Inter-Parliamentary Union
For democracy. For everyone.

Statutes and Rules

Texts valid as from October 2026

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Statutes of the Inter-Parliamentary Union[1]

Extensively revised in October 1983 and amended in April 2003, October 2013, March 2016, April 2017, March and October 2018, October 2019, October 2024, and April and October 2025.

I. Nature, purpose and composition

Article 1

1. The Inter-Parliamentary Union (IPU) is the international organization of the Parliaments of sovereign States.

2. As the focal point for worldwide parliamentary dialogue since 1889, the IPU shall work for peace and cooperation among peoples and for the solid establishment of representative institutions. To that end, it shall:

(a) Foster contacts, coordination and the exchange of experience among Parliaments and parliamentarians of all countries;

(b) Consider questions of international interest and express its views on such issues with the aim of bringing about action by Parliaments and their members;

(c) Contribute to the defence and promotion of human rights, which are universal in scope and respect for which is an essential factor of parliamentary democracy and development;

(d) Contribute to better knowledge of the working of representative institutions and to the strengthening and development of their means of action.

3. The IPU, which shares the objectives of the United Nations, supports its efforts and works in close cooperation with it. It also cooperates with regional inter-parliamentary organizations, as well as with international, intergovernmental and non-governmental organizations which are motivated by the same ideals.

4. The IPU has legal personality and has the authority to enter into international agreements, including cooperation agreements with national parliaments and inter-parliamentary organizations, as well as with international intergovernmental and non-governmental organizations.

5. In all of its work and functioning the IPU shall mainstream a gender perspective and apply a human rights-based approach. In particular, it shall foster gender-balanced representation in its structures and deliberations, with the ultimate goal of achieving overall parity.[2]

Article 2

The Headquarters of the IPU shall be at Geneva.

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1 In these Statutes, whenever the words "parliamentarian", "President", "Vice-President", "delegate", "representative", "member" and "observer" are used, they should be construed as referring to both women and men.

2 Parity is understood as a 50:50 ratio. In practice, given the diversity in modalities for representation, gender balance or alternation of each sex should be pursued. Gender balance is understood as being as close to 50:50 as possible, including a 40:60 ratio or a rule by which no sex outnumbers the least represented sex by more than two. Alternation implies that men and women share or rotate in leadership positions.

Article 3

1. Every Parliament constituted in conformity with the laws of a sovereign State whose population it represents and on whose territory it functions may request affiliation to the IPU. A National Group representing any such Parliament and which is already affiliated at the time of the approval of this Article[3] may choose to remain a Member Parliament of the IPU.

2. Any Parliament constituted in conformity with the basic law of a territorial entity whose aspirations and entitlement to statehood are recognized by the United Nations, and which enjoys the status of Permanent Observer to the United Nations with substantial additional rights and privileges, may also become a Member Parliament.

3. In a federal State, only the federal Parliament may make a request to become a Member Parliament.

4. Every Member Parliament shall adhere to the principles of the IPU and comply with its Statutes.

5. International parliamentary assemblies established under international law by States which are represented in the IPU may, upon their request and after consultation with the relevant Member Parliaments, be admitted by the Governing Council as Associate Members.

Article 4

1. The decision to admit or readmit a Parliament shall be taken by the Governing Council, to which requests for affiliation or reaffiliation are communicated by the Secretary General. The Governing Council shall take its decision based on the advice of the Executive Committee, which shall consider whether the conditions stipulated in Article 3 are fulfilled, and report thereon.

2. When a Member Parliament has ceased to function as such, the Executive Committee shall consider the situation and express an opinion to the Governing Council. The Governing Council shall take a decision on the suspension of the affiliation of that Member Parliament to the IPU. If the Governing Council decides not to suspend the affiliation of the Parliament, it may exceptionally take a decision to allow a parliamentary entity to participate in the IPU as the country's legitimate interlocutor, in a non-voting observer capacity. In such a case, any arrears of contributions owed by that Parliament shall be written off and the assessment of future financial contributions shall be suspended until such time as a parliament is re-established in the country in accordance with Article 3.1.

Article 5

1. Each Member Parliament and Associate Member of the IPU shall make an annual contribution to the expenses of the IPU in accordance with a scale approved by the Governing Council (cf. Financial Regs., Rule 5).

2. Any Member Parliament which is in arrears in the payment of its financial contributions to the Organization shall have no votes in the statutory bodies of the IPU if the amount of its arrears equals or exceeds the amount of the contributions due from it for the preceding two full years. The Governing Council may, nevertheless, permit such a Member Parliament to vote if it is satisfied that the failure to pay is due to conditions beyond the control of the Member Parliament of the IPU. Prior to examining this question, the Governing Council may receive a written explanation from the Member Parliament concerned. Notwithstanding the provisions of Article 10.2 of the Statutes, such a Member Parliament shall not be

3 April 2001

represented by more than two delegates at meetings convened by the IPU. An Associate Member which is in arrears of the payment of its financial contributions in an amount that equals or exceeds the amount of the contributions due from it for the preceding two full years, shall not be represented by more than one delegate at meetings convened by the IPU.

3. When a Member Parliament or Associate Member of the IPU is three years in arrears in the payment of its contributions to the IPU, the Executive Committee shall consider the situation, on a case-by-case basis and in close consultation with the Member Parliament or Associate Member concerned, and express an opinion to the Governing Council. The Governing Council shall take a decision on the suspension of the rights of that Member Parliament or Associate Member.

Article 6

1. All Member Parliaments or Associate Members of the IPU shall have their own rules governing their participation in the IPU's work. They shall make all structural, administrative and financial provisions required to ensure their effective representation in the IPU, the implementation of the decisions taken and to maintain relations with the IPU Secretariat, to which they shall submit an annual report of their activities, including the names of their officers and the list or the total number of their members.

2. It is the sovereign right of each Member Parliament to decide on the manner in which it organizes its participation in the IPU.

Article 7

It is the duty of Member Parliaments to submit the resolutions of the IPU within their respective Parliament, in the most appropriate form; to communicate them to the Government; to stimulate their implementation and to inform the IPU Secretariat, as often and fully as possible, particularly in its annual reports, of the steps taken and the results obtained (cf. Assembly, Rule 38.2). To this end, all heads of delegations to IPU Assemblies should submit in accordance with national laws a report to their national parliaments with a copy to the IPU Secretary General as soon as possible following the closure of the Assembly.

II. Organs

Article 8

The organs of the IPU are: the Assembly, the Governing Council, the Executive Committee and the Secretariat.

III. The Assembly

Article 9

1. The IPU shall meet in Assembly twice a year.

2. The place and date of each session shall be determined by the Governing Council (cf. Assembly, Rule 4.2).

3. In exceptional circumstances, the Governing Council may decide to change the place and date of the Assembly or not to hold it. In an emergency, the President of the IPU may take such a decision with the consent of the Executive Committee.

Article 10

1. The Assembly shall be composed of parliamentarians designated as delegates by the Member Parliaments and Associate Members. Member Parliaments and Associate Members shall include men and women parliamentarians in their delegation and shall strive to ensure their equal representation. Member Parliaments and Associate Members shall also strive to include in their delegations young parliamentarians, parliamentarians with disabilities and parliamentarians representing vulnerable groups.

2. The number of members of parliament appointed as delegates to the Assembly by a Member Parliament of the IPU shall in no case exceed eight in respect of parliaments of countries with a population of less than 100 million inhabitants, or 10 in respect of parliaments of countries with a population of 100 million inhabitants or more.

3. A Member Parliament may register one additional delegate if at least one young parliamentarian[4] is part of the delegation, on condition that the delegation is composed of both sexes and the Member Parliament is not in arrears in the payment of its assessed contributions.

4. Any delegation that for two consecutive sessions of the Assembly is composed exclusively of parliamentarians of the same sex shall automatically be reduced by one person.

Article 11

1. The Assembly shall be opened by the President of the IPU or, in his/her absence, by the Vice-President of the IPU designated in conformity with Rule 5.2 of the Rules of the Executive Committee.

2. The Assembly shall choose its President, Vice-Presidents and Tellers.

3. Every Member Parliament attending an Assembly is entitled to designate a Vice-President of the Assembly. In the event that the President of the Assembly is unavailable to chair a sitting, a replacement shall be invited to chair from among the designated Vice-Presidents, and efforts shall be made to ensure geopolitical and gender balance among those serving in this capacity during a given Assembly.

Article 12

The Assembly debates issues which, under the provisions of Article 1 of the Statutes, fall within the scope of the IPU, and makes recommendations expressing the views of the Organization on these questions.

Article 13

1. The Assembly is assisted in its work by Standing Committees, whose number and terms of reference are determined by the Governing Council (cf. Art. 21 (e)).

2. Standing Committees shall normally prepare reports and/or draft resolutions for the Assembly and perform other functions as set out in the Rules (cf. Standing Committees, Rule 6.5).

3. Standing Committees may also be instructed by the Governing Council to study an item included in the latter's agenda and make a report to that organ.

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4 In these Statutes, whenever the words "young parliamentarians" are used, they should be construed as referring to parliamentarians who are below the age of 40 years.

Article 14

1. The Assembly shall establish the agenda for its subsequent session (cf. Assembly Rule 10).

2. The Assembly may include one emergency item in its agenda (cf. Assembly Rule 11).

Article 15

1. Only delegates present in person shall have the right to vote.

2. The number of votes to which each Member Parliament is entitled shall be calculated on the following basis:

(a) Each Member Parliament shall have a minimum of 10 votes;

(b) Each Member Parliament shall have the following additional number of votes in relation to the population of its country:

From	1	to	5	million inhabitants:	1	vote
From more than	5	to	10	" "	2	votes
" " "	10	to	20	" "	3	"
" " "	20	to	30	" "	4	"
" " "	30	to	40	" "	5	"
" " "	40	to	50	" "	6	"
" " "	50	to	60	" "	7	"
" " "	60	to	80	" "	8	"
" " "	80	to	100	" "	9	"
" " "	100	to	150	" "	10	"
" " "	150	to	200	" "	11	"
" " "	200	to	300	" "	12	"
From " "			300	" "	13	"

(c) Any delegation that for two consecutive sessions is composed exclusively of parliamentarians of the same sex shall have a minimum of eight votes (instead of the 10 for mixed delegations) at the Assembly of the IPU. For delegations entitled to a certain number of additional votes, the overall calculation will be made on the basis of eight votes instead of 10.

3. A delegation may split its votes so as to express the diverse views of its members. No single delegate may record more than 10 votes.

Article 16

1. Voting at the Assembly shall be conducted by roll call, except when the decision before the Assembly meets with no opposition.

2. For the election of officers, voting shall be held by secret ballot if at least 20 delegates so request.

IV. Governing Council

Article 17

1. The Governing Council shall normally hold two sessions a year (cf. Governing Council, Rule 4).

2. The Governing Council shall be convened in extraordinary session by the President if the latter or the Executive Committee deems this necessary, or a quarter of the Governing Council's members so request.

Article 18

1. The Governing Council shall be composed of three members from each Member Parliament (cf. Governing Council, Rule 1.2).

2. All the members of the Governing Council must be sitting members of Parliament.

Article 19

1. The Governing Council shall elect the President of the IPU for a period of three years (cf. Governing Council, Rules 5, 6 and 7). The President of the IPU is the political head of the Organization and shall be ex officio President of the Governing Council.

2. The retiring President shall not be eligible for re-election and shall be replaced by a person belonging to another Parliament. An endeavour will be made to ensure a regular rotation between the different geopolitical groups, as well as between men and women parliamentarians.

3. The election shall take place during the second Assembly of the year. If, for exceptional reasons, the Assembly cannot be convened, the Governing Council may nevertheless hold the election.

4. In case of the resignation, loss of parliamentary mandate or death of the President, the functions of the President shall be exercised by the Vice-President of the IPU designated in conformity with Rule 5.2 of the Rules of the Executive Committee, until such time as the Governing Council elects a new President. The same provision shall apply in the case of the suspension of the rights or affiliation of the Member Parliament to which the President of the IPU belongs.

5. The President shall also be assisted in his/her work between the statutory sessions by a group of six Vice-Presidents of the Executive Committee representing each of the geopolitical groups and appointed from among the members of the Executive Committee for a renewable term of one year (cf. Rule 5.3 of the Rules of the Executive Committee).

6. The President shall report at each ordinary session of the Governing Council on his/her activities since the previous session, in conjunction with the report on the activities of the Executive Committee (cf. Article 26.2g).

Article 20

1. The Governing Council determines and guides the activities of the IPU and oversees their implementation in conformity with the purposes defined in these Statutes.

2. The Governing Council shall adopt its agenda. A provisional agenda shall be established by the Executive Committee (cf. Governing Council, Rule 11.2). Any member of the Governing Council may submit supplementary proposals to this provisional agenda (cf. Governing Council, Rule 12).

Article 21

The Governing Council shall perform, in particular, the following functions:

(a) Decide on the admission and readmission of Member Parliaments, as well as on the suspension of their rights or affiliation, in accordance with Article 4 and 5.3 of the Statutes;

(b) Decide on the place and date of the Assembly (cf. Art. 9.2 and Assembly, Rule 4.2);

(c) Propose the President of the Assembly;

(d) Decide on the holding of all other inter-parliamentary meetings by the IPU, including the creation of ad hoc committees to study specific problems; determine the modalities thereof and express its opinion on their conclusions;

(e) Set the number and terms of reference of the Standing Committees of the Assembly (cf. Art. 13.1);

(f) Set up ad hoc or special committees and working groups while ensuring geopolitical, geographical (regional and sub-regional) and gender balance in their composition;

(g) Determine the categories of observers at IPU meetings and their rights and responsibilities and decide which international organizations and other bodies shall have observer status at the IPU's meetings on a regular basis (cf. Assembly, Rule 2; Governing Council, Rule 3; Standing Committees, Rule 3.1), in addition to inviting on an occasional basis observers that may contribute to the study of a particular item on the Assembly agenda;

(h) Adopt the IPU Strategy and oversee its implementation;

(i) Adopt annually the work programme and budget of the IPU and establish the scale of contributions (cf. Financial Regs., Rules 3.1 and 5.2);

(j) Approve, each year, the accounts for the preceding fiscal year on the recommendation of two Auditors, whom it shall appoint from among its members (cf. Governing Council, Rule 40; Financial Regs., Rule 13.3; Secretariat, Rule 12);

(k) Authorize the acceptance of donations and legacies (cf. Financial Regs., Rule 7.1);

(l) Elect the members of the Executive Committee (cf. Governing Council, Rules 36, 37 and 38);

(m) Elect the Secretary General of the IPU (cf. Art. 27.1; Secretariat, Rule 3.1);

(n) Adopt its own Rules and express its opinion on proposals to amend the Statutes (cf. Governing Council, Rule 44.1).

Article 22

The Forum of Women Parliamentarians shall meet on the occasion of both annual sessions of the Assembly and shall report on its work to the Governing Council. This Forum shall establish its own Rules, which shall be approved by the Governing Council. The Forum is assisted by a Bureau, whose Rules it shall approve. The Bureau will meet during both annual sessions of the Assembly.

Article 23

The Committee on the Human Rights of Parliamentarians shall meet on the occasion of both annual sessions of the Assembly and may hold additional sessions and organize missions as necessary. The Committee shall report on its work to the Governing Council. The Committee shall establish its own Rules, which shall be approved by the Governing Council.

Article 24

The Forum of Young Parliamentarians of the IPU shall meet on the occasion of both annual sessions of the Assembly and shall report on its work to the Governing Council. The Forum shall establish its own Rules, which shall be approved by the Governing Council. The Forum is assisted by a Bureau, which shall meet during both annual sessions of the Assembly.

V. Executive Committee

Article 25

1. The Executive Committee shall be composed of the President of the IPU, 15 elected members belonging to different Parliaments, the President of the Bureau of Women Parliamentarians and the President of the Bureau of Young Parliamentarians.

2. The President of the IPU shall be President of the Executive Committee. Fifteen members shall be elected by the Governing Council. An endeavour shall be made to ensure gender balance in the composition of the Executive Committee.[5]

3. In elections to the Executive Committee, consideration shall be given to the contribution made to the work of the IPU by the candidate and the Member Parliament concerned**.** Only parliamentarians from States where women have both the right to vote and the right to stand for election are eligible to sit on the Executive Committee.

4. The 15 elected seats will be assigned to the geopolitical groups by applying the St. Laguë system to the total number of votes their members are entitled to cast in the Assembly. Should there be a change in the number of seats on the Executive Committee to which a geopolitical group is entitled, each seat concerned shall only be reassigned once the term of the existing holder of the seat has expired.

5. The term of office of the elected members of the Executive Committee shall be four years. At least two members shall retire in rotation each year. A retiring member shall not be eligible for re-election for two years and shall be replaced by a member belonging to another Parliament. The President of the Bureau of Women Parliamentarians shall serve a two-year term, which can be renewed once

5 Groups with 4 seats will include an equal number of men and women;
Groups with 3 seats will include at least one man and one woman;
Groups with 2 seats will include an equal number of men and women;
Groups with 1 seat will ensure that the seat is held at least by a man and a woman over three terms.

(cf. Forum of Women Parliamentarians, Rule 33.4). The President of the Bureau of Young Parliamentarians shall serve a two-year term, which cannot be renewed (cf. Forum of Young Parliamentarians, Rule 5.7).

6. If a member of the Executive Committee dies, resigns or ceases to be a parliamentarian, the Member Parliament concerned shall appoint a substitute to serve until the next session of the Governing Council, when an election shall be held. If the newly elected member is from a different Parliament than the outgoing member, he/she will serve a full term. Otherwise, the new member shall complete the term of office of his/her predecessor. If the President of the Bureau of Women Parliamentarians dies, resigns or ceases to be a parliamentarian, the First Vice-President or Second Vice-President, as the case may be, will complete the term of office of the predecessor. The youngest member present of the Bureau of Young Parliamentarians shall replace the President of the Bureau in his/her absence. (cf. Forum of Young Parliamentarians, Rule 5.9).

7. If the President of either Bureau is already a member of the Executive Committee or belongs to the same Parliament as one of the 15 members, he or she shall be replaced under the same conditions as outlined in Article 25.6 above (i.e. by the First or Second Vice-President in the case of the Bureau of Women Parliamentarians or by the youngest member in the case of the Bureau of Young Parliamentarians).

8. If a member of the Executive Committee is elected President of the IPU, the Governing Council shall elect a member to fill the vacant seat. In such a case, the question shall be included automatically in the agenda of the Governing Council. The term of office of the new member shall be four years.

9. Members of the Executive Committee shall not simultaneously hold office as Bureau members of Standing Committees.

Article 26

1. The Executive Committee shall be the administrative organ of the IPU.

2. The Executive Committee shall perform the following functions:

   (a) Consider, whenever a Parliament makes a request for affiliation or reaffiliation to the Union, whether the conditions mentioned in Article 3 of the Statutes are fulfilled, and to inform the Governing Council of its conclusions (cf. Art. 4);

   (b) Summon the Governing Council, in case of emergency (cf. Art. 17.2);

   (c) Set the date and place of the Governing Council sessions and establish the provisional agenda;

   (d) Express an opinion on the insertion of supplementary items in the agenda of the Governing Council;

   (e) Propose to the Governing Council the five-year IPU Strategy, as well as its annual work programme and budget of the IPU (cf. Financial Regs., Rule 3.4), and examine the progress made in meeting IPU objectives, as stipulated in Article 1 of the Statutes;

   (f) Examine and submit for the approval of the Governing Council the Organization's policies on transparency and accountability, as well as its communications strategy, in keeping with the overall five-year IPU Strategy;

(g) Inform the Governing Council at its sessions about the activities of the Executive Committee through a report by the President;

(h) Oversee the administration of the IPU Secretariat as well as its activities in the execution of the decisions taken by the Assembly or by the Governing Council and receive, for this purpose, all reports and necessary information;

(i) Examine candidatures for the post of Secretary General with the aim of submitting a proposal to the Governing Council and establish the terms of office of the Secretary General elected by the Governing Council;

(j) Request the Governing Council to grant supplementary appropriations should the budget appropriations approved by the Governing Council appear to be insufficient to cover the expenditure required for the execution of the programme and the administration of the IPU; in urgent cases, grant these appropriations provided that it shall inform the Governing Council of such action at the latter's next session;

(k) Designate an External Auditor entrusted with auditing the accounts of the IPU (cf. Financial Regs., Rule 13.1);

(l) Determine the scales of the salaries and allowances of staff members of the IPU Secretariat (cf. Staff Regs., Section IV);

(m) Adopt its own Rules;

(n) Carry out all the functions which the Governing Council delegates to it in accordance with the Statutes and Rules.

VI. IPU Secretariat

Article 27

1. The IPU Secretariat comprises the totality of the staff of the Organization under the direction of the Secretary General of the IPU (cf. Secretariat, Rule 2), who shall be elected by the Governing Council (cf. Art. 21 (m)).

2. The Secretariat shall perform the following functions:

(a) Be the permanent Headquarters of the IPU;

(b) Keep records on the Member Parliaments and Associate Members of the IPU and endeavour to foster new requests for affiliation;

(c) Support and stimulate the activities of the Member Parliaments and Associate Members and contribute, on the technical level, towards the harmonization of these activities;

(d) Prepare the questions to be considered at inter-parliamentary meetings and distribute the necessary documents in due time;

(e) To provide for the execution of the decisions of the Governing Council and of the Assembly;

(f) Prepare proposals for the five-year IPU Strategy, the annual work programme and budget for the consideration of the Executive Committee (cf. Financial Regs., Rule 3.2, 3.3 and 3.7);

(g) Ensure the implementation of the IPU Strategy, as adopted by the Governing Council;

(h) Prepare for the consideration of the Executive Committee policies and reports on transparency and accountability to be approved by the Governing Council;

(i) Collect and disseminate information concerning the structure and functioning of representative institutions;

(j) Maintain relations between the IPU and other international organizations and, in general, its representation at international conferences;

(k) Maintain the archives of the IPU.

VII. Oversight and Ethics Committee

Article 28

An Oversight and Ethics Committee shall be established with a view to ensuring compliance with the *Code of Conduct for IPU Governance Officials* and the *Policy to prevent and address harassment, including sexual harassment, at IPU Assemblies and other IPU events*.

