



إيسيسكو  
ICESCO

المؤتمر الثالث عشر  
لوزراء الثقافة  
في دول العالم الإسلامي  
The 13th Conference Of Culture  
Ministers In The Islamic World



## 13<sup>th</sup> Session of the Conference of the Ministers of Culture in the Islamic World

6 Impact of Culture on  
Socio-Economic Development

1.4

**Draft Rules of Procedure of the Conference  
of Ministers of Culture in the Islamic World 2025**

Jeddah  
Kingdom of Saudi Arabia

12-13  
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## Definitions:

The terms used in these Rules of Procedure shall have the following meanings:

- **Conference** : The Conference of Ministers of Culture in the Islamic World
- **ICESCO** : The Islamic World Educational, Scientific and Cultural Organization
- **Member States** : Member States of the Islamic World Educational, Scientific and Cultural Organization
- **Observer States** : Observer States of the Islamic World Educational, Scientific and Cultural Organization
- **Rules of Procedure** : Rules of Procedure of the Conference of Ministers of Culture in the Islamic World
- **President of the Conference** : President of the Conference of Ministers of Culture in the Islamic World
- **Director General** : Director General of ICESCO
- **General Directorate** : ICESCO's General Directorate
- **Bureau** : Bureau of the Conference of Ministers of Culture in the Islamic World
- **Heritage Committee** : Islamic World Heritage Committee
- **Absolute majority** : Representing two-thirds of ICESCO Member States
- **Simple majority** : Representing (50% + 1) of ICESCO Member States



## Chapter I

### Composition of the Conference

#### Article 1

The delegation representing each Member State of ICESCO shall not exceed a maximum of three members specializing in cultural issues, heritage or inter-civilizational, intercultural and interfaith dialogue, headed by the Minister concerned or his representative. The credentials of the delegation, signed by a competent governmental body, must be submitted prior to the Conference.

The delegation credentials shall be submitted to a committee composed of the members of the Bureau of the previous session of the Conference for examination and submission of its report to the Conference to take the necessary measures thereon.

#### Article 2

- ICESCO Director General shall attend the ordinary and extraordinary sessions of the Conference. He shall also designate the delegation of ICESCO's General Directorate that must attend as per their respective specialties and functions.
- ICESCO Director General shall invite the Secretary General of the Organization of Islamic Cooperation (OIC) to attend the Conference.
- The delegation, nominated by the competent authorities of the countries hosting the Conference, shall also attend the Conference.

#### Article 3

ICESCO Director General may invite some countries and institutions to attend the Conference, without the right to vote, including the following:

- States, governments, organizations and institutions mentioned in the Observer Status Regulations.
- Institutions affiliated with the Organization of Islamic Cooperation (OIC).
- Partner and cooperating organizations concerned with cultural and heritage issues outside Member States.

The Director General may also invite any guests whom he deems relevant to the conference.

## Chapter II

### Meetings of the Conference

#### Article 4

The Conference shall hold its sessions at ICESCO headquarters, the Permanent Secretariat of the Conference. Member States, Observer States and invited organizations shall bear their delegations' travel and accommodation costs. Any Member State, which offers to host the Conference, shall bear the delegations' accommodation costs as well as the organization expenses, in accordance with the organizational arrangements document, provided that the hosting request is addressed to ICESCO Director General, who shall then consult with the Member States on the matter.

#### Article 5

The Conference shall convene its ordinary session at least once every two years, and may hold an extraordinary session upon the resolution of the Conference, the request of a Member State, approved by at least two-thirds of the Member States, or of the Director General, approved by at least one-third of the Member States.

The Director General shall inform the Member States of the date of the extraordinary session, which shall be chaired by the President of the then-current session of the Conference.

#### Article 6

The Conference shall hold its sessions with a quorum of the absolute majority of ICESCO Member States. It may hold both plenary and closed sessions as deemed appropriate. In the event of closed sessions, attendance shall be limited to the heads of Member States' delegations, ICESCO Director General, and any of the General Directorate's staff members whose presence is deemed necessary by the Director General.

Representatives of the Member States, who are unable to attend the conference, may participate remotely (via videoconferencing).

## Article 7

1. At each session, the Conference shall elect a President, a Vice-President and a General Rapporteur, who make up the Bureau of the Conference, taking into account equitable geographical representation.
2. The former President shall run the proceedings of the Conference until formation of the new Bureau.
3. The hosting country shall hold the presidency of the Conference.
4. The President may deputize his/her Vice-President. In the latter's absence, the General Rapporteur shall act on behalf of the President, and the Conference shall appoint a new General Rapporteur of the session by consensus.
5. The President of the Conference and the Bureau members shall meet before the opening session of the Conference to discuss its proceedings. The Director General or his representative may attend the said meeting.
6. The Bureau shall fulfil the following tasks:
  - Scheduling the plenary sessions;
  - Coordinating the proceedings of the Conference and the committees emanating thereof;
  - Considering requests for the inclusion of new items in the agenda and reporting thereon to the Conference;
  - Assisting the President in steering the Conference proceedings.

