



# **RULES OF PROCEDURE**

**FOR**

**THE NEPAD GOVERNANCE STRUCTURES**

## **GENERAL PROVISIONS**

*Having regard* to the Constitutive Act of the African Union and the adoption of the New Partnership for Africa's Development (NEPAD) through Declaration 1 (XXXVII) of July 2001 in Lusaka, Zambia, as a programme of the African Union as well as the Rules of Procedure of the Assembly particularly Rule 4 (I);

*Noting* the integration of NEPAD into the structures and processes of the African Union as approved by the Fourteenth Ordinary Session of the Assembly of the African Union held in Addis Ababa, Ethiopia in January 2010, including the acknowledgment:

- (i) of the NEPAD HSGOC as a sub-committee of the Assembly which main functions shall include provision of political leadership and strategic guidance for NEPAD Programme and coordination and supervision of NEPAD priority sector objectives; and
- (ii) of the NEPAD Steering Committee as the intermediary body between the HSGOC and the NEPAD Planning and Coordinating Agency which main functions shall include provision of guidance and advice to the HSGOC and policy processing structure in support to the HSGOC Members.

**THE FOLLOWING RULES OF PROCEDURE FOR THE NEPAD GOVERNANCE STRUCTURES HAVE BEEN ADOPTED**

## DIVISION I

### RULES OF PROCEDURE OF HEADS OF STATE AND GOVERNMENT ORIENTATION COMMITTEE (HSGOC) OF THE NEW PARTNERSHIP FOR AFRICA'S DEVELOPMENT (NEPAD)

The Heads of State and Government Orientation Committee (HSGOC) of the New Partnership for Africa's Development (NEPAD),

HAS ADOPTED THESE RULES OF PROCEDURE:

#### RULE 1 Definitions

In these Rules:-

- "**Assembly**" means the Assembly of Heads of State and Government of the Union;
- "**Chairperson**" unless specified otherwise, means the Chairperson of the HSGOC;
- "**Chief Executive**" unless specified otherwise, means the Chief Executive Officer, NEPAD Planning and Coordinating Agency;
- "**Commission**" means the Commission of the African Union;
- "**Constitutive Act**" means the Constitutive Act of the African Union;
- "**Court**" means, the African Court of Justice and Human and Peoples' Rights;
- "**Executive Council**" means the Executive Council of Ministers of the Union;
- "**HSGOC**" or "**Orientation Committee**" means the NEPAD Heads of State and Government Orientation Committee;
- "**Member**" means a Member of the HSGOC;
- "**Member State**" means a Member State of the Union;
- "**NEPAD**" means the New Partnership for Africa's Development;
- "**NPCA**" or "Agency" means the NEPAD Planning and Coordinating Agency;
- "**Parliament**" means the Pan-African Parliament of the Union;
- "**PRC**" means the Permanent Representatives' Committee;
- "**RECs**" means the Regional Economic Communities;
- "**Steering Committee**" means the NEPAD Steering Committee;
- "**Union**" means the African Union established by the Constitutive Act.
- "**Vice Chairperson**" unless specified otherwise, means the Vice-Chairpersons of the HSGOC.

## **CHAPTER I**

### **THE HSGOC**

#### **SECTION I**

#### **STATUS, COMPOSITION, POWERS AND FUNCTIONS**

##### **RULE 2**

###### **Status**

1. The HSGOC shall be the highest governing structure for NEPAD, and shall serve as a Sub-committee of the Assembly.
2. The HSGOC shall, in accordance with the Maputo Declaration of the Second Ordinary Session of the Assembly of July 2003, report its conclusions and recommendations to the Assembly for consideration.

##### **RULE 3**

###### **Composition**

1. The HSGOC shall be composed of the Heads of State and Government or their duly accredited representatives from twenty (20) Member States. The HSGOC shall be composed of the five (5) NEPAD initiating countries namely; Algeria, Egypt, Nigeria, Senegal, South Africa and fifteen (15) Member States elected by the Assembly from the five (5) regions of the Union.
2. The membership of the fifteen (15) Members of the HSGOC shall rotate every two (2) years following regional consultations within the Union. The Current membership of the HSGOC is annexed to the Rules of Procedure of the NEPAD HSGOC.
3. In line with Decision Assembly/AU/Dec.205 (XI) adopted by the Eleventh Ordinary Session of the Assembly in Sharm el Sheikh, Egypt, in July 2008, the country chairing the Union, if not already a Member, shall automatically become a Member of the HSGOC for the duration of the chairmanship.

