

## **RULES OF PROCEDURE OF THE INTER-AFRICAN COFFEE ORGANISATION**

**(for consideration of the General Assembly as part of the amendment of  
of the Agreement establishing the Inter-African Coffee Organisation)**

### **PART 1**

#### **PRELIMINARY**

##### **Rule 1. Title**

These Rules shall be known as the Rules of Procedure of the Inter-African Coffee Organisation also abbreviated as IACO.

##### **Rule 2.**

1. In these Rules, unless the context otherwise requires:

"Agreement" means the Agreement for the Creation of the Inter-African Coffee Organisation as amended, dated 22<sup>nd</sup> May 1998.

"Year" means a period of twelve months extending from 1 October to 30 September of the next year.

2. In these Rules, unless the context otherwise requires:

- a) the several terms defined in the Agreement shall have the respective meanings therein set forth;
- b) a reference to a Rule or to a paragraph shall be construed respectively as a reference in these Rules to a Rule or paragraph of the Rule under consideration.

## PART II

### MEETINGS OF ASSEMBLY

#### **Rule 3. Convocation**

1. The Assembly shall be convened by the Chairman. The Ordinary session shall be held within six (6) months after the end of the coffee year and, subject to Article 10(1) of the Agreement, in extraordinary session as often as the conduct of the business of the Organisation may require.
2. The Secretary General shall send out invitations for each meeting not later than 30 days before the date of the meeting.
3. The Chairman may, after consultations with a majority of Member States, convene a meeting for purely consultative purposes.

#### **Rule 4. Representation**

1. A Member State may, by notice in writing to the Chairman, elect to be represented at any meeting of the Assembly by another Member State.
2. No Member State shall represent more than two other Member States at a meeting of the Assembly.

#### **Rule 5. Observers**

The Chairman may invite any other country, national or international organisation, or individual having an interest in coffee matters to attend a meeting of the Assembly or the Committees, as observers, pursuant to paragraph (3) Article 10 in the Agreement.

#### **Rule 6. Support Services**

1. A Member State hosting a meeting of the Assembly shall, in consultation with the Secretariat provide delegates with local transportation, communication facilities and general secretarial services including translation and simultaneous interpretation required for the efficient conduct of the Assembly.
2. Member States wishing to host the Assembly shall make their interest known at least one year in advance of the Assembly which they intend to host.

## **PART III**

### **PROCEDURE OF ASSEMBLY**

#### **Rule 7. Point of Order**

1. A delegate may at any moment raise a point of order which shall immediately be decided upon by the Chairman.
2. A delegate may request the Assembly to rule upon a decision of the Chairman on a point of order. The Assembly shall, at the request of the delegate, put the matter immediately to the vote.
3. A delegate raising a point of order may not speak on the substance of the matter under discussion.

#### **Rule 8. Suspension, Adjournment and Closure**

1. A delegate may at any moment move the suspension, adjournment or closure of the debate on any subject.
2. The Chairman shall, in addition to the proposer of the motion, allow two delegates to speak in favour and two against and, if necessary, limit the time allowed to each speaker.
3. As soon as the speakers have been heard, the motion shall immediately be put to the vote.

#### **Rule 9. Division**

1. A delegate may move that parts of a proposal or amendment be put to the vote separately.
2. If an objection is made to a motion for a division under paragraph (1), the proposer of the motion may, subject to Rule 10, have the motion put to the vote immediately.
3. If the motion under paragraph (1) is accepted, the different parts may be adopted separately before the proposal or amendment is put to the vote as a whole.

**Rule 10. Order of Priority**

Points of order and motions for suspensions, adjournment, closure and division, and other procedural motions, shall take priority in the order mentioned in this Rule over any other motions or proposals.

**Rule 11. Voting Procedure**

1. The distribution of votes shall be determined by the Assembly in accordance with the provisions of Article 11 of the Agreement at the beginning of each coffee year.
2. Voting shall, normally, be by roll-call in the alphabetical order of the names of Member States as set out in the Annex to the Rules.
3. The Chairman shall announce the beginning of the vote and select at random the first Member State to vote.
4. No delegate shall interrupt a vote except on a point of order in connection with actual conduct of the voting.
5. The Chairman may limit the time allowed to the delegates to explain their votes at the end of each ballot.
6. The result of each vote shall be announced by the Secretary General.

**Rule 12. Secret Ballot**

The Assembly shall, at the request of a Member State, decide whether a secret ballot is warranted on any matter.