## Article 8

1. The President of the Conference shall steer the deliberations on the matters under consideration, in accordance with the approved agenda.
2. The President shall give the floor in the order of requests. However, the Chairman or Rapporteur of one of the Conference's committees may be accorded precedence, if needed.
3. Each Member State shall have the right to raise a point of order, which shall be addressed immediately by the President unless it is challenged by the majority of the members present.
4. The President shall grant any Member State the right of reply after exhausting the list of speakers.

## **Article 9**

All procedures, resolutions, declarations, and recommendations shall be taken by consensus and, failing that, by an absolute majority vote of the Members present.

## **Article 10**

1. Only Member States shall have the right to vote in the Conference, which shall adopt resolutions and recommendations by consensus and may, if needed, resort to voting.
2. Each Member State shall be entitled to a single vote in the Conference.
3. Voting shall normally be done by show of hands or by roll-call if a member so requests or if the President considers that the first method does not clearly show a majority. Voting may be by secret ballot if necessary.
4. Any State may abstain from voting or express partial or full reservations about a resolution, which shall be read out after the resolution and recorded in the minutes of the closing session.



## Chapter III

### Powers of the Conference

#### Article 11

The Conference shall be empowered to:

1. Draw up policies aimed at developing culture in Member States, supporting understanding among peoples, publicizing the true image of Islam and Islamic culture, promoting inter-civilizational, intercultural and interfaith dialogue, encouraging cultural interaction and supporting the aspects of cultural diversity in the Member States;
2. Set up working mechanisms to implement these policies, coordinate their activities and evaluate their fulfillment;
3. Discuss reports and proposals submitted by the Member States and issue appropriate resolutions thereon and approve them;
4. Discuss and adopt reports submitted by ICESCO and follow up on the resolutions of previous conferences in the cultural field;
5. Discuss the reports submitted by the Conference's committees as outlined in Chapter VI;
6. Elect the Conference Bureau;
7. Elect the members of the Executive Committee of the Conference of Ministers of Culture in the Islamic World;
8. Elect the members of the Islamic World Heritage Committee;
9. Set up temporary ad hoc committees to conduct specific studies;
10. Adopt and amend the Rules of Procedure of the Conference;
11. Adopt the date and venue of the next conference;
12. Any other cultural or related matters.

## Chapter IV

### Conference Agenda and Documents

#### Article 12

The General Directorate shall prepare the draft agenda of the ordinary session and send it to Member States along with the relevant documents at least one month before the conference.

#### Article 13

The draft agenda shall include the following:

1. ICESCO General Directorate's report between the two sessions.
2. Reports of the Conference's committees.
3. Reports and documents included in the Conference agenda.
4. Matters that the Conference's previous session had decided to include on the agenda.
5. The Conference's legal and administrative matters.
6. Election of the Conference's Bureau members.
7. Election of the members of the Executive Committee of the Conference of Ministers of Culture in the Islamic World.
8. Election of the members of the Islamic World Heritage Committee.
9. Date and venue of the upcoming session of the Conference.
10. Matters proposed by Member States or deemed relevant for submission to the Conference by the Director General.

## **Article 14**

1. Any Member State or the Director General may request the inclusion of urgent matters in the agenda of the Conference when it is being convened.
2. The Director General shall inform Member States of any new matter placed on the agenda prior to the convening of the Conference.
3. The Conference shall adopt the agenda of each ordinary session and may decide to place unscheduled matters on the agenda either by consensus or by a simple majority of the Member States present.

## **Article 15**

During each session, the Conference may amend or cancel some of the matters on the agenda and modify the programme, with the consent of a simple majority.

## **Article 16**

The agenda of extraordinary sessions shall be limited to the matters for which the session is convened, unless otherwise decided by an absolute majority of the Conference.

## Chapter V

### Role of ICESCO Director General in the Conference

#### Article 17

The Director General shall be in charge of the Secretariat of the Conference, which is housed at ICESCO's permanent headquarters in Rabat. He shall appoint a director of the Secretariat under his direct supervision.

#### Article 18

The Director General shall arrange for the convening of the ordinary and extraordinary sessions of the Conference and ensure the preparation of all the relevant documents.

#### Article 19

ICESCO Director General and staff shall contribute to all the proceedings of the Conference and its committees by providing information and clarifications pertaining to the matters placed on the agenda.

#### Article 20

1. The Director General shall send the resolutions and recommendations of the Conference to all Member States within two months after the closing of the Conference's session.
2. The Director General may disseminate the text of the resolutions and recommendations adopted by the Conference, unless otherwise decided by the Conference.

