

RULE 3

**Election of the Chairman and Vice-Chairmen
Constitution of the Secretariat**

At the first meeting of the Plenary Assembly :

- a) the Chairman and Vice-Chairmen of the conference shall be elected ;
- b) the Conference Secretariat, made up of staff of the General Secretariat of the Union, and, in case of need, of staff provided by the administration of the inviting government, shall be constituted.

RULE 4

Powers of the Chairman of the Conference

1. The Chairman, in addition to performing any other duties incumbent on him under these Rules of Procedure, shall open and close the meetings of the Plenary Assembly, direct its deliberations, ensure that the Rules of Procedure are applied, give the floor to speakers, put questions to the vote, and announce the decisions adopted.

2. He shall have the general direction of all the work of the conference, and shall ensure that order is maintained at meetings of the Plenary Assembly. He shall give his ruling on motions of order and points of order, and in particular, he shall be empowered to propose that discussion on a question be postponed or closed, or that a meeting be suspended or adjourned. He may also decide to postpone the convening of a Plenary Assembly or meeting thereof should he consider it necessary.

3. It shall be the duty of the Chairman to protect the right of each delegation to express its opinion freely and fully on the point at issue.

4. He shall ensure that discussion is limited to the point at issue, and he may interrupt any speaker who departs therefrom and request him to confine his remarks to the subject under discussion.

RULE 5

Appointment of Committees

The Plenary Assembly may appoint committees to consider matters referred to the conference. These committees may in turn appoint sub-committees. Committees and sub-committees may, if necessary, form working groups.