



**RULES OF PROCEDURE FOR THE STANDING COMMITTEE ON ADMINISTRATION AND  
FINANCE OF THE SOUTH EAST ATLANTIC FISHERIES ORGANISATION (SEAFO)**

**PART I: REPRESENTATION**

1. Each Member of the Commission shall be represented by one representative who may be accompanied by alternate representatives and advisers. However, at its discretion, the Standing Committee on Administration and Finance may restrict its deliberations to representatives/heads of delegation only, and such other persons that the Standing Committee on Administration and Finance Commission may invite.

**PART II: MAKING RECOMMENDATIONS**

2. The Chairperson shall put to the Standing Committee on Administration and Finance questions and proposals to be recommended to the Commission. The recommendations shall be taken according to the following provisions:
  - a) Recommendations of the Standing Committee on Administration and Finance on matters of substance shall be taken by consensus. The question of whether a matter is one of substance shall be treated as a matter of substance.
  - b) Recommendations on matters other than those referred to in paragraph (a) above shall be taken by a simple majority of the Members of the Standing Committee on Administration and Finance present and voting.
3. When necessary, the taking of decisions and votes on any proposal made during the period between meetings may be carried out by post or by other means of textual communication:
  - a) The Chairperson or a Member which requests the application of the procedure laid down by this Rule shall convey with the proposal a recommendation as to whether the decision should be taken in accordance with Rule 4(a) or Rule 4(b) of the Rules and Procedures of the Commission. Any disagreement on this matter shall be resolved in accordance with the provisions of Rule 4, and the following provisions.
  - b) The Executive Secretary shall distribute copies of the proposal to all Members.

If the decision is to be taken in accordance with Rule 4(a) of the Commissions Rules of Procedures:

- i. Members shall immediately acknowledge receipt of the Executive Secretary's communication and respond within 60 days of the date of acknowledgment of the proposal, indicating whether they wish to support it, reject it, abstain on it, refrain from participating in the taking of the decision, or whether they require additional time to consider it, or whether they consider that it is not necessary for the decision to be taken during the period between meetings. In the latter case the Chairperson shall direct the Executive Secretary to inform all Members accordingly and the decision shall be remitted to the next meeting.
- ii. If there are no rejections and if no Member either seeks additional time or objects to the decision being taken between meetings, the Chairperson shall direct the Executive Secretary to inform all Members that the proposal has been adopted.

- iii. If the responses include a rejection of the proposal the Chairperson shall direct the Executive Secretary to inform all Members that the proposal has been provided them with a brief description of all individual responses.
- iv. If the initial responses do not include a rejection of the proposal or an objection to the decision being taken between meetings, but a Member requests additional time to consider it a further 30 days shall be allowed. The Executive Secretary shall inform all Members of the final date by which responses must be lodged. Members who have not responded by that date shall be deemed to be in support of the proposal. After the final date, the Chairperson shall direct the Executive Secretary to proceed in accordance with subparagraphs (ii) or (iii), as the case may be.
- v. The Executive Secretary shall distribute to each Member copies of all responses as they are received.

If the decision is to be taken in accordance with Rule 4(b) of the Commission Rules of Procedures:

- i. Members shall immediately acknowledge receipt of the Executive Secretary's communication and respond within 60 days of the date of acknowledgment of the proposal, indicating whether they wish to support it reject it, abstain on it or refrain from participating in the taking of the decision.
- ii. At the end of the 60-day period, the Chairperson shall count the votes and direct the Executive Secretary to inform all Members of the result.
- iii. The Executive Secretary shall distribute to each Member copies of all responses as they are received.

A proposal that has been rejected may not be reconsidered by way of postal voting until after the following meeting of the Standing Committee on Administration and Finance, but may be considered at that meeting.

4. At a meeting of the Standing Committee on Administration and Finance, unless it decides otherwise, the Standing Committee on Administration and Finance shall not discuss or take a decision on any item that has not been included in the provisional agenda for the meeting in accordance with Part IV of these Rules.

### **PART III: CHAIRPERSON, VICE-CHAIRPERSON AND EXECUTIVE SECRETARY**

5. The Chairperson shall in succession be Members of the Commission in the order of their names arranged alphabetically in the English language. The position of Vice-Chairperson shall be taken up by the Member of the Commission that succeeds the Member of the Commission that provides the Chairperson in the order of names arranged alphabetical in the English language. However, should a Contracting Party, due to force majeure circumstances, not be able to fulfill the chairmanship, the Contracting Party that follows the current Contracting Party alphabetically shall assume the role of chairperson. The party who has missed its term shall not be absolved of its duties. The Chairperson and Vice- Chairperson, each of whom shall serve for a term of two years and shall be eligible for re-election for one additional term. The first Chairperson shall, however, be elected for an initial term of three years. The Chairperson and Vice-Chairperson shall not be representatives of the same Contracting Party.
6. A person representing a Member of the Commission as its Representative who is taken up the

Chairperson position shall cease to act as a Representative upon assuming office and, whilst holding this office, shall not act as Representative, Alternate Representative or Adviser at meeting of the Standing Committee on Administration and Finance. The Member of the Commission concerned shall appoint another person to replace the one who was hitherto its Representative.

