

Association of Professionals in FAO (AP-in-FAO)

RULES OF PROCEDURE

Rome

These Rules of Procedure, drafted and adopted based on the Statutes of the Association of Professionals in FAO (hereinafter “the Association” or “AP in FAO”), establish the procedures to be used by the organs of the Association, i.e. the Assembly, the Representative Council, the Executive Secretariat, the Statutes and Procedures Committee and the various Standing Committees, in executing their functions for the Association. These Rules of Procedure were approved by the Assembly of the Association in January 2010. Reviewed by the Statutes and Procedures Committee and amended by the AP-in-FAO Assembly (June 2011, January 2014, December 2014, January 2016, February 2019 and March 2022)

Rome, March 2022

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ASSOCIATION OF PROFESSIONALS IN FAO

RULES OF PROCEDURES FOR THE ASSEMBLY

Rules of Procedure, Assembly

Statutes Reference

RULE A1 SESSIONS AND DOCUMENTATION

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| A1(a) | The Assembly shall be conducted at least once each calendar year, at the call of the Representative Council. It shall be held over a period of time and shall include a physical meeting in FAO headquarters. | Art. 10 |
| A1(b) | Participation of non-Headquarters members in the physical meeting may be accomplished by electronic means. | |
| A1(c) | The President of the Association shall notify the members of the dates of the Assembly and the date of the physical meeting at least three weeks in advance of the opening of a regular session, and at least two days in advance of all other sessions of the Assembly. | |
| A1(d) | The President, or in his/her absence the Vice-President, shall open the physical meeting of the Assembly. A Chairperson shall be elected by the Assembly to preside over the proceedings. | |
| A1(e) | The Assembly starts with the distribution of the agenda and relevant documentation. To allow for adequate discussion, votes shall not take place until at least ten calendar days after the distribution of the agenda and relevant documentation, three calendar days for extraordinary sessions. Documentation relating to extraordinary assemblies shall be made available at the same time as the notification mentioned in rule A1(c). | |

RULE A2 AGENDA ITEMS

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| A2(a) | The provisional Agenda for a regular session of the Assembly shall include all items requested by the Assembly itself or decided by the Representative Council. |
| A2(b) | The Agenda for an extraordinary session shall be limited to the subject or subjects for which the session has been convened. |

A2(c) Any member shall have the right to submit comments on agenda items in advance of the Assembly and request that they be made available to the Assembly.

A 2(d) Ten members of the Association may request the inclusion of supplementary items in the provisional Agenda of a regular session by notification in writing to the President of the Association at least five days before the date fixed for the physical meeting. These items shall be placed on a supplementary list which shall be communicated to members of the Association at least two days before the physical meeting.

RULE A3 VOTING AND DECISIONS

A 3 (a) Where possible, votes shall be conducted through electronic means. If required, voting may also take place through proxies. Art. 6; 10(h); 10(i)

A 3(b) At least five working days shall be allowed for voting except for extraordinary sessions where two working days should be allowed.

A 3(c) One quarter of the Association membership casting a vote shall be required for any decision to be valid. Art. 10(m)

RULE A4 OBSERVERS

Observers may be admitted to physical meetings of the Assembly upon authorization by the Chairperson, except when the Representative Council specifies at the time of convening that a meeting shall be closed. Observers admitted shall be seated where they can be so identified. At any time in the proceedings, the Chairperson may request any or all observers to withdraw. The Chairperson may invite observers to address the Assembly. They shall not have a vote.

RULE A5 LANGUAGE

English shall be the working language of the Assembly.

RULE A6 ORDER AND DECORUM

To maintain order and decorum, the Chairperson, in exceptional circumstances, may request the withdrawal of any member from the physical meeting. This ruling is subject to reversal by the members in attendance.

**RULE A7 INTERPRETATION OF STATUTES AND RULES
OF PROCEDURE**

The Chairperson of the Statutes and Procedures Committee or his/her representative shall be present at all physical meetings of the Assembly to interpret the Statutes and Rules of Procedure should the need arise.

ASSOCIATION OF PROFESSIONALS IN FAO

RULES OF PROCEDURE FOR THE
REPRESENTATIVE COUNCIL

Rules of Procedure, Representative Council

Statutes reference

RULE B1 MEMBER

B1 (a) A member of the Representative Council is the elected representative, or in his/her absence on leave or duty travel, the designated proxy, for the purpose of that particular meeting.

Art. 11

B1 (b) A representative elected to any of the Executive Secretariat posts continues to be a member of the Representative Council but is no longer considered as representing his/her respective electoral group which will elect a replacement in by-elections.

B1 (c) Members of the Executive Secretariat are ex officio members of the Representative Council without a vote.

**RULE B2 TRANSFER, RESIGNATION, RECALL OR
SUSPENSION OF A MEMBER**

B2(a) If a representative resigns from FAO, resigns as representative or is recalled by a decision of his/her electoral group and his/her term has more than three months to run, the electoral group shall elect a new representative in by-elections within one month of that event.

Art. 11; 7

B2(b) If a representative is transferred out of his/her electoral group and his/her term of office has more than three months to run, he/she may, if supported by at least two-thirds of the members of that electoral group, continue to represent them through the end of his/her term. In such a case, the electoral group concerned shall, within one month of the transfer, notify the Statutes and Procedures Committee and the Representative Council of its decision. Otherwise, the electoral group shall elect a new representative in by-elections which shall be held within one month of that notification.

- B2(c) In the case of the election of a representative to any Executive Secretariat position, the representative is no longer considered to represent an electoral group; the position will be considered as vacant and will be filled in by-elections within one month of the event.
- B2(d) In case a vacancy occurs from any other cause so determined by a ruling of the Statutes and Procedures Committee, the vacancy will be filled through a by-election as provided in Rule ED2 within one month of the event.
- B2(e) In the case of suspension or termination of membership of a representative as provided in Article 11 of the Statutes, another representative from the same electoral group shall act for him or her pending the outcome of any appeal.

