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*Chemical Safety for Sustainable Development*

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**FORUM V**

**Fifth Session  
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Intergovernmental Forum on Chemical Safety**

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**Conduct of Business in Plenary Sessions of the Forum  
Regional Group Meetings, and *ad hoc* Working Groups**

**Prepared by: IFCS Forum Standing Committee**

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## **I. Conduct of Business in Plenary Sessions of the Forum**

1. Participants may address the session when recognized by the President. The President shall call upon speakers in the order in which they signify their wish to speak. The President may call a speaker to order if his or her remarks are not relevant to the matter under discussion.
2. In order to give maximum opportunity for speakers to contribute to the discussion, the President may limit the time allowed to each speaker. Normally, a speaker will not be granted permission to intervene for a second time in the discussion of any one item if another delegate who has not spoken on the discussion item requests the floor. However, the President may grant the right of reply to any speaker who requests it. Speakers are requested to be brief.
3. Observers may address the session as time permits when recognized by the President.
4. During the discussion on an item of business, the President may announce the list of speakers and, with the consent of the Forum, declare the list closed. The President may, however, accord the right of reply to any member if an intervention made after the list is declared closed makes this desirable.
5. During the discussion of any matter before the Forum, any participant may rise on a point of order, which shall immediately be decided upon by the President. The participant may appeal against the ruling in which case the appeal shall be immediately voted upon.

### Voting

6. Voting rights are defined in the IFCS Terms of Reference. Except for the election of officers, the normal method of voting is by voice or show of hands and the President shall immediately announce the result of each vote. Any government representative who doubts the correctness of the result announced by the President may request that the President appoint tellers to count the vote and request those voting in the affirmative to stand while counted. The President then invites those voting in the negative to stand while being counted. The report of the tellers is then compiled and announced by the President.

## **II. Regional Group Meetings and ad hoc Working Groups**

1. Regional Group Meetings and meetings of duly constituted *ad hoc* working groups are open to the attendance of any IFCS participants and others attending Forum sessions as observers. Any “closed” session during a meeting must be announced well in advance of the meeting.
2. Regional Group Meetings and meetings of duly constituted *ad hoc* working groups will follow the same general procedures as plenary sessions of the Forum.