ACALAN RULES OF PROCEDURE

The following Rules of Procedure are intended to supplement the provisions in the Statutes.

A. GENERAL

1. Notice of meetings: Unless as otherwise stated in the Statutes, a notice of at least one month must be given.
2. Minutes of meetings: Minutes of meetings must be kept and must be signed by the chairperson on approval at a meeting of any board, committee or commission.
3. Conduct of meetings: Unless as otherwise provided for in the Statutes, the chairperson of an organ set up under the Statutes shall preside over meetings of the organ, and in his or her absence, any person elected for the purpose at the meeting.
4. Quorum: Unless as provided for in the Statutes for the Governing Board, the quorum of any meeting shall be half of the membership of the organ concerned.
5. Voting: Voting at meetings, other than for elections, shall be by show of hands and, unless as stated in the Statutes, decisions shall be made by a simple majority, except that when there is a tie, the Chairperson shall have a casting vote.
6. Elections: Each candidate for an election must be nominated by at least two members and voting at the election shall be by secret ballot.
8. Any vacancy at a structure does not invalidate the functioning of that structure.

B. CONFERENCE OF MINISTERS OF CULTURE

1. In most member states, the portfolio for language matters resides in the Ministry or Department of Culture. Where this is not the case, the term, 'Minister of Culture' shall be construed to mean any Minister charged with the supervision of language.

2. The Chairperson of the Conference shall be elected at an Ordinary Session in accordance with the AU Rules of Procedure.

3. Meetings of the Conference shall be convened on the directive of the Chairperson, provided that the Chairperson shall convene an extraordinary session on the request of two-thirds of the membership of the Conference.

4. The Quorum of the Conference shall be two-thirds of the membership of the AU

5. All decisions that require a decision by voting shall be carried by two-thirds of the members present and voting.

6. In relation to the activities of ACALAN and directives to the Governing Board, the Conference shall limit itself to broad policy issues

C. GOVERNING BOARD

1. The total membership of the Governing Board shall be 27 distributed as follows:

   (a) Chairperson of the Bureau of the Conference (1)
   (b) Representative of the AU Department of Social Affairs (1)
   (c) The President of the Assembly (1)
   (d) 2 Representatives of Cross-border language Commissions from each of five regions (10)
   (e) 1 Representative of National Language Structures from each of five regions (5)
   (f) 1 Representative of the country hosting the ACALAN Secretariat (1)
2. Members of the Board listed above in (a), (b), (c), (d), (e), (f) and (h) shall be regarded as ex-officio members and their tenure shall end when they cease to hold the offices by virtue of which they are members of the Board.

3. The tenure of all other members of the Board shall be two years, subject to reelection or reappointment for a further term of two years only.

4. Not more than 5 representatives from partner institutions or CSO may be invited to a meeting of the Board. Such invitation should be by the Executive Secretary in consultation with the Chairperson of the Board.

5. As provided for in the Statutes, the Chairperson shall be elected by a two-thirds majority of members of the Governing Board and he shall hold office for a period of two years only.

6. The first Chairperson of the Board can come from any of the five regions, provided that when he or she shall have completed his or her term, the chair shall rotate among the other four regions until it comes to the turn of his or her region again. The order of rotation shall be as follows: Central Africa, East Africa, North Africa, Southern Africa, and West Africa.

7. It shall be the function of the Chairperson of the Governing Board to:

   a) Authorize that meetings of the Board be convened
   b) Summon an extraordinary meeting of the Board whenever a request is made to that effect in accordance with Article 12 (2) of the Statutes
   c) In consultation with the Executive Secretary, determine the agenda for meetings of the Board
   d) Preside over meetings of the Board
   e) Hold consultations with any of the other Chairpersons of the organs set up in the ACALAN Statutes
   f) Carry out any other duties that may facilitate the work of the Board

8. The quorum of the Governing Board shall be two-thirds of the total membership of the Board.
9. Apart from the quorum requirement, meetings and decisions of the Governing Board shall be governed by the General Rules of Procedure in Section A of this document.

D. SCIENTIFIC AND TECHNICAL COMMITTEE

1. The total membership of the Scientific and Technical Committee shall be 30 distributed as follows:

   a) The President of the Assembly of Academicians, who shall also be Chairman of the Committee (1)

   b) 2 Chairpersons of National Language Structures from each of five regions (10)

   c) 2 Chairpersons of vehicular Cross-border Language Commissions from each of the five regions (10)

   d) Not more than 5 specialists or representatives of institutions and organizations whose expertise may be useful to ACALAN (Maximum of 5)

   e) Not more than 3 representatives of African or international CSO's selected by the Executive Secretary in consultation with the Chairman of the Committee (Maximum of 3)

   f) The Executive Secretary (1)

2. The Executive Secretary shall nominate a language specialist from the Secretariat to serve as Secretary to the Committee.

3. Members of the Committee listed in (a), (b), (c), and (f) above shall be regarded as ex-officio members and their tenure shall end when they cease to hold the offices by virtue of which they are members of the Committee.

4. The tenure of all other members of the Board shall be two years, subject to reelection or reappointment for a further term of two years only.

5. As provided for in the Statutes, the Chairperson of the Assembly of Academicians shall, by virtue of his or her office, also be the Chairperson of the Technical and Scientific Committee, which will simply adopt him or her as its Chairperson. He or she shall hold office for the duration of his or her term as the Chairperson of the Assembly of Academicians, which shall not exceed two years.
6. Rotation of the position of Chairperson of the Committee shall be the same as stipulated in the rules of procedure for the Chairperson of the Assembly of Academicians.

