (b) in the Plenary Meeting, by any delegation of a Government, seconded by another delegation.

The Representative of the Secretary-General or a member of the Secretariat of the Congress designated by the said representative for this purpose may also submit proposals and substantive amendments, both in the Sections and the Plenary Meeting.

Rule 16

Proposals and substantive amendments shall be communicated in writing to the Secretariat of the Congress and, so far as possible, the Secretariat shall circulate the text in writing to the participants.

No proposals, memoranda or notes unrelated to the questions to be considered by the Congress may be introduced in a Section or in the Plenary Meeting without the approval of the Steering Committee.

Rule 17

Any questions concerning the conduct of business which are not covered by these rules shall be settled by the President (Chairman) on the basis of the provisions of the rules of procedure of the Economic and Social Council which are applicable to such questions.

IV. Voting

Rule 18

Each Government delegation shall have one vote, and decisions in the Sections and the Plenary Meeting shall be made by a majority of the delegations present and voting.<sup>1/</sup>

The vote of each delegation shall be cast by the head of the delegation or by a duly authorized delegate.

Rule 19

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 French alphabetical order of the names of the States, beginning with the State whose name is drawn by lot by the President (Chairman).

Rule 20

Any questions concerning the voting which are not covered by these rules shall be settled by the President (Chairman) on the basis of the provisions of the rules of procedure of the Economic and Social Council which are applicable to such questions.

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<sup>1/</sup> 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 a personal capacity

Rule 21

In the Plenary Meeting, any vote taken on a proposal or on a substantive amendment according to rule 18 shall, upon request by the President, be followed by a show of hands, for consultative purposes, expressing the views of representatives of non-governmental organizations and of individual participants. The results of this show of hands shall be recorded in the report of the Congress.

VI. Languages

Rule 22

English, French and Spanish shall be the working languages of the Congress.

Speeches made in any of the working languages shall be interpreted into the other working languages.

Rule 23

Any participant may speak in a language other than the working languages if he makes provision for the interpretation of his speech into one of the working languages. The interpretation into the other working languages may be based on the interpretation given in the first working language.

VII. Publicity of meetings

Rule 24

The meetings of the Congress shall be held in public unless it is decided otherwise by a vote taken in accordance with rule 18.

VIII. Report of the Congress

Rule 25

The report prepared by the general rapporteur and the rapporteurs of the Sections shall be distributed to all governments which were invited to the Congress and to all participants in the Congress.

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).