

NETWORK OF AFRICAN NATIONAL HUMAN RIGHTS INSTITUTIONS



“Rules of Procedure for the Steering Committee”

RULES OF PROCEDURE FOR THE STEERING COMMITTEE

I. PREAMBLE

The Steering Committee of the Network of African National Human Rights Institutions,

Given the Constitution of the Network as adopted and signed in Kigali, Rwanda on 8th October 2007 during the biennale Conference of African National Human Rights Institutions and in particular Article 42 of the said Constitution;

Adopts the Rules of Procedure as follows:

II. COMPOSITION OF THE STEERING COMMITTEE

Article 1:

In accordance of Article 35 of the Constitution of the Network of African National Human Rights Institutions the Steering Committee is composed of nine (9) members of whom 4 are ex-officio members and five are elected from amongst the full members of the Network as follows:

- One for North Africa;
- One for West Africa;
- One for Central Africa;
- One for East Africa;
- One for Southern Africa;
- The Chairperson of the Network; ex-officio member;
- The Vice-Chairperson of the Network; the host of the next meeting of the General Assembly, ex-officio member
- The former Chairperson of the Network; ex-officio member
- The country hosting the Network Secretariat; ex-officio member

III. FUNCTIONS OF THE STEERING COMMITTEE

Article 2 :

In conformity with the Constitution of the Network of African National Human Rights Institutions, the Steering Committee shall assume the following functions:

- a) General supervision and management of the Permanent Secretariat of the Network
- b) Appointment and supervision of the Executive Director as well as other senior staff of the Secretariat
- c) Propose external auditors to the General Assembly for nomination
- d) Approve the work plan and propose the budget to the General Assembly
- e) Assume any other functions as may be assigned by the Constitution

- f) Assume any other functions as may be assigned by the General Assembly of the Secretariat

Article 3:

-The Steering Committee may appoint any individual National Institution as a member of the Steering Committee, either to fill a vacancy or as an addition to the existing Steering committee members, but the total number of Steering Committee members shall not at any time exceed the maximum number allowed under the Constitution of the Network.

-Where a vacancy occurs in the Steering Committee, the replacement shall come from the same region in which the vacancy occurs.

Article 4:

If the Region does not have a member institution that meets the eligibility criteria to the Steering Committee, the Steering Committee shall fill this vacancy by appointing any other member National Institution of the Network as long as it meets the eligibility criteria. This member institution shall take this seat as a representative of the Region where there is a vacancy.

Article 5:

Members shall serve the Steering Committee not in their personal capacity but as representatives of their national institutions and regions.

Article 6:

The Chairperson of the Network shall be the Chairperson of the Steering Committee.

IV. FUNCTIONS OF THE CHAIRPERSON OF THE STEERING COMMITTEE

Article 7:

Apart from the powers entrusted to the Chairperson of the Network by the provisions of the present rules of procedure and the dispositions of the Constitution of the Network, the Chairperson shall be responsible for opening and closing each session of the Steering Committee. The chairperson shall ensure the observation of the rules and regulations, guide the debates, put issues to vote and proclaim the decisions taken.

The Chairperson shall sum up the deliberations and announce decisions taken about the motions of procedures and, subject to the present rules of procedure, regulate the deliberations of each meeting and ensure the maintenance of order.

V. THE MEETING AND AGENDA OF THE MEETING

Article 8 :

- The Steering Committee shall meet annually at a place and time determined by the Chairperson of the Steering Committee after consultation with the members of the Steering Committee. For the interests of the Network it can meet as frequently as possible.
- The Steering Committee shall meet on the invitation of the Chairperson, either by the initiative of the Chairperson or following a request for a meeting by at least three members of the Steering Committee and whenever the need arises. In cases where at least three members who have the prerogative to call for a meeting do so, the meeting of the Steering Committee shall be organized during the month that follows the request.
- The convening of meeting shall be done via email, post or fax at least two months before the meeting.
- In cases of absolute necessity, the meeting can be fixed by the Chairperson in consultation with the members of the Steering Committee.
- The Steering Committee may meet using teleconference

Article 9 :

The meetings of the Steering Committee are not public but the Committee **may co-opt** certain members of the Network or Experts who can be of assistance during the deliberations to participate in the whole meeting or part of it. The person co-opted shall not have the right to vote on any matter.

Article 10 :

- The agenda of the meeting and all the relevant documents shall be attached to the letter of invitation in the working languages of the Steering Committee.
- Each member of the Steering Committee may send to the Chairperson a request to include some issues to the agenda that he wishes to be discussed and attach the relevant document. Whether or not this request shall be accepted will be voted on at the beginning of the meeting by a show of hands.
- The Steering Committee shall adopt the Agenda at the beginning of the meeting. The Steering Committee may, through consensus, add a supplementary issue to the agenda.

VI. WORKING LANGUAGE(S)

Article 11 :

The working languages for the Steering Committee shall be French and English. The discussions in the Steering Committee done in one of the working languages shall be interpreted to the other working language. The documents of the Steering Committee shall be published in English and in French.

VII. THE ORDER AND DURATION OF SPEECH

Article 12:

The chairperson shall give words to speakers following the order that they expressed their wish to speak.

Article 13:

The Chairperson can limit the speaking time for each speaker when the circumstances render this necessary.

VIII. MOTION OF PROCEDURE

Article 14:

Any one of the members of the Steering Committee can, during the discussions, call for a motion of procedure on which the Chairperson has to react to immediately.

It is possible to appeal to the Chairperson's decision and this appeal shall be immediately subjected to the vote and the decision shall be maintained if a majority of the present voting members do not reject it.

IX. DISCUSSIONS AND VOTING

Article 15 :

The Steering Committee shall arrive at its decisions by way of consensus. Where there is no consensus, voting shall be done by a show of hands except in cases where a secret ballot is requested by the Chairperson of the meeting or by at least three members of the Steering Committee.

Article 16:

The Steering Committee can only have meaningful discussions if the quorum is at least a third of the members of the Steering Committee.

X. MINUTES OF THE PROCEEDINGS

Article 17 :

- The minutes of the meeting shall be written in a clear and concise manner. They shall record all the decisions made and the motives of these decisions as well as the reference documents.
- The approval of the minutes shall be included in the agenda of the next meeting of the Steering Committee.
- The Chairperson and the Executive Director of the Permanent Secretariat of the Network shall sign the final version of the minutes after approval by the Steering Committee.
- The Permanent Secretariat of the Network shall keep the original minutes and circulate copies to all members of the Steering Committee.

XI. ADOPTION OF THE RULES OF PROCEDURE OF THE STEERING COMMITTEE

Article 18 :

The Steering Committee shall adopt its rules of procedure by a decision taken in plenary session by two thirds of the members of the Committee present.

XII. MODIFICATION OF THE RULES OF PROCEDURE

Article 19 :

The present rules of procedure can be modified by a decision taken by the Steering Committee during a plenary session by two thirds of the members of the Steering Committee.

XIII. SUSPENSION OF THE APPLICATION OF THE PRESENT RULES OF PROCEDURE

Article 20:

The application of some articles of the present rules of procedure can be suspended by a decision made in a plenary session by two thirds of the members of the Steering Committee; this is with the exception of the articles drawn from the Constitution of the Network.

Article 21:

These Rules of procedure shall enter into force the date of the adoption and signing.

Adopted in Geneva, April 17th 2008

