

**RULES OF PROCEDURE
FOR
INTERNATIONAL HYDROGRAPHIC CONFERENCES**

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Definitions

For the purposes of these Rules of Procedure the term "Conference" means the International Hydrographic Conference and the word "Convention" refers to the Convention on the International Hydrographic Organization, 1967. The term "President" means the President of the Conference. "Basic Documents" include the Convention on the IHO, General Regulations, Financial Regulations, Rules of Procedure for I.H. Conferences, and Headquarters Agreement between the IHO and the Government of HSH the Prince of Monaco.

Membership**RULE 1**

For the purposes of these Rules the word "Member" means a Member Government, Party to the Convention on the International Hydrographic Organization, excluding any Member Government denied all rights and benefits by virtue of its default of payment of contributions in accordance with Article XV of the Convention.

Sessions**RULE 2**

The Conference shall meet in ordinary session every five years at the seat of the Organization at a date fixed at the close of the previous session. The duration of the session, which shall not normally exceed two weeks, shall also be fixed at the close of the previous session.

RULE 3

An extraordinary session of the Conference may be held at the request of a Member or of the Bureau, subject to approval by the majority of Members.

RULE 4

The Conference shall be convened by the Bureau on at least six months' notice. A provisional agenda shall be submitted with the notice.

Invitation to observers**RULE 5**

The Bureau shall invite to be represented by observers at any session of the Conference:

- (a) Governments that are not Parties to the Convention: one or two observers each, if proposed by a Member or by the Bureau, and subject to approval by two-thirds of the Members.
- (b) Member Governments with rights suspended under Article XV of the Convention, as implemented in accordance with Articles 16 and 17 of the Financial Regulations: one or

- two observers each, one of whom should preferably be the head of the national Hydrographic Office.
- (c) Inter-governmental organizations with which an agreement or special arrangement has been made: one or exceptionally two observers each; and
 - (d) Non-governmental international organizations with which the Organization has established appropriate relationships in accordance with the Guidelines for the Accreditation of Non-governmental International Organizations: one or exceptionally two observers each.

RULE 6

Observers may, upon invitation by the President and with the consent of the Conference, participate, without vote, in the deliberations of the Conference in matters of direct concern to them. Observers shall receive copies of all documents issued during the Conference.

Delegations

RULE 7

Each Member may be represented at the Conference by one or more delegates, one of whom should preferably be the head of the national Hydrographic Office.

RULE 8

Members' delegations shall be seated in the Conference Hall in alphabetical order (French listing) starting with the letter drawn by lot at the close of the previous Conference. At the end of the Conference a further letter shall be drawn to establish the seating order at the next Conference.

RULE 9

Any representative to whose admission a Member may have made objection shall be seated provisionally with the same rights as other representatives until the Conference has given its decision.

Publicity

RULE 10

The meetings of the Conference, its Committees and other subsidiary bodies shall be held in public unless the body concerned decides otherwise.

Agenda

RULE 11

The provisional agenda of each session of the Conference shall be prepared by the Bureau and submitted to Members at least six months prior to the opening of the Conference.

RULE 12

The provisional agenda of each regular session of the Conference shall include the following items:

- a) Reports on the work of the Bureau since the preceding regular session of the Conference. These Reports shall be submitted to Members at least two months before the Conference.

- b) Reports and recommendations made by all Working Groups, Regional Hydrographic Commissions, Regional International Chart Commissions and other subsidiary bodies constituted within the Organization.
- c) The provisional five-year budget as well as all questions pertaining to the accounts and financial arrangements of the Organization.
- d) The revised Table of Tonnages, Shares, Contributions and Votes to enter into force on 1 January of the year following that of the Conference.
- e) The election of members of the Directing Committee and its President and the election of the Chairman and Vice-Chairman of the Finance Committee to hold office for the next five years.
- f) All items of a technical and administrative nature proposed by Members or by the Bureau.
- g) Proposals pertaining to amendments to the Basic Documents of the IHO.
- h) Proposals relating to regulations affecting the status of the Directors and Staff of the Bureau.
- i) The Strategic Plan of the Organization and the Inter-sessional Work Programme.

