

# **WORLD ASSOCIATION OF DEBT MANAGEMENT OFFICES**

## **RULES OF PROCEDURE OF THE GENERAL ASSEMBLY**

*(Approved by the General Assembly in Geneva, Switzerland, on 7 December 2001)*

### **RULE 1 Definitions**

- a. "Association" means the World Association of Debt Management Offices;
- b. "Statutes" means Statutes of WADMO, as they may be amended from time to time;
- c. "General Assembly" means the General Assembly of the Association;
- d. "Committee" means the Steering Committee of the Association;
- e. "Member" means member of the Association;
- f. "President" means the President of the Association;
- g. "Vice-Presidents" means the Vice-Presidents of the Association;
- h. "Cooperating Bodies" refer to Article XXI of the Statutes and means any government or institution with which the Association shall establish working relations, such as UNCTAD and other organizations in the United Nations system which have relevance to the Association's objectives.

### **RULE 2 Convening of General Assembly meetings**

- a. The General Assembly shall convene at least once every two years (Article VI of the Statutes).
- b. The Committee is responsible for fixing the precise date for the General Assembly meeting (Article VI of the Statutes).

- c. The General Assembly is convened:
  - 1. by decision of the Committee; or
  - 2. at the request of at least a fifth of all members of the Association (Article 64 of the Swiss Civil Code).

### **RULE 3**

#### **Venue of the General Assembly**

All sessions of the General Assembly shall be held either at the headquarters of the Association, or at such other suitable place as may be decided by the Committee (Article VI of the Statutes).

### **RULE 4**

#### **Notification of General Assembly meetings**

- a. Except in special circumstances, the Committee, through the Secretariat, shall notify each member of the Association of the opening date, place and expected duration of a General Assembly meeting no less than three months prior to that event;
- b. The Committee or the President may also invite representatives of cooperating bodies, institutions or any person to attend the General Assembly meeting and to present their/its views on any specific matter of interest for the Assembly. If so, the Secretariat shall also forward them a letter of invitation.
- c. Notifications under this rule may be issued by any suitable written means.

### **RULE 5**

#### **Agenda**

- a. The Committee shall prepare a proposed agenda for each meeting of the General Assembly which shall include all items requiring consideration by the General Assembly during the meeting.
- b. The Committee shall communicate the proposed agenda through the Secretariat together with the notification referred to in Rule 4.
- c. Requests for inclusion of additional items must be submitted to the Committee two months before the General Assembly is due to convene, so that the Committee can timely agree upon and inform the members about them.

## **RULE 6**

### **Representatives of members**

- a. Each member attending a meeting of the General Assembly shall be represented by the person whose name shall be communicated to the Committee.
- b. Members invited may designate a representative from their mission in the country where the General Assembly will take place.

## **RULE 7**

### **Attendance at meetings**

The General Assembly is composed of the representatives of full members and associate members.

## **RULE 8**

### **Acting President**

In the absence of the President, or if the President is unable to carry out his or her functions, the President shall designate one of the Vice-Presidents to act as President. The designated Vice-President will also represent the President in his or her absence or upon his/her request in all official functions.

## **RULE 9**

### **Quorum**

- a. The General Assembly will be considered valid when the majority of all the full members are represented (Article VIII).
- b. If there is no quorum, the General Assembly will convene 24 hours later and will be considered valid if at least one third of its full members are represented.

## **RULE 10**

### **Debates**

All representatives have the right to participate in the debates except the applicants. They may speak only upon invitation of the President.

**RULE 11**  
**Responsibilities of the General Assembly**

The General Assembly shall:

- a. Establish and amend the statutes and the general policy of WADMO;
- b. Adopt the work programme prepared by the Committee;
- c. Elect the President and the two Vice-Presidents, and the other members of the Committee;
- d. Appoint financial auditors upon the recommendation of the Committee;
- e. Establish any subsidiary body as may be required;
- f. Approve the annual report of the Committee;
- g. Approve the resource utilization;
- h. Decide on the annual membership fee upon the recommendation of the Committee;
- i. Decide on the dissolution of the Association;
- j. Decide on the withdrawal of a member's voting right as recommended by the Committee.

**RULE 12**  
**Voting Procedure**

- a. Each represented country is entitled to only one vote even if there is more than one member per country. (Article III, paragraph 2 of the Statutes).
- b. The General Assembly may decide by show of hands on all questions on the agenda except elections.
- c. Elections should be organized in a private session and by secret ballot.
- d. The decision of the General Assembly shall be taken by a majority vote of all the full members present. (Article VIII, paragraph 3 of the Statutes).

**RULE 13**  
**Minutes**

The President with assistance of the Steering Committee and Secretariat staff will record and prepare the minutes of the General Assembly meetings. The official minutes will be signed by the President and Secretariat and will be distributed to the participants no later than one (1) month after the General Assembly meeting. After being adopted by the next General Assembly meeting, the minutes will be kept on file at the Secretariat.

**RULE 14**  
**Chairperson of the General Assembly meetings**

The President shall chair the General Assembly meetings: he/she shall declare the opening and closing of the meeting, direct the discussions, ensure observance of the Rules of procedure of the General Assembly, accord the right to speak, put questions to the vote and announce decisions.

**RULE 15**  
**President**

- a. The President represents the Association in all official matters.
- b. The President together with the Committee, and with the Secretariat assistance, is responsible for the implementation of the decisions of the General Assembly and for seeking funds to support the Association activities.
- c. The President together with the Committee, and with the Secretariat assistance, is responsible for promoting the activities of the Association and will seek cooperation with governments and international bodies (Article XXI of the Statutes).

**RULE 16**  
**Interim Steering Committee member**

Should a member of the Steering Committee become unable to perform his or her responsibilities, the Steering Committee has the right to appoint an interim member to carry out the responsibilities assigned to the vacant post until the next General Assembly which can confirm the appointment until the end of the mandate or proceed to elect a replacement.