RULE B3 ATTENDANCE, QUORUM AND VOTING AT MEETINGS OF THE COUNCIL

- B3(a) The President or the Vice-President shall preside over meetings of the Representative Council. In the absence of both the President and Vice-President, a member of the Executive Secretariat shall act as temporary Chairperson. Art. 11
- B3(b) A representative who is away on leave or duty travel may designate another Representative Council member of the same electoral group to attend a meeting of the Representative Council as a proxy. Written notification of the designation of the proxy shall reach the Association no later than the day before the meeting.
- B3(c) The Representative Council shall normally meet once every two months and at other times as considered necessary by the Executive Secretariat or at the request of a majority of its members. Meetings shall as far as possible be held at regularly scheduled times.
- B3(d) The meetings of the Representative Council shall be open to all members of the Association as observers unless the Council decides otherwise. They shall not, however, participate in any voting and shall participate in discussions only at the invitation of the Chair. Office time spent by individual members for this purpose shall be their responsibility.
- B3(d)(i) A quorum as defined in Article 11(j) of the Statutes shall

be required for any decision of the Representative Council to be valid, except for elections to the Executive Secretariat, for which the quorum shall be two thirds of all members, not absent on leave or duty travel. Proxies may not be appointed for such elections.

- B3(e) Each member of the Representative Council as defined in Rule B1 above shall have one vote, except the Chairperson. However, the Chairperson shall be allowed to vote in case of a tied vote amongst the other members present and voting.
- B3(f) Voting shall normally be by show of hands. At the request of any member, however, supported by at least two other members present, a roll call vote shall be taken. Voting by secret ballot shall take place only for election of members of the Executive Secretariat, according to Rule EC6.

RULE B4 RECORDS AND LANGUAGE

- B4(a) The President shall arrange for a summary record of meetings of the Representative Council to be circulated within two weeks of the meeting to members of the Representative Council and of the Statutes and Procedures Committee. At the direction of the President or by decision of the Council, a record in more detail may be prepared for a given meeting.
- B4(b) The Representative Council shall designate a rapporteur for meetings of the Assembly and shall approve the summary record of such meetings. Information from the record may be published by the Association.
- B4(c) The Representative Council shall normally conduct its business in English.

RULE B5 ESTABLISHMENT OF COMMITTEES

- B5(a) Committees may be of the following types:
- i. Standing Committees established by the Assembly;
 - ii. ad-hoc working groups established by the Representative Council.
- B5(b) Any member of the Association can join a Standing Committee and/or ad-hoc working group with notification

to the Executive Secretariat.

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| B5(c) | The Representative Council shall also endorse the chairperson of the committee. The terms of reference of standing committees, which shall be approved by the Assembly, shall include the tasks, minimum frequency of meetings and type of reporting. Standing Committee Chairpersons shall present a report to the Representative Council upon request and shall present a report of activities and proposals for future work at the Annual Assembly. | Art. 12(b) |
| B5(d) | Ad-hoc working groups may be established by the Representative Council which will also appoint the chairperson. The terms of reference of the working group, to be approved by the Representative Council, shall include the group's tasks, duration and type of reporting. | |

**RULE B6 APPOINTMENT OF ASSOCIATION
REPRESENTATIVES TO OTHER BODIES**

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| B6(a) | Appointment of Association representatives to non-Association bodies or committees shall be approved by the Representative Council. An announcement of the position shall be issued and members of the Executive Secretariat and relevant Standing Committee Chairs shall interview the candidates for the position. The Executive Secretariat shall make a recommendation to the Representative Council. | Art. 12(b) |
| B6(b) | Appointments of members by virtue of their office in the Association shall be for the period of that office. | |
| B6(c) | All appointments are subject to review and recall by the Representative Council. | |

RULE B7 EMPLOYEES OF THE ASSOCIATION

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| The Representative Council shall establish a policy regarding employment, by the Association, of staff and consultants, and the conditions of such employment. | Art. 12 (c) |
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ASSOCIATION OF PROFESSIONALS IN FAO

RULES OF PROCEDURE FOR THE EXECUTIVE
SECRETARIAT

Rules of Procedure, Executive Secretariat

Statutes Reference

**RULE C1 MEETINGS OF THE EXECUTIVE SECRETARIAT
AND DISCHARGE OF FUNCTIONS**

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| C1(a) | The Executive Secretariat of the Association is elected from among the representatives and Association members having previously served as members of the Representative Council, in one of the Association's Standing Committees or the Statutes and Procedures Committee. | Art. 13; 12(h) |
| C1(b) | The President, the General Secretary, the Field Secretary, the Treasurer, the Information Secretary, the Legal Affairs Secretary, the General Member without portfolio, the Vice-President, the Deputy General Secretary, the Deputy Field Secretary constitute the members of the Executive Secretariat and, therefore, participate in Executive Secretariat meetings and in the discharge of the Executive Secretariat's functions and activities. | |
| C1(c) | Each member of the Executive Secretariat shall be expected to fulfill assignments in the areas of work outlined for that position in the Statutes. When the assignments cannot be fulfilled, the member may request a different assignment. Failure to fulfill assignments may be cause for an action to recall the member from office. | |
| C1(d) | An Executive Secretariat member may also be recalled as a result of violations of the Statutes and Rules of Procedure or actions that are not in the interest of the association. | |
| C1(e) | The Executive Secretariat shall establish its own procedures for the discharge of its routine activities. | |

**RULE C2 DISCUSSIONS AND NEGOTIATIONS WITH
MANAGEMENT AND GOVERNING BODIES**

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| C2(a) | Discussions and negotiations with management and governing bodies on all matters in pursuance of the | Art. 14(a); 15(b) |
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objectives of the Association shall be undertaken only within the guidelines or policies decided upon by the Annual Assembly.

C2(b) The General Secretary, in his/her absence, his/her deputy will normally be the representative in discussions and negotiations with management or governing bodies. When matters specifically affecting staff in non-HQ offices are discussed, the Field Secretary or his/her deputy will represent the Association as well or brief the person representing the Association. In the absence of all of these officers another officer from the Executive Secretariat or a Standing Committee may be designated to represent the Association. The Executive Secretariat shall strive to send two officers to meetings with management whenever possible.

