

RULES OF PROCEDURE

RULE I

Membership

1. Membership in the Commission is open to all Member Nations and Associate Members of the Organization which are serviced by the Regional Office for Latin America^{1/}. Eligible Member Nations and Associate Members shall be considered as members of the Commission upon receipt by the Director-General of a notification of their desire to be so considered.

2. Each member of the Commission shall, before the opening of each session of the Commission, communicate to the Director-General the name of its representative who should, as far as possible, have responsibilities related to inland fishery research, and development and administration.

RULE II

Officers

1. The Commission shall elect, at the end of every session, a Chairman and a maximum of three Vice-Chairmen who shall remain in office until the election of the new Chairman and new Vice-Chairmen. The out-going Chairman and Vice-Chairmen shall be eligible for re-election.

2. The Chairman, or in his absence a Vice-Chairman, shall preside at meetings of the Commission and exercise such other functions as may be required to facilitate the work of the Commission. The Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

3. In the event that both the Chairman and the Vice-Chairmen are unable to serve, the Director-General or his representative shall act as Chairman, until an ad hoc Chairman is elected.

4. The Director-General shall appoint from among the staff of the Organization a Secretary of the Commission who shall be responsible to him.

RULE III

Executive Committee

1. There shall be an Executive Committee consisting of the Chairman and Vice-Chairmen of the Commission. The Executive Committee shall be responsible for the conduct of the work of the Commission during and between sessions. The Secretary shall be ex-officio a member of the Executive Committee.

2. The terms of Reference of the Committee shall be:

- To act as a Steering Committee during sessions of COPESCAL.

^{1/} Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominica, the Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Uruguay, Venezuela

- To assist in the drawing-up of the programme of work of COPESCAL and the selection of priorities for consideration by the Commission.

- To oversee the implementation of the programme of work as approved by the Commission.

- To discuss and propose long-term policies on the management and development of inland fisheries for the guidance of the Commission in formulating its future programmes.

RULE IV

Sessions

1. The Commission shall normally hold only such sessions in each biennium as are listed in the Programme of Work of the Organization for the relevant period, subject, however, to the authority of the Director-General to make exceptions when in his view such action is necessary for the fulfillment of the Programme of Work as approved by the Conference; such exceptions being reported to the session of the Council immediately following such action.

2. The sessions of the Commission shall be convened by the Director-General, who shall decide on the place where they are to be held, in consultation with the Chairman and the competent authorities of the host country, taking into account the views expressed by the Commission.

3. Notice of the date and place of each session of the Commission shall normally be communicated at least three months before the session to all members of the Commission, to such Member Nations and Associate Members of the Organization that are not members of the Commission and to such non-Member States of the Organization and international organizations as may have been invited to attend the session.

4. Each member of the Commission shall have one representative who may be accompanied by alternates and advisers. An alternate or adviser shall not have the right to vote except when substituting for a representative.

5. Meetings of the Commission shall be held in public unless the Commission decides to meet in private for discussion of any items of its agenda.

6. A majority of the members of the Commission shall constitute a quorum.

RULE V

Agenda

1. The Director-General, in consultation with the Chairman, shall prepare a provisional agenda for each session of the Commission.

2. The first item on the provisional agenda shall be the adoption of the agenda. No matter referred to the Commission by the Conference or Council of the Organization may be omitted from the agenda.

3. Any member of the Commission may request the Director-General to include specific items in the provisional agenda.

4. The provisional agenda shall be circulated by the Director-General at least two months before the date on which the opening of the session is scheduled to take place, to all members of the Commission, to Member Nations and Associate Members of the Organization that are not members of the Commission and to such non-Member States of the Organization and international organizations as may have been invited to attend the session.

5. Any member of the Commission and the Director-General may, after the dispatch of the provisional agenda but not later than one month before the date on which the opening of the session is scheduled to take place, propose the inclusion of specific items in the agenda. Such proposals shall be accompanied by a written explanation of the reasons why the inclusion of the items in the agenda is considered desirable. These items shall be placed on a supplementary list, which shall be dispatched by the Director-General to all members of the Commission, other Member Nations and Associate Members of the Organization attending the session and to such non-Member States and international organizations invited to the session, failing which the items shall be communicated to the Chairman for submission to the Commission.

6. Documents to be submitted to the Commission at any session shall be furnished by the Director-General to the members of the Commission, the other members of the Organization attending the session and to the non-Member States and international organizations invited to the session, at the time the agenda is dispatched or as soon as possible thereafter.

7. Subject to paragraph 2 of this Rule, the Commission may, at any session, decide by a two-thirds majority of the members present to amend the approved agenda by the deletion, addition or modification of any item.

RULE VI

Voting and Procedures

1. Each member of the Commission shall have one vote.

2. Decisions of the Commission shall be taken by a majority of the votes cast, unless otherwise provided in these Rules.

3. Upon the request of any member of the Commission, voting shall be by roll call, in which case the vote of each member shall be recorded.

