



RULES OF PROCEDURE FOR THE NAMMCO MANAGEMENT COMMITTEE

Adopted NAMMCO 3 – July 1992; Revised NAMMCO 7 – May 1997

As NAMMCO 16, the MC RoP was adopted as both MC's RoP and became MC's RoP.

Amended at NAMMCO 24 – February 2010; NAMMCO 25 – April 2017; NAMMCO 26 / Council-BoDs meeting – March 2020 (deadline for circulation of meeting documents)

I Representation

1. Each member of the Committee shall be represented by not more than three representatives who may be accompanied by experts and advisers.

II Taking of Decisions

1. Each member of the Committee shall have one vote.
2. Decisions of the Committee shall be taken by the unanimous vote of those members present and casting an affirmative vote.
3. Between meetings of the Committee and in case of special necessity to be determined by the Chairman, votes may be taken by mail or by other means of textual communication. The Secretary shall immediately notify the members of the Committee of the results of such votes.

III Chairman and Vice-Chairman

1. The Committee shall elect from among its members a Chairman and a Vice-Chairman, each of whom shall serve for a term of two years and shall be eligible for re-election provided that they do not serve for more than four years in succession in each office. The Chairman and Vice-Chairman shall not be representatives of the same Party.
2. The Chairman and Vice-Chairman shall take office at the conclusion of the meeting at which they have been elected.
3. The Chairman shall have the following powers and responsibilities:
 - a) to preside at each meeting of the Committee;
 - b) to sign, on behalf of the Committee, the reports of each meeting of the Committee; and
 - c) to examine other powers and responsibilities as provided in these Rules and make such decisions and give such directions to the Secretary as will ensure that the business of the Committee is carried out effectively and in accordance with its decisions.
4. Whenever the Chairman is unable to act, the Vice-Chairman shall assume the powers and responsibilities of the Chairman.

IV Preparation for Meetings

1.
 - a) The Secretary shall prepare, in consultation with the Chairman, a provisional agenda for each meeting of the Committee and transmit it to all members of the Committee no later than 15 days before the meeting.