



Habitat III General Assembly of Partners Constitution and By-Laws

13 April 2015

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General Background Note

The Habitat III General Assembly of Partners (GAP), a Special Initiative of the World Urban Campaign (WUC),¹ serves as a global partnership platform to develop and advocate for consensus for the outcome document and other matters related to Habitat III. Twelve Partner Constituent Groups constitute its membership. They are composed of the major groups as identified in Agenda 21, Habitat Agenda Partners and other relevant stakeholders.

The World Urban Campaign Steering Committee endorsed the proposal for the Special Initiative at its 11th Steering Committee Meeting Caserta (Italy) on October 15, 2014. It submitted the proposal to the Habitat III Secretary General on November 11, 2014 for his presentation to the Habitat III Bureau.

- The WUC Secretariat drafted the Habitat III General Assembly Constitution and By-Laws in consultation with the WUC Steering Committee Chair, circulated them for comment to the WUC Standing Committee in January 2015.
- *The WUC Steering Committee approved the Special Initiative and Constitution and By-Laws on 12 April 2015.*
- *This Constitution was presented to the first convening of the General Assembly of Partners on 13 April 2015.*

¹ www.worldurbancampaign.org

Background Note

The World Urban Campaign (WUC), a partnership platform that serves in an advisory capacity to the Executive Director of UN-Habitat, builds on the legacy of the Habitat II Conference held in Istanbul in 1996 where Member States called for partnerships between governments and civil society organizations, local authorities, the private sector, the research community, trade unions, parliamentarians, professional organizations, youth and women groups, in order to achieve sustainable urban development. The Habitat II outcome document, the *Habitat Agenda*, called on nations to pursue sustainable urban development in partnership with local authorities, civil society organizations, the private sector, the research community, trade unions, parliamentarians, professional organizations and youth and women's groups. By 1999, UN Habitat, as the UN-designated implementing agency of the *Habitat Agenda*, launched two global campaigns on the themes of secure tenure and good urban governance. In 2009, the Governing Council requested the merging of the two campaigns into a single entity, the World Urban Campaign, focused on implementing a shared vision of sustainable urbanization through mobilizing networks of Habitat Agenda Partners.

The World Urban Campaign Partners have defined their goals as follows:

- To unite: convince public, private and social stakeholders that investing in creative, resilient and sustainable cities and communities are essential to our future.
- To enable: provide the necessary tools to achieve creative, resilient and sustainable cities and communities.
- To measure: establish benchmarks, monitor progress and share knowledge worldwide.
- To connect: create synergies and lasting linkages between stakeholders and facilitate the coherent and strategic coordination of partners.

Figure 1 Evolution of UN-Habitat's Global Campaigns



When UN Habitat officially launched the World Urban Campaign at the 5th session of the World Urban Forum (2010) in Rio de Janeiro, its membership represented by a range of public, private and civil society partners, pledged to support sustainable urbanization by elevating urban policies, sharing tools and best practices, and advocating for the placement of cities at the heart of global development strategies. WUC thereafter undertook several functions: aggregating knowledge in key areas, developing consensus around principles for sustainable urbanization and engaging in advocacy efforts. Next, WUC partners crafted the *Manifesto for Cities -The Urban Future We Want*² a consensus statement underlining the urgency of urbanization and necessity of organizing an inclusive partners' process to address the consequent challenges. They inaugurated the document at 6th session of the World Urban Forum (2012) in Naples. Two years later, WUC partners followed up with a more detailed statement, *The Future We Want, The City We Need*, launched at the New York City United Nations Headquarters and further discussed at the World Urban Forum 7 in Medellin. Together the two documents represent a solid statement for broadening and deepening the Partners' contributions to the New Urban Agenda, the anticipated outcome document of the Habitat III Conference.

