

Executive Council

Ninetieth session
Mombasa, Kenya, 19-21 June 2011
Provisional agenda item 11

CE/90/11 doc.inf.
Madrid, June 2011
Original: English

Affiliate Members

Document for Information: Draft Rules of Procedure of the Affiliate Members of UNWTO

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CHAPTER I AFFILIATE MEMBERS

Article 1. Affiliate Members

1. The Affiliate Members form an integral part of UNWTO membership with the objective of contributing to sustainable global tourism, in which knowledge and innovation are applied to making tourism more responsible and competitive, in accordance with the Global Code of Ethics for Tourism and the purposes and principles of the United Nations.

2. Affiliate membership is open to all intergovernmental and nongovernmental organizations, management bodies responsible for tourism and other areas of tourism interest, professional and labour organizations, universities and other educational, vocational training and research institutions, as well as to business associations and commercial bodies whose activities are directly or indirectly connected with tourism, related to the mission of UNWTO and meet the requisites set forth in the Statutes of UNWTO and in these Rules of Procedure.

3. Affiliate Members have the status of Member of the World Tourism Organization in accordance with the Statutes of UNWTO and these Rules of Procedure.

Article 2. Rights and obligations

1. The Affiliate Members shall have the right to:

- (a) contribute to the preparation of the general programme of work of UNWTO
- (b) participate in the activities and organs of UNWTO in the form stipulated for such purpose
- (c) obtain and share information, knowledge and good practices with other Members through the collaborative tools provided to them by UNWTO or through other means
- (d) present candidatures and participate in the election of the organs provided for in Article 5(1) of these Rules of Procedure
- (e) receive all the technical and institutional services provided at any given time by UNWTO to its Affiliate Members, and
- (f) display their brand in connection with the UNWTO programmes and activities in which they participate and to use the UNWTO name and acronym in their activities, in accordance with the provisions of the pertinent regulations and subject to the guidelines, terms and conditions for the use of the UNWTO, name, and acronym, emblem and flag, also referred to as signs, as well as to use the UNWTO emblem provided they have requested and obtained from the Secretariat a written authorization.

2. **The Affiliate Members shall have the obligation to:**

- (a) respect, observe and disseminate the principles, values, standards and policies of UNWTO
- (b) collaborate, as far as possible, with other Affiliate Members of UNWTO

- (c) contribute their knowledge and experience for the analysis of global, regional, local and sectoral other tourism-related issues, and to collaborate in finding the best solutions
- (d) respect and observe agreements and decisions adopted by the organs of the Affiliate Members as well as the governing organs of UNWTO
- (e) pay their contributions as defined in Article 11(1) of these Rules of Procedure, and
- (f) respect and observe UNWTO guidelines, terms and conditions for the use of the UNWTO signs and to obtain the appropriate authorizations.

Article 3. Admission procedure

1. Applications for affiliate membership shall be addressed to the Secretariat of UNWTO and must be accompanied by:

- (a) a profile of the candidate
- (b) information on the candidate's objectives and activities, demonstrating their connection with the principles and values promoted by UNWTO
- (c) a statement of commitment to the Global Code of Ethics for Tourism and acceptance of the Statutes of UNWTO and of the regulations of the Affiliate Members
- (d) an official endorsement from the government of country of domicile of the candidate.

2. Following verification of compliance with the established requirements, the application shall be circulated to Members of the Board of the Affiliate Members for information before submission to the Executive Council of UNWTO for approval which shall confer effect to and recognition of all the rights and obligations of the Affiliate Member as well as the obligation to pay the entry fee and the membership contribution.

3. All applications should be thereafter submitted to the General Assembly in its following session for ratification, as stipulated by the Statutes of UNWTO.

Article 4. Suspension and termination of affiliate membership

1. Any Affiliate Member found to conduct or persist in policies and practices contrary to the obligations listed in Article 2(2) of these Rules of Procedure shall be subject to suspension of membership.

2. Following the annual closing of accounts, the Secretariat will notify each Affiliate Member about any unpaid contribution.

3. An Affiliate Member whose amount of arrears equals or exceeds the amount of contributions due for the preceding two financial years, or has accumulated arrears on any amount for more than four years, consecutive or not, shall have its membership suspended, with the effects indicated in Article 34 of the Statutes of UNWTO. The Secretariat will issue ex officio a communication to the Affiliate Member informing it of the suspension of membership.

4. No additional contributions will become due for a Member once it becomes suspended.

5. Following communication to the Affiliate Member of its suspension of membership, the Secretariat shall report this suspension to the General Assembly, which will terminate the membership of the Affiliate Member.
6. The Affiliate Member can stop the procedure of termination of membership if the total amount due on arrears plus the quotas due for the period of suspension is paid in full prior to the General Assembly deciding on the termination.
7. An Affiliate Member whose membership has been terminated and wishes to reapply for membership must pay in full all arrears owed to UNWTO before its application through the regular admission procedure can be taken into consideration.
8. Affiliate membership shall also terminate as a result of a request of withdrawal. An Affiliate Member deciding to withdraw from UNWTO must give at least six months' advance notice to the Secretariat and shall have the obligation to pay its contribution pro-rated to the effective date of withdrawal.

