

**RULES OF PROCEDURE OF  
THE COORDINATING COMMITTEE OF  
AFRICAN NATIONAL INSTITUTIONS  
FOR THE PROMOTION AND PROTECTION OF HUMAN RIGHTS**

**I. NAME AND ATTRIBUTIONS**

Article 1

Within the African Group, a Committee known and called the Co-ordinating Committee of African National Institutions for the Promotion and Protection of Human Rights (hereinafter called “the Committee”) is established with the English acronym CCANI.

Article 2

The African Group is composed of all the African National Human Rights Institutions (NHRIs) accredited or not by the International Co-ordinating Committee of National Human Rights Institutions (ICC).

Article 3

All African NHRI shall be registered at the permanent Secretariat of the Committee.

Article 4

The functions of the Committee, include, *inter alia*:

- To facilitate the co-ordination of the activities of African NHRIs;
- To encourage the establishment of new NHRIS in the continent in conformity with the Paris Principles;
- To prepare and organise meetings of the Committee;
- To prepare the strategic and work plans and budget to be approved by the Committee;
- To encourage co-operation among African national institutions and with inter-governmental and non-governmental organisations;
- To ensure follow-up and implementation of recommendations of the regional meetings of African NHRIs, the ICC, United Nations bodies, and other institutions with which the Committee co-operates; and
- To undertake all other tasks as decided by the Conference.

**II. COMPOSITION AND MEMBERSHIP**

Article 5

- (a) The Committee is composed of eleven (11) NHRIs from among African countries representing the five geographic regions of the continent, namely: Central Africa, East Africa, North Africa, Southern Africa and West Africa.

- (b) Representation is proportional to the number of NHRIs from each region provided that no region is represented by more than three members at any one time.
- (c) The Conference can change the representation of the Committee.
- (d) The Committee can also allow other national institutions, intergovernmental and governmental agencies and NGOs to take part in its activities as observers.

#### Article 6

- (a) Members are elected to serve for a two-year period renewable once.
- (b) Members serve not in their personal capacity but as representatives of their institutions and regions.

#### Article 7

- (a) If in the majority opinion of the Committee, an institution does not comply with the Paris Principles or is not discharging its functions as a Member of the Committee, an *ad hoc* Committee shall be established to investigate the matter.
- (b) The ad hoc committee shall within ninety days make a report to the Committee which shall recommend on whether to suspend the membership of the Member or take such other steps as it may deem necessary to assist the Member.
- (c) A recommendation may be made to the ICC Credential's Committee to revisit the accreditation of the NHRI in question.

#### Article 8

Where a vacancy occurs in the ICC as a result of termination of membership, resignation, death or any other reason, the replacement shall come from the same region in which the vacancy occurred.

### **III. ELECTIONS**

#### Article 9

- (a) Members of the Committee are elected from a proposal made by sub-regional organs at the bi-annual conference of African NHRIs.
- (b) Only African NHRIs duly accredited by the ICC can be elected to serve at the Committee.
- (c) Only NHRIs duly accredited by the ICC shall have the right to vote.
- (d) Elections shall be held by a show of hands or at the request of a Member through secret ballot.

#### Article 10

- (a) Voting on substantive and procedural matters in the Committee, unless otherwise decided, is by a show of hands. Any Member may request a roll-call vote which shall be undertaken in alphabetical order of those Members present. In all roll-call votes each Member shall reply “yes”, “no” or “abstention”. The vote of each Member shall be recorded in the minutes.
- (b) During voting there shall be no interruption unless a Member raises a point of order relating to the matter on which the ballot is being held. The Chairperson may allow Members to intervene briefly, whether before the vote commences or when the vote is closed, but solely to explain abstention relating to the matter being voted upon.
- (c) Decisions are reached by consensus. In cases where a consensus may not be reached, a decision will be taken by vote. Agreement will be reached by a simple majority of votes cast of the Members present and voting in accordance with the quorum under article 15.
- (d) In the case of a tied vote, the Chairperson shall have a casting vote.
- (e) Only one institution from any country can be a Member of the Committee with the right to vote.

