



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

Rules of procedure of the Pacific Meteorological Council meeting

**Adopted at Nadi, Fiji 5 July 2013
Endorsed by the 24th SPREP Meeting at Apia, Samoa, 19 September 2013**

PMC Rules of Procedure

Scope

Rule 1

These Rules shall apply to all Pacific Meteorological Council (PMC) meetings, including those of committees and sub-committees and other bodies established by the PMC.

Definitions

Rule 2

For the purposes of these Rules:

- “Agreement” means the *Agreement Establishing the South Pacific Regional Environment Programme as an intergovernmental organisation* done at Apia on 16 June 1993;
- “Decision” means a statement expressing the considered views of members of the Pacific Meteorological Council or one of its Committees, Sub-committees and other bodies.
- “Meeting” means the SPREP Meeting;
- “meeting” means any ordinary or special meeting of the Pacific Meteorological Council, including meetings of committees, sub-committees and other bodies;
- “members” means the Directors or Heads of Meteorological Services of SPREP Members;
- “Pacific Meteorological Council” means the specialized subsidiary body of SPREP comprising the Directors or Heads of meteorological services of SPREP Members;
- “Recommendation” means a decision of the Pacific Meteorological Council or any of its Committees, Sub-committees and other bodies that require approval by the SPREP Meeting before implementation.
- “Resolution” means a decision of the Pacific Meteorological Council and its Committees, Sub-committees and other bodies which does not require approval by the SPREP Meeting.
- “Rules” means the Rules of Procedure of the Pacific Meteorological Council meeting;
- “Secretariat” means the Secretariat of the Pacific Regional Environment Programme established under Article 1.2 of the Agreement;
- “Sessions” means plenary sessions of the meeting, including meetings of committees, sub-committees and other bodies;
- “SPREP” depending on the context means either the Pacific Regional Environment Programme established pursuant to Article 1.1 of the Agreement as an intergovernmental organisation or the Secretariat of the Pacific Regional Environment Programme;
- “SPREP Meeting” means the organ of SPREP established under Article 1.2 of the Agreement.
- “State Member” has the meaning assigned to it in Rule 5.3;

Venues

Rule 3

1. Each meeting shall decide the venue and timing of the next meeting.

2. In unforeseen circumstances, the Secretariat shall consult with the Chair of the meeting and the members, about changing the venue and timing of the next meeting.
3. The Secretariat shall make all necessary arrangements for the convening of meetings.

Dates

Rule 4

1. The PMC shall meet at such times as the PMC may determine and shall be hosted by one of the members or by the Secretariat.
2. A special meeting may be convened no later than six weeks after receipt by the Secretariat of a request to this effect from a majority of members, or on a date decided upon by the meeting.

Invitations

Rule 5

1. The Secretariat shall invite all members to nominate representatives to each meeting. Other representatives as stipulated in paragraphs 2 and 3, of this Rule will attend as observers.
2. The Secretariat shall also invite Council of Regional Organisations and Programmes (CROP) agencies to each meeting.
3. The Secretariat may invite any State Member of the United Nations, any State Member of any United Nations Specialised Agency, any United Nations Specialised Agency and any intergovernmental organisation or non-governmental organisation which has a direct concern in relation to weather, climate, water, and related matters.
4. Invitations shall be sent by the Secretariat no later than six weeks before the date of each meeting.
5. Names of all representatives shall be advised to the Secretariat before the commencement of each meeting. Any subsequent changes shall also be notified to the Secretariat.

Participation

Rule 6

1. Plenary sessions shall be open to those invited to attend, unless the meeting decides otherwise.
2. Sessions of committees, sub-committees and other bodies shall be held in closed session, unless the meeting decides otherwise.
3. Observers may, with the consent of the Chair, address the meeting and participate in its deliberations.

Agenda

Rule 7

1. The Secretariat, in consultation with the Chair, shall prepare a Provisional Agenda for each

meeting. The Provisional Agenda shall be circulated to members as early as possible but preferably not later than six months before the opening of the meeting.

2. The Provisional Agenda shall include, without limitation:
 - a. any items which the previous meeting has requested be included;
 - b. a report by each member of activities carried out since the last meeting;
 - c. any items in respect of which the previous meeting has not completed consideration;
 - d. a report by the Chair on the activities of the PMC since the last meeting;
 - e. a review by the Secretariat of progress with the implementation of the Pacific Islands Meteorological Strategy (PIMS) and a PMC integrated work programme and budget for the next financial period;
 - f. a report by the Secretariat on any administrative and financial implications of new proposals; and
 - g. any matter proposed by a member or the Secretariat.
3. Agenda items proposed by members following circulation of the Provisional Agenda shall be communicated to the Secretariat not later than three months before the opening of the meeting. Explanatory memoranda providing a brief summary relating to these additional items shall accompany such proposals and shall be distributed by the Secretariat to members for consideration and endorsement prior to incorporating them in a Revised Provisional Agenda. Working or background papers for such items shall also reach the Secretariat no later than three months before the meeting.
4. The Revised Provisional Agenda shall be circulated by the Secretariat to members with the Working Papers for the meeting not later than six weeks before the meeting.
5. When adopting the Agenda for a meeting, members may add, delete, defer or amend items.
6. The Provisional Agenda for a special meeting shall include only those items proposed by a member or members for that meeting and shall be circulated to members at the same time as the invitation to the special meeting. A special meeting shall deal only with items on its Provisional Agenda.

