



# **An Introduction to the FAO Council**

**(July 2013)**

*This booklet contains information on the role and functioning of the FAO Council. It is intended for delegates and other government officials for reference purposes, building upon – but not substituting – formal texts accessible from the FAO website  
(see <http://www.fao.org/unfao/govbodies/en>).*



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The Council was established by the FAO Conference in 1947 to replace the original "Executive Committee".

From 1947 to 1950, the Council met in Washington and Paris. Since the transfer of the headquarters of the Organization to Italy in 1951, the Council has held its sessions in Rome.

## **I. The Council in the Governance Structure of FAO**

All Governing Bodies contribute, within their mandate, to:

- defining the overall policies of the Organization and the regulatory frameworks under the aegis of FAO;
- the formulation, approval and implementation of the Strategic Framework (SF), Medium-Term Plan (MTP) and Programme of Work and Budget (PWB); and
- exercising, or contributing to, the oversight of the administration of the Organization.

The Conference, which normally meets in regular session in June of the second year of the biennium, is the supreme Governing Body of the Organization in which each Member is represented. The Conference focuses on global governance, policy issues and international frameworks, as well as approving the budget of the Organization.

The 49-member Council is the executive arm of the Conference for oversight of programme and budgetary matters, and normally convenes five times between sessions of the Conference.

### ***Subsidiary Organs***

In the exercise of this pivotal role in the overall governance architecture of the Organization, the Council is able to draw on the advice of three subsidiary organs of restricted membership:

- the *Programme Committee* (PC);
- the *Finance Committee* (FC); and
- the *Committee on Constitutional and Legal Matters* (CCLM).

Each biennium, the Council appoints the Chairpersons and Members of these subsidiary organs.

The PC, FC and CCLM provide essential input, paving the way for Council and – where relevant – Conference decisions.

### ***Links to Technical Committees***

The Council is also assisted in its work by open Technical Committees reporting to the Council on programme and budget matters within their respective mandates (as well as to the Conference on global governance, policy and regulatory matters):

- 1) the *Committee on Agriculture* (COAG),
- 2) the *Committee on Fisheries* (COFI),
- 3) the *Committee on Forestry* (COFO), and
- 4) the *Committee on Commodity Problems* (CCP).

The Council also considers the reports of the *Committee on World Food Security* (CFS) with respect to programme and budget matters.

### ***Links to Regional Conferences***

The Regional Conferences of the Organization report to the Council, through the PC and FC, on programme and budget matters within their respective mandates (and to the Conference on global governance, policy and regulatory matters):

1. Africa (ARC)
2. Asia and Pacific (APRC)
3. Europe (ERC)
4. Latin America and Caribbean (LARC)
5. Near East (NERC).

## **II. Main Functions**

Acting as the executive arm of the Conference over a two-year period, the Council needs in particular to address: the world food and agriculture situation and related developments; the current and prospective activities of the Organization, including the formulation and implementation of its biennial Programme of Work and Budget (PWB); major constitutional and administrative issues; and overall financial management matters.

Overview of the main functions of the Council, which are also described in Annex V:

### ***World food and agriculture situation:***

- a) drawing up of a provisional agenda for review by the Conference on the state of food and agriculture, with attention to policy aspects requiring Conference consideration;
- b) advising on issues of an urgent nature, which could call for action by the Conference, the Regional Conferences, the Technical Committees or the Director-General.

### ***Current and prospective activities of the Organization:***

- a) advising the Conference on key forward planning documents, i.e. the SF (for 10 years), the MTP (for 4 years) and the PWB (for a biennium), building on any inputs from its subsidiary Committees, the Regional Conferences, and the Technical Committees;
- b) forwarding a recommendation to the Conference regarding the level of the budget, taking into consideration both assessed contributions and voluntary contributions;
- c) taking any necessary action, within the approved PWB, with respect to the technical activities of the Organization and reporting to the Conference on policy aspects thereof;
- d) deciding on any required adjustments to the PWB, in the light of the decisions of the Conference on the budget level.

### ***Administrative, constitutional and financial management matters:***

- a) ensuring that the Organization operates within its established legal and financial framework, including making recommendations to the Conference on amendments to the Basic Texts of the Organization;

- b) proposing candidates for the offices of the Conference; electing members of the PC, FC and CCLM, as well as members of the Executive Board of the World Food Programme;
- c) keeping under periodic review the schedule of sessions of the main FAO inter-governmental organs;
- d) organizing addresses by candidates for the post of Director-General and subsequent questions and answers (Rule XXXVII, 1(c));
- e) the Council may also establish Commissions, Committees and Working Parties under Article VI of the Constitution and approve, for submission to Member Nations, Agreements under Article XIV, 2 of the Constitution (Rule XXIV, 4(a) and (b) of the General Rules of the Organization (GRO)).

