



## **CONVENTION FOR A DEMOCRATIC SOUTH AFRICA**

### *Standing Rules of Procedure for Plenary Sessions*

#### **Participants**

1. (1) Participants in the Convention shall be the political parties and organizations, the South African Government, and those administrations listed in the Annexure hereto.
- (2) The Convention may resolve to admit additional participants.
- (3) The Convention may admit observers to its meetings, and such observers may be granted the opportunity by the Convention to address its meetings.

#### **Delegates**

2. (1) Each participant shall be entitled to be represented by 12 (twelve) delegates who shall constitute its delegation. In addition, each delegation shall be entitled to name up to 5 (five) advisers.
- (2) A participant shall be entitled to substitute a member of its delegation with an alternate member.
- (3) Each participant shall submit and register the names of its delegates, alternates and advisers with the Secretariat at least 48 (forty-eight) hours before a plenary session of the Convention and shall likewise register the name of the leader of its delegation.
- (4) An alternate may not be substituted for a delegate without prior notification to the Secretariat.
- (5) Only duly accredited delegates may participate in the work of the Convention.
- (6) In the event of a dispute concerning the credentials of a delegate, the Management Committee shall rule on the matter.

## **Agreement**

3. (1) Every delegation shall, when called by the Chair to express its position on a proposal or matter before the meeting, have such position stated by the leader of the delegation or a spokesperson appointed by the leader of the delegation.
- (2) Agreement will be arrived at by general consensus or, failing that, by sufficient consensus.
- (3) Agreement by sufficient consensus will have been reached when consensus is of such a nature that the work of the Convention can move forward effectively.
- (4) Disagreeing participants shall have the right to record their objections or dissent.
- (5) When disagreement exists, the Chair will allow parties adequate time to consult amongst each other and with their principals before recording any position.

## **Quorum**

4. The Chair may declare a meeting open and permit the debate to proceed when delegates of at least two-thirds of the participants are present.

## **Speeches and Interventions**

5. (1) Every delegate shall be entitled to speak in the debate.
- (2) At the opening of a session, the Chair shall call the speakers in the order previously arranged by the Management Committee.
- (3) In general, the Chair shall call up speakers in the order in which they signify their desire to speak. The Chair, however, shall ensure that each delegation is afforded a reasonable opportunity to speak.
- (4) The Chair shall apply the standard rules applicable to meetings, except as otherwise stipulated herein or in terms of any resolution adopted under rule 9.

## **The Chair**

6. (1) Meetings shall be convened by the Management Committee, but otherwise controlled, adjourned and prorogued by the Chair, who shall be appointed by the Management Committee. The Management Committee shall provide assistance to the Chair in the performance of the Chair's functions as and when necessary.

(2) If a duly appointed Chairperson finds it necessary to be absent from a meeting or any part thereof, the Management Committee may appoint a temporary replacement for the duration of such absence.

### **Minutes and Documentation**

7. (1) The proceedings of plenary sessions of the Convention shall be recorded and transcribed as expeditiously as possible and the Secretariat shall make the transcript available to all delegates.
- (2) All other official meetings of the Convention, including meetings of Working Groups and the Management Committee shall be recorded in full, but only the decisions, recommendations and conclusions shall be minuted and sufficient copies made available to all participants by the Secretariat.
- (3) The Management Committee may, in its discretion, make available the full or partial text of any proceedings of the Convention.
- (4) A participant may request the Secretariat to circulate relevant documents to other participants.

### **Access of Media**

8. (1) All plenary sessions of the Convention shall be open to the media.
- (2) The Management Committee shall determine the extent to which the media shall have access to other meetings of the Convention.

### **Additional Rules of Procedure**

9. The Convention shall adopt whatever additional rules of procedure or make such arrangements as are necessary for the better performance of its business or the conduct of its meetings.

### **Miscellaneous**

10. (1) The Convention may set up committees, working groups or any such subsidiary organs as are necessary for the conduct of its business.
- (2) The Management Committee shall supervise the work of the Secretariat and

provide for the technical services of and assistance to the Convention, including the arrangements concerning the venue, security and expenses of the delegates.

(3) The Management Committee shall ensure that reasonable notice is given for the convening of all meetings of the Convention and the provision of the appropriate documentation.