



# CCARDESA

## GENERAL ASSEMBLY RULES OF PROCEDURE HANDBOOK

June 2023

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## **PREAMBLE**

By and under the authority of the Charter and the Governance Manual of CCARDESA, through the Secretariat of the latter and by the approval of the General Assembly it is hereby promulgated and adopted rules of procedure for all the meetings of the General Assembly and any other incidental matter thereto.

Voted by the General Assembly and commenced on the .... day of May 2023.

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## DEFINITIONS AND ACRONOYMS

**CCARDESA:** Shall mean the Centre for Coordination of Agricultural Research and Development for Southern Africa established under Article 3 of the Charter

**Charter:** Shall mean the Charter that established CCARDESA.

**Chairperson:** The Chairperson of the General Assembly.

**Member(s):** Member or members of the General Assembly.

**General Assembly:** The General Assembly established by Article 12 of the Charter.

**Governance Manual of CCARDESA:** The Governance Manual approved in August 2011.

**Rules:** These rules also called Rules of Procedure for the General Assembly Meetings or General Assembly Rules of Procedure Handbook.

**Secretary:** Secretary of the General Assembly appointed in terms of these Rules.

**Vice Chairperson:** The Vice Chairperson of the General Assembly.

## **ARTICLE 1: REFERENCE, NAME AND OBJECTIVE OF THE RULES**

1. These Rules of Procedure shall be referred to as the Rules of Procedure for the General Assembly Meetings.

1.1. The Title and Name of these Rules on the cover page shall be General Assembly Rules of Procedure Handbook.

1.2. The reference of these Rules in Article 1 shall be used interchangeably with the title and name in Article 1.1.

1.3. The objective of these rules is to regulate the conduct of the proceedings of all the meetings of the General Assembly, be it the ordinary meetings, extraordinary meetings and any other meeting as the case may be.

1.3.1. These rules are a useful tool of guidance to all proceedings of the General Assembly meetings and are binding on every member of the General Assembly.

1.3.2. These rules derive their legitimacy and validity from the Charter and shall not be repugnant with the latter and in the event of any repugnancy with the Charter the latter shall take precedence to the extent of that repugnancy.

1.3.3. The interpretation of these rules shall be done in light of the Charter subject to statutory rules of interpretation.

## **ARTICLE 2: MEMBERS OF THE GENERAL ASSEMBLY**

2. Members of the General Assembly shall refer and mean those members referred to under Article 12 of the Charter and any other member(s) of CCARDESA Secretariat as the Secretariat may determine from time to time to the extent consistent with the Charter.

2.1. Anyone not referred to under Article 2 shall not be a member of the General Assembly and shall not be permitted to sit, participate by voice and vote unless so permitted by a vote of simple majority of the members of the General Assembly present at the meeting but only to the extent of being seated and participating by voice for a specific agenda item and no more.

2.2. Anyone permitted to seat and participate by voice under Article 2.1 shall leave the meeting at the command of the Chairperson as soon as he/she has completed and fulfilled his/her task of which he/she was permitted to seat and participate by voice.

2.3. A motion to sit such person as referred under Article 2.1 and 2.2 shall be read and moved by the Secretary.

2.4. As soon as the Secretary is done reading the motion, the Chairperson shall ask for the motion to be seconded.

2.5. Upon being seconded the Secretary shall be the first one to debate the motion and from there the floor shall be open to any member who shall be so recognized by the Chairperson.

2.6. Upon conclusion of the debate the Chairperson shall put up the motion to a vote and the motion shall be carried if a simple majority of the members present vote in favour of it.

2.7. If the motion garners less than a simple majority it shall be deemed failed and shall not be moved again for further action.

2.8. The motion shall also be deemed to have failed if no member was able to second it.

### **ARTICLE 3: COMPOSITION OF THE GENERAL ASSEMBLY**

3. The General Assembly shall compose of the following persons:

3.1. The Chairperson;

3.2. The Vice Chairperson;

3.3. The Secretary who shall be a member of the CCARDESA Secretariat and

3.4. All members of the General Assembly referred to under Article 2 of these rules.

### **ARTICLE 4: PREPARATION AND THE CALLING OF THE GENERAL ASSEMBLY MEETINGS**

4. The General Assembly shall have an ordinary meeting biennially and extraordinary meetings as and when need arises or any other meeting as the General Assembly may so determine.

4.1. An ordinary meeting shall be convened by the Secretariat by way of written notice detailing time, date and venue and circulated to all members of the General Assembly. Notification shall be circulated to members not later than sixty (60) days prior to the date of the meeting.

4.2. Notification of meetings together with agenda and other documentation shall be circulated forty-five (45) days prior to the date of the meeting. Members shall be required to notify their attendance or that of any mandated nominee

and to submit items for any other business to the Secretariat in writing not later than fourteen (14) days prior to the date of the meeting.

4.3. Extraordinary General Assembly meetings may be held if the request is supported by two thirds of registered members to the General Assembly.

4.3.1. Such a request shall be submitted in writing to CCARDESA Secretariat who shall submit the request to CCARDESA Board of Directors who in turn shall notify the Chairperson of the General Assembly.