² <http://www.worldurbancampaign.org/manifesto-for-cities/>

In April 2013, the UN-Habitat Governing Council (Resolution 24/14) requested the Secretary General of Habitat III to support to the preparatory process of the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III) by strengthening the World Urban Campaign and supporting national urban campaigns. In particular, the Governing Council called upon the Secretary General of the Conference to continue engaging all Habitat Agenda partners and new partners in the World Urban Campaign in order to identify and collect good practices that could contribute to the new urban agenda and to support national urban campaigns and their communication and outreach activities initiated to contribute to national preparations for Habitat III.

Upon the request of the Habitat III Secretary General in order to address the growing needs for partnership engagement in the Habitat III preparations, the WUC Steering Committee held an extraordinary meeting October 15, 2014, in Caserta, Italy. The attendees reviewed and approved a proposal put forward by the WUC Secretariat for a WUC Special Initiative to create a General Assembly of Partners (GAP) composed of Partner Constituent Groups (PCG) to serve as a deliberative body to develop and publicize consensus statement(s) to contribute to the Habitat III Conference. Included in the PCGs are: Local Governments, Research and Academia, Civil Society Organizations, Grass-root Organizations, Women, Parliamentarians, Children and Youth, Private Sector and Foundations, Professionals, Trade Unions and Workers, Farmers, Indigenous People, Media. In endorsing the proposal, the WUC Steering Committee viewed GAP as an innovative effort that not only builds on the legacy of the Habitat II but also promises to strengthen non-member state contributions to Habitat III.

World Urban Campaign Partners (as of 12 April 2015)

Sponsors, Lead Partners, Associate Partners, Members & Media Partners

AARDE Foundation	Designing Hong Kong	Indian Institute for Human Settlements (IHS)
Africa Union of Architects (AUA)	Development of Institution & Youth Alliance (DIYA)	International Housing Coalition (IHC)
American Planning Association (APA)	Dubai Real Estate Institute (DREI)	Instituto Nazionale di Urbanistica (INU)
Arcadis NV	EcoLogic	Institut pour la Ville en Mouvement (IVM)/ PSA Peugeot Citroen (IVM)
Association de Professionnels (AdP) - Villes en Développement	EcoCity Builders	International Council on Monuments and Sites (ICOMOS)
Associated Research Centers for the Urban Underground Space (ACUUS)	ENDA RUP-Senegal	International Culture University
Building and Wood Workers International	European Council of Spatial Planners - Conseil européen des urbanistes (ECTP-CEU)	International Federation of Landscape Architects (IFLA)
Building and Social Housing Foundation (BSHF)	European Cyclist Federation (ECF)	International Mayors Communication Centre (IMCC) - Global Mayors Forum
Centre for Environment and Development	Federación Iberoamericana de Urbanistas (FIU)	International Society of City and Regional Planners (ISOCARP)
Centre for Human Settlements and Urban Development, Federal University of Technology Cities Alliance	Fédération Nationale des Agences d'Urbanisme (FNAU)	International Union of Architects (UIA)
Citiscope	Federation of Indian Chambers of Commerce and Industry (FICCI)	International Urban Food Network (IUFN)
Cities Network Campaign	FIABCI - International Real Estate Federation	Korea Research Institute for Human Settlements (KRIHS)
CityNet	Fonds mondial pour le développement des villes (FMDV)	Lafarge
Climate Change Network Nigeria (CCN-Nigeria)	Fundación Servivienda	Les Ateliers
Colegio Nacional De Jurisprudencia Urbanistica (CNJUR)	Global Network on Safer Cities	Lincoln Institute of Land Policy
Commonwealth Association of Planners (CAP)	Global Parliamentarians on Habitat Global Studio	Mayors for Peace
Communitas Coalition	Global Urban Development (GUD)	Metropolis
Consortium for Sustainable Urbanization (CSU)	Global Voluntary Development Association (GVDA)	Mumbai Environmental Social Network (MESN)
Cordaid	Green World City Organisation	Municipal Art Society of New York (MAS NY)
CSR Europe	Habitat for Humanity	Nomadeis
CSR Wire	Habitat Professionals Forum (HPF)	National Institute of Urban Affairs (NIUA)
Da Tong Project	Habitat Universities	
	Huairou Commission	
	IAU Ile de France (Institut D'Aménagement Et D'Urbanisme)	

