



**BALTIC SEA  
HYDROGRAPHIC  
COMMISSION**



**STATUTES  
OF  
THE BALTIC SEA  
HYDROGRAPHIC COMMISSION  
(BSHC)  
August 1983  
(Amended in 2007)  
(Amended in 2018)**

# **STATUTES OF THE BALTIC SEA HYDROGRAPHIC COMMISSION**

## **Article 1**

a) The Baltic Sea Hydrographic Commission (hereinafter referred to as "The Commission") is established in conformity with Administrative Resolution T 1.2 of the International Hydrographic Organization (IHO) and Decision No. 26 of the XII International Hydrographic Conference. Members of the Commission shall be the countries bordering the Baltic Sea who are Members of the IHO and who accept these Statutes.

b) The countries bordering the Baltic Sea who are not Members of the IHO but who wish to co-operate in the work of the Commission, and who accept these Statutes, may become Associate Members.

## **Article 2**

The aims of the Commission, which is an integrant part of the IHO, shall be:

a) To promote friendly and cordial technical co-operation in the domain of hydrographic surveying, marine cartography and nautical information.

b) To examine the implications, in its area of interest, of matters of general interest with which the IHO is concerned avoiding any interference with the prerogatives of the Secretariat of the International Hydrographic Organization (IHO Secretariat) and of any other commissions set up by the IHO.

c) To stimulate all bordering countries to widen hydrographic activity in the area and to encourage them to seek technical advice and assistance from the IHO Secretariat in establishing and strengthening their hydrographic capabilities.

d) To facilitate the exchange of information concerning surveys, research or scientific and technical developments, to aid in the planning and organization of hydrographic activities in the widest sense of the term, but without interference in the national responsibilities of each Hydrographic Office.

e) To carry out certain studies as an IHO Working Group when considered appropriate.

## **Article 3**

Members and Associate Members forming the Commission undertake to participate, of their own free will, on all possible occasions - whether in the form of advice or of assistance – in those hydrographic programmes requiring concerted action, but without prejudice to or interference with their national activities.

#### **Article 4**

The Commission shall meet in plenary Conference in the country of one of its Members or Associate Members at least once between two successive ordinary Assemblies of the IHO.

#### **Article 5**

a) At the end of each Conference, the Members and Associate Members desirous of hosting the following Conference shall put forward their candidatures. Priority shall be given to a country which has not yet hosted a Conference, or to the one which did so the longest time ago.

b) Members and Associate Members shall be represented at Conferences by heads of Hydrographic Services, or, if they are unable to attend, their authorized representatives. They may also be accompanied by members of their staff, but it is most desirable that their number be kept to a minimum.

c) The Commission may set up small committees of Members and Associate Members interested in particular projects with the object of examining and executing such projects.

d) An invitation to attend the Conference shall invariably be addressed to the Secretary General.

e) The presence of two thirds (2/3) of the Members and Associate Members of the Commission shall constitute a quorum.

#### **Article 6**

a) The Conferences of the Commission are conducted by the Chair. The representative of the country in which the Conference takes place shall be its Vice-Chair. At the conclusion of the Conference, he or she shall become Chair and remain in office until the end of the next Conference.

b) In the interval between two Conferences, the Chair shall provide the Secretariat for the Commission regarding all questions to be dealt with by correspondence.

c) Proposals to be included in the Agenda of a Conference must be sent to the Chair at least four months before the date fixed for the opening of the Conference. The Chair shall prepare the provisional Agenda and forward it to the participants at least two month before the opening of the Conference. The Member States must send reports and submissions for the agenda items minimum five weeks in advance to the Chair. Reports and submissions should be published at the IHO-website four weeks in advance of the meeting. Submissions that are submitted later than the time limits above, can be considered for adoption in the agenda by the Conference, but may be given a lower priority. If time does not allow such late submitted agenda items to be presented, they may be postponed to the following Conference or be handled by

correspondence. The first item shall be the Chair's report on the activities of the Commission since the last Conference.

d) The Vice-Chair shall be responsible for the organization of the Conference.