4.3.2. The Chairperson of the General Assembly will determine the merit of such a request and convene the Extra-ordinary meeting, as soon as possible but not later than 30 days from the date that such a request came to his attention.

## **ARTICLE 5: PROCEEDINGS OF THE GENERAL ASSEMBLY MEETINGS**

5. This Article shall apply to all meetings of the General Assembly including an ordinary meeting, extraordinary meeting or any other meeting as the General Assembly may so determine.

5.1. At beginning of the meeting the Chairperson shall call the meeting to order and state the purpose of the meeting.

5.2. The Chairperson shall address the members through the Secretary about house keeping or preliminary issues such as apologies for absent members and such other related matters.

5.3. Through the Chairperson, the Secretary shall present the agenda as is and move a motion for its adoption.



5.4. A simple majority vote of the members present and voting in favour of the adoption of the agenda shall render the agenda adopted.

5.5. If it is the first ordinary meeting of the General Assembly, the first item on the agenda shall be the election of the Chairperson and the Vice Chairperson.

5.5.1. The election of both the Chairperson and the Vice Chairperson shall be facilitated by the outgoing Chairperson.

5.5.2. The election of both the Chairperson and the Vice Chairperson shall be done through a secret ballot and the counting of such ballots shall be done by the Secretary in the presence of the General Assembly.

5.5.3. Both the Chairperson and the Vice Chairperson shall be elected from members of the General Assembly only, provided that both shouldn't come from the same member state of SADC.

5.5.4. The results of the elections of both the Chairperson and the Vice Chairperson shall be announced by the outgoing Chairperson.

5.5.5. Upon the announcement of the winner, the outgoing Chairperson shall immediately cease to be Chairperson and the newly appointed Chairperson shall succeed his predecessor and immediately chair the meeting going forward.

5.5.6. Should there be any protest to the outcome of the elections, the outgoing Chairperson may decide that there should be a re-run or may dismiss the protest and his decision shall be final.

5.6. Once the elections under Article 5.5 are over or in a scenario where Article 5.5 is not applicable the Secretary through the Chairperson shall read the minutes of the previous meeting of the General Assembly.

5.7. Upon conclusion of reading the minutes of the previous meeting of the General Assembly by the Secretary, members may through the Chairperson comment on and correct the minutes.

5.8. Once the members have commented and corrected the minutes, the Secretary shall through the Chairperson move that the minutes be approved and adopted as true and correct.

5.9. The minutes shall stand approved and adopted by a simple majority vote of members present and voting.

5.10. The Chairperson shall continue to lead and guide the meeting item by item as reflected in the agenda and ideally reports from members including the Chairperson's report shall be heard first before tabling any other motion for action.

5.10.1. Any member making a report to the General Assembly shall do so through the Chairperson and the Chairperson shall be the first to make his if any.

5.10.2. At the end of the report members shall through the Chairperson ask questions and make comments where necessary.

5.10.3. At the end of questions and comments the member presenting the report shall move that the report be accepted and it shall stand accepted if voted in by a simple majority of members present and voting.

5.11. Once the reports are over, the Chairperson as guided by the agenda shall move to motions in their chronological order or as the General Assembly may decide through a simple majority vote.

5.11.1. A motion shall be moved by a member who is the owner of that motion unless the owner is for whatever reason unable to do so in which case it shall be moved in his/her stead by the Secretary.

5.11.2. Every motion shall be seconded and if it's not seconded it shall immediately fail without the liberty of moving it again.

5.11.3. Once the motion has been seconded, it shall be open to debate by members of the General Assembly who shall be recognized and given the floor by the Chairperson, one member at a time.

5.11.4. A mover of the motion shall be the first one to debate the motion before other members could do so.

5.11.5. No member shall speak to the motion until and unless so recognized by the Chairperson.

5.12. A member must remain relevant to the motion and if not, the Chairperson shall order him/her to stop debating the motion or resume his/her seat and the Chairperson's ruling shall be final.

5.13. No member may speak for the second time until every member who wishes to speak to the motion has had the opportunity to do so.

5.14. The Chairperson shall have the discretion to decide if any member may speak more than twice to a motion.

5.15. The Chairperson shall not allow any member to debate the motion for more than ten minutes.

5.16. It is not permissible to introduce and debate another motion while there's still a motion on the floor.

5.17. Notwithstanding Article 5.16, it is permissible to move a motion which seeks to amend the main motion or motion on the floor.

5.17.1. This motion shall need a seconder of any member.

5.17.2. If not seconded it shall fail and fall away immediately and the debate shall proceed with the main motion.

5.17.3. If it is seconded it shall be debated by members as duly recognized by the Chairperson.

5.17.4. At the end of the debate, the Chairperson shall ask the mover to read the motion for the last time and put it to a vote.