Observatoire Ivanhoe Cambridge
 (Ivanhoe Cambridge Observatory)
 Observatorio para el Desarrollo de
 Cartagena (Ocartagena)
 Organisation pour la Rénovation
 Environnante du Sud d’Haïti (RESH)
 Oxford Brookes University
 Partenariat Francais pour la Ville
 et les Territoires (PFVT)
 Peace and Life Enhancement
 Initiative International (PLEII)
 Penn Institute for Urban Research
 of the University of Pennsylvania
 People’s Movement for Human
 Rights Learning (PDHRE)
 Practical Action
 PUSH
 Reseau Projection
 Responding to Climate Change
 (RTCC)
 SECOVI-SP
 Siemens
 Shack/ Slum Dwellers International
 (SDI)
 Shehersaaz
 Society for Development
 Alternatives
 Smart Cities Initiative for North
 Africa (SCI-NA)
 South-South News
 TakingITGlobal (TIG)
 The Hong Kong University
 Polytechnic
 UBM Future Cities
 UNDP World Alliance of Cities
 against Poverty
 United Cities and Local
 Government (UCLG)
 United for Education and
 Sustainable Futures (UESF)
 United Nations Office for Disaster
 Risk Reduction (UNISDR)
 United Religions Initiative (URI)
 United States International
 University - Africa (USIU)
 Universita Degli Studi Di Napoli
 Universita Degli Studi Di Sassari
 Urban Private Partners (UPP)
 Urbanistes
 UrbanSDG Campaign
 Uwezo Youth Development
 Programme (UYDP)
 Veolia Environment
 Women in Informal Employment:
 Globalizing and Organizing (WIEGO)
 World Business Council for
 Sustainable Development (WBCSD)
 World Future Council
 World Vision International
 WWF

Young Professionals in Local
 Development (YPLD)
 Youth Advisory Board
 Youth for Social Development
 (YSD)
 Zerofootprint

I. Constitution

A. Preamble

United around the goal of ‘Better City, Better Life’, the World Urban Campaign partners believe that the battle for a sustainable future will be won or lost in cities. They have called upon the international community and all public, private and social actors to commit to a New Urban Agenda so as to ensure our sustainable future. This New Urban Agenda will be a global contribution to and one of the outcomes of the Third Conference on Human Settlements (Habitat III).

‘The New Urban Agenda requires collaborative approaches based on strong partnerships that foster innovative ways of thinking, new levels of understanding and knowledge. We invite all Habitat Agenda Partners and urban stakeholders to join forces and participate as equal partners in the formulation and adoption of a New Urban Agenda. We commit to work together in the creation of planning frameworks for a sustainable, equitable urban future.

They have also called upon the international community to build upon The Future We Want commitments adopted in Rio de Janeiro³ and to include sustainable urban development as part of future global development goals.

As a Special Initiative of the World Urban Campaign, the General Assembly of Partners is a global deliberative assembly of partners that brings non-governmental partners together in order to contribute to the Habitat III Conference and its preparatory meetings.

This document guides the formation and deliberations of the General Assembly of Partners, to channel their contributions to the Habitat III conference and associated programs.

B. Aim

To create a General Assembly of Partners (GAP) to support partners’ engagement and contribution to the Habitat III Conference, in particular to the New Urban Agenda.

C. Objectives

The General Assembly of Partners will fulfil the aim by:

- a. Assembling civil society and non-governmental representatives organized in Partner Constituent Groups to contribute to the Habitat III Conference;
 - b. Providing an official channel for stakeholder engagement and collaboration with the Habitat III Conference Bureau, Secretary General and Secretariat,
 - c. Developing common positions and enabling collaboration and discussion of shared experiences to facilitate and identify consensus among the representatives about sustainable urbanization, and other topics related to Habitat III through participatory deliberative processes;
 - d. Elaborating and adopting position statements to contribute to preparations for the Habitat III Conference and the New Urban Agenda;
 - e. Building such statements on antecedent documents including *The Future We Want*, *The City We Need*, the future Framework for Post 2015 Development and considering all inputs provided by each Partner Constituent Group and by National Urban Campaigns;
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- f. Advocating for and publicizing any collective position that may emerge during the GAP process to the Habitat III Conference and associated programs via all available channels;
- g. Creating governance and management arrangements to accomplish the organization's aims and objectives.

