



**Fifth United Nations Congress on the Prevention of Crime  
and the Treatment of Offenders**

**(Toronto, Canada, 1-12 September 1975)**

**PROVISIONAL RULES OF PROCEDURE**

**UNITED NATIONS**

CHAPTER I. PARTICIPANTS IN THE CONGRESS

Rule 1

The Congress shall include four categories of participants:

(a) Members officially designated by their Governments as delegates to the Congress;

(b) Individual members having a direct interest in the field of crime prevention and criminal justice, including representatives of criminological institutes and of national organizations concerned with crime prevention and criminal justice;

(c) Observers designated by national liberation movements invited to the Congress;

(d) Observers from the specialized agencies of the United Nations, or from other intergovernmental organizations or from non-governmental organizations in consultative status with the Economic and Social Council and interested in the matters before the Congress.

Rule 2

Each Government invited by the United Nations, which proposes to participate in the Congress shall communicate the names of its delegates to the Executive Secretary of the Congress via official channels. The name of the head of the delegation and of the delegate or delegates who in his absence are authorized to act as head of the delegation, including the casting of votes for the delegation, shall be communicated to the Secretariat upon registration at the Congress.

Rule 3

Each specialized agency, intergovernmental organization, non-governmental organization and national liberation movement which proposes to participate in the Congress shall communicate the names of its observers to the Executive Secretary of the Congress.

Rule 4

Persons who meet the requirements for individual participation, as determined by the Secretariat, may attend the Congress as individual members upon acceptance of their applications by the United Nations Secretariat.

CHAPTER II. ORGANIZATION OF THE WORK OF THE CONGRESS

Rule 5

The Congress shall consider the items included in the agenda prepared by the Secretariat of the United Nations with the approval of the Committee on Crime Prevention and Control.

Rule 6

The work of the Congress shall be conducted in plenary meetings and in meetings of the Steering Committee and of not more than five sections.

Rule 7

In accordance with a programme drawn up by the Secretariat, all agenda items, with the exception of the elections and the adoption of the rules of procedure and of the agenda, shall be assigned to the sections or the Steering Committee, and each item shall first be considered by the section or the steering committee to which it is assigned. Subsequently the conclusions of the sections shall be considered in plenary meetings.

The recommendations and decisions of the Steering Committee shall be transmitted to the organ concerned for consideration or information, as appropriate.

Rule 8

Sections I, II and III shall meet simultaneously during the first part of the Congress; the plenary and sections IV and V shall meet simultaneously during the second part of the Congress.

Rule 9

Participants may elect to take part in the work and consideration of up to two agenda items, provided the items are not considered concurrently.

Rule 10

In section meetings the discussions shall be under the direction of the Chairman of the section. At the discretion of the Chairman, discussions may be initiated or guided by a panel of experts designated in advance of the Congress by the United Nations Secretariat from among the registered participants with due regard to geographical representation.

Rule 11

The deliberations of each section shall be synthesized by the section's Rapporteur in a report which, together with the conclusions adopted by the section, shall be presented by the Rapporteur to the Congress in a plenary meeting. Summary records of the proceedings will not be provided, although minutes will be taken for use by the Rapporteurs and the Secretariat.

CHAPTER III. OFFICERS

Rule 12

At the opening meeting of the Congress, the representative of the Secretary-General of the United Nations shall preside until the Congress has elected a President.

Rule 13

At its opening meeting the Congress shall elect a President and up to 15 Vice-Presidents. The election of an honorary President and honorary Vice-Presidents will be at the discretion of the Congress.

Nominations for President and Vice-Presidents may be made for any delegation and will be retained if seconded by another delegation. If more nominations are received than are required to fill the offices available, a vote shall be taken in accordance with the provisions of rule 29.

Rule 14

The Secretary-General of the United Nations shall designate, in advance of the Congress from among the registered members, a Chairman, a Vice-Chairman and a Rapporteur for each section and a General Rapporteur for the plenary, and in their selection regard shall be had to an equitable geographical distribution of posts. The list of these officers shall be placed before the Congress at its first plenary meeting for affirmation. The Secretary-General may also appoint Consultants to the Congress for the plenary meetings and the sections.

CHAPTER IV. CONDUCT OF BUSINESS

Rule 15

The President of the Congress shall declare the opening and closing of each plenary meeting, accord the right to speak, direct the discussion in plenary meetings, ensure the observance of these rules, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these rules, shall have control of the proceedings. He may call a speaker to order if his

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remarks are not relevant to the subject under consideration. His decision on relevance shall be final.