VIII. Geopolitical Groups

Article 29

1. The Member Parliaments may form geopolitical groups.[6] Each group shall decide on the working methods that best suit its participation in the activities of the Organization. It shall inform the IPU Secretariat of its composition, the names of its officers, and its rules of procedure.

2. The Member Parliaments that belong to more than one geopolitical group shall inform the Secretary General which geopolitical group they represent for the purposes of submitting candidatures for positions within the IPU.

3. The Executive Committee may invite the Chairs of the geopolitical groups to participate in its discussions in an advisory capacity.

IX. Association of Secretaries General of Parliaments

Article 30

1. The Association of Secretaries General of Parliaments (ASGP) shall be a consultative body of the IPU.

2. The activities of the ASGP and those of the organs of the IPU competent to study parliamentary institutions are complementary. They shall be coordinated by means of consultations and close collaboration at the stages of preparation and implementation of projects.

3. The ASGP shall be administered autonomously. The IPU shall make an annual contribution to the budget of the ASGP. The Rules which the ASGP establishes shall be approved by the Governing Council of the IPU.

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6 At the time of approval of this Article, the geopolitical groups active in the IPU were the African Group, the Arab Group, the Asia-Pacific Group, the Eurasia Group, the Group of Latin America and the Caribbean and the Twelve Plus Group.

X. Amendments to the Statutes

Article 31

1. Any proposal to amend the Statutes shall be submitted in writing to the IPU Secretariat at least two months before the meeting of the Assembly. The IPU Secretariat will immediately communicate all such proposals to Member Parliaments. The consideration of such proposed amendments shall be automatically placed on the agenda of the Assembly.

2. Any sub-amendments shall be submitted in writing to the IPU Secretariat at least one month before the meeting of the Assembly. The Secretariat will immediately communicate all such sub-amendments to Member Parliaments.

3. After hearing the opinion of the Governing Council, expressed through a simple majority vote, the Assembly shall decide on such proposals by a two-thirds majority vote.

Rules of the Assembly[1]

Extensively revised in October 1983 and amended in April 2003, October 2013, March 2016, April 2017, March 2018, October 2024, April 2025, April 2026 and October 2026.

I. Composition

Rule 1

1. The Assembly shall be composed of sitting members of Parliament designated by the Member Parliaments and Associate Members as delegates in conformity with Article 10 of the Statutes.

2. Associate Members shall participate in the Assembly and its Standing Committees with the same rights as Member Parliaments, with the exception of the right to vote and to present candidates for elective offices.

Rule 2

1. Representatives of international organizations may be invited by the Governing Council to follow the work of the Assembly in the capacity of observers. Representatives of other bodies to which observer status has been granted by the United Nations General Assembly may also be invited by the Governing Council as observers (cf. Statutes, Art. 21 (g)).

2. Observers may only speak on the invitation of the President.[2]

Rule 3

Member Parliaments and Associate Members may designate former parliamentarians to follow the work of the Assembly as honorary members of their delegation.

II. Sessions

Rule 4 (cf. Statutes, Art. 9)

1. The Assembly will meet twice a year and normally last for five days. At least one session of the year shall be held in Geneva, unless the IPU governing bodies decide otherwise.

2. The place and date of each Assembly shall be determined by the Governing Council, if possible one year in advance (cf. Statutes, Art. 21 (b), Assembly Rule 6). The Assembly may be held in a host country only if all IPU Member Parliaments, Associate Members and Observers are invited and if their representatives shall be granted the visas required for participation by the government of the host country. The convocation of the Assembly shall be sent to all Member Parliaments, Associate Members and Observers at least four months before the opening of the session.

Rule 5

1. The Member Parliament inviting the Assembly shall be responsible for providing all necessary facilities for the session, in conformity with an Agreement concluded with the Secretary General acting on behalf of the IPU.

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1 In these Rules, whenever the words "President", "Vice-President", "representative", "delegate", "member" and "observer" are used, they should be construed as referring to both women and men.

2 See the practical modalities of the rights and responsibilities of observers at IPU meetings

2. The Governing Council may, however, decide whether it is necessary in certain cases for the IPU and other Member Parliaments to bear part of the expenses of organizing an Assembly.

Rule 6

The dates of each Assembly shall be determined by the Governing Council in consultation with the host Member Parliament (cf. Assembly Rule 4.2).

III. Presidency - Steering Committee

Rule 7 (cf. Statutes, Art. 11)

1. The Assembly shall be opened by the President of the IPU or, in the President's absence, by the Vice-President of the IPU designated in conformity with Rule 5.2 of the Rules of the Executive Committee.

2. The Assembly shall choose its President (cf. Statutes, Art. 21 (c)), Vice-Presidents and Tellers.

3. Every Member Parliament attending an Assembly is entitled to designate a Vice-President of the Assembly. In the event that the President of the Assembly is unavailable to chair a sitting, a replacement shall be invited to chair from among the designated Vice-Presidents, and efforts shall be made to ensure geopolitical and gender balance among those serving in this capacity during a given Assembly.

Rule 8

1. The President shall open, suspend and close the sittings, direct the work of the Assembly, see that the Rules are observed, call upon speakers, put questions to the vote, make known the results of the voting and declare the Assembly closed. The President's decisions in these matters shall be final and not open to debate.

2. The President shall decide on all matters not covered by these Rules, after having taken the advice of the Steering Committee if necessary.

Rule 9

1. The Steering Committee of the Assembly shall be composed of the President of the Assembly, the President of the IPU, the Vice-President of the IPU designated in conformity with Rule 5.2 of the Rules of the Executive Committee , the Presidents of the Standing Committees, the President of the Bureau of Women Parliamentarians, and the President of the Bureau of Young Parliamentarians, or their representatives.

2. This Committee, which shall be assisted by the Secretary General of the IPU, shall take all appropriate measures to ensure the effective organization and normal functioning of the Assembly proceedings, in conformity with the Statutes and Rules of the IPU.

3. With a view to ensuring a smooth and cohesive functioning of the IPU and the effective implementation of its decisions, at each Assembly the IPU President, assisted by the Secretary General, shall hold a joint meeting with the Chairs of the geopolitical groups and the Presidents of the Standing Committees. The Presidents of the subsidiary bodies of the Governing Council, the President of the Bureau of Women Parliamentarians and the President of the Bureau of Young Parliamentarians may also be invited to take part in this meeting.

IV. Agenda – Reports and Resolutions - Order of debates

Rule 10

1. The agenda of the Assembly, approved on the occasion of its previous session, shall include a General Debate with an overall theme, normally two subject items proposed by the Standing Committees and relating to their own field of competence (cf. Standing Committees, Rule 6.1 and Statutes, Art. 14.1) as well as possible reports submitted by the Standing Committees.

2. The agenda shall be communicated to all Member Parliaments and Associate Members by the Secretary General at least four months before the opening of the Assembly.

Rule 11 (cf. Statutes, Art. 14.2)

1. Any Member Parliament may request the inclusion of an emergency item in the Assembly agenda. Such a request must be accompanied by a brief explanatory memorandum and a draft resolution, which clearly define the scope of the subject covered by the request, and indicate how it is in line with the principles and values of the IPU and its Strategy. Requests must be submitted to the IPU Secretariat at least 48 hours in advance of the vote on the emergency item. The IPU Secretariat shall communicate the request and accompanying documents immediately to all Member Parliaments.

2. Consideration and acceptance by the Assembly of a request for the inclusion of an emergency item in its agenda shall be subject to the following provisions:

(a) A request for the inclusion of an emergency item must relate to a recent major situation of international concern on which urgent action by the international community is required and on which it is appropriate for the IPU to express its opinion and mobilize a parliamentary response. Such a request must receive a two-thirds majority of the votes cast in order to be accepted.
(b) The Assembly may place only one emergency item on its agenda. Should several requests obtain the requisite majority, the one having received the largest number of positive votes shall be accepted.
(c) The authors of two or more requests for the inclusion of an emergency item may combine their proposals to present a joint one, including after the 48-hour deadline for submission, provided that each of the original proposals relates to the same subject and the combined proposal maintains the overall scope of the original proposals.
(d) The subject of a proposal that has been withdrawn by its authors or rejected by the Assembly cannot be included in the draft resolution submitted on the emergency item, unless it is clearly referred to in the request and title of the subject adopted by the Assembly.

3. The Steering Committee shall give its opinion on the admissibility of proposals and propose an ad hoc procedure for the overall emergency item process, for approval by the Assembly. On the advice of the Steering Committee, the authors of proposals may make adjustments to, but not change the overall scope of, their proposals after the 48-hour deadline for submission.

Rule 12

Before taking a decision on a request for the inclusion of an emergency item and after hearing the opinion of the Steering Committee on its admissibility, the Assembly shall hear a concise explanation from the sponsor and a statement from one speaker holding a contrary opinion, neither of whom shall enter into the substance of the matter.

Rule 13

As a rule, the Assembly will appoint two rapporteurs for each subject item proposed by a Standing Committee. These rapporteurs will prepare a succinct, action-oriented draft resolution and an accompanying explanatory memorandum. Member Parliaments and Associate Members may contribute to the drafting process by submitting their brief written inputs in one of the official languages[3] of the IPU (cf. Assembly, Rule 36.1). The arrangements for the submission of such written inputs shall be indicated in the convocation of the Assembly (cf. Standing Committees, Rule 13.1). Throughout the process, a human rights-based approach and gender mainstreaming shall be duly applied.

Rule 14

1. The Assembly shall start by holding a General Debate with an overall theme. During this General Debate, delegates may also address the political, economic and social situation in the world. This debate may give rise to the adoption of an outcome document, as decided by the Assembly Steering Committee and approved by the IPU Executive Committee.

2. The subject items placed by the Assembly on its agenda shall be debated by the Standing Committees, which shall prepare draft resolutions for consideration by the Assembly (cf. Statutes, Art. 13.2).

3. The Assembly shall vote on the texts submitted by the Standing Committees, without holding a debate on the substance of these questions.

Rule 15

1. No debate may be opened or vote taken on a question which the Assembly has examined and on which it has taken a decision.

2. However, in exceptional circumstances, the Steering Committee may submit to the Assembly a motion proposing that a procedural decision already taken be reconsidered; a positive decision on such a motion shall be based on a consensus among the delegations.

V. Amendments

Rule 16

1. Any delegate may submit amendments relating to the draft resolutions prepared by the rapporteurs on the subject item included in the agenda approved by the Assembly. They shall be deposited with the IPU Secretariat no later than 21 days before the opening of the Assembly. However, the Forum of Women

[3] The official languages of the IPU are English and French.

Parliamentarians and the Forum of Young Parliamentarians shall be permitted to submit amendments incorporating a gender or youth perspective at any time prior to the closure of the first sitting of the respective Standing Committee (cf. Standing Committees, Rule 13.2).

2. Sub-amendments relating to these draft resolutions may be submitted until the Standing Committee adopts the draft resolution intended for the Assembly.

3. In order to facilitate the work of the Committee, the rapporteurs may propose a new text in order to give due consideration to proposed amendments and sub-amendments.

4. When the Assembly is called upon to take a decision on the draft resolution prepared by the Standing Committee, the only amendments in order, other than those of a purely drafting nature, shall be those incorporating the content of earlier proposals submitted within the statutory deadlines but not accepted by the Standing Committee.

5. When the Assembly is called upon to take a decision on any other draft resolution, amendments and sub-amendments may be submitted until the Assembly adopts the texts to which they relate.

Rule 17

1. Amendments and sub-amendments shall relate directly to the text. They may only call for an addition, a deletion or a modification to the initial draft, without having the effect of changing its scope or nature.

2. The President of the Assembly shall determine whether or not amendments and sub-amendments which are to be voted on in plenary sitting of the Assembly are in order.

Rule 18

1. Amendments and sub-amendments shall be voted on before the text to which they relate.

2. If two or more amendments apply to the same words in a draft resolution, the one which is furthest removed from the text under consideration shall have priority over the others and shall be put to the vote first.

3. If two or more amendments are mutually exclusive, the adoption of the first shall imply the rejection of the other amendment(s) bearing on the same words. If the first amendment is rejected, the next amendment in order of priority shall be put to the vote; the same procedure shall be applied for each of the following amendments.

4. In case of doubt regarding the priority, the President shall decide.

Rule 19

Unless the President decides otherwise, the only speakers on an amendment or a sub-amendment shall be the sponsor, one delegate holding a contrary opinion and, if need be, the Rapporteur of the Standing Committee (cf. Standing Committees, Rule 26).

VI. Speaking rights - Order - Procedural motions

Rule 20

No delegate may speak without the authorization of the President.

Rule 21

1. Two representatives of each delegation may speak during the General Debate. They shall share the speaking time as they deem fit. An additional MP from each delegation may address the General Debate, provided he/she is a young parliamentarian.[4]

2. Notwithstanding the provisions of paragraph 1 above, the President may, at the end of the corresponding sitting, give the floor briefly to a delegation wishing to exercise its right of reply.

Rule 22

1. As a general rule, delegates shall take the floor in the order in which they have asked to speak.

2. However, the registration of speakers for the General Debate shall be governed by a specific procedure established by the Assembly.

3. Speakers may only be interrupted by other delegates on a point of order.

4. The President shall rule immediately and without debate on all points of order.

Rule 23

1. The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language. The President may, if necessary, withdraw permission to speak and may have the objectionable words struck from the record.

2. Speakers in the General Debate are not permitted to use props, visual displays or audio/video recordings during their interventions.

Rule 24

The President shall deal immediately with any incident which may arise during the meeting and, if necessary, take any measure required to restore the normal working of the Assembly.

Rule 25

1. Priority to speak shall be given to delegates wishing to propose:
   (a) Adjournment of the debate sine die;
   (b) Adjournment of the debate;
   (c) Closure of the list of speakers;
   (d) Closure or adjournment of the meeting; or
   (e) Any other motion having a bearing on the conduct of the meeting.

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4 In these Rules, whenever the words “young parliamentarians” are used, they should be construed as referring to parliamentarians who are below the age of 40 years.

2. These procedural motions shall have priority over the substantive questions; debate on the latter shall be suspended while the former are considered.

3. The mover shall make a brief presentation of the motion without entering into the substance of the question under debate.

4. During a debate on procedural motions, only the mover of the proposal and one delegate holding a contrary opinion shall be heard, each of whom may speak for not more than three minutes, after which the Assembly shall take a decision.

Rule 26

Debates of the Assembly shall be public. They shall be held *in camera* only if the Assembly so decides by a two-thirds majority of the votes cast.

VII. Voting - Quorum - Majorities

Rule 27

Voting shall be conducted in conformity with Articles 15 and 16 of the Statutes.

Rule 28

A table indicating the number of votes to which each Member Parliament is entitled shall be distributed at the opening of the Assembly.

Rule 29

1. Assembly votes shall be taken only after due notice has been given by the President.

2. Results of votes by secret ballot shall be ascertained by the Tellers appointed by the Assembly.

Rule 30

1. Any delegate may request that part, or each paragraph, of a text submitted to the Assembly be put to the vote separately.

2. If any objection is raised, the request for division of the text shall be voted on without debate.

3. If the request for division of the text is accepted, separate votes shall be taken on those parts and paragraphs of the text on which the Assembly has resolved to take a separate vote. The full text, excluding such parts or paragraphs as may have been rejected, shall subsequently be put to the vote as a whole on the understanding that, should all the parts and paragraphs of the text be rejected, the text shall be considered as rejected in toto.

Rule 31

1. Nobody may interrupt a vote once it has commenced, except to obtain clarification on the manner in which the voting is being conducted.

2. Delegates who wish to explain their vote briefly may be authorized to do so by the President, after the voting has taken place.

3. No explanation of vote shall be admissible on amendments and procedural motions.

Rule 32

1. A vote may only take place if at least half of the delegations participating in the Assembly are represented in the meeting room at the time.

2. For each Assembly, the quorum shall be established on the basis of the number of delegations effectively participating at the first plenary meeting. This quorum shall be announced by the Secretary General at that time.

Rule 33

1. Subject to the provisions of Rules 11.2, 15.2 and 27, the Assembly shall take decisions by a majority of the votes cast.

2. In calculating the number of votes cast, only affirmative and negative votes shall be taken into account.

3. When a specified majority is required, the number of affirmative votes must be equal to at least one third of the total number of votes allocated to delegations actually participating in the Assembly (cf. Rule 32.2).

4. In case of a tie, the proposal under consideration shall be considered as rejected.

VIII. Secretariat

Rule 34

1. The Secretary General of the IPU shall be responsible for the organization of the IPU Secretariat. The Secretary General or his/her representative shall assist the President in directing the work of the Assembly.

2. The Secretary General or his/her representative may at any time, at the request of the President, offer the Assembly advice on any question which the meeting has under consideration (cf. Secretariat, Rule 6).

Rule 35

The Secretary General shall transmit to the Member Parliaments and Associate Members as rapidly as possible all the documents submitted for the Assembly.

Rule 36

1. The IPU Secretariat shall receive all documents, reports and draft resolutions and distribute them, together with the summary records of the sittings, in English and French. It shall ensure the simultaneous interpretation of the debates in these two languages, as well as in Arabic and Spanish.

2. The IPU Secretariat shall maintain the documents of the Assembly in its archives and, in general, carry out all the tasks which the Assembly may deem fit to entrust to it.

Rule 37

1. The summary record of the proceedings shall be published and distributed as soon as possible, but no later than 30 days before the following Assembly.

2. Should the Assembly sit *in camera*, it may decide that no records of the sitting will be kept.

IX. Close of the Assembly

Rule 38

1. At the close of each Assembly, the President shall enumerate the principal resolutions adopted.

2. It shall be the duty of Member Parliament delegations to submit these resolutions within their respective Parliaments, in an appropriate form, and to communicate them to their Governments with a view to obtaining the most active support possible for the implementation of these resolutions (cf. Statutes, Art. 7).

X. Adoption and amendment of the Rules

Rule 39

1. The Assembly shall adopt and amend its Rules by a majority of the votes cast.

2. Proposals for amending the Rules of the Assembly shall be formulated in writing and sent to the IPU Secretariat at least two months before the Assembly meets. The Secretariat shall communicate such proposals immediately to all Member Parliaments. It shall also, if necessary, communicate to all Member Parliaments any proposals for sub-amendments at least one month before the meeting of the Assembly.

3. Consideration of any request to amend the Rules shall be included automatically in the agenda of the Assembly.

Special Rules of Procedure to regulate the conduct of virtual sessions of the Assembly[1]

Adopted in May 2021

The Rules of the Assembly shall continue to apply in full, except to the extent that they are inconsistent with these Special Rules of Procedure, in which case the decision of the Assembly to adopt these Special Rules of Procedure shall constitute a decision to suspend the relevant Rules of the Assembly to the extent necessary.

The Rules of the Assembly that shall be suspended are the following:

Rules 4 to 6 with regard to the venue and duration of a physical Assembly
Rule 9 with regard to the Steering Committee
Rules 11 and 12 with regard to emergency items
Rules 16 to 19 with regard to amendments and sub-amendments
Rules 27 to 31 with regard to voting
Rule 32 with regard to quorum
Rule 33 with regard to majorities

1. Attendance

1. Attendance by Member Parliaments, Associate Members and Observers shall be through secured access to videoconference or other electronic means allowing representatives to hear other participants and to address the meeting remotely as appropriate.

2. For the purpose of attendance, and voting, the gender inclusiveness of delegations of Member Parliaments under Articles 10 and 15(c) of the Statutes will be assessed on the basis of the list submitted by each Member Parliament for the purpose of registration by the deadline indicated below.

2. Registration

1. Registration shall take place through an online system in accordance with established practice. Each IPU Member Parliament participating in the session shall communicate the name, gender, age and contact details of its delegates as well as the scan of an official letter from the Speaker of parliament or the President of the IPU Group concerned.

2. The deadline for registration shall be 15 days before the opening of the session. No further changes to the composition of delegations will be possible after that date except in case of force majeure preventing a registered member from attending the session. The existence of such a situation must be certified by the Speaker of the Parliament or the President of the IPU Group concerned through a written communication to the Secretary General.

3. Quorum

The number of registered delegations at the registration deadline indicated in Rule 2.2 of these Special Rules of Procedure shall be used to establish the quorum.

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1 In these Rules, whenever the words "representative", "member and "observer" are used, they should be construed as referring to both women and men.

4. Addressing the Assembly

1. During the virtual session, statements by delegates shall be limited to two minutes.

2. Delegates may also submit written statements in either English or French (the official languages of the Organization) with an indication of the agenda item to which they refer, in advance of the opening of the session of the Assembly. Written statements shall be in lieu of live interventions. These shall be posted on a dedicated web page and shall form part of the official records of the session.

3. Delegates may also submit pre-recorded video statements with an indication of the agenda item to which they refer, in advance of the opening of the session. Pre-recorded video statements shall be in lieu of live interventions.

4. Any delegate wishing to take the floor should signal their wish to speak. A delegate wishing to raise a point of order in relation to a statement made during the session should signal their intention to do so. The President will rule on the point of order in accordance with Rule 22 of the Rules of the Assembly.

5. Observers are invited to submit written statements in either English or French (the official languages of the Organization) with an indication of the agenda item to which they refer, in advance of the opening of the session of the Assembly. Such statements shall be posted on a dedicated web page.

5. Decision-making

All decisions of the Assembly taken in a virtual session shall be, as far as possible, adopted by consensus. In view of the virtual nature of the session and of technical limitations, resolutions prepared by the Standing Committees and outcomes of the General Debate endorsed by the Executive Committee shall be submitted for adoption by the Assembly through the written silence procedure as outlined in Rule 6 below.

6. Written silence procedure

1. The following written silence procedure shall apply in respect of any proposal that the IPU President determines, following informal consultations, is suitable for adoption without further discussion by the Assembly.

2. At the request of the President, the Secretary General shall transmit to Member Parliaments any such proposal for consideration under this written silence procedure.

3. The communication shall contain the text of the proposal(s) to be considered under this written silence procedure. Any such objection shall be conveyed in writing, including by email, and addressed to the Secretary General. The objection must have been received within 15 days of the date of the dispatch of the communication.

4. In the absence of the receipt by the stipulated deadline of written objections from one third or more of Member Parliaments, the proposal concerned shall be considered as having been validly adopted by the Assembly. Objections shall be reproduced in footnotes appended to the text of the resolution or decision once adopted.