D. General Assembly: Membership

Article 1. Members

- a. Voting Members of the General Assembly of Partners
 - i. World Urban Campaign Partners
 - ii. Members of major groups according to Agenda 21: Women, Children, Indigenous Peoples, NGOs, Local Authorities, Trade Unions and Workers, Business and Industry, Science and Technology, Farmers.
 - iii. Other relevant stakeholders who have missions compatible with the purposes of the General Assembly of Partners may petition for admission according to requirements (See Article 2).
- b. Non-Voting Members may observe General Assembly meetings at the invitation of the President:
 - i. Secretary General, Habitat III
 - ii. Deputy-Secretary General, Habitat III
 - iii. Co-ordinator, Habitat III Secretariat
 - iv. Representatives of the Bureau of Habitat III
 - v. Representatives of member states
 - vi. Representatives of United Nations secretariats, agencies, funds and programs

Article 2. Member Responsibilities and Rights

- a. Each member organization shall participate in General Assembly of Partners meetings to the best of its ability
- b. Each member shall have one vote at General Assembly Meetings
- c. Each member organization shall contribute to and accept decisions and agreements generated by the General Assembly of Partners.
- d. Each member shall actively contribute to the dissemination of GAP initiatives and outputs and mobilize stakeholders around GAP and Habitat III activities.
- e. A member organization shall submit an annual report of its activities related to Habitat III.

Article 2. Membership Terms

A member shall serve from the inception of the General Assembly of Partners to the end of the Habitat III Conference.

Article 3. Termination of Membership

- a. A Member seeking to resign from the General Assembly of Partners and its Partner Constituent Group will notify the Habitat III Secretariat in writing no less than four weeks before the next scheduled Assembly meeting. Failure to observe this timeline will result in the continuance of membership until the following General Assembly meeting.
- b. On the recommendation of the Executive Committee, the General Assembly of Partners may terminate or suspend membership by a two-third majority of those present and voting, provided that the proposal for expulsion appears on the agenda and provided that such a determination is not by reason of malice, discrimination or prejudice.
 - i. Grounds for expulsion: conduct of the member is prejudicial to the aim and objectives of the General Assembly of Partners.
 - ii. The member has the right to be heard by the Executive Committee before the final decision is made.

E. General Assembly: Officers and Executive Committee

Article 4. Officers

The General Assembly of Partners shall have a President and a Vice-President.

- a. Election of Officers
 - i. The Executive Committee shall elect the President of the General Assembly of Partners
 - ii. His/her term of office shall extend from the inception of the General Assembly of Partners to the end of the Habitat III Conference.
 - iii. Before elections are held, the Chair of the World Urban Campaign Steering Committee shall act as President.
 - iv. The President chairs the General Assembly of Partners and the Executive Committee sessions.
 - v. The Executive Committee shall elect the Vice-President
 - vi. His/her term of office shall extend from the inception of the General Assembly of Partners to the end of the Habitat III Conference.
 - vii. Before elections are held, the Co-Chair of the World Urban Campaign Steering Committee shall act at the Vice President.
- b. Duties of the Officers
 - i. Functions of the President
 - 1) The President shall preside over the General Assembly of Partners and Executive Committee meetings and have complete control of the proceedings at any meeting and over the maintenance of order thereat.
 - 2) The President shall:
 - a) declare the opening and the closing of each meeting,
 - b) accord the right to speak,
 - c) direct the discussions,
 - d) put the questions to the vote,
 - e) announce the results of the vote
 - f) ensure the observance of the provisions governing the proceedings of the meetings
 - g) rule on the points of order
 - h) propose the closure of the list of speakers or the closure of the debate in meetings
 - i) strive to facilitate consensus building

