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Small Island Developing States Dock (SIDSDOCK)

**Ninth Session of the SIDSDOCK Assembly
Via Telephone and Videoconferencing
Thursday, 25th September 2025
4:00 p.m. to 6:00 p.m. (Eastern Daylight Time)
Agenda Item 6: Institutional Matters, Sub-Item c. Revision to the Rules and Procedure of the
Assembly and Executive Council**

**RULES OF PROCEDURE OF THE ASSEMBLY
AND THE EXECUTIVE COUNCIL**

These rules may be referred to as the “Assembly Rules.”

I. SESSIONS

A. Regular Session

Rule 1 *Frequency of sessions*

The Assembly shall meet at least annually at the call of the President of the Assembly (“President”), and/or the Chairman of the Executive Council (“Chairman”) The session shall be convened upon sixty days written notice on a date set by the President and/or the Chairman.

Rule 2 *Notification of sessions*

The Secretary-General of SIDS DOCK (the “Secretary-General”), on behalf and under the authority of the Chairman and/or the President shall notify all Members of the Assembly at least sixty days in advance of each regular session, of the opening date, place and expected duration thereof.

B. Special Session

Rule 3 *Summoning by the Assembly*

Special sessions of the Assembly shall be convened when decided by the Chairman and/or the President or as otherwise provided for in these Assembly Rules.

Rule 4 *Summoning at the request of the President and/or Chairman*

Special sessions of the Assembly shall be convened as soon as practicable but not later than sixty days after the receipt by the Secretary General of a request for such a session from the President and/or the Chairman unless specified otherwise in the request.

Rule 5 *Summoning at the request of Members*

Any member of the Assembly may request that the President convene a special session of the Assembly. The President shall immediately inform the other members of the Assembly of the request, communicate to all members the estimated costs and relevant administrative and logistical considerations in relation to the hosting of a special session and inquire whether they concur with it. If within thirty days of the date of the communication one third of the members concur with the request, a special session of the Assembly shall be convened by the President not later than sixty days after the receipt of such concurrence.

Rule 6 *Notification of special sessions*

The Secretary-General, on behalf and under the authority of the Chairman and/or the President, shall notify all members of the Assembly at least sixty days in advance of each special session, of the opening date, place and expected duration thereof.

C. General

Rule 7 *Place of sessions*

Sessions of the Assembly may take place at the seat of the SIDS DOCK, or at any other location decided by the Assembly, the President and/or the Chairman in accordance with the Statute.

Rule 8 *Written procedure*

The Assembly may act by means of proxy letter, e-mail or such other method of communication in which the participation of each member of the Assembly may be facilitated and the votes of each member of the Assembly may be recorded, in accordance with the provisions of the Statute concerning quorum and majorities as well as other relevant provisions of these Assembly Rules.

II. AGENDA

A. Regular Session

Rule 9 *Agenda for Regular and Special Sessions*

The Secretary-General shall draft a provisional agenda for each regular and special session of the Assembly and submit it for the approval of the Executive Council and the President. The President shall distribute the agenda for each meeting to all members of the Assembly not later than thirty days in advance of a regular session, or as soon as practicable in advance of a special session. Members of the Assembly may request that additional items be included in the agenda.

B. General

Rule 10 *Explanatory memoranda*

Each item proposed for inclusion in the agenda should be accompanied by such supporting documents as necessary to support the Assembly's consideration of the issue.

Rule 11 *Circulation of supporting documents*

Draft reports, decisions, programmes, and budgets of the SIDS DOCK and other documents relating to the provisional agenda of a session shall be sent by the Secretary-General to each member of the Assembly no later than thirty days in advance of a regular session, or as soon as practicable in advance of a special session. All supporting documents shall at the same time be made available on the SIDS DOCK website, with the exception of those documents that are decided to be confidential by the Assembly or the Executive Council based on the criteria in Rule 63. The latter may only be made available on the password-secured area of the SIDS DOCK website.

III. REPRESENTATION OF MEMBERS AND PARTICIPATION OF OBSERVERS**Rule 12** *Composition of delegations*

Each member of the SIDS DOCK shall be represented at the Assembly by one Representative, who shall be the Head of the State or Government or the Minister for Foreign Affairs of such member or his or her designee. Such Representative may be accompanied by any such advisers he or she may reasonably require. The designated Representatives and their advisors shall constitute the member's delegation to the Assembly. In the event a Representative is incapacitated or unable to attend a meeting, he or she may designate an alternate for such meeting.

