



COUNCIL

Hundred and Seventy-fifth Session

Rome, 10-14 June 2024

Methods of Work for the 175th Session of the Council

Executive summary

This document summarises the working methods for the 175th Session of the Council, which will take place from 10 to 14 June 2024.

Measures to enhance the efficiency in the conduct of the Session, *inter alia* to streamline the conduct of proceedings include a Written Correspondence Procedure for four agenda items, as well as time limits for interventions, and advance circulation of introductory presentations.

Members of the Council will be invited to endorse these procedures under Item 1 of the Provisional Agenda of the 175th Session of the Council. The Report of the Session will record the Council's endorsement of these procedures in order to ensure the integrity of the Report of the Session and all recommendations and decisions contained therein.

Annex I contains extracts from the Basic Texts of the Food and Agriculture Organization of the United Nations (FAO), for information.

Queries on the substantive content of this document may be addressed to:

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I. Introduction

1. Members of the Council will be invited to endorse procedures outlined in this document for enhanced working methods of its 175th Session under Item 1 of the Provisional Agenda.
2. The adoption of these procedures shall not create a precedent for the working methods of the Council for its future Sessions. The Report of the 175th Session of the Council will record the Council's consensus on the modalities for the Session outlined in this document.

II. Written Correspondence Procedure

3. The following items on the Agenda of the 175th Session of the Council shall be addressed through a Written Correspondence Procedure:
 - **Item 7** – Update on the Hand-in-Hand Initiative
 - **Item 15** – Status of implementation of decisions taken at the 174th Session of the Council (Rome, 4-8 December 2023)
 - **Item 16** – Developments in fora of importance for the mandate of FAO
 - **Item 17** – Calendar of FAO, IFAD and WFP Governing Bodies 2024-2025
4. The Written Correspondence Procedure aims to allow more time during the discussions of the Council in Plenary and to allow the Council to address all items on its Agenda in a timely manner.
5. Under this procedure, Members will be asked to submit any comments and questions in writing to the Secretariat, and will be provided with written responses where applicable.
6. Members are invited to submit written inputs by Friday 24 May 2024, to FAO-Council@fao.org. All inputs received will be published on the website of the 175th Session of the Council. The Secretariat will provide written responses, where necessary, which will be made available ahead of the Council's discussion in Plenary.
7. The Chairperson's summary conclusions for the agenda items considered through the Written Correspondence Procedure will be drafted on the basis of this written exchange. The Council will address these draft conclusions at a Plenary meeting of the Council as indicated in the Timetable. As per established practice of the Written Correspondence Procedure, the sovereign right of Members to discuss agenda items in Plenary meetings is not constrained.
8. The Council will be invited to endorse this procedure under Item 1 of the Provisional Agenda of the 175th Session of the Council.

III. Other Matters

9. All documents for the Session are prepared and disseminated by the Secretariat, as per established practice, in all six languages of the Organization. An Order of the Day will be circulated, in all languages of the Organization.
10. In order to streamline the proceedings of the 175th Session of the Council, introductions to agenda items are circulated in writing in advance of the Session.
11. Interventions by Members will be limited to a maximum of three minutes and multi-Member statements will be limited to a maximum of five minutes. The Independent Chairperson of the Council will enforce such time management.
12. The time zone applicable to the Council's 175th Session Timetable will be Central European Summer Time (UTC +2). The meetings of the 175th Session of the Council will be scheduled from 09.30 to 12.00 hours in the morning, from 14.00 to 16.30 hours in the afternoon, and from 17.00 to 19.30 hours in the evening.
13. Simultaneous interpretation in all six languages of the Organization will be provided for all Plenary meetings of the 175th Session of the Council.

14. A mobile application for the 175th Session of the Council will be made available and will communicate any changes to the schedule of items for discussion.
15. Annex I contains extracts from the Basic Texts of FAO, for information.

Annex I**Extracts from the FAO Basic Texts****Points of order*****Part B, General Rules of the Organization, A. The Conference***

Rule XII.20: 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.

Voting***Part D, Rules of Procedure of the Council of FAO***Rule IV Voting

Rule IV.1: Voting in the Council shall be conducted in accordance with Rule XII of the General Rules of the Organization.

Proposals and amendments***Part B, General Rules of the Organization, A. The Conference***Rule XI Proposals and Amendments

Rule XI.2: Proposals and amendments shall be introduced in writing and handed to the Secretary-General of the Conference, who shall arrange for their circulation as Conference documents.

Rule XI.3: Except as may be decided otherwise by the Conference at a plenary meeting or by a commission or committee, proposals shall not be put to the vote unless copies thereof have been circulated at least 24 hours before the vote. The Chairperson of the Conference or of the commission or committee concerned may permit voting on amendments even though these amendments have not been circulated or have been circulated less than 24 hours before the vote.

Part B, General Rules of the Organization, A. The ConferenceRule XII Quorum and Voting Arrangements at Meetings of Conference and Council

Rule XII.14: 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.

Rule XII.15:

- (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.

Rule XII.26: 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.

Rule XII.27: Subject to paragraph 26, 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.

Suspension/adjournment of a meeting or a debate

Part B, General Rules of the Organization, A. The Conference

Rule XII Quorum and Voting Arrangements at Meetings of Conference and Council

Rule XII.21: 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.

Rule XII.22: 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.

Rule XII.23: 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.

Rule XII.24: 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.