5. The Secretary General shall communicate the outcome of the written silence procedure to all Member Parliaments as soon as possible after the set deadline referred to above. In the case of a proposal that is adopted pursuant to the written silence procedure, the date of the Secretary General's communication to that effect shall be the date of adoption of the proposal.

6. Without prejudice to the above, a Member Parliament may explain its position in respect of a proposal that is subject to the written silence procedure by submitting a written statement relating thereto, for posting on the IPU website. Written statements should be received by the Secretary General by the date set for receipt of objections. Written statements shall be made available on the IPU website for information purposes only. They shall appear as submitted and in the language(s) of submission. Submission of a written statement in accordance with this paragraph shall not be considered as an objection.

Rules of the Governing Council[1]

Extensively revised in October 1983 and amended in April 2003, October 2019, October 2024 and April 2025

I. Composition

Rule 1

1. The Governing Council is composed of sitting members of parliament designated by the Member Parliaments in conformity with Article 18 of the Statutes.

2. Each Member Parliament shall be represented on the Governing Council by three parliamentarians, provided that its representation includes both men and women. Single-gender delegations will be limited to one member.

Rule 2

1. Two representatives of each Associate Member may follow the work of the Governing Council.

2. The Presidents of the Standing Committees may participate in Council meetings in an advisory capacity when questions concerning the work of their Committees are being discussed (cf. Standing Committees, Rule 17.2). The President of the Bureau of Women Parliamentarians and the President of the Bureau of Young Parliamentarians may also participate in Council meetings in an advisory capacity when questions concerning the work of their respective Forums are being discussed.

Rule 3

Representatives of international organizations may be invited by the Governing Council to follow its work as observers. Representatives of other bodies to which observer status has been granted by the United Nations General Assembly may also be invited by the Governing Council as observers (cf. Statutes, Art. 21 (g)).

II. Sessions

Rule 4

The date and place of the Governing Council sessions shall be set by the Executive Committee (cf. Statutes, Art. 17 and 26.2 (c)).

III. Presidency

Rule 5

The President of the IPU shall be ex officio President of the Governing Council and shall be elected in conformity with Article 19 of the Statutes.

Rule 6

Candidatures for the post of President of the IPU shall be communicated in writing to the Secretary General at least 24 hours before the opening of the meeting during which the election is to take place.

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1 In these Rules, whenever the words "President", "Vice-President", "delegate", "representative", "member" and "observer" are used, they should be construed as referring to both women and men.

Rule 7

1. The candidate who obtains an absolute majority of the votes cast shall be elected President of the IPU.

2. If no candidate obtains an absolute majority during the first round of voting, a second round and, if need be, additional rounds shall be held among the candidates until one of them obtains this majority.

Rule 8

1. If the President is absent, he/she shall be replaced by the Vice-President of the IPU, designated in conformity with Rule 5.2 of the Rules of the Executive Committee.

2. In case of resignation, loss of parliamentary mandate or death, the President's functions shall be exercised by the Vice-President of the IPU until such time as the Governing Council elects a new President. The same provision shall apply when the rights or affiliation of the Member Parliament to which the President of the IPU belongs are suspended (cf. Statutes, Art. 19.4).

Rule 9

The Member Parliament to which the President belongs may designate another of its members to replace the President on the Governing Council with the right to vote.

Rule 10

1. The President shall open, suspend and close the sittings, direct the work of the Governing Council, see that the Rules are observed, call upon the speakers, put questions to the vote, make known the results of the voting and declare the sessions closed. The President's decisions on these matters shall be final and not open to debate.

2. The President shall decide on all matters not covered by these Rules.

IV. Agenda - Decisions

Rule 11 (cf. Statutes, Art. 20.2)

1. The Governing Council shall adopt its agenda.

2. A provisional agenda shall be drawn up by the Executive Committee. It shall be communicated to all members of the Governing Council by the Secretary General at least one month before the opening of each regular session, accompanied by the necessary documents.

3. The Governing Council shall decide, by a majority of the votes cast, on the provisional agenda recommended by the Executive Committee.

Rule 12

1. Any member of the Governing Council may request the insertion of supplementary items in the agenda (cf. Statutes, Art. 20.2); such a request shall be communicated immediately to the members of the Governing Council.

2. After hearing the opinion of the Executive Committee, the Governing Council shall decide on such a request:

(a) By a majority of the votes cast if the request is received by the IPU Secretariat at least 15 days before the opening of the session; or
(b) By a two-thirds majority of the votes cast if the request is received less than 15 days before the opening of the session.

Rule 13

Any member of the Governing Council may submit a motion or a draft resolution on an item appearing on its agenda.

Rule 14

If the text of a draft resolution has not been circulated in French and in English before its discussion, any member of the Governing Council may request the adjournment of its consideration until such time as the text has been distributed in both languages.

Rule 15

Any member of the Governing Council may submit amendments to a motion or a draft resolution.

Rule 16

1. Amendments, which may be submitted either orally or in writing, shall relate directly to the text. They may only envisage an addition, a deletion or a modification to the initial draft without having the effect of changing its scope or nature.

2. The President shall determine whether or not amendments are in order.

Rule 17

1. Amendments shall be discussed before the text to which they relate. They shall likewise be voted on before the text itself.

2. Sub-amendments shall be discussed at the same time as the amendments to which they relate. They shall be voted on before the amendments concerned.

Rule 18

1. If two or more amendments apply to the same words in the draft resolution, the one which is furthest removed from the text under consideration shall have priority over the others and shall be put to the vote first.

2. If two or more amendments relating to the same words are mutually exclusive, the adoption of the first shall imply the rejection of the other amendment(s). If the first amendment is rejected, the next amendment in order of priority shall be put to the vote; the same procedure shall be applied for each of the following amendments.

3. In case of doubt regarding priority, the President shall decide.

Rule 19

Unless the President decides otherwise, the only speakers to be heard in discussing an amendment shall be the author of the amendment and a delegate holding a contrary opinion.

V. Speaking rights - Order - Procedural motions

Rule 20

No member of the Governing Council may speak without the authorization of the President.

Rule 21

1. Members of the Governing Council shall speak in the order in which they request the floor.

2. Speakers may only be interrupted by other members on a point of order. They may, nevertheless, with the President's authorization, yield the floor to allow other members' requests for clarification.

3. The President shall rule immediately and without debate on all points of order.

Rule 22

On the proposal of the President, or at the request of one of its members, the Governing Council may decide by a majority of the votes cast to limit the speaking time during the discussion of a particular item on the agenda.

Rule 23

The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language. The President may, if necessary, withdraw permission to speak and may have the objectionable words struck from the record.

Rule 24

The President shall deal immediately with any incident which may arise during a meeting and, if necessary, take all measures required to restore the normal functioning of the Governing Council debates.

Rule 25

1. Priority to speak shall be given to members of the Governing Council wishing to propose:
   (a) Adjournment of the debate sine die;
   (b) Adjournment of the debate;
   (c) Closure of the list of speakers;
   (d) Closure or adjournment of the meeting; or
   (e) Any other motion having a bearing on the conduct of the meeting.

2. These procedural motions shall have priority over the substantive questions; debate on the latter shall be suspended while the former are considered.

3. The mover shall make a brief presentation of the motion without entering into the substance of the question under debate.

4. During a debate on procedural motions, only the mover of the proposal and one delegate holding a contrary opinion shall be heard, after which the Governing Council shall take a decision.

Rule 26

Governing Council debates shall be public. They shall be held *in camera* only if the Governing Council so decides by a majority of the votes cast.

VI. Voting - Quorum - Majorities

Rule 27

1. Members of the Governing Council, or their duly appointed substitutes, shall have one vote each.

2. The President shall not vote.

Rule 28

1. The Governing Council shall normally vote by show of hands or by standing vote. However, if the President deems it necessary or a member of the Governing Council so requests, a roll-call vote may be taken.

2. For expediency, on procedural and organizational questions and upon the proposal of the President, a vote on a one-country-one-vote basis may be conducted by show of hands.

Rule 29

1. Voting shall be conducted by secret ballot for the election of the President of the IPU, the Secretary General and the members of the Executive Committee.

2. Results of secret ballots shall be ascertained by two Tellers appointed by the Governing Council.

Rule 30

Subject to the special provisions relating to amendments (cf. Rule 17) and procedural motions (cf. Rule 25), the Governing Council shall vote on proposals in the order in which they were submitted. After each vote, the Governing Council may decide whether or not it will vote on the next proposal.

Rule 31

1. Any member of the Governing Council may request that part, or each paragraph, of a text submitted to the Governing Council be put to the vote separately.

2. If any objection is raised, the request for division of the text shall be voted on without debate.

3. If the request for division of the text is accepted, separate votes shall be taken on those parts and paragraphs of the text on which the Governing Council has resolved to take a separate vote. The full text, excluding such parts or paragraphs as may have been rejected, shall subsequently be put to the vote as a whole on the understanding that, should all the parts and paragraphs of the text be rejected, the text shall be considered rejected in toto.

Rule 32

1. Nobody may interrupt a vote once it has commenced, except to obtain clarification on the manner in which the voting is being conducted.

2. Members of the Governing Council who wish to explain their vote briefly may be authorized to do so by the President, after voting has taken place.

3. No explanation of vote shall be admissible on amendments and procedural motions.

Rule 33

1. A vote may only take place if at least half the members of the Governing Council or their duly appointed substitutes participating in the session are present in the meeting room at the time.

2. For each session, the quorum shall be established on the basis of the number of members of the Governing Council or substitutes actually participating in the first meeting. The quorum shall be announced by the Secretary General at that time.

Rule 34

1. The majorities required shall be the following:

   (a) For the insertion of supplementary items in the Governing Council agenda, a two-thirds majority of the votes cast, if the request is received by the IPU Secretariat less than 15 days before the opening of the session (cf. Rule 12.2 (b));
   (b) For the elections of the President (cf. Rule 7), of the Secretary General and of members of the Executive Committee (cf. Rule 38), an absolute majority of the votes cast; and
   (c) For any other decision, a majority of the votes cast.

2. In calculating the number of votes cast, only affirmative and negative votes shall be taken into account.

3. When a two-thirds majority is required, the number of affirmative votes must be equal to at least one third of the total number of Governing Council members or their substitutes actually participating in the session (cf. Rule 33).

4. In case of a tie, the proposal under consideration shall be considered as rejected.

VII. Consultation and decisions by correspondence

Rule 35

1. In between sessions, the President of the IPU or the Executive Committee, acting through the Secretary General, may if necessary consult the Governing Council by correspondence.

2. For the result of this consultation to constitute a valid decision, the IPU Secretariat must have received replies from at least half of the Member Parliaments represented on the Governing Council within 40 days of the date of despatch of the communication by which the Member Parliaments were consulted.

VIII. Election of members of the Executive Committee

Rule 36

In conformity with Article 21 (l) of the Statutes, the Governing Council shall elect the members to fill vacant seats on the Executive Committee.

Rule 37

Candidatures for an election to the Executive Committee, with the exception of the case provided for in Article 25.7 of the Statutes, shall be communicated in writing to the Secretary General at least 24 hours before the Governing Council meeting at which they are to be considered.

Rule 38

The Governing Council shall elect candidates who have obtained an absolute majority of the votes cast. If the requisite number of candidates is not elected in the first round of voting, additional rounds shall be held until all the vacant seats are filled. In calculating the majority, partially completed ballot papers shall be counted.

IX. Approval of the programme and budget - Auditing of the accounts

Rule 39

The Governing Council, on the proposal of the Executive Committee, shall establish the annual programme and budget of the IPU (cf. Statutes, Art. 21 (h) and 26.2 (e)).

Rule 40 (cf. Financial Regulations, Rule 13)

The IPU's accounts, after having been examined by the External Auditor, shall be submitted each year by the Secretary General to the two Auditors appointed by the Governing Council from among its members (cf. Statutes, Art. 21 (j)). When audited, they shall be presented for approval to the Governing Council, which shall then sanction the Secretary General's financial administration.

X. Secretariat

Rule 41 (cf. Secretariat, Rule 6)

1. The Secretary General or his/her representative shall assist the President in directing the work of the Governing Council.

2. The Secretary General or his/her representative may be invited by the President to speak on any question under consideration.

Rule 42

1. The IPU Secretariat shall receive all documents, reports and draft resolutions and distribute them in English and French. It shall ensure the simultaneous interpretation of the debates in these two languages, as well as in Arabic and Spanish.

2. It shall prepare provisional summary records of the meetings which shall be circulated to all Member Parliaments as soon as possible, but no later than 30 days before the following session of the Governing Council, when they will be submitted for approval.

Rule 43

The Secretary General shall submit to each ordinary session of the Governing Council a written report on the state and work of the IPU, including progress made with the objectives of its Strategy.

XI. Adoption and amendment of the Rules

Rule 44

1. The Governing Council shall adopt and amend its Rules by a majority of the votes cast.

2. Proposals for amending the Governing Council's Rules shall be formulated in writing and sent to the IPU Secretariat at least two months before the next meeting of the Governing Council. The Secretariat shall communicate such proposals immediately to all Member Parliaments. It shall communicate any proposals for sub-amendments at least one month before the meeting of the Governing Council.

3. If circumstances so warrant, the Governing Council may establish special rules of procedure for any extraordinary session it convenes in conformity with the provisions of Article 17.2 of the Statutes. Such special rules shall be approved by the Governing Council no later than at the regular session immediately preceding the event in question.

Special Rules of Procedure to regulate the conduct of virtual sessions of the Governing Council[1]

Adopted in November 2020

Preamble

The Rules of the Governing Council shall continue to apply in full, except to the extent that they are inconsistent with these Special Rules of Procedure, in which case the decision of the Governing Council to adopt these Special Rules of Procedure shall constitute a decision to suspend the relevant Rules of the Governing Council to the extent necessary in accordance with Rule 44.3 of the Rules of the Governing Council.

The Rules of the Governing Council that shall be suspended are:
Rule 2 with regard to participation by Associate Members
Rule 3 with regard to participation by observers
Rule 6 with regard to the deadline for communication of candidatures for the post of President of the IPU
Rule 12 with regard to requests for supplementary agenda items
Rules 13–19 with regard to the submission of motions, draft resolutions, amendments and sub-amendments
Rule 22 with regard to decisions on limiting speaking time
Rule 27 with regard to substitute members voting
Rule 28 with regard to voting by show of hands or standing vote
Rule 31 with regard to requests for division of proposals
Rule 33 with regard to the establishment of the quorum

1. Agenda

1. The provisional agenda of a virtual session of the Governing Council shall be determined by the Executive Committee and shall be limited to essential items for the governance and programme of work of the Organization.

2. It will not be possible for members of the Governing Council to propose supplementary items pursuant to Rule 12 of the Rules of the Governing Council.

2. Attendance

1. Attendance by Member Parliaments shall be through a secured access to videoconference or other electronic means allowing representatives to hear other participants and to address the meeting remotely as appropriate.

2. For the purpose of attendance and voting, the gender inclusiveness of Member Parliament delegations under Rule 1 of the Rules of the Governing Council will be assessed on the basis of the list submitted by each Member Parliament for the purpose of registration by the deadline indicated below.

3. Participation by IPU Member Parliaments in the Governing Council is limited to titular members. It will not be possible to appoint substitute members under Rule 27 of the Rules of the Governing Council except in case of force majeure preventing a titular member from attending the session. The existence of such a situation must be certified by the Speaker of the parliament or the President of the IPU Group concerned through a written communication to the Secretary General.

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1 In these Rules, whenever the words ""representative", "member", "observer" and "auditor" are used, they should be construed as referring to both women and men.

3. Registration

1. Registration will take place through an online system in accordance with established practice. Each IPU Member Parliament participating in the session will communicate the name, gender and contact details of its representatives as well as the scan of an official letter from the Speaker of parliament or the President of the IPU Group.

2. The deadline for registration shall be 15 days before the opening of the session. No further changes to the composition of delegations will be possible after that date, subject to Rule 2.3 of these Special Rules of Procedure.

4. Quorum

The number of registered members of the Governing Council at the registration deadline indicated in Rule 3.2 of these Special Rules of Procedure shall be used to establish the quorum.

5. Addressing the Governing Council

1. Members are invited to submit written statements in either English or French (the official languages of the Organization) with an indication of the agenda item to which they refer, in advance of the opening of the session of the Governing Council. Written statements shall be in lieu of live interventions. These shall be posted on a dedicated web page and shall form part of the official records of the session.

2. Members may also submit pre-recorded video statements with an indication of the agenda item to which they refer, in advance of the opening of the session.

3. During the virtual session, statements by members shall be limited to two minutes.

4. Any member wishing to take the floor should signal their wish to speak. A member wishing to raise a point of order in relation to a statement made during the session should signal their intention to do so. The President will rule on the point of order in accordance with Rule 21 of the Rules of the Governing Council.

6. Meetings

All virtual meetings of the Governing Council shall be open only to Member Parliaments. All business during a virtual session shall be conducted in plenary meetings.

7. Submission of proposals on items on the agenda

Motions or draft resolutions may be submitted in accordance with Rule 13 and will be subject to Rule 14 of the Rules of the Governing Council. Members should make every effort to arrive at an agreed proposal through informal consultations. In view of the limitations imposed by a virtual session, Rules 15–19 of the Rules of the Governing Council are suspended.

8. Decision-making

All decisions of the Governing Council taken in a virtual session shall be, as far as possible, adopted by consensus. In view of the virtual nature of the session and of technical limitations, if a vote is required on matters other than the election of the President and the members of the Executive Committee, it shall be taken by roll call in accordance with normal practice. In the event of a roll-call vote, should any member fail to cast a vote for any reason during the roll call, that member shall be called upon a second time after the conclusion of the initial roll call. Should the member fail to cast a vote on the second roll-call, the member shall be recorded as absent.

9. Written silence procedure

1. The following written silence procedure will apply in respect of any proposal that the President or Executive Committee determines, following informal consultations, is suitable for adoption without further discussion by the Governing Council but cannot be adopted during the virtual session because of lack of time or for any other reason as determined by the President or Executive Committee.

2. At the request of the President or Executive Committee, the Secretary General will transmit to Member Parliaments any such proposal for consideration under this written silence procedure.

3. The communication will contain the text of the proposal(s) to be considered under this written silence procedure and will set a date for the receipt of any objection. Any such objection shall be conveyed in writing, including by email, and addressed to the Secretary General. The objection must have been received within 15 days from the date of dispatch of the communication.

4. In the absence of the receipt by the stipulated deadline of 15 days of written objections from one third or more of Member Parliaments, the proposal concerned will be considered as having been validly adopted by the Governing Council.

5. The Secretary General will communicate the outcome of the written silence procedure to all Member Parliaments as soon as possible after the set deadline referred to above. In the case of a proposal that is adopted pursuant to the written silence procedure, the date of the Secretary General's communication to that effect will be date of adoption of the proposal.

6. Without prejudice to the above, a Member Parliament may explain its position in respect of a proposal that is subject to the written silence procedure by submitting a written statement relating thereto, for posting on the IPU website. Written statements should be received by the Secretary General by the date set for receipt of objections. Written statements will be made available on the IPU website for information purposes only. They will appear as submitted and in the language(s) of submission. Submission of a written statement in accordance with this paragraph will not be considered as an objection.

10. Election of the President

1. The President of the IPU shall be elected in accordance with Rules 5–7 of the Rules of the Governing Council except as provided in these Special Rules of Procedure. The Secretary General shall announce the quorum before voting begins in accordance with Rule 33 of the Rules of the Governing Council.

2. Prior to the start of the voting process, the candidates duly registered for the post of IPU President will be invited to briefly address the Governing Council, to present themselves and their vision for the Organization. Hearings, open to the IPU Member Parliaments, will also be organized with the candidates in the two weeks leading up to the election.

3. The deadline for communication of candidatures for the IPU Presidency shall be 15 days before the opening of the Governing Council session.

4. The election shall be conducted by secret ballot using a secure electronic system that has been verified by the Secretary General as ensuring privacy, security and simplicity of use. A secure back-up voting method that respects the secrecy of the ballot will be provided for members who are not able to use the primary voting method.

5. The Secretary General shall distribute to members of the Governing Council a ballot with the names of the candidates. The ballot shall only be accessible to members through a personal authentication system following instructions to be provided by the Secretary General. Members shall submit their ballot online or as advised by the Secretary General

6. Members shall have 24 hours from the opening of the vote by the President to cast their ballot. The President will remind members of the approaching deadline. The voting period shall not suspend the conduct of the business of the session.

7. Once the voting period closes, the results of the votes shall be verified by two tellers appointed by the Governing Council pursuant to Rule 29 of the Rules of the Governing Council, with the assistance of the Secretariat. An independent auditor will provide the tellers with a technical assessment of the voting process and results.

8. The President shall announce the result of the secret ballot in a public meeting. He/she will suspend the business of the session for this purpose if necessary. If no candidate receives an absolute majority of the votes cast on the first secret ballot in accordance with Rule 34 of the Rules of the Governing Council, a second secret ballot shall be held between the two candidates having received the highest number of votes in the preceding ballot in accordance with the same procedure as described above. If the two candidates receive the same number of votes, additional ballots shall be held in accordance with the same procedure until a candidate receives an absolute majority.

11. Election of members of the Executive Committee

1. The deadline for communication of candidatures to the Executive Committee shall be 15 days before the opening of the session.

2. If there are more candidates than the available posts on the Executive Committee, a secret ballot shall be held following mutatis mutandis the procedure set out above for the election of the President.

Rules of the Executive Committee[1]

Extensively revised in October 1983 and amended in April 2003, March 2016, April 2017, October 2024 and April 2025.

I. Composition

Rule 1

The Executive Committee shall be composed of the President of the IPU, 15 elected members, the President of the Bureau of Women Parliamentarians and the President of the Bureau of Young Parliamentarians, in conformity with Article 25 of the Statutes.

Rule 2

1. Any member of the Executive Committee who is unable to participate in a session may be replaced by another representative of the Member Parliament concerned, duly mandated for that purpose. If the President of the Bureau of Women Parliamentarians, who is an ex officio member of the Executive Committee, is unable to attend, she may be replaced by the First Vice-President or the Second Vice-President of the Bureau, as the case may be. If the President of the Bureau of Young Parliamentarians, who is an ex officio member of the Executive Committee, is unable to attend, he/she may be replaced by the youngest member present of the Bureau of Young Parliamentarians (cf. Forum of Young Parliamentarians, Rule 5.9).