C2(c) The Executive Secretariat will closely monitor all negotiations and decide on positions to be taken.

C2(d) The General Secretary shall provide the Representative Council with information, reports and proposed policy statements on the basis of which the Representative Council shall decide the policy with respect to major issues and negotiations.

Art. 15(b)

C2(e) The General Secretary shall discuss with the Executive Secretariat developments in negotiations and conclusions reached.

C2(f) The Secretariat shall also approve, at the close of negotiations on any single matter, a summary record outlining the major considerations that led to the final position. The purpose of such record is to provide the background information for later related negotiations.

C2(g) No one member of the Secretariat shall act alone on behalf of the Association with management or governing bodies. In formal messages from the association to management, there shall be two signatures, the General Secretary and President or General Secretary and Field Secretary or their deputies. The Secretariat may co-opt members to advise or assist in such discussions and negotiations.

RULE C3 RELATIONS WITH OTHER BODIES AND ORGANIZATIONS

C3(a) The Secretariat shall propose to the Representative

Art. 15(a); 15(b)

Council the bodies and organization outside of FAO with which the Association should establish contact and the nature of such relations. Such proposals shall include, *inter alia*, full information on the nature, structure and activities of the body in question.

- C3(b) The General Secretary shall cooperate with other FAO staff representative bodies and shall maintain contact with other bodies and organization as directed by the Executive Secretariat and shall keep the Representative Council informed on these activities.

RULE C4 ANNUAL REPORT TO THE ASSEMBLY

- C4(a) The President, with the cooperation of the other members of the Executive Secretariat, shall prepare an Annual Report on the year's activities and achievements to be endorsed by the Representative Council for presentation to the Assembly. Art. 12(e); 15(b); 15(d)
- C4(b) The Annual Report shall include a statement of the previous year's accounts audited in accordance with the Financial rules and a preliminary statement of the accounts prepared by the Treasurer for the year being concluded.
- C4(c) The draft Report shall reach members of the Representative Council at least 5 working days in advance of the Representative Council meeting at which it is to be considered.

RULE C5 PREPARATION OF ANNUAL POLICY AND PROGRAMME STATEMENT

- C5(a) The General Secretary shall prepare the Annual Policy and Programme Statement with the cooperation of other members of the Executive Secretariat, to be endorsed by the Representative Council for presentation to the Assembly.
- C5(b) The Statement shall include details of the estimated costs of the Programme and recommendations for annual dues prepared by the Treasurer.
- C5(c) The draft Statement shall be distributed to members of the Representative Council at least 5 working days in advance of the Representative Council meeting at which it is to be considered.

RULE C6 PREPARATION AND SERVICING OF MEETINGS

- C6(a) The President, in consultation with the other members of the Executive Secretariat, shall prepare and circulate, a reasonable time in advance, a provisional agenda and related documents for the meetings of the Representative Council. Art. 15(a)
- C6(b) Such agenda shall include items requested by the Representative Council itself and the Executive Secretariat.
- C6(c) The Field Secretary shall prepare a provisional agenda and related documents for meetings of members in non-HQ locations which shall be held on a regular basis throughout the year.

RULE C7 INFORMATION

- C7(a) The Information Secretary shall be responsible for the communication and promotion strategy with members, both in headquarters and non-HQ offices. The Information Secretary shall facilitate communications and discussions among the membership.
- C7(b) Such communications shall, as appropriate, include the following information:
-general information about the purpose and activities of the Association, particularly aimed at new staff and non-members;
-activities of the Representative Council;
-status of negotiations with management;
-matters of common interest with other FAO staff representative bodies;
-decisions of FAO governing bodies affecting staff/management relations;
-relations of the Association with staff representative bodies of the UN system;
-decisions affecting the Common System;
-letters from members;
-information about other issues falling within the mandate of the Association;
-Summary Records of Assembly meetings previously approved by the Representative Council.

RULE C8 FINANCE

- C8(a) The Treasurer shall manage the finances of the Association in accordance with Article 15(d) of the Statutes and the Financial Rules of the Association. Art. 15(d)
- C8(b) The Treasurer shall prepare financial documents periodically for the Executive Secretariat. Annual statements will be prepared for the Assembly.

RULE C9 LEGAL MATTERS

- The Legal Affairs Secretary shall be responsible for facilitating provision of assistance to members with queries and/or grievances on work-related issues, and following developments in the administrative justice system. Art. 15(f)

RULE C10 RECORDS

- C10(a) The Executive Secretariat shall maintain an up-to-date record of membership in the Association. Membership records shall be made available to the Statutes and Procedures Committee for electoral purposes. The Executive Secretariat shall also inform the Statutes and Procedures Committee of any changes that may affect the composition of the Representative Council.
- C10(b) The Executive Secretariat shall maintain a single set of official files to contain all correspondence, memoranda, reports, completed forms and other records originated or received by the Executive Secretariat, the Representative Council and their subsidiary bodies. Financial records shall be maintained as set out in the Financial Rules. A complete set of minutes, summary records and other documents of the meetings of the Representative Council and the Assembly shall also be maintained.
- C10(c) Members of the Representative Council shall have full access to all records of the Association except where, in the case of records pertaining to individual members, the President and the General Secretary consider that the opening of such records might injure the reputation or affect the privacy of the member concerned.
- C10(d) All correspondence and information specifically dealing with individual members' grievances with the management

of FAO shall be kept in a separate confidential file in the office of the Executive Secretariat. Only members of the Executive Secretariat and/or members of bodies of the Association specifically charged with handling grievances shall have access to this file.

C10(e) Members may request at any time the return or the destruction of documents of a personal and confidential nature they have forwarded under their signature to the Executive Secretariat. The President shall confirm compliance with this request, in writing, to the member concerned.

C10(f) The Executive Secretariat shall arrange for the regular disposal of routine operating records and for the preservation of records of continuing use or interest to the Association. Except as provided in Rule C10(b) above, no records may be destroyed without the express approval of the Executive Secretariat.