Rule 13 *Participation of Observers*

Signatories, and other entities to whom Observer status may be granted by the Assembly under Article VI, Sections 8 and 9 of the Statute, should request appropriate authorization from the President, who shall place such request for Observer status on the agenda of the Assembly for its consideration.

IV. CREDENTIALS**Rule 14** *Submission of credentials*

The credentials of each representative and the names of the persons constituting the member's delegation should be submitted to the Secretariat for approval not less than seven days in advance of the session which the delegation will attend. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs. Credentials when accepted shall remain in effect so long as the holder remains a member of the delegation.

Rule 15 *Provisional admission to a session*

Pending a decision upon their credentials, representatives shall be entitled to participate provisionally in the session. Any representative to whose admission a member has made objection

shall be seated provisionally with the same rights as other representatives until the Credentials Committee has reported and the Assembly has given its decision.

V. PRESIDENT, VICE-PRESIDENTS, RAPPORTEUR, AND OTHER OFFICIALS

Rule 16 *Election of President and Vice-Presidents*

Unless the Assembly decides otherwise, the Assembly shall elect a President and two Vice-Presidents, having due regard to equitable geographical rotation of these offices among the three regional groupings as pursuant to Annex A to these Rules.

Rule 17 *Term of office*

The Assembly shall annually designate a Representative who shall serve as a President and two Representatives to serve as Vice-Presidents and shall also nominate Representatives to stand for election to such offices at the beginning of the next session of the Assembly. For the purpose of a smooth transition and continuity of work, the designated President and/or Vice-Presidents shall, to the extent practicable, work in collaboration with the nominated President and/or Vice-Presidents to facilitate the preparation of the next regular meeting of the Assembly. Nominations for the President and Vice Presidents may be made by Representatives either in advance of a meeting or from the floor or may be recommended by the Executive Council.

Rule 18 *Acting President*

If the President is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the office of President he or she should not preside over the Assembly during the consideration of a particular question, he or she shall designate one of the Vice-Presidents to take his or her place, who, while acting as President, shall have the same powers and duties as the President.

Rule 19 *Rapporteur and other officials*

At the beginning of each Assembly session, the President shall propose a member of the Assembly to act as Rapporteur. The President shall also appoint other officials, having due regard to equitable geographical representation and gender balance. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the President.

Rule 20 *Vacancies*

A vacancy in the office of any official shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

VI. EXECUTIVE COUNCIL AND THE SECRETARIAT

Rule 21 *Representation of the Executive Council*

The Executive Council shall have all powers provided by Article VII of the Statute. In the event of a conflict between the provisions of these Rules and those of the Statute, the provisions of the Statute shall prevail. The Executive Council shall be represented at the Assembly by its Chair or by such person or persons serving at the Executive Council that are appointed by him or her.

Rule 22 *Role of the Secretary-General*

The Secretary-General and Secretariat shall have all powers prescribed by Article VIII of the Statute. In the event of a conflict between the provisions of these Rules and those of the Statute, the provisions of the Statute shall prevail. The Secretary-General shall participate without the right to vote at all sessions of the Assembly and of its committees and other subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions. The Secretary-General or his or her representative may make oral or written statements to such sessions. The Secretary-General shall be responsible for all the necessary arrangements for the sessions of the Assembly, its committees and other subsidiary organs.

Rule 23 *Duties of the Secretariat in Connection with Assembly Meetings*

The Secretariat shall receive, translate (when appropriate), print and distribute documents, reports and resolutions of the Assembly, its committees and other subsidiary organs; have the custody and proper preservation of the documents in the archives of the SIDS DOCK; the publication of reports of the sessions of the Assembly; the distribution of all documents of the Assembly to the members of the SIDS DOCK; and the performance of all other work which the Assembly, its committees or other subsidiary organs may require.

VII. SUBSIDIARY ORGANS OF THE ASSEMBLY

Rule 24 *Establishment of subsidiary organs*

The Assembly may, in accordance with Article VI, paragraph 3, of the Statute, establish such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Assembly shall also agree on their authorities' rules of procedure, membership, number of members, tenure and deliverables. When determining the membership, the Assembly shall take into account equitable geographic distribution and gender balance. Subsidiary organs shall be reviewed annually by the Assembly to determine whether they should be continued or their authorities modified. Membership in subsidiary organs created by the Assembly may include members and Signatories of the Statute.

