

Doc 7559/10



Rules of Procedure for the Council

Approved by the Council and
published by its decision

Tenth Edition — 2014

International Civil Aviation Organization

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Note.— Throughout these Rules of Procedure, the use of the male gender should be understood to include male and female persons.

International Civil Aviation Organization

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Table of Contents

	<i>Page</i>
PRELIMINARY SECTION	
Definitions	1
SECTION I	
Representatives, Alternates and Observers, and their credentials	2
SECTION II	
Officers of the Council and the Secretary General	3
SECTION III	
Commissions, Committees and Working Groups of the Council	6
SECTION IV	
Sessions of the Council	7
SECTION V	
Work Programme and Order of Business	8
SECTION VI	
Conduct of business	12
SECTION VII	
Voting	17
SECTION VIII	
Approval of proposals with respect to administrative matters	20

(iii)

	<i>Page</i>
SECTION IX	
Languages of the Council	21
SECTION X	
Records of proceedings	21
SECTION XI	
Interpretation, revocation, suspension and amendment of the Rules of Procedure	23
APPENDIX A	
Rules and Procedures for the election of the President of the Council	24
APPENDIX B	
Rules and Procedures for the election of the Vice-Presidents of the Council	26
APPENDIX C	
Rules and Procedures for the appointment of the Secretary General	27
APPENDIX D	
Rules and Procedures governing the appointment of the Members, Alternates and President of the Air Navigation Commission	29
APPENDIX E	
Rules and Procedures governing the appointment of the Members, Alternates and Chairmen of Commissions (other than the Air Navigation Commission), Committees and Working Groups	31
APPENDIX F	
Guidelines on when Council meetings should be held in closed session (Rule 37) and when Council documents should be marked “Restricted”	32

RULES OF PROCEDURE FOR THE COUNCIL*

PRELIMINARY SECTION

DEFINITIONS

For the purpose of these Rules, the expression:

Alternate — means a person designated and authorized by a Member of the Council to act on its behalf in the absence** of the Representative, and holding credentials as evidence thereof.

Convention — means the Convention on International Civil Aviation.

Majority of the Members of the Council — means more than half of the total membership of the Council.

Meeting — means a single sitting of the Council from the time the Council comes to order until it adjourns.

Member of the Council — means a Contracting State elected by the Assembly to form part of the Council in accordance with Article 50 of the Convention.

Observer — means a person representing a Contracting State not represented on the Council, a non-Contracting State, an inter-

* Revised on 28 November 1969, entered into force on 27 April 1970; amended by the Council on 12 May 1971 (Rule 50), 17 March 1976 (Rules 56 and 57), 13 April 1976 (Rule 16 a)), 12 September 1980 (Rule 56), 9 June 1999 (Rule 56), 9 June 2006 (entered into force on 1 August 2006), 16 March 2007 and 20 June 2013 (Rule 12).

** This does not require the Representative to leave the room in the case of a Council meeting.

national organization or other body, designated and authorized by his State or organization to participate in one or more of the meetings of the Council without the right to vote or to move or second motions or amendments, under such further conditions as the Council may determine and holding credentials as evidence of his appointment.

Order of business — means a list of items of business for consideration at one meeting.

President — means the President of the Council.

Representative — means a person designated and authorized by a Member of the Council to act on the Council, and holding credentials as evidence thereof.

Secret Ballot — means a ballot where the marking of the ballot paper by a Representative takes place in private and cannot be overseen by any person other than the Representative's Alternate. All ballot papers distributed should be exactly alike so that it cannot be determined how any one Representative voted.

Work Programme — means the list of items to be considered during a session of the Council.

Working Day — means a weekday on which the Organization conducts business at Headquarters and does not observe a public holiday.

Working paper — means a paper proposing Action by the Council.

SECTION I

REPRESENTATIVES, ALTERNATES AND OBSERVERS, AND THEIR CREDENTIALS

Rule 1

Each Member of the Council shall have one Representative, whose place may be taken by an Alternate. No person may represent more than one State.

Rule 2

Credentials of Representatives, of their Alternates and of Observers shall be signed on behalf of the State, organization or body concerned and indicate the capacity in which the individual is to serve, and shall be deposited with the Secretary General.

