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Rules of Procedure for Standing Committees of the Council

Approved and published
by decision of the Council

Seventh Edition — 2022

International Civil Aviation Organization

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**RULES OF PROCEDURE
FOR STANDING COMMITTEES
OF THE COUNCIL***

PRELIMINARY SECTION

DEFINITIONS

Alternate Member — means a person appointed by the Council to act on behalf of a Member.

Committee — means a body comprised in Rule 1.

Majority of the Members of a Committee — means more than half of the total membership of the Committee.

Member — means a person appointed Member of a Committee by the Council pursuant to Rule 17 of the *Rules of Procedure for the Council* and shall be deemed to mean also an Alternate Member.

Observer — means a person who is not a Member and who represents a Contracting State, a non-Contracting State, an international organization or other body, designated and authorized by the State or organization to participate in one or more of the meetings of a Committee, without the right to vote or to move or second motions or amendments, and under such further conditions, if any, as the Council may determine.

Order of Business — means a list of items for consideration at one meeting.

* Adopted by the Council on 10 March 1961 and amended on 28 November 1962, 27 May 1964, 17 March 1969, 1 June 1973, 17 March 1976, 3 February 1995, 1 December 1995, 19 June 1996, 8 April 1999, 4 June 2007, 15 June 2011 and 13 September 2021.

Note.— In case of any inconsistency between the Rules of Procedure for the Council (Doc 7559) and these Rules, the former shall prevail.

Secret Ballot — means a ballot where the marking of the ballot paper by a Member takes place in private and cannot be overseen by any person other than the Member's Alternate. All ballot papers distributed should be exactly alike so that it cannot be determined how any one Member voted.

Working Day — means a weekday on which the Organization conducts business at Headquarters and does not observe a public holiday.

Working Paper — means a paper proposing Action by a Committee.

SECTION I

SCOPE OF THESE RULES

Rule 1

- a) These Rules shall apply to the Air Transport Committee, the Aviation Security Committee, the Climate and Environment Committee, the Finance Committee, the Committee on Joint Support of Air Navigation Services, the Technical Cooperation and Implementation Support Committee, and the Committee on Governance.
- b) They shall also apply to any other body established by the Council if the Council so specifically decides. In the absence of such decision of the Council, the Chairperson of the body concerned shall, having the present Rules for guidance, rule on all questions of procedure, subject to reversal of a given decision by a majority of the Members.
- c) Given their unique functions as scrutiny bodies that require more flexible working arrangements, the Human Resources Committee and the Committee on Cooperation with External Parties will take the present Rules as guidance and conduct their business in a manner generally consistent with them. Specific instructions about the functioning of the Human Resources Committee and the

Committee on Cooperation with External Parties can be found in the ICAO Service Code and the ICAO Policy on Interactions with External Parties, respectively.

- d) Special provisions applicable to membership of the Committees are set out in Appendices A and B hereto.

SECTION II

OFFICERS OF COMMITTEES

Rule 2

- a) Pursuant to Rule 17 c) and Appendix E of the *Rules of Procedure for the Council*, the Chairperson of each of the Committees referred to in Rule 1 shall be elected by the Council. The Chairperson shall remain in office for one year or until a successor is elected. The Chairperson may be re-elected. The term of office of the Chairperson may in no case exceed the term as Member of the Committee.
- b) A Member discharging the functions of Chairperson under these Rules shall retain the right to vote; that right may be exercised by the Member or through the Alternate Member.
- c) If a Chairperson vacates the office, the Council shall elect a successor for the remainder of the term of the Chairperson's predecessor.

Rule 3

Each Committee shall elect one Vice-Chairperson from among its Members. If more than one candidate is nominated, the election shall take place by secret ballot. If no candidate receives a majority of votes on the first ballot, the Committee shall vote again on the two candidates who received the largest number of votes.

Rule 4

- a) The term of office of the Vice-Chairperson shall extend for one year from the date of the election, but the Vice-Chairperson may continue to hold office thereafter until a successor is elected, provided that in no case shall the term extend beyond that for which the Committee itself was elected.
- b) However, if a Vice-Chairperson vacates the office, a successor shall hold office only for the remainder of the term of the predecessor.

Rule 5

In the absence of the Chairperson, the Vice-Chairperson shall exercise the functions vested in the Chairperson by these Rules of Procedure. In the event that the Chairperson and the Vice-Chairperson, as the case may be, are temporarily absent, the Committee shall appoint an Acting Chairperson for the meeting at which this situation arises.