RULE C11 MANAGEMENT OF THE EXECUTIVE SECRETARIAT OFFICE

C11(a) The President shall supervise the office staff of the Association. Art. 14(b); 15(a)

C11(b) The President with the cooperation of the Treasurer shall be responsible for the preparation and submission to the Representative Council of proposed contracts of office staff and of those consultants whose contract exceed the expenditure limits (USD 3.000). The President shall sign the requests to FAO for the inclusion of office staff contracts in the accounts of FAO and shall sign contracts with consultants.

C11(c) Changes in the conditions of service of the office staff must be discussed within the Executive Secretariat before the President and Treasurer take action.

C11(d) If disputes arise with the office staff and an association officer or member, the Executive Secretariat shall establish a mechanism to resolve the dispute.

C11(e) The President shall make available the facilities of the Executive Secretariat office to the Statutes and Procedures Committee, and the Standing Committees and working groups of the Association.

RULE C12 CONTACT WITH OUTSIDE BODIES

The Executive Secretariat shall approve any contact with outside bodies.

ASSOCIATION OF PROFESSIONALS IN FAO

RULES OF PROCEDURE FOR THE STATUTES AND
PROCEDURES COMMITTEE

RULE D1 MEETINGS

- D1(a) The Statutes and Procedures Committee shall hold meetings as required. Meetings may be called by the Chairperson on his/her own initiative, or at the request of a majority of the members of the Committee. Art.16
- D1(b) Notice of any meeting shall be given at least one day in advance unless otherwise agreed by the majority of members.
- D1(c) A simple majority of members shall constitute a quorum.

RULE D2 THE CHAIRPERSON

- D2(a) The Chairperson shall arrange for a summary record of each meeting. Art. 16(b)
- D2(b) The Chairperson shall designate a member to act for him/her during periods of his/her absence.
- D2(c) A complete set of records, correspondence and other documents relating to the Committee shall be maintained by the Chairperson.

RULE D3 VACANCIES ON THE COMMITTEE

- D3(a) If a vacancy occurs in the membership of the Statutes and Procedures Committee, it shall be filled by adding the candidate who received the next highest number of votes at the previous election of the committee. Art. 4
- D3(b) In the case where the membership of the committee drops below five, a by-election shall be held in accordance with Rule ED1.

RULE D4 ELIGIBILITY FOR MEMBERSHIP IN THE ASSOCIATION

The Statutes and Procedures Committee shall keep under review the criteria for eligibility for membership in the

Association. Suggested changes in the criteria may be proposed by the Statutes and Procedures Committee.

**RULE D5 INTERPRETATION OF STATUTES AND RULES
OF PROCEDURE**

D5(a) Interpretation of points arising during the Assemblies: Art. 17(a)

i. The Chairperson of the Statutes and Procedures Committee (or his/her representative) having made an interpretation during the Assembly, shall place the point on the agenda of the next Statutes and Procedures meeting (see Rule A7).

ii. The Statutes and Procedures Committee shall make a decision on the interpretation of this point for the future; it shall not decide if the interpretation made during the Assembly was right or wrong. Decision by a statutory majority of the Committee (four votes) shall be final.

iii. The decision of the Statutes and Procedures Committee shall be communicated in writing promptly to the President with copies to the Representative Council. In the case of extremely controversial points, the Statutes and Procedures Committee may decide to report the decision to the full membership.

D5(b) Interpretation of points arising as a result of meetings other than Assemblies:

i. The full point of issue shall be communicated promptly in writing by the Chairperson of the meeting concerned to the Chairperson of the Statutes and Procedures Committee. If the issue was temporarily resolved by the meeting for needed purposes that resolution shall be noted.

ii. The Chairperson of the Statutes and Procedures Committee shall place the issue on the agenda of the next Statutes and Procedures Committee meeting.

iii. The Statutes and Procedures Committee shall make a decision on the interpretation of the point of issue as promptly as possible. In the event the issue was temporarily resolved, the interpretation shall be for the future. Decision by statutory majority of the Committee (four votes) shall be final.

iv. The decision of the Statutes and Procedures Committee

shall be communicated in writing promptly to the President and copies to the members of the body in which the point arose.

D5(c) Interpretation of points arising out of working experience:

i. The point of issue shall be communicated promptly in writing by the person(s) primarily concerned with the need for interpretation to the Chairperson of the Statutes and Procedures Committee accompanied by written statements of any viewpoints held.

ii. The Chairperson of the Statutes and Procedures Committee shall place the issue on the agenda of the next Statutes and Procedures Committee meeting.

iii. The Statutes and Procedures Committee shall make a decision on the interpretation of the point of issue as promptly as possible. Decision by a statutory majority of the Committee (four votes) shall be final.

iv. The decision of the Statutes and Procedures Committee shall be communicated in writing promptly to the Association President and copied to the person(s) primarily concerned.

D5(d) Continuity of interpretation:

i. The Statutes and Procedures Committee shall keep a book of interpretations of the Statutes and their dates and a book of interpretations of the Rules of Procedure and their dates. Any document pertinent to an interpretation shall be referenced at the end of that interpretation.

ii. This book shall be available for consultation by any member of the Association.

iii. Previous interpretations must be considered in the process of making additional interpretations.

iv. The Statutes and Procedures Committee, in addition, may make tentative interpretations, so noted, of the Rules of Procedure: and even those which amount to interpretations of the Statutes and place them in the book of interpretations of Rules of Procedure even before the call for such interpretation arises. These will be considered as part of the germane matter to be considered when points arise for interpretation.

RULE D6 OBSERVANCE OF STATUTES AND RULES

- D6(a) In order to ensure the proper application of the Statutes, the Chairperson of the Statutes and Procedures Committee, or his/her representative, shall attend all physical meetings of the Assembly and may attend meetings of the other organs of the Association. The Statutes and Procedures Committee may review the proceedings of any organs of the Association. Art. 5(d); 17(a)
- D6(b) The Statutes and Procedures Committee shall examine any report alleging a breach of the Statutes or of the Rules of Procedure.
- D6(c) In cases where the Statutes and Procedures Committee considers that there has been a failure to comply with the Statutes or Rules, the Statutes and Procedure Committee will notify, in writing, the member(s) or body(ies) involved requesting an explanation. If the Statutes and Procedures Committee considers that the explanation is unsatisfactory, it reserves the right to submit a judgment to the Assembly for action.
- D6(d) In cases where formal complaints regarding failure to comply with the Statutes or Rules are submitted to the Statutes and Procedures Committee, the Committee shall convene a hearing on the complaint so that the parties concerned can adequately present their case. Where judgments are made, these shall be submitted to the Assembly for action.