### III. Membership and Sessions

The Council is made of 49 Member Nations elected for three years, with arrangements for staggering the expiry of their terms of office.

For the present membership, please visit the Council page on the Governing and Statutory Bodies website at <http://www.fao.org/unfao/govbodies/gsbhome/council/en>.

Each Member has one representative.

Regional Groups for Council election purposes are shown in Annex I.

The European Union (EU), a Member Organization of FAO, participates in the work of the Council. Under Rule XLII, 2 of the GRO, the EU indicates before the opening of a session of Council whether the organization or its Members has competence in respect of items on the Provisional Agenda. Such a declaration of competence is issued as an information document. For Council meetings the EU takes the seat immediately after the last Council Member, while for Drafting Committees it is seated on the right-hand side of the first EU Member State elected to participate (in English alphabetical order).

Under Rule XXV, 5 of the GRO, the travel expenses of one member of the delegation of each Council member may be covered, on request, by FAO. The Organization does not, however, cover daily subsistence allowances or other expenditures beyond an air ticket. The established practice has been for requests for entitled travel to be limited to delegates from developing countries, and for this to be done in sufficient time for the Organization to avoid expensive last minute travel arrangements.

#### ***Frequency of sessions:***

The Council may hold sessions as often as is considered necessary, on the call of its Chairperson or the Director-General, or by written request to the Director-General by fifteen or more Member Nations.

However, the Council normally holds at least five sessions in a biennium.

#### ***Normal pattern of sessions:***

- a) First year of the biennium:
  - a. two sessions (June-July and November-December);
- b) Second year of the biennium

- a. one session not less than 60 days before the regular session of the Conference, at which the Council in particular makes recommendations to the Conference on the SF (every four years), MTP and PWB;
- b. one session immediately after the regular session of the Conference, at which the Council in particular elects the Chairpersons and Members of the PC, FC and CCLM. When there are the same number of candidates as posts to be filled, election may be by clearly expressed general consent rather than by secret ballot; and
- c. one session towards the end of the year (see Annex VI).

#### **IV. Independent Chairperson**

The Independent Chairperson of the Council is appointed by the Conference for two years, renewable for a further period of two years (Article V, 2 of the Constitution and Rule XXIII of the General Rules of the Organization).

Conditions for nominations to the post, and the appointment of the elected individual, are specified in the above Rule XXIII.<sup>1</sup>

The functions of the Independent Chairperson are set out in Conference Resolution 9/2009 (see Annex IV) and include:

- a facilitation role to achieve consensus among Member Nations;
- liaison with the Chairpersons of the Programme Committee, Finance Committee and Committee on Constitutional and Legal Matters, the Technical Committees and Regional Conferences;
- the convening of informal meetings with Member Nations;
- liaison with the Director-General and senior officials of the Organization;
- ensuring that the Council is informed of developments in other *fora* of relevance for FAO's mandate and that dialogue is maintained with other Governing Bodies, in particular with those of the Rome-based agencies.

The active facilitation and coordination roles of the Independent Chairperson serve to drive forward inter-governmental dialogue, ownership of governance by the membership, and improvements in terms of the efficiency and effectiveness of the Organization.

The Chairperson does not vote. If he/she is prevented from exercising his/her functions, these are *ipso facto* assumed by the Chairperson of the Programme Committee for the remainder of the term of office.

The list of Chairpersons of the Council, from inception to the present date, is provided in Annex II.

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<sup>1</sup> In particular: "The appointment of the Chairperson of the Council shall be placed on the agenda of each regular session of the Conference. Nominations validly made in accordance with paragraph 5, Rule XII, of these Rules shall be communicated to the Secretary-General of the Conference and Council by the date set by the Council. The Secretary-General shall circulate these nominations to all Member Governments and Associate Members by the date likewise set by the Council. As soon as possible after the opening of the Conference session, the General Committee shall determine and announce the date of the election."



At the beginning of each session, the Council elects three Vice-Chairpersons who, in the absence of the Chairperson, preside over the proceedings. In the absence from any meeting of the Chairperson and the Vice-Chairpersons, the Council may appoint one of its Members to take the chair.

## **V. Key Features of the Work of the Council**

### ***1) Agenda***

The Provisional Agenda is prepared in consultation with the Independent Chairperson, taking into account suggestions made by the Members and the Regional Groups.

It should be issued together with the invitation letters 60 days before the starting date of the session.