2. If a member of the Executive Committee dies, resigns or ceases to be a parliamentarian, the IPU Member Parliament concerned shall appoint a substitute to serve until the next session of the Governing Council, when an election shall be held in the manner stipulated in Article 25.6 of the Statutes.

3. The number of substitutes may not exceed half of the participants at a session.

II. Sessions

Rule 3

1. The Executive Committee shall meet in ordinary session at least twice a year upon convocation by the President of the IPU.

2. It shall be convened in extraordinary session if the President deems it necessary or if three of its members, representing at least two geopolitical groups, so request.

Rule 4

1. The Executive Committee shall determine the place and date of its ordinary sessions.

2. The place and date of extraordinary sessions shall be set by the President in agreement, whenever possible, with the members of the Committee.

III. Presidency

Rule 5

1. The President of the IPU shall preside ex officio over the Executive Committee.

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1 In these Rules, whenever the words "President", "Vice-President", "parliamentarian" and "member" are used, they should be construed as referring to both women and men.

2. A Vice-President of the IPU shall be elected by the Executive Committee from among its members, at its first session following the election of a new President or whenever a vacancy arises, to replace the President of the IPU in case of the latter's absence, or to exercise the latter's functions until such time as a new President is elected by the Governing Council in case of resignation, loss of parliamentary mandate, death or of the suspension of the rights or affiliation of the Member Parliament to which the President belongs. An endeavour shall be made to ensure that the Vice-President is of the opposite sex and a different geopolitical group to the President, and that there is regular rotation between the different geopolitical groups.

3. The Executive Committee shall appoint six Vice-Presidents of the Executive Committee from among its members, nominated by each of the geopolitical groups respectively, who shall assist the President of the IPU in his/her work between statutory sessions. An endeavour shall be made to ensure gender parity among the six Vice-Presidents of the Executive Committee.

Rule 6

1. The President shall open, suspend and close the meetings, direct the work of the Committee, ensure respect for the Rules, call upon members to speak, put matters to the vote, announce the results of the voting and declare sessions closed. The President's decisions on these matters shall be final and not open to debate.

2. The President shall make a decision in all cases not covered by these Rules; such decisions shall be based on the general rules of procedure contained in the Rules of the Governing Council.

IV. Agenda

Rule 7

1. The provisional agenda of each session shall be determined by the Secretary General in agreement with the President. It shall be communicated to the members of the Committee at least one month before the opening of each ordinary session.

2. Any member of the Executive Committee may request the inclusion of supplementary items in the agenda.

3. The definitive agenda of each session shall be set by the Executive Committee at the opening of each session.

V. Deliberations - Quorum - Vote

Rule 8

The members of the Executive Committee shall deliberate *in camera*.

Rule 9

The Executive Committee may hold valid deliberations and take valid decisions only if eight members or regularly appointed substitutes are present.

Rule 10

1. The members of the Executive Committee or their duly appointed substitutes shall have one vote each.

2. The President shall participate in the voting only if there is a tie.

Rule 11

1. The Executive Committee shall normally vote by show of hands. However, if the President deems it necessary or if one member of the Committee so requests, voting by secret ballot shall be held.

2. Subject to the provisions of Rule 16, the Executive Committee shall take all its decisions by a majority of the votes cast.

3. In calculating the number of votes cast, only positive and negative votes shall be taken into consideration.

Rule 12

1. In between sessions, the President, acting through the Secretary General, shall, if necessary, consult the Executive Committee by correspondence.

2. For the results of this consultation to constitute a valid decision, the Secretariat must have received replies from at least eight members of the Committee within 20 days of the date of despatch of the communication by which they were consulted.

VI. Sub-Committee on Finance

Rule 13

1. The Sub-Committee on Finance shall act as an advisory body to the Executive Committee. It shall review and make recommendations to the Executive Committee on financial matters or any other issue referred to it by the Executive Committee.

2. The Executive Committee shall adopt and amend the Rules of the Sub-Committee on Finance.

3. The Sub-Committee on Finance shall be composed of one representative from each of the geopolitical groups, selected from among the Executive Committee members. An endeavour shall be made to ensure gender balance in the composition of the Sub-Committee on Finance.

4. The members of the Sub-Committee shall be elected ad personam by the Executive Committee for a two-year term, renewable once, as long as they are still members of the Executive Committee.

VII. Secretariat

Rule 14 (cf. Secretariat, Rule 6)

1. The Secretary General or his/her representative shall assist the President in directing the work of the Executive Committee.

2. The Secretary General or his/her representative may speak on any question under consideration.

Rule 15

1. The IPU Secretariat shall receive or prepare all documents necessary for the deliberations of the Committee and shall distribute them to its members in English and French. It shall ensure the simultaneous interpretation of the debates in these languages, as well as in Arabic and Spanish.

2. It shall prepare provisional summary records of the sessions, which shall be sent to the members of the Committee as soon as possible, but no later than 30 days before the following session of the Executive Committee, when they will be submitted for approval.

VIII. Adoption and amendment of the Rules

Rule 16

1. The Committee shall adopt and amend its Rules by an absolute majority of the members or substitutes present at the time of the vote.

2. Proposals to amend the Rules of the Executive Committee must be formulated in writing and sent to the IPU Secretariat at least two months before the next meeting of the Committee. The Secretariat shall immediately communicate such proposals, as well as any proposals for sub-amendments, to the members of the Committee.

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Rules of the Sub-Committee on Finance

Guiding Principle

Rule 1

1. A Sub-Committee on Finance shall be established within the Executive Committee. The Sub-committee on Finance shall act as an advisory body and exercise an independent appraisal function to the Executive Committee as defined in section 2 below.

2. The work of the Sub-Committee on Finance shall be conducted in accordance with internationally accepted best practices and in compliance with IPU policies, rules and regulations.

Role of the Sub-Committee

Rule 2

The Sub-Committee shall review and, as appropriate, make recommendations to the Executive Committee on:

(a) The budget;

(b) Evaluations;

(c) The interim Financial Situation, the Financial Report and audited Financial Statements, together with the Management Letter of the External Auditor;

(d) The audit plans of the External and Internal Auditors and any reports submitted by them to the Executive Committee;

(e) The IPU Secretariat’s responses to any of the above-mentioned matters;

(f) Other financial and administrative matters on the proposed agenda for the next session of the Executive Committee;

(g) Financial implications of every strategic plan;

(h) Financial contributions from other sources such as voluntary funding, fees for observer status or the like; and

(i) Any other matter referred to it by the Executive Committee.

Composition of the Sub-Committee

Rule 3

1. The Sub-Committee shall be composed of one representative from each of the geopolitical groups, selected from among the Executive Committee members. An endeavour shall be made to ensure gender balance in the composition of the Sub-Committee on Finance.

2. The Sub-Committee shall elect a President from among its members. An endeavour shall be made to ensure gender and geopolitical rotation at each election of the President.

Mandate

Rule 4

The members of the Sub-Committee shall be elected ad personam by the Executive Committee for a two-year term, renewable once, as long as they are still members of the Executive Committee.

Working methods

Rule 5

1. The Sub-Committee shall meet in closed session prior to each meeting of the Executive Committee. Extraordinary meetings may also be scheduled on an ad hoc basis as necessary.

2. The Sub-Committee shall hold annual meetings with the Internal and External Auditors.

Access to documents

Rule 6

The Sub-Committee shall have access to all records and documents of the Organization, including audit and evaluation reports, investigations as well as the reports and management letters from the External and Internal Auditors.

Resources

Rule 7

1. The Sub-Committee shall be provided with administrative and secretarial support from the IPU Secretariat as and when required. The IPU Secretariat shall ensure simultaneous interpretation in English and French as well as Arabic and Spanish if so requested.

2. Travel and accommodation costs shall be covered by the national parliament of each member of the Sub-Committee.

Rules of the Standing Committees[1]

Extensively revised in October 1983 and amended in April 2003, October 2013, March 2016, April 2017, October 2019, October 2024 and April 2025.

I. Constitution - Composition - Sessions

Rule 1

In accordance with Articles 13.1 and 21 (e) of the Statutes, the Governing Council shall establish the number and Terms of Reference of Standing Committees, which shall be able to address all issues within the competence of the IPU.

Rule 2

1. Member Parliaments and Associate Members shall be represented on each Standing Committee by one member and one substitute.

2. The substitute shall have the same speaking rights as the titular member, but shall only vote in the latter's absence (cf. Rule 34.1).

Rule 3

1. Representatives of international organizations or experts may be invited by the Governing Council to follow the work of the Standing Committees as observers. Representatives of other bodies to which observer status has been granted by the United Nations General Assembly may also be invited by the Governing Council as observers (cf. Statutes, Art. 21 (g)).

2. Observers may only speak with the permission of the President.

Rule 4

The Member Parliaments and Associate Members may designate former parliamentarians to follow the work of the Standing Committees as honorary members of their delegation.

Rule 5

The convocations of the Standing Committees shall be drawn up in consultation with their President by the Secretary General, who shall give effect to the relevant decisions taken by the Governing Council and the Assembly.

II. Terms of Reference

Rule 6 (cf. Statutes, Art. 13)

1. Standing Committees shall meet during each session of the Assembly and shall normally debate and prepare one report and draft resolution per year on a subject item placed on the agenda of the Assembly (cf. Assembly, Rule 14.2). The draft resolution should duly take into account the views of different Member Parliaments and Associate Members.

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1 In these Rules, whenever the words "President", "Vice-President", "delegate", "representative", "member" and "observer" are used, they should be construed as referring to both women and men.

2. A system of rotation among the Standing Committees shall be put in place to determine the order in which the resolutions are prepared.

3. The Standing Committees may also be instructed by the Governing Council to study an item included in the latter's agenda and make a report.

4. Without prejudice to the provisions of Rule 6.1 and Rule 6.3, the Standing Committees shall establish their own work plans and set their agendas.

5. In addition to the consideration of explanatory memoranda and draft resolutions prepared by the rapporteurs on the subject item placed on the agenda of the Assembly (cf. Assembly, Rules 10.1 and 14.2, and Standing Committees, Rules 13.1 and 13.2), the Standing Committees may inter alia commission research, discuss reports on good practices, review implementation of and follow-up action on previous IPU resolutions, organize field missions and hold hearings on subjects related to their field of competence, whenever possible in cooperation with the United Nations and other official organizations.

6. At sessions when they are not adopting resolutions, the Standing Committees may adopt short motions expressing an opinion or calling for action on issues of relevance to their mandates. Motions thus adopted shall be submitted to the Assembly for information.

III. Bureaux

Rule 7

1. Each Standing Committee shall elect a Bureau composed of three representatives of each of the existing geopolitical groups, which shall designate to each Bureau not more than two candidates of the same sex. The President of the Bureau of Women Parliamentarians and the President of the Bureau of Young Parliamentarians, or their representatives, shall be ex officio members of each Bureau. Every effort shall be made to include young parliamentarians and encourage candidatures from new Member Parliaments as well as Member Parliaments that do not hold other offices in the IPU.

2. Candidatures for a Bureau shall be submitted by the respective geopolitical group (cf. Statutes, Art. 29.2) and should have expertise and specialization as far as possible in the area of work of the given Standing Committee.

3. Elected members of the Bureau shall be supported by their respective Parliament in carrying out their function as members of the Bureau. Every effort shall be made to ensure their participation in IPU Assemblies for the duration of their mandate as members of the Bureau.

4. Members of the Bureau shall be elected or re-elected by an absolute majority of the votes cast.

5. The Standing Committees shall elect a President and a Vice-President from among the members of their Bureau. The posts of President and Vice-President shall normally be filled at a single election. The geopolitical groups shall coordinate among themselves so as to ensure gender parity and an equitable distribution between the geopolitical groups of the posts of President and Vice-President of the Standing Committees.

6. A separate vote shall be held by secret ballot whenever there is more than one candidate for the same post. In calculating the absolute majority, partially completed ballot papers shall be counted.

Rule 8

1. Members of the Bureau shall be elected for a term of two years and may be re-elected for a further period of two years.

2. When a member of the Bureau has served for four consecutive years, two years must elapse before that person may again be elected to the same Bureau.

Rule 9

1. In order to ensure as far as possible a fair distribution of these posts among Member Parliaments, representatives of a Member Parliament shall not simultaneously hold more than one post as President or Vice-President of Standing Committees (cf. Rule 7.5), or hold a post in the same body for more than four consecutive years (cf. Rule 8.2).

2. Members of the Executive Committee shall not simultaneously hold office as Bureau members of Standing Committees (cf. Statutes, Art. 25.9 and Standing Committees, Rule 11.2).

3. There shall be no candidates for the post of President or Vice-President of a Standing Committee from a Member Parliament of the IPU represented on the Executive Committee.

Rule 10

1. Members of the Bureau who are unable to participate in a session may be replaced by other duly mandated representatives from the same Member Parliaments for the duration of that session only. Ex officio members of the Bureau who are unable to participate in a session may be replaced by a duly mandated representative from the IPU body they represent for the duration of that session only.

2. Members of the Bureau who are absent for two consecutive sessions without a valid reason may lose their seat on the Bureau by a decision of the corresponding Committee. In such cases, a new election will be held at the next session of the Standing Committee to fill the respective vacancy.

3. The Bureau of each Standing Committee shall normally meet at both annual sessions of the Assembly to prepare and review implementation of the Committee's work plans and consider proposals for subject items to be discussed at future Assemblies.

4. The Bureau of a Standing Committee may meet and deliberate irrespective of the number of Bureau members present. However, a vote may take place only if at least half of the Bureau members or their duly mandated replacements (cf. Rule 10.1) are in attendance.

Rule 11

1. The Vice-President shall act for the President of a Standing Committee in the latter's absence.

2. In case of resignation, loss of parliamentary mandate or death of the President of a Standing Committee, or if the rights or the affiliation of the Member Parliament to which the President belongs are suspended, the President's duties shall be exercised by the Vice-President until such time as the Committee holds its next elections. A similar procedure shall be followed when the President of a Standing Committee is elected to the Executive Committee or to the Presidency of the IPU (cf. Rule 9.2).

Rule 12

1. The President shall open, suspend and close sittings, direct the work of the Committee, see that the Rules are observed, call upon the speakers, put questions to the vote, make known the results of voting and declare the sessions closed. The President's decisions on these matters shall be final and not open to debate.

2. The President shall decide on all matters not covered by these Rules, after having taken the advice of the Bureau and the President of the IPU if necessary.

IV. Rapporteurs

Rule 13

1. The Assembly shall appoint rapporteurs for each subject item proposed by the Standing Committees. These rapporteurs will prepare a succinct, action-oriented draft resolution and an accompanying explanatory memorandum on the item placed on their Committee's agenda. Member Parliaments and Associate Members may contribute to the drafting process by submitting their brief written inputs in one of the official languages of the IPU (cf. Assembly, Rule 36.1). The arrangements for the submission of such inputs shall be indicated in the convocation of the Assembly. The explanatory memorandum shall remain the responsibility of its authors (cf. Assembly Rule 13).

2. The IPU Secretariat shall send the draft resolution and the explanatory memorandum to the Member Parliaments and Associate Members in advance of the session. Member Parliaments and Associate Members may propose amendments to the draft resolution no later than 21 days before the opening of the Assembly. However, the Forum of Women Parliamentarians and the Forum of Young Parliamentarians shall be permitted to submit amendments which incorporate a gender or youth perspective into the draft resolutions at any time prior to the closure of the first sitting of the respective Standing Committee. The Committee will finalize the draft resolution and submit it to the Assembly for adoption (cf. Assembly Rule 16.1).

3. The appointment of rapporteurs shall take into account the principles of gender equality and equitable geographical distribution. Every effort shall be made to include young parliamentarians among the rapporteurs.

4. If at least one rapporteur is not appointed before the end of the Assembly preceding the one where the subject is to be discussed, the President of the IPU shall be entrusted with pursuing consultations with a view to appointing these rapporteurs at the earliest possible opportunity.

V. Agenda - Order of debates - Reports

Rule 14

The agenda of the Standing Committees shall be communicated to all Member Parliaments and Associate Members by the Secretary General, who shall give effect to the decisions taken by the Governing Council and the Assembly (cf. Statutes, Art. 13.2 and 13.3; Assembly, Rules 10.1 and 14.2).

Rule 15

A Standing Committee which is requested by the Assembly or the Governing Council to undertake preliminary consideration of a question may, on the proposal of its President or one of its members, make such procedural arrangements as are necessary to ensure the efficient organization of the debate, taking into account the time available.

Rule 16

1. Resolutions shall normally be finalized in the Standing Committees. A Standing Committee may, if necessary, set up a drafting committee, whose members shall be competent and specialize in the subject under study.

2. The number of members of a drafting committee shall not normally exceed 11. Its composition shall take into account equitable geographical distribution and political and gender balance. The rapporteurs who have prepared the report and the draft resolution on the item placed on the Committee's agenda shall take part in the proceedings of the drafting committee as members or advisers.

3. Only the members of a drafting committee or, in the event of their prolonged absence, their substitutes, and the rapporteurs shall have the right to speak.

4. When a draft resolution is tabled for consideration by the Standing Committees, it shall be accompanied by a brief evaluation of its programme and budget implications, prepared by the Secretariat.

Rule 17

1. Each Standing Committee shall appoint one of its members to present its conclusions to the Assembly.

2. The President of each Standing Committee shall act as its Rapporteur before the Governing Council (cf. Governing Council, Rule 2.2).

3. These Rapporteurs shall give an objective account of the Committee's work, taking into consideration the views of the majority and minority, and shall present any draft resolutions proposed by the Standing Committee.

VI. Selection of subject items

Rule 18

Any Member Parliament or Associate Member may submit a proposal for a subject item to be discussed by a Standing Committee at a future Assembly. Such proposals shall be deposited with the IPU Secretariat up to one day prior to the meeting of the respective Standing Committee Bureau.

Rule 19

1. A Standing Committee shall decide on the subject item to be proposed for discussion at the next Assembly (cf. Assembly, Rule 14.2) after hearing the recommendation of its Bureau.

2. When a Committee is called upon to take a decision on the subject item to be proposed for discussion at the next Assembly, the only proposals in order, other than those included in the recommendation of its Bureau, shall be earlier proposals submitted within the statutory deadlines (cf. Rule 18) but not accepted by the Bureau.

3. If a Standing Committee receives a request from a Member Parliament or Associate Member to consider a proposal that was not accepted by the Bureau, the Standing Committee shall first decide whether to consider such a request.

Rule 20

1. The Bureau shall consider all duly submitted proposals for subject items to be discussed at future Assemblies and shall formulate its recommendation to the Standing Committee.

2. The authors of proposals (cf. Rule 18) shall be invited to present them to the Bureau.

3. A member of the Bureau cannot present a proposal on behalf of a delegation.

4. When considering the proposals for subject items to be discussed at future Assemblies, the Bureau may recommend one of the proposals, combine two or more of them dealing with the same subject or related subjects into a single item, put forward another subject item or decide to submit more than one proposal to the Standing Committee.

Rule 21

The Bureau of one Standing Committee may convey to the Bureau of another Standing Committee its suggestions for subject items to be discussed by that Standing Committee at future Assemblies.

VII. Amendments

Rule 22

Any member of a Committee may submit amendments to a draft resolution or a motion under consideration by that Committee, and may also submit sub-amendments (cf. Assembly, Rule 16.1).

Rule 23

1. Amendments and sub-amendments shall relate directly to the text. They may only envisage an addition, a deletion or a modification to the initial draft without having the effect of changing its scope or nature.

2. In exceptional circumstances, a new amendment may be considered for inclusion by the Committee if it incorporates a significant and/or recent development highlighted during the Committee debate and meets with broad consensus among the Committee members.

3. The President shall determine whether or not amendments or sub-amendments are in order.

Rule 24

1. Amendments shall be discussed before the text to which they relate. They shall likewise be voted on before the text itself.

2. Sub-amendments shall be discussed at the same time as the amendments to which they relate. They shall be voted on before the amendments concerned.

Rule 25

1. If two or more amendments apply to the same words in a draft resolution, the one which is furthest removed from the text under consideration shall have priority over the others and shall be put to the vote first.

2. If two or more amendments relating to the same words are mutually exclusive, the adoption of the first shall imply the rejection of the other amendment(s). If the first amendment is rejected the next amendment in order of priority shall be put to the vote; the same procedure shall be applied for each of the following amendments.

3. In case of doubt regarding priority, the President shall decide.

Rule 26

Unless the President decides otherwise, the only speakers to be heard in discussing an amendment shall be its author and a delegate holding a contrary opinion and, if need be, the Rapporteur of the Standing Committee (cf. Assembly, Rule 19).

VIII. Right to speak - Order - Procedural motions

Rule 27

No member of a Standing Committee may speak without the authorization of the President.

Rule 28

1. Unless the President decides otherwise, members shall speak in the order in which they register.

2. Speakers may only be interrupted by other members on a point of order. They may, nevertheless, with the President's authorization, yield the floor to allow other members' requests for clarification.

3. The President shall rule immediately and without debate on all points of order.

Rule 29

On the proposal of the President, or at the request of one of its members, the Standing Committee may decide to limit the speaking time allowed to each delegation and/or the number of times delegates may take the floor during the discussion of a particular item on the agenda.

Rule 30

The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language. The President may, if necessary, withdraw permission to speak and may have the objectionable words struck from the record.

Rule 31

The President shall deal immediately with any incident which may arise during the sitting. If necessary, the President shall take all measures required to restore the normal functioning of the Committee's debates.

Rule 32

1. Priority to speak shall be given to members wishing to propose:
   (a) Adjournment of the debate sine die;
   (b) Adjournment of the debate;
   (c) Closure of the list of speakers;
   (d) Closure or adjournment of the meeting; or
   (e) Any other motion bearing on the conduct of the meeting.

2. These procedural motions shall have priority over the substantive questions; debate on the latter shall be suspended while the former are considered.

3. The mover shall make a brief presentation of the motion without entering into the substance of the question under debate.

4. In debate on procedural motions, only the mover of the proposal and one delegate holding a contrary opinion shall be heard, after which the Committee shall decide.

5. No proposal for an adjournment sine die shall be allowed on questions which the Standing Committee has been instructed to consider and report on to the Assembly or the Governing Council (cf. Rules 6.1 and 6.3).