RULE 13

- a) The provisional agenda of an extraordinary session shall consist of items proposed either by the Member at whose instance the session has been convened or by the Bureau if it is the latter that has requested the convocation of the session.
- b) Unless the ordinary International Hydrographic Conference has specifically decided otherwise, these Rules of Procedure shall apply to extraordinary sessions.

RULE 14

- a) Twelve months before the opening of the Conference the Bureau shall invite Members to submit the proposals that they wish to discuss at the Conference. At least eight months before the Conference these proposals, as well as those submitted by the Bureau, shall be circulated to all Member Governments, who shall be invited to forward their comments to reach the Bureau at least five months before the Conference. After that date, no new proposals shall be accepted other than proposals referred to in b) and c)
- b) If due to exceptional circumstances Member Governments or the Bureau wish to submit a proposal at a later date, the submission should be approved by the Conference.
- c) Amending or alternative proposals directly related to the proposals already submitted under the procedure at a) may be put forward subsequently.

RULE 15

Two months before the Conference the Bureau shall circulate to Members a document containing all proposals, together with Members' comments. This document shall also contain reports by the Bureau on the technical, administrative and financial implications of all substantive proposals submitted to the Conference.

RULE 16

Items of a technical and administrative nature included in the agenda of a session of the Conference, consideration of which has not been completed in that session, may be handled by correspondence unless otherwise decided by the Conference.

President and Vice-President

RULE 17

- a) Eight months before the opening of the Conference, the Bureau shall invite Member States to submit the name of a suitable candidate for election as President of the Conference; Member States should have previously established that the candidate is willing to have his name put forward and that there is unlikely to be a candidate for election to the Directing Committee at the Conference from the same country.
- b) Four months before the opening of the Conference, the Bureau shall circulate a list of nominated candidates for election as President of the Conference and, if necessary, request Member States to vote so that the candidate receiving the most votes may be informed in good time before the opening of the Conference.
- c) Immediately before the opening of the Conference, the Heads of Delegations of Member States shall meet to agree on the nomination of the Vice President of the Conference and of the Chairmen and Vice Chairmen of the various Conference Committees from amongst the representatives attending from Member States.
- d) The Conference shall, at its first plenary session, confirm the election of the Conference President and elect the Vice President of the Conference. The Chairmen and Vice Chairmen of each Committee are elected in accordance with Rule 24.

RULE 18

At the opening of each ordinary session of the Conference, the President of the Directing Committee shall preside until the Conference has confirmed the election of a President for the Conference, as selected by the procedure in Rule 17.

RULE 19

If the President is absent from a meeting, or any part thereof, or, for any reason, is unable to carry out his duties until the expiry of his term of office, the Vice-President shall act as President. A Vice-President acting as President shall have the same powers and duties as the President.

RULE 20

In addition to exercising the powers conferred upon him elsewhere by these Rules, the President shall declare the opening and closing of each plenary session, direct the discussions in plenary sessions, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these Rules, shall have complete control of the proceedings at any meeting. The President may, in the course of discussion of an item, propose to the Conference 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 may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion. He shall ensure that a roll-call is made before any vote is taken in plenary sessions (see Rule 58) and announce clearly the actual number of votes required for a majority in each case.

Subsidiary bodies

RULE 21

The Conference may establish such committees and subsidiary bodies as it deems necessary for the performance of its functions. Agenda items relating to the same category of subjects shall normally be referred to the committee dealing with that category of subjects.

RULE 22

The main committees of the Conference shall normally be the following:

- Finance Committee
- Committee on Eligibility of Candidates for membership of the Directing Committee.

RULE 23

Each Member may be represented by one or more persons on each Committee or other subsidiary body established by the Conference.

