



**RULES OF PROCEDURE  
OF THE  
IHO ASSEMBLY**

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# **RULES OF PROCEDURE OF THE IHO ASSEMBLY**

## **RULE 1**

### **Membership**

For the purposes of these Rules, “Member” means a Member State not denied voting rights and benefits in accordance with the Convention.

### **Sessions**

## **RULE 2**

The Assembly shall meet in ordinary session every three years at the seat of the Organization in Monaco on a date fixed at the close of the previous session. The duration of the session, which shall not normally exceed one week, shall be fixed at the close of the previous session.

## **RULE 3**

An extraordinary session of the Assembly may be held at the request of a Member, the Council or the Secretary-General, subject to approval by a majority of Members. Unless the Assembly has specifically decided otherwise, these Rules of Procedure shall also apply to extraordinary sessions.

## **RULE 4**

Ordinary sessions of the Assembly shall be convened by the Secretary-General on at least six months' notice. A provisional agenda shall be submitted with the notice.

### **Invitation to Observers**

## **RULE 5**

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

### **Delegations**

## **RULE 6**

Each Member may be represented at sessions of the Assembly by one or more representatives, one of whom should preferably be the head of the national hydrographic office. The Secretary-General shall ask Members, four months before the opening day of each ordinary session of the Assembly, to provide the details of the heads of delegations and names of alternative delegates.

**RULE 7**

Members' delegations shall be seated in the French alphabetical order, starting with the letter drawn by lot at the close of the previous session of the Assembly. At the end of the session of the Assembly a letter shall be drawn to establish the seating order at the next session.

**Participants****RULE 8**

Any participant to whose admission a Member may have made objection shall participate provisionally with the same rights as other participants until the Assembly has given its decision.

**Agenda****RULE 9**

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

**RULE 10**

The provisional agenda of each ordinary session of the Assembly shall include:

- (a) adoption of the Agenda;
- (b) any item, the inclusion of which has been requested by the Assembly at a previous session;
- (c) a report by the Council on the work of the Organization since the preceding ordinary session of the Assembly and all items the inclusion of which has been requested by the Council;
- (d) the three-year budget, as well as matters pertaining to the accounts and financial arrangements of the Organization;
- (e) the revised table of tonnages, shares, contributions and votes;
- (f) the election of the Secretary-General and the Directors as required;
- (g) any item proposed by a Member or by the Secretary-General; and
- (h) in accordance with Article 16 (e) of the General Regulations the review and endorsement of the process to select Members of the Council.

## **RULE 11**

In exceptional circumstances, the Secretary-General may include any question suitable for the agenda which may arise between the submission of the revised provisional agenda and the opening day of the session, in a supplementary provisional agenda, informing Members as soon as possible.

## **RULE 12**

The provisional agenda of an extraordinary session shall consist of items proposed by the Members, the Council or the Secretary-General.

## **RULE 13**

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

### **Chair and Vice-Chair**

## **RULE 14**

- (a) Not less than six months before the opening day of each ordinary session of the Assembly, the Secretary-General shall invite Members to submit candidates for election as Chair of the Assembly; Members should have previously established that the candidates are willing to have their names considered. Candidates from Members that nominate candidates for election as Secretary-General or Directors are ineligible.
- (b) Not less than three months before the opening day of the ordinary session of the Assembly, the Secretary-General shall circulate a list of nominated candidates and, if necessary, request Members to vote by correspondence.
- (c) A vote conducted by correspondence shall be decided by a simple majority of Members voting, with a minimum number of responses being at least one third of all Member States.
- (d) If a vote conducted by correspondence produces the result that two or more candidates tie with the largest number of votes, the Secretary-General shall conduct another vote restricted to those candidates.
- (e) Before the opening day of the ordinary session of the Assembly, the heads of delegation of Members shall agree on the nomination of the Vice-Chair of the Assembly from amongst the representatives attending the session.
- (f) The Assembly shall, at the beginning of the session:
  - (i) confirm the election of the Chair, or, if any vote by correspondence has been inconclusive, decide on the issue, by voting if necessary; and
  - (ii) elect the Vice-Chair.



## **RULE 15**

At the opening of each session of the Assembly, the Secretary-General shall preside until the Assembly has confirmed the election of the Chair.

## **RULE 16**

If the Chair is absent from a session, or any part thereof, or, for any reason, is unable to carry out his/her duties, the Vice-Chair shall act as Chair with the same powers and duties.

## **RULE 17**

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 Assembly 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.

## **Subsidiary Organs**

### **RULE 18**

The Assembly may establish such subsidiary organs as it deems necessary, in accordance with the Convention and Article 6 of the General Regulations.

## **Secretary-General**

### **RULE 19**

The Secretary-General shall act as Secretary of the sessions of the Assembly 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 20**

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 21**

It shall be the duty of the Secretary-General to receive, translate and circulate to Members and observers all reports, resolutions, recommendations and other documents of the Assembly

## **Languages**

### **RULE 22**

The working languages of the Assembly shall be English, French, Spanish and Russian for purposes of simultaneous interpretation of the proceedings. Speeches at the Assembly shall be made in one of these working languages and will be interpreted into the other three languages.

### **RULE 23**

All documents issued by or in connection with the Assembly shall be issued in the official languages of the Organization, English and French.

## **Conduct of business**

### **RULE 24**

A majority of the Members shall constitute a quorum for meetings of the Assembly.

### **RULE 25**

No representative may address the Assembly 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 26**

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 27**

The Assembly may, on the proposal of the Chair, limit the time to be allowed to each speaker on any particular subject under discussion.

### **RULE 28**

Subject to the provisions of Rule 26, the following motions shall have precedence, in the order indicated below, over all other proposals or motions before the session:

- (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 29**

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

#### **RULE 30**

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 31**

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. This does not preclude the introduction of a new proposal on the same subject, provided that the introduction is signed by the proposing Member and two other Members, who, without necessarily approving the proposal, support its discussion by the Assembly. Such proposals must be submitted to the Chair of the Assembly and may not be discussed less than twenty-four hours after being officially announced.

#### **RULE 32**

If two or more amendments are moved to a proposal, the Assembly 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 33**

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 34**

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

### **RULE 35**

No Member may vote on behalf of another.

### **RULE 36**

The Assembly shall normally vote by show of hands. However, any Member may request a roll-call vote, which shall be taken in the French alphabetical order of the names of the Members, beginning with the Member whose name is drawn by lot by the Chair. The vote of each Member in any roll-call shall be inserted in the summary record.

### **Elections**

#### **RULE 37**

The election of the Secretary-General and Directors shall be held by secret ballot in accordance with Articles 22 and 23 of the General Regulations.

#### **RULE 38**

The Chair shall appoint five scrutineers from the Members present who shall proceed to validate the votes cast. All invalid votes cast shall be reported to the Assembly.

### **Amendment of Rules of Procedure**

#### **RULE 39**

These Rules of Procedure may be amended by decision of a simple majority of the Members present and voting, in accordance with Article IX (c) of the Convention.

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

#### **RULE 40**

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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