Chair and Vice-Chair

Rule 8

1. Pursuant to Article 4.1 of the Agreement, and subject to Rule 8.2, the role of Chair shall rotate alphabetically.
2. Where a meeting is hosted by the Secretariat, the meeting shall appoint by consensus a Chair in accordance with Rule 8.1. Where a meeting is not hosted by the Secretariat, the Chair shall be a representative from the host country.
3. Subject to Article 4.1 of the Agreement, the role of the Vice-Chair shall rotate alphabetically whether or not the meeting is hosted by the Secretariat.
4. Pursuant to Article 4.1 of the Agreement and subject to Rule 8.3, the appointment of the Vice-Chair shall be a representative from the delegation of a country other than that of the host country.

5. The Chair and Vice-Chair shall remain in office until their successors are appointed at the next meeting. At the first session of each meeting, the current Chair shall preside until a successor is appointed by the meeting.
6. The Chair may exercise the speaking rights of his/her delegation in the absence of another representative of the same delegation at the meeting.
7. In addition to any other functions conferred by these Rules, the Chair shall declare the meeting open and closed, direct discussions, ensure observance of these Rules, accord the right to speak and announce consensus and decisions.
8. In the absence of the Chair from the meeting, the Vice-Chair shall assume the duties of the Chair in the meantime.
9. Should the Chair resign or otherwise become unable to complete a term of office, the Vice-Chair shall assume the duties of the Chair.

Responsibilities

Rule 9

1. The Secretariat shall be responsible for arrangements for and administration of meetings, including secretarial and interpretation and translation services, if required, and preparation and circulation of meeting documents, both in printed and electronic copies. It shall have custody of the archives of meetings and shall generally perform all other work which the meeting may require.
2. The Secretariat shall be responsible for securing funding for the meeting, and shall make a financial contribution to the host country to assist them meet the costs of hosting the meeting.
3. The host country shall be responsible for providing the venue for the meeting, arrangements for accommodation and transport, communications facilities, secretarial facilities and assistance and stationery and office supplies.
4. The Secretariat shall consult with French speaking members on the most cost effective options regarding the use of interpreters and translators for each meeting. This consultation shall be carried out at least six months prior to the holding of each meeting.

Conduct of Business

Rule 10

1. Two-thirds of members shall constitute a quorum.
2. In raising a point of order concerning the meeting's procedure, a representative may not speak on the substance of the matter under discussion. Any point of order shall be decided immediately by the Chair. A representative may appeal against the ruling of the Chair which appeal shall immediately be put to the meeting for a decision. The Chair's ruling shall stand unless overruled by a consensus decision of the meeting.
3. Substantive motions and amendments shall normally be circulated to members with the Working Papers for the meeting at which they are to be considered. However, unless any representative calls for a postponement, the Chair may permit discussion and consideration of amendments without previous circulation.
4. Subject to Rule 10.2, the following motions shall have precedence, in order, over all other

proposals or motions before the meeting:

- to suspend a sitting;
 - to adjourn a sitting;
 - to adjourn debate on the question under discussion; and
 - to close debate on the question under discussion.
5. Permission to speak on a motion under Rule 10.4 shall be granted only to the proposer and to one speaker in favour and two against. The motion shall then be put to the meeting for decision.
 6. If two or more proposals relate to the same question, the meeting, unless it decides otherwise, shall decide on the proposals in the order in which they have been tabled.
 7. Any representative may request that parts of a proposal or of an amendment be decided separately. If an objection is made to the request for a division, the Chair shall permit two members to speak, one in favour and the other against. The request shall then be put to the meeting for decision.
 8. If a request under Rule 10.7 is adopted, those parts of the proposal shall then be decided as a whole. If all the operative parts of a proposal or an amendment have been rejected, the proposal or amendment shall be considered to be rejected as a whole.
 9. A motion is considered to be an amendment to a proposal if it adds to, deletes from, or revises part of, that proposal. An amendment shall be decided before the proposal to which it relates is decided. If the amendment is adopted, the amended proposal shall then be decided.
 10. If two or more amendments are moved to a proposal, the meeting shall first decide on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed, and so on until all amendments have been decided. The Chair shall determine the order of decision on amendments under this Rule.
 11. A proposal or motion may be withdrawn by its proposer at any time before a decision has been reached, provided the motion has not been amended. A withdrawn proposal or motion may be reintroduced by any other representative.
 12. When a proposal has been either adopted or rejected, it may not be reconsidered at the same session, unless the meeting decides otherwise. Permission to speak on a motion to reconsider shall be accorded only to the mover and such other person as the Chair may decide.

Decisions

Rule 11

1. In accordance with Article 4 of the Agreement, the work of the meeting shall be conducted on the basis of consensus of all members, taking into account the practices and procedures of the Pacific region.
2. In the event that a decision is required, that decision shall be taken by consensus of the members ensuring that their views have been properly considered and taken into account in reaching that consensus.

Reports

Rule 12

The Reports and Resolutions adopted by each meeting shall be printed and circulated by the Secretariat to members within two months after each meeting and tabled at the next SPREP Meeting.

Committees, Sub-committees and other Bodies

Rule 13

1. The meeting may convene such committees, sub-committees and other bodies as may be required for the effective transaction of its business, during or between meetings, either of representatives or of experts to consider issues of a specialised nature and to report back to the meeting.
2. Unless otherwise decided, the meeting shall determine the terms of reference for each such committee, sub-committee or body and shall also appoint a convener for each such group.

Languages

Rule 14

The working languages for meetings shall be in English and French, if required and subject to Rule 9.4 above.

Amendments

Rule 15

These Rules may be amended by consensus decision of the meeting.

Repeals

Rule 16

These Rules shall supersede any existing Rules of Procedure as may have been adopted by the meeting.

Overriding Authority of the Agreement

Rule 17

In the event of any conflict between any provision of these Rules and the Agreement, the Agreement shall prevail.