

I

Composition of Conference

RULE 1

The Conference shall be composed of:

Delegates

- (a) Delegates representing the countries adhering to the Geneva Convention for the Relief of the Wounded and Sick in Armies in the Field, of August 22nd, 1864, revised July 6th, 1906 and July 27th, 1929; to the Convention relative to the treatment of prisoners of war, signed at Geneva on July 27th, 1929; to the Hague Convention of July 29th, 1899, for the Adaptation to Maritime Warfare of the Principles of the Geneva Convention of August 22nd, 1864, and the Hague Convention of October 18th, 1907, for the Adaptation to Maritime Warfare of the Principles of the Geneva Convention of July 6th, 1906;
- (b) Delegates representing any other countries to which, at the request of the Conference, the Swiss Federal Council has sent an invitation.

RULE 2

The admission of governmental or intergovernmental observers to take part in the work of the Conference may be granted by the Conference in each case as it arises. Such observers shall be entitled to attend all meetings of the Conference and its Committees. They shall have access to all assembly rooms and documents. They may be requested by the Conference or its Committees to express their opinion on any question or to take part in a discussion, or be authorized to do so at their request. They shall not, however, be entitled to vote.

Observers

RULE 3

The Conference may invite experts not belonging to a delegation to take part in its work. They may be requested by the Conference or its Committees to express their opinion on any question or to take part in a discussion.

Experts

II

Verification of Credentials

RULE 4

Delegates must present their credentials to the Secretariat at the latest on the opening day of the Conference.

Presentation of
Credentials

RULE 5

A Credentials Committee consisting of seven members shall be elected by the Conference at its first plenary meeting. This Committee shall verify the validity of credentials and shall report upon them to the Conference on the following day. It may subsequently be called upon to verify credentials to which objections have been raised or which have been received tardily and shall in each case report to the Conference.

Credentials
Committee

RULE 6

Any delegation or delegate to whose admission objection has been raised shall attend provisionally, exercising all relevant rights until the Credentials Committee has made its report and the Conference has taken its decision thereon.

Objection to
the Admission
of a Delegation
or Delegate

III

Presidents, Vice-Presidents, Secretary General and Rapporteurs

RULE 7

Conference
Elections

The Conference shall elect a President, five Vice-Presidents and a Secretary General.

RULE 8

Committee
Elections

Each Committee shall elect a Chairman, one or two Vice-Chairmen and one or more Rapporteurs.

RULE 9

Powers of
President and
Chairmen

In addition to the powers conferred upon them by other provisions of these Rules of Procedure, the President and Chairmen shall declare the opening, the close and, where necessary, the adjournment of meetings. They shall ensure the observance of the Rules of Procedure, conduct the debates, grant the right to speak in order of request, declare the closure of debates, put questions to the vote and announce the result of the vote.

IV

Bureau of the Conference

RULE 10

Composition of
the Bureau

The Bureau of the Conference shall consist of the President, the Vice-Presidents and the Secretary General of the Conference, and of the Chairmen of Committees I, II and III, the Credentials Committee, the Coordination Committee, the Drafting Committee and the Procedure Committee.

RULE 11

Summoning of
the Bureau

The Bureau shall be summoned and presided over by the President of the Conference.

RULE 12

Powers of the
Bureau

Subject to any further decision taken by the Conference, the Bureau shall draw up the agenda and determine the date and time of each plenary meeting of the Conference. It shall ensure the efficient working of the Conference.

V

Secretariat of Conference

RULE 13

Composition of
Secretariat

The Secretariat of the Conference shall be composed of a Secretary General and of assistants placed at the disposal of the Conference by the Swiss Government.

RULE 14

Duties of
Secretariat

The Secretariat shall take charge of the service both of the Conference and the Committees. It shall receive and circulate motions, amendments and reports, draw up and circulate records, keep the records of the Conference, provide for their translation as set forth in Rule 38, and generally carry out all the duties with which the Conference and the Committees see fit to entrust it.

VI

Committees

RULE 15

A Committee, to be known as Committee I, shall be constituted for the revision of the Geneva Convention of July 27th, 1929, for the Relief of the Wounded and Sick in Armies in the Field, and further with the revision of the Hague Convention of October 18th, 1907, for the Adaptation to Maritime Warfare of the Principles of the Geneva Convention of July 6th, 1906.

Committee I

RULE 16

A Committee, to be known as Committee II, shall be constituted for the revision of the Geneva Convention of July 27th, 1929, relative to the Treatment of Prisoners of War.

Committee II

RULE 17

A Committee, to be known as Committee III, shall be constituted for the establishment of a new Convention for the Protection of Civilian Persons in Time of War.

Committee III

RULE 18

A Coordination Committee of twenty members shall be constituted to examine the conclusions of the Committees I, II and III, and to draw the attention of the Committees concerned to any discrepancies in their conclusions. It may make recommendations to the Committees concerned as to how these discrepancies should be removed.

Coordination
Committee

RULE 19

A Drafting Committee of nine members shall be constituted. The special Drafting Committee appointed by each Committee by virtue of Rule 20 shall form part of the Drafting Committee when the latter is examining the Convention on which the special Drafting Committee is engaged. The Drafting Committee shall report to the Conference on the final wording of the Conventions drawn up by Committees I, II and III.

Drafting
Committee

RULE 20

Each Committee may set up its own special Drafting Committee, Sub-Committees and Working Parties.

Drafting
Committees,
Sub-Committees and
Working Parties

RULE 21

Each country shall be entitled to be represented by one or more of its delegates on Committees I, II and III.

