

Doc 7600/8



Standing Rules of Procedure of the Assembly of the International Civil Aviation Organization

Approved by the Assembly and published
by authority of the Secretary General

Eighth Edition — 2014

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Note.— Throughout these Standing 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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STANDING RULES OF PROCEDURE OF THE ASSEMBLY OF THE INTERNATIONAL CIVIL AVIATION ORGANIZATION*

SECTION I. SESSIONS

Rule 1

The Assembly shall meet not less than once in three years and shall be convened by the Council at a suitable time and place [*Convention on International Civil Aviation* (hereinafter “Convention”), Article 48 a)].

**Ordinary
Sessions**

Rule 2

The Assembly may hold extraordinary sessions at any time upon the call of the Council or at the request of not less than one-fifth of the total number of Contracting States addressed to the Secretary General [Convention, Article 48 a)].

**Extraordinary
Sessions**

* Adopted by the Assembly in 1952 (Resolution A6-12; Doc 7670) and amended by the Assembly in 1953 (Doc 7409, A7-P/2), 1959 (Resolution A12-4; Doc 7998, A12-P/3), 1962 (Resolution A14-1; Doc 8268, A14-P/20), 1971 (Doc 8963, A18-P/16), 1974 (Doc 9119, A21-P/4), 1977 (Doc 9216, A22-P/10), 1980 (Doc 9317, A23-P/12), 1989 (Doc 9550, A27-P/12), 2007 (Doc 9891, A36-P/9), 2010 (Doc 9982, A37-P/1) and 2013 (Doc 10023, A38-P/6).

SECTION II. COMPOSITION

Delegations and their Credentials

Rule 3

All Contracting States shall have an equal right to be represented at the sessions of the Assembly [Convention, Article 48 b)]. No person shall represent more than one State.

**Representation
of Contracting
States**

Rule 4

Delegations of Contracting States may be composed of delegates, alternates and advisers. One of the delegates shall be designated as the Chief Delegate. In case of his absence the Chief Delegate may designate another member of his delegation to serve in his stead.

**Delegations of
Contracting
States**

Rule 5

Non-Contracting States and international organizations duly invited by the Council, or by the Assembly itself, to attend a session of the Assembly may be represented by observers. Where a delegation consists of two or more observers, one of them shall be designated as “Chief Observer”.

**Observers of
non-Contracting
States and
International
Organizations**

Rule 6

- a) Delegations shall be provided with credentials signed on behalf of the State or organization concerned, by a person duly authorized thereto, specifying the name of each member of the delegation and indicating the capacity in which he is to serve. The credentials shall be deposited with the Secretary General.

**Credentials
and
Credentials
Committee**

- b) A Credentials Committee shall be established at the beginning of the session. It shall consist of five members representing five Contracting States nominated by the President of the Assembly, and the representative of each such State shall be designated by the Chief Delegate concerned. The committee shall elect its own chairman. It shall examine the credentials of members of delegations and report to the Assembly without delay.

Rule 7

Any member of a delegation shall be entitled, pending the presentation of a report by the Credentials Committee and Assembly action thereon, to attend meetings and to participate in them, subject, however, to the limits set forth in these Rules. The Assembly may bar from any further part in its activities any member of a delegation whose credentials it finds to be insufficient.

**Eligibility for
Participation
in Meetings**

SECTION III. OFFICERS

Rule 8

The Assembly, as soon as practicable after the commencement of a session, shall elect its President, who shall preside over the plenary meetings of the Assembly. Until such election, the President of the Council shall act as President of the Assembly.

President

Rule 9

The Assembly shall elect four vice-presidents and the chairmen of the commissions referred to in Section V.

**Vice-Presidents
and Chairmen
of Commissions**

SECTION IV. AGENDA

Rule 10

- a) The provisional agenda prepared by the Council for an ordinary session shall be communicated to Contracting States so as to reach them at least ninety days before the opening of the session. Subject to paragraph d) hereof, the basic documentation including budget proposals, Council's Report to the Assembly, and supporting documentation on questions of general policy, air transport matters and air navigation matters, shall be communicated by such means as will ensure, apart from unforeseen contingencies, that they will be received by Contracting States at least fifty days before the date of the opening of the session.
- b) Subject to the requirements of paragraph d), any Contracting State may, at least forty days before the date fixed for the opening of an ordinary session, propose to the Secretary General the addition of items to the provisional agenda. Such items, together with any explanatory documentation furnished by the Contracting State, and, time permitting, additional comments, if any, made by the Secretary General thereon, shall be communicated to Contracting States so as to reach them, apart from unforeseen circumstances, at least twenty-one days before the opening of the session.
- c) The provisional agenda prepared by the Council or by the requesting Contracting States, as the case may be, for an extraordinary session shall be communicated to Contracting States so as to reach them at least fourteen days before the opening of the session, and the supporting documentation shall be communicated as soon as possible prior to the opening of the session.
- d) Proposals for the amendment of the Convention, together with any comments or recommendations of the Council

**Provisional
Agenda and
Addition of
Items thereon**