REGIONAL CONSTITUTION
AND
STANDING ORDERS

Adopted by:
ITUC-AP Founding Conference
5 September 2007
Bangalore, India

1st Amendment:
2nd ITUC-AP Regional Conference, 11 - 13 May 2011, Singapore

2nd Amendment:
3rd ITUC-AP Regional Conference, 1 - 3 August 2015, Kochi, India

3rd Amendment:
4th ITUC-AP Regional Conference, 7 - 9 October 2019, Tokyo, Japan
Contents

PREAMBLE ................................................................................................................... 1

SCOPE ............................................................................................................................ 5

MEMBERSHIP .................................................................................................................. 5
  Affiliation ....................................................................................................................... 5
  Rights and Responsibilities ......................................................................................... 5
  Withdrawal ..................................................................................................................... 5
  Suspension and Expulsion ......................................................................................... 5
  Associated Organisations ....................................................................................... 6

REGIONAL CONFERENCE ....................................................................................... 6
  Ordinary Sessions ....................................................................................................... 6
  Extraordinary Sessions ............................................................................................. 7
  Composition ................................................................................................................ 7
  Delegations and Representatives ............................................................................. 7
  Observers and Guests ............................................................................................... 8
  Credentials and Nominations .................................................................................... 9
  Agenda ......................................................................................................................... 9
  Statutory Committees ............................................................................................... 10
  Regional Conference Presidium ................................................................................ 11
  Regional Conference Secretariat ................................................................................ 11
  Voting ............................................................................................................................. 11

REGIONAL GENERAL COUNCIL ........................................................................... 12
  Composition ................................................................................................................ 12
  Mandate of Members ................................................................................................. 12
  Vacancies ...................................................................................................................... 13
  Meetings ....................................................................................................................... 14
  Competence ................................................................................................................ 14
  Agenda ........................................................................................................................... 14

REGIONAL EXECUTIVE BUREAU ................................................................. 15
  Composition ................................................................................................................ 15
  Committees ................................................................................................................... 15

GENERAL SECRETARY ......................................................................................... 16
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSISTANT GENERAL SECRETARY</td>
<td>16</td>
</tr>
<tr>
<td>PRESIDENT</td>
<td>17</td>
</tr>
<tr>
<td>VICE-PRESIDENTS</td>
<td>17</td>
</tr>
<tr>
<td>FINANCE</td>
<td>17</td>
</tr>
<tr>
<td>Affiliation Fees</td>
<td>17</td>
</tr>
<tr>
<td>Solidarity Fund</td>
<td>18</td>
</tr>
<tr>
<td>Other Financial Sources</td>
<td>18</td>
</tr>
<tr>
<td>Auditors</td>
<td>19</td>
</tr>
<tr>
<td>Expenses to be borne by the Regional Organisation</td>
<td>19</td>
</tr>
<tr>
<td>Management</td>
<td>19</td>
</tr>
<tr>
<td>Property</td>
<td>19</td>
</tr>
<tr>
<td>Official Language</td>
<td>19</td>
</tr>
<tr>
<td>Amendment to the Regional Constitution</td>
<td>19</td>
</tr>
<tr>
<td>Decisions of the Regional Organisation</td>
<td>20</td>
</tr>
<tr>
<td>HEADQUARTERS</td>
<td>20</td>
</tr>
<tr>
<td>DISSOLUTION</td>
<td>20</td>
</tr>
<tr>
<td>REGIONAL CONFERENCE STANDING ORDERS</td>
<td>21</td>
</tr>
<tr>
<td>General</td>
<td>21</td>
</tr>
<tr>
<td>Plenary Sittings</td>
<td>21</td>
</tr>
<tr>
<td>Opening of the Regional Conference</td>
<td>21</td>
</tr>
<tr>
<td>Objections to Credentials</td>
<td>21</td>
</tr>
<tr>
<td>Committees</td>
<td>22</td>
</tr>
<tr>
<td>Language</td>
<td>22</td>
</tr>
<tr>
<td>Right to Address the Regional Conference</td>
<td>23</td>
</tr>
<tr>
<td>Motions, Resolutions, Amendments</td>
<td>23</td>
</tr>
<tr>
<td>Voting</td>
<td>25</td>
</tr>
<tr>
<td>REGIONAL GENERAL COUNCIL STANDING ORDERS</td>
<td>26</td>
</tr>
<tr>
<td>General</td>
<td>26</td>
</tr>
<tr>
<td>Sessions of the Regional General Council</td>
<td>26</td>
</tr>
<tr>
<td>Admission to Meetings</td>
<td>26</td>
</tr>
<tr>
<td>Agenda</td>
<td>27</td>
</tr>
<tr>
<td>President and Vice-Presidents</td>
<td>27</td>
</tr>
<tr>
<td>Special Committees</td>
<td>27</td>
</tr>
<tr>
<td>Right to Vote and Methods of Voting</td>
<td>27</td>
</tr>
</tbody>
</table>
Resolutions, Amendments and Motions ........................................27
Reports, Minutes and Communiqués ........................................28

REGIONAL EXECUTIVE BUREAU STANDING ORDERS ..........30
Membership .............................................................................30
Sessions ..................................................................................30
Admission to Meetings ............................................................30
Agenda .....................................................................................31
Voting ......................................................................................31
Records and Reports .................................................................31
REGIONAL CONSTITUTION OF THE ITUC - ASIA PACIFIC

PREAMBLE

The ITUC - Asia Pacific:

EMPHASISING the desire to bring about harmony and cooperation between all types of trade unions which are free agencies of the workers, with the object of unifying their forces so that the workers whom they represent will be endowed with greater bargaining power and able to use their resources to greater advantage, both in helping themselves and making an effective contribution on a regional and world-wide scale;

DESIRING to encourage and facilitate regular consultations and cordial cooperation between its affiliated organisations on every level;

RECOGNISING the need for giving special attention to problems affecting the workers in specific areas or regions and of furthering the aims and objectives of the ITUC in such areas or regions;

EMPHASISING that it shall be autonomous in determining its policies and actions regarding regional matter, while being responsible for promoting the priorities and policies of the ITUC in the Asian and Pacific region;

CALLING AND ENCOURAGING affiliates to the ITUC which are domiciled in the area or region covered by the Regional Organisation as hereinafter defined to participate in the Regional Organisation and are assured of their autonomy as expressly guaranteed in the Constitution of the ITUC;

Hereby expresses its firm commitment to pursue the Aims as set down in this Regional Constitution.

