

**REGIONAL FISHERY BODY SECRETARIATS' NETWORK**

<b>Sixth Meeting</b>
<b>Rome, 9 and 15 July 2016</b>
<b>RULES OF PROCEDURE - Draft</b>

**Rule I****Membership**

1. Members of the Network include regional fisheries bodies and arrangements and regional fisheries management organisations or arrangements, which have been established by formal agreement between two or more States, and intergovernmental organisations with an international mandate that is directly related to the work of regional fisheries bodies and arrangements and regional fisheries management organisations or arrangements.
2. Applications for membership may be considered by Network members inter sessionally by electronic communication circulated by the Chair.
3. Members may be represented at meetings of the Network by the executive of organisations qualifying for Network membership, or their alternate who has been formally notified to the Chair in advance of the meeting.

**Rule 2****Officers**

1. The Network shall elect a Chair and a Vice-Chair from among the representatives of its Members for a term that includes two formal meetings of the Network. In normal circumstances this will be for a period of four (4) years.
2. If required, the Chair and the Vice-Chair shall be elected by a majority vote.

---

The designations employed and the presentation of material in this information product do not imply the expression of any opinion whatsoever on the part of the Food and Agriculture Organization of the United Nations (FAO) concerning the legal or development status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific companies or products of manufacturers, whether or not these have been patented, does not imply that these have been endorsed or recommended by FAO in preference to others of a similar nature that are not mentioned.

The views expressed in this information product are those of the author(s) and do not necessarily reflect the views or policies of FAO.

*RSN members are kindly requested to bring their copies to meetings. RSN related documents can be accessed at <http://www.fao.org/fishery/nems/40832/en>, in order to minimize environmental impact and promote greener communications.*

3. The Chair, or in his/her absence the Vice-Chair, shall preside at meetings of the Network and exercise such other functions as may be required to facilitate its work. In the event of the Chair and the Vice-Chair not being able to preside at a meeting, the Network shall appoint another representative from among its Members to take the Chair for that meeting.

4. In the event of the Chair and the Vice-Chair resigning their position inter sessionally the next meeting of the Network will elect a new officer(s) under the first item on the agenda for that meeting.

5. The Chair shall liaise with the Director-General of FAO regarding the appointment of a secretary, who shall perform such duties as the Network may require. Such duties include, but are not limited to, support to the meetings of the Network, maintenance of the Network's web pages and any inter sessional work.

### **Rule 3**

#### **Meetings**

1. The Network shall hold meetings in association with the biennial meeting of the FAO Committee on Fisheries.

2. The meetings of the Network shall be convened in Rome.

3. Notice of the date and venue of each meeting of the Network shall normally be communicated at least two (2) months in advance of the meeting to all Members and to such non-members as may have been invited to participate in the next meeting of the Network under Rule 4.

4. Each Member of the Network may appoint alternates to its representative in the Network.

5. The attendance of a majority of those representatives who are registered to attend the Network meeting shall constitute a quorum for any formal action by the Network.

### **Rule 4**

#### **Non-Members**

1. Meetings of the Network shall not be open to public participation.

2. Participation by non-members in the meetings of the Network shall be considered by the Chair in consultation with Members, if required.

3. Subject to the provisions of paragraph 4 below, any non-member who is invited to attend a meeting of the Network, may submit information and, subject to the direction of the Chair, participate in discussion at a meeting of the Network.

4. In exceptional circumstances, the Network may decide that particular agenda items at that meeting require meeting attendance to be for Members only.

### **Rule 5**

#### **Agenda and Documents**

1. The Chair, in consultation with the secretary, shall prepare a provisional agenda and shall normally circulate it at least two (2) months in advance of the meeting to all Members and non-members invited to attend the meeting.
2. All Members may request the Chair to insert an item in the provisional agenda. The Chair shall thereupon circulate the proposed item to all Members of the Network, together with any accompanying documents.
3. The first item on the provisional agenda shall be the adoption of the agenda. The Network, in its meeting may, by general consent, amend the agenda by the deletion, addition or modification of any item.
4. Documents not already circulated shall be dispatched with the provisional agenda, or as soon as possible thereafter.

## **Rule 6**

### **Decisions**

1. Decisions of the Network during meetings will be taken by consensus of those present at the meeting.
2. Decisions of the Network taken inter sessionally shall be by consensus of members which respond to electronic communications circulated by the Chair.
3. Decisions of the Network are non-binding.

## **Rule 7**

### **Reports of Meetings**

1. At each meeting, the Network shall approve a report of that meeting.
2. A draft report of the meeting may be circulated electronically for editorial comment after the meeting.
3. The comments of the Network on the report shall, on request and subject to the decision of the Chair, be incorporated into the Network's report.
4. Reports of Meetings of the Network shall be placed on the Network's website.
5. The Network shall determine the procedures in regard to press communiqués.

## **Rule 8**

### **Amendment of Rules**

1. The Network may, by consensus, amend its Rules of Procedure.

2. Proposals to amend the Rules of Procedure must be circulated to Members, through the Chair, at least four (4) weeks in advance of the meeting at which they will be considered.