



Rules of Procedure  
for the  
Air Navigation Commission

SECOND EDITION  
*(as revised on 17 March 1975)*

*Approved by the Council  
and published by its decision*

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INTERNATIONAL CIVIL AVIATION ORGANIZATION

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**RULES OF PROCEDURE  
FOR THE AIR NAVIGATION COMMISSION**  
(As revised on 17 March 1975)

**PRELIMINARY SECTION  
DEFINITIONS**

For the purpose of these Rules of Procedure, the following terms shall be considered to have the meanings indicated:

*Organization* – the International Civil Aviation Organization.

*Council* – the Council of the Organization.

*Commission* – the Air Navigation Commission.

*Commission Member* – a person appointed by the Council to act on the Commission.

*Alternate* – a person appointed by the Council to act in the temporary absence of a Commission Member.

*Observer of a Contracting State* – a person who represents a Contracting State in the Commission and bears credentials to that effect. A Commission Member or Alternate cannot act as Observer of a Contracting State.

*Observer* – a person representing a non-Contracting State or an international organization, that State or international organization having been invited by the Commission with the approval of the President of the Council to participate in one or more meetings of the Commission, and bearing credentials to that effect.

*Session* – the period between the opening of the first meeting and the adjournment of the last of a series of meetings of the Commission.

*Meeting* – a single sitting of the Commission from the time it comes to order until it adjourns.

*Work programme* – the list of items to be considered by the Commission at one of its sessions.

*Order of business* – those work programme items listed for consideration at one meeting.

## **SECTION I AUTHORITY OF THE COUNCIL IN REGARD TO THE COMMISSION**

### **Rule 1**

The Commission shall report direct and exclusively to the Council, except when otherwise determined by the Council.

## **SECTION II OFFICERS**

### **Rule 2**

The President of the Commission shall be appointed by the Council.

### **Rule 3**

The Commission shall elect from among its Members a first and a second Vice-President. In the absence of the President, the first Vice-President, and in his absence, the second Vice-President, shall preside at meetings.

### **Rule 4**

The term of office of the President shall last one year from the date fixed by the Council and thereafter until his successor is appointed.

### **Rule 5**

The term of office of Vice-Presidents shall last one year from the date of election by the Commission and thereafter until their successors are elected.

### **SECTION III WORKING GROUPS OF THE COMMISSION**

#### **Rule 6**

The Commission may establish working groups from among its Members as it may deem appropriate.

### **SECTION IV SESSIONS AND MEETINGS**

#### **Rule 7**

The Commission shall establish the opening and closing dates of each session provided that these dates fall within a period covered by a Council session. Earlier opening dates or later closing dates shall require approval by the Council.

#### **Rule 8**

Within each session, meetings shall be convened by the President of the Commission or, in the absence of the President, by the first Vice-President and, in his absence, by the second Vice-President.

#### **Rule 9**

Meetings shall be held at the seat of the Organization unless the Council decides that a particular session or meeting shall be held elsewhere.

### **SECTION V WORK PROGRAMME AND ORDER OF BUSINESS**

#### **Rule 10**

The work programme for each session shall be presented by the Commission to the Council for approval. The Commission may subsequently modify the work programme, reporting thereon to the Council as necessary.

#### **Rule 11**

The Commission shall give to items on its work programme such priority as the Council may direct.

### **Rule 12**

The order of business shall be prepared by the Secretary of the Commission and shall be approved by the President of the Commission or, in his absence, by one of the Vice-Presidents.

## **SECTION VI ATTENDANCE AT MEETINGS**

### **Rule 13**

Meetings of the Commission shall be open to the public unless the presiding officer rules that they be closed. A ruling of the presiding officer to close or leave open a meeting during the discussion of a particular subject may be reversed by a decision of the Commission taken in accordance with Rule 21.

### **Rule 14**

Closed meetings of the Commission shall be open to the President of the Council, to the Secretary General of the Organization and other members of the Secretariat whose attendance is necessary to the conduct of the meeting or is desired by the Secretary General of the Organization, to Representatives and Alternate Representatives on the Council, to Observers of Contracting States and to such other Observers as the Commission may decide.

## **SECTION VII CONDUCT OF BUSINESS**

### **Rule 15**

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

### **Rule 16**

Any Commission Member may introduce a motion or amendments thereto subject to the following rules:

1. If a motion has been introduced, no other motion than one for an amendment to the original motion shall be considered until the original motion has been disposed of. The presiding officer shall determine whether such additional motion is so related to the motion already before the Commission as to constitute an amendment thereto,

or whether it is to be regarded as an alternative motion, consideration of which shall be postponed as stipulated above. The Commission may reverse such ruling by a decision of the Commission taken in accordance with Rule 21.

2. If an amendment to a motion has been introduced, no other amendment than an amendment to the original one shall be moved until the original amendment has been disposed of. The presiding officer 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. The Commission may, however, reverse such ruling by a decision of the Commission taken in accordance with Rule 21.

3. An amendment to an amendment shall be voted on before the amendment to which it refers, and the latter before the motion to which it refers.

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

5. The following privileged motions shall be disposed of with preference over all other motions and in the order of precedence indicated below:

- a) a motion to reverse any ruling by the presiding officer;
- b) a motion to adjourn the meeting;
- c) a motion to fix the time to adjourn the meeting;
- d) a motion to interrupt the meeting for a limited time;
- e) a motion to adjourn a debate on a particular question.

#### **Rule 17**

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



### **Rule 18**

Observers of Contracting States shall have the right to participate in the discussions of the Commission but they shall have no right to vote or to introduce motions or amendments or to second motions. They may, on the invitation of the Commission, participate in the discussions of working groups of the Commission.

### **Rule 19**

Observers may participate in the discussions of the Commission but they shall have no right to vote or to introduce motions or amendments or to second motions. They may, on the invitation of the Commission, participate in the discussions of working groups of the Commission.

### **Rule 20**

Representatives and Alternate Representatives on the Council shall have the right to participate in the discussions of the Commission but they shall have no right to vote or to introduce motions or amendments or to second motions. They shall have the right to participate in the discussions of working groups of the Commission.

## **SECTION VIII VOTING**

### **Rule 21**

Decisions shall be taken by a majority vote of the Commission Members attending the meeting at which the vote is taken.

### **Rule 22**

In case of a division, the vote, or the abstention from voting, of any Commission Member shall be recorded upon his request. Upon the request of any Commission Member, or pursuant to a ruling by the presiding officer, the individual votes of all Commission Members shall be determined and recorded.

## **SECTION IX LANGUAGES**

### **Rule 23**

The discussions of the Commission shall be conducted and its documentation drawn in such languages as will be in accordance with

the pertinent decision taken by the Council. By unanimous agreement, the Commission may decide that interpretation into one or more of such languages shall be waived.

## **SECTION X RECORDS OF PROCEEDINGS**

### **Rule 24**

Minutes of each meeting shall be prepared, distributed to Commission Members and approved by the Commission at a subsequent meeting.

## **SECTION XI SUSPENSION OF AND AMENDMENT TO THE RULES OF PROCEDURE**

### **Rule 25**

Any of these Rules of Procedure may be suspended or amended by the Council.

-- END --

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