

**Procedural Rules of the General Assembly of the Arab Organization
of Supreme Audit Institutions
(ARABOSAI)**

Article 1

Objectives

The General Assembly of the Arab Organization of Supreme Audit Institutions (ARABOSAI) aims to:

1. Encourage exchange of views and experiences among the ARABOSAI member SAIs.
2. Consider the Agenda main topics presented to the General Assembly and make decisions and recommendations that it may deem appropriate.
3. Discuss the theme of the technical symposium and draw appropriate conclusions and recommendations.
4. Provide more opportunities for meeting communication and cooperation among the member SAIs of the Organization on one hand, and, on the other hand, among those SAIs and Arab and foreign bodies and institutions attending the General Assembly as observers.

Article 2

Attendance of the General Assembly:

Meetings of the General Assembly are attended by delegations representing:

2.1 ARABOSAI member SAIs which shall be headed by their chairs or those who they may assign. The convening of the General Assembly shall be deemed correct when the meetings are attended by the absolute majority of the member SAIs delegations.

2.2 International, regional and national bodies and organizations, and experts from Arab States or others agreed to be invited by the organization's governing Board and the host SAI to attend the General Assembly as observers.

The host SAI shall have the discretion to invite, from its own country, representatives of organizations, bodies, groups and others whose activities are consistent with the Organization's.

2.3 Guests who the host SAI decides to invite them to attend the opening and closing sessions.

Article 3: General Assembly Host SAI:

The General Assembly shall be held at the headquarters of the Secretariat or at an Arab State at the invitation of the SAI in this country subject to the approval of the General Assembly.

Article 4: Date of the General Assembly:

ARABOSAI's General Assembly shall determine at each regular session the date of its next session. The period of the meeting shall be set in coordination between the chair of the governing board, the Secretariat and the host SAI. As for the extraordinary sessions, Article 7 of the Charter shall be considered.

Article 5: Venue of General Assembly:

The venue of General Assembly shall be determined by agreement between the Secretariat and the host SAI.

Article 6: the preparation of General Assembly:

The host SAI shall make preparation for the meetings of ARABOSAI Assembly as appropriate as it believes in consultation and coordination with the Secretariat of the Organization.

It shall also designate a secretariat to the General Assembly to carry out the tasks assigned to it and assist the organization secretariat in performing its duties during the period of the general assembly. In addition, the host SAI shall collect and distribute researches on the topic of the symposium to be discussed during the course to the delegations of the participating SAIs.

The host SAI provides observers with the necessary audio equipment, interpreters and translators.

Article 7: Inviting SAIs to Attend General Assembly Meetings:

The secretariat shall invite all members SAIs to attend the general assembly sessions six months in advance. These SAIs should inform the general assembly on their attendance four months prior to the general assembly and on the number of members of each delegation and their positions at least one month before the date of the meeting. It also invites the observers named by the Governing Board on the same previous dates.

Article 8: languages of the General Assembly:

Arabic shall be the language of the general assembly meetings; French and English may be used with regard to the foreign observers who are required to deliver speeches before the general assembly on behalf of their organizations, provided that such speeches are associated with interpretation into Arabic.

Article 9: Technical symposium to be held during the General Assembly

9.1 the host SAI of the general assembly will propose the symposium topic following coordination with the secretariat and member SAIs and adoption of it by the Governing Board.

9.2 The host SAI shall appoint general reporters for the symposium to undertake planning, following up, moderating discussions and issuing any recommendations and results reached.

9.3 Host SAI, among its duties, may hire external practitioners in the symposium theme.

9.4 Member SAIs may be invited to participate as speakers or by introducing work papers to be discussed during the symposium as time permits.

9.5 The host SAI and member SAIs, which are preparing papers for the symposium will be requested to submit the translation into English or French or both of them together within their means in order to achieve more benefit for the foreign committees attending the assembly as reporter.

Article 10: Meetings of the General Assembly

The General Assembly activities shall be conducted in plenary meetings during which the various items on the agenda and the topic of the symposium will be discussed. The General Assembly shall approve its draft agenda and timetable of its meetings during the first plenary meeting.

Article 11: completed plenary meeting

The completed plenary meetings shall be held in the presence of all heads and members of the participating SAIs, delegations of committees, institutions, local, regional and international professional groups and guests. The meetings will be as follows:

11.1 The opening meeting will feature opening ceremonies and include:

- keynote address by a senior official from the host country.
- keynote address by the head of the meeting-organizing SAI.
- keynote address by the president of the Governing Board .
- keynote address by the secretary-general of the organization.
- keynote addresses by heads of the delegations of regional and international bodies and organizations that

attend the General Assembly.

11.2 The plenary meetings are to discuss the topics listed in the agenda which was prepared by the Governing Board in an earlier meeting according to the provisions of article no. 11 of the charter of the organization. It particularly includes the following topics:

- Determining the venue of the next session of the ARABOSAI General Assembly.
- Announcing the president of the general assembly and his vice-president, and electing a president for the general assembly and his second vice- president in case that the general assembly held in the headquarters of the secretariat of the organization
- Ratifying the draft agenda

- GB report on following up the Organization activity and the procedures taken to ensure the implementation of the agenda approved by the General Assembly in the previous session.
- The report by the chairman of the Governing Board on the financial status of the organization.
- Ratifying the organization's work program and financial program.
- Electing new members to the Governing Board to succeed SAIs whose terms have ended.
- Ratifying the general strategic planning of the organization.
- Considering the results of the implementation of general strategic planning of organization.
- Appointing the financial control committee.
- Any other emerging issues.