Rule 25 *Officials*

Subsidiary organs may have such officers as the Assembly designates, each of whom shall be elected by the Assembly annually. Each subsidiary organ of the Assembly may elect officials other than the Chair and Vice-Chair. These officials shall be elected on the basis of equitable geographical representation, experience, personal competence and gender balance. Chairs of subsidiary bodies shall serve for one year terms, renewable one time.

Rule 26 *Dates of meetings*

Subsidiary organs shall meet only as often as may be required for the fulfillment of their functions. Meetings of the Assembly, the Executive Council or other subsidiary organs should be taken into account when setting the dates of meetings.

Rule 27 *Notification and provisional agenda*

The Chairman, in collaboration with the Secretariat, shall prepare the provisional agenda for meetings of the subsidiary organs. The Secretary General, on behalf of the Chair of a subsidiary organ shall provide notification as far in advance as possible prior to the commencement of any meeting of the subsidiary organ, and shall endeavor to provide the provisional agenda and all supporting documents to all members of the subsidiary organ at least fifteen days in advance of the meeting.

VIII. CONDUCT OF BUSINESS AT SESSIONS OF THE ASSEMBLY

Rule 28 *Public and closed sessions of the Assembly*

- (a) Sessions of the Assembly and all subsidiary organs shall be held in public unless the Assembly, the President and/or the Chairman determine otherwise. Where it is determined that that substantial parts of sessions are to be closed, the Secretariat must provide at least seven days' notice to members and observers. This cannot preempt the right of the Assembly to declare parts of a session closed during the course of a session.
- (b) Subject to any decision of the Assembly, the Secretary-General shall make appropriate arrangements for the admission of representatives of the press and of other information agencies to public sessions of the Assembly.

Rule 29 *Functions of the President during Assembly sessions*

In addition to exercising the powers which are conferred upon him or her by these Assembly Rules, the President shall declare the opening and closing of each session of the Assembly, shall direct its discussions, ensure observance of these Assembly Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Assembly Rules, shall have control of the proceedings of the Assembly and over the maintenance

of order at its sessions. The President may propose to the Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may propose the suspension or adjournment of the session or the adjournment of the debate on the item under discussion. The President, in the exercise of his or her functions, shall remain under the authority of the Assembly.

Rule 30 *Speeches*

No representative may address the Assembly without having previously obtained the permission of the President. Subject to Rule 32 of these Assembly Rules, the President shall call upon speakers in the order they signify their desire to speak. The President may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

Rule 31 *Precedence*

The President may accord precedence to the Chair of the Executive Council and to the Chair or other officer of a committee or any other subsidiary organ of the Assembly, for the purpose of explaining a report or recommendations submitted to the Assembly. He or she may also accord precedence to the Secretary-General or his or her representative.

Rule 32 *Points of order*

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these Assembly Rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the Presidents' ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Rule 33 *Time-limit on speeches and remarks*

The Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When debate is limited and a representative has spoken his or her allotted time, the President shall call him or her to order without delay.

Rule 34 *Closing of list of speakers and right of reply*

During the course of a debate, the President may announce a list of speakers and, with the consent of the Assembly, declare the list closed. He or she may, however, accord the right of reply to any representative if a speech delivered after the list has been closed makes this desirable.

Rule 35 *Adjournment of debate*

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to two

representatives in favour of and to two opposing the adjournment, after which the motion shall be immediately decided. The President may limit the time to be allowed to speakers under this Rule.

Rule 36 *Closure of debate*

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately decided. If the Assembly is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this Rule.

Rule 37 *Suspension or adjournment of the session*

A representative may at any time move the suspension or the adjournment of the session. The President may limit the time to be allowed to the speaker moving the suspension or adjournment of the session. No discussion on such motions shall be permitted and they shall be immediately put to the vote.

Rule 38 *Order of procedural motions*

Subject to Rule 32 of these Rules, the motions listed here under 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; and
- d) To close the debate on the item under discussion.

Rule 39 *Decisions on competence*

Subject to Rule 39 of these Rules, any motion calling for a decision on the competence of the Assembly to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

Rule 40 *Proposals and amendments*

Proposals and amendments shall normally be submitted in writing to the Secretariat which shall circulate copies to all delegations. Following the distribution of copies, delegations shall be given reasonable time before proposals are discussed or considered for decision.

Rule 41 *Withdrawal of proposals or motions*

Any proposal or motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Assembly. A proposal or a motion thus withdrawn may be reintroduced by any representative.

Rule 42 *Reconsideration of proposals or amendments*

When a proposal or amendment has been adopted or rejected, it shall not be reconsidered at the same session unless the Assembly so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

IX. VOTING**Rule 43** *Voting*

Voting in the Assembly shall be consistent with Article VI, Section 2 of the Statute.

