

Doc 8146-C/930/6



Rules of Procedure for Standing Committees of the Council

Approved and published
by decision of the Council

Sixth Edition — 2011

International Civil Aviation Organization

Doc 8146-C/930/6



Rules of Procedure for Standing Committees of the Council

Approved and published
by decision of the Council

Sixth Edition — 2011

International Civil Aviation Organization

Published in separate English, Arabic, Chinese, French, Russian
and Spanish editions by the
INTERNATIONAL CIVIL AVIATION ORGANIZATION
999 University Street, Montréal, Québec, Canada H3C 5H7

For ordering information and for a complete listing of sales agents
and booksellers, please go to the ICAO website at www.icao.int

Fifth Edition, 2007
Sixth Edition, 2011

Doc 8146, *Rules of Procedure for Standing Committees of the Council*
Order Number: 8146
ISBN 978-92-9231-884-0

© ICAO 2011

All rights reserved. No part of this publication may be reproduced, stored in
a retrieval system or transmitted in any form or by any means, without prior
permission in writing from the International Civil Aviation Organization.

TABLE OF CONTENTS

	<i>Page</i>
PRELIMINARY SECTION — Definitions	1
SECTION I — Scope of these Rules	2
SECTION II — Officers of Committees	2
SECTION III — Working Groups of Committees	4
SECTION IV — Sessions of Committees	4
SECTION V — Work Programme and Order of Business	5
SECTION VI — Attendance at Meetings	6
SECTION VII — Conduct of Business	8
SECTION VIII — Voting	12
SECTION IX — Languages of Committees	14
SECTION X — Records of Proceedings	14
SECTION XI — Interpretation, Revocation, Suspension and Amendment of the Rules of Procedure	15
SPECIAL PROVISIONS APPLICABLE TO THE AIR TRANSPORT COMMITTEE	17
SPECIAL PROVISIONS APPLICABLE TO THE JOINT SUPPORT, FINANCE, HUMAN RESOURCES, UNLAWFUL INTERFERENCE AND TECHNICAL CO-OPERATION COMMITTEES	18
APPENDIX	
— Guidelines on when Committee meetings should be held in closed session (Rule 17) and when Committee documents should be marked “Restricted”	19

RULES OF PROCEDURE FOR STANDING COMMITTEES OF THE COUNCIL*

PRELIMINARY SECTION

DEFINITIONS

Alternate Member — means a person appointed by the Council to act on behalf of a Member.

Committee — means a body comprised in Rule 1.

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

Member — means a person elected Member of a Committee by the Council pursuant to Rule 17 of the *Rules of Procedure for the Council* and shall be deemed to mean also an Alternate Member.

Observer — means a person who is not a Member and who represents a Contracting State, a non-Contracting State, an international organization or other body, designated and authorized by his State or organization to participate in one or more of the meetings of a Committee, without the right to vote or to move or second motions or amendments, and under such further conditions, if any, as the Council may determine.

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

Secret Ballot — means a ballot where the marking of the ballot paper by a Member takes place in private and cannot be overseen by any person

* Adopted by the Council on 10 March 1961 and amended on 28 November 1962, 27 May 1964, 17 March 1969, 1 June 1973, 17 March 1976, 3 February 1995, 1 December 1995, 19 June 1996, 8 April 1999, 4 June 2007 and 15 June 2011.

Note 1.— In these Rules of Procedure, the use of the male gender should be understood to include both male and female persons.

Note 2.— In case of any inconsistency between the Rules of Procedure for the Council (Doc 7559) and these Rules, the former shall prevail.

other than the Member's Alternate. All ballot papers distributed should be exactly alike so that it cannot be determined how any one Member voted.

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 a Committee.

SECTION I

SCOPE OF THESE RULES

Rule 1

- a) These Rules shall apply to the Air Transport Committee, the Finance Committee, the Human Resources Committee, the Joint Support Committee, the Technical Co-operation Committee and the Committee on Unlawful Interference.
- b) They shall also apply to any other body established by the Council if the Council so specifically decides. In the absence of such decision of the Council, the Chairman of the body concerned shall, having the present Rules for guidance, rule on all questions of procedure, subject to reversal of his decision by a majority of the Members.

SECTION II

OFFICERS OF COMMITTEES

Rule 2

- a) Pursuant to Rule 17 c) and Appendix E of the *Rules of Procedure for the Council*, the Chairman of each of the Committees referred to in Rule 1 shall be elected by the Council. The Chairman shall remain in office for one year or until a successor is elected. He may be re-elected. His term of office may in no case exceed his term as a Member of the Committee.

- b) A Member discharging the functions of Chairman under these Rules shall retain his right to vote; he may exercise that right himself or through his Alternate.
- c) If a Chairman vacates his office, the Council shall elect his successor for the remainder of the term of his predecessor.

Rule 3

Each Committee shall elect one Vice-Chairman from among its Members. If more than one candidate is nominated, the election shall take place by secret ballot. If no candidate receives a majority of votes on the first ballot, the Committee shall vote again on the two candidates who received the largest number of votes.

Rule 4

- a) The term of office of the Vice-Chairman 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 in no case shall his term extend beyond that for which the Committee itself was elected.
- b) However, if a Vice-Chairman vacates his office, his successor shall hold office only for the remainder of the term of his predecessor.

Rule 5

In the absence of the Chairman, the Vice-Chairman shall exercise the functions vested in the Chairman by these Rules of Procedure. In the event that the Chairman and the Vice-Chairman, as the case may be, are temporarily absent, the Committee shall appoint an Acting Chairman for the meeting at which this situation arises.

Rule 6

- a) Each Committee shall have a Secretary designated by the Secretary General.