

Northwest Atlantic



Fisheries Organization

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Rules of Procedure for the Scientific Council of NAFO

The Scientific Council agreed that Rule 3.1 of the "Rules of Procedure for the Scientific Council" as revised on 13 June 1980 (*NAFO Sci. Coun. Rep.*, 1979-80, page 109) shall be replaced by the following:

"The Chairman and Vice-Chairman shall take office at the conclusion of an annual meeting. Election of these officers shall take place at such annual meeting or at the special meeting held immediately preceding such annual meeting."

The complete Rules of Procedure, including the above amendment, are appended.

RULES OF PROCEDURE FOR THE SCIENTIFIC COUNCIL

REPRESENTATION

Rule 1

- 1.1 Each Contracting Party 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 Scientific Council may invite any non-Member Government and any international, public or private, organization to be represented at meetings of the Scientific Council 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 under Article X, paragraph 2.
- 2.2 Votes, in accordance with Article X, paragraph 2, shall be taken by a 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.
- 2.3 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 an annual meeting. Election of these officers shall take place at such annual meeting or at the special meeting held immediately preceding such annual meeting.
- 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 Scientific Council for decision by vote;
 - d) to call for and announce the results of votes, under Article X, paragraph 2;
 - e) to determine, after consultation with the Executive Secretary, the provisional agenda for the annual and special meetings;
 - 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 Scientific Council, for transmission to Contracting Parties, their representatives, and others concerned;
 - 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 Scientific Council is carried out efficiently and in accordance with the decisions; and
 - i) to act as Chairman of the Executive Committee.
- 3.3 The powers and duties of the Vice-Chairman shall be:
 - a) to exercise the powers and duties prescribed for the Chairman when he is unable to act; and
 - b) to act as Chairman of the Publications Committee.
- 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 under Article X, paragraph 2, 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 Fisheries Science 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 provisional agenda for each annual or special meeting of the Council 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, 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.
- 4.2 Except as provided in paragraph 4.3, the subject matter of a request for scientific advice from a coastal state, in accordance with Article VII, or from the Fisheries Commission, in accordance with Article VIII, shall be included in the provisional agenda for the relevant meeting of the Scientific Council. A memorandum containing the terms of reference prescribed in Article VII shall be circulated by the Executive Secretary to the representatives of all Contracting Parties, together with the corresponding provisional agenda.
- 4.3 The Scientific Council, by unanimous vote, may waive the necessity of the 60-day advance notice of the subject matter of a request for scientific advice.

COMMITTEES

Rule 5

- 5.1 There shall be the following standing committees:
 - a) The Standing Committee on Fisheries Science which shall:
 - i) provide a forum for consultation and cooperation among the Contracting Parties with respect to the study, appraisal and exchange of scientific information and views relating to the fisheries of the Convention Area, including environmental and ecological factors affecting these fisheries; and
 - ii) provide scientific advice as required, in accordance with the provisions of Article VI(c) and VI(d) of the Convention.
 - b) The Standing Committee on Research Coordination which shall:
 - i) develop and recommend to the Scientific Council policies and procedures for the collection, compilation, and dissemination of statistical and sampling information on the living resources and fisheries of the Convention Area and environmental information from oceanographic investigations;
 - ii) coordinate the compilation and maintenance of statistics and records and their dissemination, including liaison with coastal states in the Convention Area;
 - iii) coordinate the planning and execution of international cooperative research in cooperation with coastal states in the Convention Area; and
 - iv) encourage and promote cooperation among the Contracting Parties in scientific research designed to fill gaps in knowledge pertaining to matters identified by the Standing Committee on Fisheries Science.
 - c) The Standing Committee on Publications which shall:
 - i) develop, coordinate and keep under review the publication and editorial policy and procedures of the Scientific Council and make recommendations thereto on these matters; and
 - ii) be chaired by the Vice-Chairman, and consist of five other members appointed by the Scientific Council.
- 5.2 Except as provided in paragraph 5.1, each Standing Committee shall consist of scientists, one from each Contracting Party, who may be assisted by experts and advisers, and have a Chairman who shall be elected by the Scientific Council, in accordance with the provisions of Article X, paragraph 2, to serve for two years. The Executive Secretary shall be an *ex officio* member, without vote.
- 5.3 There shall be an Executive Committee, composed of the Chairman and Vice-Chairman of the Scientific Council and the Chairmen of the Standing Committees. The Executive Secretary shall be an *ex officio* member of the Executive Committee. This Committee shall keep under general review the planning and execution of the Scientific Council's program and ensure that the Scientific Council's organization effectively and efficiently meets the needs of the scientific program, facilitate coordination with other organizations, and provide advice to the Chairman of the Scientific Council on

- a) the timetable for the work of the Committees and Working Groups, and
- b) input by the Scientific Council to the work of the General Council.

- 5.4 The Scientific Council may establish such other subsidiary bodies as required.
- 5.5 Except as provided in these Rules, each subsidiary body shall establish its own Rules of Procedure.

SECRETARIAT

Rule 6

- 6.1 The Scientific Council 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 provisional agendas in accordance with Rule 4.1.
- 6.3 The Executive Secretary shall receive the credentials of representatives and observers at annual and special meetings and report thereon to the Scientific Council as required.

LANGUAGE

Rule 7

- 7.1 English shall be the official and working language of the Scientific Council 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 Scientific Council 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 Scientific Council by the Executive Secretary.
- 8.3 Summary records, reports, resolutions, recommendations, and other decisions adopted shall be transmitted as soon as possible after each meeting to the Contracting Parties, their representatives, and observers, by the Executive Secretary.
- 8.4 An annual report containing the proceedings of each meeting of the Scientific Council, together with reports of all subsidiary bodies, and such other information as considered desirable, shall be prepared by the Chairman, in consultation with the Executive Secretary, and published.

FINANCIAL

Rule 9

- 9.1 The Scientific Council shall not incur any expenditure except in accordance with a budget approved by the General Council.