

ASIA-PACIFIC FORESTRY COMMISSION

RULES OF PROCEDURE

Rule I Membership

1. Membership in the Asia-Pacific Forestry Commission is open to all Member Nations and Associate Members of the Food and Agriculture Organization of the United Nations, the territories of which are situated wholly or partly in the Asia-Pacific region, as defined by the Organization, or which are responsible for the international relations of any non-self-governing territory in that region. Membership shall comprise such eligible Nations as have notified the Director-General of the Organization of their desire to be considered as Members.
2. Each Member of the Commission shall communicate to the Director-General of the Organization the name of its representative before the opening of each session of the Commission.

Rule II Officers

1. The Commission shall elect a Chairman and three Vice-Chairmen from among the representatives to the Commission at the beginning of each session, who shall remain in office until the election of the new Chairman and new Vice-Chairmen at the next session. The outgoing 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 of the Organization or his representative shall act as a Chairman, until new officers have been elected.
4. The Director-General of the Organization shall appoint from among the staff of the Organization a Secretary of the Commission who shall be responsible to him. The Secretary shall perform such duties as the work of the Commission may require.
5. The Commission may elect from among the delegates to the Commission one or more rapporteurs.

Rule III Executive Committee

1. The Chairman, Vice-Chairman, Rapporteur(s), Secretariat of the Commission and others as appropriate constitute the Executive Committee. The outgoing Chairman and/or Vice-Chairman of the Commission may serve on the Committee in an advisory capacity as requested by the Secretariat.
2. Between meetings of the Commission, the Executive Committee shall act on its behalf, as a steering body. In particular, the Executive Committee shall guide the general orientation of the programme of work of the Commission and assist in the application of the programme approved by it.

3. The Chairman or another Committee member appointed by the Chairman shall represent the Commission at the Regional Forestry Commission Bureaux of the FAO Committee on Forestry.
4. The Chairman of the Commission shall chair the Executive Committee.
5. The Executive Committee membership is vested within national governments of the member countries, who are encouraged to quickly provide a replacement to the Executive Committee should their representative retire, leave government service or be appointed to other duties that would conflict with their ability to serve. Consultation with the Secretariat is encouraged to facilitate a speedy transition and a smooth implementation of the APFC work programme.
6. The Executive Committee shall report to the Commission.

Rule IV Sessions

1. The Commission shall hold sessions at such periodic intervals as shall be requested by a majority of the Members of the Commission or considered necessary by the Director-General of the Organization.
2. The sessions of the Commission shall be convened, and the place where they are to be held shall be determined, by the Director-General of the Organization after consultation with the competent authorities of the host country.
3. Notice of the date and place of each session of the Commission shall, at least two months before the session, be communicated to all the Members of the Commission.
4. Each Member of the Commission shall have one representative who may be accompanied by an alternate and advisers. An alternate or adviser shall not have the right to vote except when substituting for the representative.
5. Meetings of the Commission shall be held in public unless the Commission decides otherwise.
6. A majority of the Members of the Commission shall constitute a quorum.

Rule V Agenda

1. The Director-General of the Organization, after consultation with the Chairman of the Commission, 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.
3. Any Member of the Commission may request the Director-General of the Organization to include specific items in the provisional agenda.
4. The provisional agenda shall be circulated by the Director-General of the Organization to all the Members of the Commission at least two months before the opening of the session.
5. Any Member of the Commission, and the Director-General of the Organization, may, after the despatch of the provisional agenda, propose the inclusion of specific items in the agenda with respect to matters of an urgent nature. These items shall be placed on a supplementary list which, if time permits before the opening of the session, shall be despatched by the Director-General of the Organization to all Members of the

Commission, failing which the items shall be communicated to the Chairman for submission to the Commission.

6. After the agenda has been adopted, the Commission may, by a two-thirds majority of the votes cast, amend the agenda by the deletion, addition or modification of any item. No matter referred to the Commission by the Conference or Council of the Organization may be omitted from the agenda.
7. Documents to be submitted to the Commission at any session shall be furnished by the Director-General of the Organization to the Members of the Commission, the other Member Nations of the Organization attending the session and to the non-member nations and international organizations invited to the session, at the time the agenda is despatched or as soon as possible thereafter.

Rule VI Voting and procedures

1. Each Member of the Commission shall have one vote.
2. Decisions of the Commission shall be taken by 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. Formal proposals relating to items on the agenda and amendments thereto shall be introduced in writing and handed to the Chairman who shall circulate copies to the representatives.
6. In addition to the above Rules, the provisions of Rule XII of the General Rules of the Organization shall apply *mutatis mutandis*.