- j) convey resolutions, decisions, initiatives and outcomes to the Habitat III Bureau, Secretary General, and Secretariat
- ii. Functions of the Vice President
 - 1) Assist the president in all General Assembly of Partners matters
 - a) If the President is absent from a General Assembly of Partners or Executive Committee meeting, the Vice President shall preside.
 - b) If the Vice President is absent from a General Assembly of Partners or Executive Committee meeting, the President shall appoint a chair of a Partner Constituent Group to preside.
- c. Resignation and suspension of officers
 - 1. The President or the Vice-President may resign by submitting a written letter of resignation to the Habitat III Secretariat.
 - 2. The Executive Committee may suspend President or Vice-President provided that the proposal for suspension appears on the agenda.
 - 3. Grounds for suspension: conduct of the President or Vice President is prejudicial to the aim and objectives of the General Assembly of Partners.
 - 4. Suspension shall require a vote by two-third of those present and voting by secret ballot.

Article 5. Executive Committee

The General Assembly of Partners shall have an Executive Committee composed of GAP President and Vice President and the chairs of the twelve Partner Constituent Groups. The Executive Committee shall:

- a. set the agenda for General Assembly of Partners meetings;
- b. review and approve qualified organizations in a timely manner and present the list to the full General Assembly of Partners for ratification;
- c. lead the harmonization process of the inputs received from the Partner Constituent Groups and other inputs generated by WUC initiatives.

F. Partner Constituent Groups

Article 6. Membership

- a. All members of the General Assembly of Partners members are also members of a single Partner Constituent Group.
- b. The Partner Constituent Groups are:
 - i. Local and Subnational Authorities
 - ii. Research and Academia
 - iii. Civil Society Organizations
 - iv. Grass-root Organizations
 - v. Women
 - vi. Parliamentarians
 - vii. Children and Youth
 - viii. Business and Industries
 - ix. Foundations and Philanthropies
 - x. Professionals
 - xi. Trade Unions and Workers
 - xii. Farmers
 - xiii. Indigenous People
 - xiv. Media
- c. The General Assembly may add Partner Constituent Groups as recommended by the Executive Committee, approving such additions by a simple majority vote of those

present and eligible to vote.

Article 7. Partner Constituent Group Officers

- a. Each Partner Constituent Group shall elect a chair and co-chair
 - i. The term of office for the chair and co-chair shall extend from the inception of the General Assembly of Partners to the end of the Habitat III Conference. Before elections are held, the chairs of the World Urban Campaign Standing Committee members representing Habitat Agenda Partners will serve as chairs of their respective Partner Constituent Groups; in the absence of a parallel group, the President of the General Assembly will appoint a chair *pro tem*.
 - ii. Election of chairs and co-chairs shall occur at the first General Assembly of Partners meeting; regional diversity is desired.
- b. Duties of the chair and co-chair
 - i. The chair shall preside over his/her respective Partner Constituent Group and serve on the Executive Committee of the General Assembly of Partners
 - ii. The chair and co-chair are responsible for the inclusive and transparent facilitation and coordination of their respective constituencies.
 - iii. The chair shall represent the group on the GAP Executive Committee, and in so doing consult with his/her constituency on all matters.
 - iv. The co- chair shall substitute for the chair by appointment of the chair for any of his/her duties in the Partner Constituent Group, General Assembly of Partners and the Executive Committee.
- c. Resignation and suspension of officers
 - i. The chair or co-chair may resign by submitting a written letter of resignation to the Habitat III Secretariat.
 - ii. The Executive Committee may suspend a chair or co-chair provided that the proposal for suspension appear on the agenda.
 - iii. Grounds for suspension: conduct of the chair or co-chair is prejudicial to the aim and objectives of the General Assembly of Partners.
 - iv. Suspension shall require a vote by two-third of those present and voting by secret ballot.

