



Rules of Procedure for Meetings of Partners of EAAFP

As adopted by the 5th Meeting of Partners, Siem Reap, Cambodia, December 2010
Agenda item 6.1

1. Definitions

- a. “The Partnership” means The East Asian – Australasian Flyway Partnership as defined by its constitution: The Partnership Document <http://www.eaaflyway.net/partnership%20document.php>.
- b. “Partner” means a Partner of the Partnership as defined in the Partnership Document; in the context of a Meeting of Partners in progress, ‘Partner’ means those Partners in attendance.
- c. “Chair” means the Chair of the Partnership.
- d. “chairperson” means the person who will act as chair of the Meeting of Partners.
- e. “Secretariat” means the Secretariat of the Partnership.
- f. “Chief Executive” means the Chief Executive of the Secretariat.
- g. “Meeting” means a Meeting of Partners. (Other meetings of the Partnership or its groups may use these Rules as a guide or may establish their own rules of order.)

2. General

- a. The Meeting provides general policy, operational and financial direction to the Secretariat concerning the implementation and the expansion of the Partnership. It also provides guidance and advice on any other matters brought to it by the Secretariat in the exercise of its function.
- b. Consistent with the Partnership Document (constitution), the interval of time between Meetings shall be determined case-by-case by the Partners.

3. Notice

- a. The Chief Executive shall issue the notice for a Meeting.
- b. The notice shall include the endorsement of the present Chair.
- c. The minimum period of notice for a Meeting shall be two months.
- d. Notice of a Meeting shall be issued electronically by email or by letter transmitted by post.
- e. Where possible, notice of a Meeting shall be issued to at least two persons who are contacts for a Partner.

4. Agenda

- a. A draft agenda for a Meeting shall be prepared by the Chief Executive in consultation with the Chair.
- b. A draft agenda shall be included with the notice for a Meeting or presented to Partners no less than one month before the date of the Meeting.
- c. Partners shall have opportunity to review and propose amendments to the draft agenda at the start of the Meeting.
- d. Changes to the draft agenda shall be at the discretion of the chairperson.
- e. The final agenda for a Meeting shall be adopted by the Partners.

5. Quorum

- a. The quorum required for a Meeting shall be the majority (more than half) of the Partners that are recognised in accordance with the records of the Secretariat.
- b. The quorum must be met when any decision of a Meeting is determined.

6. Language

- a. A Meeting shall be conducted in the English language.
- b. Provision of translation into other language/s of Partners is not a requirement for the conduct of a Meeting or for the report of a Meeting.

7. Chairperson

- a. The chairperson for a Meeting shall normally be the Chair of the Partnership.
- b. In the absence of the Chair, the Vice-Chair of the Partnership may preside as chairperson of the Meeting.
- c. If neither the Chair nor the Vice-Chair will act as chairperson, the Chair may nominate a suitably qualified representative of a Partner to be the chairperson and such appointment shall be endorsed by the Partners present at the Meeting.
- d. A suitably qualified chairperson will have appropriate capability in conversational English and experience of being a chairperson.
- e. The chairperson shall have the authority commonly bestowed in parliamentary procedure (refer Robert *et al.* 2004).
- f. The chairperson shall manage the discussion times in order to complete the agenda according to schedule.

8. Observers

- a. Observers may be admitted to a Meeting with approval of the chairperson following consultation with the Partners.
- b. Observers may be permitted to contribute to discussion, at the discretion of the chairperson, but may not exercise a right to 'vote' in regard to decisions of the Meeting.

9. Decisions

- a. Decisions of a Meeting shall be made by the Partners and each Partner's view may be put forward by a single representative, who is in attendance.
- b. The chairperson may represent the opinion of a Partner if s/he is the sole representative of the Partner.
- c. EAAFP makes decision by consensus and thus does not normally require voting (nor rules for voting) nor formal presentation and adoption of motions. Decisions shall be reached by consensus such that a proposal or matter put to the Meeting shall not be accepted if any dissent is voiced and maintained by a Partner. .
- d. Where decision cannot be reached or requires more in-depth discussion, the chairperson may refer a matter to an *ad hoc* committee that s/he appoints, with report back to Partners during the course of the Meeting.
- e. Matters that require more time may be referred by the chairperson to a task force that will report back to the Partners as the chairperson directs, either out-of-session or at the next Meeting.

10. Records

- a. The Secretariat shall record the proceedings of a Meeting, including where possible each particular intervention, and the decisions reached and actions arising shall be summarised separately.
- b. A draft report of a Meeting, including items in (a), shall be circulated by email attachment by the Secretariat to all Partners within one or at most two months of the conclusion of a Meeting.
- c. The Secretariat shall review responses to the circulated draft report and prepare a version that shall be uploaded to the Partnership's website.
- d. The most recent version of the draft report shall be considered at the following Meeting by the Partners and if appropriate, adopted as a true record of the (preceding) Meeting.

11. Dispute

- a. Should a dispute about procedure arise during the course of conducting a Meeting, the chairperson shall first exercise her/his judgement but if necessary refer to Robert's Rules (Robert *et al.* 2004) for guidance on parliamentary procedure.

12. Appointment of Chair and Vice-Chair

- a. The Chair will be appointed at a Meeting of Partners through simple common process, if necessary presided over by a temporary chairperson: a nomination from a Partner shall be seconded by another Partner and in the case of more than one nomination, an election shall be conducted by the temporary chairperson, by secret ballot.
- b. The term of a Chair will be two calendar years.
- c. The Vice-Chair will be appointed using a similar process as for the Chair.
- d. The term of a Vice-Chair will be two calendar years but, to give continuity of leadership, where possible the conclusion of terms of Chair and Vice-Chair shall be in subsequent years, ie. not ending in the same year.

References:

Robert, HM III, Evans, WJ, Honemann, DN & Balch TJ 2004. Robert's Rules of Order Newly Revised In Brief. De Capo Press, 197 pages.

CMS 2009. Convention on the Conservation of Migratory Species of Wild Animals, 36th Meeting of the Standing Committee, Draft Rules of Procedure.