Rule 33

Standing Committee meetings shall be public. They shall be held *in camera* only if the Committee itself so decides by a majority of the votes cast.

IX. Voting - Quorum - Majorities

Rule 34

1. The right to vote shall be exercised by the titular members or, in their absence, by their substitutes (cf. Rule 2.2).

2. The President shall not be entitled to an additional or casting vote. Notwithstanding Rule 2.2 of these Rules, the President's right to vote shall be exercised by his/her substitute. The President may, however, vote if the substitute is absent from the room.

Rule 35

1. Decisions of Standing Committees and their Bureaux, with the exception of elections which are held in conformity with the provisions of Rule 7, shall be taken either by show of hands or by roll-call vote.

2. The President shall in each case decide on the method of voting to be followed.

3. Results of votes by secret ballot shall be ascertained by two Tellers appointed by the Standing Committee on the President's proposal.

Rule 36

Subject to the special provisions relating to amendments (cf. Rule 24) and procedural motions (cf. Rule 32), the Standing Committee shall vote on proposals in the order in which they are submitted. After each vote, the Standing Committee may decide whether or not it will vote on the next proposal.

Rule 37

1. Any member may request that parts, or each paragraph, of a text submitted to the Standing Committee be put to the vote separately.

2. If any objection is raised to this motion for division of the text, the request shall be voted on without debate.

3. If the proposal for division of the text is accepted, the different parts or paragraphs of the whole text thus divided shall be voted on separately; the parts or paragraphs adopted shall subsequently be put to the vote as a whole. However, if all the paragraphs of the text are rejected, the text shall be considered as rejected in toto.

Rule 38

1. Nobody may interrupt a vote once it has commenced, except to request clarification on the manner in which the voting is being conducted.

2. Members who wish to explain their vote briefly may be authorized to do so by the President, after the voting has taken place.

3. No explanation of vote shall be admissible on amendments and procedural motions.

Rule 39

1. A Standing Committee may meet and deliberate irrespective of the number of members present. However, a vote may take place only if at least half of the Member Parliaments participating in the Assembly are represented in the Standing Committee. The quorum shall be determined on the basis of the number of Member Parliaments present at the Assembly at the time of its opening.

2. The quorum shall be considered as attained and a vote taken by a Standing Committee as valid, irrespective of the number of members present or participating therein if, before the voting, the President has not been called upon by a member of the Standing Committee to verify whether there is a quorum.

Rule 40

1. Decisions of Standing Committees and their Bureaux shall be taken by a majority of the votes cast, except as stipulated in Rule 7.4 of these Rules.

2. In calculating the number of votes cast, only affirmative and negative votes shall be taken into account.

3. In case of a tie, the proposal under consideration shall be considered as rejected.

X. Secretariat

Rule 41 (cf. Secretariat, Rule 6)

1. The Secretary General or his/her representative shall assist the President in directing the work of the Standing Committee.

2. The Secretary General or his/her representative may be invited by the President to speak on any question under consideration.

Rule 42

1. The IPU Secretariat shall receive the documents, reports and draft resolutions and distribute them in English and French. It shall ensure the simultaneous interpretation of the debates in these two languages, as well as in Arabic and Spanish.

2. It shall prepare the provisional summary record of the meetings, which shall be circulated to all Member Parliaments and Associate Members as soon as possible, but no later than 30 days before the following session of the Standing Committee, when it will be submitted for approval at the opening sitting.

XI. Adoption and amendment of the Rules

Rule 43

1. The Governing Council shall adopt and amend the Standing Committees' Rules.

2. Proposals for amending the Standing Committees' Rules shall be formulated in writing and sent to the IPU Secretariat at least two months before the next meeting of the Governing Council. The IPU Secretariat shall communicate such proposals immediately to all Member Parliaments. It shall communicate any proposals for sub-amendments at least one month before the meeting of the Governing Council.

Special Rules of Procedure to regulate the conduct of virtual sessions of the Standing Committees[1]

Adopted in May 2021

The Rules of the Standing Committees shall continue to apply in full, except to the extent that they are inconsistent with these Special Rules of Procedure, in which case the decision of the Governing Council to adopt these Special Rules of Procedure shall constitute a decision to suspend the relevant Rules of the Standing Committees to the extent necessary.

The Rules of the Standing Committees that shall be suspended are the following:

Rule 7, paragraph 6, with regard to the election of Bureau members by secret ballot
Rule 13, paragraph 2, with regard to the deadline for submission of amendments
Rule 18 with regard to the deadline for the submission of proposals for subject items
Rules 24 to 26 with regard to the treatment of amendments and sub-amendments
Rule 32 with regard to procedural motions.
Rule 33 with regard to public meetings
Rules 35 and 36 with regard to the method of voting
Rule 37 with regard to division of proposals
Rule 38 with regard to interruption and explanation of the vote
Rule 39 with regard to quorum
Rule 40 with regard to the decisions of the Standing Committees and their Bureaux

1. Attendance

Attendance by Member Parliaments, Associate Members and Observers shall be through secured access to videoconference or other electronic means allowing representatives to hear other participants and to address the meeting remotely as appropriate.

2. Quorum

A Standing Committee may meet and deliberate irrespective of the number of members present.

3. Addressing the Standing Committees

1. During the virtual session, statements by members shall be limited to two minutes.

2. Members may submit written statements in either English or French (the official languages of the Organization) with an indication of the agenda item to which they refer, in advance of the opening of the session of the Standing Committee concerned. Written statements shall be in lieu of live interventions. These shall be posted on a dedicated web page and shall form part of the official records of the session.

3. Any member wishing to take the floor should signal their wish to speak. A member wishing to raise a point of order in relation to a statement made during the session should signal their intention to do so. The President will rule on the point of order in accordance with Rule 28 of the Rules of Standing Committees.

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1 In these Rules, whenever the words ""representative", "member" and "observer" are used, they should be construed as referring to both women and men.

4. Observers may submit written statements in either English or French (the official languages of the Organization) with an indication of the agenda item to which they refer, in advance of the opening of the session of the Standing Committee concerned. Such statements shall be posted on a dedicated web page.

4. Decision-making

All decisions of Standing Committees taken in a virtual session shall be, as far as possible, adopted by consensus. Ad-hoc rules shall be established for the adoption of resolutions and subject items, through a transparent and inclusive process.

5. Written silence procedure

1. The following written silence procedure shall apply in respect of any proposal that the IPU President determines, following informal consultations, is suitable for adoption without further discussion.

2. At the request of the President, the Secretary General shall transmit to Member Parliaments any such proposal for consideration under this written silence procedure.

3. The communication shall contain the text of the proposal(s) to be considered under this written silence procedure. Any such objection shall be conveyed in writing, including by email, and addressed to the Secretary General. The objection must have been received within 15 days of the date of the dispatch of the communication.

4. In the absence of the receipt by the stipulated deadline of written objections from one third or more of Member Parliaments, the proposal concerned shall be considered as having been validly adopted. Objections shall be reproduced in footnotes appended to the text of the resolution or decision once adopted.

5. The Secretary General shall communicate the outcome of the written silence procedure to all Member Parliaments as soon as possible after the set deadline referred to above. In the case of a proposal that is adopted pursuant to the written silence procedure, the date of the Secretary General’s communication to that effect shall be the date of adoption of the proposal.

6. Without prejudice to the above, a Member Parliament may explain their position in respect of a proposal that is subject to the written silence procedure by submitting a written statement relating thereto, for posting on the IPU website. Written statements should be received by the Secretary General by the date set for receipt of objections. Written statements shall be made available on the IPU website for information purposes only. They shall appear as submitted and in the language(s) of submission. Submission of a written statement in accordance with this paragraph shall not be considered as an objection.

Rules of the Forum of Women Parliamentarians[1]

Adopted in April 1999, amended in April 2003, April 2008 and March 2014. Extensively revised in March 2016 and amended in October 2019, October 2024 and April 2025.

Objectives

Rule 1

The Forum of Women Parliamentarians shall meet on the occasion of both annual sessions of the Assembly and shall report on its work to the Governing Council.

Rule 2

The Forum shall have the following objectives:

(a) To promote contacts and coordination among women parliamentarians on all topics of common interest;
(b) To foster democracy by promoting parity and partnership between men and women in all fields, particularly in politics, and to encourage and support the action of the IPU to those ends;
(c) In the same spirit, to encourage and promote the participation of women parliamentarians in the work of the IPU and to promote their equitable representation at all levels of responsibility within the Organization;
(d) To conduct a preliminary study of certain questions considered by the Assembly or by the Governing Council and, as appropriate, to prepare recommendations on these subjects;
(e) To establish mechanisms for relaying information on the work of the IPU to women MPs and women politicians not taking part in IPU meetings;
(f) To raise awareness among men of gender equality issues by encouraging their participation in the sessions of the Forum of Women Parliamentarians.

Composition

Rule 3

Women members of national Parliaments who have been designated as delegates to the statutory IPU Meetings under the provisions of Article 10 of the Statutes may take part in the sessions of the Forum of Women Parliamentarians.

Rule 4

1. Women representatives of international parliamentary assemblies admitted as Associate Members of the IPU may also take part in the sessions of the Forum of Women Parliamentarians. Their participation shall be subject to the rules governing the participation of Associate Members in the work of the IPU.

2. Male members of Parliament may contribute to the work of the Forum of Women Parliamentarians.

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1 In these Rules, whenever the words "member", "observer", "representative" and “speaker” are used, they should be construed as referring to both women and men.

Rule 5

The representatives of international organizations and other entities having the status of observers may follow the work of the Forum of Women Parliamentarians. Their participation shall be subject to the rules governing the participation of observers at meetings of the IPU.

Sessions

Rule 6

1. The Forum of Women Parliamentarians shall meet on the occasion of both annual sessions of the Assembly.

2. The Forum of Women Parliamentarians shall take place on the day before the opening of the Assembly. If necessary, an additional sitting may be organized, particularly for the election of the new regional representatives to the Bureau.

3. The Convocation of the Forum of Women Parliamentarians, together with the provisional agenda, shall be sent to all Member Parliaments and Associate Members at least one month before its opening.

Presidency

Rule 7

The Forum shall elect the President of the session from among the women members of the host Parliament. If the host Parliament does not comprise a woman member, the President of the Bureau shall chair the session; in her absence, the First Vice-President or the Second Vice-President of the Bureau shall chair the session. The same rule will apply for IPU Assemblies held in Geneva.

Rule 8

The Forum of Women Parliamentarians shall be opened by the President of the Bureau who shall conduct, where appropriate, the election of the President of the session of the Forum. In the absence of the President of the Bureau, the Forum shall be opened by the First Vice-President or the Second Vice-President of the Bureau.

Rule 9

Should the President of the session of the Forum of Women Parliamentarians have to be absent for part of the session, she shall be replaced provisionally by the President of the Bureau or, in the latter's absence, one of the two Vice-Presidents.

Rule 10

1. The President shall direct the work of the Forum of Women Parliamentarians, suspend and close the sitting, see that the Rules are observed, call upon the speakers, put questions to the vote, make known the results of the voting and declare the sessions closed. Her decisions on these matters shall be final and shall not be open to debate.

2. The President shall decide on all matters not covered by these Rules, after having sought the advice of the Bureau, if necessary.

Agenda

Rule 11

1. The Forum of Women Parliamentarians shall adopt its agenda.

2. A provisional agenda shall be drawn up by the Bureau in the light of the work and proposals of the previous Forum of Women Parliamentarians.

3. The agenda shall include one but not more than two substantive items for debate which may fall within the competence of the Assembly. The consideration of such items may give rise to the presentation of amendments or sub-amendments to the draft resolutions that are before the Assembly (cf. Rule 22). The agenda shall also include items relating to the activities and functioning of the Forum of Women Parliamentarians, as well as items of possible interest to the general policy of the IPU, its functioning and programme; the consideration of these items may give rise to recommendations to the Governing Council.

4. The provisional agenda and the Convocation of the Forum of Women Parliamentarians shall be communicated to all Member Parliaments and Associate Members of the IPU at least one month before the opening of the Forum. An annotated agenda shall also be communicated to them prior to the opening of the Forum, together with all necessary documents.

5. The Forum of Women Parliamentarians shall take a decision on the provisional agenda by a majority of the votes cast (cf. Rule 23).

Rule 12

1. Any participant may ask for the insertion of supplementary items in the agenda of the Forum of Women Parliamentarians.

2. After hearing the opinion of the President of the Bureau or, in her absence, one of the two Vice-Presidents, the Forum of Women Parliamentarians shall decide on such a request by a majority of the votes cast (cf. Rule 23).

Speaking rights - Order - Procedural motions

Rule 13

No participant or observer may speak without the authorization of the President of the session of the Forum.

Rule 14

1. During the consideration of subjects for debate, participants and observers shall indicate their wish to speak by completing a registration form, which shall be handed during the sitting to the Secretary of the Forum.

2. In principle, participants and observers shall speak in the order in which they request the floor. However, the President may alter this order so as to facilitate dialogue and no list of speakers shall be drawn up or circulated.

3. In order to promote a lively debate, participants shall refrain from reading out presentations prepared in advance and presenting reports on national situations. Similarly, observers shall refrain, unless expressly requested to do so, from making presentations on the general activity of the organization or institution which they represent.

4. Unless the Forum of Women Parliamentarians decides otherwise, statements shall not exceed three minutes.

Rule 15

Speakers may only be interrupted on a point of order. They may, nevertheless, with the President's authorization, yield the floor so as to allow other participants' requests for clarification.

Rule 16

1. On the proposal of the President or at the request of a participant, the Forum of Women Parliamentarians may decide to alter the speaking time for the discussion of a particular item on the agenda.

2. The Forum of Women Parliamentarians shall decide on such a request by a simple majority (cf. Rule 23).

Rule 17

1. The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language and may, if necessary, withdraw permission to speak. The President may have the objectionable words struck from the record.

2. Notwithstanding the provisions of paragraph 1 above, the President may, at the end of the sitting, give the floor briefly to a delegation wishing to exercise its right of reply.

Rule 18

1. The President shall deal immediately with any incident which may arise during the session and, if necessary, take all measures required to restore the normal functioning of the Forum of Women Parliamentarians.

2. The President shall rule immediately and without debate on all points of order.

Rule 19

1. Priority to speak shall be given to participants wishing to propose:

(a) Adjournment of the debate sine die;
(b) Adjournment of the debate;
(c) Closure of the list of speakers;
(d) Closure or adjournment of the session;
(e) Any other motion having a bearing on the conduct of the session.

2. These procedural motions shall have priority over the substantive questions; debate on the latter shall be suspended while the former are considered.

3. The mover shall make a brief presentation of the motion without entering into the substance of the question under debate.

4. In debates on procedural motions, only the mover of the proposal and one speaker holding a contrary opinion shall be heard, after which the Forum shall decide on the basis of the majority of votes cast.

5. No proposal for an adjournment sine die shall be allowed on questions on which the Forum of Women Parliamentarians has been instructed by the Assembly or by the Governing Council to report.

Rule 20

The debates of the Forum of Women Parliamentarians shall be public. The Forum may, however, decide by a two-thirds majority of the votes cast that they be held *in camera*.

Decisions

Rule 21

1. Any representative of a Member Parliament may present a motion or draft recommendation to the Forum of Women Parliamentarians to be addressed to the Governing Council on an item appearing on the latter's agenda. Such a motion or draft recommendation may be presented orally or in writing.

2. Any representative of a Member Parliament may present amendments to such a motion or draft recommendation. Amendments, which may be presented orally or in writing, shall relate directly to the motion or draft recommendation in question; they may only envisage an addition, a deletion or a modification to the initial draft without changing its scope or nature.

3. The President of the session of the Forum of Women Parliamentarians shall determine whether a motion, draft recommendation, amendment or sub-amendment presented to the Forum by a participant is in order. In case of doubt regarding admissibility, the President of the session of the Forum of Women Parliamentarians may consult the President and Vice-Presidents of the Bureau.

4. Amendments shall be discussed before the motion or draft recommendation to which they relate; they shall be voted on before the text itself. Sub-amendments shall be discussed at the same time as the amendments to which they relate; they shall be voted on before the amendments concerned.

5. If two or more amendments apply to the same words in a motion or draft recommendation, the one which is furthest removed from the text under consideration shall have priority over the others and shall be put to the vote first. If two or more amendments relating to the same words are mutually exclusive, the adoption of the first shall imply the rejection of the other amendment(s). If the first amendment is rejected, the next amendment in order of priority shall be put to the vote; the same procedure shall be applied to each of the following amendments. Sub-amendments shall be dealt with according to the same procedure.

6. Unless the President decides otherwise, the only speakers to be heard in discussing an amendment or a sub-amendment shall be its author and a speaker holding a contrary opinion.

7. The Forum of Women Parliamentarians shall take a decision on motions, draft recommendations, amendments and sub-amendments by a majority of the votes cast (cf. Rule 23).

Rule 22

1. So that the Assembly may benefit from the specific input of the Forum of Women Parliamentarians, the latter may decide by simple majority vote (cf. Rule 23) to entrust a small number of participants with summarizing the salient ideas expressed in the substantive debate and preparing amendments on that question to be submitted to the Standing Committee concerned.

2. The amendments shall be based on the summary of the ideas as presented at the close of the substantive debate and endorsed by the Forum. The participants entrusted with preparing amendments shall work in consultation with the President of the session of the Forum and the President and Vice-Presidents of the Bureau.

Vote - Quorum - Majorities

Rule 23

1. The Forum of Women Parliamentarians shall take decisions by acclamation or, failing that, by a majority of the votes cast.

2. Each delegation may cast a maximum of two votes. No participant may cast more than one vote. Only women parliamentarians present in person shall have the right to vote. The President of the session of the Forum shall not vote.

3. A vote may only take place if at least half of the Member Parliaments announced as being represented at the Forum of Women Parliamentarians are present in the hall at the time of the vote.

4. For each session, the quorum shall be established on the basis of the number of delegations effectively participating in the first sitting of the Forum of Women Parliamentarians and shall be announced by the Secretary General or his/her representative at that time.

Rule 24

1. With the exception of elections, which shall be held in conformity with the provisions of Rule 25, decisions of the Forum of Women Parliamentarians shall normally be held by a show of hands. However, if the President deems it necessary or if one participant so requests, a roll-call vote may be held. The President of the session of the Forum shall in each case decide on the method of voting to be followed. Only positive and negative votes shall be taken into account. In case of a tie, the proposal under consideration shall be considered as rejected.

2. Subject to the special provisions relating to amendments (cf. Rule 21) and procedural motions (cf. Rule 19), the Forum of Women Parliamentarians shall vote on proposals in the order in which they are submitted. After each vote, the Forum may decide whether or not it will vote on the next proposal.

Rule 25

1. If necessary, the Forum of Women Parliamentarians may decide to hold a secret ballot for the election of the regional representatives of the Bureau and the President and two Vice-Presidents of the Bureau.

2. Results of votes by secret ballot shall be ascertained by two Tellers appointed by the Forum of Women Parliamentarians on the proposal of the President of the Forum or of the Bureau.

Rule 26

1. Nobody may interrupt a vote once it has commenced, except to request clarification on the manner in which the voting is being conducted.

2. Participants who wish to explain their vote briefly may be authorized to do so by the President, after the voting has taken place.

3. No explanation of vote shall be admissible on amendments and procedural motions.

Report and recommendations to the Governing Council

Rule 27

1. An overall report on the work of the Forum of Women Parliamentarians and its Bureau shall be presented to the Governing Council.

2. This report shall be presented by the President of the session of the Forum or, in her absence, by the President or one of the two Vice-Presidents of the Bureau.

Rule 28

The Forum of Women Parliamentarians may also make proposals and recommendations to the Governing Council concerning the general policy, functioning and programme of the IPU.

Bureau of Women Parliamentarians

Rule 29

1. The Forum of Women Parliamentarians shall be assisted by a Bureau, whose Rules it shall approve.

2. The Bureau of Women Parliamentarians shall:

(a) Prepare sessions of the Forum of Women Parliamentarians and facilitate its normal working in conformity with the Statutes of the IPU and these Rules;
(b) Ensure the continuity of work and the coordination of the initiatives of women parliamentarians; and
(c) Ensure, particularly through its Bureau, coordination between the Forum of Women Parliamentarians and the other bodies of the IPU.

Rule 30

1. The Bureau shall meet on the occasion of both annual sessions of the Assembly.

2. It shall hold a first sitting before the opening of the Forum of Women Parliamentarians and a second sitting during the days to follow; if necessary, a further sitting may be organized during the Assembly.

Rule 31

1. The Bureau shall be composed of the following persons:

(a) The women members of the Executive Committee, who shall be ex officio members during their term of office on the Executive Committee;
(b) The former Presidents of the sessions of the Forum of Women Parliamentarians, who shall be ex officio members for two years from the time when they chaired the sessions of the Forum;
(c) Four representatives from each of the geopolitical groups which meet on the occasion of IPU meetings; these representatives shall be elected *ad personam* by the Forum of Women Parliamentarians for a four year term of office; a retiring member shall not be eligible for re-election for two years and shall be replaced by a representative belonging to another IPU Member Parliament;

(d) Should a regional representative die, resign or lose her seat in Parliament, the Forum of Women Parliamentarians shall proceed with the election of a replacement from the same geopolitical group; the person thus elected shall hold the office for the remainder of the term;

(e) Members of the Bureau may not be members in two capacities: as ex officio members and as regional representatives. A member holding both positions will lose her mandate as a regional representative to the Bureau and will be replaced in that position in accordance with the provisions of Rule 31.1 (d).

2. The regional representatives shall be elected by the Forum of Women Parliamentarians on the proposal of women parliamentarians from the respective geopolitical groups, which must present as many candidates as there are seats to be filled. Elections to the Bureau shall be held every two years, to renew half of the Bureau's membership whose four-year term has come to an end. The seats of two representatives for each geopolitical group shall therefore be renewed every two years.

3. Elected members of the Bureau shall be supported by their respective Parliaments in carrying out their function as members of the Bureau. Every effort will be made to ensure their participation in IPU Assemblies for the duration of their mandate as members of the Bureau.

Rule 32

1. Members of the Bureau who are unable to participate in a session may be replaced by other duly mandated women representatives from the same Member Parliament, for the duration of that session only.