AIMS

The Regional Organisation is inspired by the profound conviction that organisation in democratic and independent trade unions and collective bargaining are crucial to achieving the well-being of working people and their families and to security, social progress and sustainable development for all.

It has been the historic role of trade unionism, and remains its mission, to better the conditions of work and life of working women and men and their families, and to strive for human rights, social justice, gender equality, peace, freedom and democracy.
More than ever in its history, confronted by unbridled capitalist globalisation, effective internationalism is essential to the future strength of trade unionism and its capacity to realise that mission.

The Regional Organisation calls on the workers of the region to unite in its ranks, to make of it the instrument needed to call forth a better future for them and for all humanity.

It shall be the permanent responsibility of the Regional Organisation:

To defend and promote the rights and interests of all working people, without distinction, and to obtain, in particular, a fair return for their labour in conditions of dignity, justice, and safety at work and in society in general.

- It shall strive for the universal respect of fundamental rights at work, until child labour and forced labour in all their forms are abolished, discrimination at work eliminated and the trade union rights of all workers observed fully and everywhere.
- It shall denounce violations of freedom of association, of the right to strike including cross-border action, and of the right to collective bargaining, and shall mobilise international solidarity to have them brought to an end.
- It shall fight for the right to freely chosen, productive employment and social security for all.
- It shall act to end all discrimination on the basis of sex, religion, colour, nationality, ethnicity, sexual orientation, gender identity, political opinion, social origin, age or disability, and to uphold respect for diversity in society and employment.

To promote the growth and strength of the independent and democratic trade union movement.

- It shall render practical support to strengthen the capacities and membership of national trade union movements, through the coordinated provision of trade union development assistance.
- It shall initiate and support action to increase the representativeness of trade unions through the recruitment of women and men working in the informal as well as the formal economy, through extension of full rights and protection to those performing precarious and unprotected work, and through lending assistance to organising strategies and campaigns.

To be a countervailing force in the global economy in the region, committed to securing a fair distribution of wealth and income within and between countries, protection of the environment, universal access to public goods and services,
comprehensive social protection, life-long learning and decent work opportunities for all.

- It shall work to strengthen the role of the ILO, and for the setting and universal application of international labour standards, and to win representation at other international and regional organisations with a view to having their policies and activities contribute coherently to the achievement of decent work, social justice and sustainable development.

- In cooperation with the Global Union Federations and the OECD-TUAC, it shall promote and support the coordination of international and regional trade union policies and activities on multinational enterprises and social dialogue with international and regional employer organisations.

To make the trade union movement inclusive, and responsive to the views and needs of all sectors of the workforce in the region.

- It shall advance women’s rights and gender equality, guarantee the full integration of women in trade unions and promote actively full gender parity in their leadership bodies and in their activities at all levels.

- It shall combat racism, xenophobia and exclusion and defend the rights and interests of migrant workers and their families and work for tolerance, equality and dialogue between different cultures.

- It shall ensure the full integration of young people in the trade union movement and act to support the access of young people to adequate education and training and to decent work, and to oppose precarity in working life.

- It shall strengthen solidarity between generations and support the rights of retired workers to decent incomes, and work to advance their interests.

- It shall defend and promote the rights of working women and men with disabilities.

To mobilise the strength, energy, resources, commitment, and talent of its affiliates and their members in the achievement of these goals, making trade union internationalism an integral part of their daily work in the region.

- It shall promote and organise campaigns, solidarity activities, days of action, and other mobilisations considered necessary to this end and gather and disseminate information required to ensure the timely and effective provision of global solidarity in the region.

- It shall seek to establish arrangements for optimal cooperation with other trade union organisations sharing its aims in order to maximise the coherence and impact of action at the different levels of the democratic and independent international trade union movement in the region.
• It shall develop links and cooperation with other civil society organisations and political groupings, without compromising trade union independence, in pursuit of the objectives of the Regional Organisation.

The Regional Organisation pledges to pursue these goals with determination, and in accordance with the enduring trade union values of solidarity, democracy and justice. It will not desist from their achievement nor be deterred by the enemies of progress, sure in the conviction that it lies in the hands of working people to determine their own future.
SCOPE
Article 1
The ITUC - Asia Pacific shall exercise its jurisdiction in all the countries of Asia and the Pacific.

MEMBERSHIP
Article 2: Affiliation
All organisations affiliated to the ITUC in the region shall be encouraged to become members of the Regional Organisation, subject to the acceptance of and compliance with the Constitution of the Regional Organisation. Affiliation to the Regional Organisation shall be subject to approval by the Regional General Council.

Article 3: Rights and Responsibilities
(a) Member organisations shall have equal rights and responsibilities. Each has the right to be regularly informed of, and to participate in the life and the activities of the Regional Organisation in line with the provisions of this Constitution and to receive the solidarity and assistance of the Regional Organisation in case of need.

(b) Member organisations shall retain their full autonomy at national level. They shall be responsible to take into account in their policy formulations the decisions of the Regional Conference and governing bodies of the Regional Organisation, to keep the Regional Organisation informed of their activities, and to fulfill their financial obligations to the Regional Organisation.

Article 4: Withdrawal
(a) An organisation shall have the right to withdraw from the Regional Organisation subject to giving three months' notice.

(b) In order for a notice of withdrawal to be valid the organisation should not be in arrears with respect to the payment of affiliation fees. An organisation which ceases affiliation with arrears owing to the Regional Organisation becomes liable, in the event of its subsequently applying for re-affiliation, to the payment of an entrance fee of an amount to be fixed by the Regional General Council.

Article 5: Suspension and Expulsion
(a) The Regional General Council shall have the right to suspend, and the Conference shall have the right to expel, any member organisation from the Regional Organisation for action, or lack thereof, deemed by those bodies to be in violation of this Constitution, or against the interests of the Regional Organisation. Provision shall be made for a hearing of charges
before a decision is rendered, on the basis of a procedure laid down by the Regional General Council. Decisions shall be taken by a majority of three-quarters of the Regional General Council members, or of the Regional Conference. The ITUC shall immediately be informed of the action taken and the reasons therefore.

(b) Where an organisation is suspended from membership, the mandates of its representatives in the Regional Organisation’s statutory bodies shall expire automatically.

(c) The ITUC - Asia Pacific shall consider the decision on disciplinary action taken by the ITUC against an affiliate, provided the ITUC - Asia Pacific is consulted.

Article 6: Associated Organisations
(a) All associated organisations of the ITUC in the region shall be encouraged to become associated organisations of the ITUC - Asia Pacific, subject to the acceptance of and compliance with the Regional Constitution of the ITUC - Asia Pacific. Provision of the status of Associated Organisations shall be subject to approval by the Regional General Council.

