

PROCEDURE FOR THE DESIGNATION OF NIOHC REPRESENTATIVES  
TO THE IHO COUNCIL (Draft)

Designation of NIOHC representatives to the IHO Council shall be determined in compliance with IHO General Regulations Articles 2 and 16.

Role and Authority of Representatives to the NIOHC in the Council

1. IHO Member States representing the NIOHC, 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 representatives to 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 representative of the NIOHC to the Council, representatives shall take note of any relevant collective decisions, policies or directives established by the NIOHC and ensure that these are considered appropriately by the Council. Moreover the elected Member States shall take into account the views of the (individual) Member States of the Commission.

Selection Procedure (see also flowchart Appendix 1)

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

- c. If the number of candidate Member States is greater than the number of seats on the council assigned to the NIOHC, the candidate(s) to represent the NIOHC to 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 NIOHC otherwise by correspondence if no NIOHC 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 NIOHC (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. Representatives of the NIOHC to 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. When no quorum has been 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. When still no quorum has been achieved, the chair designates the representatives of the NIOHC to the Council based on the votes cast. In case of a draw the candidate that has not been a representative of the NIOHC to the Council for the longest time is designated as representative of the NIOHC. If this proves inconclusive the Chair will designate a candidate as representative of the NIOHC.

#### Manning of the representatives

8. The Member States selected to represent the NIOHC in the Council are normally represented by the head of the Hydrographic Office. Each Member State shall inform the Chair of the NIOHC and the IHO Secretary-General of the name of its official representative. An alternate may also be designated.

9. Member States representing the NIOHC shall inform the Chair of the NIOHC and the Secretary-General of any changes in representation, whether permanent or temporary, as soon as practicable.