Rule 6

- a) Each Committee shall have a Secretary designated by the Secretary General.
- b) The Secretary shall be responsible for coordinating with the Chairperson of the Committee all administrative matters related to the operation of the Committee and, in particular, the preparation of the meetings and the timely presentation of the meeting record, in the form of a Summary of Decisions or any other form as appropriate.

SECTION III

WORKING GROUPS OF COMMITTEES

Rule 7

Each Committee may establish Working Groups of limited membership from among its Members.

Rule 8

The method of selection, terms of reference and working methods of Working Groups shall be determined by the Committee as necessary.

Rule 8 bis

Each Working Group that is established shall have a limited time frame, work on specific tasks assigned to it by the Committee that established it, and report to that Committee.

SECTION IV

SESSIONS OF COMMITTEES

Rule 9

- a) Meetings of each Committee shall be convened by the Chairperson during sessions of the Council in accordance with the general schedule of activities of that session which is established by the President of the Council in consultation with the Chairpersons of the Committees and the Secretary General.

- b) The Chairperson, with the approval of the President of the Council, may call a meeting outside a session of the Council, but no such action shall result in a Committee meeting being held on less than five working days' notice, except with the consent of the majority of the Members.

SECTION V

WORK PROGRAMME AND ORDER OF BUSINESS

Rule 10

- a) The Chairperson of each of the Committees referred to in Rule 1 shall present, for the approval of the Council, the respective draft Work Programme of the Committee, the content of which shall be considered during the next session of the Committee.
- b) Subject to the approval of the President of the Council, the Committee may, if necessary, add new items to the Work Programme approved by the Council. The approval of the President of the Council will not be required where the items will not be submitted for Council consideration.

Rule 11

The Order of Business shall be prepared by the Secretary and approved by the Chairperson.

Rule 12

- a) The Order of Business, except as to items carried over from a preceding meeting, shall be distributed to all Members at least two working days before the meeting of the Committee.

- b) All documents relevant to the Order of Business shall be distributed to all Members in advance of the meeting of the Committee as follows:
 - i) for working papers containing proposals for adopting or amending the Annexes under Article 90 of the Convention — at least five working days before the meeting;
 - ii) for other working papers — at least three working days before the meeting; and
 - iii) for all other documents — at least 24 hours before the meeting.

Rule 13

- a) Any Member, the Chairperson or the Secretary may introduce, for the consideration of the Committee, documents bearing upon any item on the Work Programme or may present any recommendations with respect thereto.
- b) Committee documents should follow the Council guidelines on the structure and presentation of documents referred to in Rule 29 b) of the *Rules of Procedure for the Council*.

Rule 14

Notwithstanding the other provisions of this Section, the Committee may, by a majority of its Members present at the meeting, amend the Order of Business of a meeting, provided that, except by unanimous consent of all the Members of the Committee present at the meeting, no item of the Work Programme or other matter not included in the Order of Business as distributed in accordance with the provisions of Rule 12 shall be brought to final action by the Committee at that meeting.

SECTION VI

ATTENDANCE AT MEETINGS

Rule 15

- a) Any Contracting State may participate, without a vote, in the consideration by a Committee of any question which especially affects its interests (Article 53 of the Convention). The Chairperson, with the approval of the President of the Council, may invite such participation where the Chairperson considers that the condition of special interest is fulfilled. If a Contracting State requests permission to participate on the grounds of special interest, the Chairperson, with the approval of the President of the Council, may approve the request if the Chairperson finds that the condition of special interest is fulfilled.
- b) Contracting States not represented on the Council shall be invited by the Chairperson to participate in meetings of the Committee on Joint Support of Air Navigation Services in accordance with the provisions of the Joint Finance Agreements to which they are parties.

Rule 16

Each Committee, with the approval of the Council, may invite non-Contracting States to be represented at any meeting of the Committee by one or more Observers. The Committee, with the approval of the President of the Council, may invite international organizations or other bodies to be represented at any meeting of the Committee by one or more Observers.

Rule 17

Meetings of a Committee shall be open to the public, unless the Committee rules by a majority of Members present that any particular meeting or part thereof be closed. Guidelines on when Committee meetings should be held in closed session and when Committee documents should be marked “Restricted” are found in Appendix C hereto.

Rule 18

Except as otherwise provided by these Rules, meetings of a Committee, whether open or closed, shall be open to participation by the President of the Council, the Secretary General, Representatives on the Council and their Alternates, and Observers duly invited pursuant to Rules 15 and 16; by the members of the Secretariat whose attendance is necessary to the conduct of the meeting or is desired by the Secretary General; and by any other person invited by the Committee concerned. Advisers may accompany the Members but may not participate except with the consent of the Committee.