RULE D7 APPEALS

- D7(a) Any appeal arising out of differences between the Association and its members shall be addressed in writing to the Chairperson of the Statutes and Procedures Committee. Art. 17(a); 17(b);
7 (b)
- D7(b) Normally within one week of the receipt of such an appeal, the Chairperson of the Statutes and Procedures Committee shall convene a meeting of the Committee to discuss the matter and to hear the party(ies) concerned, if present at headquarters.
- D7(c) Normally within one week from the above meeting, the Statutes and Procedures Committee shall meet again to decide on the matter under consideration. This decision

will be immediately notified in writing to the party(ies) concerned.

- D7(d) Except on questions of membership, as specified in the Statutes of the Association, the decisions of the Statutes and Procedures Committee shall be final.
- D7(e) On questions of membership, should the decisions of the Statutes and Procedures Committee not be acceptable to those concerned, the Chairperson of the Committee shall prepare a written statement on the matter, to be distributed to members, with the documentation, for the next Assembly.
- D7(f) If the Executive Secretariat and staff are unable to resolve a dispute, it shall be referred to the Statutes and Procedures Committee.

RULE D8 MOTION OF NO-CONFIDENCE

- D8(a) Following the resignation of the Representative Council as a result of a vote of no-confidence as provided in Art. 18 of the Statutes, and until the election of a new Representative Council, the Executive Secretariat shall report to the Statutes and Procedures Committee on the discharge of the Association's current matters. Art. 18
- D8(b) Within two working days of the resignation of the Representative Council, the Chairperson of the Statutes and Procedures Committee shall convene a joint meeting of the old Executive Secretariat with the Statutes and Procedures Committee at which the Executive Secretariat shall report on all matters regarding:
- discussions and negotiations with management and governing bodies;
 - relations with other bodies and organizations;
 - finance;
 - records;
 - management of the Executive Secretariat office;
 - any other matters.
- D8(c) The Statutes and Procedures Committee shall decide on those matters for which action should be taken by the Executive Secretariat.
- D8(d) After the election of the new Representative Council and Executive Secretariat, within a period of five working days after the new Executive Secretariat assumes office, the

Chairperson of the Statutes and Procedures Committee shall convene a meeting of the new Executive Secretariat and the Statutes and Procedures Committee. This meeting shall review the matters on which the old Executive Secretariat was expected to take action in the interim period.

ASSOCIATION OF PROFESSIONALS IN FAO

FINANCIAL RULES

Financial
Rules

- RULE E1** The financial year of the Association shall run from 1 January to 31 December.
- RULE E2** Records of accounts shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP).
- RULE E3** The financial statements of the Association shall be presented in USD. Transactions in other currencies shall be converted to USD, using the UN exchange rate, for statement purposes following GAAP.
- RULE E4** The revenue of the Association shall derive from:
- i. regular dues of members, the amount of which shall be approved every year by the Assembly;
 - ii. extraordinary contributions from members as approved by the Assembly;
 - iii. special grants and donations from persons or bodies as accepted by the Executive Secretariat;
 - iv. contributions from the Organization and the Staff Welfare Fund;
 - iv. other sources, as may be approved by the Representative Council.
- RULE E5** The Treasurer shall manage the finances of the Association and may be assisted by Association staff in maintaining complete records of all receipts and disbursements and ensuring that they are supported by appropriate documentation. Total disbursements must be within the annual budget approved by the Assembly. Receipts and disbursements must be checked regularly against the relevant bank statements.
- RULE E6** **Funds**
- E6(a) The Association shall maintain limited reserves in amounts to be decided by the Annual Assembly a Liquidation Reserve, to cover obligations arising from possible liquidation of the Association and any other reserve deemed necessary. Withdrawals from the

reserve require the approval of the Representative Council.

E6(b) The funds of the Association including the reserves shall be deposited in the name of the Association with a Bank or Credit Union as recommended by Executive Secretariat and approved by the Representative Council.

RULE E7 Approvals and signatures

All financial transactions, including but not limited to cheques or payment instructions, shall be conducted over the signatures of the Treasurer and the President, In the absence of either, by the Vice-President or by another member appointed by the Executive Secretariat. The President shall keep the Bank(s) and the Credit Union(s) informed of any changes in the panel of signatories.

Art. 15(d);
Art. 15 (k)

RULE E8 At the end of the financial year the Treasurer shall prepare a statement of income and expenditure of the Association for that year, showing the sources of the former and the application of the latter. The Treasurer shall also prepare a Statement of Financial Position of the Association as at the end of the financial year.

Art. 15(d)

RULE E9 An Honorary Auditor shall be appointed annually at the Assembly. His/her duties shall include examination of the accounts and all relevant documentation and shall make his/her observations in writing. The Honorary Auditor must not be a member of the Representative Council or of the Statutes and Procedures Committee.

RULE E10 These financial statements together with the observations of the Honorary Auditor shall be submitted to the annual Assembly for discussion and approval.

Art. 12(e)

RULE E11 The accounting and other financial records and all supporting documentation shall be retained for at least five years and for such further periods as agreed with the Honorary Auditor.

ASSOCIATION OF PROFESSIONALS IN FAO

RULES PERTAINING TO MEMBERSHIP

Rules Pertaining to Membership in the Association of Professionals

Statutes
References

RULE F1 Those eligible may become members of the Association by notifying the President in writing or by enrolling utilizing any system as may be available, thereby agreeing to observe the statutes and rules of the Association. Membership in the Association will take effect the month following the written notification or the on-line enrollment.