7. The Chairperson and Vice-Chairperson shall take office at the conclusion of the meeting at which they have been elected, except for the first Chairperson and Vice-Chairperson who shall take office immediately upon their election.
8. The Chairperson shall have the following powers and responsibilities:
  - a) convene the regular and extraordinary meetings of the Standing Committee on Administration and Finance;
  - b) Preside at each meeting of the Standing Committee on Administration and Finance;
  - c) open and close each meeting of the Standing Committee on Administration and Finance;
  - d) make rulings on points of order raised at meetings of the Standing Committee on Administration and Finance, provided that each representative retains the right to request that any such decision be submitted to the Commission for approval;
  - e) put questions and notify the Standing Committee on Administration and Finance of the results of votes;
  - f) approve a provisional Agenda for the meeting after consultation with representatives and the Executive Secretary;
  - g) sign, on behalf of the Standing Committee on Administration and Finance, the reports of each meeting for transmission to the Commission as official documents of the proceedings; and
  - h) exercise other powers and responsibilities as provided in these Rules and make such decisions and give such directions to the Executive Secretary as will ensure that the business of the Standing Committee on Administration and Finance is carried out effectively and in accordance with its decisions.
9. Whenever the Chairperson of the Standing Committee on Administration and Finance is unable to act, the Vice-Chairperson shall assume the powers and responsibilities of the Chairperson. The Vice-Chairperson shall act as Chairperson until the Chairperson resumes his or her duties. Whilst acting as Chairperson, the Vice-Chairperson will not act as Representative.
10. In the event of the office of Chairperson falling vacant due to resignation or permanent inability to act, the Vice-Chairperson shall act as Chairperson until the Standing Committee on Administration and Finance's next meeting on which occasion a new Chairperson shall be elected. Until the election of a new Chairperson, the Vice-Chairperson will not act as Representative, Alternate Representative or Adviser.

#### **PART IV: PREPARATION FOR MEETINGS**

11. The Executive Secretary shall prepare, in consultation with the Chairperson, a preliminary agenda for each meeting of the Standing Committee on Administration and Finance. He or she shall

- transmit this preliminary agenda to all Members of the Standing Committee on Administration and Finance Commission not less than 65 days prior to the beginning of the meeting.
12. Members of the Standing Committee on Administration and Finance proposing supplementary items for the preliminary agenda shall inform the Executive Secretary thereof no later than 45 days before the beginning of the meeting and accompany their proposal with an explanatory memorandum.
  13. The Executive Secretary shall prepare, in consultation with the Chairperson, a provisional agenda for each meeting of the Standing Committee on Administration and Finance. The provisional agenda shall include:
    - a) all items which the Standing Committee on Administration and Finance has previously decided to include in the provisional agenda;
    - b) all items the inclusion of which is requested by any Member of the Standing Committee on Administration and Finance;
  14. The Executive Secretary shall:
    - a) make all necessary arrangements for meetings of the Standing Committee on Administration and Finance Commission and its subsidiary bodies;
    - b) take all the necessary steps to carry out the instructions and directions given to him by the Chairperson
  15. The Executive Secretary shall transmit to all Members of the Standing Committee on Administration and Finance , not less than one month in advance of the Standing Committee on Administration and Finance meeting, the provisional agenda and explanatory memoranda or reports related thereto.

#### **PART V: CONDUCT OF BUSINESS AT MEETINGS**

16. The Chairperson shall exercise his or her powers of office in accordance with customary practice. He/she shall ensure the observance of the Rules of Procedure and the maintenance of proper order. The Chairperson, in the exercise of his or her functions shall remain under the authority of the meeting.
17. The Chairperson or Vice-Chairperson of the Standing Committee of Administration and Finance and of the Scientific Committee may attend all meetings of the Standing Committee on Administration and Finance. They shall be entitled to present the report of the Standing Committee on Administration and Finance and the Scientific Committee to the Commission and to address the Commission with regard to it.
18. No representative may address the meeting without having previously obtained the permission of the Chairperson. The Chairperson shall call upon speakers in the order in which they signify their desire to speak. The Chairperson may call a speaker to order if his or her remarks are not relevant to the subject under discussion.
19. Proposals and amendments shall normally be submitted in writing to the Executive Secretary, who shall circulate copies to all delegations. As a general rule, no proposal shall be discussed

or put to the vote at any meeting of the Standing Committee on Administration and Finance unless copies have been distributed to all delegations in a reasonable time in advance. The Chairperson may, however, permit the discussion and consideration of proposals even though such proposals have not been circulated.

