



RULES OF PROCEDURE FOR THE NAMMCO MANAGEMENT COMMITTEES

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

2. Each member of the Committee shall have one vote.

3. Decisions of the Committee shall be taken by the unanimous vote of those members present and casting an affirmative vote.

4. 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

5. 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.

6. The Chairman and Vice-Chairman shall take office at the conclusion of the meeting at which they have been elected.

7. 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 exercise 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.

8. Whenever the Chairman is unable to act, the Vice-Chairman shall assume the powers and responsibilities of the Chairman.

IV Preparation for Meetings

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- 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 45 days before the meeting.
 - b) Any member of the Committee may propose supplementary items by informing the Secretary thereof no later than 30 days before the meeting.
 - c) The Secretary 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.
10. The Secretary shall make all necessary arrangements for meetings of the Committee.

V Observers

11. The Committee may decide to invite observers to participate in its meetings and may establish the terms and conditions for that participation.

VI Reports

12. A report of each meeting of the Committee shall be prepared by the Secretary 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 Secretary shall transmit the final report to all members of the Council as soon as possible after the meeting.