Art. 4

RULE F2 Any member may resign from the Association at any time by notifying the President in writing or by making a withdrawal request utilizing any computerized system as may be available. The resignation will take effect the first day of the month following receipt of the written notification or completion of the withdrawal request.

Art. 7(a)

ASSOCIATION OF PROFESSIONALS IN FAO

GENERAL RULES OF PROCEDURE

MEETINGS OF THE ORGANS OF THE ASSOCIATION

Statutes
References

RULE G1 THE CHAIRPERSON OF THE MEETING

G1(a) The Chairperson of the meeting shall declare the opening and closing of the meeting; direct the discussion; accord the right to speak; put questions to the vote and, in conformity with these rules of procedure, have complete control of the proceedings and the maintenance of order and decorum. The Chairperson may limit the number of times each member may speak on any question and rule on the closure of the list of speakers or the closure of the debate. Except where there is a clear preponderance of opinion, as expressed in favour of a given proposal, he/she shall sum up the discussion before a vote is taken.

G1(b) In the event that the Chairperson of the meeting wishes to speak on the substance of a motion, he/she shall seek the permission of the meeting to do so and, if requested by the meeting, he/she shall hand over the chair temporarily to his/her deputy and resume it upon termination of his/her address. The Chairperson shall on no account engage in dialogue with the floor and shall not intervene pro or contra while the discussion is in progress.

G1(c) The Chairperson of the meeting shall not vote in the Assembly, nor in the Representative Council, nor in the Executive Secretariat. However, he/she shall be allowed to cast a decisive vote, in case of a tie, in both Representative Council and Executive Secretariat meetings.

RULE G2 AGENDA

After the opening of the meeting, the first item of business shall be the adoption of the agenda.

RULE G3 SPEECHES

No person may address the meeting without having been granted the floor by the chairperson. The Chairperson shall

call a speaker to order if his/her remarks are not relevant to the subject under discussion.

RULE G4 POINTS OF ORDER

G4(a) During the discussion of any matter a member may rise to a point of order on a procedure and the point of order shall be immediately decided by the Chairperson of the meeting in accordance with the rules of procedure. A member may appeal against the ruling of the Chairperson. The appeal shall be immediately put to a vote and the Chairperson's ruling shall stand unless overruled by a majority of the members present and voting. A member rising to a point of order may not speak on the substance of the matter under discussion.

G4(b) If a member considers that information essential to reach a decision on a given matter has not been considered, he/she may rise to a point of order and request the floor in order to convey such clarification or information.

RULE G5 TIME LIMIT ON SPEECHES

The Chairperson of the meeting may limit the time allowed to each speaker. When the debate is limited and the member has spoken his/her allotted time, the Chairperson shall call him/her to order without delay.

RULE G6 CLOSING LIST OF SPEAKERS

During the course of a debate the Chairperson may announce the list of speakers and, with the consent of the meeting, declare the list closed. He/she may thereafter accord the right of reply to any member.

RULE G7 ADJOURNMENT OF DEBATE

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

RULE G8 CLOSURE OF DEBATE

A member may at any time move the closure of the debate on the question under discussion, whether or not any other member has signified his/her wish to speak. If the closure motion is seconded, permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall immediately be put to the vote.

RULE G9 SUSPENSION OR ADJOURNMENT OF THE MEETING

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

RULE G10 ORDER OF PROCEDURAL MOTIONS

Subject to Rule G4, the following motions shall have precedence over all proposals or motions before the meeting, and shall be put to the vote in the following order regardless of the order of their submission:

- i. to suspend the meeting (closing of the agenda);
- ii. to adjourn the meeting (postpone discussion of the agenda);
- iii. to adjourn the debate on the question under discussion;
- iv. to close the debate on the question under discussion.

RULE G11 PROPOSALS AND AMENDMENTS TO PROPOSALS

Proposals and amendments to these shall normally be submitted in writing to the Chairperson of the meeting prior to the meeting. The Chairperson may, however, permit the discussion and consideration of proposals or amendments to these even though they have only been presented at the meeting.

RULE G12 DECISIONS ON COMPETENCE

Subject to Rule G10, any motion calling for a decision on the competence of the meeting to discuss any matter or to

adopt a proposal or amendment thereto submitted to it shall be put to the vote before the matter is discussed or a vote is taken on the proposal or amendment in question.

RULE G13 WITHDRAWAL OF MOTIONS

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. A motion which has thus been withdrawn may be reintroduced by any member.

RULE G14 RECONSIDERATION OF PROPOSALS

When a proposal has been adopted or rejected, a member may move that it be reconsidered. If this motion is seconded, the floor shall be granted to two speakers opposing the motion, after which it shall immediately be put to the vote. The meeting shall decide on the motion by a two-thirds majority of the members present and voting.

Art. 6; 10

RULE G15 VOTING

Each member shall have one vote, except as provided for in Rule G1(c). Voting for meetings of the Assembly shall be pursuant to Rule A3.

RULE G16 REQUIRED MAJORITY

G16(a) Decisions of the meeting on all matters of substance shall be taken by a majority of the members present except as provided for otherwise in the Statutes.

Art. 6; 10

G16(b) Decisions of the meeting on matters of procedure shall be taken by a majority of the members present and voting except as required in G15 above.

G16(c) If the question arises whether a matter is one of procedure or of substance, the Chairperson of the meeting shall rule on the question. Any appeal against this ruling shall immediately be put to the vote, and the Chairperson's ruling shall stand unless overruled by a majority of the members present and voting.

RULE G17 DEFINITION OF 'MEMBERS PRESENT AND VOTING'

G17(a) For the purpose of these rules, the phrase "members present" means members physically present, whether or not casting a vote. In the case of election of the Representative Council, members represented by proxy as provided for in Rule EB4 shall be considered as present. Members participating using online systems shall be considered "present", whether or not they take part in the voting.

G17(b) For the purpose of these rules, the phrase "members present and voting" means members present and casting an affirmative or a negative vote or a blank ballot. Members who abstain shall be regarded as not voting.

RULE G18 CONDUCT DURING VOTING

After the Chairperson has announced the beginning of voting, no member shall interrupt the voting.