Rule VII Observers

1. Any Member Nation or Associate Member of the Organization that is not a Member of the Commission, but has a special interest in the work of the Commission, may, upon request communicated to the Director-General of the Organization, attend, as observer, sessions of the Commission, its subsidiary bodies and *ad hoc* meetings. It may submit memoranda and participate without vote in the discussions.
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 subject to the provisions relating to the granting of observer status to nations, adopted by the Conference of the Organization, be invited to attend, in an observer capacity, sessions of the Commission, of its subsidiary bodies and *ad hoc* meetings. The status of nations invited to such sessions shall be governed by the relevant provisions adopted by the Conference of the Organization.
3. Subject to the provisions of Rule VI, paragraph 4, of these Rules, the Director-General of the Organization may invite international organizations, recognized international and regional non-governmental organizations and regional networks to attend, in an observer capacity, sessions of the Commission, of its subsidiary bodies and *ad hoc* meetings.

4. Participation of international organizations in the work of the Commission, and the relations between the Commission and such organizations, shall be governed by the relevant provisions of the Constitution of the Organization and the General Rules of the Organization, as well as by the general regulations of the Organization on relations with international organizations. All such relations shall be dealt with by the Director-General of the Organization.

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 of the Organization at the close of each session, who shall circulate them to Members of the Commission, nations and international organizations that were represented at the sessions, for their information and, upon request, to other Member Nations and Associate Members of the Organization.
3. Recommendations having policy, programme or financial implications for the Organization shall be brought by the Director-General to the attention of the Conference or Council of the Organization for appropriate action.
4. Subject to the provisions of the preceding paragraph, the Director-General of the Organization may request Members of the Commission to supply the Commission with information on action taken on the basis of recommendations made by the Commission.

Rule IX Subsidiary bodies

1. The Commission may establish such subsidiary bodies as it deems necessary for the accomplishment of its task.
2. Membership in these subsidiary bodies shall comprise such Members of the Commission as have notified the Director-General of the Organization of their desire to be considered as Members of the subsidiary bodies, or shall consist of selected Members of the Commission, as determined by the Commission itself, or of individuals appointed in their personal capacity.
3. The representatives of the Members of subsidiary bodies shall, insofar as possible, serve in a continuing capacity and be specialists in the fields of activity of the respective subsidiary bodies.
4. The Commission may recommend to the Director-General the convening of *ad hoc* meetings, either of Members of the Commission or of experts serving in an individual capacity, in order to prepare long-term plans which might call for the establishment of a subsidiary body, or to study problems that, because of their specialized nature, could not fruitfully be discussed during the normal sessions of the Commission. Members of the Commission attending such *ad hoc* meetings shall be designated by the Commission; in the case of *ad hoc* meetings of experts serving in an individual capacity, they shall be selected either by the Commission or by the Director-General of the Organization, as may be decided by the Commission.

5. The terms of reference and reporting procedures of the subsidiary bodies and *ad hoc* meetings shall be determined by the Commission.
6. The establishment of subsidiary bodies and the convening of *ad hoc* meetings shall be subject to the availability of the necessary funds in the relevant chapter of the approved budget of the Organization. Before taking any decision involving expenditure in connection with the establishment of subsidiary bodies, the Commission shall have before it a report from the Director-General of the Organization on the administrative and financial implications thereof.
7. Each subsidiary body and *ad hoc* meeting shall elect its own officers, who shall be eligible for re-election.
8. 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 and by their alternates or advisers, when attending sessions of the Commission and its subsidiary bodies or *ad hoc* meetings, as well as the expenses incurred by observers at sessions or *ad hoc* meetings, shall be borne by the respective governments or organizations. Should experts be invited by the Director-General of the Organization to attend sessions of the Commission and its subsidiary bodies or *ad hoc* meetings in their individual capacity, their expenses shall be borne by the Organization.
2. Any financial operations of the Commission, its subsidiary bodies and *ad hoc* meetings shall be governed by the appropriate provisions of the Financial Regulations of the Organization.

Rule XI Languages

1. English shall be the official languages of the Commission.
2. Any representative using a language other than the working language shall provide interpretation into the working language.

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 of the Organization.
2. Any of the above Rules of the Commission, other than Rule I-1, Rule II-4, Rule IV-2 and 6, Rule V-6, Rule VI-2, Rule VII, Rule VIII-3 and 4, Rule IX-5 and 6, 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 representative of the Members of the Commission objects.