##### **RULE 4**

###### **Powers and Functions**

1. The HSGOC shall:-
  - a) Determine, with the approval of the Assembly, the strategic policy direction, priorities and annual plan of action for the successful implementation of the NEPAD Programme, including those of the NPCA;

- b) Oversee the implementation of the NEPAD Programme through regular monitoring of progress, agreed targets and addressing blockages or delays in multi-country or regional programmes/projects as well as endorse NPCA budget for submission to the Assembly;
  - c) Contribute to articulating Africa's positions and voice on global development issues through strategic partnership engagements including highest level representation by NEPAD at international forums such as G8-Africa Partnership Outreach and G20 Summit;
  - d) Establish ad hoc working groups, as it may deem necessary;
  - e) Recommend the Chairperson, Vice Chairperson(s) and other office bearers in the HSGOC to the Assembly for election, as well as the appointment of the Chief Executive as decided by the Chairperson of the Commission in consultation with the Chairperson;
  - f) Determine the structure, functions, powers, composition and organization of the Steering Committee.
2. The HSGOC may delegate any of its powers and functions to the Chairperson of the Commission and to the other NEPAD structures.

## **SECTION II**

### **Sessions**

#### **RULE 5**

##### **Venue**

1. The HSGOC sessions shall be held on the eve of the Assembly session at the same venues as those of the Assembly.
2. For the HSGOC sessions that may be held separately from the Assembly session, the venue shall be determined by the Chairperson, in consultation with HSGOC, the Vice Chairpersons and the Chairperson of the Commission, and shall be communicated to all members in reasonable time.
3. In the event a Member State invites the HSGOC to hold a session in its country, that Member State shall be responsible for all extra expenses incurred by the NPCA as a result of the session being held in that country or outside the Headquarters.
4. Members offering to host sessions of the HSGOC shall not be under sanctions and shall be required to meet pre-determined criteria to be adopted by the Assembly and provide adequate logistical facilities and a conducive political atmosphere.
5. Where a Member that had offered to host a session of the HSGOC is unable to do so, a new venue shall be determined through appropriate consultations between the Chairperson, the Vice Chairpersons, the Members and the Chairperson of the Commission subject to the provisions of the sub-rule 1 of this Rule.
6. Where two (2) or more Members offer to host a session, the HSGOC shall decide on the venue by consensus or failing that, by a simple majority.

**RULE 6**  
**Quorum**

The quorum for a session of the HSGOC shall be two-thirds of the total membership of the HSGOC.

**RULE 7**  
**Ordinary Sessions**

The HSGOC shall meet in ordinary session at least twice a year on the eve of the ordinary sessions of the Assembly.

**RULE 8**  
**Agenda of Sessions**

1. The HSGOC shall adopt its Agenda at the opening of each session.
2. The provisional Agenda of a session shall be drawn up by the NPCA in consultation with the Steering Committee, and upon the approval of the Chairpersons.
3. The provisional agenda of an HSGOC session may comprise of the following:-
  - a) Items which the HSGOC decides to place on its agenda;
  - b) Items proposed by a Member provided that the proposal is submitted thirty (30) days before the opening of the session and the supporting document(s) and draft conclusion(s) have been communicated to the Chief Executive, for onward transmission to the Chairperson and the Chairperson of the Commission;
  - c) Items proposed by the Chairperson of the Commission;
  - d) Items proposed by the Steering Committee.

**RULE 9**  
**Other Agenda Items**

Any additional agenda items, which a Member of the HSGOC wishes to raise at a session of the HSGOC, shall only be considered under the agenda item "Any other Business". Such agenda items shall be for information only and not subject to debate or decision.

**RULE 10**  
**Opening and Closing Ceremonies**

1. During the opening ceremony of sessions, the following shall be entitled to address the HSGOC:-
  - a) Head of State or Government of the Host Member;

- b) Chairperson of the African Union;
  - c) Chairperson
  - d) Chairperson of the Commission, ;
  - e) Chief Executive ;
2. During the closing ceremony sessions, HSGOC Chairperson shall be entitled to address the session.
  3. The HSGOC may invite any other personality to address the HSGOC at the opening and closing ceremonies.

