

International Drafting Committee of the Barcelona Declaration on the Human Right to Peace

Rules of procedure

I. Members of the international drafting committee

Rule 1

Duties of members of the international drafting committee

The members of the international drafting committee shall perform their duties with the requirements of independence and impartiality, as genuine representatives of the international civil society.

II. Chairperson of the international drafting committee

Rule 2

Election of the Chairperson and the Vice-Chairperson

1. The international drafting committee shall elect a Chairperson and a Vice-Chairperson from among its members.

Rule 3

Functions

1. The Chairperson shall chair the meetings of the international drafting committee and perform all other functions conferred upon him/her by the present rules of procedure. During his/her tenure, the Chairperson shall represent the international drafting committee as a whole.

2. In the exercise of his/her functions, the Chairperson shall remain under the authority of the international drafting committee.

3. The Chairperson shall retain the right to participate in the discussions of the international drafting committee and to vote.

Rule 4
Acting Chairperson

1. If, during a session, the Chairperson is unable to be present at a meeting or any part thereof, he/she shall designate the Vice-Chairperson to take his/her place.
2. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

III. Secretariat of the international drafting committee

Rule 5
Secretariat

The Spanish Society for International Human Rights Law (SSIHRL), in collaboration with the UNESCO Etxea, and the International Catalan Institute for Peace (ICIP) shall act as Secretariat for the international drafting committee. It shall provide the necessary staff and facilities for the effective performance of the functions of the international drafting committee.

IV. Functioning of the international drafting committee

Rule 6
Languages

English, French, Spanish and Catalan shall be the working languages of the international drafting committee.

The Barcelona Declaration will be first drafted in English (master copy)

Rule 7
Circulation of documents

As soon as studies, working papers and draft declarations become ready for circulation in one of the working languages, the Secretariat shall send them immediately to the members of the international drafting committee.

Rule 8
Sessions

The sessions of the international drafting committee shall be held at the Parliament of Catalonia in Barcelona, Spain.

Rule 9
Agenda

1. The Secretariat shall send to the members of the international drafting committee a provisional agenda and the working documents relating to agenda items at least twenty four hours before the opening of the session.
2. The agenda shall be adopted by the international drafting committee at the beginning of the session.

Rule 10
Drafting groups and other arrangements

The international drafting committee may set up drafting groups comprising a limited number of its members and other arrangements. The terms of reference of such groups shall be defined by the international drafting committee.

V. Private meetings and observers

Rule 11
General principle

1. The opening and closing meetings of the international drafting committee shall be held in public.
2. The substantive meetings of the international drafting committee shall be held in private.

Rule 12
Observers

Representatives of international organisations, civil society representatives and members of the Catalanian Parliament may be invited as observers to attend private meetings of the international drafting committee. The observers shall not be allowed to take active part in the debates and the votes.

VI. Records and reports

Rule 13
Records of public and private meetings

Records of public and private meetings of the international drafting committee shall be made by the Secretariat. Any disagreement shall be settled by the Chairperson of the international drafting committee in accordance with the recordings of the meetings available to this effect.

Rule 14
Report

1. The international drafting committee shall submit a report to the Organizers focused on the outcome document adopted, i.e, the Barcelona Declaration of the Human Right to Peace.
2. The Chairperson shall report to the Catalanian Parliament on the outcome document adopted by the international drafting committee.

VII. Conduct of business

Rule 15 Quorum

The quorum of the international drafting committee shall be the majority of its members.

Rule 16 General powers of the Chairperson

1. In addition to exercising the powers conferred upon him/her elsewhere by the present rules, the Chairperson shall declare the opening and closing of each meeting of the international drafting committee, direct the discussions, ensure observance of the rules, accord the right to speak, put articles or paragraphs of the draft Declaration to the vote and announce decisions.
2. The Chairperson, subject to the rules, shall have control over the proceedings of the international drafting committee and over the maintenance of order at its meetings.
3. The Chairperson may, in the course of the discussion of an item, propose to the international drafting committee the limitation of the time to be allowed to speakers, the limitation of the number of times each speaker may speak on any question and the closure of the list of speakers.
4. The Chairperson shall rule on points of order and have the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting.
5. Debates shall be confined to the draft Declaration before the international drafting committee and the Chairperson may call a speaker to order if that speaker's remarks are not relevant to the subjects under discussion.