20. As a general rule proposals which have been rejected may not be reconsidered until the next meeting of the Standing Committee on Administration and Finance.
21. A representative may at any time make a point of order and the point of order shall be decided immediately by the Chairperson in accordance with the Rules of Procedure. A representative may appeal against the ruling of the Chairperson. The appeal shall be put to a vote immediately and the Chairperson's ruling shall stand if upheld by a majority of the representatives present and voting. A representative making a point of order shall not speak on the substance of the matter under discussion.
22. A representative may at any time move the suspension or the adjournment of the session. Such motions shall not be debated, but shall be put to the vote immediately. The Chairperson may limit the time to be allowed to each speaker putting such a motion.
23. A representative may at any time move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against the motion, after which the motion shall be put to the vote immediately. The Chairperson may limit the time to be allowed to speakers.
24. A representative may at any time move the closure of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak against the motion, after which the motion shall be put to the vote immediately. If the meeting is in favour of the closure, the Chairperson shall declare the closure of the debate and a decision shall be taken immediately on the item under discussion. The Chairperson may limit the time to be allowed to speakers under this rule.
25. Subject to Rule 27 the following motions shall have precedence in the following order over all other proposals or motions before the session:
  - a) to suspend the session;
  - b) to adjourn the session;
  - c) to adjourn the debate on the item under discussion;
  - d) or the closure of the debate on the item under discussion.
26. With the exception of recording devices for use by the Secretariat, the use of film, video, sound and any other media devices to record meeting proceedings shall be prohibited for all participants in Standing Committee on Administration and Finance meetings.

#### **PART VI: OBSERVERS**

27. The Executive Secretary may, when preparing with the Chairperson the preliminary agenda for a meeting of the Standing Committee on Administration and Finance, draw to the attention of Members of the Standing Committee on Administration and Finance his or her view that the work of the Standing Committee on Administration and Finance would be facilitated by the attendance at its next meeting of an observer referred to in Rule 33 (Commission Rules of Procedures), an invitation to which was not considered at the previous meeting. The Executive

Secretary shall so inform Members of the Standing Committee on Administration and Finance when transmitting to them the preliminary agenda under Rule 17 (Commission Rules of Procedures). The Chairperson shall request the Standing Committee on Administration and Finance to take a decision on the Executive Secretary's suggestion in accordance with Rule 7 (Commission Rules of Procedures), and the Executive Secretary shall so inform Members of the Standing Committee on Administration and Finance when transmitting to them the provisional agenda under Rule 19.

28. Observers may be present at public and private sessions of the Standing Committee on Administration and Finance. If a Member of the Standing Committee on Administration and Finance so requests, sessions of the Standing Committee on Administration and Finance at which a particular agenda item is under consideration shall be restricted to its Members and Observers referred to in Rule 33(a) and Rule 33(b) (Commission Rules of Procedures). With respect to any session so restricted, the Standing Committee on Administration and Finance may also agree to invite Observers referred to in Rule 33(c) (Commission Rules of Procedures).
29. The Chairperson may invite observers to address the Standing Committee on Administration and Finance unless a Member of the Standing Committee on Administration and Finance objects. Observers are not entitled to participate in the taking of decisions.
30. Observers may submit documents to the Secretariat for distribution to Members of the Standing Committee on Administration and Finance as information documents. Such documents shall be relevant to matters under consideration in the Standing Committee on Administration and Finance. Unless a Member or Members of the Standing Committee on Administration and Finance otherwise such documents shall be available only in the language or languages and in the quantities in which they were submitted. Such documents shall only be considered as Standing Committee on Administration and Finance Commission documents if so decided by the Standing Committee on Administration and Finance.

#### **PART VII: LANGUAGES**

31. The official and working languages of the Standing Committee on Administration and Finance shall be English and Portuguese.

#### **PART VIII: REPORTS AND NOTIFICATIONS**

32. Reports of meetings of the Standing Committee on Administration and Finance shall be prepared by the Executive Secretary in conjunction with the Chairperson of the Standing Committee on Administration and Finance. A draft report of such meetings shall be considered by the Standing Committee on Administration and Finance before it is adopted at the end of the meeting. The Chairperson of the Standing Committee on Administration and Finance shall present the report to the plenary during the Commission meetings.