(b) The Regional General Council shall take decisions on associated organisation status based on the procedure in Article 2.

(c) Associated organisations shall have the responsibilities set out in Article 3(b) except that they shall have no financial obligations towards the Regional Organisation.

(d) The Regional General Council shall determine the conditions under which associated organisations may participate in the activities of the Regional Organisation and at Regional Conference.

REGIONAL CONFERENCE
Article 7: Ordinary Sessions
(a) In the determination of the programme and policy of the Regional Organisation and in the interpretation of this Constitution, the supreme authority shall be the Regional Conference.

(b) Ordinary Regional Conference sessions shall be convened at least once every four years. Their date and place shall be fixed by the Regional General Council on the basis of proposals made by member organisations, and shall be communicated to member organisations not later than twelve months prior to the Regional Conference.

(c) The Regional Conference shall consider and decide upon:
   (i) reports on activities of the Regional Organisation, including financial reports;
(ii) general trade union policy questions;
(iii) proposals for the activity of the Regional Organisation during the period to follow;
(iv) proposals for amendments to the Regional Constitution;
(v) any other proposal submitted by member organisations;
(vi) reports on the regional partnership with the Global Union Federations and the OECD-TUAC.

(d) The Regional Conference shall elect the Regional General Council, the General Secretary and the Auditors.

Article 8: Extraordinary Sessions
(a) An extraordinary Regional Conference shall be called on the authority of the Regional General Council or if one-third of member organisations representing at least 25% of the Regional Organisation’s membership apply for it.

(b) In such a case, the Regional General Council shall decide the procedure for establishing the agenda and for the consideration of proposals from member organisations, whenever it is not practical to apply the normal procedure as laid down in this Regional Constitution.

Article 9: Composition
The Regional Conference is composed of delegates representing member organisations, subject to the provisions of Article 30 on the basis of their paying membership and according to the following scale:

- Up to 50,000 members: 1 delegate
- Between 50,001 and 100,000 members: 2 delegates
- Between 100,001 and 250,000 members: 4 delegates
- Between 250,001 and 500,000 members: 6 delegates
- Between 500,001 and 1,000,000 members: 8 delegates
- Between 1,000,001 and 2,500,000 members: 10 delegates
- Between 2,500,001 and 5,000,000 members: 12 delegates
- Between 5,000,001 and 7,500,000 members: 16 delegates
- Over 7,500,000 members: 20 delegates

Article 10: Delegations and Representatives
(a) Member organisations shall select their delegates taking into account the aim to actively promote and achieve gender parity in their leadership bodies and activities at all levels. Women shall constitute half of the
delegations of organisations having 2 or more delegates. Any organisation which has 50,000 members or less should designate a woman delegate, if women represent 50% or more of its membership.

(b) In the event that the overall composition of Regional Conference delegations is less than 50% women, the Credentials Committee shall accept all the nominations from organisations which nominate more than 50% women in their delegation.

(c) Taking into account the aim to integrate young workers into the trade union movement, the Regional General Council will set a target of not less than 10% before each Regional Conference for the level of youth participation.

(d) Delegates shall have the right to speak and to vote. Each delegate shall be entitled only to one vote, except that they may cast up to one additional vote in proxy for another delegate belonging to the same national trade union centre.

(e) Delegations may be accompanied by up to four advisers, who may take the floor on behalf of their delegations and with the agreement of the Chairperson but may not vote. Delegations may also be accompanied by not more than four persons who may act as secretaries or interpreters. These persons will have neither the right to speak nor the right to vote.

(f) The number of representatives of associated organisations shall be determined by the Regional General Council before each Regional Conference. They shall have the right to speak, with the agreement of the Chairperson, but not to vote.

(g) The Global Union Federations and the OECD-TUAC are each entitled to send one representative having the right to take part in the debate but not to vote.

(h) The provisions of sub-article (e) above shall also apply to delegations of the Global Union Federations and the OECD-TUAC.

(i) The expenses of delegations and representatives at the Regional Conference shall be borne by their respective organisations.

**Article 11: Observers and Guests**

(a) Representatives of other trade union organisations and governmental or non-governmental organisations with which the Regional Organisation maintains friendly relations, may be invited by the Regional General Council to attend the Regional Conference and shall be allowed to address Regional Conference at the invitation of the Chairperson.
(b) Guests invited to attend the Regional Conference by the Regional General Council will be permitted to address the Regional Conference at the invitation of the Chairperson.

(c) Members of the Regional General Council who are not members of an accredited delegation shall have the right to attend the Regional Conference as observers and take part in the debates, but shall not have the right to vote.

Article 12: Credentials and Nominations
(a) Member organisations must submit the names of their representatives to the General Secretary not later than three months prior to the Regional Conference.

(b) By the same time limit they shall submit their nominations for:
   (i) the Credentials Committee;
   (ii) the Standing Orders Committee;
   (iii) the General Secretary;
   (iv) the Auditors.

Article 13: Agenda
(a) The agenda of the Regional Conference shall be prepared by the Regional General Council following consultations with member organisations. It shall include items as stipulated in Article 7(c) of this Regional Constitution.

(b) The General Secretary shall communicate to member organisations the agenda not later than six months prior to the Regional Conference, and invite them to send in proposals related to various items of the agenda. These proposals shall be so forwarded as to reach the General Secretary not later than three months prior to the Regional Conference.

(c) The proposals received shall, prior to their submission to the Regional Conference, be reviewed by the Regional General Council which may direct the General Secretary to circulate any or all of them to member organisations in advance to enable amendments thereto to be forwarded. In this event the Regional General Council shall fix the time limit for submission of the amendments.

(d) The Regional General Council shall have the power to make recommendations in regard to proposals and amendments. The Regional General Council shall be also empowered to submit proposals directly to the Regional Conference, either on general questions or on matters of emergency which have arisen during or immediately prior to the Regional Conference.
(e) All proposals or draft resolutions submitted by member organisations after the time limit fixed in paragraph (b) shall be referred to the Regional General Council. The Regional General Council may decide to submit them to the Regional Conference as in paragraph (d) above, but its decision will be final.

Article 14: Statutory Committees

(a) On the basis of the nominations received from member organisations and applying the principle of gender and geographical balance, the Regional General Council shall appoint:

(i) the Credentials Committee of seven members;
(ii) the Standing Orders Committee of seven members.