RULE 24

The Conference shall elect the Chairman and Vice-Chairman of each Committee formed. Sub-committees and subsidiary bodies shall elect their own chairmen and vice-chairmen.

RULE 25

- a) The procedure laid down in Rules 6, 14(c), 19, 20, 26, 33 to 48, 51, 57 and 58 of these Rules of Procedure shall be applicable mutatis mutandis to proceedings of committees and other subsidiary bodies unless, in establishing them, the Conference decides otherwise.
- b) Decisions of committees and other subsidiary bodies shall be taken by a simple majority of Members present except as provided otherwise for the Finance Committee (Rule 32). Each Member shall have one vote.

RULE 26

The committees' reports, conclusions and recommended resolutions shall be submitted for approval to the appropriate plenary session of the Conference.

Finance Committee**RULE 27**

The supervision of the financial administration of the Organization shall be exercised by a Finance Committee.

RULE 28

Each Member may be represented by one delegate on the Finance Committee.

RULE 29

The Committee shall meet during sessions of the Conference. It may meet in extraordinary session between Conferences on the request of three Members or of the Directing Committee. The dates of meetings of the Finance Committee shall be fixed by the Chairman in arrangement with the Directing Committee.

RULE 30

The Chairman of the Finance Committee shall be elected at the first plenary session of the Conference. He shall be assisted by a Vice-Chairman elected at the same time. The duties of the Chairman and Vice-Chairman shall normally continue for the five years between Conferences.

RULE 31

In the event of the Chairman's resignation, or if circumstances prevent him from fulfilling the duties of his office, the Vice-Chairman shall automatically replace him.

RULE 32

The decisions of the Finance Committee shall be made by a majority of two-thirds of the Members present. Each delegate shall have one vote.

Secretaries of the Conference**RULE 33**

The Directing Committee shall nominate suitable members of the Bureau Staff to act as Administrative and Technical Secretary of the Conference.

Secretariat**RULE 34**

The Directing Committee shall be responsible for making the necessary arrangements for the Conference and its subsidiary bodies. The Directors, or a member of the Bureau Staff designated by them for the purpose, may make either oral or written statements concerning any question under consideration.

RULE 35

The Bureau shall prepare summary records, in English and French, 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 Bureau in writing of any corrections to their own statements that they wish to have made; such corrections should normally be made within two working days.

RULE 36

It shall be the duty of the Bureau to receive, translate and circulate to Members all reports, resolutions, recommendations and other documents of the Conference and its subsidiary bodies.

Languages**RULE 37**

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

RULE 38

- a) All supporting documents to agenda items of the Conference and its subsidiary bodies and summary records shall be issued in the official languages of the Organization, English and French.
- b) All reports, resolutions, recommendations and decisions of the Conference and its subsidiary bodies shall be drawn up in one of the official languages and translated into the other.

Conduct of business

RULE 39

A majority of the Members represented at the Conference shall constitute a quorum for meetings of the Conference. At meetings of Committees and subsidiary bodies a majority of Member States which are members of that body shall form a quorum.

RULE 40

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

RULE 41

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

RULE 42

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

RULE 43

Subject to the provisions of Rule 41, 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 44

If two or more proposals relate to the same subject, the Conference, unless it decides otherwise, shall vote on the proposals in the order in which they have been submitted. Proposed amendments to parts of the "Basic Documents of the IHO" which require different majorities for approval shall be in separate proposals.

RULE 45

Parts of a proposal or an amendment thereto shall be voted on separately, if the President so decides, or if any representative of a Member requests that the proposal be divided. The resulting proposal shall then be put to a final vote in its entirety; if all the operative parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to be rejected as a whole.

RULE 46

A motion is considered to be an amendment to a proposal if it 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 in accordance with Article 9(c) of the General Regulations.

RULE 47

If two or more amendments are moved to a proposal, the Conference shall first vote on the amendment deemed by the President 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 48

A motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the motion has not been amended or that an amendment to it is not under discussion. A motion withdrawn may only be re-introduced if signed by representatives of three Members (see Rule 14(c)).