Rule 44 *Methods of voting*

The normal method of voting shall be by show of hands. Any representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the members of the SIDS DOCK. The name of each member shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention". The result of the vote shall be inserted in the record of the session.

Rule 45 *Conduct during voting*

After the President has announced the commencement of a vote, the voting shall not be interrupted until the result has been announced, except on a point of order in connection with the actual conduct of the voting.

Rule 46 *Explanation of vote*

Representatives may make brief statements consisting solely of explanations of a vote, before the voting has commenced or after the voting has been completed. Similarly, explanatory statements of position may be made in connection with a decision taken without a vote. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

Rule 47 *Division of proposals and amendments*

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be first voted upon. Permission to speak on the motion for division shall be accorded only to two representatives in favour and two representatives against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 48 *Voting on amendments*

(a) When an amendment to a proposal is moved, the amendment shall be voted first. When two or more amendments are moved to a proposal, the Assembly shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

(b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 49 *Voting on proposals*

If two or more proposals relate to the same question, the Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 50 *Equally divided votes*

If a vote is equally divided in voting other than elections, the President will give additional time within the session, for reconsideration of the issue before the proposal is once again put to vote. In case the vote is still equally divided, the proposal voted upon shall be considered as not adopted.

X. ELECTIONS

A. Elections of Officials

Rule 51 *Secret ballot*

All elections shall be held by secret ballot, unless there is acclamation.

Rule 52 *Elections to fill one elective place*

When only one elective place is to be filled and no candidate obtains in the first ballot a majority required, a second ballot shall be taken, which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

Rule 53 *Elections to fill two or more elective places*

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be no more than two ballots in respect of each elective place remaining to be filled. If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken, which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in the second ballot for that elective place the votes are equally divided, the President shall decide between the candidates by drawing lots.

Rule 54 *Appointment of the Secretary-General*

Designation of the Secretary-General shall be consistent with Article VI, Section 7 of the Statute. When voting is necessary, it shall be conducted by secret ballot in accordance with Rule 53.

B. Elections of Executive Council Members**Rule 55** *Annual Election*

In accordance with Article VII, Section 1 of the Statute, at the first Assembly, the Assembly shall elect up to nine (9) Assembly Representatives to serve as members of the Executive Council. As provided by the Statute, One third of the members of the first Council shall be elected to serve for one (1) year, one third for two (2) years and one third for three (3) years. Thereafter, the Assembly shall each year elect members to the Executive Council to fill expiring terms and to serve for a term of three years.

For purposes of this provision, members of the SIDS DOCK are those that have deposited an instrument of ratification or accession with the Depositary, according to Articles XVII, Section 2 and Article XVIII, Section 2 of the Statute, at least 30 days prior to the Assembly in which the election will take place.

Rule 56 *Nominations*

In accordance with Article VII Section 1 of the Statute nominations for election to the Executive Council must be submitted in writing by member states of SIDS DOCK with due consideration being given to equitable regional distribution and gender representation.

For purposes of this provision, members of the SIDS DOCK are those that have deposited an instrument of ratification or accession with the Depositary, according to Articles XVII, Section 2 and Article XVIII, Section 2 of the Statute, at least 30 days prior to the Assembly in which the election will take place.

Rule 57 *Distribution of seats*

To ensure equitable geographical distribution and effectiveness of its work, the Executive Council should, insofar as practicable, provide for representation of:

- a) Group A – AIS;
- b) Group B – Caribbean; and
- c) Group C – Pacific,

as such groups are defined in Annex A. Each group may nominate up to two alternates, and shall present alternates alongside candidates to the Assembly.

Rule 58 *Composition*

The members of the Executive Council, no two of whom shall be nationals of the same State, shall be elected on the basis of broad geographical representation, personal qualifications and experience and shall serve for a period of three years. Pursuant to Article VII, Section 1 of the Statute, no member of the Executive Council may serve for more than two consecutive terms.

Rule 59 *Functions*

Pursuant to Article VII, Section 2 of the Statute, the Executive Council shall bear responsibility for the overall direction, operation, and functioning of the SIDS DOCK and its Secretariat, including its activities, work programmes, and projects, and shall discharge its responsibilities in a fair, equitable and transparent manner as fiduciaries. It shall perform such other duties as may be assigned to it under the Rules of Procedure of the Executive Council.