Rule 19

Except as otherwise provided by these Rules, closed meetings of a Committee shall be open to Members or in their absence, their Alternate Members and to Representatives on the Council or their Alternates acting on their behalf; to Observers from any other Contracting State, unless the Committee decides otherwise; to the members of the Secretariat whose attendance is necessary to the conduct of the meeting or is desired by the Secretary General; and to any other person invited by the Committee concerned. Closed meetings shall not be broadcast by the Organization's monitoring exchange.

Rule 20

Subject to the approval of a Committee, the Chairperson may invite the President of the Air Navigation Commission and the Chairpersons of Commissions, Committees or Working Groups to attend any open or closed meeting of the Committee and participate in its discussion without the right to vote when business relating to the work of their Commission, Committee or Working Group or to any documentation connected therewith is before the Committee.

SECTION VII

CONDUCT OF BUSINESS

Rule 21

A majority of the Members shall constitute a quorum for the conduct of the business of a Committee.

Rule 22

Subject to the provisions of Rule 10 a), the functions and responsibilities of each Chairperson shall be to:

- a) Present in a timely manner for the approval of the Council the draft Work Programme for the next session of the Committee.
- b) Propose to the President of the Council the number and timing of the meetings required by the Committee to deal with the subjects included in the Work Programme for a given session.
- c) Approve the draft Order of Business for Committee meetings presented by the Secretary.
- d) Convene and preside at meetings of the Committee. The Chairperson shall declare the opening and closing of each meeting, direct the discussion in a structured and focused way, accord the right to speak, put questions to the vote and announce the decisions.
- e) Review the draft Summary of Decisions or any other form of meeting record presented by the Secretary and approve it when the authority to do so has been delegated by the Committee.
- f) Ensure the observance of these Rules and rule on points of order and any other matter related to the interpretation or application of these Rules, or on any matters of procedure not specifically covered by these Rules, subject to Rule 24.

- g) Carry out any other task assigned by the Council or the Committee in accordance with the Rules in force.

Rule 23

- a) The Chairperson shall call upon speakers in the order in which, in the opinion of the Chairperson, they have expressed their desire to speak, taking into account the desirability of maintaining a structured and focused discussion; a speaker may be called to order if the Chairperson considers that the speaker's observations are not relevant to the subject under discussion.
- b) Generally, no speaker shall be called to intervene a second time on any question, except for clarification, until all others desiring to intervene have had the opportunity to do so.
- c) The President of the Air Navigation Commission and the Chairperson of a Commission, Committee or Working Group may be accorded precedence for the purpose of explaining the conclusions arrived at by the body concerned.

Rule 24

Rulings given by the Chairperson during a meeting of a Committee on the interpretation or application of these Rules of Procedure may be appealed against by any Member and the appeal shall be put to vote immediately. The ruling of the Chairperson shall stand unless overruled by a majority of the Members voting.

Rule 25

Any Member may introduce a motion or amendment thereto, subject to the following rules:

- a) With the exception of motions and amendments relative to nominations, no motion or amendment shall be discussed unless it has been seconded.

- b) No motion or amendment may be withdrawn by its author if an amendment to it is under discussion or has been adopted.
- c) If a motion has been moved, no motion other than one for an amendment to the original motion shall be considered until the original motion has been disposed of. The Chairperson shall determine whether such additional motion is so related to the motion already before the Committee as to constitute a proper amendment thereto, or whether it is to be regarded as an alternative motion, consideration of which shall be postponed as stipulated above.
- d) If an amendment to a motion has been moved, no amendment other than an amendment to the original one shall be moved until the original amendment has been disposed of. The Chairperson shall determine whether such additional amendment is so related to the original one as to constitute an amendment thereto, or whether it is to be regarded as an alternative amendment, consideration of which shall be postponed as stipulated above.

Rule 26

- a) The following motions shall have priority over all other motions and shall be taken in the following order:
 - 1) A motion to reverse a ruling by the Chairperson;
 - 2) A motion to adjourn the meeting;
 - 3) A motion to fix the time to adjourn the meeting;
 - 4) A motion to suspend the meeting for a limited time;
 - 5) A motion to defer further debate on a particular question, either indefinitely or for a limited period greater than that covered by Rule 27;
 - 6) A motion to refer the matter to a Working Group;

- 7) A motion to invite the opinions of Contracting States on a matter and to postpone final action thereon until reasonable time for the receipt of such opinions has been allowed;
 - 8) A motion to terminate the debate on a particular motion and to take at once a decision thereon.
- b) Action on these motions will be determined by a majority of the Members present and voting.