### **Article 7**

If the Chair, or the Vice-Chair, is unable to officiate, he or she shall be replaced by his or her successor or deputy in his or her office.

### **Article 8**

a) At the end of the Conference, the Chair shall read the text of the decisions taken during the Conference, to be adopted by the Members and Associate Members. Decisions can only be made by unanimous agreement.

b) The Chair shall despatch within one month of the close of the Conference two copies of the Summary Report of the discussions and decisions taken at the Conference for approval to each of the Members and Associate Members. They shall declare their approval within one month upon receipt. Any objections shall be settled by correspondence.

c) All decisions become operative after the Chair of the Conference's written information that the report has been approved.

### **Article 9**

a) The Agenda shall be adopted by the Commission at the beginning of each Conference.

b) The Commission may modify, in the course of the Conference, the order in which Agenda items are to be discussed.

### **Article 10**

a) The Chair may call an extraordinary session of the Commission when its representatives are assembled for an Assembly of the International Hydrographic Organization.

b) In the case of urgent matters which cannot be treated by correspondence and which cannot be postponed until the next Conference of the Commission, the Chair, with the agreement of the Members and Associate Members, shall convene an Extraordinary Meeting, to be held in the country of the next Conference or the place considered most appropriate.

c) The provisions of Article 6 are not applicable to the meetings defined in paragraphs a) and b) above, which shall be organized and presided over by the Chair, who will remain in office after the meeting has concluded.

d) When these meetings do not include all Members and Associate Members, the decisions reached shall be reported by correspondence to those not present and to the next Conference.

#### **Article 11**

All expenses connected with the participation of the delegates in the Conference shall be defrayed by their respective countries.

#### **Article 12**

Members and Associate Members of the Commission may propose amendments to the present Statutes. These amendments shall be discussed at a Conference and the decisions will be included in the Report of the Conference.

#### **Article 13**

The official and working language of the Commission, as well as during the Conference, shall be English.

#### **Article 14**

Decisions which, in the opinion of the Commission, may be of interest to the International Hydrographic Organization as a whole shall be brought to the attention of the IHO Secretariat and other relevant bodies of the IHO. This fact shall be mentioned as part of the text of the decisions reached.

#### **Article 15**

The selection procedures for Members as representatives of the IHO Council are laid down in Annex A to this Statutes. They may be amended by decisions of the Commission in accordance with these Statutes.

#### **Article 16**

The IHO Secretariat shall be the repository of the Statutes signed by the Members and Associate Members.

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## **Annex A of the BSHC Statutes, Version adopted at BSHC 21**

### **PROCEDURE FOR THE SELECTION OF MEMBER STATES BY THE BSHC FOR THE IHO COUNCIL**

Selection of Member States by the BSHC for the IHO Council shall be determined in compliance with IHO General Regulations Articles 2 and 16.

#### **Role and Authority of Member States selected by the BSHC for the Council**

1. IHO Member States selected by the BSHC, shall occupy their seat on the Council for all sessions of the Council throughout the inter-sessional period between Assemblies.
2. All expenses connected with the participation of Member States selected for the Council shall be defrayed by their respective State, in accordance with IHO General Regulation Article 3.
3. In carrying out their role as a Member State selected by the BSHC for the Council, the selected Member States shall take into account the views of the Commission.<sup>1</sup>