11.3 The Closing meeting which shall be dedicated to the closing ceremonies of the General Assembly. It includes the following:

- Reading resolutions and recommendations issued by the Organization general assembly.
- A speech on behalf of the member SAIs in the organization.
- A speech on behalf of the participating committees and regional and international organizations.
- A speech for the president of the general assembly and the head of the host SAI.

Article 12: participating in the General Assembly meetings

The participation in the general assembly meetings shall be as follows:

sessions	Participants
- Plenary meetings to discuss the topics listed in the agenda of the general assembly and the technical symposium	- delegations of the member SAIs and observers

- Final plenary session of the General Assembly for reading its resolutions and recommendation on the technical symposium.	-delegations of the member SAIs and observers.
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Article 13: presidency of the General Assembly and work procedures during the meeting

Presidency of the general assembly and work procedures during its session are subject to the provisions of articles No. 10,12 and 13 of the Organization's charter. On top of those articles are the following.

13.1 The president of the previous session shall chair the first meetings of the general assembly until the presidency is transferred to the president of the current session.

13.2 the chairman shall chair the general assembly and represents the organization throughout his/her term.

13.3 the first vice president shall replace the chairman in carrying out the vice president duties and powers which are stipulated in the charter and the procedural rules of the general assembly, in the event that the president cannot carry out them for any reason. The second vice president shall carry out the president's duties in case of absence of the president and his first vice president.

13.4 the general assembly president shall undertake the following tasks and powers:

15.4.1 Announcing the opening and closing meetings of the general assembly, conducting its meetings, presenting the topics of the agenda for discussion, suggesting to close discussions and making proposals regarding the issuance of resolutions and recommendations and announcement and managing respective voting.

15.4.2 the president and his two vice-presidents have the right to participate in the discussions and to vote on behalf of their SAIs. In such case, the first or second vice president shall conduct the meeting as the case may be.

13.5 A SAI delegation shall have one vote at the first ballot of the general assembly, and no delegation shall represent any other delegation or vote on behalf of it.

13.6 the voting shall be either in public by raise of hands or by call of names or in secret by writing as may be determined by the president, and the result of voting shall be included in the minutes of meeting.

13.7 If one of the SAIs delegations requested an amendment to a recommendation or one of the resolutions submitted to the assembly, the amendment shall be voted on in principle first. If approved, the voting shall be on the form of resolution or the amended recommendation.

13.8 The general assembly shall make its resolutions with the approval of absolute majority of the members present, except for voting on an amendment to the charter or inclusion of new topics in the agenda of extraordinary meetings, such approval shall be made by two thirds majority of the members present.

13.9 In case of a tie, a re-vote shall be conducted. If there is a tie for the second time, the president shall have the casting vote

13.10 The observer may not vote, but the president of the general assembly may allow him to participate in the discussions.

Article 14: Seating arrangement during sessions

With the exception of the opening and closing sessions, the seating arrangement on stage and inside the assembly hall shall be as follows:

14.1 The seating shall be on the stage during the plenary sessions The President of the General Assembly shall be seated where to the right of him is the first deputy and the second deputy and to the left of him is the secretary-general of the organization and the rapporteur of the symposium.

14.2 Seating in the Assembly Hall

14.2.1 During the said sessions, the chairs and members of the participating delegations shall be seated in the Arabic alphabetical order of countries' names. Each delegation shall be presented with the flag of its country and a plaque bearing the name of SAI and the country it represents. A plaque bearing the name and title (chair or member) is placed in front of each member.

14.2.2 A side of the hall shall be reserved for the seating of delegations attending as observers. Each delegation shall be presented with a plaque bearing the name of the organization, body or institution that it represents and in front of each member a plaque bearing its name and title.

14.2.3 A seating area shall be reserved for the guests during the opening and closing sessions, and a plaque bearing the name will be placed in front of each of them.

14.2.4 The staff of the organizing SAI of the General Assembly and others who are allowed to follow the discussions of the General Assembly shall be seated in the back rows.

14.2.5 A place for the Secretariat that is responsible for the Secretariat duties and for its assistant host SAI shall be reserved.

Article 15 : Report on the General Assembly proceedings

15.1 The host SAI of the General Assembly shall prepare a report on its work within a maximum of six months after the date of the General Assembly. This report includes:

- Summary records of the opening and closing ceremonies, public and private sessions and discussion committees.
- Resolutions issued by the General Assembly relating to the topics on the agenda.
- A summary of the papers presented in the symposium and the recommendations issued by it.

15.2 The host SAI shall undertake recording of general assembly works on audio and video tapes that a copy of which shall be kept with the Secretariat.

15.3 The (financial control) journal issued by the organization in special annex publish the proceeding of the general assembly meeting and includes specifically:

- Speeches that are delivered in the opening ceremony of the general assembly.
- A summary about the main proceedings of the general assembly, the resolutions and the recommendations to be made about the topics in the agenda
- Recommendations related to the symposium which has been discussed during the general assembly.