2. Members of the Bureau who are absent for two consecutive sessions without a valid reason may lose their seat on the Bureau by a decision of the Forum of Women Parliamentarians upon recommendation of the Bureau. In such cases, a new election will be held at the next session of the Forum of Women Parliamentarians to fill the respective vacancy.

Rule 33

1. After each renewal of half of the regional representatives, every two years, the Forum of Women Parliamentarians shall, on the proposal of the Bureau, elect the President, First Vice-President and Second Vice-President of the Bureau from among parliamentarians of different regions. Any parliamentarian who is a member of the Bureau may be elected to one of these three posts.

2. When the Forum of Women Parliamentarians takes a decision on the proposals of the Bureau, it may, if necessary, hold a secret ballot in accordance with the provisions of Rule 25.

3. In conformity with the provisions of Article 25.1 of the IPU Statutes and Rule 7 of the Rules of the Standing Committees, the President of the Bureau shall be an ex officio member of the IPU Executive Committee and of the Bureaux of the Standing Committees.

4. The President and Vice-Presidents shall hold office for two years till the next renewal of half of the Bureau.

5. Should the President die, resign or lose her seat in Parliament, the First Vice-President shall serve as President of the Bureau for the remainder of the term.

6. Should a Vice-President die, resign or lose her seat in Parliament or become President of the Bureau, the Bureau shall nominate to the Forum of Women Parliamentarians a candidate from among the members of the Bureau to replace her. The person thus elected shall serve as Vice-President for the remainder of the term.

Rule 34

In accordance with the provisions of its own Rules, the Bureau shall appoint, at each round of statutory IPU Meetings, one of its members to report to the Forum of Women Parliamentarians on the work carried out at its two previous sittings.

Secretariat

Rule 35

1. The Secretary General or his/her representative shall assist the President in directing the work of the Forum of Women Parliamentarians and its Bureau.

2. The Secretary General or his/her representative may be invited by the President to speak on any question under consideration.

Rule 36

1. The IPU Secretariat shall receive all documents, reports or draft resolutions and distribute them in English and French; only these documents may be distributed in the meeting room. It shall ensure simultaneous interpretation in these two languages, as well as in Arabic and Spanish.

2. The IPU Secretariat shall prepare the provisional summary record of the meetings, which shall be circulated to Member Parliaments and Associate Members as soon as possible, but no later than 30 days before the following session of the Forum, when they will be submitted for approval.

Adoption and amendment of the Rules

Rule 37

The Forum of Women Parliamentarians shall establish its own Rules, which shall then be presented to the Governing Council for its approval (cf. Statutes, Article 22).

Rule 38

The Forum of Women Parliamentarians shall adopt its Rules by a majority of the votes cast (cf. Rule 23).

Rule 39

1. Any proposal to amend the Rules of the Forum of Women Parliamentarians must be formulated in writing and sent to the IPU Secretariat at least two months before the next session of the Forum of Women Parliamentarians and of the

Governing Council. The Secretariat shall communicate such proposals immediately to all Member Parliaments and Associate Members of the IPU. It shall also send them any proposals for sub-amendments at least one month before the next session of the Forum of Women Parliamentarians and the Governing Council.

2. The Forum of Women Parliamentarians shall take a decision on proposed amendments by a majority of the votes cast (cf. Rule 23).

3. Any amendment to its Rules adopted by the Forum of Women Parliamentarians shall be submitted to the Governing Council for its approval.

4. The consideration of any proposal to amend the Rules shall be automatically included in the agenda of the Forum of Women Parliamentarians and the Governing Council.

5. After hearing the opinion of the Forum of Women Parliamentarians expressed through a simple majority vote, the Governing Council shall decide on such proposals by a two-thirds majority vote.

Rules of the Bureau of Women Parliamentarians[1]

Adopted in April 1999 and amended in April 2003, April 2008, March 2014. Extensively revised in March 2016 and amended in April 2025.

Role and composition

Rule 1

1. The Forum of Women Parliamentarians shall be assisted by a Bureau, whose Rules it shall approve.

2. In accordance with the provisions of Rule 29.2 of the Rules of the Forum of Women Parliamentarians, the role of the Bureau of Women Parliamentarians is to:

(a) Prepare sessions of the Forum of Women Parliamentarians and facilitate its normal working in conformity with the Statutes of the IPU and the Rules of the Forum;
(b) Ensure the continuity of work and the coordination of the initiatives of women parliamentarians; and
(c) Ensure, particularly through its Bureau, coordination between the Forum of Women Parliamentarians and the other bodies of the IPU.

Rule 2

The Bureau shall be constituted in conformity with the provisions of Rule 31 of the Rules of the Forum of Women Parliamentarians.

Sessions

Rule 3

1. The Bureau shall meet on the occasion of both annual sessions of the Assembly.

2. It shall hold a first sitting before the opening of the Forum of Women Parliamentarians and a second sitting during the days to follow; if necessary, a further sitting may be organized during the Assembly.

3. The convocation of the Bureau, together with the provisional agenda, shall be sent to the members of the Bureau at least one month before the date of the session.

Presidency

Rule 4

1. After each renewal of half of the regional representatives, every two years, the Bureau shall propose to the Forum of Women Parliamentarians the candidature of three of its members to hold office as President, First Vice-President and Second Vice-President of the Bureau.

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1 In these Rules, whenever the word "representative" is used, it should be construed as referring to both women and men.

2. The Bureau shall take a decision on these candidates in conformity with the provisions of Rules 9 to 11 of these Rules.

3. The President and Vice-Presidents of the Bureau shall hold office for two years until the next renewal of half of the Bureau (cf. Rule 33 of the Rules of the Forum of Women Parliamentarians).

4. Should the President die, resign or lose her seat in Parliament, the First Vice-President shall serve as President for the remainder of the term.

5. Should a Vice-President die, resign or lose her seat in Parliament, the Bureau shall nominate to the Forum of Women Parliamentarians a candidate to replace her for the remainder of the term.

Rule 5

1. The President shall direct the work of the Bureau, suspend and close the sitting, see that the Rules are observed, call upon the speakers, put questions to the vote, make known the results of the voting and declare the sessions closed. Her decisions on these matters shall be final and shall not be open to debate.

2. The President shall decide on all matters not covered by these Rules, on the basis of the general provisions contained in the Rules of the Forum of Women Parliamentarians.

Agenda

Rule 6

1. A provisional agenda for each session of the Bureau shall be established by the Secretary General in consultation with the President of the Bureau in the light of the work and decisions of the latter at its previous session. The provisional agenda shall be sent to the members of the Bureau at least one month before the session.

2. The final agenda of each session shall be adopted by the Bureau at the start of its work.

Rule 7

1. Any member of the Bureau may request the inclusion of supplementary items in the provisional agenda.

2. After hearing the opinion of the President, the Bureau shall decide on such a request in accordance with the provisions of Rules 9 to 11 of these Rules.

Deliberations - Quorum - Voting

Rule 8

The members of the Bureau shall deliberate *in camera*.

Rule 9

The Bureau may deliberate and take decisions irrespective of the number of Bureau members present. However, a vote may take place only if at least half of the Bureau members or their duly mandated replacements (c.f. Rule 32 of the Rules of the Forum of Women Parliamentarians) are in attendance.

Rule 10

1. Each member of the Bureau shall be entitled to one vote.

2. The President shall participate in the voting only in case of a tie.

Rule 11

1. The Bureau shall normally vote by show of hands. However, if the President deems it necessary or if a member of the Bureau so requests, a secret ballot shall be held.

2. The Bureau shall take all its decisions by a majority of the votes cast.

3. In calculating the number of votes cast, only positive and negative votes shall be taken into consideration.

Report and recommendations to the Forum of Women Parliamentarians

Rule 12

The Bureau shall report on its work to the Forum of Women Parliamentarians and shall present to it opinions or recommendations on all matters that fall within its competence.

Rule 13

1. At each Assembly, the Bureau shall appoint one of its members to report to the Forum of Women Parliamentarians on the work carried out since the previous session. The Bureau shall make that appointment at the start of its second sitting.

2. Only members of the Bureau having taken part in the two sittings to be covered by the report may act as Rapporteurs to the Forum of Women Parliamentarians. The same person may not be appointed as Rapporteur more than once.

3. Should the appointed Rapporteur be unable to present the report, she shall be replaced by another member who took part in the sittings to be covered by the report. The Bureau may appoint this substitute at the same time as the Rapporteur.

Secretariat

Rule 14

1. The Secretary General or his/her representative shall assist the President in directing the work of the Bureau.

2. The Secretary General or his/her representative may be invited by the President to speak on any question under consideration.

Rule 15

1. The IPU Secretariat shall receive or prepare all documents needed for the deliberations of the Bureau and shall distribute them in English and French; only these documents may be distributed in the meeting room.

2. It shall ensure simultaneous interpretation in these two languages, as well as in Arabic and Spanish.

Adoption and amendment of the Rules

Rule 16

The Bureau shall establish its own Rules which shall then be presented to the Forum of Women Parliamentarians for its approval (cf. Statutes, Article 22).

Rule 17

1. Subject to the provisions of Rule 9, the Bureau shall adopt its Rules by the majority of the votes cast by the members present at the time of voting.

2. Proposals to amend the Rules of the Bureau must be formulated in writing and sent to the IPU Secretariat at least two months before the next meeting of the Bureau. The Secretariat shall communicate such proposals immediately to all members of the Bureau and shall do likewise with any proposals for sub-amendments.

Rules of the Forum of Young Parliamentarians[1]

Adopted in March 2014 and amended in April 2017, October 2019 and October 2024.

I. Mandate

Rule 1

The Forum of Young Parliamentarians is a permanent body of the IPU dedicated to enhancing the quantitative and qualitative participation of youth in parliaments and in the IPU.

II. Objectives

Rule 2

1. The objectives of the Forum of Young Parliamentarians are as follows:

   (a) Broaden diversity and inclusiveness by increasing the presence of young parliamentarians at IPU Assemblies and meetings;
   (b) Strengthen the added value of youth in the IPU by incorporating a youth perspective in the IPU's agenda and work and building bridges between the IPU and youth organizations;
   (c) Achieve better parliaments and stronger democracies by promoting youth participation in parliaments and reaching out to young people involved in politics; and
   (d) Ensure better follow-up and implementation of decisions and recommendations contained in the IPU resolution on "Youth participation in the democratic process", adopted by the 122nd Assembly in Bangkok.

2. Through its action, the Forum will contribute to achieving the objectives of the IPU.

III. Working Modalities

Rule 3

1. The Forum of Young Parliamentarians shall meet at each IPU Assembly (cf. Statutes, Art. 24).

2. It shall debate subject items placed on the agenda of the Assembly from a youth perspective and make recommendations to Committees, Groups and the Governing Council.

3. The Forum of Young Parliamentarians shall debate other youth-related issues and report back on them to the Governing Council.

IV. Composition

Rule 4

1. The Member Parliaments shall be represented at the meetings of the Forum of Young Parliamentarians by their delegates who are below the age of 40 years.

2. Other delegates interested in youth issues may also attend the meetings of the Forum of Young Parliamentarians in an observer capacity.

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1 In these Rules, whenever the words "delegate", "rapporteur" and "author" are used, they should be construed as referring to both women and men.

V. Bureau of Young Parliamentarians

Rule 5

1. An elected bureau, known as the "Bureau of Young Parliamentarians", shall represent the Forum of Young Parliamentarians and conduct its work.

2. The Bureau shall draw up the convocations of the Forum of Young Parliamentarians in consultation with the Secretary General, who gives effect to the relevant decisions taken by the Governing Council and the Assembly.

3. The Bureau shall be composed of two representatives from each of the IPU geopolitical groups, a man and a woman.

4. The Bureau shall be elected every two years.

5. Officers shall be elected or re-elected at the first annual session of the Forum of Young Parliamentarians by an absolute majority of the votes cast.

6. The Bureau shall be presided over by a President, who shall be a member of the Bureau. He/she shall be elected by the members of the Bureau.

7. A President shall be elected every two years. The same President cannot hold office for two consecutive terms. Gender and geopolitical rotation are mandatory at each election of the President. A separate vote shall be held by secret ballot whenever there is more than one candidate of the same sex and geopolitical group for the position of President of the Bureau.

8. In conformity with the provisions of Article 25.1 of the IPU Statutes and Rule 7 of the Rules of the Standing Committees the President of the Bureau of Young Parliamentarians shall be an ex officio member of the IPU Executive Committee and of the Bureaux of the Standing Committees.

9. The youngest member of the Bureau present shall replace the President in his/her absence.

10. The President shall open, suspend and close sittings, direct the work of the Forum of Young Parliamentarians, see that the Rules are observed, call upon speakers, put questions to a vote, make known the results of voting and declare the sessions closed.

11. The President shall report back on the work of the Bureau to the Forum of Young Parliamentarians.

VI. Rapporteurs

Rule 6

1. The Forum of Young Parliamentarians shall appoint rapporteurs to prepare “youth overview reports” on the subject items placed on the agenda of the Assembly. These reports shall include recommendations from a youth perspective on the items placed on the agenda of Committees and/or Groups. All members of the Forum of Young Parliamentarians may contribute to the youth overview reports by debating and submitting their suggestions and comments to the rapporteurs. The reports shall be debated at the meetings of the Forum of Young Parliamentarians and using information and communication technology tools. The final reports shall remain the responsibility of their respective authors.

2. The rapporteurs shall attend Committee and Group sessions to present their reports and recommendations.

3. The rapporteurs shall give an objective account of the Forum of Young Parliamentarians' work, taking into consideration the views of the majority and minority.

VII. Agenda and reports

Rule 7

1. The agenda of the Forum of Young Parliamentarians shall be communicated to all Member Parliaments and Associate Members of the IPU by the Secretary General, who gives effect to the decisions taken by the Governing Council and the Assembly.

2. The conclusions of the Forum of Young Parliamentarians and its Bureau shall be presented by the President of the Bureau to the Governing Council and the Assembly.

VIII. Secretariat

Rule 8

At statutory Assemblies, the work of the Forum shall be conducted within the framework of existing practical arrangements and human resources.

Rules and Practices of the Committee on the Human Rights of Parliamentarians[1]

Adopted in February 1989, revised in May 2007, March 2014, April 2015, April 2017, October 2024 and October 2025.

The functioning of the Committee on the Human Rights of Parliamentarians is governed by the "Procedure for the examination and treatment of complaints", which came into force on 1 January 1977, and by the subsequent decisions taken by the Governing Council and by the Committee itself.

I. Composition of the Committee

Rule 1

1. The Committee on the Human Rights of Parliamentarians (hereinafter called the Committee) shall be composed of 12 members of Member Parliaments, elected by the Governing Council in an individual capacity on the basis of their competence, commitment to human rights and availability. They shall have a good command of at least one of the IPU's two official languages: English and French. The IPU Secretary General shall ensure that candidates standing for election, the geopolitical groups and IPU Member Parliaments are fully aware of the requirements stated above.

2. Committee members shall be elected for a single five-year term. In case of resignation, loss of parliamentary mandate or death of a member, or if the rights or affiliation of the parliament to which the member belongs are suspended, his/her term shall automatically come to an end. Members who are absent for two consecutive sessions without a valid reason may lose their seat by decision of the Governing Council following a recommendation by the Committee. Upon loss of Committee membership, another person shall be elected from the same geopolitical group for a new, full five-year term.

3. The composition of the Committee should reflect an equitable geopolitical distribution of seats. The exact composition shall be reviewed periodically by the Committee to ensure regional balance.[2]

4. The Committee as a whole should be gender-balanced and comprise six men and six women.

II. Objectives of the Committee

Rule 2

1. The Committee shall defend the human rights of current, and in certain circumstances, former members of a national Parliament whenever their rights are at risk or appear to have been violated.

2. The Committee shall aim to:

(a) Prevent possible violations;
(b) Put an end to ongoing violations; and/or
(c) Promote State action to offer effective redress for violations.

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1 In these Rules and Practices, whenever the words "Secretary General", "President", "member" and "complainant" are used, they should be construed as referring to both women and men.

2 At the time of approval of this Rule, the equitable geopolitical composition of the Committee was defined as: three parliamentarians each from the African Group and Twelve Plus Group, two each from the Asia-Pacific Group and GRULAC, and one each from the Arab Group and Eurasia Group.

3. The Committee shall examine, on the basis of a detailed procedure (cf. Annexes I to IV), complaints of alleged violations of which it is seized by a qualified source.

4. The Committee shall use all possible means to give visibility to its work in defence of the human rights of parliamentarians. The absence of a complaint shall not preclude efforts by the Committee to advocate respect for the human rights of parliamentarians and raise awareness of violations and risks faced by parliamentarians.

5. In carrying out its mandate, the Committee shall apply international, regional and national human rights standards as well as pertinent recommendations emanating from relevant United Nations, regional and national institutions.

6. The Committee shall strive to take into account gender equality concerns in its working methods, processes and objectives.

7. The Committee may suggest that capacity-building assistance be offered to the parliament and other State institutions where the alleged violation has taken place in order to address underlying concerns giving rise to the submission of the complaint.

8. The Committee may request the IPU Secretary General to organize events or conduct studies to address thematic or regional concerns which appear in its case-load and have wider ramifications for the rights of parliamentarians and/or the functioning of parliaments. The Committee may also make specific suggestions to other IPU bodies.

III. Methods of work

Sessions

Rule 3

1. Barring exceptional circumstances, the Committee shall meet three times a year: an extended session shall be held at IPU Headquarters in January or June/July and regular sessions shall be held in the days leading up to and during each of the two IPU Assemblies.

2. The Committee's sessions shall be held *in camera*.

3. The Committee shall set the dates of its next sessions in the light of proposals made by the IPU Secretary General.

4. During sessions, the IPU shall provide interpretation from and into English, French and Spanish. Case files and other documentation shall be provided in English and French only. In the event that neither English, French nor Spanish is their mother tongue, members may bring interpreters to interpret into and from an additional language. Members shall be responsible for covering the costs of such interpretation and informing the IPU Secretariat sufficiently in advance so that practical arrangements can be made. The members shall ensure that the interpreters are of high quality and respect the confidentiality of the Committee’s proceedings.

President and Vice-President

Rule 4

1. The Committee shall elect its President and Vice-President for one year. Both shall be eligible for re-election. The Committee will strive to ensure that the President and Vice-President are of opposite sexes.

2. The Vice-President shall replace the Committee President in the latter's absence. In case of resignation, loss of parliamentary mandate or death of the President, or if the rights or affiliation of the parliament to which the President belongs are suspended, his/her functions shall be performed by the Vice-President. Should the Vice-President also become subject to any of the situations mentioned in the previous sentence, the Committee shall elect a new President and Vice-President for a one-year term.

Agenda

Rule 5

1. The provisional agenda of the Committee shall be drawn up by the IPU Secretary General, in consultation with the Committee President.

2. The agenda shall include an item on follow-up action by Committee members and Member Parliaments on decisions adopted on individual cases.

Quorum

Rule 6

At least half of the number of members in exercise of their functions shall constitute the quorum for deliberating and taking decisions.

Confidential and public nature of the Committee's work

Rule 7

1. The Committee's deliberations and all correspondence and documents submitted to it shall be kept confidential at all times. The Committee members shall undertake personally to respect this rule of confidentiality. The Committee shall call on the parties directly concerned to ensure that its deliberations, documents and correspondence submitted to it or sent by it remain confidential.

2. The Committee's decisions shall be made public as a matter of principle unless it believes there are overriding reasons to keep a decision confidential. Such reasons include strong indications that:

(a) only confidentiality will promote a resolution of the case;
(b) a public decision will put the security of the victim and/or complainant at risk;
(c) the concerns in the case are not sufficiently clear; and/or
(d) the complainant is using the Committee purely for political gain.

In respect of confidential cases, the IPU Secretary General shall communicate the decision only to the parties concerned. The Committee may also mandate the Secretary General to convey a confidential decision to other parties which it deems to be in a position to help it in the examination of the case. The Secretary General shall not be held responsible for the reproduction and distribution of the Committee's confidential decisions and other submissions by the parties concerned.

3. When the Committee meets during IPU Assemblies, its President shall report on its work to the Governing Council, to which it shall submit draft decisions for adoption on individual cases which, if adopted, shall enjoy the support of the full IPU membership. Should the Committee President be unable to attend, the report shall be presented by the Vice-President or, in his/her absence, by another Committee member designated by the Committee. The report to the Council may also contain one or more personal testimonies from the persons affected or their representatives. The text of all adopted decisions shall make mention of any clear reservation on the substance of the decision expressed by the delegation of the country concerned and/or other parties.

Organization of examination of cases

Rule 8

1. The Committee shall prioritize discussion of and action on its cases. To this end, the Committee shall always examine cases which are submitted to it for the first time. It shall further prioritize examination of cases with significant developments, cases of ongoing risk to life, physical integrity and liberty or continuing serious intimidation and cases in which no developments have occurred but which require a strategic discussion and/or shift of focus.

2. Previous decisions on cases shall remain applicable as long as they have not been superseded by a new decision of the Committee.

3. Once a year, during an extended session held in January or June/July, the Committee shall examine all the cases before it and shall plan, to the extent possible, its activities for the next 12 months, including the hearing of delegations, sources and other parties and the organization of on-site missions, visits and trial observations. The foregoing shall not preclude the discussion or planning of activities at the Committee's other sessions.

4. At the extended session, the Committee shall decide for each case whether or not it will be the subject of a decision at that session. The Committee may decide, in respect of the other cases, whether, in the absence of a decision, specific follow-up action is required. The Committee shall adjourn the adoption of any decision on the other cases to a future session on the understanding that its concerns as expressed in its most recent decisions in those cases shall remain valid.

Use of experts, hearings, missions, visits and trial observations

Rule 9

The Committee may consult experts, hold hearings, carry out on-site missions and visits and mandate the observation of trial proceedings in accordance with established rules and criteria (cf. Annexes III and IV).

Recusal of Committee members

Rule 10

In principle, Committee members shall not attend and participate in deliberations and decisions on any case concerning a member of parliament who is a national of his/her country. The Committee may, however, invite the member concerned to provide his/her observations on the case.

Decisions

Rule 11

As a general rule, the Committee's decisions shall be taken by consensus. In the absence of consensus, the Committee shall decide by a majority of the members present.