RULE G19 DIVISION OF PROPOSALS AND AMENDMENTS TO THESE

A member may move that parts of a proposal or of an amendment 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 to only two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment that are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

RULE G20 VOTING ON AMENDMENTS TO PROPOSALS

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 meeting shall first vote on the amendment furthest removed in substance from the original proposal, and then on to the amendment next furthest removed there from, 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 adds to, deletes from or revises part of that proposal.

RULE G21 VOTING PROPOSALS

If two or more proposals relate to the same question, the meeting, unless it decides otherwise, shall vote on the proposals in the order in which they have been submitted.

RULE G22 OTHER GENERAL RULES AMENDMENTS TO RULES OF PROCEDURE

G22(a) Proposals for amendments to Rules of Procedure shall be submitted in writing to the Statutes and Procedures Committee. To be receivable, they must be supported as follows:

i. in the case of the Executive Secretariat's Rules of Procedure, and the Financial Rules, by the signature of at least six members of the Executive Secretariat;

ii. in the case of the Representative Council's Rules of Procedure, by the signature of at least nine members of the Representative Council;

iii. in the case of the General Rules of Procedure, Rules of Procedure for the Statutes and Procedures Committee, and Rules for Elections, by the signature of at least 30 members of the Association.

G22(b) The Statutes and Procedures Committee shall examine all such proposals and submit its recommendations on them to the Assembly.

G22(c) The Statutes and Procedures Committee may itself submit recommendations to the Assembly for the amendment of any of the Rules of Procedure.

G22(d) The Assembly shall approve changes in the rules submitted by the Statutes and Procedures Committee by a simple majority.

G22 (e) The Assembly shall adopt amendments to the rules after a period of electronic debate in two steps: the first would

ascertain whether there are proposals for amendments to the amendments; the second for voting on the amendments, including between alternative amendments that have been submitted. However, if it is evident by comments received in the first part that there is not a strong consensus on the amendments or that there is a need for physical debate, the proposed amendments shall be submitted to a physical session of the Assembly.

RULE G23 LANGUAGE

The working language of the Association shall be English.

ASSOCIATION OF PROFESSIONALS IN FAO

RULES FOR THE ELECTION OF

THE STATUTES AND PROCEDURES COMMITTEE

Rules for Election, Statutes & Procedures Committee

Statutes
References

RULE EA1	Nomination forms for the election of the Statutes and Procedures Committee shall be distributed together with the Agenda for the regular annual session of the Assembly.	Art. 10(b)
RULE EA2	Subject to the provisions of Art.7 and 16 of the Statutes, any fully paid-up member of the Association shall be eligible for election to the Committee.	Art. 7; 16
RULE EA3	Candidates must be supported by at least three other fully paid-up members of the Association and must signify in writing their willingness to serve if elected.	
RULE EA4	There shall be no limit to the number of nominations that may be submitted.	
RULE EA5	The President shall set a deadline for acceptance of nominations and announce it on the nomination form.	
RULE EA6	Only fully paid-up members of the Association are eligible to vote in the election.	
RULE EA7	Ballots carrying the names of the candidates shall be distributed to eligible members of the Assembly, one ballot to a member.	
RULE EA8	In the case that fewer nominations than the number of available positions are received prior to the pre-announced deadline, nominations shall be received from the floor subject to the provisions of Rule EA3 above.	
RULE EA9	If insufficient nominations are received during the physical meeting of the Assembly, the President may seek nominations for the three subsequent days, so as to enable elections during the follow up period of the Assembly.	
RULE EA10	The candidates receiving the highest number of votes will be declared elected to the vacant positions. In the case of a tie for the final position, the President shall draw lots in	

the presence of the candidates concerned.

RULE EA11 The election shall be completed during the Assembly and the results reported to members within one week of the Assembly.

RULE EA12 The Statutes and Procedures Committee shall hold a meeting with its new members within two weeks of the Assembly.

ASSOCIATION OF PROFESSIONALS IN FAO
RULES FOR THE ELECTION OF THE REPRESENTATIVE
COUNCIL

Rules for Election, Representative Council

Statutes Reference

RULE EB1 ELECTORAL GROUPS

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| EB1(a) | The Statutes and Procedures Committee shall define the electoral groups for approval by the Assembly. The number of representatives to be elected by each electoral group shall be in accordance with with Article 11 of the Statutes. | Art. 11 |
| EB1(b) | The Statutes and Procedures Committee shall compile a master electoral roll from the Association's membership records for use in the election. | |

RULE EB2 ANNOUNCEMENT OF ELECTION

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| The date(s) of the election shall be announced at least three weeks in advance, and members shall be provided at that time with nomination forms and a list of the members of their own electoral group. | Art. 17 |
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RULE EB3 NOMINATIONS

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| EB3(a) | Separate nominations shall be required for each representative position. |
| EB3(b) | Each nomination shall be supported by at least three other members of the candidate's own electoral group. |
| EB3(c) | Candidates shall declare in writing their willingness to serve if elected. |
| EB3(d)(i) | Association members based at HQ shall choose their representatives from within their own electoral group. |
| EB3(d)(ii) | Association members based in non-HQ locations shall elect candidates from within their own electoral group or from among HQ members to represent them. Once elected, the representatives shall be considered as belonging to the electoral group of their constituency. |

- EB3(e) The Statutes and Procedures Committee reserves the right to adhere unconditionally to the pre-announced deadline for receipt of nominations.
- EB3(f) If no nominations are received for any one of the positions in a given electoral group, in order to be fully represented on the Representative Council, the Statutes and Procedures Committee may hold a special election.
- EB3(g) There is no limit to the number of candidates who may be put forward or to the number of candidates that a single member may support in his/her own electoral group.
- EB3(h) The list of nominees for each electoral group shall be distributed to members of the respective group at least one week prior to the election.