The provisional annotated agenda specifies, under each agenda item, the documentation required and whether the item is submitted to the Council for decision, discussion or information.

At the end of each session, the Council is expected to review in a preliminary manner the provisional agenda for the following session. It also receives at each session a document on the status of implementation of decisions taken at its previous session.

Substantive issues or important features in the institutional life of the Organization, which are regularly addressed at Council sessions – directly or indirectly – include the following:

- audit, ethics and other oversight issues;
- human resources;
- resource mobilization, including voluntary contributions;
- decentralization;
- contracting and purchasing arrangements;
- information and communication technology;
- independent evaluations;
- United Nations system-wide developments impacting on FAO.

### ***2) Pre-session documentation***

#### *Timing*

Documents should be issued in sufficient time for Members to examine them before the session, and in the languages of the Organization (Arabic, Chinese, English, French, Russian and Spanish).

Unless the timing of the sessions of the bodies concerned makes it impossible, all documents should be made available on the FAO Website at least four weeks before the opening of the Council session. In effect, sessions of other bodies – the reports of which must be considered by the Council – should, as far as possible, be held in sufficient time to meet the established deadline.

### *Format*

The documents normally follow a standard format and contain an executive summary indicating any action the Council is requested to take. As appropriate, draft decisions are submitted for consideration by the Council.

The length of documents should normally not exceed 5,000 words.

In order to facilitate decision-making by the Council, the reports of subsidiary bodies should also clearly list the points requiring a decision or consideration.

The reports of subsidiary bodies and other documents which do not contain points requiring consideration or a decision by the Council should be presented for information only.

### **3) *Conduct of debates and voting arrangements***

#### *Introductions*

The executive summaries in documents should provide clear introductory material. Hence, any oral introductions should be concise, focusing in particular on new developments, which may have occurred since the documents were issued.

The Chairpersons of the PC, FC and CCLM, as well as those of the Regional Conferences and, when available, of the Technical Committees, are normally invited to introduce the reports of the sessions they chaired.

#### *Interventions*

Interventions should be brief and centred on the key issues highlighted.

Unless extended debate is required to reach a consensus, speakers should not restate views already expressed and only indicate their agreement or disagreement with the points raised by previous speakers.

Debate on any item should normally be completed before discussion of the next item begins.

For items on which a decision is required, if preliminary debate points to likely difficulty in reaching agreement, it is normal practice for the Independent Chairperson to suspend the discussion on the item and allow for informal consultations, or set up a sessional working party to examine the matter and make recommendations to the Plenary.

Items or documents for information are listed at the end of the Agenda. Any delegation wishing to refer to these may do so under the agenda item: “*Any other matters*”.

In reviewing the work of its subsidiary bodies, the Council is expected to ensure that:

- a. they give due attention to matters falling within their respective mandates;
- b. they do not duplicate each other's work; and
- c. their discussions are not repeated in the Council, except to enable a decision to be reached.

The Chairpersons of the Committees and the Regional Conferences as well as the Secretariat are invited by the Independent Chairperson of the Council to reply as necessary to the points made.

### *Conclusions*

The Independent Chairperson of the Council seeks to facilitate and achieve consensus among Members. If voting is necessary, except as otherwise provided in the Basic Texts, the decisions of the Council are taken by a majority of the votes cast.

At the end of discussions on each item, the Chairperson makes a summary of the conclusions, decisions and recommendations emerging from the debate, as an input to form the basis of the draft Council report.

The Council's voting procedures are described in detail in Annex III.

#### **4) *Records and reports***

*Verbatim records* are kept of Council plenary meetings, so that the Council report can be concise. In addition, since the verbatim records include all interventions made in plenary meetings, the report should **not** generally refer to the views of individual delegations by name. Sound files of the floor, i.e. in the language of delivery of each intervention, can be downloaded from the password-protected area of the Permanent Representatives Website.

A *draft report* should normally be prepared by a Drafting Committee<sup>2</sup> or through another suitable arrangement agreed by the Council, with the Secretariat's assistance.

The report should be written in clear and unambiguous terms, particularly as regards the follow-up action required. It should focus on the conclusions, decisions and recommendations with regard to matters discussed by the Council and take into account the summary made by the Independent Chairperson at the end of each agenda item. It should not normally reproduce the debate as this is covered in the Verbatim Records of the session.

In practical terms, the action taken by the Council should be specified using the formula: "The Council agreed/decided/recommended/requested/urged..." and the verb should be underlined.

As far as possible, the views of "a few" or "several" should be avoided. If the views of "some" or "many" members are included in the report, the verbs should not be underlined to ensure that they are not mistaken for decisions of the Council.