#### **Selection Procedure (see also flowchart Appendix 1)**

4. Three months before an ordinary session of the Assembly, the Secretary-General shall inform the Chair of the BSHC of:
  - a. the number of seats allocated to the BSHC, and
  - b. those Member States that are eligible for selection by the BSHC.
5. If the number of Member States eligible for selection by the BSHC for the Council is equal to the number of seats on the Council assigned to the BSHC by the Secretary-General under the terms of clause 4 above, then the aforementioned eligible Member States will be selected by the BSHC.
6. If the number of Member States eligible for selection by the BSHC for the Council is greater than the number of seats assigned to the BSHC by the IHO Secretary-General under the terms of clause 4 above, then the Chair of the BSHC will invite those Member States that have been designated as eligible for selection to the Council to indicate if they wish to be considered as candidates for selection.
  - a. If the number of candidate Member States is equal to the number of seats on the Council assigned to the BSHC, then these candidate(s) will be selected by the BSHC.
  - b. If the number of candidate Member States is smaller than the number of seats on the council assigned to the BSHC, the candidate(s), if any, will be automatically designated and will be complemented by the eligible Member State(s) that have not been selected by the BSHC for the Council for the longest time. If this proves inconclusive, the Chair will designate eligible Members State(s) as selected by the BSHC.<sup>2</sup>

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<sup>1</sup> As the Council is intended to speed up the decision process within the IHO, the members selected by a RHC have to be flexible and can't reassure their acting in the Council with the RHC. The wording "take into account the views of the commission" is meant to ensure the regional representation and the necessary flexibility.

<sup>2</sup> If there is no candidate, the Chair will designate MS(s) according to the regulations under 6b. If there are more than one seat for the BSHC and less candidates, the chair will designate additional MS according to the regulations under 6b.

- c. If the number of candidate Member States is greater than the number of seats on the Council assigned to the BSHC, the candidate(s) to be selected by the BSHC for the Council will be designated through a voting procedure.

### **Voting Procedure**

7. The voting procedure will take place in the three months prior to the Assembly, preferably at a Conference of the BSHC otherwise by correspondence if no BSHC Conference is scheduled.

- a. Each Member State may submit one voting paper marking as many candidate Member States from the list as seats have been assigned to the BSHC (see example of voting paper in Appendix 2).
- b. The quorum for a valid voting procedure is set at 50% of Member States casting their vote. Member States of the BSHC taking a seat in the Council are then elected by simple majority. An incomplete or blank voting paper is a valid voting option and does not count against the quorum.
- c. If no quorum is achieved, the voting window is extended for two weeks and the Chair invites the missing Member States to cast their vote. The existing votes stand.
- d. If still no quorum has been achieved, the chair designates the Member States for the Council based on the votes cast.
- e. In case of a draw the candidate that has not been selected by the BSHC for the Council for the longest time is selected. If this proves inconclusive the Chair will designate a candidate as the selected Member State by the BSHC.