Rule 3

The credentials shall be examined by the President, one of the Vice-Presidents and the Secretary General, who shall report to the Council.

Rule 4

Any Representative, Alternate or Observer shall be entitled, pending the presentation of the report on his credentials and Council action thereon, to attend meetings and to participate in them subject, however, to the limits set forth in these Rules. The Council may bar from any further part in the activities of the Council, Commissions, Committees and Working Groups any Representative, Alternate or Observer whose credentials it finds to be insufficient.

SECTION II

OFFICERS OF THE COUNCIL AND THE SECRETARY GENERAL

Rule 5

The Council shall elect its President for a term of three years, the exact dates of commencement and termination of which will be determined by the Council. Candidates shall be nominated by Contracting States. The rules and procedures governing the election of the President are set out in Appendix A.

Rule 6

The President of the Council may be removed from office at any time by a decision of the Council taken by a majority of its Members, provided that the motion for that purpose is introduced in writing and is moved jointly by not less than one third of the Members of the Council. Upon the introduction of such a motion, the meeting shall be adjourned. As soon as practicable thereafter, a meeting to consider the motion shall be called by the Vice-President entitled to act under Rule 10. Pending the decision of the Council, the President shall refrain from carrying out the normal functions of the President.

Rule 7

In the event of the President's death, removal from office, or resignation, or if the President is otherwise unable to complete his term of office, a new President shall be elected by the Council as soon as possible thereafter and the latter shall hold office for the remainder of the term of his predecessor. If the President gives prior notice of resignation, the election shall be held on a date to be decided by the Council, if possible before the resignation takes effect.

Rule 8

The Council shall elect from among Representatives a First, a Second and a Third Vice-President. Candidates shall be nominated by one or more Council Members. The rules set out in Appendix B shall govern the election of each Vice-President.

Rule 9

The term of office of a Vice-President shall extend for one year from the date of his election, but he may continue to hold office thereafter until his successor is elected, provided that his term of office shall not extend beyond the end of the term of the Council unless the State which he represents continues to be a Member of the Council.

Rule 10

In the absence of the President, the First Vice-President, the Second Vice-President or the Third Vice-President in that order shall exercise the functions vested in the President by these Rules of Procedure.

Rule 11

A Vice-President when acting in the absence of the President shall retain his right to vote.

Rule 12

The Council shall appoint the Secretary General for a term of three years. Candidates shall be nominated by Contracting States. A Secretary General who has served for two terms shall not be appointed for a third term. The rules and procedures governing the appointment of the Secretary General are set out in Appendix C.

Rule 13

The Secretary General of the Organization shall be the Secretary of the Council.

Rule 14

The Secretary General may be removed from office by a decision of the Council taken by a majority of its Members, provided that the motion for that purpose is introduced in writing and is moved jointly by not less than one third of the Members of the Council. As soon as practicable thereafter, a meeting to consider the motion shall be called by the President. Pending the decision of the Council, the Secretary General shall refrain from carrying out the normal functions of the Secretary General.

Rule 15

In the event of the Secretary General's death, removal from office, or resignation, or if the Secretary General is otherwise unable to complete his term of office, the Council shall, notwithstanding the procedure in Appendix C, draw up an appropriate timetable for appointing a successor. If the Secretary General gives prior notice of resignation, the appointment shall be held on a date to be decided by the Council, if possible before the resignation takes effect.

SECTION III

**COMMISSIONS, COMMITTEES AND
WORKING GROUPS OF THE COUNCIL**

Rule 16

- a) The Council shall appoint the Members of the Air Navigation Commission from candidates nominated by Contracting States. Such appointment shall be for a term of three years, or for the remainder of the term of a predecessor.
- b) The Council may appoint Alternates to act in the absence of a member of the Air Navigation Commission.
- c) The Council shall appoint the President of the Air Navigation Commission in accordance with the Guidelines set out in paragraph 4 of Appendix D.
- d) The rules and procedures governing the appointment of the Members, Alternates and President of the Air Navigation Commission are set out in Appendix D.

Rule 17

- a) In addition to the Air Navigation Commission, the Air Transport Committee and the Finance Committee, the Council may establish