G. General Assembly: Meetings

Article 8. Ordinary Sessions

- a. The General Assembly of Partners shall meet at the Habitat III Preparatory committee meetings (Prepcom) and the Habitat III Conference.
 - i. The President shall give notice as follows of each ordinary session
 - ii. Notices of an ordinary session shall be given at least four weeks in advance.

Article 9. Extraordinary Sessions

- a. The General Assembly of Partners shall meet in extraordinary sessions convened by the President if a decision to this effect is taken by the majority of the Executive Committee.
 - i. The Secretariat shall give notices of an extraordinary session at least four weeks in advance.
 - ii. The notice shall state the purpose for which the session is convened

Article 10 Quorum

The quorum of the General Assembly of Partners shall consist of two fifths of the members qualified to vote.

H. Partners Constituent Groups Meetings

Article 11 Partner Constituent Group Meetings

- a. Partner Constituent Groups may meet before all General Assembly of Partners meetings and as scheduled during General Assembly of Partners meetings
- b. Partner Constituent Groups chairs shall propose and circulate preliminary agendas for their sessions three weeks before the meeting.
 - i. Members of a Partner Constituent Group can propose changes in the agenda two week before meetings to the relevant chair.
 - ii. Partner Constituent Group Chairs send the final agenda one week before the meeting.
 - iii. Partners Constituent Groups chairs preside over the meetings. In the absence of the chair, the co-chair will preside. In the absence of the co-chair, the Partner Constituent Group will elect a chair *pro tem*.

I. General Assembly: Procedures

Article 12 Meeting Procedures

- a. The General Assembly of Partners shall adopt the report of the last Executive Committee.
- b. The General Assembly of Partners shall, upon the recommendation of the Executive Committee, adopt its agenda.
- c. The General Assembly of Partners may establish Commissions.
- d. The meetings of the General Assembly of Partners shall be open to the public who may observe the proceedings.

Article 13 Voting

- a. Members designated in the Constitution (Section C.a. i-iv) shall have the right to vote
- b. A voting member shall have one vote in the General Assembly of Partners.

Article 14 Resolutions and Decisions

Decisions shall be taken by a majority of the vote of those members present and voting.

Article 15 By-Laws

Subject to this Constitution, the General Assembly may adopt By-Laws of the General Assembly of Partners.

J. Alteration of the Constitution and By-Laws

The Constitution and By-Laws may be amended by any session of the General Assembly of Partners by a simple majority of vote of those present and eligible to vote.

- i. Any voting member or the Executive Committee may propose amendments to the Constitution and By-Laws.
- ii. A proposal to amend the Constitution and By-Laws shall be submitted in writing to the President of the General Assembly of Partners and Secretariat five weeks before the next meeting of the General Assembly of Partners.
- iii. The President of the General Assembly of Partners shall circulate the proposed amendment to the voting members four weeks before the next meeting of the General Assembly of Partners.
- iv. Any changes to the Constitution and By-Laws must be agreed by at least two-thirds of those members present and voting at a General Assembly of Partners meeting.

- iv. Such amendments shall come into effect at the General Assembly of Partners meeting following their adoption.

K. Dissolution

- a. The General Assembly of Partners may be dissolved if agreed by two-thirds of those members present and voting as any ordinary or extraordinary meeting.
 - i. The rules for proposing dissolution shall be the same as those for proposing an amendment to the Constitution or By-Laws (G.a.1-5.)

II BY-LAWS OF THE GENERAL ASSEMBLY OF PARTNERS

A. General Assembly of Partners

Membership Procedures

Rule 1. Application for Admission

- a. An organization seeking membership in the General Assembly of Partners shall submit an application (electronically or in writing) containing:
 - i. Name, address and full contact information of the organization
 - ii. Date of founding and mission
 - iii. List of officers
 - iv. Short statement of its reasons for seeking membership (no more than 250 words)
- b. Designation of its Partner Constituent Group (see Article 8)
To be included in the next scheduled meeting of the General Assembly of Partners, all applications for membership must be submitted to the Habitat III Secretariat four weeks or more prior to that meeting.