(b) These two committees shall be convened immediately prior to the Regional Conference and shall submit their first reports to the first working session of the Regional Conference. In considering these reports, the Regional Conference shall also be requested to ratify the composition of the committees.

(c) The Credentials Committee shall:

(i) prepare a list of persons attending the Regional Conference;
(ii) report to the Regional Conference on the composition of delegations and on their voting power;
(iii) consider any objections to the credentials of delegates;
(iv) examine the eligibility of nominees for the Regional General Council and the posts of General Secretary and Auditors and report to the Regional Conference thereon;
(v) attempt to effect agreement in cases where there are more nominations than seats allocated on the Regional General Council and report to the Regional Conference thereon.

(d) The Standing Orders Committee shall, taking into account any recommendations from the Regional General Council concerning the Regional Conference programme and proposals for Regional Conference decisions:

(i) consider the draft Standing Orders and report on them to the Regional Conference;
(ii) fix the time-table and order of business for the Regional Conference;
(iii) make proposals relating to the setting-up, composition, terms of reference and agenda of special Regional Conference committees;
(iv) consider amendments to the Regional Constitution and report on them to the Regional Conference;
(v) report to the Regional Conference on any other questions requiring a decision for the proper conduct of its business;
(vi) consider requests for the circulation to the Regional Conference of documents or materials other than official Regional Conference documents.

**Article 15: Regional Conference Presidium**

(a) The Regional Conference Presidium shall consist of the President, the Vice-Presidents who are delegates to the Regional Conference, and the General Secretary of the Regional Organisation. The Regional Conference Presidium shall deal with matters of urgency during the Regional Conference.

(b) The President of the Regional Organisation shall chair the Regional Conference. In carrying out his or her duties, the person concerned shall adhere to this Regional Constitution and the Regional Conference Standing Orders.

(c) In the absence of or at the request of the President during a sitting or any part thereof, one of the Vice-Presidents of the Regional Organisation shall preside.

**Article 16: Regional Conference Secretariat**

The General Secretary of the Regional Organisation shall be the Secretary-General of the Regional Conference.

**Article 17: Voting**

(a) The endeavour of the Regional Conference shall be to secure the widest possible measure of agreement on any decisions taken. When a vote is called, however, the decision of the Regional Conference shall be by an absolute majority of delegates except where otherwise provided in this Regional Constitution.

(b) In the case of amendments to the Regional Constitution, a two-thirds majority of delegates to the Regional Conference shall be required, except for changes to the Article 9 and Article 17, for which a three-quarters of majority of delegates to the Regional Conference shall be required.

(c) Voting shall, as a rule, be by show of hands, but at the request of delegations representing at least 25% of the total membership credentialed to the Regional Conference, a roll-call vote shall be taken, in which each delegation shall cast its vote as a unit. The number of votes to which each delegation is entitled shall be equal to the total membership of that organisation credentialed to the Regional Conference.
REGIONAL GENERAL COUNCIL

Article 18: Composition
(a) The Regional General Council, elected by Regional Conference, shall be composed as follows:

(i) All titular members from affiliates of the ITUC - Asia Pacific on the ITUC General Council;

(ii) 30 members to be elected by the Regional Conference including already represented in (i) above from the following Electoral Areas:

- East Asia: 7
- South East Asia: 6
- South Asia: 7
- Middle East: 5
- Pacific: 5

Taking into account the aim to actively promote gender parity, with a progressive target starting at 40%, for minimum women’s membership on the Regional General Council. The Regional Conference shall ensure that each Electoral Area contributes fairly to the achievement of this target. This provision shall apply to titular and first and second substitute membership of the Regional General Council.

(iii) The Chairs of Women and Youth Committees shall be ex-officio members of the Regional General Council with the right to vote.

(iv) In addition, the Regional General Council may co-opt one additional member, if it deems necessary to do so, from the organisation or the country of the President.

(b) All member organisations represented at the Regional Conference shall have the right to participate in the arrangements for considering nominations for membership of the Regional General Council.

(c) The Regional Conference shall elect a first and second substitute for each member of the Regional General Council on the basis set out above.

(d) The Global Union Federations and the OECD-TUAC shall each have the right to send a representative to meetings of the Regional General Council as observers and may be invited to speak.

Article 19: Mandate of Members
(a) The members of the Regional General Council and their substitutes shall be regarded as representing the Regional Organisation as a whole. Each member shall have one vote.

(b) No person shall be entitled to serve on the Regional General Council whose organisation, without valid reason approved by the Regional
General Council, is in arrears of four quarters or more with payment of affiliation fees, or who has ceased to be an accredited representative of the member organisation to which he or she belonged at the time of election.

(c) The mandate of the members and their substitutes shall expire at each Regional Conference, but they are immediately re-eligible.

**Article 20: Vacancies**

(a) In the event of the Regional Conference leaving a vacancy on the Regional General Council, the Regional Conference shall be deemed to have delegated the power of election to the Regional General Council, full freedom as to the manner of nomination being left with the affiliates concerned or the Women’s Committee or the Youth Committee as the case may be.

(b) Vacancies on the Regional General Council arising between two Regional Conferences among members or substitutes shall be filled as follows:

(i) in the event of a vacancy arising owing to the decease or the resignation of a member or substitute, full freedom as to the manner of replacing the person concerned will be left to the organisation to which he or she belonged, subject to ratification by the Regional General Council;

(ii) in the event of a vacancy arising owing to the fact that a member or substitute has ceased to be an accredited representative of the organisation to which he or she belonged at the time of election, his or her place will be taken by a person nominated by the organisation concerned, subject to ratification by the Regional General Council;

(iii) in the event of a vacancy arising pursuant to the application of Article 4 or Article 5, full freedom as to the manner of replacing the member or substitute will be left to the Electoral Area concerned as stipulated in the Article 18(a)(ii), subject to ratification by the Regional General Council.

(c) The provisions of Article 20 and Article 21(b) shall apply also to the members and substitute members of the Regional General Council nominated by the Women’s Committee and the Youth Committee. Vacancies thus arising shall be filled by a person nominated by the Women’s Committee or the Youth Committee as the case may be, subject to ratification by the Regional General Council.
Article 21: Meetings
(a) The Regional General Council shall meet not less than once per year. The date of the meeting shall be notified to member organisations at the same time as to the members of the Regional General Council.

(b) In the event of a member being unable to attend a meeting of the Regional General Council, the member shall inform the secretariat in due time. In a case when the first substitute is from the same organisation as the member, the latter shall invite the first substitute in his or her place. If the first substitute is from a different organisation from the member, the secretariat shall invite the first substitute. Should the first substitute also be prevented from attending, the same procedure shall be followed regarding the second substitute.

