



## **RULES OF PROCEDURE FOR THE NAMMCO MANAGEMENT COMMITTEES**

*Adopted NAMMCO 3 – July 1993. Revised NAMMCO 7 – May 1997.*

*At NAMMCO 16, the MC RoP was adopted as both MC's RoP and became MCs RoP.*

*Amended at NAMMCO 24 – February 2016; NAMMCO 25 – April 2017; 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 Representation**

1. Each Party 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 Chair, votes may be taken by correspondence. The Secretariat shall immediately notify the members of the Committee of the results of such votes.

### **III Chair and Vice-Chair**

1. 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 be representatives of the same Party.
2. The Chair and Vice-Chair shall take office at the conclusion of the meeting at which they have been elected.
3. The powers and duties of the Chair shall be:
  - a. to declare the opening and closing of each meeting;
  - b. to preside at meetings;
  - c. to call for and announce the decisions and the results of votes;
  - d. to determine a schedule of meetings for annual or special meetings;
  - e. to arrange for the appointment of the members of subsidiary bodies as required;



- f. to approve a draft report of the proceedings of each meeting prior to its transmission to Parties for final adoption.
4. Whenever the Chair is unable to act, the Vice-Chair shall exercise the powers and duties prescribed for the Chair.

#### **IV Preparation for meetings**

1. Each Party shall notify the Secretariat as far as possible in advance of any meeting of the names of its representatives, alternates, experts and advisers who will attend.
2. The Secretariat shall prepare, in consultation with the Chair, a provisional agenda for each meeting of the Committee and transmit it to all members of the Committee no later than 45 days before the meeting.
3. Any member of the Committee may propose supplementary items by informing the Secretariat thereof no later than 30 days before the meeting.
4. The Secretariat shall prepare the draft agenda for the meeting, including the supplementary items, and transmit it to all members of the Committee no later than 15 days before the meeting along with related explanatory memoranda or reports.
5. For all meetings of the Committees, the draft agenda, ToRs when relevant, list of participants and the meeting documents that will be made public should be made available on the NAMMCO website as soon as they are ready and circulated to the meeting participants.
6. The Chair shall, in consultation with other members of the Committee and the Secretariat, seek to ensure that key documentation of relevance to the provisional agenda is available at the meeting. As specified in the RoPs of the Council, all meeting documents to be discussed at any meeting shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available as soon as possible in advance of the meeting.
7. The Secretariat shall make necessary arrangements for meetings of the Committee.

#### **V Observers**

1. The Committee may decide to invite accredited observers to participate in its meetings and may establish the terms and conditions for that participation, in line with the Council RoPs.

#### **VI Reports**

1. A report of each meeting of the Committee shall be prepared by the Secretariat as required by the Committee and shall include any regulatory measures proposed by it, all decisions and recommendations adopted by it and references to all scientific information used or presented at the meeting. A draft report shall be considered by the



Committee before the end of the meeting. The Secretariat shall transmit the final report to all members of the Council as soon as possible after the meeting and within two weeks after the conclusion of its deliberation, allowing a further week for comments. The content of the reports shall be considered confidential prior to their release to the Council.

2. Subsidiary bodies report their findings in writing to the Committee according to their terms of reference and within two weeks after the conclusion of their deliberations. Reports of subsidiary bodies shall be considered confidential until four weeks (excluding July) after being circulated to the Committee and the Council. Thereafter they shall be made public and available on the website. Within a week of the report being circulated to the Committee and the Council, Parties and/or members of the Committee may ask for a review of the report by the Committee. The report shall then remain confidential until it is published together with the report of the Management Committee.

## **VII 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.