Representation on
Committees I, II
and III

RULE 22

The Chairmen of each Committee or Sub-Committee shall have the same rights and duties with respect to the meetings of his Committee or Sub-Committee as the President of the Conference with respect to the plenary meetings.

Chairmen of
Committees

RULE 23

Any member of a Committee who is prevented from attending a meeting may nominate another member of his delegation as a substitute.

Substitutes

RULE 24

Times of
Committee
Meetings

As a general rule, no Committee meeting shall take place at the same time as a plenary meeting of the Conference.
The Committees shall fix the date and time of their meetings.

VII

Conduct of Debates

RULE 25

Motions and
Amendments

The texts of all motions and amendments shall be transmitted in writing to the Secretary General of the Conference or the Secretaries of Committees, who shall check them and instruct the Secretariat to circulate them to the delegates at least twenty-four hours prior to any discussion. The President or Chairman may, however, authorize at any time the discussion and consideration of a motion or amendment which, by its brevity, simplicity or relative unimportance, seems to justify this procedure, even if it has not been handed in to the Secretary General or the Secretaries of Committees or circulated to delegates in accordance with this rule.

RULE 26

Reports of
Committees

Reports of Committees, after having been initialled by the Chairman of the Committee concerned, shall be transmitted to the Secretariat and circulated (with the exception of those of the Credentials Committee) at least twenty-four hours before the plenary meeting of the Conference at which they are to come up for discussion.

RULE 27

Length of Speeches

The Conference in plenary meeting and the Committees constituted in virtue of Chapter VI of the present Rules may, on a point of order and formal motion, at any time limit the length of speeches.

RULE 28

Call to Order

The President may call to order any speaker whose remarks are not relevant to the question under discussion and, if necessary, withdraw his right to speak.

RULE 29

Order of Priority

Where a number of motions or amendments are moved on one proposal or clause, the President or Chairman shall, subject to challenge from the floor, determine their order of priority. Consequential and drafting amendments may be left to the appropriate drafting Committees. After all amendments have been voted on, the complete text of a proposal or clause shall be voted on. At the request of any delegate a proposal, amendment or clause may be voted on by paragraphs.

RULE 30

Points of Order

During the discussion of any question a delegate may raise a point of order. The President or Chairman shall decide the point, but if the decision is challenged two speakers may address the meeting, one against and one for the decision, and strict relevance shall be observed. The ruling shall then be put to the vote. Any delegate may on a point of order object to the intervention of a non-delegate.

RULE 31

During a discussion a delegate may move the closure or adjournment of the discussion of the matter in question. If application to speak on the motion is made, only two further speakers may address the meeting — one for and one against the motion. The motion shall then be put to the vote.

Closure of
Discussion

RULE 32

A motion may be withdrawn by its proposer at any time before voting upon it has commenced, provided that there is no amendment to that motion before the meeting. Any motion thus withdrawn may be reintroduced by any delegate.

Withdrawal of
Motions

RULE 33

When a resolution or a motion has been adopted or rejected it shall not be reconsidered unless the Conference or Committee decide otherwise by a majority of two-thirds of the delegations present.

Reconsideration
of Motions

VIII

Voting

RULE 34

Each member country shall be entitled to one vote in the Conference and in Committees I, II and III.

Number of Votes

In the Coordination, Drafting and Credentials Committees each participating member shall have one vote.

RULE 35

All decisions of the Conference and Committees shall be taken by a simple majority (except as provided under Rule 33) of members present and voting. Abstention shall not count as a vote for this purpose.

Majorities

A vote which results in a draw in a committee shall be considered as rejection. Resolutions rejected by a draw in plenary meeting shall be open for reconsideration at the request of a member and may be submitted again to the vote after a delay of twenty-four hours.

RULE 36

Delegates shall normally vote by show of hands unless the Conference or Committees decide on a roll-call of delegations or on a secret ballot.

Method of Voting

RULE 37

The names of all delegations or delegates participating in a roll-call shall be inserted in the record of the meeting.

Record of Names
in Roll-call

IX

Languages

RULE 38

The working languages of the Conference shall be French and English. Speeches delivered in one of these two languages shall be interpreted into the other by an interpreter of the Secretariat. Where, however, a speech is made

Languages,
Translations,
Interpreters
and Documents

in another language the delegation concerned shall itself provide for the interpretation of its speeches into one of the working languages.

All documents shall be issued in French and English. All texts transmitted to the Secretariat must be drafted in one of these two languages.

X

Records

RULE 39

Verbatim and
Summary Records

The Secretariat shall prepare:

- (1) Verbatim records of the plenary meetings of the Conference.
- (2) Summary records of the meetings of Committees.

These records shall be circulated as soon as possible to all delegates. Delegates shall, within forty-eight hours, communicate in writing to the Secretary General or the Secretary of the Committee concerned any corrections they wish to have made. Thereafter the text of the record shall be held to be final.

RULE 40

Final Record of
the Conference

After the close of the Conference the Swiss Government shall publish the Final Record of its proceedings in French and English.

XI

Press and Public

RULE 41

Press

The representatives of the press shall have access to the places reserved for them on presentation of the cards issued by the Secretariat on the instructions of the Secretary General.

RULE 42

Public

The public shall have access to the places reserved for them on presentation of the cards issued by the Secretariat on the instructions of the Secretary General.

RULE 43

Secret Meetings

The plenary meetings and meetings of Committees shall be open to the public unless the Conference or the Committee decide otherwise.

XII

Amendments to the Rules of Procedure

RULE 44

Amendments to the
Rules of Procedure

Any Rule of the present Rules of Procedure may be amended or added to at a plenary meeting of the Conference.