Voting**RULE 49**

Decisions of the Conference shall be made in accordance with Articles V, VI and XXI of the Convention.

RULE 50

Conference decisions shall be made by a simple majority of the Members represented at the Conference except where the Convention provides otherwise. When voting for or against is evenly divided, the President of the Conference shall be empowered to make a decision.

RULE 51

The phrase "Members represented at the Conference" means Members present at the meeting. Participants in the session who are not present at the meeting at which voting takes place shall be considered as not present.

RULE 52

In the case of resolutions to be inserted in the Repertory of Technical Resolutions, the majority shall in any event include the affirmative votes of not less than one third of the Members of the Organization.

RULE 53

Decisions of the Conference relating to proposed amendments to the Convention shall be made by a two-thirds majority of the Members represented at the Conference. When a proposed amendment has been approved by the Conference it shall be submitted, through diplomatic channels, to all Contracting Parties. The amendment shall enter into force for all Contracting Parties three months after approval by two-thirds of the Contracting Parties.

RULE 54

Decisions of the Conference relating to proposed amendments to the General Regulations and Financial Regulations shall be made by a two-thirds majority of the Members of the Organization. This majority

shall also be required for the adoption of any other particular regulations that may prove to be necessary, notably on the status of the Directors and Staff of the Bureau.

RULE 55

The budget of the Bureau shall be approved by a two-thirds majority of the Members represented at the Conference.

RULE 56

Each Member shall have one vote. However, for the voting on the questions referred to in Article V(b) of the Convention, each Member shall have a number of votes determined by a scale established in relation to the tonnage of its fleets.

RULE 57

A representative of one Member's delegation may not vote on behalf of another Member.

RULE 58

The Conference 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 President. The vote of each Member in any roll-call shall be inserted in the summary record of the meeting concerned.

Elections

RULE 59

The election of the members of the Directing Committee and its President shall be held by secret ballot. During the elections delegates who are not entitled to vote, and observers, shall leave the Conference Hall.

RULE 60

- (a) Each Member present at the Conference shall receive voting papers in conformity with the number of votes to which he is entitled in accordance with the provisions of the Convention and the current Table of Shares, Contributions and Votes.
- (b) To register their votes for electing each member of the Directing Committee, in each of the three ballots, the delegations shall inscribe on a number of voting papers equal to the number of votes to which each delegation is entitled, the name of one of the candidates whom they wish to elect.
- (c) In each successive ballot, the candidate being voted for must be of a different nationality from one already elected.
- (d) Any voting paper not completed in strict accordance with paragraphs (b) and (c) above shall be nullified.

RULE 61

The President shall appoint five scrutineers from the delegations present who shall proceed to scrutinize the votes cast. All invalid votes cast shall be reported to the Conference.

RULE 62

The candidate obtaining the highest number of votes in each ballot shall be declared elected. If two or more candidates obtain the same number of votes, making it impossible to fill the three posts under the

conditions prescribed in the previous sentence, there shall be a further ballot to determine the relative positions only of those candidates who obtained the same number of votes.

RULE 63

A second election shall be held to determine the precedence in the positions of the three newly-elected Directors. The candidate obtaining the highest number of votes shall be declared elected as President of the Directing Committee. The precedence of the remaining two Directors shall be established according to the number of votes each has obtained. In the event of a tie, a second ballot shall be held to determine the relative positions of the Directors who obtained the same number of votes.

Amendment of Rules of Procedure

RULE 64

- a) These Rules of Procedure, except when they reproduce provisions of the Convention, may be amended by a decision of the majority of the Members represented at the Conference.
- b) Between sessions of the Conference amendments may be adopted by correspondence in conformity with the provisions of Article VI 6) of the Convention.

Overriding authority of the Convention

RULE 65

In the event of conflict between any provision of these Rules and any provision of the Convention (including its annexed Regulations), the Convention shall prevail.