

Northwest Atlantic



Fisheries Organization

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Rules of Procedure for the Fisheries Commission of NAFO

At the Fourth Annual Meeting, the Fisheries Commission considered amendments to the Rules of Procedure consequential to the amendments that had been previously introduced in Rule 4. It was decided to alter immediately Rules 3.2(e), 6.2 and 4.3.

For the information of everybody concerned, this document presents the Rules of Procedure for the Fisheries Commission as they stand to-date.

Rules of Procedure for the Fisheries Commission of NAFO

REPRESENTATION

Rule 1

- 1.1 Each Fisheries Commission member shall notify the Executive Secretary as far as possible in advance of any meeting of the names of its representatives, alternates, experts and advisers who will attend.
- 1.2 The Fisheries Commission may invite any non-Member Government and any international organization to be represented at meetings of the Fisheries Commission or its subsidiary bodies by an observer or observers.

VOTING

Rule 2

- 2.1 Observers, experts and advisers may address plenary or subsidiary body meetings, but shall not be entitled to vote.
- 2.2 At meetings of the subsidiary bodies, decisions shall be taken by a majority of votes of all members of the relevant subsidiary body, present and casting affirmative or negative votes, provided that no vote shall be taken unless there is a quorum of at least two-thirds of all members of the relevant subsidiary body.
- 2.3 Votes shall be taken by show of hands, by roll call, in the English alphabetical order of the names of the Contracting Parties, or by ballot, as determined by the Chairman.
- 2.4 In the case of an emergency between meetings, a vote may be taken by mail or other means of communication.

CHAIRMAN AND VICE-CHAIRMAN

Rule 3

- 3.1 The Chairman and Vice-Chairman shall take office at the conclusion of the annual meeting at which they are elected.
- 3.2 The powers and duties of the Chairman shall be:
  - (a) to declare the opening and closing of each meeting;
  - (b) to preside at meetings;
  - (c) to rule on points of order, subject to the right of any representative to request that any ruling of the Chairman shall be submitted to the Fisheries Commission for decision by vote;
  - (d) to call for and announce the results of votes;
  - (e) to determine, after consultation with the Executive Secretary, the draft provisional agenda and the provisional agenda for each annual and special meeting;
  - (f) to arrange for the appointment of the members of subsidiary bodies as required;
  - (g) to sign a report of the proceedings of each meeting of the Fisheries Commission, for transmission to Contracting Parties, their representatives and others concerned; and
  - (h) generally, to make such decisions and give such directions to the Executive Secretary as will ensure, especially in the interval between meetings, that the business of the Fisheries Commission is carried out efficiently and in accordance with its decisions.
- 3.3 Whenever the Chairman is unable to act, the Vice-Chairman shall exercise the powers and duties prescribed for the Chairman.
- 3.4 If the office of the Chairman is vacated, the Vice-Chairman shall become Chairman for the balance of the term.
- 3.5 The Chairman, or Vice-Chairman when acting as Chairman, shall not vote and another representative of his delegation shall exercise this function.

- 3.6 If the offices of the Chairman and Vice-Chairman are vacated, the Chairman of the Standing Committee on International Control shall exercise the powers and duties prescribed for the Chairman, and the first order of business at the next meeting shall be the election of a Chairman and Vice-Chairman for the balance of the term.

#### ORDER OF BUSINESS

##### Rule 4

- 4.1 A draft provisional agenda for each annual or special meeting of the Fisheries Commission, or any of its subsidiary bodies, shall be prepared by the Executive Secretary, in accordance with instructions from the Chairman, or the Chairman of the relevant subsidiary body, and be dispatched by the Executive Secretary to all Contracting Parties, their representatives, and invited observers, not less than 90 days before the date fixed for the opening of the meeting.
- 4.2 A provisional agenda for each annual or special meeting of the Fisheries Commission, or any of its subsidiary bodies, shall be prepared by the Executive Secretary, in accordance with the instructions from the Chairman, or the Chairman of the relevant subsidiary body, taking into account any suggestions or comments received following distribution of the draft provisional agenda, and be dispatched by the Executive Secretary to all Contracting Parties, their representatives, and invited observers, not less than 60 days before the date fixed for the opening of the meeting.
- 4.3 Except as provided in Rule 4.4, no order of business shall be the subject of a decision, unless the subject matter has been included in the provisional agenda and explained in a memorandum, circulated by the Executive Secretary to all the representatives of the members, together with the corresponding provisional agenda.
- 4.4 The Fisheries Commission, by a majority of the votes of all members present and casting affirmative or negative votes, may take decisions involving amendment of these Rules of Procedure, provided that no vote shall be taken unless there is a quorum of at least two-thirds of the members.

#### COMMITTEES

##### Rule 5

- 5.1 There shall be a Standing Committee on International Control which shall:
- (a) review the results of national and international measures of control;
  - (b) develop inspection methodologies;
  - (c) consider the practical problems of international measures of control;
  - (d) review reports of inspections and violations;
  - (e) promote exchanges and cooperative efforts of inspectors in international inspection; and
  - (f) make appropriate recommendations to the Fisheries Commission.
- 5.2 The Committee shall consist of representatives, one from each Commission member, who may be assisted by experts and advisers and shall elect, from among those representatives, to serve for two years, its own Chairman, who shall be allowed a vote. The Executive Secretary shall be an *ex officio* member, without vote.
- 5.3 The Fisheries Commission may establish such other subsidiary bodies as required.
- 5.4 Except as provided in these Rules, each subsidiary body shall establish its own Rules of Procedure.

#### SECRETARIAT

##### Rule 6

- 6.1 The Fisheries Commission and its subsidiary bodies shall, in the exercise of their functions and duties, use the services of the Secretariat.
- 6.2 The Executive Secretary shall prepare and transmit the draft provisional agenda and the provisional agenda in accordance with Rules 4.1 and 4.2 respectively.
- 6.3 The Executive Secretary shall receive the credentials of representatives and observers at annual and special meetings and report thereon to the Fisheries Commission as required.

LANGUAGE

Rule 7

English shall be the official and working language of the Fisheries Commission and its subsidiary bodies but, if desired, any other language may be used, on condition that persons doing so will provide interpreters. All official publications and communications of the Fisheries Commission shall be in English.

RECORDS AND REPORTS

Rule 8

- 8.1 Summary records of each plenary and other session shall be drafted and distributed as soon as possible to the participants by the Executive Secretary.
- 8.2 Summary minutes of the proceedings of the meetings of all subsidiary bodies shall be furnished to the Fisheries Commission by the Executive Secretary.
- 8.3 Summary records, reports, resolutions, proposals and other formal decisions adopted shall be transmitted as soon as possible after each meeting to the Fisheries Commission members, their representatives, and observers, by the Executive Secretary.
- 8.4 The Fisheries Commission shall prepare an annual report of its activities.

FINANCIAL

Rule 9

The Fisheries Commission shall not incur any expenditure except in accordance with a budget approved by the General Council.