



**RULES OF PROCEDURE  
OF THE  
IHO COUNCIL**

<b>Record of changes</b>			
Date	Reference	Effective date	Subject
/	IHC-17 Decision No. 6	8 November 2016	Initial version resulting from the Protocol of Amendments to the IHO Convention dated 14 April 2005

**RULES OF PROCEDURE OF THE COUNCIL****CONTENTS**

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## **RULES OF PROCEDURE OF THE COUNCIL**

### **Membership**

#### **RULE 1**

For the purpose of these Rules of Procedure, “Member” means a Member State holding a seat on the Council.

### **Meetings**

#### **RULE 2**

The Council shall meet at least once a year at the seat of the Organization unless convened elsewhere, in accordance with a decision of the Council, at a date fixed at the close of the previous meeting. **The duration of the meeting, which shall not normally exceed three working days, shall be fixed at the close of the previous meeting.**

#### **RULE 3**

The Council meetings shall be convened by the Secretary-General on **at least four months’ notice. A provisional agenda shall be submitted with the notice.**

### **Invitation to observers**

#### **RULE 4**

Observers invited in accordance with Article 4 of the General Regulations may, upon invitation by the Chair and with the consent of the Council, participate in the deliberations of the Council in matters of direct concern to them, without voting rights. Observers shall receive copies of all documents issued during meetings of the Council.

### **Delegations**

#### **RULE 5**

Each Member may be represented at the meetings of the Council by one or more representatives, one of whom should preferably be the head of the hydrographic office. Member States not being Members may participate at the meetings of the Council.

#### **RULE 6**

**Three months before** the opening day of each meeting of the Council, the Secretary General shall ask the Member States to provide the names of their representatives.

## Agenda

### RULE 7

The provisional agenda of each meeting of the Council shall be prepared and submitted to Member States by the Secretary-General. Member States shall submit proposals that they wish to be discussed by the Council, at least three months before the opening day of the meeting. A revised provisional agenda, together with supporting documents, shall normally be submitted by the Secretary-General to Member States at least two months prior to the opening day of the meeting. The first item on the provisional agenda for each meeting shall be the adoption of the agenda.

### RULE 8

The provisional agenda of meetings of the Council shall include:

- (a) adoption of the Agenda;
- (b) election of the Chair and Vice-Chair, when necessary in accordance with Rule 12 of these Rules of Procedure;
- (c) any item the inclusion of which has been requested by the Assembly;
- (d) any item the inclusion of which has been requested by the Council at a previous meeting;
- (e) any item the inclusion of which has been requested by a subsidiary organ;
- (f) where required by Article 8 of the Financial Regulations, the three year budget of the Organization;
- (g) the annual financial statements;
- (h) the annual work programme of the Organization; and
- (i) any item proposed by a Member State or by the Secretary-General.

### RULE 9

In exceptional circumstances the Secretary-General may include any item suitable for the agenda which may arise between the submission of the provisional agenda and the opening of the meeting, in a supplementary provisional agenda, informing Member States as soon as possible.

### RULE 10

Any item of the agenda of any meeting of the Council, consideration of which has not been completed at that meeting, shall be included in the agenda of the next meeting unless otherwise decided by the Council.

## **Chair and Vice-Chair**

### **RULE 11**

The Chair and Vice-Chair shall be elected by the Members for a period of three years.

### **RULE 12**

- (a) Members shall elect the Chair and Vice-Chair during their first meeting after each ordinary session of the Assembly.
- (b) The Secretary-General shall chair the opening of that first meeting until election of the Chair.
- (c) At meetings where the Chair and Vice-Chair are to be elected those elections shall respectively be the second and third items on the agenda.

### **RULE 13**

If the Chair is unable to carry out his/her duties, the Vice-Chair shall act as Chair with the same powers and duties.