4. When the Commission so decides, voting shall be by secret ballot.

5. Voting in the Commission shall be carried out *mutatis mutandis* in accordance with the pertinent provisions of Rule XII of the General Rules of the Organization.

RULE VII

Observers

1. Any Member Nation or Associate Member of the Organization that is not a member of the Commission but has an interest in the development of the inland fishery resources of the Latin American Region may, upon its request, be invited by the Director-General to attend meetings of the Commission or its subsidiary bodies in an observer capacity.

2. States which, while not Member Nations or Associate Members of the Organization, are members of the United Nations, any of its Specialized Agencies or the International Atomic Energy Agency, may, upon their request, and with the approval of the Council of the Organization, be invited to attend meetings of the Commission or its subsidiary bodies in an observer capacity in accordance with the provisions relating to the granting of observer status to nations adopted by the Conference of the Organization.

3. Participation of international organizations in the work of the Commission and relations between the Commission and such organizations shall be governed by the relevant provisions of the Constitution and the General Rules of the Organization, as well as the rules on relations with international organizations adopted by the Conference or Council of the Organization. All such relations shall be dealt with by the Director-General.

RULE VIII

Records and Reports

1. At each session, the Commission shall approve a report embodying its views, recommendations and decisions, including when requested a statement of minority views. Such other records for its own use as the Commission may on occasion decide shall also be maintained.

2. The conclusions and recommendations of the Commission shall be transmitted to the Director-General at the close of each session, and he shall circulate them to members of the Commission and to States and international organizations that were represented at the session and, upon request, to other Member Nations and Associate Members of the Organization for their information.

3. Recommendations having policy, programme or financial implications for the Organization shall be brought by the Director-General to the attention of the Conference through the Council.

4. The Director-General may request members of the Commission to supply information to him in order to keep the Commission informed on action taken by its members on the basis of its recommendations.

RULE IX

Subsidiary Bodies

1. The Commission may establish such subsidiary bodies as it deems necessary for the accomplishment of its task. These subsidiary bodies may deal with problems in the context of the Commission's area of competence as a whole or in the context of any sub-divisions of that area.

2. Membership in subsidiary bodies may be made up of all or selected members of the Commission or of individuals appointed in their personal capacity.

3. The Commission may recommend to the Director-General the convening of ad hoc meetings either of representatives of members of the Commission or of experts serving in a personal capacity, in order to study problems that because of their specialized nature could not fruitfully be discussed during the normal sessions of the Commission.

4. Experts who are to serve in their personal capacity as members of any subsidiary body or who are to be invited to attend ad hoc meetings shall be appointed by the Director-General in accordance with established procedures.

5. The terms of reference of the subsidiary bodies and the questions to be discussed by ad hoc meetings shall be determined by the Commission.

6. The establishment of subsidiary bodies and the convening ad hoc meetings shall be subject to the availability of the necessary funds in the relevant chapter of the approved budget of the Organization. The determination of such availability shall be made by the Director-General. Only such sessions of subsidiary bodies and ad hoc meetings shall be convened in each biennium as are listed in the Programme of Work of the Organization for the relevant period, subject, however, to the authority of the Director-General to make exception when in his view such action is necessary for the fulfillment of the Programme of Work as approved by the Conference: such exceptions being reported to the session of the Council immediately following such action.

7. Before taking any decision involving expenditures in connection with the establishment of subsidiary bodies or the convening of an ad hoc meeting, the Commission shall have before it a report from the Director-General on the administrative and financial implications thereof.

8. Each subsidiary body and ad hoc meeting shall elect its own officers.

9. The Rules of the Commission shall apply *mutatis mutandis* to its subsidiary bodies and ad hoc meetings.

RULE X

Expenses

1. Expenses incurred by representatives of members of the Commission, their alternates or advisers, when attending sessions of the Commission, sub-commissions, working parties or ad hoc meetings, as well as the expenses incurred by observers at sessions, shall be borne by the respective governments or organizations.

2. Expenses of experts invited by the Director-General to attend sessions or meetings in their personal capacity shall be borne by the Organization.

3. Any financial operations relating to the Commission and its subsidiary bodies shall be governed by the appropriate provisions of the Financial Regulations of the Organization.

4. The expenses incurred by the Executive Committee shall be borne by the Organization.

RULE XI

Languages

English, French and Spanish shall be the working languages of the Commission.

RULE XII

Amendment and Suspension of Rules

1. Amendment of, or additions to, these Rules may be adopted by a two-thirds majority of the membership of the Commission provided that 24 hours' notice of the proposal for the amendment or addition has been given. Amendments or additions to these Rules shall come into force upon approval by the Director-General.

2. Any of the above Rules of the Commission, other than Rule I-1, Rule II-4, Rule IV-1, 2 and 6, Rule V-2, Rule VI-1 and 2, Rule VII, Rule VIII-3 and 4, Rule IX-5, 6 and 7, Rule X and Rule XII-1 may be suspended by the Commission by a two-thirds majority of the votes cast, provided that 24 hours' notice of the proposal for the suspension has been given. Such notice may be waived if no member of the Commission objects.