- 5.17.5. The motion shall pass or fail if voted or not voted by a simple majority of members present and voting.
- 5.17.6. If the motion is carried, the main motion shall stand amended as per the motion.
- 5.18. At the end of the debate of the main motion, the Chairperson shall ask the owner of the motion to read it for the last time and move it.
- 5.19. Once the motion has been read and moved members may vote for or against it.
- 5.20. A simple majority of the members present and voting shall render the motion carried.
- 5.21. Save for the election of the Chairperson and the Vice Chairperson, voting by members shall be by a simple raising of their right hands for or against any motion.
- 5.22. Members of the General Assembly are free to rise and raise any point of order during the debate of a motion or any part of the proceedings of the General Assembly and such point of order shall be given precedence over any other agenda.

5.23. A member may only raise a point of order if recognized by the Chairperson.

5.23.1. Upon hearing a member's point of order, the Chairperson has the discretion to uphold or dismiss it and his ruling shall be final.

5.24. A Quorum at the meeting shall be constituted by a simple majority of the total number of registered members present.

5.24.1. In the event that the meeting can't quorate the Chairperson shall adjourn it for thirty minutes.

5.24.2. Upon resumption and the meeting still could not quorate, the Chairperson shall adjourn the meeting sine die.

5.25. When all motions have been debated and followed with a vote for or against such motions, the Chairperson shall make announcements and adjourn the meeting sine die.

## **ARTICLE 6: THE DUTIES, RIGHTS AND POWERS OF THE GENERAL ASSEMBLY**

6. The duties, rights and powers of the General Assembly shall be those specified under Article 13 of the Charter and such as may be incidental thereto.

6.1. Members of the General Assembly have the rights to:

6.1.1. Make reports.

6.1.2. Move motions.

6.1.3. Debate motions.

6.1.4. Rise on a point of order and raise a point of order.

6.1.5. Raise a point of clarity.

6.1.6. Participate by voice and vote.

6.1.7. Move a motion to shortly adjourn the meeting of the General Assembly if according to the Chairperson it is necessary to do so and such motion shall not be debatable but it shall be the Chairperson's discretion to uphold or reject it and his ruling shall be final.

6.1.8. Vote for or against any motion.

6.1.9. Abstain from voting for whatever reason.

6.2. All the actions and resolutions of the General Assembly are binding on CCARDESA Secretariat and the Board of Directors for CCARDESA and shall be implemented accordingly.

6.3. Those actions and resolutions of the General Assembly that relate to the approval of research and development (R & D) priorities for CCARDESA shall be sent by the Secretary to the States Parties Ministers for approval in terms of Article 11 of the Charter.

## **ARTICLE 7: THE DUTIES, RIGHTS AND POWERS OF THE CHAIRPERSON**

7. The Chairperson's duties, rights and powers shall include but not limited to:

7.1. Preside over all the meetings of the General Assembly.

7.2. He/she has the power and right to call the meeting to order.

7.3. He/she has the power to recognize and give members the floor to debate a motion, raise a point of order and to seek clarity.

7.4. He/she has the power and right to uphold a point of order or reject it and his ruling shall be final.

7.5. He/she has the power and right to order any member to leave the General Assembly meeting if according to his/her judgement such member is disrupting the proceedings of the Assembly despite being warned by him/her to desist from such disruptive behaviour and such member so persists.

7.5.1. And if such member refuses to leave at the command of the Chairperson, the Chairperson shall no longer recognize and give him the floor to speak and the Chairperson may to the extent practicable call upon any security organs to remove such member from the meeting of the General Assembly.

7.5.2. Such member shall remain suspended from the General Assembly for the whole day but shall be entitled to attend the meeting the next day if it shall carry on to the next day.

7.6. Where there's a tie of votes on any motion or subject matter the Chairperson shall break it by casting his vote.



7.7. The Chairperson is expected to remain impartial and fair throughout the proceedings of the General Assembly.

## **ARTICLE 8: THE DUTIES, RIGHTS AND POWERS OF THE VICE-CHAIRPERSON**

8. The Vice Chairperson's duties, rights and powers shall include the following:

8.1. He/she shall be an assistant to the Chairperson at the invitation and instance of the Chairperson during the absence of the Chairperson.

8.2. In the absence of the Chairperson and at the latter's authority the Vice Chairperson shall be the acting-Chairperson of the General Assembly with all the duties, rights and powers of the Chairperson.

## **ARTICLE 9: THE DUTIES, RIGHTS AND POWERS OF THE SECRETARY**

9. The Secretary of the General Assembly shall be a member of the Secretariat of CCARDESA as determined from time to time by CCARDESA.

9.1. The Secretary's role shall be to record minutes of the General Assembly and send same to members in terms of the Charter.

9.2. The Secretary shall be responsible for sending all notices including notifications of the next meeting of the General Assembly, agenda, reports and any other relevant and necessary document to members.

9.3. The Secretary shall have voice and voting rights at all the meetings of the General Assembly.

## **ARTICLE 10: THINGS IN THE GENERAL**

10. These rules shall be adopted and approved by a vote of simple majority at the next meeting of the General Assembly.

10.1. These rules shall remain valid and binding on members of the General Assembly unless repealed by a 2/3 majority of the members.

10.2. These rules shall not be amended or rescinded unless by a vote of a simple majority of the members.

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