**RULE 11**  
**Extraordinary Sessions**

1. The HSGOC shall meet in extraordinary session at the request of the Chairperson or any Member. The extraordinary session shall be held upon approval by a two-thirds majority of the Members of HSGOC.
2. The Chief Executive, in consultation with the Chairperson of the Commission, shall notify all Members of the request within seven (7) working days of the receipt of such request and advise them to communicate, in writing, their response within a specified period.
3. If the specified period has elapsed and the two-thirds majority required has not been attained, the Chief Executive, in consultation with the Chairperson of the Commission, shall notify all Members that the extraordinary session shall not take place.
4. The extraordinary sessions of the HSGOC shall be held at the Headquarters of the Union unless a Member invites HSGOC to hold the session in its country.

**RULE 12**  
**Agenda of Extraordinary Sessions**

1. The Chief Executive shall communicate the provisional Agenda of an extraordinary session to the Members at least fifteen (15) days before the opening of the session.
2. The Agenda of an extraordinary session shall comprise only the item(s) submitted for consideration in the request for convening the session.

**RULE 13**  
**Open and Closed Sessions**

All the sessions of the HSGOC shall be closed. The HSGOC may, however, decide by simple majority whether any of its sessions shall be open.

**RULE 14**  
**Official and Working Languages**

The official and working languages of the HSGOC shall be those of the Union.

**RULE 15**  
**Election of Chairperson**

1. The HSGOC shall, on the basis of rotation and after due consultations within the five (5) Union Regions, recommend to the Assembly the election of a Chairperson for a period of two (2) years assisted by two (2) Vice-Chairpersons elected for the same period.
2. The HSGOC Chairperson and Vice-Chairpersons may be re-elected for a period not exceeding two (2) years.

**RULE 16**  
**Duties of the Chairperson**

1. The Chairperson shall:-
  - a) convene the sessions of the HSGOC after due consultations;
  - b) open and close the sessions;
  - c) submit for approvals the records of sessions after consultation with the Chief Executive;
  - d) strive to obtain consensus on matters before the HSGOC;
  - e) rule on points of order;
  - f) present HSGOC conclusions and recommendations to the Assembly in accordance with Rule 19.
2. The Chairperson shall ensure order and decorum of the proceedings of the HSGOC.
3. In between sessions, the Chairperson, in consultation with the Chairperson of the Commission and the Chief Executive, shall represent and act on behalf of NEPAD as appropriate.
4. In the absence of the Chairperson or in case of a vacancy, the first Vice-Chairperson shall act as the Chairperson.

**RULE 17**  
**Attendance and Participation**

1. The Heads of State or Government of HSGOC shall endeavour to participate personally in the sessions of the HSGOC. In the event that they are not in a position to attend personally, they shall be represented by duly accredited representatives.

2. The following shall also attend the sessions of the HSGOC in their official capacity:-
  - a) Chairperson of the Union;
  - b) Chairperson and Deputy Chairperson of the Commission; and Commissioners;
  - c) Heads of other Organs of the Union,
  - d) Chief Executive;
  - e) Chief Executives of the RECs;
  - f) Chief Executives of African and international multilateral development institutions that are approved by the HSGOC as partner institutions of NEPAD, with observer status.
3. The country chairing the Union as per Rule 3 (4) shall become a Member of the HSGOC.
4. The HSGOC may, after due consideration, invite any other persons to attend its sessions.
5. The HSGOC may decide, on account of the nature of the issues to be discussed, to restrict attendance or participation at a particular session by:-
  - a) determining, in advance, to invite only the Member, the Chairperson of the Commission, the Chief Executive, the Chief Executives of RECs and persons/parties whose presence is adjudged necessary at the session;
  - b) deciding in the course of a session to restrict participation on some agenda items or aspects of the session , to the parties identified in Rule 17 (2) (f).

### **SECTION III**

#### **DECISION-MAKING PROCEDURES**

##### **RULE 18**

##### **Majority Required**

1. The HSGOC shall take all its decisions by consensus or failing which, by a two-thirds majority of the Members eligible to vote.
2. Decision on questions of procedure shall be taken by a simple majority of the Members eligible to vote. Decisions on whether or not a question is one of procedure shall also be determined by a simple majority of the Members eligible to vote.
3. Abstentions by the Members eligible to vote shall not prevent the adoption by the HSGOC of decisions by consensus.