CHAPTER II ORGANIZATIONAL STRUCTURE OF THE AFFILIATE MEMBERS

Article 5. Organizational structure of the Affiliate Members

1. The organs of the Affiliate Members are:
 - (a) The Plenary
 - (b) The Board of the Affiliate Members
2. As needed, and in order for the Affiliate Members to function more effectively, working groups or committees, networks, regional chapters, or any other operational body may be created to more effectively perform specific objectives.
3. The creation of such groups and their mandate will be recommended by the Board of the Affiliate Members to the Secretary-General.

Article 6. The Plenary

1. The Plenary is the organ where all Affiliate Members are represented and shall be composed of all the membership, each having voice and vote.
2. Ordinary sessions of the Plenary shall be convened biennially by the Secretary-General, after consultation with the Board of the Affiliate Members. The Plenary may meet in extraordinary sessions upon convocation by the Secretary-General, as well as at the request of the Board of the Affiliate Members or of the majority of the Affiliate Members.
3. The agenda of ordinary Plenary sessions shall be prepared by the Secretary-General, at the proposal of the Board of the Affiliate Members issued two months prior to the date of the session, and shall be communicated to the Affiliate Members at least one month in advance of the session. In the case of extraordinary sessions, the aforementioned notice periods shall be reduced by half.

4. The Board of the Affiliate Members or the Secretary-General, in consultation with the Chairman of that Board, may invite enterprises or entities that could contribute to the Plenary sessions, even if they are not Affiliate Members.

Article 7. The Board of the Affiliate Members: Functions and composition

1. The main functions of the Board of the Affiliate Members are:

- (a) to ensure the integration and contribution of the Affiliate Members to the goals, mission and the general programme of work of UNWTO; and
- (b) to advise on the design of the strategy, as well as to approve the draft programme of work and follow up on its implementation, and integration in the general programme of work of UNWTO.

2. The Board of the Affiliate Members shall be composed of 25 members, of whom 12 Vice-Chairmen shall be elected by all Affiliate Members, three Vice-Chairmen shall be designated by the Secretary-General and ten shall be elected exclusively by the Affiliate Members from the respective regions, the latter also being referred to as Regional Vice-Chairmen. The Board shall be chaired by one of its Members.

3. The term of office of the Members of the Board of the Affiliate Members shall be two years.

4. The Board of the Affiliate Members shall meet at least twice a year, with each meeting being convened with at least a two months' notice, and with the agenda established by the Secretary-General in consultation with the Chairman of the Board.

Article 8. Participation in the elections for the Board of the Affiliate Members: voters and candidates

1. All Affiliate Members in full exercise of their rights shall be eligible to vote and be voted for under the conditions stipulated in these Rules of Procedure.

2. Every two years, the Affiliate Members shall elect 10 Regional Vice-Chairmen and 12 Vice-Chairmen for the Board of the Affiliate Members.

3. The Regional Vice-Chairmen, in number of two per region, shall be elected exclusively by the Affiliate Members from their respective regions.

4. For the purpose of the composition and activities of the Board of the Affiliate Members and the election of its 10 Regional Vice-Chairmen, the five regions are Africa, the Americas, Asia and the Pacific, Europe, and the Middle East.

5. The 12 Vice-Chairmen shall be elected by all Affiliate Members from all regions.

6. An Affiliate Member may be a candidate for the positions of Regional Vice-Chairman and Vice-Chairman simultaneously. In such cases, if the candidate is elected for a Regional Vice-Chairmanship, its candidacy for Vice-Chairmanship shall be automatically eliminated and the corresponding votes received shall be considered null and void.

7. The Secretary-General shall designate three additional Vice-Chairmen for a term of two years so as to complete the full membership of 25 members of the Board of the Affiliate Members.

8. In its first meeting, the Members of the Board shall elect one of its Members as Chairman.
9. The Members of the Board of the Affiliate Members designated by the Secretary-General may vote but may not receive votes for the position of Chairman.

Article 9. Election procedure

1. The election of the 10 Regional Vice-Chairmen and 12 Vice-Chairmen, referred to in Article 8(2) above, for the Board of the Affiliate Members shall be conducted by mail.
2. Each Affiliate Member may cast two ballots for the election of the candidates. In Ballot I the Affiliate Member may choose up to two candidates for the positions of Regional Vice-Chairmen of the respective region and in Ballot II up to 12 candidates for the positions of Vice-Chairmen.
3. Upon the announcement of the results of the voting for Regional Vice-Chairmen and subject to Article 8(6) of these Rules of Procedure, the counting of the votes for Vice-Chairmen will proceed.
4. In case any region fails to elect two Regional Vice-Chairmen, that position shall remain vacant and the number of the Vice-Chairmen shall be increased so as to maintain the composition of 25 Members in the Board of the Affiliate Members.
5. The Members of the Board may be elected for three consecutive terms and the Chairman may be elected for two consecutive terms.
6. Should the position of Chairman fall vacant, the Board of the Affiliate Members shall select one of its Members to act as interim Chairman. Vacancies arising among the Regional Vice-Chairmen and the Vice-Chairmen shall not be filled until the following election.
7. In respect of aspects not covered in these Rules of Procedure, the elections for Chairmanship, Regional Vice-Chairmanship and Vice-Chairmanship of the Board of Affiliate Members shall be conducted in accordance with the specific rules issued by the Secretariat to govern the election procedure and, supplementarily, with the "Guiding Principles for the Conduct of Elections by Secret Ballot" annexed to the Rules of Procedure of the General Assembly.