#### **5) *Multi-year Programme of Work***

Under actions 2.70 and 2.71 of the Immediate Plan of Action for FAO Renewal (IPA), the Council is required to prepare a Multi-year Programme of Work (MYPOW) covering a period of at least four years, for review by the FAO Conference.

The IPA also calls for the preparation of a biennial progress report on the MYPOW by the Council, for review by the Conference (action 2.72).

The current MYPOW, as adopted at the 140<sup>th</sup> session of the Council in November-December 2010, and endorsed by the 37<sup>th</sup> session of the Conference in 2011, lists the expected results, with attendant indicators and targets, as well as the main supportive activities, in the following areas:

##### **A. Strategy, priority setting, and budget planning**

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<sup>2</sup> Details of past Drafting Committees are available at:

<http://www.fao.org/unfao/govbodies/gsbhome/council/drafting-committees/en/> (English only).

- B. Monitoring implementation of governance decisions
- C. Exercise of oversight functions
- D. Monitoring of IPA implementation and further steps in the Reform process
- E. Monitoring of Management performance
- F. Work planning and working methods

**Annex I****Regional Groups for Council Election Purposes**

<b>Region</b>	<b>Member Nations</b>	<b>Council seats</b>
AFRICA	48	12
ASIA	23	9
EUROPE	48	10
LATIN AMERICA AND THE CARIBBEAN	33	9
NEAR EAST	21	6
NORTH AMERICA	2	2
SOUTHWEST PACIFIC	16	1
<b>Total</b>		<b>49</b>

Complete lists of Member Nations by region for Council election purposes can be downloaded at: <http://www.fao.org/unfao/govbodies/gsbhome/council/gsb-members-council-election/en/>

**Annex II****Independent Chairpersons of the Council<sup>3</sup>**

(from inception to the present date)

1945-47	André Mayer (France)
1947-51	Viscount Bruce of Melbourne (Australia)
1951-55	Josué de Castro (Brazil)
1955-59	S.A. Hasnie (Pakistan)
1959-63	Louis Maire (Switzerland)
1963-64	Georges Haraoui <sup>4</sup> (Lebanon)
1965-69	Maurice Gemayel (Lebanon)
1969-73	Michel Cépède (France)
1973-77	Gonzalo Bula Hoyos (Colombia)
1977-81	Bukar Shaib (Nigeria)
1981-85	M.S. Swaminathan (India)
1985-89	Lassaad Ben Osman (Tunisia)
1989-93	Antoine Saintraint (Belgium)
1993-97	José Ramón Lopez Portillo (Mexico)
1997-2001	Sjarifudin Baharsjah (Indonesia)
2001-05	Aziz Mekouar (Morocco)
2005-09	Mohammad Saied Noori-Naeini (Islamic Republic of Iran)
2009-13	Luc Guyau (France)
2013 -	Wilfred Joseph Ngirwa (United Republic of Tanzania)

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<sup>3</sup> Portraits of Independent Chairpersons are displayed along two walls of the Red Room, see: <http://www.fao.org/unfao/govbodies/gsbhome/council/gsb-council-chairpersons/en/>.

<sup>4</sup> Died in office.

**Annex III****Voting Arrangements of the FAO Council**

(Pertinent extracts from the Basic Texts)

**Constitution****Article V - Council of the Organization**

[...]

5. Except as otherwise expressly provided in this Constitution or by rules made by the Conference or Council, all decisions of the Council shall be taken by a majority of the votes cast.

**General Rules of the Organization****Rule XII - Quorum and Voting Arrangements at Meetings of Conference and Council**

1. Subject to the Constitution and these Rules, the following shall govern the procedure in relation to voting and elections in the Conference and the Council:
2.
  - a) Except as otherwise provided by the Constitution or these Rules, in the Conference a majority of the Member Nations and in the Council a majority of the Members of the Council shall constitute a quorum.
  - b) Before proceeding to a vote or election, the Chairperson shall announce the number of delegates or representatives present. If less than the number required for a quorum is present, the vote or election shall not be held.
3.
  - a) Except as otherwise provided in the Constitution or these Rules, the required majority for any decision or for any election to fill one elective place shall be more than one half of the votes cast.
  - b) Except as otherwise provided in these Rules, in the case of an election by the Conference to fill simultaneously more than one elective place, the required majority shall be the smallest number of whole votes necessary to elect no more candidates than there are seats to be filled. This majority shall be obtained by the following formula:
 
$$\text{Required majority} = \frac{\text{number of votes cast}}{\text{number of seats} + 1} + 1$$
 (disregarding any resultant fraction).
  - c) Subject to the provisions of Article XX, paragraph 1 of the Constitution, when a two-thirds majority of the votes cast is required by the Constitution or these Rules for a decision to be taken by the Conference, the total number of affirmative and negative

votes cast shall be more than one half of the Member Nations of the Organization. If these conditions are not fulfilled, the proposal shall be considered as rejected.<sup>5</sup>