Rule 2. Admissions Process

- a. The Executive Committee will review and approve qualified organizations in a timely manner and present the list to the full General Assembly of Partners for ratification.
- b. A vote of a single majority of those members of the Executive Committee present will carry a motion for membership.
- c. A vote of two thirds of the members of the General Assembly of Partners may override a decision of the Executive Committee.
- d. The Habitat III Secretariat will notify the organization of its membership status within three business days of the General Assembly of Partners action. It may informally notify the candidate of the Executive Committee decision but membership will not be official until the General Assembly of Partners' ratification vote.

Rule 3. Appealing a Membership Decision

- a. In the case of an unfavourable decision, an organization may petition for a review of its qualifications by the Executive Committee.
- b. This petition shall include the required information plus a longer statement about the organization's relationship to Habitat III goals and objectives. Voting processes will follow the format described Rule 2.

Election of Officers of the General Assembly of Partners

Rule 4. Electoral Procedures

- a. The Executive Committee shall elect the President and Vice President of the General Assembly of Partners.
- b. Elections shall be held by secret ballot.
- c. Any other elections shall be done by majority vote unless otherwise decided by the Executive Committee.

Meetings

Rule 5. Frequency and Duration of Meetings

The Executive Committee shall decide on the frequency and duration of the General Assembly of Partners meetings in consultation with the Secretariat.

Agendas

Rule 6 Establishing, Circulating and Amending the Agenda

- a. The Executive Committee in consultation with the Secretariat shall prepare a preliminary agenda for the ordinary and extraordinary meetings of the General Assembly of Partners.
- b. The Executive Committee shall determine the agenda of the meetings of the General Assembly of Partners including the opening and closing, the program and the names of speakers.
- c. In drawing up the preliminary agenda, the Executive Committee shall consider proposals from previous meetings to the General Assembly and proposals by members.
- d. The Secretariat shall circulate the preliminary agenda for the meetings of the General Assembly of Partners to the Voting Members and all those entitled to attend no later than four weeks before the opening of a session.
- e. Voting members may submit their comments on the preliminary agenda to the President no later than two weeks before the opening of a session of the General Assembly of Partners.
- f. The President shall prepare the final agenda taking into consider the members' comments
- g. The Secretariat will circulate the agenda to the Voting Members and those entitled to attend the meeting at least one weeks in advance of the opening of a session to the General Assembly of Partners.

Credentials

Rule 7 Meeting Attendance

Each Member shall furnish the Secretariat with the list of its delegates for the record.

Commissions

Rule 8 Establishment of Commissions

- a. The General Assembly of Partners may establish such Commissions and Working Groups as recommended by the Executive Committee.
 - i. The General Assembly of Partners shall elect the chair and vice-chair and one or more rapporteurs of each Commission so established, taking into consideration the recommendations of the Executive Committee.
 - ii. A commission may establish drafting groups in order to facilitate the formulation of draft resolutions or decisions.

Right to Address the General Assembly of Partners

Rule 9 Right to Address

- a. Delegates request the President to address the meeting of the General Assembly of Partners.
- b. Unless the President decides otherwise, delegates' speeches shall not exceed ten minutes in duration.
- c. During the discussion of any item, only one person shall speak on behalf of a member organization.
 - i. The President shall make exceptions to this rule: to allow for replies to questions raised in debates and/or to further the debate.

Conduct of Meetings

Rule 10 Use of Parliamentary Procedure

The president shall follow parliamentary procedures in the conduct of meetings.

Rule 11 Point of Order

- a. During the discussion of any matter, a Voting Member may raise a point of order.

- i The president shall rule on the point of order, consulting parliamentary procedures if necessary.
 - ii The president will declare the point either "Well-taken," or "Not well-taken," and provide a short explanation of the ruling.
- b. A Member may appeal against the ruling of the President. The president shall put the appeal to a vote immediately with a simple majority ruling.