**Rule 13. Special Procedure**

1. Where a Committee considers that an issue, on which a decision of the Assembly is required as a matter of urgency, does not warrant the calling of an extraordinary assembly, the Chairman shall immediately be informed and he/she may invite Member States individually to transmit by letter, fax, or electronic means their votes on the issue to the Chairman.
2. The invitation to Member States shall be transmitted on behalf of the Chairman by the Secretary General, together with the Committee's proposals on the issue and a request for votes to be forwarded within a specified period.
3. Upon the expiry of the period specified, the votes expressed shall be counted and, if the appropriate majority has been obtained, shall be deemed to constitute a decision of the Assembly.

## **PART IV**

### **COMMITTEES**

#### **Rule 14. Meetings of the Committees**

The Committees as established by the General Assembly (Articles 9, 17, 24, 27 and 28) shall meet as often as the conduct of the business of the Organisation requires and, in any event, at least once a year. The Committees may elect, outside the annual meeting, to conduct any of their meetings electronically.

#### **Rule 15. Rules of Procedure**

The Rules of procedure governing the conduct of meetings of the Assembly shall, to the extent necessary or applicable, govern meetings of the Committees.

#### **Rule 16. Delegation of Powers**

The Committees are not authorised to exercise the powers of the Assembly except when expressly given for a specific purpose by the General Assembly.

#### **Rule 17. Additional Powers of the Committees**

The Committees may adopt such rules and regulations and establish such sub-committees and working groups as the conduct of their business may require.

## **PART V**

### **SECRETARIAT**

#### **Rule 18. Appointment of Secretary General**

The Secretary General and his Deputy shall be appointed in accordance with Article 16 of the Agreement.

#### **Rule 19. Staff Recruitment**

The Secretary General shall in consultation with the Finance and Administration Committee and within the limits laid down in the budget, recruit such officers and other staff as the business of the Organisation may require.

**Rule 20. Staff Rules and Regulations**

The status and conditions of service of the Secretary General and his staff shall be set out in the Staff Rules and Regulations.

**Rule 21. Languages**

1. The official languages of the Organisation shall be English, French and Portuguese.
2. The working languages of the Organisation shall be English and French.

**Rule 22. Particular Requests**

Every Member State undertakes to submit to the Secretariat details of any particular request that it proposes to make to the International Coffee Organisation, or any matter related to the coffee sector that it wishes to present to any other International Institutions or intergovernmental organisations in order to seek the support of IACO for such request.

**PART VI****FINANCIAL PROVISIONS****Rule 23. Budget**

The Finance and Administration Committee shall, at each annual meeting of the Assembly submit for its approval the administrative budget of the Organisation for the new coffee year.

**Rule 24. Members' Contributions**

1. The annual contributions of Member States shall constitute the revenue for the administrative budget and shall be determined by reference to the amount of administrative expenditure adopted by the Assembly for that year.
2. The contribution of each member country shall include a fixed part and a variable part decided by delegates at the General Assembly representing not less than two thirds of the total voting power. The variable part shall be calculated on the ICO moving average of exports on the four preceding years.

**Rule 25. Payment of Contributions**

1. Contributions due in respect of any particular year shall be payable not later than 31 March of that year.
2. The Secretary General shall produce periodic reports on the state of contributions.

**Rule 26. Effectiveness of Withdrawal**

The withdrawal of a Member State shall not become effective vis-à-vis the Organisation until the Member State has fully honoured its financial obligations.

**Rule 27. Expenses of Delegates**

Subject to Rule 28, the expenses incurred by a Member State in connection with any meeting of the Organisation shall be borne by that Member State.

**Rule 28. Expenses of Officials**

The Organisation shall meet the travelling and living expenses of any person performing specific missions on behalf of the Organisation.

**Rule 29. Salaries**

The salaries of the Secretary General and other staff of the Organisation shall be paid out of the resources of the Organisation.

**PART VII****FINAL PROVISIONS****Rule 30. Amendment**

The Assembly may amend these Rules in the course of a formal meeting or, at the initiative of the Consultative Group, in accordance with the special procedure set out in Rule 13.

**Rule 31. Entry into force**

Subject to Article 50 of the Agreement on the Creation of IACO, these Rules shall enter into force on the same date as the Agreement enters into force.

**Rule 32. Status of the Rules**

These Rules shall replace the existing Rules of Procedure of the Inter-African Coffee Organisation which are hereby revoked.



**ALPHABETICAL LIST**  
**OF MEMBER STATES**

Angola  
Bénin  
Burundi  
Cameroun  
Centrafrique  
Congo Démocratique  
Congo  
Côte d'Ivoire  
Ethiopia  
Gabon  
Ghana  
Guinée  
Guinée Equatoriale  
Kenya  
Liberia  
Madagascar  
Malawi  
Nigeria  
Rwanda  
Sierra Leone  
Tanzania  
Togo  
Uganda  
Zambia  
Zimbabwe

N.B. The above alphabetical list is based on the first letter of the name of the country in question. The name taken in each case is as it appears in the official language of the country irrespective of translation.