

# MoWCAP REGISTER SUBCOMMITTEE

## Rules of Procedure

### Rule 1 – Membership

1.1 The Register Subcommittee (RSC) shall be composed of no fewer than 3 members, including a chairperson appointed by the MoWCAP or the Bureau, appointed for their expertise. Additional temporary members may be invited to attend specific meetings where appropriate to the topics under discussion.

1.2 A rapporteur shall be selected by the RSC from among its members.

1.3 As far as possible the RSC membership shall be geographically representative.

1.4 The term of office of RSC members shall be four years. They shall be eligible for immediate reappointment, in order to ensure continuity. Under these provisions, no more than four persons shall be replaced every four years.

### Rule 2 – Functions

The RSC's functions mirror, at the regional level, those specified in the *General Guidelines* (para 5.3.5). The RSC shall also discharge functions assigned to it by MoWCAP or the Bureau.

### Rule 3 – Sessions

The RSC shall normally meet at least once every two years. However, periodic meetings and consultations shall be conducted through electronic media to reach decisions. The RSC shall also hold virtual meetings as the need arises.

### Rule 4 – Agenda

The agenda shall be drawn up by the RSC's chair in consultation with the Bureau

### Rule 5 – Functions of the Chairperson

5.1 The Chairperson shall declare the opening and closing of meetings, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He or she shall rule on points of order and, subject to these Rules, shall control the proceedings and the maintenance of order.

### Rule 6 – Voting rights

Each member of the RSC shall have one vote. Consensus will be sought as the normal basis for decision making on each nomination. Otherwise decisions will be made on the basis of a simple majority vote of those present. In the case of a tie, the Chair will have the casting vote.

#### **Rule 7 – Reports**

The RSC shall present reports on its work and its recommendations to the Bureau.