(c) For the proper conduct of its meetings, the Regional General Council shall adopt its own Standing Orders, without prejudice to the obligations arising from this Regional Constitution.

(d) Majority of the members shall form a quorum for the Regional General Council meeting.

Article 22: Competence
(a) The Regional General Council shall be the supreme authority of the Regional Organisation between Regional Conferences. It shall be responsible for directing the activities of the Regional Organisation and giving effect to the decisions and recommendations of the Regional Conference.

(b) The Regional General Council shall establish the annual budget and adopt the annual financial report of the Regional Organisation subject to the ratification by the ITUC General Council.

Article 23: Agenda
(a) The agenda for the Regional General Council meeting shall be prepared by the General Secretary and circulated with appropriate documents to reach members of the Regional General Council not less than two weeks in advance of the meeting.

(b) Any member organisation has the right to submit suggestions for the agenda of the Regional General Council, which shall decide if and when discussion of the item is appropriate. Such suggestions must be received in writing by the General Secretary not less than one month prior to the date of the Regional General Council meeting.
REGIONAL EXECUTIVE BUREAU

Article 24: Composition
(a) There shall be a Regional Executive Bureau consisting of the President, the General Secretary, Chairs of the Women's and Youth Committees, and all the members on the ITUC General Council from the Asian and Pacific Region.

(b) The Regional Executive Bureau may co-opt one additional member, if it deems necessary to do so.

(c) For each member of the Regional Executive Bureau, other than the President and General Secretary, the first and second substitutes shall be the same as on the ITUC General Council. A substitute member attending the Regional Executive Bureau shall not be entitled to the rights of the office of the titular member.

(d) The Regional Executive Bureau shall elect a Chairperson from among its members at the time of the Regional Conference, and such Chairperson will hold office for four years till the next Regional Conference. In the event that the Chairperson is no longer a member of the Regional Executive Bureau as a result of a change in the composition of the ITUC General Council at the time of the ITUC Congress, the members of the Regional Executive Bureau shall elect a Chairperson from among its members at its first meeting after the ITUC Congress for the remaining period of the term till the next Regional Conference.

(e) The quorum for the meetings of Regional Executive Bureau shall be one half of the members.

(f) The Regional Executive Bureau shall have the authority to deal with questions of urgency or importance that arise between any two meetings of the Regional General Council, or which may be entrusted to it by the Regional General Council.

(g) For the proper conduct of its meetings, the Regional Executive Bureau shall adopt its own Standing Orders.

Article 25: Committees
(a) The Regional General Council shall establish a Women’s Committee and a Youth Committee and determine their composition and terms of reference.

(b) The Regional General Council may establish other committees as it deems appropriate and determine their duration, composition and terms of reference.
GENERAL SECRETARY

Article 26
(a) The General Secretary shall be elected by the Regional Conference from nominations received from member organisations and shall be eligible for re-election at each Regional Conference. Where there is more than one candidate, a secret vote shall take place, in which each delegation shall vote as a unit with its voting strength being equal to the number of paying members it has affiliated to the ITUC-AP. The election of the General Secretary shall be confirmed by the General Council of the ITUC.

(b) The General Secretary shall, ex-officio, be a member of the Regional General Council and the Regional Executive Bureau with the right to vote.

(c) The General Secretary shall be the representative and spokesperson of the Regional Organisation. The General Secretary shall lead the Secretariat and shall be responsible for implementing the decisions of Regional Conference and the Regional General Council and the general administration of the Regional Organisation. He or she shall report to the Regional General Council, Regional Conference and the General Council of the ITUC on his or her activities.

(d) The General Secretary shall remain in office between Regional Conferences as long as he or she enjoys the confidence of the Regional General Council.

(e) In the event of the office of the General Secretary becoming vacant between two Regional Conferences, the Regional General Council shall appoint an acting General Secretary for the remaining period until the next Regional Conference.

ASSISTANT GENERAL SECRETARY

Article 27
(a) On the recommendation of the General Secretary, an Assistant General Secretary may be appointed by the Regional General Council subject to the approval of the General Secretary of the ITUC.

(b) The Assistant General Secretary shall assist the General Secretary on full time basis and may be called upon to participate in the meetings of the Regional General Council and Regional Executive Bureau in a consultative capacity.

(c) The Assistant General Secretary shall remain in office between Regional Conferences as long as he/she enjoys the confidence of the Regional General Council and shall be eligible for re-appointment.
PRESIDENT

Article 28
(a) The Regional General Council shall, immediately following its election by the Regional Conference, elect a President, while taking into account the principle that the General Secretary and the President shall not come from the same country or territory.

(b) The President shall chair all meetings of the Regional Conference and the Regional General Council and shall have the right to attend all other constitutional meetings of the Regional Organisation.

(c) The President shall have voting rights in the governing bodies of the Regional Organisation.

VICE-PRESIDENTS

Article 29
The Regional General Council shall, immediately following its election by the Regional Conference, applying the principle of gender parity, elect 9 of its members as Vice-Presidents, two from each Electoral Area but one from the Electoral Area from which the President is elected. The Chairperson of the Women’s Committee and the Chairperson of the Youth Committee shall be ex officio Vice-Presidents.

FINANCE

Article 30: Affiliation Fees
(a) The activities of the Regional Organisation shall be financed by annual affiliation fees, payable by member organisations and calculated for each thousand members or part thereof, categories of which shall be fixed by the Regional Conference as follows:

<table>
<thead>
<tr>
<th>Band</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-A</td>
<td>US$25.00</td>
</tr>
<tr>
<td>1-B</td>
<td>US$20.00</td>
</tr>
<tr>
<td>2</td>
<td>US$15.00</td>
</tr>
<tr>
<td>3</td>
<td>US$10.00</td>
</tr>
<tr>
<td>4</td>
<td>US$ 8.00</td>
</tr>
<tr>
<td>5</td>
<td>US$ 2.50</td>
</tr>
</tbody>
</table>

(b) All member organisations shall notify the General Secretary by 15 October each year of their paying membership, which shall be used as a basis for the calculation of affiliation fees throughout the following year. This notification shall include the percentage gender composition of their membership.
(c) Affiliation fees shall be paid quarterly in advance, on 1 January, 1 April, 1 July and 1 October of each year. Any organisation owing two but fewer than four quarters’ affiliation fees shall be allowed to be represented at the Regional Conference but without voting rights. Organisations owing four but fewer than eight quarters’ affiliation fees shall not be permitted to be represented at the Regional Conference. Organisations owing eight or more quarters’ affiliation fees shall be regarded as having withdrawn.