4.
  - a) For the purpose of the Constitution and these Rules the phrase "votes cast" shall mean affirmative and negative votes, and shall not include abstentions or defective ballots.
  - b) In the case of an election to fill simultaneously more than one elective place the phrase "votes cast" shall mean the total number of votes cast by the electors for all elective places.
  - c) Abstentions shall be recorded:
    - i. in a vote by show of hands, only for those delegates or representatives who raise their hands in response to the Chairperson's request for abstentions;
    - ii. in a roll call vote, only for those delegates or representatives who reply "Abstention";
    - iii. in a secret ballot, only for such ballot papers deposited in the ballot box as are either blank or marked "Abstention";
    - iv. in a vote by electronic means, only for those delegates or representatives who indicate "Abstention".
  - d)
    - i. Any ballot paper carrying votes for more candidates than there are vacancies to be filled, or carrying a vote for an individual, nation or locality not validly nominated, shall be considered defective.
    - ii. In the case of an election to fill simultaneously more than one elective place any ballot paper carrying votes for less candidates than there are vacancies to be filled shall also be considered defective.
    - iii. The ballot paper shall carry no other notation or mark than those required for the purpose of indicating the vote.
    - iv. Subject to (i), (ii) and (iii) above, a ballot paper shall be considered valid when there is no doubt as to the intention of the elector.
5. Except as otherwise provided in the Constitution or these Rules, the nomination of any candidate for an elective place to be filled by the Conference or Council shall be made by the government of a Member Nation or by its delegate or representative. Subject to the procedure for nomination provided in the Rules, the appointing body shall determine the nomination procedure.
6. Voting shall be by show of hands, roll call or secret ballot.
7.
  - a) Subject to the provisions of paragraph 10 of this Rule, a vote by roll call shall be taken either upon request of a delegate or representative, or if a majority of two-thirds is required by the Constitution or these Rules. Voting by roll call shall be conducted by calling in English alphabetical order the names of all Member Nations entitled to vote. The name of the first nation to be called shall be designated by lot drawn by the Chairperson. The delegate or representative of each Member Nation shall reply "Yes",

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<sup>5</sup> In the case of approval of agreements and supplementary conventions and agreements by the Council and the addition of items to the Council's agenda during a session, a two-thirds majority of the membership of the Council is required (i.e., at least 33 Council Members in favour).



"No", or "Abstention". At the conclusion of any roll call, the name of any Member Nation whose delegate or representative failed to answer shall be called again. The vote of each Member Nation participating in any vote by roll call shall be inserted in the record of the meeting.

- b) The count and recording of votes by show of hands or by roll call shall be conducted by or under the supervision of the Conference or Council elections officer, appointed by the Director-General in accordance with the terms of paragraph 17 below.
- c) If for two successive ballots by roll call the name of the same Member Nation is drawn, the name of another Member Nation shall be designated by lot or lots drawn by the Chairperson.

8. When the Conference or Council votes by electronic means, a vote without recording names shall replace a vote by show of hands and a nominal vote shall replace a roll call. In the case of a nominal vote, the procedure of calling out the names of the Member Nations shall not be applicable unless the Conference or Council otherwise decides. The vote of each Member Nation participating in a nominal vote shall be inserted in the record.

9.

- a) For the purpose of the Rules, the term "election" means the selection or appointment of one or more individuals, nations or localities. The election of Council Members shall take place in accordance with the procedure laid down in Rule XXII, paragraph 10 (g). In other cases, more than one elective place shall be filled at the same election, unless the Conference or Council decide otherwise.
- b) When one elective place is to be filled, the method of election by secret ballot shall be as provided in paragraph 11 of this Rule. When more than one elective place is to be filled at the same election, the method of election by secret ballot shall be as provided in paragraphs 12 and 13 of this Rule.

10.

