

## **Propose Rules of Procedure for the IHO Lab Governing Board**

The Governing Board shall be composed of a Director from the IHO, Chairs of the Hydrographic Services and Standards Committee and Inter Regional Coordination Committee and a maximum of 3 representatives from the Host Country, Singapore.

An Assistant Director of the Secretariat shall act as Secretary to the Governing Board. The Secretary together with the General Manager of the Lab shall prepare the agenda for each meeting. In addition, a report shall also be required for submission to each meeting of the Council and to sessions of the Assembly as directed by the Council.

The elected Chair of the Governing Board shall be a Director of the IHO. The Governing Board shall meet at least twice once a year, unless decided otherwise by the Governing Board. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate members travel arrangements. One meeting should normally be scheduled to precede a session of the Council or Assembly by approximately four months.

Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Governing Board, decisions shall be taken by a simple majority of Governing Board members present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Governing Board Members shall be required.

The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all members of the Governing Board and posted on the IHO website within three months after a meeting.

The working language of the Committee shall be English.

These Rules of Procedure can be amended in accordance with Article XXX (6) of the General Regulations.