Article 10. Management of the Affiliate Members

The Secretary-General shall assign the appropriate staff to manage the affairs of the Affiliate Members within the Secretariat of UNWTO. The Secretary-General shall discharge these responsibilities through a dedicated structure, which shall conduct its responsibilities in coordination with the different Operational, Regional and Support programmes of UNWTO.

CHAPTER III FINANCING

Article 11. Contributions

1. The contributions of the Affiliate Members shall consist of a non-refundable entry fee, due upon admission, and an annual contribution due in January of each year.

2. The aforementioned contributions of the Affiliate Members shall be proposed by the Secretary-General in the Programme of Work and Budget of UNWTO, in consultation with the Board of the Affiliate Members, to be approved by the General Assembly.

3. With the approval of the Secretary-General and in accordance with its rules and regulations, UNWTO may receive voluntary contributions from external sources or from its own Affiliate Members to support the programme of work of the Affiliate Members.

CHAPTER IV

PARTICIPATION OF THE AFFILIATE MEMBERS IN UNWTO ORGANS AND ACTIVITIES

Article 12. Participation in the General Assembly, Executive Council, Regional Commissions and Technical Committees

1. As part of UNWTO's membership structure, the Affiliate Members shall be represented and participate in UNWTO's General Assembly, Executive Council and their subsidiary organs.

2. The Chairman of the Board of the Affiliate Members or another Member of the Board delegated by the Chairman shall head a delegation that will represent the Affiliate Members and participate in the work of the General Assembly, the Executive Council, and the Regional Commissions, with voice and one vote, except for casting a vote for the election of the Secretary-General.

3. The representative of the Affiliate Members shall report to these organs on the activities of the Affiliate Members and on points of interest for the discussion, definition and execution of the general programme of work of UNWTO.

4. At the Regional Commission meetings, the Chairman of the Affiliate Members together with the corresponding Regional Vice-Chairmen shall participate with voice and one vote.

5. The Secretariat may organize consultations with the Affiliate Members on matters of general interest or specific themes, as a channel for their participation in the execution of general programme of work of UNWTO.

Transitional provisions

First: Affiliate Members already fully possessing such status as of the date of the entry into force of these Rules of Procedure shall accept the Global Code of Ethics for Tourism.

Second: Instruments of cooperation with Affiliate Members or other organizations in force as of the date of the entry into force of these Rules of Procedure shall continue in execution for the period of time expressly specified, subject to stipulations contained in the instruments. Extension of these instruments or the formalization of new ones for cooperation after the entry into force of these Rules of Procedure shall conform to the mandates contained herein.

Third:

1. Once the General Assembly approves these Rules of Procedure, the Secretary-General shall call elections for the Board of the Affiliate Members, which shall be conducted by mail in accordance with these Rules of Procedure, to the "Procedure for the election of the Members of the Board of the Affiliate Members" to be issued by the Secretariat and, supplementarily, with the "Guiding Principles for the Conduct of Elections by Secret Ballot" annexed to the Rules of Procedure of the General Assembly.

2. With the objective of having the next Board of the Affiliate Members formally constituted before January 31, 2012, the election procedure shall follow such a timetable in order to achieve it.
3. Exceptionally, for the period between the Plenary to take place in the framework of the 2011 General Assembly of UNWTO and the constitution of the new Board of the Affiliate Members, the term of the outgoing Members of the Board is accordingly extended on an interim basis.

Final provisions

First:

1. As for the responsibilities and functions of the Chairman and other members of the Board of the Affiliate Members, the provisions contained in Article 13 of the Statutes of the World Tourism Organization and in Rule 17 of the Rules of Procedure of the General Assembly shall be applicable mutatis mutandis in all matters where they are not contradicted by or incompatible with the stipulations of the present Rules of Procedure.
2. Without prejudice to such provisions as the Board of the Affiliate Members may adopt, these Rules of Procedure, which supersedes the Rules of Procedure of the Committee of Affiliate Members of the World Tourism Organization approved in September 1985, shall be applicable mutatis mutandis to subsidiary organs established by the Board of the Affiliate Members.

Second: These Rules of Procedure shall replace the Rules of Procedure approved by the General Assembly in its sixth session in 1985 [GA/RES/171(VI)] and enter into force on the date of their adoption by the General Assembly, with provisional application of any provisions that contradict those contained in the current Statutes of UNWTO, Rules of Procedure of the General Assembly and Rules of Procedure of the Executive Council.