##### **RULE 19**

##### **Conclusions and Recommendations to the Assembly**

1. The text of all proposed HSGOC conclusions and recommendations shall be submitted in writing to the Assembly for its consideration by the HSGOC Chairperson in the form of a summary report.

2. The Assembly may, after consideration, adopt the conclusions and recommendations as decisions on the NEPAD Programme, with or without amendment. Any Member State may reintroduce the proposed decision or amendment that has been withdrawn.

## **RULE 20**

### **List of Speakers and Use of Floor**

1. The Chairperson shall, during debates, grant the use of the floor in the order in which speakers indicate their intention. Precedence shall be given to the Members.
2. The Chairperson may, during the debate:-
  - a) read out the list of speakers and declare the list closed;
  - b) call to order any speaker whose statement deviates from the issue under discussion;
  - c) accord the right of reply to any delegation where in his/her opinion a statement made after the list is closed justifies the right of reply;
  - d) limit the time allowed to each delegation on the issue under discussion subject to Sub-Rule 3 herein.
3. The Chairperson shall, on procedural questions, limit each intervention to an appropriate time.

## **RULE 21**

### **Point of Order**

1. During deliberations on any item, a Member may raise a point of order. The Chairperson, in accordance with these Rules, shall immediately decide on the point of order.
2. The Member concerned may appeal against the ruling of the Chairperson. The ruling shall immediately be put to vote and decided upon by simple majority.
3. In raising a point of order, the Member concerned shall not speak on the substance of the issue under discussion.

## **RULE 22**

### **Closure and Adjournment of Debate**

1. When a matter has been sufficiently discussed, or during the discussion of any matter, a Member may move for the closure or adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two (2) Members may briefly speak in favour of and two (2) others against such motion.

2. The Chairperson shall consult with the Members and thereafter decide on the motion.

### **RULE 23**

#### **Suspension or Adjournment of the Meeting**

During the discussion of any matter, a Member may move for the suspension or adjournment of the meeting. No discussion on such motions shall be permitted. The Chairperson shall immediately put such motion to a vote.

### **RULE 24**

#### **Voting Rights and Methods of Voting**

1. Each Member of the HSGOC shall have one (1) vote and the Chairperson shall have the casting vote.
2. Voting shall be taken by secret ballot or any method as may be determined by HSGOC.

### **RULE 25**

#### **Order of Procedural Motions**

Subject to Rule 20, the following motions shall have precedence in the order listed below, over all other proposals or motions before the meeting:-

- a) to suspend the meeting;
- b) to adjourn the meeting;
- c) to adjourn the debate on the item under discussion;
- d) to close the debate on the item under discussion.

## **SECTION IV**

### **HSGOC CONCLUSIONS**

### **RULE 26**

#### **Authentication of Decisions**

1. The HSGOC conclusions adopted by the Assembly shall become Decisions and shall be authenticated by the signature of the Chairperson. The HSGOC Conclusions shall be published in the working languages of the Union within fifteen (15) days after signature and shall be transmitted to all Member States, the Steering Committee, the Commission as well as the RECs.

## **CHAPTER II**

### **SECTION V**

#### **THE NEPAD STEERING COMMITTEE**

##### **RULE 27**

###### **The Steering Committee**

1. The Steering Committee shall be the intermediary body between the HSGOC and the NPCA. Each Head of State or Government in the HSGOC shall appoint Personal Representatives to serve on the NEPAD Steering Committee. However, the five (5) Initiating Countries shall have the right to nominate two (2) Personal Representatives.

## **CHAPTER III**

### **FINAL PROVISIONS**

##### **RULE 28**

###### **Implementation**

The HSGOC may lay down guidelines and supplementary measures to give effect to these Rules.

##### **RULE 29**

###### **Saving Clause**

These Rules shall not adversely affect the Conclusions of the HSGOC, whose implementation has not started or has started but has not been completed, provided that such Conclusions are not inconsistent with the underlying principles of the Union and its NEPAD programme.

##### **RULE 30**

###### **Amendments**

The HSGOC may amend these Rules by a two-thirds majority.