#### Rule 16

The President may request that each participant who wishes to take part in the discussion shall complete, in advance of the meeting, a speaker's form indicating briefly the subject of his intervention.

#### Rule 17

The President may limit the time allowed to each speaker and the number of times each participant may speak on any question. When debate is limited and a participant has spoken his allotted time, the President shall call him to order without delay.

#### Rule 18

If the time allotted to the item under consideration does not permit the Congress to hear all participants who signify their desire to speak, the President may accord the right to speak to only a limited number of participants. In the choice of participants on the speakers' list due regard shall be had to the points which each speaker proposes to discuss as well as to equitable geographical representation.

#### Rule 19

If the President is absent from a meeting or any part thereof, he shall designate a Vice-President to take his place. A Vice-President acting as President shall have the same powers and duties as the President.

#### Rule 20

A proposal for adoption by the Congress cannot be submitted for consideration at a plenary meeting unless it is sponsored by not less than three delegations and cleared by the Steering Committee in advance of the plenary meeting. The text of any such proposal shall be circulated to the participants 24 hours before it is discussed and voted upon, unless the Congress decides otherwise.

#### Rule 21

Each section shall be presided over by a Chairman whose powers and functions shall be similar to those of the President of the Congress at plenary meetings, as provided in rules 15, 16, 17 and 18.

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Rule 22

In section meetings where the discussions are being initiated or guided by a panel of experts, the right to speak shall first be accorded to persons selected from the panel of experts or to persons who have completed a speaker's form in accordance with rule 16. In the ensuing general discussion all participants shall have the right to ask for the floor, subject to the provisions of rules 17 and 18. The Chairman's decision on recognition and order of speakers shall be final.

Rule 23

If the Chairman finds it necessary to be absent during a meeting or any part thereof, the Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

If the Chairman or any other officer of the section must withdraw from the Congress, the Secretary-General shall designate a new officer for the post.

Rule 24

The representative of the Secretary-General, the Executive Secretary of the Congress, or an officer of the Secretariat designated by either of these officials may, at any time, make oral or written statements concerning any question under consideration by the Congress.

CHAPTER V. STEERING COMMITTEE

Rule 25

The Steering Committee shall be composed of the President of the Congress, or, in his absence, a Vice-President designated by him, the representative of the Secretary-General of the United Nations, a representative of the host Governments of the current and next Congress, the Chairmen of the five sections, the Canadian Co-ordinator and the Executive Secretary of the Congress. The Steering Committee may co-opt up to five additional members to participate in its meetings.

Rule 26

The Steering Committee shall elect its own Chairman, Vice-Chairman and Rapporteur from among its membership. The Steering Committee shall meet daily on each working day of the Congress, and it shall set the schedule of its meetings.

Rule 27

The Steering Committee shall be the governing body of the Congress. It shall assist the President in the general conduct of the work of the Congress, ensure the  
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co-ordination of the work of the sections, review the progress of the Congress and make recommendations for furthering such progress. It shall also have the authority to decide on the submission to the Congress of any question not closely related to the agenda items.

#### Rule 28

The decisions of the Steering Committee shall be made by a majority of its members present and voting.

### CHAPTER VI. VOTING

#### Rule 29

In 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. The vote shall normally be taken by show of hands, but any delegation may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of delegations, beginning with the delegation whose name is drawn by lot by the President.

#### Rule 30

Decisions of the Congress shall be made by a majority of government delegations present and voting. A delegation which abstains from voting is considered as not voting.

#### Rule 31

Subsequent to any vote taken in accordance with rule 29 the President may request, for consultative purposes, that the views of observers and individual members be expressed by a show of hands.

#### Rule 32

In section meetings, all members shall have the right to vote. Decisions shall be made by a majority of members present and voting.

### CHAPTER VII. LANGUAGES

#### Rule 33

English, French, Russian and Spanish shall be the languages of the Congress. Simultaneous interpretation to and from any of these languages shall be provided in plenary meetings and section meetings.

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CHAPTER VIII. REPORT OF THE CONGRESS

Rule 34

The report of the Congress shall be prepared by the Secretariat of the United Nations and distributed as soon as practical and not later than six months after the close of the Congress to the participants as well as to all States Members of the United Nations.

CHAPTER IX. GENERAL PROVISION

Rule 35

Any question not specifically covered by these rules shall be settled by the President following as closely as possible the rules of procedure of the functional commissions of the Economic and Social Council of the United Nations.

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