



## **RULES OF PROCEDURE FOR THE FINANCE AND ADMINISTRATION COMMITTEE**

*Adopted at NAMMCO 19 – September 2010. Amended NAMMCO 28 // Council-HoDs meeting – March 2020 (deadline for circulation of meeting documents); NAMMCO 31 – March 2024 (update to gender-neutral language); NAMMCO 33 – March 2026 (alignment of language used between all RoPs and update to suit recent practices).*

### **I Terms of reference**

1. The Committee shall function as an advisory body for the Council with respect to financial and administrative matters.
2. In particular the Committee develops, reviews, and makes recommendations for the approval of the Council on the Commission budgets and audited accounts.
3. The Committee may make proposals to the Council for specific tasks to undertake within its terms of reference.

### **II Membership**

1. Each NAMMCO Party shall be represented by up to two Committee members.
2. The Committee shall elect from among its members a Chair and a Vice-Chair, 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 consecutive years in each office. The Chair and Vice-Chair shall not represent the same Party.

### **III Observers**

1. Attendance of observers shall not be permitted at the meetings of the Committee.

### **IV Meetings**

1. The Committee shall meet at least once a year, unless otherwise decided by the Council. Additional meetings may be held when judged necessary by the Committee and approved by the Chair of the Council.
2. A provisional agenda for the Committee shall be compiled by the Chair with the support of the Secretariat and distributed to Committee members no later than 30 days prior to the meeting in question. Comments or suggestions for revision of the provisional agenda shall reach the Chair no less than 16 days prior to that meeting.
3. The Chair shall, in consultation with other members of the Committee and the Secretary of NAMMCO, seek to ensure that key documentation of relevance to the provisional agenda is available at each meeting. As a general rule, all meeting documents to be discussed at any meeting of the Committee shall be made



available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available by the end of the first day of the meeting.

## **V Report**

1. A report of each meeting of the Committee shall be prepared by the Secretariat for approval by the Committee, reflecting the main deliberations and recommendations to the Council. The report shall preferably be finalised within two weeks of the conclusion of the meeting.

## **VI Amendment of Rules**

1. Proposals for amendment of these Rules of Procedure shall reach the Chair of the Council not less than 60 days prior to the Council meeting at which the matter is to be discussed. The Chair of the Council shall transmit these proposals through the Secretariat to the Members of the Council not less than 30 days prior to that meeting.