

STANDING RULES OF
PROCEDURE FOR
MEETINGS IN THE
AIR TRANSPORT FIELD

(World-wide Conferences
and
Division Sessions)



Approved by and issued by authority of the Council

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INTERNATIONAL CIVIL AVIATION ORGANIZATION

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FOREWORD

This document complements "Directives of the Council concerning the Conduct of ICAO Meetings" (Doc 7986-C/915). It replaces various sets of Rules of Procedure used to date by the Facilitation Division, the Statistics Division and Conferences on Airport Charges.

Contracting States are urged to ensure that their representatives attending ICAO World-wide Meetings in the Air Transport Field familiarize themselves with the contents of this document prior to participation.

STANDING RULES OF PROCEDURE FOR MEETINGS
IN THE AIR TRANSPORT FIELD

(i.e. World-wide Conferences and Division Sessions)

RULE 1
COMPOSITION OF THE MEETING

1. All Contracting States shall have an equal right to be represented at the Meeting. No person shall represent more than one State.
2. Delegations of Contracting States may be composed of delegates, alternates and advisers. One of the delegates shall be designated as the Chief Delegate. In case of his absence, the Chief Delegate may designate another member of his Delegation to serve in his stead.
3. Non-contracting States and international organizations duly invited by the Council to attend the Meeting may be represented by Observers. Where a Delegation consists of two or more Observers, one of them shall be designated as "Chief Observer".

RULE 2
CREDENTIALS

1. Delegations shall be provided with credentials signed on behalf of the State or organization concerned, by a person duly authorized thereto, giving the name of each member of the Delegation and indicating the capacity in which he is to serve. The credentials shall be deposited with the Secretary of the Meeting, or sent in advance to the Secretary General of the International Civil Aviation Organization.
2. The Secretary of the Meeting shall examine the credentials and report thereon as soon as possible to the Meeting.
3. Any members of a Delegation shall be entitled, pending the presentation of such report by the Secretary and action thereon, to attend meetings and to participate in them, subject, however, to the limits set forth in these Rules. The Meeting may bar from any further part in its activities any member of a Delegation whose credentials it finds to be insufficient.

RULE 3
OFFICERS

1. The Meeting, as soon as practicable after its commencement shall elect its Chairman. Until such election, the President of the Council or, in his absence, a person nominated by him shall act as Chairman.

2. The Meeting may elect Vice-Chairmen of the Meeting and Chairmen of Committees and Subcommittees. Committees and Subcommittees shall elect their Vice-Chairmen.

3. The Secretary of the Meeting shall be appointed by the Secretary General of the International Civil Aviation Organization.

RULE 4
AGENDA

In the case of Meetings of the Conference type, the agenda shall be that approved by the Council. In the case of Meetings of Divisional type, the agenda shall be that approved by the Air Transport Committee, unless the Council otherwise directs. In both cases, additional items may be proposed in the Meeting and may be added to the agenda if adopted by a two-thirds majority of Contracting States attending the Meeting.

RULE 5
COMMITTEES, SUBCOMMITTEES AND WORKING GROUPS

Within the limits prescribed by the Meeting's advance directives which have been endorsed by or on behalf of the Council, the Meeting may establish such Committees and Subcommittees as it may consider to be necessary or desirable. Committees and Subcommittees may establish such Working Groups of limited membership as they may consider to be necessary or desirable. Each Working Group shall elect its own Chairman.

RULE 6
PUBLIC AND PRIVATE MEETINGS

Plenary Meetings shall be held in public, unless it is decided to hold any of them in private. Meetings of Committees, Subcommittees and Working Groups shall not be open to the public, except when the body concerned decides otherwise.

RULE 7
PARTICIPATION OF OBSERVERS

1. Observers may participate in the deliberations of Plenary Meetings, Committees and Subcommittees, except when the body concerned decides otherwise or their invitation to attend the Meeting excludes the item under deliberation.
2. Observers may attend and participate in Working Groups if invited by the Group concerned, and to the extent indicated.

RULE 8
QUORUM

1. A majority of the Contracting States represented at the Meeting and whose Delegations have not notified the Secretary of their departure shall constitute a quorum for Plenary Meetings.
2. The Meeting shall determine the quorum for the Committees and Subcommittees if, in any case, it is considered necessary that a quorum be established for such bodies.

RULE 9
POWERS OF THE PRESIDING OFFICER

The Presiding Officer of the Meeting, a Committee, a Subcommittee or a Working Group shall declare the opening and closing of each Meeting, direct the discussion, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and subject to these Rules, shall have complete control of the proceedings of the body concerned and over the maintenance of order at its Meetings.

RULE 10
SPEAKERS

1. The Presiding Officer shall call upon speakers in the order in which they have expressed their desire to speak; he may call a speaker to order if his observations are not relevant to the subject under discussion.
2. Generally, no Delegation should be called to speak a second time on any question except for clarification, until all other Delegations desiring to speak have had an opportunity to do so.

3. At Plenary Meetings, the Chairman of a Committee may be accorded precedence for the purpose of explaining the conclusions arrived at by the body concerned. In Committee meetings, a similar precedence may be given to the Chairman of a Subcommittee. The Chairman of a Working Group may be given a similar precedence when reporting to a Committee or Subcommittee.

