



ASIA-PACIFIC TELECOMMUNITY

Training Workshop for International Conferences

-for APG/WRC-

8, 9 March 2018, Perth, Australia

05 March 2018

Lecture Text for

Module 1-1: Introductions of International Conferences

- Basic process and protocol of international conferences/meetings
- Decision making process at the international conferences/meetings

Lecturer: Dr. Bob Horton

Introduction of the Lecturer

Dr. Bob Horton



Biographical notes

Dr. Robert (Bob) Horton is an engineer who has spent 25 years working for and assisting telecommunications regulators with matters including institutional planning and organization, internal guidelines, staff development, development of regulations and implementation of relevant laws. After five years overseeing technical regulation for the Australian Telecommunications Authority (AUSTEL), Dr. Horton was elevated to become a board member, a position he retained during and after the merger of AUSTEL with the Spectrum Management Agency into the Australian Communications Authority (ACA). In his two years as chairman and six years as deputy chairman of the ACA, he was responsible for a number of services and initiatives, including numbering and number portability, international mobile roaming, spectrum planning and spectrum auctions.

As ACA chairman, Dr. Horton recommended to government the merger of the communications and broadcasting regulators into the entity now known as the Australian Communications and Media Authority (ACMA). More recently, he has advised regulators in countries including Bhutan, Cambodia, Papua New Guinea, and Vietnam on implementation of legal instruments, internal processes and guidelines, and the structure of the regulatory agency. Dr. Horton has also led standards and radiocommunications-related Australian delegations at the ITU and the Asia-Pacific Telecommunity. He was Chairman of ASTAP (standards studies) in the APT for 10 years, and initial Chairman of the Telecommunications Standards Advisory Group (TSAG) in the ITU for 4 years.

Since 2008, he has also been a key consultant to Intelsat and Inmarsat in Australia for licensing and regulatory matters, both domestically and for ITU- and APT WRC developments and for the Global VSAT Forum. He has also spent some time as a founding Board Member of the regulatory body NICTA in PNG and has an abiding interest in Asia-Pacific development. His current focus is on ICT applications in various different disciplines ranging from education, health, community developments in banking and business developments which all take advantage of opportunities arising from advancing technology in various aspects of life and leisure.



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Session 1 : General Introduction

DAY 1 : 9:20 – 9:50 am

Dr Bob Horton



Contents

- Conferences and Meetings of the Union
- Introduction to Robert's Rules of Order
- Procedures, Protocols of International Meetings
- A tour through the Basic Texts of the Union
- Some examples of what to expect
- A realistic exercise



Robert's Rules of Order

- ❑ Two things to thank the US DOD for
 - ⇒ The Internet
 - DARPA : mission to prevent “surprise” to the US
 - 1973 : “Internetting” project based on TCP/IP
 - ⇒ Robert's Rules of Order
 - 1876 : preventing “surprise” at meetings through orderly behaviour
 - 1st Edition by Brig. Henry Martyn Robert
 - 11th Edition in 2011



Introduction to Robert's Rules of Order

CONTENTS

- ❑ Robert's Rules of Order
- ❑ Parliamentary Procedure
- ❑ Example of the Order of Business
- ❑ Motions
- ❑ Types of Motions
- ❑ How are Motions Presented?
- ❑ Voting on a Motion
- ❑ The Rules



Robert's Rules of Order

- ❑ Generally, *Robert's Rules of Order* is a guide for conducting meetings and making decisions as a group.
- ❑ It is intended to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.
- ❑ it is a codification of the present-day general parliamentary law. "General parliamentary law" refers to the common rules and customs for conducting business in organizations and assemblies. It does not refer to statutory legal requirements nor to common-law precedent derived from court judgments.
- ❑ It is about procedures for meetings and not about what is "legal" (**but it can be**)

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Parliamentary Procedure

- ❑ **What Is Parliamentary Procedure?**
 - ⇒ It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.
- ❑ **Why is Parliamentary Procedure Important?**
 - ⇒ Because it's a time tested method of conducting business at meetings and public gatherings. **It can be adapted** to fit the needs of any organization.
 - ⇒ Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

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Types of Motions (Proposals)

- There are four Basic Types of Motions (Proposals)
- 1. **Main Motions:** The purpose of a main motion (proposal) is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- 2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion (proposal) is handled, and [is voted on] before a main motion.
- 3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business or needing to be dealt with in PLEN
- 4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion eg. POO

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How are Motions Presented? (Contd.)