#### **IV. MEETING CONDUCT**

##### Article 11:

During the debate of any matter a Member may, at any time, raise a point of order and the Chairperson shall immediately decide on the point of order. If a Member appeals the decision of the Chairperson, the appeal shall immediately be put to a vote. If the Chairperson’s ruling is not over-ruled by a simple majority of the Members present, it shall be maintained.

##### Article 12:

The Chairperson may limit the time accorded to each Member on any matter. When the time allotted for debate is limited and a speaker spends more time than allotted, the Chairperson may call that Member to order.

##### Article 13:

- (a) The Chairperson may, during a discussion, read out the list of speakers and with the approval of the Committee, declare the list closed. Where there are no more speakers, the Chairperson may, with the approval of the Committee declare the discussion closed.

- (b) The Chairperson may also decide to close discussion on any matter if in the Chairperson's opinion the matter has been discussed enough and a decision can be reached.

Article 14:

- (a) A provisional agenda and all relevant documents relating to each item of each session of the Committee shall be distributed to the Members and other institutions at least three weeks prior to each session.
- (b) At the beginning of each session, the Committee shall adopt an agenda.
- (c) The Committee may revise the agenda during a session, adjourn, cancel or amend items.

Article 15:

- (a) The Committee shall meet at least once a year in ordinary session, and where necessary during meetings of the ICC, the United Nations Commission on Human Rights or meetings of the African Commission on Human and Peoples' Rights or elsewhere as decided
- (b) The Committee shall ensure that no Member or region hosts the Conference in two consecutive sessions.
- (c) A quorum of the Committee consists of five (05) members present.

Article 16:

- (a) The working languages of the Committee shall be French and English.
- (b) At the end of each session, the Committee may issue a press release to the media and public on its activities.

**V. STEERING COMMITTEE**

Article 17:

- (a) A Steering Committee of the Committee shall be constituted comprising four (04) Members including:
- the present Chairperson as host of the Biannual Conference;
  - the next biannual Conference host as First Vice-Chairperson;
  - the last Conference host as Second Vice-Chairperson; and
  - and the Chairperson of the Member hosting the Secretariat.
- (b) The Chairperson is the spokesperson for African NHRIs at all levels and shall represent the Committee where the interests of African NHRIs require.

- (c) The Chairperson may delegate to a Vice-Chairperson or any other Member of the Committee.

Article 18:

All African NHRIs are required to provide their annual report(s) every two years to the Chairperson and the Secretariat.

**VI. SECRETARIAT**

Article 19:

- (a) The Secretariat shall implement the policies and decisions of the Committee.
- (b) The Secretariat of the Committee is in South Africa for the first three years. The Committee shall decide at the end of that period, where to establish its permanent Secretariat.

Article 20:

- (a) The Secretariat will be headed by an Executive Director responsible for:
- Preparation of projects for the Committee;
  - The drawing up, with the Chairperson of the Committee, the provisional agenda for each session;
  - Facilitating the establishment of new NHRIs in conformity with the Paris Principles;
  - Keeping records of the Committee meetings;
  - Maintaining the archives of the Committee; and
  - Performing any other task as may be assigned to her or him by the Committee.
- (b) The Executive Director is appointed for a fixed term. Until such time as the Secretariat becomes its own legal person, the Executive Director shall be an employee of the host Member. The Executive Director shall report to the Committee Chairperson on policy matters and to the Chairperson of the host Member on administrative issues.
- (c) The Executive Director participates in all meetings of the Committee without a right to vote.

Article 21:

- (a) Projects prepared by the Secretariat including the budget shall be approved by the Steering Committee in consultation with the CCANI Members.
- (b) Provision shall be made in the budget for the Chairperson and Vice-Chairperson to travel on Committee business.

- (c) The Secretariat will source its funds from grants, donations or contributions from Members of the Committee.

## **VII. FINAL DISPOSITIONS**

### **Article 22:**

In case of dissolution, the Committee shall determine how to dispose of its resources.

### **Article 23:**

Cases not foreseen in the present Rules of Procedure shall be presented for amendment to the Conference of African National Human Rights Institutions through the Secretariat. Amendments may only be adopted by an affirmative vote of a 2/3 majority of those Members present.

### **Article 24:**

The present Rules of Procedure may only come into force after adoption by the Conference of African National Human Rights Institutions.

**\*\*\* Adopted in Kampala, Uganda on 15 August 2002 \*\*\***