Rule 27

Upon the request of any Member, and unless objection is raised by the majority of the Members present at the meeting, further debate on any item of business shall be deferred for a period of not over two working days, or until the next Committee meeting following the second day; but no such action under this paragraph shall be admissible when it would have the effect, due to the anticipated adjournment of a Committee session, of making it impossible to resume consideration of the deferred item by the seventh day following the action of deferment. Any such request shall be privileged and shall be considered immediately on its presentation.

Rule 28

Upon the request of the Council, or upon a decision by the majority of the Members of a Committee, the Committee shall reopen the discussion of an item already disposed of by decision of the Committee. The item concerned shall then be placed on the Order of Business of the next meeting; if the discussion is reopened by decision of the Committee, the item concerned shall be dealt with forthwith if the Committee so decides by a majority of its Members represented at the meeting.

SECTION VIII

VOTING

Rule 29

Each Member has one vote.

Rule 30

The decision of a Committee shall be by a majority of the Members, except as otherwise provided in these Rules.

Rule 31

With the exception of motions and amendments relative to nominations, no motion or amendment shall be voted on, unless it has been seconded.

Rule 32

Upon the request of any Member, and unless a majority of the Members present at the meeting decide otherwise:

- a) final action on any motion, or amendment thereto, contained in a document distributed less than 24 hours before the meeting or presented during the meeting shall be delayed until the proposed text has been available to Members for at least 24 hours;
- b) a vote or final action on any item which has been considered shall, after any initial discussion of the item, be postponed for a period not exceeding that indicated in Rule 27.

Rule 33

Any amendment shall be voted on before the motion or amendment to which it refers.

Rule 34

On the request of any Member, and unless opposed by a majority of those voting, parts of a motion shall be voted on separately. The resulting motion shall then be put to a final vote in its entirety.

Rule 35

Except in the case of a secret ballot as provided for in Rule 3, upon request by a Member, a vote or the abstention from voting of any Member shall be recorded.

Rule 36

Unless opposed by a majority of the Members, the vote shall be taken by secret ballot if a request to the effect is supported by one other Member.

Rule 37

In the event of a tie vote, the motion shall be considered as lost.

Rule 38

A Chairperson may take a preliminary informal vote or poll of the Members on any issue, in terms to be phrased by the Chairperson, for the purpose of facilitating the subsequent framing of a motion. Such informal procedure shall not commit the Committee or any Member thereof. The results of such informal procedure may be recorded in the Minutes, but no mention of the vote of any Member shall be made.

SECTION IX

LANGUAGES OF COMMITTEES

Rule 39

The discussions of a Committee shall be conducted, and its documentation drawn, in the working languages of the Organization. By unanimous agreement, the Committee may decide that interpretation or translation into one or more of such languages shall be waived.

SECTION X

RECORDS OF PROCEEDINGS

Rule 40

The draft Summaries of Decisions or any other form of meeting record shall be based on the summary of the Chairperson and presented by the Secretary of a Committee for review and approval by the Chairperson normally within three working days after the meeting has ended. Summaries of Decisions or any other form of meeting record shall be distributed to Members, and unless comments are received within a period of three working days, they shall be deemed approved. The Committee may delegate to the Chairperson the sole authority to approve the Summaries of Decisions or any other form of meeting record.

Rule 41

Committee documents, other than the Summaries of Decisions or any other form of meeting record of closed meetings, may be provided to non- Contracting States, to international organizations and to the public, unless:

- a) they have been classified as “Restricted”; or
- b) it has been otherwise decided by the Committee or Council or, between sessions of the Council, by the President of the Council.

Rule 42

- a) The final texts of all decisions of Committees, together with Committee working papers and other papers, shall be made available by the Secretary General to all Contracting States as soon as possible.
- b) In respect of the Human Resources Committee, paragraph a) shall apply unless:
 - i) the documents relate to the selection of candidates for posts in the Secretariat; or
 - ii) it has been otherwise decided by the Committee or Council or, between sessions of the Council, by the President of the Council.
- c) Notwithstanding paragraph b), all documents of the Human Resources Committee shall be available to all Council Members upon request.

SECTION XI

INTERPRETATION, REVOCATION, SUSPENSION AND AMENDMENT OF THE RULES OF PROCEDURE

Rule 43

- a) Any of these Rules of Procedure or any portion thereof may be revoked, temporarily suspended or amended by Council decision taken by a majority of its Members, provided that no such action is in conflict with the Convention or with any direction given or decision taken by the Assembly. The Secretary General shall maintain and make available to Council Members a central record of all such temporary suspensions.
- b) Notwithstanding Rule 12, proposals to amend or revoke these Rules of Procedure shall be circulated to Representatives at least ten working days in advance of the meeting of the Council in which they will be considered.