7. It shall be the function of the Chairperson of the Committee to:
   a) Summon a meeting of the Committee
   b) Determine, in consultation with the Executive Secretary, the agenda for meetings of the Committee
   c) Preside over meetings of the Committee
   d) Receive and compile any technical matters referred to the Committee by the Governing Board, the Executive Secretary, and the Chairpersons of any of the organs of ACALAN
   e) Consult with the Chairpersons of any of the other organs of ACALAN on the programme of activities of the Academy
   f) Carry out any other duties that may facilitate the work of the Committee.

8. Meetings and decisions of the Committee shall be governed by the General Rules of Procedure in Section A of this document.

E. ASSEMBLY OF ACADEMICIANS

1. The initial membership of the Assembly of Academicians shall be 28 distributed as follows:

   a) Academicians (7)
   b) Associate Members (15)
   c) Correspondent Members (3)
   d) Honorary Members (3)

2. Article 17 of the Statutes provides for the conditions for eligibility of the different categories of members of the Assembly. However, the mode of election can only come into force when a nucleus of the Assembly has been put in place.

3. As a starting point for the constitution of the Assembly, the Executive Secretary shall hold wide consultations with prominent linguists in each of the five regions in order to identify the most distinguished 7 persons, who shall constitute the foundation academicians

4. It shall be the responsibility of the foundation academicians to:
a) Establish the mechanism for the nomination or election of other categories of members of the Assembly
b) Devise and approve the mode of operation of the Assembly, including allocation of responsibilities for specific functions
c) Make its input into the programmes of ACALAN, particularly its Plan of Action
d) Project, through its research output and participation in conferences, a positive image for ACALAN
e) Initiate and execute contact and collaboration with Language Academicians with similar interests in other parts of the world
f) Determine the functions of its Chairperson and draft its Rules of Procedure (other than as provided for in the Statutes)
g) Carry out any other duties that may facilitate the work of the Assembly

5. According to Article 19 of the Statutes, the Assembly shall meet in ordinary session every two years and an extraordinary session can only be convened by the Chairperson on receipt of a request to that effect by two-thirds of the Academicians.

6. At meetings of the Assembly, only Academicians have voting rights. Other members of the Assembly can only participate but cannot vote.

7. Other matters relating to meetings shall be governed in accordance with the general provisions in Section A of this document

F. EXECUTIVE SECRETARIAT

1. The Executive Secretary and other administrative, professional and technical staff shall be appointed through advertisement in accordance with the prevailing procedures and regulations of AU.

2. In the appointment of the senior officials in the Secretariat, care will be taken for adequate representation from the five regions.

3. The Executive Secretary shall be a person of good linguistic training and background, with considerable research and administrative experience. In addition to competence in an African language, ideally, the candidate should be bilingual in
English and French. S/he should demonstrate a real commitment for African Integration and Unity.

4. In addition to the functions in Article 21 of the Statutes, the Executive Secretary shall:

a) Project the image of ACALAN through contacts, collection and dissemination of information, and representation of ACALAN at national, regional, continental and international forums.

b) Assume responsibility for the servicing of all organs of which s/he is a member. This is without prejudice to his nominating another senior official to act for him in those cases where he is not specifically named as Secretary.

c) Be the custodian of all the records of all the organs of ACALAN.

d) Liaise with the Chairperson of the Governing Board and of all other Committees of which s/he is a member.

e) Convene the meeting of the Scientific and Technical Committee in the event that such a meeting is considered necessary and the Chairperson of the Committee is not in a position to convene the meeting.

f) Prepare a comprehensive report on the activities of ACALAN every six months for the consideration of the appropriate organs of the Academy.

G. VEHICULAR CROSS-BORDER LANGUAGE COMMISSIONS: COMPOSITION AND FUNCTIONS

1. ACALAN shall establish a list of vehicular cross-border languages.

2. From the list so established, the Executive Secretary shall, on the recommendation of the Assembly of Academicians, recommend to the Governing Board for approval the first 5 Language Commissions to be established.

3. Each Language Commission shall consist of not more than 10 members selected on the basis of academic expertise and geographical spread.

4. The Commission shall elect from among its members a Coordinator, who shall be the Chairperson of the Language Commission as well as the representative of the Commission in
all dealings with the Executive Secretary and other organs of ACALAN.

5. The Chairperson of the Language Commission, who is also the Coordinator of the Commission, shall be the representative of the Commission on the Governing Board as well as the Technical and Scientific Committee.

6. The Chairman of the Language Commission shall hold office for two years.

7. The position of Chairperson of the Language Commission shall rotate according the geographical areas identified and approved by the Language Commission.

8. When, in future, more than two Language Commissions are established per region, representation of Chairpersons of Language Commissions on the Governing Board and the Technical and Scientific Committee shall be subject to rotation among the Language Commissions in each region.

9. Each Language Commission shall carry out its work within the broad framework of the programme of activities of ACALAN and other activities that it may initiate on its own or be referred to it from the other organs of ACALAN.

H. NATIONAL LANGUAGE STRUCTURES

10. There shall be for each country a National (= Country) Language Structure designed as the central organization for language development and promotion activities in each country.

11. The composition and functions of a Language Structure shall be determined by each Member State of the African Union.

12. The scope of work of a Language Structure shall cover all the languages of the country and include language development activities carried out at the grassroots.

13. Representation of National Language Structures on other organs of ACALAN shall be on regional basis as provided for in the foregoing Rules of Procedure.

14. For purposes of interaction with the ACALAN Secretariat, each Member State is required to name a focal point. In case the focal point so designated is not a Language Structure, such a focal point should always liaise with the country’s Language Structure.
ACALAN Rules of procedure

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