##### **RULE 31**

###### **Entry into Force**

These Rules shall enter into force upon their adoption by the HSGOC.

## Annex

### Current Membership of the NEPAD HSGOC:

Following elections at the Eleven Ordinary Session of the Assembly in Sharm el Sheikh, Egypt in July 2008, the current membership of the HSGOC is as follows:-

Central Africa	East Africa	North Africa	Southern Africa	West Africa
1. CAMEROON	5. ETHIOPIA	9. EGYPT	13. SOUTH AFRICA	17. NIGERIA
2. CONGO	6. MADAGASCAR**	10. ALGERIA	14. NAMIBIA*	18. SENEGAL
3. DR of CONGO	7. SUDAN*	11. LIBYA	15. MALAWI*	19. MALI
4. GABON	8. RWANDA	12. TUNISIA	16. LESOTHO*	20. BENIN*

\* Elected members in July 2008

\*\* Suspended by the Union for unconstitutional change of government

### Partners with Observer status in the HSGOC

*Regional Economic Communities- Eight (8) AU-recognized RECs:-*

1. AMU/UMA
2. CEN-SAD
3. COMESA
4. EAC
5. ECCAS
6. ECOWAS
7. IGAD
8. SADC

*Partners*

9. African Peer Review Mechanism (APRM) Secretariat
10. African Development Bank (ADB)
11. United Nations Development Programme (UNDP)
12. UN Economic Commission for Africa (UNECA)
13. UN Office of Special Adviser on Africa (UNOSAA)

## DIVISION II

### RULES OF PROCEDURE OF THE STEERING COMMITTEE OF THE NEW PARTNERSHIP FOR AFRICA'S DEVELOPMENT (NEPAD)

The Steering Committee of the New Partnership for Africa's Development (NEPAD),

HAS ADOPTED THESE RULES OF PROCEDURES:

#### RULE 1 Definitions

In these Rules:-

**"Assembly"** means the Assembly of Heads of State and Government of the Union;  
**"Chairperson"** unless specified otherwise, means the Chairperson of the Steering Committee;  
**"Chief Executive"** means the Chief Executive Officer of NEPAD Planning and Coordinating Agency;  
**"Co-Chairpersons"** mean the Co-Chairpersons of the Steering Committee;  
**"Commission"** means the Commission of the African Union;  
**"Constitutive Act"** means the Constitutive Act of the African Union  
**"Executive Council"** means the Executive Council of Ministers of the Union;  
**"HSGOC"** means the NEPAD Heads of State and Government Orientation Committee;  
**"Member"** unless specified otherwise, means a Member of the Steering Committee;  
**"Member State"** means a Member State of the Union;  
**"NEPAD"** means the New Partnership for Africa's Development;  
**"NPCA"** means the NEPAD Planning and Coordinating Agency;  
**"PRC"** means the Permanent Representatives' Committee;  
**"RECs"** means the Regional Economic Communities;  
**"Steering Committee"** means the NEPAD Steering Committee;  
**"Union"** means the African Union.

#### CHAPTER I

#### THE STEERING COMMITTEE

#### SECTION I

#### STATUS, COMPOSITION, POWERS AND FUNCTIONS

**RULE 2**  
**Status**

1. The Steering Committee shall be the intermediary body between the HSGOC and the NPCA.
2. The Steering Committee shall be responsible to the HSGOC.

**RULE 3**  
**Composition**

The Steering Committee shall be composed of the Personal Representatives of the Heads of State and Government on the HSGOC as well as the Representative of the Chairperson of the Union if not already a Member. The Chairperson of the Commission shall appoint a Personal Representative at the level of a Commissioner.

**RULE 4**  
**Accreditation**

Delegations of Member States to the meetings of the Steering Committee shall be duly accredited.