RULE EB4 VOTING

- EB4(a) Only fully paid-up members may vote in the election.
- EB4(b) Voting shall be held by secret ballot.
- EB4(c) Where possible, votes shall be conducted through electronic means. If required, voting may also take place through proxies.
- EB4(d) Members may vote only within their own electoral group.
- EB4(e) Each member may vote for as many candidates as there are positions to be filled within his/her electoral group.
- EB4(f) The Statutes and Procedures Committee shall set up and supervise a voting system to ensure the secrecy of the ballot, when there is more than one candidate for a post, and the integrity of the process. Each member can cast only one vote for each position.

RULE EB5 COUNTING OF VOTES AND REPORT OF RESULTS

- EB5(a) At least three members of the Statutes and Procedures Committee shall participate in verifying the results of the voting.
- EB5(b) Where there are more candidates than the number of seats to be filled, the ones receiving the largest number of votes

shall be declared elected.

EB5(c) In the case of a tie, the Statutes and Procedures Committee shall hold a special run-off election.

EB5(d) The report of results shall be communicated to members within three days of the election.

EB5(e) The report of results shall include the following information:

- number of eligible voters;
- number of members who voted;
- number of votes received by each candidate;
- number of blank or invalid ballots cast for any position;
- candidates elected.

RULE EB6 ELECTION ASSISTANTS

The Statutes and Procedures Committee may appoint assistants to help in the conduct of the election. Such assistants shall be selected from Association members who are not candidates in the election.

ASSOCIATION OF PROFESSIONALS IN FAO

RULES FOR ELECTION OF THE EXECUTIVE
SECRETARIAT

Rules for the Election, Executive Secretariat

Statutes Reference

RULE EC1	Within two weeks of the election of the Representative Council, the Statutes and Procedures Committee shall conduct the election for vacant positions of the Executive Secretariat.	Art. 12(h)
RULE EC2	The date for the election shall be set by the Statutes and Procedures Committee.	
RULE EC3	All members of the Representative Council are eligible to vote in the election.	
RULE EC4	Voting shall be by secret ballot. However, if there is only one candidate for a given position, he/she may be elected by acclamation unless a member requests at any time during the election process for that position that a secret ballot take place.	
RULE EC5	Each vacant Executive Secretariat position shall be filled separately and independently of the others, i.e. candidates will be nominated, seconded, voted upon and the results of the vote immediately announced for each position.	
RULE EC6	<p>The order of nomination and election to the vacant positions shall be the following:</p> <ul style="list-style-type: none">-President-General Secretary-Field Secretary-Treasurer-Information Secretary-Legal Affairs Secretary-General Member without Portfolio-Vice President-Deputy General Secretary-Deputy Field Secretary	
RULE EC7	There shall be no limit to the number of candidates nominated for a position or to the number of positions for which an eligible candidate may be nominated.	

- RULE EC8** Nominations must be seconded by two other members eligible to vote, and before proceeding to the election, a candidate must declare his/her willingness to serve if elected. If the candidate is absent at time of nomination, a written declaration of his/her willingness to serve must be submitted to the Chairperson of the Statutes and Procedures Committee prior to the election. Nominations for the positions of Field Secretary and Deputy Field Secretary shall be made by representatives of non-HQ electoral groups.
- RULE EC9** Nominees for each position shall present their views to the Representative Council and invite questions.
- RULE EC10** Election shall be by simple majority of eligible voters present.
- RULE EC11** In the event that there is only one seconded nomination for a given position, election may take place by simple acclamation. Should any member request it, a secret ballot shall be held.
- RULE EC12** Where there are two or more nominations for a position, should the first ballot not result in a simple majority for any one candidate, the Committee shall proceed to further ballots. As long as there are more than two valid candidates, after each ballot, the candidate receiving the lowest number of votes shall be excluded from further ballots.
- RULE EC13** If, after a reasonable number of ballots, no candidate receives the required majority, the election for the position in question will take place after the election of all other positions and will be conducted as a new election.
- RULE EC14** The Chairperson of the Statutes and Procedures Committee shall preside over the election of the Secretariat and shall rule in all matters concerning it.
- RULE EC15** Except as provided in Rule EC10 above, there shall be no interventions during the election other than requests for clarification of the election procedures.
- RULE EC16** Members of the Statutes and Procedures Committee, other than the Chairperson, shall act as tellers for the election.
- RULE EC17** The Statutes and Procedures Committee shall announce the result of the election to members of the Association within three days.

ASSOCIATION OF PROFESSIONALS IN FAO

RULES FOR BY-ELECTION

Rules of By-Elections

Statutes Reference

RULE ED1 STATUTES AND PROCEDURES COMMITTEE

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| ED1(a) | In the event the membership of the Statutes and Procedures Committee falls below five as provided in D3(b), the President of the Association shall organize a by-election by secret ballot open to all members of the Association. | Art. 16 |
| ED1(b) | The President of the Association shall notify Association members of the election at least two weeks in advance. | |
| ED1(c) | Nomination forms for the by-election shall be distributed with the announcement of the election. | |
| ED1(d) | Rules for nomination shall be the same as in the regular election of the Statutes and Procedures Committee. | |
| ED1 (e) | Such by-elections may be held electronically. | |

RULE ED2 THE REPRESENTATIVE COUNCIL

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| ED2(a) | The Statutes and Procedures Committee shall hold by-elections for vacant seat(s) on the Representative Council as provided in Rule B2 and EB3(f). | Art. 17(c) |
| ED2(b) | The Statutes and Procedures Committee shall compile a list of eligible voters in the electoral group(s) concerned from the Association membership records. | |
| ED2(c) | The dates of the by-election shall be announced at least one week in advance and members shall be provided at that time with nomination and proxy forms and the list of members of the electoral group. | |
| ED2(d) | Rules for nomination and voting procedures, counting of votes and reporting of results shall be as in the case of regular Representative Council elections. | |

RULE ED3 THE EXECUTIVE SECRETARIAT

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| ED3(a) | The Statutes and Procedures Committee shall conduct a by-election for a vacant post in the Executive Secretariat within four weeks after the effective date of the vacancy. | Art. 17 (c) |
| ED3(b) | The date for the by-election, rules for nomination, voting procedures, announcement of results, etc., shall be as in the case of regular Executive Secretariat elections. | |
| ED3(c) | The by-elections may be conducted electronically. | |