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RULES OF PROCEDURE
of 20 April 1960

THE HIGH AUTHORITY,

Having regard to Article 13 of the Treaty;

Having regard to the Rules of Procedure of 5 November 1954 *(Official Journal of the European Coal and Steel Community* of 24 November 1954, page 513),

HAS ADOPTED THESE RULES OF PROCEDURE:

Article 1

The High Authority shall take its decisions acting collectively in accordance with these rules.

Article 2

Meetings of the High Authority shall be convened by the President or, if he is prevented from so doing, by the member of the High Authority who will act as Chairman of the meeting in accordance with Article 4 of these Rules.

The President or his deputy shall convene a meeting of the High Authority if so requested by three of its members.

Article 3

The President of the High Authority or his deputy shall prepare the draft agenda for each meeting. Save in cases of real urgency, the draft agenda shall be sent to members of the High Authority at least two days before meeting. Any item put forward by a member of the High Authority for inclusion on the agenda must be placed on the draft agenda.

However, save in cases of urgency recognized by the High Authority at the beginning of the meeting, an item referred to a working group may only be included on the agenda if the report by the working group has been sent to the members of the High Authority at least four days before the meeting.

Any member may at the beginning of the meeting request the High Authority for deferment to a later meeting of the discussion of an item on the draft agenda. If a member is prevented from attending a meeting he may make his request to amend the draft agenda known to the High Authority through the Chairman of that meeting.

The High Authority, having before it the draft agenda and any requests from members for its amendment, shall adopt the agenda at its meeting.

Article 4

The Chair shall be taken at meetings either by the President or, if he is prevented from attending, by the Vice-President; if both persons are prevented from attending, the Chair shall be taken by the second Vice-President; if the President and the Vice-Presidents are prevented from attending it shall be taken by the oldest member at the meeting.

Article 5

Meetings of the High Authority shall not be public.

Discussions shall be confidential.

Article 6

Save as otherwise decided by the High Authority, the Secretary-General of the High Authority or his deputy shall take part in meetings.

The Chairman of the meeting may invite certain officials to be present for the whole or part of any meeting and to speak. The High Authority may, by way of exception and on a particular item, decide, to hear any other person at a meeting.

If no official responsible for taking minutes is present at a meeting, the High Authority shall allot the task to one of its members.

Article 7

The presence of five members at a meeting shall constitute a quorum.

Article 8

In accordance with Article 13 of the Treaty, decisions of the High Authority shall require for their adoption a majority of five votes.

Only members present at a meeting may vote. However, where a decision cannot de deferred until the return of a member of the High Authority who is absent, that member may cast his vote in writing after acquainting himself with the main points of the discussion and before the vote is taken by the High Authortiy at its meeting.

Article 9

The texts of documents adopted by the High Authority shall be authenticated by the signature of the Chairman of the meeting.

Article 10

A record of the proceedings shall be prepared, to which the texts adopted at the meeting shall be annexed.

The record shall be approved by the High Authority and authenticated by the signature of the Chairman of the meeting.

Article 11

By way of derogation from Article 7, the numbers of members present constituting a quorum shall be raised to seven in respect of the amendment of these Rules or of the General Rules of Organization.

The High Authority shall take a vote on proposals for such amendments if a member so requests.

Article 12

The Rules of Procedure of 5 November 1954 are hereby repealed.

These Rules were discussed and adopted by the High Authority at its meeting on 20 April 1960.

For the High Authority

The President

Piero MALVESTITI