

# **RULES OF PROCEDURE OF THE EAAFP TECHNICAL COMMITTEE**

## *General Functions*

### *Rule 1*

The Technical Committee, established in accordance with paragraph 9(9) of the Partnership, provides scientific and technical advice to, *inter alia*, the Meeting of the Partners, the Secretariat, and to any Partner to the Partnership. Its functions are defined in Terms of Reference, supplemented from time to time by instructions included in resolutions or recommendations adopted by the Meeting of the Partners.

### *Rule 2*

In particular, it advises, between the meetings of the Meeting of the Partners, on the development and implementation of the Partnership's work programme from a scientific and technical standpoint, and advises on the priorities for sponsorship of conservation activities.

### *Rule 3*

The Technical Committee shall liaise, through its Chair or a member or members nominated for this purpose, with working groups and task forces established under the Partnership.

## *Representation and Attendance*

### *Rule 4*

Any Partner may nominate a qualified expert as a member of the Technical Committee. The Technical Committee shall include as members no more than ten qualified experts selected and appointed by the Meeting of the Partners. In addition, the Partnership Science Officer will be a member of the Committee *ex officio*.

### *Rule 5*

Membership of the Committee shall be reviewed at each ordinary meeting of the Meeting of the Partners.

### *Rule 6*

The Chair of the Management Committee shall have the right to participate in meetings of the Technical Committee as an observer without the right to vote.

### *Rule 7*

The Chair may invite any person or representative of any Partner, non-Partner or organization to participate in meetings of the Committee as an observer without the right to vote, and shall inform the Secretariat accordingly.

## *Officers*

### *Rule 8*

The members of the Committee shall elect from among the Committee members, a Chair and Vice-Chair. This election will normally take place before the meeting of the Meeting of the

Partners, and the newly elected officers shall assume their functions at the conclusion of the corresponding meeting of the Meeting of the Partners.

*Rule 9*

The Chair shall preside at meetings of the Committee, approve for circulation the provisional agenda prepared by the Secretariat, and liaise with working groups, task forces and with the Management Committee between meetings of the Committee. The Chair may represent the Committee as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted by the Committee.

*Rule 10*

The Vice-Chair shall assist in the execution of the Chair's functions, and shall preside at meetings in the absence of the Chair.

*Elections*

*Rule 11*

If in an election to fill one place no candidate obtains an overall majority in the first ballot, a second ballot shall be taken, restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots.

*Rule 12*

If in the first ballot there is a tie amongst candidates obtaining the second largest number of votes, a special ballot shall be held amongst them for reducing the number of candidates to two.

*Rule 13*

In the case of a tie amongst three or more candidates obtaining the largest number of votes in the first ballot, a special ballot shall be held amongst them for reducing the number of candidates to two. If a tie then results amongst two or more candidates, the presiding officer shall reduce the number to two by drawing lots, and a further ballot shall be held in accordance with Rule 11.

*Meetings*

*Rule 14*

Meetings of the Committee shall be convened at the request of the Chair or, in exceptional cases, of at least one-third of the members, in both cases in consultation with the Secretariat. Meetings of the Technical Committee and any working groups or task forces established thereunder shall be serviced by the Secretariat of the Partnership.

*Rule 15*

The Committee should meet at least once between ordinary meetings of the Meeting of the Partners. The time, method (face-to-face or electronic) or venue of meetings shall be determined by the Chair, in consultation with the Secretariat.

*Rule 16*

Notice of meetings, including the date and venue, shall be sent to all Partners by the Secretariat at least 60 days in advance and, in the case of extraordinary meetings, at least 30 days in advance.

*Rule 17*

A quorum for a meeting shall consist of half of the members of the Committee. No decision shall be taken at a meeting in the absence of a quorum.

*Rule 18*

Decisions of the Committee shall be taken by consensus unless a vote is requested by the Chair or by three members.

*Rule 19*

Decisions of the Committee by voting (pursuant to Rule 18) shall be taken by a simple majority of the members present. In the case of a tie, the motion shall be considered as rejected.

*Rule 20*

A summary record of each meeting shall be prepared by the Secretariat within four (4) weeks and shall be communicated to all Partners.

*Rule 21*

The Committee shall work in the official language of the Partnership.

*Working Groups*

*Rule 22*

Working groups of the Technical Committee may be established in order to further the Committee's work programme intersessionally, taking into account the provisions of any relevant recommendations or resolutions of the Meeting of the Partners.

*Communication Procedure*

*Rule 23*

Any member or the Secretariat may make a proposal to the Chair for a decision by email procedure. The Secretariat shall communicate the proposal to the members for comments within 60 days of the date of communication; any comments received within these limits shall also be so communicated.

*Rule 24*

If, by the date on which comments on a proposal were due to be communicated, the Secretariat has not received any objection from a Partner, the proposal shall be considered as adopted, and notice of the adoption shall be given to all members.

*Rule 25*

If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of the Committee.

*Other Functions*

*Rule 26*

The Chair shall submit to each ordinary meeting of the Meeting of the Partners a written report on the Committee's work since the previous ordinary meeting.

*Rule 27*

The Committee shall receive reports from other committees established under the Partnership, as necessary.

*Final Provisions*

*Rule 28*

In matters not covered by the present Rules, the Rules of Procedure as adopted by the last regular meeting of the Meeting of the Partners shall be applied *mutatis mutandis*.

*Rule 29*

These Rules shall be applied at the first meeting of the Committee following their approval by the Meeting of the Partners, and may be amended by the Committee as required, in accordance with the provisions of the Partnership and decisions of the Meeting of the Partners.