## Chapter VI

### Conference's Committees

#### Article 21

The conference shall be composed of the following committees:

- The Islamic World Heritage Committee.
- The Executive Committee of the Conference of Ministers of Culture in the Islamic World.

#### Article 22

1. Subject to the provisions of paragraph (2) of this Article, the Conference may establish any committee deemed necessary for the smooth running of its proceedings and the comprehensive examination of the matters included in the agenda. Each committee shall elect its Chairman, Vice-Chairman and Rapporteur.
2. In forming or electing any of the committees indicated in this Chapter, the State of Palestine must be a permanent member thereof.

#### Article 23

The Islamic World Heritage Committee shall set its own rules of procedure that outline its competencies, composition, working methods and the periodicity of its meetings.

#### Article 24

The Executive Committee of the Conference of Ministers of Culture in the Islamic World shall be composed of the representatives of nine (9) ICESCO Member States, elected in each ordinary session of the Conference for a four (4) year term, taking into account the balanced geographical distribution. Member States shall appoint their representatives in the Conference's Executive Committee from among high-level officials and senior dignitaries specializing in the fields of culture.

## **Article 25**

The meetings of the Executive Committee of the Conference of Ministers of Culture in the Islamic World shall also be attended by:

1. ICESCO Director General or his representative.
2. Representative of the Presidency of the current session of the Conference.
3. Representative of the Kingdom of Saudi Arabia.
4. Representative of the Kingdom of Morocco.
5. Representative of the Standing Committee for Information and Cultural Affairs (COMIAC).
6. Representatives of the Member States submitting projects to the Committee and attending as observers, in accordance with the provisions of Article 27, paragraph 4.

## **Article 26**

Upon assuming its duties assigned by the Conference, the Executive Committee of the Conference of Ministers of Culture in the Islamic World shall elect its Chairman, Vice-Chairman and Rapporteur.

## **Article 27**

1. The Conference Executive Committee shall hold an ordinary meeting prior to the session of the Conference, and may meet in an extraordinary session at the invitation of its Chairman or at the request of the Director General of ICESCO.
2. The Conference Executive Committee shall hold its meetings in-person at the headquarters of ICESCO, unless a Member State offers to host its proceedings. The Committee may also hold its meetings via videoconferencing as needed.
3. Member States shall appoint their representatives in the Conference Executive Committee and bear their travel and accommodation costs to attend the Committee's meetings at ICESCO headquarters. However, the hosting country shall bear the accommodation costs and the organization expenses when hosting the Committee's meetings.
4. Member States submitting projects to the Committee shall attend the meetings as observers and shall bear their own expenses.
5. The Conference Executive Committee shall take its decisions by consensus and, in case of disagreement, by simple majority.
6. The voting right within the Conference Executive Committee shall be reserved for its members only.

## Article 28

The Conference Executive Committee shall fulfill the following tasks:

1. Preparing for the Conference of Ministers of Culture.
2. Receiving Member States' proposals or projects on cultural matters to be submitted to the Conference.
3. Submitting proposals on cultural issues and topics that could be included in ICESCO's action plans, as well as in the Conference's draft agenda and the relevant specialized conferences.
4. Monitoring and analyzing cultural indicators in Islamic countries and preparing comprehensive reports thereon.
5. Coordinating with ICESCO in fundraising from Member States and beyond to fund the sessions of the Conference and implement the cultural activities and programs adopted by the Conference.
6. Examining the Conference's draft agenda as well as the documents submitted thereto, in coordination with ICESCO's General Secretariat, in order to review it and submit proposals thereon to the President of the Conference for approval.
7. Monitoring the work of the temporary ad hoc committees established by the Conference in accordance with Article 22 to conduct specific studies, and report thereon to the Conference Bureau.
8. Following up on the implementation of the recommendations of the previous session of the Conference and submit a progress report thereon to the Conference Bureau.
9. Providing the Member States with the necessary orientations and visions for the development of cultural action, in the light of their cultural action plans and specialized strategies, if and when so requested.

## Chapter VII

### Closing matters

#### Article 29

1. The working languages of ICESCO (Arabic, English and French) shall be the official languages of the Conference.
2. All documents submitted to the Conference for consideration must be written in the official languages.
3. All records and reports of the Conference must be in the official languages.

#### Article 30

The present Rules of Procedures may be amended only by a two-thirds majority of the Member States present. No request to amend or repeal a provision of these Rules of Procedures shall be taken into consideration unless it is submitted as a proposal to all Member States at least three months prior to the Conference.

#### Article 31

The Rules of Procedure of the Conference of Ministers of Culture in the Islamic World shall enter into force upon their adoption by the Conference.





        
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