APPENDIX A

SPECIAL PROVISIONS APPLICABLE TO THE AIR TRANSPORT COMMITTEE AND THE COMMITTEE ON GOVERNANCE *

1. The Air Transport Committee and the Committee on Governance shall consist of Representatives of all Members of the Council or in their absence, their Alternates.
2. The Members of the Air Transport Committee and the Committee on Governance shall serve until the end of the term of the Council which appointed them and thereafter, in so far as the States they represent continue to be Members of the Council, until the Council elects the new Committees.
3. During periods outside of the Council phase, the President of the Council may appoint Members and Alternates of the Air Transport Committee and the Committee on Governance.

* Council Resolution of 10 March 1961 (42-8) and Council Decisions of 28 November 1962 (47-3), 14 March 1969 (66-12), 4 June 2007 (C-DEC 181/7) and 13 September 2021 (C-DEC 224/1).

APPENDIX B

SPECIAL PROVISIONS APPLICABLE TO THE AVIATION SECURITY, CLIMATE AND ENVIRONMENT, AND FINANCE COMMITTEES, COMMITTEE ON JOINT SUPPORT OF AIR NAVIGATION SERVICES, TECHNICAL COOPERATION AND IMPLEMENTATION SUPPORT COMMITTEE, THE HUMAN RESOURCES COMMITTEE, AND THE COMMITTEE ON COOPERATION WITH EXTERNAL PARTIES *

1. The members of the Aviation Security, Climate and Environment, and Finance Committees, Committee on Joint Support of Air Navigation Services, and Technical Cooperation and Implementation Support Committee shall consist of all Representatives on the Council or in their absence, their Alternates who inform the President of the Council of their wish to join and their commitment to work in one, several, or all of these Committees.
2. The Human Resources Committee shall consist of the three Vice-Presidents of the Council and up to five additional Representatives on the Council or in their absence, their Alternates nominated by the President of the Council and elected by the Council. The Human Resources Committee meetings are exclusive to the Members of the Committee, the Secretary and staff members required to explain the documents presented to the Committee.
3. The Committee on Cooperation with External Parties shall consist of five Representatives on the Council or in their absence, their Alternates nominated by the President of the Council and elected by the Council.

* Council Resolutions of 10 March 1961 (42-8) and 10 April 1969 (66-26), and Council Decisions of 28 November 1962 (47-3), 17 March 1969 (66-13), 28 March 1973 (78-14), 1 June 1973 (79-3), 3 December 1985 (116-19), 8 December 1986 (119-11 and 12), 2 October 1987 (122-2), 18 November 1987 (122-4), 18 March 1988 (123-12), 14 November 1989 (128-3), 23 November 1990 (131-9), 21 June 1991 (C-DEC 133/16), 20 November 1992 (137-4), 13 November 1996 (149-4), 8 December 2004 (C-DEC 173/9), 4 June 2007 (C-DEC 181/7), 14 March 2011 (C-DEC 192/7), 15 June 2011 (C-DEC 193/4) and 13 September 2021 (C-DEC 224/1).

Meetings of the Committee on Cooperation with External Parties are exclusive to the Members of the Committee, the Secretary and staff members required to explain the documents presented to the Committee.

4. The membership of these Committees shall be established in such a manner as to ensure gender and geographic representation.
5. The Members of these Committees shall serve for one year and thereafter, in so far as the States they represent continue to be Members of the Council, until the Council elects the new Committees.
6. During periods outside of the Council phase, the President of the Council may appoint Alternates to Members of these Committees.
7. If a Member of a Committee withdraws for any reason before the end of the term of the Member, the Council shall appoint a successor for the remainder of the term.
8. If a Member of a Committee is habitually absent from the Committee, the Council may declare that Member's seat vacant.

APPENDIX C

GUIDELINES ON WHEN COMMITTEE MEETINGS SHOULD BE HELD IN CLOSED SESSION (RULE 17) AND WHEN COMMITTEE DOCUMENTS SHOULD BE MARKED “RESTRICTED”

1. Meetings of each Committee, except the Aviation Security Committee, should normally be open to the public. In general, meetings should only be held in closed session if discussion involves the following:
 - a) the level of aviation security in specified States or in general;
 - b) current or future provisions concerning aviation security;
 - c) salaries or allowances of an individual member of staff or of a category of staff;
 - d) selection of candidates for posts in the Secretariat;
 - e) disputes between Contracting States; and
 - f) issues where Representatives’ personal security could be endangered if their statements were made public.
2. Normally, only documents relating to meetings concerning the subjects listed under a) to f) above should be marked “Restricted”.

— END —

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