(d) The Regional General Council shall have the authority to fix the affiliation fees categories for member organisations in consideration of general economic and social or political conditions, without prejudice to their rights to representation or to vote. These arrangements shall be reviewed from time to time. The Regional General Council shall moreover be empowered to exempt, in exceptional circumstances, a member organisation from paying affiliation fees for as long as such circumstances exist, its rights and privileges as an member organisation thereby not being affected. Any action taken in this connection shall be included in the report on activities submitted to the Regional Conference for endorsement.

(e) Affiliation fees shall not be receivable from member organisations in respect of which the Regional General Council has taken action provided under Article 5.

(f) The General Secretary shall prepare an annual budget and statement of accounts which shall be submitted to the Regional General Council and to the General Council of the ITUC for approval.

Article 31: Solidarity Fund
(a) The Regional Organisation shall maintain a Solidarity Fund, financed by contributions from member organisations, to support the development and practice of democratic, independent and representative trade unionism and to come to the aid of victims of repression or other actions hostile to the practice of trade union freedoms.

(b) The Fund shall operate under the authority of, and in accordance with rules set by, the Regional General Council.

Article 32: Other Financial Sources
(a) The Regional Conference may empower the Regional General Council to raise levies on member organisations. In so doing, the Regional General Council shall also decide the nature, duration and purpose of such levies.

(b) The General Secretary, reporting to the Regional General Council, may decide to organise fundraising campaigns, based on voluntary contributions, for defined purposes.
(c) The General Secretary, reporting to the Regional General Council, may, for defined purposes, apply for financing from public and private sources, in conditions which guarantee fully its independence and freedom of action.

Article 33: Auditors
(a) The Regional Conference shall elect three Auditors, at least one of whom shall be a woman. The auditors shall hold an annual audit of the accounts of the Regional Organisation. Members of the Regional General Council shall not be eligible as Auditors. The Auditors shall submit their report to the Regional General Council and to the Regional Conference and, after endorsement by one of these bodies, the report shall be circulated to member organisations.

(b) In the event of the office of one of the Auditors becoming vacant between two Regional Conferences, the Regional General Council shall have the authority to fill the vacancy.

Article 34: Expenses to be borne by the Regional Organisation
The expenses of members of the Regional General Council and of the Regional Executive Bureau and President, as well as those of the auditors in the performance of their duties, shall be borne by the Regional Organisation, provided finances permit.

Article 35: Management
The management of the affairs of the Regional Organisation shall be in the hands of the Regional Conference, the Regional General Council, the Regional Executive Bureau, and the General Secretary whose respective authorities shall rank in the order indicated.

Article 36: Property
All assets whatsoever of the Regional Organisation shall be the property of the ITUC and shall revert to the ITUC in case of dissolution of the Regional Organisation.

Article 37: Official Language
The official language of the Regional Organisation shall be English.

Article 38: Amendment to the Regional Constitution
This Constitution of the Regional Organisation and any amendment thereto shall become effective after their adoption by the Regional Conference except that they shall require the approval of the General Council of the ITUC. Proposals from affiliates for amendment to the provisions of the Regional
Constitution must be submitted to the General Secretary not later than three months prior to the Regional Conference and shall be notified to all affiliates.

**Article 39: Decisions of the Regional Organisation**

All decisions of the Regional Conference or its governing bodies shall be reported for ratification by the Congress or General Council of the ITUC.

**HEADQUARTERS**

**Article 40**

The headquarters of the Regional Organisation shall be determined by the Regional Conference.

**DISSOLUTION**

**Article 41**

(a) Dissolution of the Regional Organisation shall be by decision of a Regional Conference especially convened for that purpose.

(b) Such a decision shall require a three quarters majority of delegates to the Regional Conference.
REGIONAL CONFERENCE STANDING ORDERS

Article 1: General
The present Standing Orders shall supplement the provisions relating to the Regional Conference contained in the Regional Constitution (Articles 7 - 17).

Article 2: Plenary Sittings
The plenary sittings of the Regional Conference shall be public except when the Regional Conference expressly decides to go into private session. Seats in the Regional Conference hall shall be assigned by the Secretary-General.

Article 3: Opening of the Regional Conference
(a) The Regional Conference shall be opened by the President.
(b) Immediately after the opening the Regional Conference shall proceed with the following business:
   (i) Addresses of Welcome;
   (ii) President’s Address;
   (iii) Ratification of the composition of the Credentials Committee;
   (iv) Consideration of the First Report of the Credentials Committee;
   (v) Ratification of the composition of the Standing Orders Committee;

Article 4: Objections to Credentials
(a) Objections raised to the seating of any delegate shall be submitted to the Secretary-General not later than 24 hours after the opening of the Regional Conference, or 12 hours after the seating of that delegate has been made public.
(b) The Secretary-General shall submit these objections to the Credentials Committee, together with any relevant information.
(c) The Credentials Committee shall report to the Regional Conference as soon as possible. Pending final decision by the Regional Conference on his or her admission, any delegate whose credentials are being challenged shall enjoy full rights as a delegate.
(d) Any delegation that is unable to comply with the Constitutional provision of Article 10(a) related to gender parity must provide an explanation to the Credentials Committee, which shall take such explanation into account in its report to the Regional Conference and make appropriate recommendations, based on guidelines drawn up by the Regional General Council.
Article 5: Committees

(a) The sessions of the Credentials Committee, the Standing Orders Committee and special committees shall be private.

(b) The only persons authorised to attend the meeting of these Committees shall be:

(i) delegates duly appointed by the Regional Conference to serve on such Committees;

(ii) delegates appointed as substitutes to any such delegates and designated in writing to the Regional Conference; such substitutes shall have the right to take part in the debates and to vote only in the absence of the regular members for whom they duly act as substitutes;

(iii) advisers designated in writing to the Chairperson of the Regional Conference by delegates; such advisers may take part in the debates with the permission of the Chairperson of the Committee but shall not have the right to vote;

(iv) a secretary or interpreter designated in writing to the Chairperson of the Regional Conference by a delegate serving on the Committee; such a person shall not have the right to take part in the debates or to vote;

(v) staff members appointed by the Secretary-General;

(vi) representatives of the Global Union Federations and the OECD-TUAC, who may attend meetings of special committees as observers; such persons shall have the right to take part in the debates and make proposals concerning their substance, but not to vote.