- a) The appointment of the Chairperson of the Council and of the Director-General, the admission of additional Member Nations and Associate Members shall be decided by secret ballot. Other elections shall likewise be decided by secret ballot, except that in the case of an election in which there are not more candidates than vacancies the Chairperson may submit to the Conference or Council that the appointment be decided by clear general consent.
- b) Any other matter shall be decided by secret ballot if the Conference or Council so determines.
- c)
  - i. For the purpose of a secret ballot, the Chairperson of the Conference or Council shall appoint two tellers from among the delegates or representatives, or their alternates. In the case of a secret ballot for an election, the tellers shall be delegates or representatives, or their alternates, who are not parties directly interested in the election.
  - ii. The duties of the tellers shall be to supervise the balloting procedure, count the ballot papers, decide on the validity of a ballot paper in any case of doubt, and certify the result of each ballot.
  - iii. The same tellers may be appointed for successive ballots or elections.
- d) Ballot papers shall be duly initialled by an authorized officer of the secretariat of the Conference or Council. The elections officer shall be responsible for ensuring compliance

with this requirement. For each ballot only one blank ballot paper shall be given to each delegation entitled to vote.

- e) For a vote by secret ballot, one or more voting booths shall be set up, supervised in such a manner as to ensure complete secrecy of the ballot.
- f) Should any delegate invalidate his ballot paper, he may, before leaving the precinct of the polling booths, request a new blank ballot paper, which shall be delivered to him by the elections officer on the surrender of the invalidated ballot paper. The invalidated ballot paper shall remain in the custody of the elections officer.
- g) Should the tellers withdraw from the presence of the delegates or representatives in order to carry out the count of the votes, only the candidates or scrutineers appointed by the candidates may attend the count, but they shall not take part in the count.
- h) Members of delegations and of the secretariat of the Conference or Council who are responsible for the supervision of any vote by secret ballot shall not disclose to any unauthorized person any information which might tend, or be presumed to tend, towards destroying the secrecy of the ballot.
- i) The Director-General shall be responsible for the safe custody of all ballot papers until the elected candidates take office or for three months after the date of the ballot, whichever is the longer period.

11. In any election for one elective place, other than that of the Director-General, if a candidate fails on the first ballot to obtain a majority of the votes cast, successive ballots shall be taken at such time or times as the Conference or Council shall decide, until a candidate obtains such a majority.

12. (...)

13. In any election by the Council to fill simultaneously more than one elective place, the following shall apply:

- a) Two thirds of the membership of the Council shall constitute a quorum and more than one half of the number of Council Members casting valid votes shall constitute the required majority.
- b) Each elector, unless he wholly abstains, shall cast one vote for each elective place to be filled. Each vote shall be cast for a different candidate. Any ballot paper which is not in conformity with these requirements shall be declared defective.
- c) The candidates who receive the largest number of votes shall be declared elected in a number equal to the number of elective places to be filled, provided they have received the required majority defined in paragraph (a) above.
- d) If only some of the elective places have been filled after the first ballot, a second ballot shall be cast to fill the remaining elective places, under the same conditions as the first ballot. This procedure shall be continued until all the elective places have been filled.
- e) If, at any stage during the election, one or more of the vacant elective places cannot be filled because of an equal number of votes having been obtained by two or more candidates, a separate ballot shall be held among such candidates to determine which of them will be elected, in accordance with the provisions of paragraph (c) above. Such procedure will be repeated if necessary.

14.

- a) If a vote is equally divided on a matter other than an election, a second vote shall be taken at a subsequent meeting to be held not less than one hour after the conclusion of the meeting at which the equally divided vote occurred. If the second vote is also equally divided the proposal shall be regarded as rejected.
- b) At any stage in an election after the first ballot has been held, further balloting may be postponed by the Chairperson with the concurrence of the Conference or Council.

15. Once voting has commenced, no delegate or representative may interrupt the voting except to rise to a point of order in connection with the voting.

16.

- a) Any delegate or representative may challenge the result of a vote or election.
- b) In the case of a vote by show of hands or roll call vote, should the result be challenged, the Chairperson shall cause a second vote to be taken forthwith.
- c) A vote by show of hands or by roll call may be challenged only immediately after the result has been announced.
- d) A secret ballot may be challenged at any time within three months of the date upon which it took place or until the elected candidate takes office, whichever is the longer period.
- e) Should a vote or election by secret ballot be challenged, the Director-General shall cause the ballot papers and all relevant record sheets to be re-examined and shall circulate the result of the investigation, together with the original complaint, to all Member Nations of the Organization or of the Council, as appropriate.

17. An officer of the Secretariat designated by the Director-General for each Conference or Council session, who shall be known as the elections officer, shall, with the assistance of a deputy or deputies, be responsible for the following duties:

- a) to ensure that the provisions of the Constitution and the General Rules of the Organization regarding voting and electoral procedure are correctly carried out;
- b) to be responsible for all arrangements for voting and elections;
- c) to advise the Chairperson of the Conference or Council on all matters pertaining to voting procedures and mechanics;
- d) to supervise the preparation of ballot papers and be responsible for their safe custody;
- e) to report to the Chairperson of the Conference or Council the presence of a quorum before any vote is taken;
- f) to maintain records of all election results, ensuring that they are faithfully recorded and published;
- g) to undertake such other relevant duties as may arise in connection with voting and elections.