RULE 11 TIME LIMIT OF SPEECHES

A Presiding Officer may limit the time allowed to each speaker unless the body concerned decides otherwise.

RULE 12 POINTS OF ORDER

During the discussion on any matter, and notwithstanding the provisions of Rule 10, a member of the Delegation of a Contracting State may at any time raise a point of order, and the point of order shall be immediately decided by the Presiding Officer. Any member of the Delegation of a Contracting State may appeal against the ruling of the Presiding Officer and any discussion on the point of order shall be governed by the procedure stated in Rule 15. The ruling of the Presiding Officer shall stand unless overruled by a majority of votes cast. A member of the Delegation of a Contracting State speaking on a point of order may speak only on this point, and may not speak on the substance of the matter under discussion before the point was raised.

RULE 13 MOTIONS AND AMENDMENTS

1. A motion or amendment shall not be discussed until it has been seconded. Motions and amendments may be presented and seconded only by members of Delegations of Contracting States.

2. Upon request of a member of the Delegation of a Contracting State, further consideration of a motion or an amendment will be deferred until the text of the motion has been in the hands of representatives in the prescribed languages of the Meeting for a time determined by the Chairman to meet the wishes of the Meeting.

3. Upon request of a member of the Delegation of a Contracting State, the vote upon a motion or an amendment will be deferred until the proposed text has been in the hands of representatives in the prescribed languages of the Meeting for a time determined by the Chairman to meet the wishes of the Meeting.

RULE 14
WITHDRAWAL OF MOTION

No motion may be withdrawn if an amendment to it is under discussion or has been adopted.

RULE 15
PROCEDURAL MOTIONS

Any member of the Delegation of a Contracting State may move at any time the suspension or adjournment of the Meeting, the adjournment of the debate on any question, the deferment of discussion on an item, or the closure of the debate on an item. After such a motion has been made and explained by its proposer, only one speaker shall normally be allowed to speak in opposition to it, and no further speeches shall be made in its support before a vote is taken. Additional speeches on such a motion may be allowed at the discretion of the Presiding Officer, who shall decide the priority of recognition.

RULE 16
ORDER OF PROCEDURAL MOTIONS

The following motions shall have priority over all other motions, and shall be taken in the following order:

- (a) to suspend the Meeting;
- (b) to adjourn the Meeting;
- (c) to adjourn the debate on an item;
- (d) to defer the debate on an item;
- (e) for closure of the debate on an item.

RULE 17
RE-OPENING OF DEBATE

Re-opening within the same body of a debate already completed by a vote on a given question shall require a majority of votes cast. Permission to speak on a motion to re-open shall normally be accorded only to the proposer and to one speaker in opposition, after which it shall be immediately put to vote. Additional speeches on such a motion may be allowed at the discretion of the Presiding Officer, who shall decide the priority of recognition. Speeches on a motion to re-open shall be limited in content to matters bearing directly on the justification for re-opening.

RULE 18
VOTING RIGHTS

1. In all bodies other than bodies of limited membership, each Contracting State represented at the Meeting shall have one vote.
2. In bodies of limited membership, each duly appointed Contracting State member thereof shall have one vote.

RULE 19
VOTING OF PRESIDING OFFICER

Subject to the provisions of Rule 18, the Presiding Officer of the Meeting, Committee, Subcommittee or Working Group shall have the right to vote on behalf of his State.

RULE 20
MAJORITY REQUIRED

Decisions shall be by a majority of the votes cast. An abstention shall not be considered as a vote.

RULE 21
METHOD OF VOTING

Voting shall normally be by voice, by show of hands, or by standing. In Plenary Meetings there shall be a roll call if requested by the Delegations of two Contracting States. The vote or abstention of each Contracting State participating in a roll call shall be recorded in the minutes.

RULE 22
DIVISION OF MOTIONS

On request of the Delegation of any Contracting State and unless the Meeting decides otherwise, parts of a motion shall be voted on separately. The resulting motion shall then be put to a final vote in its entirety.

RULE 23
VOTING ON AMENDMENTS

Any amendment to a motion shall be voted on before a vote is taken on the motion. When two or more amendments are moved to a motion, the vote should be taken on them in their order of remoteness from the original motion, commencing with the most remote. The Presiding Officer shall determine whether a proposed amendment is so related to the motion as to constitute a proper amendment thereto, or whether it must be considered as an alternative or substitute motion.

RULE 24
VOTING ON ALTERNATIVE OR SUBSTITUTE MOTIONS

Alternative or substitute motions, shall, unless the Meeting otherwise decides, be put to vote in the order in which they are presented, and after the disposal of the original motion to which they are alternative or in substitution. The Presiding Officer shall decide whether it is necessary to put such alternative or substitute motions to vote in the light of the vote on the original motions and any amendments thereto. This ruling may be reversed by a majority of votes cast.

RULE 25
TIE VOTE

In the event of a tie vote, a second vote on the motion concerned shall be taken at the next Meeting, unless a majority decides that this second vote be taken during the Meeting at which the tie vote took place. Unless there is a majority in favour of the motion on the second vote, it shall be considered lost.

RULE 26
RECORDS OF PROCEEDINGS

Summary minutes of the Plenary Meetings shall be distributed and adopted as soon as possible after each Meeting.

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