- 3. Wait for Someone to Second (support) Your Motion
- 4. Another member will second your motion or the Chairman will call for a second (or could be MCP)
- 5. If there is no second to your motion it is lost. (some Chairmen overlook)
- 6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote (ITU prefers consensus).
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

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How are Motions Presented? (Contd.)

□ Expanding on Your Motion (**Proposal**)

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. All comments and debate must be directed to the chairman.
- d. Keep to the time limit for speaking that has (**may have been**) been established.
- e. The mover may speak again only after other speakers are finished (**depending on the Chairman**), unless called upon by the Chairman.



The Rules (Contd.)

- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased. **When adopting final proposal – can also take by section, or page**
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
- **Withdraw/Modify Motion (proposal):** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment). **Or AHG**
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.



The Rules (Contd.)

- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred.
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal. **N/A**



- Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.**
 1. Allow motions (**proposals**) that are in order.
 2. Have members obtain the floor properly.
 3. Speak clearly and concisely.
 4. Obey the rules of debate.
- Most importantly, BE COURTEOUS.**

for further information see:

<http://www.robertsrules.org/>

<http://www.rulesonline.com/>



Rules of Procedure of Main ITU Conferences

A Guided Tour of the Basic Texts of the ITU

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Expect the Unexpected

- A funny thing happened on the road to the Final Plenary
- What a difference a Chair can make
- Examples from WCIT, WRC, WTSA, PP

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Role of Chairmanship

Example 1 : WCIT-12

❑ Rules of Procedure of Conferences, Assemblies and Meetings

20.7 Motion for closure of debate

107 A delegation may at any time move that discussions on the point at issue be closed. In such cases the floor shall be given to not more than three speakers, one for the motion and two against, after which the motion shall be put to the vote. If the motion succeeds, the chairman will immediately call for a vote on the point at issue.

20.8 Limitation of speeches

108 1) The Plenary Meeting may, if necessary, decide how many speeches any one delegation may make on any particular point, and how long they may last.



Role of Chairmanship

Example 2 : WRC-15

❑ Rules of Procedure of Conferences, Assemblies and Meetings

11 Powers of the chairman of the conference

59 1 The chairman, in addition to the other prerogatives conferred upon the chairman under these Rules of Procedure, shall open and close the meetings of the Plenary Meeting, **direct the deliberations**, ensure that the Rules of Procedure are applied, give the floor to speakers, put questions to the vote, and announce the decisions adopted.

60 2 The chairman shall have the general direction of all the work of the conference, and shall ensure that order is maintained at plenary meetings. The chairman shall rule on motions of order and points of order and, in particular, shall be **empowered to propose that discussion on a question be postponed or closed**, or that a meeting be suspended or adjourned. The chairman, if finding it appropriate to do so, may also decide to postpone the convening of a plenary meeting.



Role of Chairmanship

Example 2 (continued) : WRC-15

- Rules of Procedure of Conferences,
Assemblies and Meetings**

Extended discussions on second last day (after 9am – 6am session) :

- Additions to Footnotes : 3.6-3.7 GHz for IMT Identification (J, KOR, AUS, NZ)***
- Outstanding Agenda Items***
 - ESIMs, Future IMT > 6GHz, HAPS,***



Role of Chairmanship

Example 3 : WTSA-04

- Rules of Procedure of Conferences,
Assemblies and Meetings**

Breaking the single veto: rules of procedure

- Well kept secret***
- Chairman was privy to this***
- Temperature of the room***
- Fait accompli***



Role of Chairmanship

Example 4 : APP-92

- Complete Review of Constitution and Convention
- Mr Barrada (Morocco) – the accomplished and well-loved Maestro
- a model for all
- Creation of ITU-T and ITU-D (from CCITT and CCIR)
- Establishment of ITU-D
- Establishment of Advisory Groups in each Sector

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A REALISTIC EXERCISE

Training – now for the real thing

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Thank You

Prepared by:
Dr Bob Horton & APT Secretariat