18. If a decision is to be taken on a matter other than an election, for which a two-thirds majority is not required by the Constitution or these Rules, the Chairperson may submit to the Conference or Council that the matter be decided by general consent without recourse to a formal vote.

19. Parts of a proposal or of an amendment shall be voted on separately if a delegate or representative requests such division, provided that, if objection is made, the question of division shall be decided by the Conference or Council. In addition to the delegate or

representative requesting the division, two delegates or two representatives may speak for, and two against, the motion for division. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

20. The Conference or Council may limit the time to be allowed to each speaker and the number of times any delegate or representative may speak on any question. When debate is limited and a delegate or representative has spoken his allotted time, the Chairperson shall call him to order without delay.

21. During the discussion of any matter, a delegate or representative may rise to a point of order and the point of order shall be immediately decided by the Chairperson. A delegate or representative may appeal against the ruling of the Chairperson, in which event the appeal shall immediately be put to the vote and the Chairperson's ruling shall stand unless overruled by a majority of the votes cast. A delegate or representative rising to a point of order may not speak on the substance of the matter under discussion.

22. During the discussion of any matter, a delegate or representative may move the suspension or adjournment of the meeting. Such motion shall not be debated but shall be immediately put to the vote. The Chairperson may limit the time to be allowed to the speaker moving the suspension or adjournment of the meeting. At any meeting the same delegate or representative may not move the suspension or adjournment of the meeting more than once during the discussion of any one matter.

23. During the discussion of any matter, a delegate or representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two delegates or two representatives may speak for, and two against, the motion, after which the motion shall be immediately put to the vote. The Chairperson may limit the time allowed to these speakers.

24. A delegate or representative may at any time move the closure of the debate on the item under discussion, whether or not any other delegate or representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the Conference or Council is in favour of the closure, the Chairperson shall declare the closure of the debate. The Chairperson may limit the time allowed to speakers under this paragraph.

25. The following motions shall have precedence in the following order over all other proposals or motions before the meeting, except a point of order:

- a) to suspend the meeting;
- b) to adjourn the meeting;
- c) to adjourn the debate on the item under discussion; and
- d) for the closure of the debate on the item under discussion.

26. When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Conference or Council 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 immediately put to the vote.

27. 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 Conference or Council shall first

vote on the amendment deemed by the Chairperson to be furthest removed in substance from the original proposal, and then on the amendment next 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, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of that proposal, but not if it negatives the proposal. An amendment by way of substitute shall not be voted on until the vote has been taken on the original proposal and any amendments thereto.

28. Subject to paragraph 27, any motion calling for a decision by the Conference or Council on its competence to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.



## Annex IV

**Implementation of the Immediate Plan of Action Regarding the Independent Chairperson of the Council**

Resolution 9/2009 of the Thirty-sixth Session of the Conference

**THE CONFERENCE,**

**Having noted** that according to Article V, paragraph 2 of the Constitution the Independent Chairperson of the Council is appointed by the Conference and exercises such functions as are inherent in that office, or are otherwise defined in the Basic Texts of the Organization;

**Having regard** to Rule XXIII of the General Rules of the Organization;

**Having noted** that, through the Immediate Plan of Action (IPA) for FAO Renewal (2009-2011) adopted by Resolution 1/2008, the Conference decided that the Independent Chairperson of the Council should play an enhanced role in facilitating the exercise by the Council of its governance functions and oversight of the administration of the Organization, and “drive forward the continuous improvement of the efficiency, effectiveness and ownership of governance by the membership of the Organization”;

**Conscious** of the need to ensure that an enhanced role of the Independent Chairperson of the Council should not create any potential for conflict of roles with the managerial functions of the Director-General in the administration of the Organization, as called for by the IPA;

**Mindful** that the IPA Actions regarding the Independent Chairperson of the Council should be clarified in a resolution and be implemented in the above spirit;