(e) If a Committee is discussing a resolution moved by an organisation which is not represented on that Committee, it may invite a delegate from that organisation to attend the Committee meeting for the duration of the discussion of the resolution.

(f) The statutory and special Regional Conference Committees shall elect their own Chairperson and Rapporteur.

(g) The Secretary-General shall appoint the Secretary of each Committee.

(h) Voting in Committees shall be by show of hands.

Article 6: Language

(a) The official language of the Regional Conference shall be English.

(b) Any delegate wishing to speak in any other language must provide a translation into the official language.
Article 7: Right to Address the Regional Conference
(a) Applications to speak shall be handed to the Chairperson in writing except on a point of order or procedure.

(b) A delegate shall speak only once on any subject unless otherwise agreed by the Regional Conference, except that the rapporteur of any Committee shall have the right of reply at the close of the debate. The mover of a motion, resolution or amendment (except on a point of order or procedure) shall have the same right.

(c) The Secretary-General shall at all times have the right to speak on any subject.

(d) If a motion of closure has been made, the Chairperson shall read to the Regional Conference the names of the delegates who have notified him or her of their desire to speak.

(e) Should the Chairperson consider that there is no real difference of opinion among the delegates, he or she shall have the power to close the debate and if so required proceed to the taking of a vote.

(f) The Chairperson may require speakers to resume their seat if their remarks are not relevant to the subject under discussion.

(g) Unless otherwise agreed by the Regional Conference, no speech shall exceed five minutes exclusive of the time for interpretation, except that special guest speakers, delegates appointed to introduce agenda items, and rapporteurs when presenting a report, may at the discretion of the President, be allowed a time limit of longer than five minutes.

Article 8: Motions, Resolutions, Amendments
(a) Motions, resolutions and amendments submitted through the procedure set out in Article 13 of the Regional Constitution shall be circulated in the official language. They shall be deemed to have been duly moved and seconded.

(b) Motions and resolutions on matters of urgency may be submitted directly to the Regional Conference by affiliated organisations or by their delegations. Such motions (other than those on a point of order or on procedure) and resolutions shall be submitted in writing in the official language to the Secretary-General and, in the first instance, be referred to the Standing Orders Committee of the Regional Conference.

(c) No motion or resolution submitted under paragraph (b) above shall be discussed by the Regional Conference unless it has been seconded and circulated in the official language. The same shall apply also to amendments.
(d) Amendments may be submitted to the Regional Conference during a sitting for immediate discussion. Such amendments shall be submitted in writing in the official language.

(e) If there are several amendments to a motion or resolution the Chairperson shall determine the order in which they shall be discussed and, if necessary, put to a vote.

(f) Any amendment may be withdrawn by the delegate who moved it unless an amendment to it is under consideration or has been adopted. Any amendment so withdrawn may be moved without previous notice by any other delegate.

(g) A delegate may not submit a motion, resolution or amendment (except on a point of order or on procedure) in a personal capacity, but only on behalf of a delegation.

(h) Motions of procedure may be moved verbally and without previous notice.

(i) Motions of procedure include the following:
   (i) a motion to refer the matter back;
   (ii) a motion to postpone consideration of the question;
   (iii) a motion to adjourn the sitting;
   (iv) a motion to adjourn the debate on a particular question;
   (v) a motion to vote on the subject under discussion;
   (vi) a motion that the Regional Conference proceed with the next item on the agenda;
   (vii) a motion to suspend Standing Orders.

(j) A motion on procedure shall be put immediately to the vote. The Chairperson may allow one delegate to speak in favour of it and one against it.

(k) No motion, resolution or amendment shall be declared carried if an equal number of votes is cast for and against it.

(l) Any delegate at any time may draw attention to the fact that the Standing Orders or the Constitution of the Regional Organisation are not being observed, and the Chairperson shall give an immediate ruling on any question so raised.

(m) A motion challenging the Chairperson’s ruling on any matter shall be put immediately to the vote and one delegate shall be allowed to speak in favour of such a motion and one other to speak against it.
Article 9: Voting

(a) In the event that voting takes place under Article 17(a) or 17(b) of the Regional Constitution, the basis for calculation of the absolute or two-thirds majority required for a decision shall be the total number of delegates credentialed to the Regional Conference.

(b) In the event that voting takes place under Article 17(c) of the Regional Constitution, the basis for calculation shall be the total credentialed membership of the delegations at the Regional Conference.

(c) In the event that voting takes place for the election of General Secretary under Article 26(a) of the Regional Constitution, the following procedure shall apply: where there are two candidates for the position, the election shall be decided by an absolute majority; where there are more than two candidates for the position, a candidate receiving an absolute majority shall be declared the winner. In the event that a ballot does not produce an absolute majority, the candidate receiving the lowest number of votes in that ballot and each subsequent ballot shall be eliminated, until one candidate receives an absolute majority.

(d) Voting by proxy as provided for under Article 10(c) of this Regional Constitution shall be admissible only in cases where the Conference Secretary-General has received a written notice containing such authorisation before the voting at the Regional Conference.
REGIONAL GENERAL COUNCIL STANDING ORDERS

Article 1: General
The present Standing Orders shall supplement the provisions relating to the Regional General Council in the Constitution (Articles 18 - 23).

Article 2: Sessions of the Regional General Council
(a) Regional General Council meetings shall be held not less than once per year. Meetings of the Regional General Council shall be arranged to immediately precede and follow the Regional Conference. At each meeting the Regional General Council will decide on the date of the following meeting. Should it become necessary in the interval between meetings to alter the date decided on, the President and the General Secretary will make the necessary alterations.

(b) The President may convene a special meeting should he/she deem it necessary to do so, and will be bound to convene a special meeting on receipt of a written request to that effect signed by at least 25% of the Regional General Council.

(c) The sessions of the Regional General Council shall be held at a location, as decided by the Regional General Council.

Article 3: Admission to Meetings
(a) Substitute members of the Regional General Council who have not been called upon to replace a titular member as provided for in Article 21(b) of the Regional Constitution may attend the meetings of the Regional General Council without the right to speak or vote, but their expenses will not be met by the Regional Organisation.

(b) In exceptional circumstances, if a titular member and his/her two elected substitutes are unable to attend a complete session, the Regional General Council may authorise, on the basis of an advance request in writing, a personal substitute to attend on behalf of an elected member.

(c) As a general rule, the sittings are private. Nevertheless, the President may authorise representatives of affiliated organisations and other visitors to attend and also, at the General Secretary’s request, members of the staff of the Regional Organisation.