**RULE 5**  
**Powers and Functions**

1. The Steering Committee shall:-
  - a) prepare for the sessions of HSGOC;
  - b) oversee the work of the NPCA bearing in mind the supervisory role of the Chairperson of the Commission;
  - c) consider the strategies to support the NPCA efforts to mobilize resources both domestic and external i for the implementation of the NEPAD Agenda;
  - d) monitor the implementation of policies and decisions adopted by the HSGOC;
  - e) examine and recommend necessary actions on the programmes and projects of NPCA;
  - f) provide Member States not represented in the HSGOC, through the RECs, with relevant updates and information on progress in NEPAD implementation;
  - g) establish any technical working groups and or task teams, as it may deem necessary;
  - h) take appropriate action on issues referred to it by the HSGOC;
  - i) examine the annual work plans and budget proposals of the NPCA for consideration of the HSGOC and approval by the appropriate Organs of the Union, in consultation with the Chairperson of the Commission and the Chief Executive;
  - j) promote cooperation and coordination with the RECs, and other African partners and institutions on the NEPAD agenda;
  - k) ensure that all activities and initiatives of the NPCA are in line with the vision and core objectives of NEPAD;
  - l) consider and make recommendations on relevant reports submitted by NPCA, to the attention of the HSGOC;
  - m) consider the structures, functions and strategic plans of the NPCA in consultation with the Chairperson of the Commission and make recommendations thereon to the HSGOC;
  - n) decide on the dates and venues of its sessions on the basis of criteria adopted by HSGOC.

2. The Steering Committee may delegate any of its powers, functions and assign tasks to the NPCA.

## **SECTION II**

### **MEETINGS**

#### **RULE 6**

##### **Venue**

1. The meetings of the Steering Committee shall be held at the Headquarters of the NPCA or at a venue to be determined by the Steering Committee. A Member may also invite the Steering Committee to hold a meeting in his/her country.
2. In the event a Member invites the Steering Committee to hold a meeting in his/her country, that Member's country shall be responsible for all extra expenses incurred by the NPCA as a result of the meeting being held in that country.
3. The country of a Member offering to host meetings of the Steering Committee, shall be required to provide adequate logistical facilities and conducive atmosphere as well as fulfill the conditions spelt out by the Union in hosting meetings and Conferences of the Union.
4. Members offering to host sessions of the Steering Committee shall not be under sanctions and shall be required to meet pre-determined criteria to be adopted by the Assembly and provide adequate logistical facilities and a conducive political atmosphere.
5. Where a country of a Member that had offered to host a meeting of the Steering Committee is unable to do so, the meeting shall be held at the Headquarters of the NPCA, unless a new offer to host the meeting is received and accepted by the Members.
6. Where two (2) or more Members offer to host a session, the Steering Committee shall decide on the venue by consensus or failing that, by a simple majority.

#### **RULE 7**

##### **Quorum**

The quorum for a meeting of the Steering Committee shall be two-thirds majority of the total membership of the Steering Committee.

#### **RULE 8**

##### **Ordinary and Consultative Sessions**

1. The Steering Committee shall meet in ordinary session at least four (4) times a year.
2. The Steering Committee may hold consultative sessions, to address specific issues or exceptional circumstances, at the request of the Co-Chairpersons or at the initiative of the Chief Executive and upon the approval of the two thirds of the Members.

**RULE 9**  
**Agenda of Meetings**

1. The Steering Committee shall adopt its Agenda at the opening of each session.
2. The provisional Agenda of an ordinary meeting shall be drawn up by the NPCA in consultation with the Co-Chairpersons.
3. The NPCA shall communicate the provisional agenda to members at least fifteen (15) working days before the opening of the meeting. The Agenda may comprise the following:-
  - a) Reports of the Agency on progress regarding NEPAD implementation;
  - b) Issues which the HSGOC has referred to the Steering Committee;
  - c) Items which the Steering Committee decided at a preceding meeting to place on its Agenda;
  - d) Draft budget/work plans and programmes of the NPCA;
  - e) Items proposed by a Member provided that the proposal is submitted thirty (30) days before the opening of the session and the supporting document(s) and draft conclusion(s) have been communicated to the Chief Executive;
  - f) Other issues arising out of the programmatic activities of the NPCA requiring the guidance of the Steering Committee;
  - g) Items proposed by the Chairperson of the Commission;
  - h) Major issues arising out of mobilization of stakeholders or engagement of external partners relating to NEPAD implementation, requiring the knowledge and guidance of the Steering Committee;
  - i) Any Other Business which shall be for information purposes only and not subject to debate or decision.
4. For a Consultative meeting, the Agency shall communicate the provisional Agenda of such session to Members at least seven (7) days before the opening of the meeting.

**RULE 10**  
**Official and Working Languages**

The official and working languages of the Steering Committee shall be those of the Union.