**Decides** that:

1. The Independent Chairperson of the Council shall, under the framework established by the Constitution and the General Rules of the Organization regarding the status and functions of the office, and without restricting in any manner the general nature of those functions:
  - (a) whenever necessary, take such steps as may be required to facilitate and achieve consensus among Member Nations, especially on important or controversial issues;
  - (b) liaise with the Chairpersons of the Programme Committee, the Finance Committee and the Committee on Constitutional and Legal Matters regarding the work programmes of these Committees as well as, as appropriate, with the Chairpersons of the Technical Committees and Regional Conferences. Insofar as possible the Independent Chairperson of the Council shall attend the sessions of the Programme Committee, Finance Committee and Regional Conferences;
  - (c) as required or appropriate, convene informal consultations with representatives of Member Nations on issues of an administrative and organizational nature for the preparation and conduct of Council sessions;
  - (d) liaise with the Director-General and other senior officials of the Organization in respect of any concerns of the membership, as expressed through the Council, Programme Committee, Finance Committee and Regional Conferences;
  - (e) ensure that the Council is kept informed of developments in other *fora* of relevance for FAO’s mandate and that dialogue is maintained with other Governing Bodies as

appropriate, in particular the Governing Bodies of the organizations based in Rome dealing with food and agriculture.

2. In nominating candidates for the office of Independent Chairperson of the Council, Member Nations should have regard to the qualities that the Chairperson should possess, including among others ability to be objective, sensitivity to political, social and cultural differences, and appropriate experience in areas relevant to the Organization's work.
3. The Independent Chairperson of the Council shall be required to be present in Rome for all sessions of the Council and will normally be expected to spend at least six to eight months of the year in Rome.

(Adopted on 22 November 2009)



## Annex V

**Implementation of the Immediate Plan of Action Regarding the Council**

Resolution 8/2009 of the Thirty-sixth Session of the Conference

**THE CONFERENCE,**

**Considering** that Conference Resolution 1/2008 “Adoption of the Immediate Plan of Action for FAO Renewal (2009-11)” called for a reform of the Council;

**Considering further** that, in accordance with the IPA, the Council should play a more dynamic role in the development of the programme and budget, drawing as appropriate on the advice of the Programme and Finance Committees, and increase its oversight and monitoring function over the implementation of governance decisions;

**Noting** that, in such context, the Council will have a major role in deciding and advising on matters pertaining to the implementation of programme and budget execution, monitoring of activities under the new results-based framework, monitoring of implementation of governance decisions and oversight of the administration of the Organization;

**Noting further** that amendments to Rules XXIV and XXV of the General Rules of the Organization have been adopted by the Conference to implement the actions of the IPA regarding the Council;

**Realizing** that it is desirable, under the framework established by the above provisions, and in the light of the spirit of the IPA, to clarify the new role of the Council under that framework:

1. **Decides** that the Council will exercise a major role in respect of:
  - (a) planning of work and definition of performance measures for the Council itself and for other Governing Bodies with the exception of the Conference;
  - (b) monitoring and reporting performance against performance indicators for the Council itself and for other Governing Bodies with the exception of the Conference;
  - (c) defining strategy, priorities and establishing the budget of the Organization;
  - (d) overseeing the implementation of the new Programming, Budget and Results-Based Monitoring System;
  - (e) approving and overseeing any major organizational changes which do not require approval by the Conference.
2. **Decides** that the Council will monitor the implementation of governance decisions.
3. **Decides** that, in the context of its oversight functions, the Council will ensure that:
  - (a) the Organization operates within its legal and financial framework;
  - (b) there is transparent, independent and professional audit and ethics oversight;
  - (c) there is transparent, professional and independent evaluation of the Organization’s performance;
  - (d) there are functioning results-based budgeting and management systems;

- (e) appropriate and functional policies and systems are in place for human resources management, information and communication technology, contracting and purchasing; and
  - (f) extra-budgetary resources are effectively contributing to the Strategic Objectives and the Organizational Results Framework.
4. **Decides** that the Council will monitor the performance of the Organization against established performance targets.
5. **Decides** that in the performance of its functions, the Council shall generally, act in close cooperation with the appropriate specialized agencies and intergovernmental bodies.

(Adopted on 22 November 2009)

Annex VI

Schedule for Governing Body Input and Oversight Under  
The Reformed Programming, Budgeting and Results Based Monitoring Systems

Process	YEAR 1				YEAR 2			
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
PLANNING	Review Implementation Performance Strategic Framework (Alternate biennia)	RC	PC/FC CL	TC	PC/FC CL	EB PC/FC CL	CONF	PC/FC CL
	MTP-PWB (Next biennium)	Input on Priorities	Input on Priorities	Input on Priorities	Review/Approval	Review/Approval	Adjustment	
IMPLEMENTATION MONITORING	Implementation Review and Adjustment (Current Biennium)							
	Results (Previous Biennium)							
EVALUATION	Impact							

  

Legend: RC: Regional Conference	TC: Technical Committees of Council	PC: Programme Committee	FC: Finance Committee	CL: Council	CONF: Conference
	MTP Medium-Term Plan	PWB Programme of Work and Budget	EB: Extra-Budgetary		