(d) The President may authorise technical advisers to be present at the sittings during the discussions on points of the agenda where their special advice may be required.

(e) Representatives of the Global Union Federations and the OECD-TUAC may participate in the meeting as observers.
Article 4: Agenda
Matters of urgent business may be added to the agenda fixed in accordance with Article 23 of the Regional Constitution.

Article 5: President and Vice-Presidents
(a) The President shall declare the opening and the closure of each sitting. Before proceeding with the agenda he/she shall bring before the Regional General Council any communication which may concern it. He/she shall direct the debates, maintain order, ensure observance of the Standing Orders, put questions to the vote and announce the result of the vote.

(b) In the absence of the President, the Regional General Council shall appoint one of the Vice-Presidents to act in his/her stead.

(c) The President may be invested with such functions as the Regional General Council may deem proper to delegate to him/her for the joint signature or the visa of certain documents, for preliminary approval of enquiries or for the dispatch of official representatives of the Regional Organisation to meetings, conferences or Regional Conferences.

Article 6: Special Committees
In addition to the Women’s Committee and the Youth Committee, the Regional General Council may establish any Special Committee and decide its composition and terms of reference.

Article 7: Right to Vote and Methods of Voting
(a) None other than titular members, elected substitute members, or personal substitute members attending in place of an absent titular member, shall have the right to vote in the Regional General Council or its Committees.

(b) As a rule, voting will be by show of hands.

(c) The President shall endeavour to secure the widest possible measure of agreement on any decisions taken. When a vote is called for, however, decisions shall be by absolute majority of the Regional General Council Meeting.

Article 8: Resolutions, Amendments and Motions
(a) Any member of the Regional General Council or any substitute occupying the seat of a titular member may move resolutions, amendments or motions in accordance with the rules which follow.

(b) The text of any resolution, amendment or motion shall be submitted in writing to the President. This text will, whenever possible, be distributed
before being put to the vote. Distribution will be compulsory if six members of the Regional General Council so request.

(c) If there are several amendments to a motion or resolution, the President will determine the order in which they are discussed and, if necessary, put to the vote.

(d) A member may withdraw an amendment which he/she has moved, unless an amendment to it is under discussion or has been adopted.

(e) In the case of motions as to procedure, no notice in writing need be handed to the President or be distributed. Motions as to procedure include the following:

- a motion to refer a matter back;
- a motion to postpone consideration of a question;
- a motion to adjourn the sitting;
- a motion to adjourn a debate on a particular question or incident;
- a motion that the Regional General Council proceed with another item on the agenda of the sitting.

(f) No resolution, motion or amendment shall be discussed unless it has been seconded.

Article 9: Reports, Minutes and Communiqués

(a) A verbatim record of the sittings of the Regional General Council shall be kept. This shall not be published or distributed.

(b) The General Secretary shall keep the minutes of the meetings. They shall not be published. At the commencement of each meeting, a summarised report of the previous meeting shall be approved.

(c) Documents prepared by the General Secretary and dealing with the items on the agenda of the Regional General Council shall be circulated to members of the Regional General Council before the beginning of each session. They shall not be made public until the question with which they deal has been discussed by the Regional General Council. After each meeting the General Secretary shall classify the documents into three categories:

A. CONFIDENTIAL:
   Not for distribution or publication.

B. FOR INFORMATION ONLY:
   Not for publication (can be issued to interested persons or organisations).

C. FOR PUBLICATION.
(d) The General Secretary shall be entitled to issue to the media, in addition to the documents classified “FOR PUBLICATION”, suitable information before, during and after the meeting of the Regional General Council.

(e) Decisions of the Regional General Council which call for specific action by any or all affiliated organisations shall be communicated to those organisations with the request that the General Secretary be notified of the measures taken to apply these decisions. The General Secretary shall report to the Regional General Council on the action taken.
Article 1: Membership
(a) The Regional Executive Bureau composed in accordance with Article 24 of the Constitution shall maintain the same composition until the next ordinary ITUC Congress except for the filling of such vacancies as may arise in between.

(b) No person who has ceased to be a member of the ITUC General Council shall remain a member of the Regional Executive Bureau.

(c) The vacancy that arises on account of a member having ceased to be a ITUC General Council member shall be filled by the person who replaces him/her on the Regional General Council.

Article 2: Sessions
(a) As a general rule, the Regional Executive Bureau shall meet if the General Secretary deems it necessary in consultation with the Chairperson.

(b) Additional meetings of the Regional Executive Bureau shall be convened if a written request to that effect, signed by at least 25% of the Regional Executive Bureau’s titular members, is received.

(c) Meetings of the Regional Executive Bureau shall be chaired by its Chairperson. In case he/she is absent for the whole or part of its sitting, the Regional Executive Bureau shall each time designate a member to take the chair during his/her absence.

Article 3: Admission to Meetings
(a) The sittings of the Regional Executive Bureau are private, restricted to titular members and the substitute members called upon to replace the titular members who are unable to attend. Procedures for the substitution of titular members are as provided for under Article 21(b) of the Regional Constitution in respect of the Regional General Council meetings.

(b) The only other persons who are authorised to attend meetings of the Regional Executive Bureau shall be:

(i) Not more than one person accompanying a titular member, or the substitute members replacing him/her, as his/her technical adviser; or

(ii) The members of the staff who are designated by the General Secretary to service the meeting.

(c) In exceptional circumstances, if a titular member and his/her two substitutes are unable to attend a session, the Regional Executive Bureau
may authorise, on the basis of an advance request in writing, a personal substitute to attend on behalf of an elected member.

Article 4: Agenda
(a) Before each scheduled meeting of the Regional Executive Bureau, the General Secretary shall prepare a draft agenda and forward it to the Regional Executive Bureau members, together with documentation where appropriate, at least two weeks prior to the date of the meeting.

(b) Matters of urgent importance may be added to the agenda.

Article 5: Voting
(a) None other than titular members, substitute members, or personal substitute members attending in place of absent titular members, have the right to vote.

(b) The Regional Executive Bureau shall endeavour to secure the widest possible measure of agreement rather than carry decisions by vote. When a vote is called for, however, decisions shall be by absolute majority of the full Regional Executive Bureau.

(c) As a rule, voting shall be by show of hands.

Article 6: Records and Reports
(a) A verbatim record of the meeting of the Regional Executive Bureau shall be kept. It shall not be published or distributed.

(b) A summarised report of each meeting shall be prepared by the General Secretary for submission to the Regional General Council at its next meeting.