Organization of work between sessions

Rule 12

1. Within 14 days after the end of the session, the IPU Secretary General shall provide Committee members with a succinct summary of what, if any, decision was taken for each case at the session.

2. Between sessions, the IPU Secretary General shall promote implementation of the case decisions and other follow-up action identified by the Committee at its previous session(s) and take steps in respect of any new or other cases warranting an immediate response. With regard to the other cases, the IPU Secretariat shall closely monitor developments.

3. The Committee members, and first and foremost its President, may be consulted where appropriate between sessions on the submission of new cases and developments in cases already under examination by the Committee, as well as on the organization of on-site missions, visits and trial observations.

4. Between sessions, the Committee may exceptionally adopt a public or confidential decision in the event of an urgent situation requiring its immediate attention. To this end, should the IPU Secretary General receive information from a qualified source warranting an urgent Committee decision, he/she shall contact the Committee President, and with the latter’s approval, inform all other members, suggest a course of action and ask for their feedback within 48 hours, or in absolute emergencies, 24 hours.

Parliamentary solidarity

Rule 13

1. The work of the Committee shall be based on the principle of parliamentary solidarity. It shall therefore seek, where useful, to engage with IPU Member Parliaments in facilitating satisfactory settlements in the cases before it and to give prominence to parliamentary action taken to promote such solutions.

2. Following each Committee session, the IPU Secretary General shall invite all IPU Member Parliaments to take action to follow up the decisions on individual human rights cases and to report on any action taken. In so doing, the Secretary General may pay special attention to certain cases warranting parliamentary action.

3. The Committee may also take other steps to promote parliamentary solidarity. Such efforts may include, but are not limited to:

(a) Requesting the IPU Secretary General to write to the chairpersons of the geopolitical groups about the public cases pending in or outside their regions;
(b) Inviting, at a session during the Assembly, one or two chairpersons of geopolitical groups to discuss implementation of decisions affecting their (or another) region;

(c) Publicly informing the IPU membership about follow-up action taken by each IPU Member Parliament on decisions adopted in human rights cases;
(d) Entrusting Committee members with the task of presenting its work to the meetings of the Executive Committee, geopolitical groups, the Association of Secretaries General of Parliaments and, possibly, the Standing Committee on Democracy and Human Rights during IPU Assemblies; and
(e) Organizing, as a matter of principle, an information session for the parliamentary and other authorities of the host country of an IPU Assembly.

Adoption and amendment of the rules

Rule 14 (cf. Statutes, Art. 23)

One or more of the members of the Committee and/or the IPU Secretary General may propose amendments to the Rules for discussion by the Committee. The Committee shall discuss such proposed amendments and adopt, with the support of an absolute majority of the members present at the time of the vote, its own views thereon. Should these views favour specific amendments to the Rules, such amendments shall be submitted to the Governing Council for approval.

Secretariat

Rule 15

The Committee shall have a Secretary and a team of IPU staff to assist it in its day-to-day work. The Secretary shall be under the direct authority of the IPU Secretary General and, along with the former's team, cooperate closely with other IPU staff to ensure the effectiveness of the Committee's work.

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Annex I

Procedure for the examination and treatment of complaints

Adopted in February 1989, revised in May 2007 and March 2014

I. Qualified complainants

1. Qualified complainants under the procedure shall be:

   (a) A (former) parliamentarian(s) (or person authorized by him/her/them to make such complaints and/or a family member) who has/have been the subject of a violation of his/her/their human rights;
   (b) Another member of parliament;
   (c) A political party; or
   (d) An authoritative international or national organization competent in the field of human rights (United Nations and its specialized agencies; intergovernmental organizations; inter-parliamentary organizations; and non-governmental international and national organizations competent in the field of human rights).

II. Presentation of complaints

2. In principle, complaints shall be addressed to the Committee President or the IPU Secretary General, at IPU Headquarters.

3. A list of items of information to be provided shall be made available (cf. Annex II). It shall be designed to assist applicants in presenting a complaint that is as complete, precise and concise as possible.

III. Preliminary investigation of cases

4. The IPU Secretary General shall establish a file on any complaint received. In order to do so, he/she shall be authorized to request additional information from the author(s) of the complaint, as well as from the authorities of the State concerned or, if appropriate, from third parties able to supply such information. He/she shall avail himself/herself of any document relevant to the study of the case, particularly the pertinent texts of national laws and international legal instruments and any document from competent international or regional organizations.

5. The IPU Secretary General shall request additional information only when there are grounds for presuming that the complaint is admissible. In the absence of such grounds, the Secretary General may refrain from conducting a preliminary investigation.

6. The identity of the author(s) of complaints shall be disclosed only with his/her/their agreement and when such disclosure is deemed appropriate.

7. The allegations and other information on file shall be outlined and forwarded first and foremost to the parliamentary authorities of the country in question for their comment. The IPU Secretary General may also address the request for information to any competent authority likely to provide official information.

8. It is expressly stated that this approach shall be aimed solely at requesting information before the case is examined by the Committee, and that it shall in no way prejudge such action as may be taken on the case by the competent bodies of the IPU.

9. The IPU Secretary General shall inform the author of a complaint of information received from the authorities of the country in question, particularly when new developments occur affecting the situation of the parliamentarian concerned, and vice versa.

IV. Standards and criteria of admissibility

10. Complaints may refer only to members of a national Parliament, not to members of regional and local assemblies.

11. This Procedure shall be applicable to members of parliament who are or have been subjected to arbitrary actions during the exercise of their parliamentary mandate, whether the Parliament is sitting, in recess or has been dissolved as the result of unconstitutional or extraordinary measures. The Committee shall also be competent to examine complaints regarding former members of parliament when the alleged arbitrary actions refer directly to events that took place when the individual was still a member of parliament.

12. With respect to alternate members of a national parliament, admissibility shall depend on the nature of the function involved and how it is exercised.

13. Other standards and criteria of admissibility may be determined in individual cases by the Committee, based on its experience.

14. Decisions on admissibility and non-admissibility of complaints shall be transmitted to the parties directly concerned, together with a statement of the grounds of such a decision.

V. Examination of complaints

15. For each case, the IPU Secretary General shall present a report containing the following:

- Information on the source(s) of the complaint and the date(s) of the communication(s);
- An analytical summary of the allegations and any other information on file;
- Legal references and background (national and international);
- Observations on the formal admissibility of the communication(s); and
- Information on the preliminary investigation of the case and/or previous treatment thereof, particularly the date and content of the reply from the authorities of the country in question to such requests for information as may have been addressed to them.

16. The Committee shall examine each of the cases before it on the basis of the file compiled for that purpose by the IPU Secretary General.

17. The Committee shall seek to establish the facts of a case. For this purpose, the IPU Secretary General shall invite the authorities to comment on the information provided by the author of a complaint, and the author of a complaint to comment on the information provided by the authorities. The Secretary General may also seek information from any other reliable source likely to provide relevant information.

18. The Committee shall seek, to the extent possible and as appropriate, to establish contact with the parliamentarian concerned, first of all, in order to ascertain that he/she has no objection to the Committee examining his/her case and, second, to ensure a continuous flow of first-hand information regarding his/her case.

19. The Committee shall do everything possible to foster a dialogue with the authorities of the countries concerned, first and foremost their parliament, in the pursuit of a satisfactory settlement.

20. The IPU Secretary General shall inform the Committee of any technical cooperation project the IPU is conducting or intends to conduct in a country in which it is examining a case. It may invite the Secretary General to take steps to ensure that its concerns in that case are taken into consideration in order to ensure coherent action by the IPU.

21. The Committee shall engage, including where possible through an official partnership, with relevant international and regional political structures, first and foremost their parliamentary arm, and/or their human rights mechanisms. At the national level, the Committee shall engage, where possible and useful, with in-country UN missions, national human rights institutions and national human rights organizations. The Committee shall also engage directly with parliamentary human rights committees in those countries that have cases before it and in countries that take a keen interest in human rights issues abroad.

VI. Consultation of experts

22. Experts may be consulted when the Committee deems it appropriate.

VII. Hearings

23. The Committee may hold hearings in accordance with the established rules and criteria (cf. Annex III).

VIII. Missions, visits and trial observations

24. In specific cases, the Committee may decide to carry out an on-site mission and/or visit or mandate the observation of trial proceedings. Such action shall be taken in accordance with established rules and criteria (cf. Annex IV).

IX. Closure of cases

25. The Committee shall continue in principle to examine a case at future sessions as long as a satisfactory settlement has not been reached. The Committee may decide to close a case, however, if:

(a) in its view a satisfactory settlement cannot be reached;
(b) the complainant has not provided any updated information in spite of repeated requests and the complainant's ability to do so; or
(c) the complainant states that further action by the Committee is no longer useful.

26. In cases where current or former parliamentarians or their direct representatives are complainants in the case, their response, or absence thereof, shall take precedence over the response of other complainants in the matter. The Committee may reserve the right to re-open a case in the light of new information provided by complainant(s).

27. In cases where a confidential case has been satisfactorily settled, the Committee may decide to announce publicly its closure and state the reasons thereof.

28. Whenever the Committee adopts a decision to close a case, that decision shall be communicated to the parties directly concerned.

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Annex II

Submission of complaints

The Committee on the Human Rights of Parliamentarians is competent to examine complaints of alleged human rights violation(s) affecting members of national parliaments who are currently exercising their mandate.[1] The Committee is also competent to examine complaints regarding former members of national parliaments when the alleged violation(s) are directly related to events that took place when the individual was still a parliamentarian.

The complaint form is available on the IPU website here as a PDF document that can be completed on screen or printed. The list of questions therein is intended to help the complainant submit a complaint which is as complete, precise and concise as possible, so as to facilitate the work of the Committee on the Human Rights of Parliamentarians. The complainant is strongly encouraged to provide all the requested information to enable the Committee to examine the case. However, should there be serious impediments preventing a complainant from providing some of the requested information at this time, the complainant is invited to explain the reasons why.

If you wish to submit a complaint concerning the situation of several members of parliament, you must complete a separate form for each member. If you are multiple complainants submitting a complaint about the same case, you may submit a joint form if you wish.[2]

1 This also covers a situation in which the national parliament is in recess or has been dissolved as the result of unconstitutional or other arbitrary measures.

2 If there is more than one complainant, please identify one complainant as the designated focal point to liaise with the Committee, and complete questions 1 and 2 providing information concerning this person while sending the names and capacity of other complainants in a separate note or in the email conveying the complaint.

Annex III

Arrangements concerning hearings

Adopted in July 1983, revised in May 2007 and March 2014

I. Hearings with the Committee in corpore

(a) Hearings may be held with parliamentary authorities, other competent authorities, the complainant(s), the alleged victim(s), representatives of relevant international and national organizations and experts;

They may be held:

(i) on the initiative of the Committee itself;
(ii) at the request of any of the above-mentioned entities or persons.

(b) The Committee shall seek to organize a hearing of its own volition and accept a request for a hearing whenever it considers this to be useful and appropriate in the examination of a case.

(c) Requests for a hearing with the Committee shall be made in good time prior to the corresponding session so that the Committee, or its President, may assess the advisability of such a procedure and give its consent.

(d) In order to ensure the effectiveness of this procedure, the hearing shall be held in such a way as to meet the needs of the Committee. With this in mind:

- At the opening of the hearing, the President of the Committee may specify to the person(s) concerned the conditions in which he/she/they will be heard and inform him/her/them of the elements of the case on file to which the hearing will relate, if necessary stating the main points requiring clarification;
- The time available to a person(s) to make his/her/their preliminary statement shall be established in advance. The person(s) shall then be invited to reply as concisely as possible to specific questions. The Committee may decide that, between the time of the general statement (which will enable it to assess the intentions of the person concerned) and the time devoted to questions, the person(s) concerned shall leave the room to enable the Committee to identify the points requiring clarification; and
- The Committee shall decide if it is necessary to ask the person(s) being heard to confirm or clarify in writing certain points of his/her/their statements.

(e) Hearings shall preferably take place in one of the working languages of the Committee.

II. Hearings with the Committee President or a designated member(s)

The Committee may decide to designate its President or another member(s) to meet *in camera* and hear any entities or persons mentioned under I (a).

Annex IV

Principles and criteria for conducting on-site missions, visits and trial observations

Adopted in April 1986, revised in May 2007 and March 2014

I. Principles and objectives

1. In order to advance its work to defend the human rights of parliamentarians and to make progress towards the satisfactory resolution of one or more cases, the Committee may decide to carry out a mission or visit, or to observe a trial.

2. Such missions and visits may be envisaged for countries in respect of which cases are pending before the Committee or for countries that are the seat of relevant international or regional organizations or that have national parliamentary committees, other institutions and/or sources of information that may assist the Committee in its work.

3. In exceptional circumstances, a mission or visit may also address political or parliamentary challenges that go beyond the Committee's specific mandate but that need to be addressed in order to resolve the specific cases dealt with by the Committee.

4. When the Committee is not in session, a decision to dispatch a mission, make a visit and/or observe a trial may be taken by correspondence. In particularly urgent or serious circumstances, the decision may be taken by the Committee President in consultation with the IPU Secretary General. Any decision to this effect shall immediately be communicated to the Committee members.

5. Missions shall normally comprise at least two delegates, if possible at least one man and one woman, and extend over several days on the basis of a comprehensive programme that shall include meetings with all relevant authorities, the complainant(s) and other parties in a position to assist the Committee in its work.

6. Visits shall normally be carried out by a single Committee member or another person mandated by the Committee.

7. The length of trial observations shall depend on the schedule of hearings. As part of a trial observation, the observer shall meet with the relevant authorities in the case, in particular the prosecutor's office and the court authorities, as well as the complainant(s)/alleged victim(s) and defence counsel.

8. Trial observations shall be carried out by legal experts and/or members of parliament. Their competence in and impartiality vis-à-vis the case at hand shall be beyond doubt. They shall not at the same time be members of the Committee.

9. A representative(s) of the IPU Secretariat, where possible, shall accompany on-site missions and visits.

10. A mission or visit may only take place with the explicit approval of the authorities of the country in question. In cases where the parliament is represented in the IPU, the necessary contacts and approaches shall be made through that parliament or with its approval. This rule shall apply to all missions or visits except in cases where no interaction is foreseen between the delegation and the government or parliamentary authorities. In the case of a trial observation, the IPU Secretary General shall inform the authorities of the country concerned, in particular the parliament and the authority before which the proceedings are taking place, of the IPU's presence.

11. A mission or visit shall generally aim to:

- Make known to the authorities of the country in question or the institutions in that country the interest which the IPU and, through it, the international community, has in the treatment and fair settlement of an individual case;
- Gather a maximum amount of first-hand or reliable information on the case so as to enable the Committee on the Human Rights of Parliamentarians and the IPU Governing Council to take a decision based on full knowledge of the facts;
- Enquire into respect for basic human rights in the case under consideration on the basis of applicable national legislation and international legal instruments. When a case concerns allegations that legal proceedings brought against a (former) parliamentarian are not founded in law, a trial observation mission may be sent to enquire into respect for basic fair trial guarantees; and
- Contribute, as much as possible, to the settlement of the case in accordance with human rights principles.

12. A mission, visit or trial observation may thus in no way lead, either directly or indirectly, to the expression of any value judgment whatsoever of a situation in general or political regime, whatever their nature.

II. Funding

13. Missions, visits and trial observations shall as a general rule be funded by the core budget of the IPU.

III. Responsibilities of the authorities in missions and visits

14. In the case of missions and visits, the authorities of the country concerned, first and foremost the parliament, are responsible for arranging the requested meetings with relevant authorities, providing local transport to the delegation for the duration of the mission or visit and ensuring the protection of the delegation. The authorities shall also assist in any other way possible with the effective fulfilment of the mission's or visit's mandate.

IV. Composition of delegations

15. The following individuals may be designated to conduct missions and visits:

- Current and former members of the Committee on the Human Rights of Parliamentarians;
- Other parliamentarians with relevant expertise;
- The IPU Secretary General or his/her representative; and
- Human rights specialists.

16. In principle, the Committee shall decide at each of its sessions on the composition of delegations for proposed missions and visits. In deciding to designate one or more of its members to conduct a mission, it shall take into account criteria such as familiarity with the country's legal and political system, command of relevant languages for the mission and absence of potential challenges, whether perceived or real, to the effectiveness of the mission or visit due to the member's nationality and/or political activities. Committee members shall be required to share with the Committee before a decision is taken on the composition of the delegation any information concerning them that may adversely affect the effectiveness of the mission or visit.

17. Should the designated member(s) be prevented from participating in the mission or visit, the IPU Secretary General shall consult the Committee President on the replacement of the member(s) in question and, with the President's approval, take the necessary steps to ensure that the mission or visit can be carried out.

V. Conduct of missions, visits and trial observations

18. The persons entrusted with a mission, visit and trial observation shall receive a copy of this document. They shall base their action on the principles advocated by the IPU.

(a) Accreditation and terms of reference

19. The member(s) of the delegation shall be given several copies of a letter of accreditation and, if necessary, written terms of reference. The latter shall clearly indicate the purpose of the mission.

20. Unless the Committee or the IPU Governing Council decides otherwise, the members of a delegation may not accept to act on behalf of and receive funding from any body or organization in the same country and during the same period.

(b) Concerted action

21. Concerted action shall be taken at all stages of a mission. If necessary, consultations shall take place during the mission between the members of the delegation and the IPU Secretary General.

22. Barring instructions to the contrary from the Committee or the IPU Governing Council, the members of a delegation shall not accept individual invitations to visit the country in question.

23. If necessary, a preparatory meeting shall be held, prior to the visit, preferably at IPU Headquarters in Geneva.

(c) Fulfilment of the mandate

24. The delegation shall strive to gather information from all parties concerned:

(i) Competent authorities (governmental/parliamentary/judicial);
(ii) Parliamentarian(s) whose situation is the subject of the mission;
(iii) Third parties in a position to supply reliable information (sources of communication/relatives of the victim(s)/lawyer(s)/parliamentarian(s) witness(es)/human rights organizations). The delegation may make direct contact with and hear witnesses as early as during the preparatory meeting.

25. The delegation shall ensure that no witnesses are present during its contacts with the parliamentarian(s) whose situation is the subject of the mission - including when the parliamentarian is detained or imprisoned - and with third parties in a position to supply reliable information. If interpretation is necessary, the delegation shall ensure that the interpreter respects the rule of confidentiality (see paragraph 32 below).

26. Members of delegations shall make every effort never to expose the parliamentarian(s) in question and the sources of confidential information to risks; in the case of direct contacts, they must receive assurances that no reprisals of any kind will be taken against the person(s) concerned because of such contacts. If necessary, they shall ensure that the person(s) concerned is/are able to bring to the attention of the IPU any measures taken against him/her/them after meeting with the delegation.

27. Should the delegation feel that the basic conditions for the fulfilment of its mandate are not met, it shall terminate the visit, if possible after consulting the President of the Committee and the IPU Secretary General.

(d) Documentation made available to delegations

28. All delegations shall receive as complete a set of documents as possible to ensure the effective fulfilment of their mandate.

(e) Contacts with the press

29. The IPU Secretariat shall consider, in consultation with the delegation, how to give visibility to the mission, visit or trial observation, including its preliminary findings.

30. The IPU Secretariat and the delegation may decide to organize a press conference towards the end of the mission or visit and, exceptionally, the trial observation should this be considered useful in helping implement and disseminate the preliminary findings of the delegation.

31. With regard to missions carried out in relation to confidential cases, in general no contact with the press will be made.

(f) Interpreters

32. If necessary, the mission shall be assisted by an interpreter. Depending on the situation, the interpreter may be made available to the mission by:

(i) the Parliament of the country in question;
(ii) in the event of a trial which takes place in a country of which the Parliament is not a Member of the IPU, by the defence counsel of the parliamentarian concerned; or
(iii) by the IPU Secretariat. The delegation shall ensure that interpreters who are not under oath respect the rule of confidentiality.

VI. Reports on missions, visits and trial observations

(a) General principles

33. The report shall be submitted to the Committee, which shall examine it *in camera*. For the missions or visits referred to in paragraph 3 of this Annex, the report may also be submitted to other IPU bodies.

34. The report shall, where useful, be conveyed as soon as possible to the authorities of the country in question and the complainant(s) so as to enable them to forward their observations. The report may also be shared for information and comments with other interlocutors which the delegation met.

35. The Committee shall judge the way in which it is to report publicly on the mission or visit or trial observation, including whether or not to submit the entire report or part thereof to the IPU Governing Council.

36. Any report or part thereof which has been made public by the Committee, either directly or through the IPU Governing Council, may be used as such provided that mention is made of its origin.

37. The report shall be the property of the IPU.

(b) Guidelines for the presentation and content of the reports

(i) Presentation of reports

38. The report shall be transmitted to the Committee Secretariat as soon as possible, and in any event, within 30 days of the completion of the mission, visit or trial observation.

39. The report shall be drafted preferably in English or in French.

40. The delegation shall clearly state if certain parts of the report are to remain confidential.

41. Likewise, special mention shall be made of any minority opinion held by a member of the delegation.

42. Should a mission or visit or trial observation consist of several stages, the delegation shall submit a provisional report as soon as possible (e.g. preliminary observations on a trial hearing), it being understood that the final report (e.g. comments on the judgment handed down by the court) shall be submitted subsequently.

(ii) Content of reports

43. Reports should contain information on the following points in particular:

- Reference to the decision by the Committee and/or IPU Governing Council;
- Places and dates of the mission, visit or trial observation; members of the delegation;
- Contacts with the authorities of the country (parliamentary / governmental / judicial);
- Contacts with the parliamentarian(s) who is/are the subject of the mission (dates, places and conditions of meeting; brief outline of his/her/their situation; summary of the explanations and opinions voiced by the person(s) concerned; brief account - if applicable - of the place and conditions of detention);
- Contacts with third parties;
- Prospects for a settlement of the case; and
- Conclusions and recommendations.

44. Reports of trial observations shall, in particular, contain information on the following:

- The origins of the trial and its context;
- Information concerning the defendants;
- The court seized of the case(s);
- The prosecution and the defence;
- The charges brought;
- The laws and decrees applied;
- The case made by the prosecution and a summary or the text of the indictment;
- The nature of the defence and a summary of the text(s) of the case made by the defence;
- The ruling (if handed down);
- The conduct of the trial;
- Comments concerning the conduct of the trial, the ruling (if handed down) and the legal provisions applied; and
- The appeal: the possibilities of appeal; the intentions of the defence and a comment on the likelihood of an appeal succeeding.