### **RULE 14**

In addition to exercising the powers conferred upon him/her elsewhere by these Rules of Procedure, the Chair shall declare the opening and closing of each meeting, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions resulting from the voting. He/She shall rule on points of order and, subject to these Rules, shall have complete control of the proceedings. The Chair may, in the course of discussion of an item, propose to the Council the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers, or the closure of the debate. He/She may also propose the suspension or the adjournment of the proceedings or the adjournment of the debate on the item under discussion.

## **Secretary-General**

### **RULE 15**

The Secretary-General shall act as Secretary at the meetings of the Council and shall be responsible for making the necessary arrangements. The Secretary-General, or a member of the Secretariat designated by him/her for the purpose, may make either oral or written statements concerning any question under consideration.

### **RULE 16**

The Secretary-General shall prepare **summary records of all meetings**. These summary records shall be distributed to the participants as soon as possible after the closing of the meetings to which they relate. The participants shall inform the Secretary-General in writing of any corrections to their own statements that they wish to have made. **Such corrections should be made within one working day.**

**RULE 17**

The Secretary-General shall circulate to Member States all reports, decisions, recommendations and other documents of the Council. The report of each meeting of the Council, including any annexes to be submitted to the Assembly, shall be in the official languages of the Organization.

**Conduct of business****RULE 18**

Two-thirds of the Members shall constitute a quorum for meetings of the Council.

**RULE 19**

No representative may address the Council without having previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

**RULE 20**

During the discussion of any matter, a representative may raise a point of order, and the point of order shall be immediately decided by the Chair in accordance with these Rules of Procedure. A representative may appeal against the ruling of the Chair. The appeal shall be put to the vote immediately and the Chair's ruling shall stand unless overruled by a majority of the Members present and voting. A representative raising a point of order may not speak on the substance of the matter under discussion.

**RULE 21**

Subject to the provisions of Rule 20, the following motions shall have precedence, in the order indicated below, over all other proposals or motions before the meeting:

- (a) to suspend a meeting;
- (b) to adjourn a meeting;
- (c) to adjourn the debate on the question under discussion; and
- (d) for the closure of the debate on the question under discussion.

Permission to speak on a motion falling within (a) to (d) above shall be granted only to the proposer and, in addition, to one speaker in favour of and two against the motion, after which it shall be put immediately to the vote.

**RULE 22**

If two or more proposals relate to the same subject, the Council, unless it decides otherwise, shall vote on the proposals in the order in which they have been submitted.



**RULE 23**

Parts, either of a proposal or of an amendment thereto, shall be voted on separately, if the Chair so decides, or if any representative requests that the proposal be divided. The resulting proposal, which shall comprise those of its parts that have been separately adopted, shall then be put to a final vote. If all the separate parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to be rejected as a whole.

**RULE 24**

A motion to amend a proposal is a motion which merely adds to, deletes from, or revises part of that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote and if the amendment is adopted the amended proposal shall then be voted on. Once a motion or proposal has been put to the vote and either adopted or rejected, no further motions or amendments to that motion or proposal shall be discussed.

**RULE 25**

If two or more amendments are moved to a proposal, the Council shall first vote on the amendment deemed by the Chair to be furthest removed in substance from the original proposal, and then on the amendment next furthest removed therefrom, and so on, until all amendments have been put to the vote.

**RULE 26**

A motion may be withdrawn by its proposer at any time before voting on it has begun, provided either that the motion has not been amended or that an amendment to it is not under discussion.

**Voting****RULE 27**

Decisions of the Council shall be made in accordance with Article IX of the Convention.

**RULE 28**

No Member may vote on behalf of another.

**Amendment of Rules of Procedure****RULE 29**

The Council may propose to the Assembly amendments to these Rules of Procedure.

**Overriding authority of the Convention and the Regulations**

**RULE 30**

In the event of conflict between any provision of these Rules and any provision of the Convention or the General or Financial Regulations, the Convention or the General or Financial Regulations shall prevail.

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