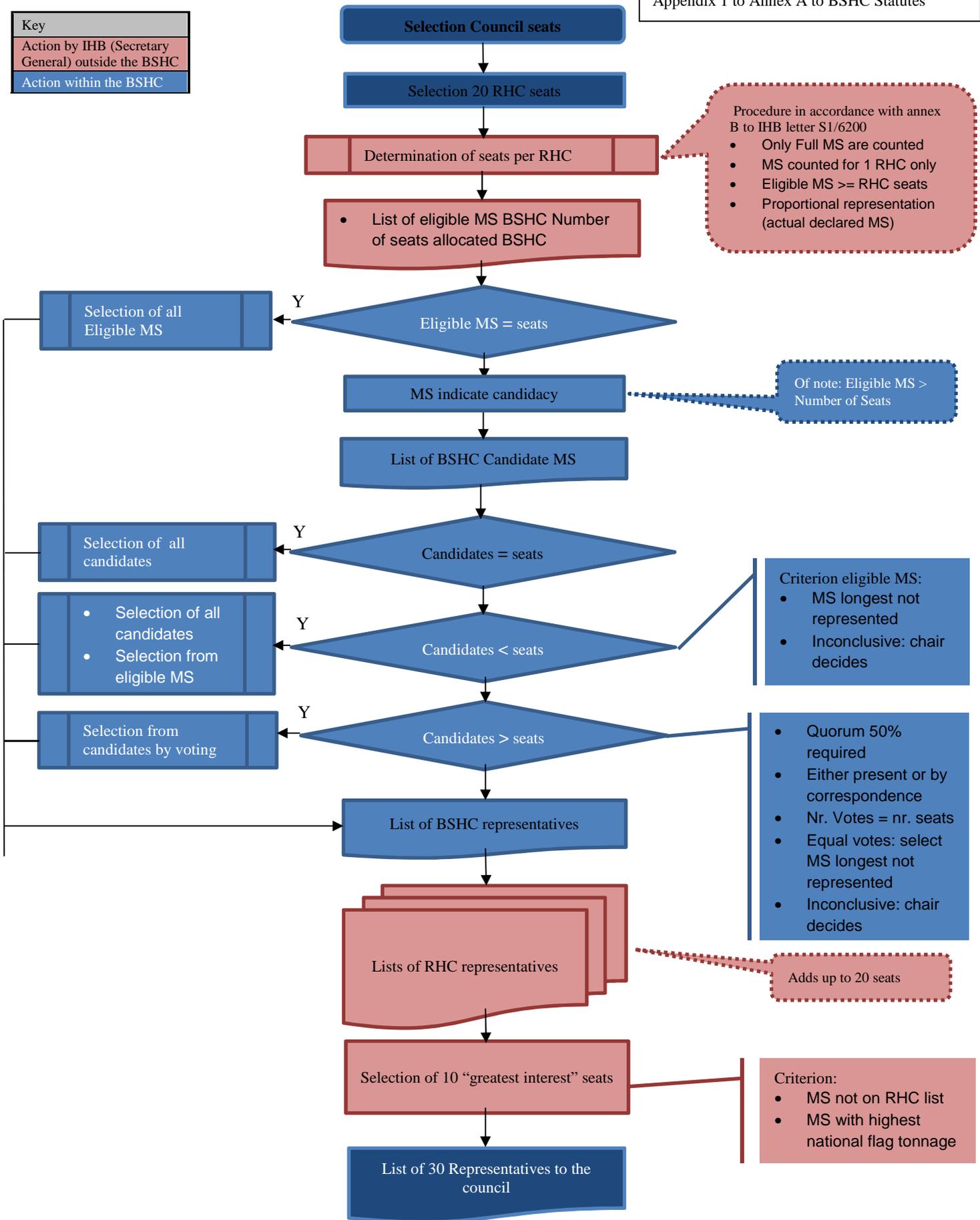
8. In order to warrant the integrity of the selection process, the Chair presents the voting forms to the observer of the secretariat of the IHO to the BSHC Conference, and requests this observer to confirm the integrity of the selection process.

### **Representation of Member State selected by the BSHC**

9. The Member States selected by the BSHC for the Council are normally represented by the head of the Hydrographic office. Each Member State shall inform the Chair of the BSHC and the Secretary-General of the IHO of the name of its official representative. An alternate may also be designated.

10. Member States selected by the BSHC shall inform the Chair of the BSHC and the Secretary-General of any changes in representation, whether permanent or temporary, as soon as practicable.

Key
Action by IHB (Secretary General) outside the BSHC
Action within the BSHC



**Appendix 2**

**SELECTION OF MEMBER STATES BY THE BSHC FOR THE IHO COUNCIL**

**Example of Voting Paper**

**Part A**

Number of Seats on Council allocated to the BSHC: *Chair inserts number in here*

(This is the number of boxes that may be marked below)

**Part B**

To vote for a candidate State put an 'X' in the adjacent box. The number of boxes that may be marked is shown in Part A above.

<i>Chair inserts candidate State A in here</i>	<i>Votes indicated with an X here</i>
<i>Chair inserts State B in here</i>	<i>Votes indicated with an X here</i>
<i>Chair inserts State C in here</i>	<i>Votes indicated with an X here</i>
<i>insert other States if appropriate</i>	<i>Votes indicated with an X here</i>

Member State: ..... Date: .....

Authorised By: ..... Position: .....

(signature)