Rules of the Secretariat of the Inter-Parliamentary Union[1]

Amended in April 1996, September 1998, April 2003, October 2010 and March 2013

Rule 1

The IPU Secretariat shall, under the oversight of the Executive Committee, exercise the functions for which it is responsible or those delegated to it in conformity with the Statutes (cf. Statutes, Art. 27.2).

Rule 2

The administration of the IPU Secretariat and responsibility for exercising its intrinsic or delegated functions shall be entrusted to the Secretary General (cf. Statutes, Art. 27.1).

Rule 3

1. In accordance with the recruitment procedure appended to these Rules, the Secretary General shall be elected or re-elected by the Governing Council on the proposal of the Executive Committee for a four-year term, renewable twice (cf. Statutes, Art. 21 (m), 26.2 (i) and 27.1). The terms of the Secretary General's appointment shall be determined by the Executive Committee.

2. The Executive Committee may propose to the Governing Council that it waive the procedure set out in paragraph 1 above and vote on the re-appointment of the incumbent Secretary General.

Rule 4

The Secretary General shall recruit the necessary staff within the framework of the budget approved by the Governing Council and shall inform the Executive Committee of appointments and terminations of employment (cf. Rule 2).

Rule 5

The Secretary General shall work solely for the IPU and may not be a member of any Parliament.

Rule 6

The Secretary General or a member of the IPU Secretariat appointed by the Secretary General shall be present, in an advisory capacity, at sessions of the IPU's organs and at all meetings convened by the IPU (cf. Assembly, Rule 34.2; Governing Council, Rule 41; Executive Committee, Rule 14; and Standing Committees, Rule 41).

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1 In these Rules, whenever the words "candidate" and "Registrar" are used, they should be construed as referring to both women and men.

Rule 7

The Secretary General shall prepare each year, for submission to the Executive Committee, a draft work programme, together with a draft budget (cf. Statutes, Art. 27.2 (f); Financial Regs., Rule 3).

Rule 8

The Secretary General shall, at the time of the Assembly or before 1 July if no Assembly is held, submit an annual report to the Executive Committee on the work of the IPU Secretariat.

Rule 9 (cf. Financial Regs., Rule 10)

1. The Secretary General shall be responsible for the execution of the budget of the IPU and the administration of its assets.

2. The sums required for payments shall be withdrawn by the Secretary General. In case of the Secretary General's absence, the right of signature may be delegated to another member of the IPU Secretariat.

Rule 10 (cf. Financial Regs., Rule 4)

1. Where necessary, the Secretary General shall be authorized to make transfers from one budget heading to another in the course of a single financial period.

2. The Executive Committee shall express its opinion on these transfers before the accounts are transmitted to the Auditors appointed by the Governing Council.

3. The Secretary General may not, without the consent of the Executive Committee, effect expenditure in excess of the overall appropriations included in the annual budget.

4. Should the budget appropriations approved by the Governing Council appear to be insufficient to cover the expenditure required for the execution of the programme and the administration of the IPU, the Secretary General shall so inform the Executive Committee, which may request the Governing Council to grant supplementary appropriations (cf. Statutes, Art. 26.2 (i)).

5. In urgent cases, these appropriations may be granted by the Executive Committee, which must inform the Governing Council of such action at the latter's next session (cf. Statutes, Art. 26.2 (i)).

Rule 11

The Secretary General shall provide the Executive Committee with full information on the financial administration of the IPU, developments in income and expenditure, and the policy applied in this respect (cf. Statutes, Art. 26.2 (g)).

Rule 12

Each year, before 1 March, the Secretary General shall have the accounts for the previous financial period examined by an External Auditor and shall then submit the accounts to the Auditors, who shall present them to the Governing Council. The Governing Council shall each year sanction the Secretary General’s financial administration (cf. Statutes, Art. 21 (i); Financial Regs., Rule 13).

Annex

Procedure for selecting the Secretary General of the Inter-Parliamentary Union

Vacancy announcement

The selection process for the post of Secretary General will commence 15 months before the expiry of the current term of the Secretary General.

A vacancy announcement containing a description of the functions of the Secretary General and the skills and qualifications required of candidates will at that time be circulated to all Member Parliaments.

The announcement will also be placed on the IPU's website and shared with the United Nations system. All parliaments will be invited to publicize the announcement in the manner they deem fit.

At the same time as it finalizes the vacancy announcement, the Executive Committee will agree on a set of minimum requirements that have to be met by candidates in order to be retained during the initial selection process.

Presentation of candidatures

Candidatures can be submitted by the candidates themselves or by one or more Member Parliaments.

Candidatures shall be submitted within a period of four months from the date of the official vacancy announcement.

Each candidature shall be submitted in one of the two official languages of the IPU – English and French – and shall consist of a letter of motivation accompanied by a curriculum vitae.

Each application will be received in confidence and recorded by the Director of Support Services, who will act as Registrar and will also respond to enquiries from candidates.

Shortlisting of candidates

At the end of the period for submitting candidatures, the President of the IPU, assisted by the Registrar, will examine all candidatures to ensure that they meet the minimum requirements for the post contained in the vacancy announcement. Any candidate who does not meet these requirements will be eliminated from the process.

The complete documentation submitted by all candidates who meet the minimum requirements will be reviewed by the President and Vice-President of the IPU, who will together draw up an initial shortlist consisting of the 20 best qualified candidates.

The complete documentation of these candidates will be shared with each member of the IPU Executive Committee together with a report from the President on the conduct and outcome of the pre-selection procedure.

After studying the candidatures, each member of the Committee will indicate up to a maximum of five candidates which he/she proposes to maintain on the shortlist.

The Committee members will communicate their preferences to the IPU Secretariat through a confidential procedure within a month of receiving the documentation.

The five candidates who receive the highest number of preferences will be short-listed.

Interviews of selected candidates

The five short-listed candidates will be invited to the Assembly, where the final selection will take place.

The Executive Committee will devote one extra day during that Assembly to interviewing the candidates. Each candidate will be interviewed for an equal length of time. They will be invited to present their candidature for 10 minutes and will then take questions from the members.

Before starting the interviews, the Executive Committee will have agreed upon a set of questions which will be addressed to all candidates. Members of the Executive Committee will also be able to address follow-up questions to the candidates as well as questions relating to the candidate's individual presentations.

After the interviews, the members of the Executive Committee will exchange views on the candidatures. They will seek to determine if one or more of the candidates can be excluded at this stage of the procedure on the grounds that they either clearly do not meet the requirements of the post or fail to muster sufficiently wide support. To this end, the Executive Committee may resort to straw polls or similar techniques.

At the end of its deliberations, the Executive Committee will forward two or more candidatures for consideration by the IPU membership present at the Assembly.

Presentation of candidatures during the Assembly

Each candidate retained by the Executive Committee will have equal opportunities to present his/her candidature to each of the geopolitical groups, in accordance with procedures set by them.

The candidates will also be heard by the Forum of Women Parliamentarians, in accordance with a procedure determined by its Bureau.

The candidates will present their candidature during the last sitting of the Governing Council. They will each be given five minutes for this purpose.

Election

The Governing Council will elect the Secretary General by secret ballot.

For the purpose of identifying the candidate most capable of securing a broad if not all-inclusive consensus among the Member Parliaments, the Governing Council will elect the Secretary General with an absolute majority of the votes cast, as per Council Rule 34.1(b).

If there are more than two candidates and none receives the required majority in the first round of voting, the candidate who received the least support will be eliminated and a new round of voting held.

This procedure will be repeated until such time as one candidate receives an absolute majority of the votes cast.

The successful candidate will be appointed by the Governing Council for a four-year term.

Financial Regulations of the Inter-Parliamentary Union[1]

Amended in April 1996, September 1998, April 2001, April 2003, October 2004, October 2005, April 2008 and April 2017

I. Applicability

Rule 1

These Regulations shall govern the financial administration of the IPU.

II. Financial Period

Rule 2

The financial period shall be the calendar year from 1 January through 31 December.

III. The Budget

Rule 3

1. The annual budget of the IPU shall be approved by the Governing Council (cf. Statutes, Art. 21 (h)).

2. The annual budget estimates shall be prepared by the Secretary General (cf. Statutes, Art. 27.2 (f)) and shall be presented in Swiss francs (CHF).

3. The annual budget estimates shall be accompanied by such information annexes and explanatory statements as the Secretary General may deem necessary and useful, or as required by the Governing Council.

4. The Executive Committee shall examine the annual budget estimates prepared by the Secretary General and submit them to the second session of the Governing Council with such recommendations as it considers desirable (cf. Statutes, Art. 26.2 (e)).

5. The annual budget estimates shall be transmitted by the Secretary General to all Member Parliaments and Associate Members at least one month prior to the opening of the session of the Governing Council.

6. Supplementary estimates may be presented by the Secretary General whenever necessary in a form consistent with the estimates for the financial year and shall be submitted to the Executive Committee. The Executive Committee shall review the supplementary estimates and submit them for approval to the Governing Council with such recommendations as it considers desirable.

7. In addition to the budget estimates for the following financial period, the Secretary General shall present to the Executive Committee and the Governing Council, for their information, provisional estimates for the next succeeding year, or such further periods as the Governing Council shall require.

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1 In these Rules, whenever the word "officer" is used, it should be construed as referring to both women and men.

8. Should the Governing Council reject the draft budget proposed by the Executive Committee, it shall either designate a balanced working group to study the question and submit a revised draft budget, possibly extending its sitting for that purpose, or shall decide to convene extraordinary sessions of the Executive Committee and Governing Council before the end of the year in question in order to find a solution and adopt the budget.

IV. Appropriations

Rule 4

1. The appropriation approved by the Governing Council shall constitute an authorization to the Secretary General to incur obligations and make payments for the purpose for which the appropriations were approved.

2. The Secretary General may not, without the consent of the Executive Committee, effect expenditures in excess of the overall appropriations included in the annual budget (cf. Secretariat, Rule 10.3).

3. Should the appropriations approved by the Governing Council appear to be insufficient to cover the expenditure required for the execution of the programme and the administration of the IPU, the Secretary General shall so inform the Executive Committee, which may request the Governing Council to grant supplementary appropriations (cf. Statutes, Art. 26.2 (i); Secretariat, Rule 10.4).

4. In urgent cases, the Executive Committee may grant these supplementary appropriations and shall inform the Governing Council of such action at the Governing Council's next session (cf. Statutes, Art. 26.2 (i); Secretariat, Rule 10.5).

5. Appropriations shall be available to discharge obligations for the financial year to which they relate. Any balance of the appropriations at the close of the financial year shall be submitted by the Secretary General, through the Executive Committee, to the Governing Council for a decision concerning its use.

6. Appropriations shall remain available for 12 months following the end of the financial year to which they relate, to the extent that they are required to discharge obligations in respect of goods supplied and services rendered in the financial year and to liquidate any other outstanding legal obligations of the year.

7. At the end of this 12-month period, the remaining cash balance of these appropriations shall be subject to the same procedure as specified in Rule 4.5 above.

8. The Secretary General shall consult the Executive Committee, whenever possible, before transferring amounts from one budget heading to another within the total amount appropriated and in the course of a single financial year.

9. The Secretary General shall be authorized to make such transfers not exceeding 3 per cent of the total appropriation for any fiscal period without prior consultation of the Executive Committee, but shall submit them to the next session of the Executive Committee for its opinion before the consideration of the accounts by the Governing Council.

V. Provision of Funds

Rule 5 (cf. Statutes, Art. 5)

1. The budget appropriations, as well as the possible supplementary appropriations, shall be financed by:

(a) Contributions from the Member Parliaments and Associate Members of the IPU;
(b) Contributions from newly affiliated or reaffiliated parliaments or international parliamentary assemblies and special debts;
(c) Contributions from external sources;
(d) Income derived from investments;
(e) Miscellaneous income; and
(f) Any amount approved by the Governing Council in accordance with the provisions of Rule 4.5 and 4.7 above.

Pending the receipt of that income, the appropriations may be financed from the Working Capital Fund.

2. The contributions from the Member Parliaments and Associate Members shall be calculated according to the scale of assessed contributions determined by the Governing Council, and adjusted taking into account the membership of the IPU at the date when the contributions are requested.

3. After the Governing Council has adopted the budget, the Secretary General shall:

(a) Send the relevant documents to the Member Parliaments and Associate Members; and
(b) Inform the Member Parliaments and Associate Members of their commitments in respect of annual contributions to the budget.

4. Contributions shall be considered as due at the beginning of the corresponding financial year and shall be payable by the 31st day of March that year. The unpaid contributions at that date shall be considered to be in arrears.

5. Annual contributions shall be assessed and paid in Swiss francs.

6. Payments made by a Member Parliament or Associate Member shall be credited to the contributions due in the order in which the Member Parliament or Associate Member was assessed.

7. The Secretary General shall submit to the Executive Committee and the Governing Council a report on the collection of contributions.

8. Newly affiliated or reaffiliated parliaments or international parliamentary assemblies which become Member Parliaments or Associate Members of the IPU during the first half of the year shall be required to make a contribution for the full year; those affiliated or reaffiliated in the second half of the year shall be required to pay a sum equal to one half of the assessment of their contribution.

9. When the affiliation of a Member Parliament or Associate Member is suspended because it has ceased to function, any arrears of contributions owed by that Member Parliament or Associate Member shall be written off.

10. Any Member Parliament or Associate Member whose rights were suspended for failure to meet its financial obligations towards the IPU shall remain accountable for these arrears. Should such a Member Parliament or Associate Member subsequently decide to pay its arrears earlier than 10 years after the date of the suspension of its rights, it shall pay, at the time of the reactivation of its rights, at

least one third of the outstanding arrears and shall present a plan for the settlement of the full remaining amount over a reasonable period of time. Until the full sum is paid, this amount shall remain as a special debt and shall not be considered as arrears under the provisions of Articles 4.2 and 5.2 of the Statutes.

11. Notwithstanding the provisions of the preceding paragraph, a Member Parliament or Associate Member of the IPU whose rights have been suspended for non-payment of its contributions and which requests the reactivation of its rights as a Member Parliament or Associate Member of the IPU may, in special extenuating circumstances, be forgiven a part or all of its previous debt. The Governing Council shall decide on each case on an individual basis after receiving the detailed report of the Executive Committee.

VI. Funds

Rule 6

1. A General Fund shall be established. The purpose of this Fund shall be to finance the expenditures of the IPU within the framework of the regular budget and of any special budgets. The sources of financing of this Fund shall be the receipts provided for in Rule 5.1 above, including advances from the Working Capital Fund.

2. A Working Capital Fund shall be established in an amount determined by the Governing Council at a level sufficient for the following purposes:

(a) To finance expenditures pending the receipt of incomes; and
(b) To finance any possible extraordinary expenditure which may be decided by the Governing Council.

3. The sources of financing the Working Capital Fund shall be as follows:

(a) Corresponding appropriations included in the annual budget as its replenishment and/or its increase; and
(b) Any other amount as decided by the Governing Council.

4. A Staff Pension Fund shall be established with its own Regulations.

5. Trust Funds and Special Accounts may be established by the Secretary General for activities with restricted funding from external sources as decided by the Governing Council.

6. Unless otherwise provided, such funds and accounts shall be administered in accordance with the present Financial Regulations.

VII. Other income

Rule 7

1. Voluntary contributions, gifts or bequests, whether or not in cash, may be accepted by the Secretary General, following authorization by the Governing Council (cf. Statutes, Art. 21 (j)).

2. Monies accepted for the purpose specified by the donor shall be treated as Trust Funds.

3. Monies accepted in respect of which no purpose is specified shall be treated as miscellaneous income.

VIII. Custody of Funds

Rule 8

The Secretary General shall designate the bank(s) in which the funds of the IPU shall be kept.

IX. Investment of Funds

Rule 9

1. The Secretary General may make investments of monies not needed for immediate requirements.

2. Income derived from investment shall be credited to the corresponding Fund.

X. Internal control

Rule 10 (cf. Secretariat, Rule 9)

1. The Secretary General, who is responsible for the execution of the budget of the IPU and the administration of its assets, shall:

(a) Establish detailed financial rules and procedures in order to ensure effective and efficient financial management and the exercise of economy;
(b) Designate the officers who may receive monies, incur obligations and make payments on behalf of the IPU;
(c) Maintain internal financial controls, which shall provide for an effective current examination and/or review of financial transactions in order to ensure:
  (i) The regularity of the receipts, custody and disposal of all funds and other financial resources of the IPU;
  (ii) The conformity of obligations and expenditures with the appropriations or other financial provisions approved by the Governing Council, or with the purposes and rules relating to Funds and Special Accounts; and
  (iii) The economic use of the resources of the IPU.

2. The Secretary General may, after full investigation, write off losses of cash, stores and other assets, provided that a statement of all such amounts written off shall be submitted to the Auditors with the annual accounts.

3. The Secretary General may, in exceptional circumstances, make such ex gratia payments as are deemed to be in the interests of the IPU, and a statement of such payments shall be submitted to the Internal Auditors with the accounts.

XI. Procurement

Rule 11

1. Procurement functions include all actions necessary for the acquisition, by purchase or lease, of property, including products and real property, and of services, including works. The following general principles shall be given due consideration when the procurement functions of the IPU are exercised:

(a) Best value for money;
(b) Fairness, integrity and transparency;
(c) Effective international competition; and
(d) The interest of the IPU.

2. Equipment, supplies and other requirements shall be procured through an open competitive process, except in exceptional circumstances where the Secretary General deems that, in the interest of the IPU, departure from this Regulation is desirable.

XII. Accounts

Rule 12

1. The Secretary General shall maintain such accounting records as are necessary and shall submit annual accounts showing for the financial year to which they relate the income and expenditure of the General Account, all Funds and Special Accounts. The Secretary General shall also give such other information as may be appropriate to indicate the current financial position of the IPU.

2. The accounts of the IPU shall be presented in Swiss francs.

XIII. External Audit

Rule 13

1. The Executive Committee shall designate an External Auditor entrusted with auditing the accounts of the IPU (cf. Statutes, Art. 26.2 (k)).

2. The External Auditor shall submit a report to the Secretary General not later than 15 March following the end of the financial year. The Secretary General shall submit this report and the audited accounts not later than 31 March to the two Auditors appointed by the Governing Council from among its members (cf. Statutes, Art. 21 (j)).

3. The audited accounts, together with such comments as they may consider necessary, shall be presented by the Auditors to the Governing Council for approval at its first annual session. The Governing Council shall then sanction the Secretary General's financial administration (cf. Governing Council, Rule 40).

XIV. Resolutions involving expenditures

Rule 14

1. The Secretary General shall provide information on the administrative and financial implications of any proposal submitted to an organ of the IPU which may involve expenditures.

2. No resolution or decision involving expenditures shall be executed unless approved by the Governing Council which will, at the same time, decide on the means of its financing.

XV. General provisions

Rule 15

1. These Regulations shall be approved by the Governing Council and shall take effect as of the date of their approval.

2. Any proposal for the suspension or amendment of a Rule(s) of the present Regulations shall be presented in writing and sent to the IPU Secretariat at least three months before the next meeting of the Governing Council.

3. The Secretary General shall immediately communicate such a proposal to the Governing Council's members and to the Executive Committee for its opinion.

Practical modalities of the rights and responsibilities of observers at IPU meetings[1]

Approved in April 1999 and amended in April 2003, May 2006, April 2009, October 2014, March 2018 and March 2023.

1. International organizations that can be invited as observers to IPU meetings are understood to include: (a) organizations of the United Nations system and related organizations; (b) regional, subregional and geopolitical parliamentary assemblies or associations; (c) worldwide non-governmental organizations; (d) international political party federations; and (e) organizations with which the IPU shares general objectives and has established a close and mutually beneficial working relationship (other partner organizations, including organizations holding permanent observer status with the UN General Assembly).

2. Observer status may be granted only to those organizations whose general objectives, principles and values are shared by the IPU. Permanent observer status may only be granted at the recommendation of the IPU Executive Committee, upon a careful examination of the structure, funding, mission statement, programme of work and track record of the organization concerned.

3. There shall be a distinction between those observers invited on a regular basis (permanent observers) and others invited on a "one-off" basis in the light of the items placed on the agenda of an Assembly. Permanent observer status will be reserved for parliamentary organizations, in line with IPU's commitment to foster inter-parliamentary dialogue and cooperation, as well as for those partner organizations with which the IPU works closely and on a regular basis.

4. Observers will be expected to pay a modest registration fee, to be determined by the Executive Committee, for participation in IPU Assemblies. The United Nations and related organizations, as well as observers contributing directly to the programme of the Assembly, will be exempt from such fees.

5. Observers will be entitled to register a maximum of two delegates to Assemblies of the IPU. However, each programme and organ of the United Nations will normally be allowed to send one delegate. Seating arrangements at Assemblies will be made accordingly.

6. Observers will be entitled to register one speaker in plenary debates of the IPU Assembly and its Standing Committees. However, each programme and organ of the United Nations will be allowed to register one speaker each.

7. Observers will not enjoy the right of reply or the right to raise points of order.

8. In the General Debate of the Assembly, the speaking time of observers will be limited to three minutes. Some flexibility will be shown to executive heads of organizations within the United Nations system who wish to address the IPU.

9. Observers will not enjoy voting rights and the right to submit candidatures.

10. Representatives of international organizations having particular expertise in a subject considered by the Assembly may be invited by the Presidents of Standing Committees, with the authorization of the Committee, to be present in an advisory capacity to provide technical advice, if need be, during the work of a drafting committee.

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1 In these Modalities, whenever the words "delegate" and "representative" are used, they should be construed as referring to both women and men.

11. Observers cannot present draft resolutions or amendments. They may, however, make information available according to modalities established by the Secretary General.

12. International organizations having special competence in an item placed on the Assembly agenda may be invited by the Secretary General to provide an information document on the item.

13. Observers may be invited by the IPU President to address the Governing Council in exceptional circumstances only.

14. An evaluation of the situation of observers will be made every four years. Such a periodic review will be undertaken by the Executive Committee on a dual basis: (i) a factual note by the IPU Secretariat on the actual participation of each observer in the period under review, and (ii) the views of the observers themselves regarding their interest in being represented at IPU meeting.