**RULE 11**  
**Co-Chairpersons**

1. All meetings of the Steering Committee shall be co-chaired by the Personal Representatives of the Members of the HSGOC whose countries are chairing the Assembly and the HSGOC.

**RULE 12**  
**Duties of the Co-Chairpersons**

1. The Co-Chairpersons shall:-
  - a) convene the meetings of the Steering Committee;
  - b) open and close the meetings;
  - c) submit for approvals the records of meetings after consultation with the NPCA Chief

- Executive;
- d) guide the proceedings;
- e) rule on points of order.

2. The Co-Chairpersons shall ensure order and decorum of the proceedings of the Steering Committee.
3. In the absence of the Co-Chairpersons or in case of a vacancy, the Personal Representative of the first Vice Chairperson of the HSGOC shall act as the Chairperson of the Steering Committee.

**RULE 13**  
**Attendance and Participation by NEPAD Partners**

1. In addition to the duly accredited representatives of the Members of the HSGOC, the following agencies/institutions and RECs shall be represented at the meetings of the Steering Committee:-
  - a) RECs recognized by the African Union;
  - b) African and multilateral development partner institutions approved by the HSGOC as observers.
2. The Steering Committee, after due consideration, may invite other dignitaries to attend its sessions only to make presentations.
3. The Steering Committee may decide, on account of the nature of the issues to be discussed, to restrict invitation to participate at sessions of a particular meeting by:-
  - a) determining, in advance, to invite only Steering Committee Members and the representative(s) of the Chairperson of the Commission and the Chief Executive and persons/parties whose presence is adjudged necessary at the meeting;
  - b) deciding in the course of a session to restrict participation on some agenda items or aspects of the meeting to the Steering Committee Members.

**SECTION III**  
**DECISION-MAKING PROCEDURES**

**RULE 14**  
**Majority Required**

1. The Steering Committee shall take all its decisions by consensus or failing which, by two-thirds majority of Members eligible to vote.
2. Decisions on questions of procedure shall be taken by a simple majority of Members eligible to vote.
3. Decisions on whether or not a question is one of procedure shall also be determined by a

simple majority of Members eligible to vote.

4. Abstention by the Members eligible to vote shall not prevent the adoption by the Steering Committee of decision by consensus.

### **RULE 15** **Voting Rights and Methods of Voting**

1. Each Member of the Steering Committee shall have one (1) vote and the Chairperson shall have the casting vote.
2. Voting shall be taken by secret ballot or any other method as may be determined by the Steering Committee.
3. The method of voting shall be in accordance with AU practice and procedures.

### **RULE 16** **Point of Order**

1. During deliberations on any item, a Member may raise a point of order. The Co-Chairpersons, in accordance with these Rules, shall immediately decide on the point of order.
2. The Member concerned may appeal against the ruling of the Co-Chairpersons. The ruling shall immediately be put to vote and decided upon by simple majority.
3. In raising a point of order, the Member concerned shall not speak on the substance of the issue under discussion.

### **RULE 17** **List of Speakers and Use of Floor**

1. The Co-Chairpersons shall, during debates, grant the use of the floor in the order in which speakers indicate their intention. Precedence shall be given to duly accredited representatives of members of the Steering Committee.
2. A delegation shall not have the floor without the consent of the Co-Chairpersons.
3. The Co-Chairpersons may, during the debate:-
  - a) read out the list of speakers and the declare the list closed;
  - b) call to order any speaker whose statement deviates from the issue under discussion;
  - c) accord the right of reply to any delegation where, in his/her opinion a statement made after the list is closed justifies the right of reply;
  - d) limit the time allowed to each delegation on the issue under discussion;
  - e) draw the consensus on issues under deliberation;
  - f) close, after consultations with Members of the Steering Committee and proposal by a Member, the debate on an issue that has been exhaustively deliberated or suspend further deliberations on an issue.

**CHAPTER II**  
**FINAL PROVISIONS**

**RULE 18**  
**Implementation**

The Steering Committee may lay down guidelines and supplementary measures to give effect to these Rules.

**RULE 19**  
**Amendments**

The Steering Committee may amend these Rules by a two-thirds majority of its Members.

**RULE 20**  
**Entry into Force**

These Rules shall enter into force upon their adoption by the HSGOC.