Rule 12 Motions

- a. Except for a point of order, the motions indicated below have precedence in the following order over all other proposals or motions before the meeting:
 - i to suspend or adjourn the meeting
 - ii to adjourn or close the debate on the item under discussion.
- b. Such motions may be moved by any Voting Member during the discussion of any matter; they shall not be debated but shall be immediately put to the vote.

Rule 13 Resolutions and Decisions

- a. Members or commissions may submit drafts of resolutions or decisions for General Assembly consideration on matters included in the agenda of a meeting to the Executive Committee or the appropriate Commission.
- b. No draft resolution or decision or amendment shall be discussed until the text is in the hands of delegates present
- c. When an amendment to a draft resolution or decision is moved, it shall be voted on first. It can be voted on section by section and shall in all cases be voted on as a whole.

Voting

Rule 14 Eligibility

- a. The Constitution designates categories of voting members.
- b. Each voting member may cast a single vote.
- c. Each voting member may exercise one proxy vote given by another member who is unable to attend the meeting.

B. Partners Constituent Groups Meetings

Rule 15 Partner Constituent Group Meetings

- a. Partner Constituent Groups may meet before all General Assembly of Partners meetings and as scheduled during General Assembly of Partners meetings.
- b. Partner Constituent Groups chairs shall propose and circulate preliminary agendas for their sessions three weeks before the meeting.
 - i. Members of a Partner Constituent Group can propose changes in the agenda two weeks before meetings to the relevant chair.
 - ii. Partner Constituent Group Chairs send the final agenda one week before the meeting.
- c. Partners Constituent Groups chairs preside over the meetings. In the absence of the chair, the co-chair will preside. In the absence of the co-chair, the Partner Constituent Group will elect a chair *pro tem*.

Partner Constituent Group Reports and Documents

Rule 16 Partner Constituent Group reports

- a. Partner Constituent Groups shall report regularly on their activities.
 - i. Each Partner Constituent Group chair shall submit a report on the group's positions and activities prior to each PrepCom meeting.
 - ii. In order to maintain continuity and communications, the Executive Committee may ask the Partner Constituent Group chairs to submit extraordinary reports or updates.
- b. Regular reports will be written in English and submitted to the Secretariat at least two weeks before the opening of the PrepCom. Members invited to prepare documents for the GAP

Plenary Assembly shall submit them to the Secretariat at least three weeks prior to the opening of the session. Extraordinary reports will be submitted to the Secretariat on the requested date.

C. Secretariat

b. The Habitat III Secretariat will serve as the secretariat for the General Assembly of Partners.

c. The Secretariat shall have the following duties

- i. Handles all communications for the General Assembly of Partners.
- ii. Manages and distributes the official documents for the General Assembly of Partners.
- iii. Maintains the minutes of General Assembly of Partners.
- iv. Maintains membership lists and applications.

D. Executive Committee

Absence of chair or co-chair from meetings

Rule 17 Designation of substitute

If a Chair of a Partner Constituent Group is unable to attend a meeting of the Executive Committee, the co-chair will serve. If the co-Chair is not available, the Chair shall designate a representative of a member organization of the Constituent group as a substitute.

E.. Amendment of By-Laws

- a. The General Assembly may amend the By-Laws referred to in Article 14 of the Habitat III General Assembly of Partners Constitution
- b. A Voting Member or the Executive Committee may propose amendments to the By-Laws
- c. Any proposal to amend the By-Laws shall be submitted in writing to the President and the Secretariat for circulation to the voting members three weeks prior to the next meeting of the General Assembly.
- d. The General Assembly of Partners can amend the By-Laws by a simple majority of the vote of those present and voting.
- e. Amendments to the By-Laws shall be come into effect at the meeting following their adoption.

This Constitution and By-Laws were adopted by the General Assembly of Partners at the meeting held on _____, 13 April 2015

Signed:

President _____

Vice President _____

Partner Constituent Group chair _____

Secretary General, Habitat III _____

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