Rule 17 Points of order

1. During the discussion of any matter, an expert may at any time raise a point of order, which shall immediately be decided on by the Chairperson in accordance with these rules. Any appeal against the ruling of the Chairperson shall be put to the vote immediately, and the ruling of the Chairperson shall stand unless overruled by a majority of the experts present and voting.
2. A member may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 18 List of speakers

1. A list of speakers shall be updated by the Secretariat at the beginning of the meetings. The closure of the list on any particular article or paragraph shall be announced by the Chairperson in good time, as the work proceeds.
2. When there are no more speakers on the agenda item during a particular meeting, the international drafting committee shall take up the next item on

its calendar without closing the discussion on the preceding item, if deemed necessary.

3. During the course of a debate, the Chairperson may announce the list of speakers and, with the consent of the international drafting committee, declare the list closed. When there are no more speakers, the Chairperson shall, with the consent of the international drafting committee, declare the debate closed. Such closure shall have the same effect as closure by decision of the international drafting committee.

Rule 19 **Time limit on speeches**

The international drafting committee may limit the time allowed to each speaker on any question. When debate is limited and a speaker exceeds the allotted time, the Chairperson shall call that speaker to order without delay.

Rule 20 **Adjournment of debate**

An expert may, at any time, move for the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to two members favouring and two opposing the adjournment, after which the motion shall be put to the vote immediately.

Rule 21 **Closure of debate**

An expert may, at any time, move for the closure of the debate on the item under discussion, whether or not any other member has indicated the wish to speak. Permission to speak on the motion shall be accorded only to two experts opposing the closure, after which the motion shall be put to the vote immediately.

Rule 22 **Submission of proposals and amendments**

Unless otherwise decided by the international drafting committee, proposals and substantive amendments or motions submitted by experts shall be handed to the Secretariat, and shall be put to the vote.

Rule 23 **Withdrawal of proposals and motions**

A proposal or motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal or a motion which has thus been withdrawn may be reintroduced by another expert.

Rule 24 **Reconsideration of proposals**

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the international drafting committee so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote

immediately.

VIII. Voting

Rule 25 Voting rights

Each expert of the international drafting committee shall have one vote.

Rule 26 Taking of decisions

Decisions shall be taken without a vote, unless an expert of the international drafting committee calls for a vote.

Rule 27 Majority required

1. The decisions of the international drafting committee shall be made by a majority of the members present and voting.
2. If a vote is equally divided on any matter, the proposal shall be decided by the Chairperson.

Rule 28 Method of voting

The international drafting committee shall normally vote by a show of hands

Rule 29 Explanation of vote

Experts may make brief statements consisting solely of the explanation of their votes before the voting has commenced or after the voting has been completed. The expert sponsoring a proposal or a motion may not speak in explanation of vote thereon, except if it has been amended.

Rule 30 Conduct during voting

After the voting has commenced, it shall not be interrupted unless an expert raises a point of order in connection with the actual conduct of the voting.

Rule 31 Division of proposals and amendments

Parts of a proposal or an amendment shall be voted on separately if an expert requests that the proposal be divided. Those parts of the proposal or the amendment that have been approved shall then be put to the vote as a whole. If all the operative parts of a proposal or an amendment have been rejected, the proposal or amendments shall be considered to have been rejected as a whole.

Rule 32**Voting on proposals**

1. If two or more proposals relate to the same question, the international drafting committee shall, unless it decides otherwise, vote on the proposals in the order in which they were submitted.
2. The international drafting committee may, after each vote on a proposal, decide whether to vote on the next proposal.
3. A motion requiring that no decision be taken on a proposal shall have priority over the voting on that proposal.

Rule 33**Voting on amendments**

1. When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the international drafting committee shall first vote on the amendment furthest removed in substance from the original proposal, and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter should not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on.
2. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.