XI. DOCUMENTATION

Rule 60 *Reports*

- a. Reports of sessions of the Assembly shall contain the text of all recommendations and decisions of the Assembly adopted at that session. The report shall be prepared by the Secretariat in close cooperation with the Rapporteur who will provide the report to the President and the Vice-Presidents no later than thirty days following adjournment of the Assembly session. The Secretariat shall, immediately upon approval of the Rapporteur and President, make such reports available to all members of the SIDS DOCK. Reports of Assembly sessions shall not be official until approved by the Assembly.

- b. Reports of meetings of subsidiary organs of the Assembly and their recommendations shall be issued by the Secretariat, unless the Assembly decides otherwise.

Rule 61 *Official records*

A set of official records shall be maintained by the Secretariat, containing the text of all recommendations and decisions of the Assembly, recommendations of subsidiary organs to plenary sessions of the Assembly, as well as a complete set of all Assembly documents.

Rule 62 *Publication of Assembly Documents*

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly or the Executive Council and consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publicly available all documents and records related to and used in support of the activities and decisions of the Assembly. Such documents shall normally be posted on the SIDS DOCK website and shall include, at a minimum and subject to the provisions above, the final reports of each Assembly meeting, a record of all Assembly decisions, and all documents supporting the work of the Assembly and its subsidiary organs.

These rules may be referred to as the “Council Rules.”

I. MEETINGS

Rule 1 *Frequency of meetings*

The Executive Council shall convene once a year at regular sessions and shall convene in special sessions as often as the Chair determines appropriate. The Executive Council shall determine at each meeting the time and place of its next regular meeting. The Executive Council shall meet as often as may be required between regular meetings for the fulfillment of its powers and functions. The Executive Council may be convened on the authority of the Chair of the Executive Council (the “Chair”), who shall convene a meeting of the Executive Council at the request of the Assembly, or at the request of three members of the Executive Council.

Rule 2 *Notification of meetings*

No advance notice of the calling of a meeting shall be required when the date and time have been decided by the Executive Council at an earlier meeting. For all other in-person meetings the Secretary-General, in coordination with the Chair, shall provide reasonable notice of the meeting to the members of the Executive Council, and in any case not less than thirty days’ notice, informing the members of the date, place, and expected duration of the meeting, as well as of the provisional agenda and any administrative, financial and logistical considerations for consideration by members.

Rule 3 *Place of in-person meetings*

Meetings may be held in any location as agreed upon by the Chair and the Secretary-General.

Rule 4 *Meetings other than in-person*

The Executive Council may act by means of proxy letter, teleconference, video-conference, and other similar means of communication in which the participation of each member of the Executive Council may be facilitated and the votes of each member of the Executive Council may be recorded.

II. REPRESENTATION OF MEMBERS

Rule 5 *Representatives*

Members of the Executive Council shall be the persons elected by the Assembly, in accordance with Article VII, Section 1 of the Statute

Rule 6 *Submission of credentials*

The credentials of representatives on the Executive Council shall be submitted to the Secretary-General before the first meeting of the Executive Council, for evaluation and acceptance by the Secretary-General. The credentials shall be issued by the competent authority of the member state government authorizing the representative to perform on behalf of the member the functions indicated in the Statute. The acceptance of credentials shall remain valid for the term for which that member was elected unless withdrawn or replaced by new credentials.

Rule 7 *Provisional acceptance of credentials*

Pending acceptance of the credentials of a representative of a member of the Executive Council in accordance with Rule 6 of these Council Rules, such representative shall be seated provisionally with the same rights as other representatives.

III. CHAIR, VICE-CHAIRS, RAPPORTEUR, AND OTHER OFFICERS

Rule 8 *Election of Chair and Vice-Chair*

In accordance with Article VII, Section 3 of the Statute, the Executive Council shall elect at its first meeting and annually thereafter, by majority vote of the Executive Council members, a Chair and two Vice-Chairs, having due regard to equitable geographical representation and gender balance.

Rule 9 *General powers and duties of the Chair*

The Executive Council Chair shall preside at all meetings of the Executive Council. If the Chair is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the office of Chair he or she should not preside over the Executive Council during the consideration of a particular question, one of the Vice-Chairs shall take his or her place, and shall have the same powers and duties as the Chair. The Chair and the Vice-Chairs may at all times participate in the discussions of the Executive Council as representatives and may also vote in that capacity. The Chair will maintain close communications among the members of the Executive Council between meetings, and will work closely with the Secretary-General as necessary to ensure the Executive Council's awareness of the day-to-day business of the SIDS DOCK.

Rule 10 *Rapporteur and other officials*

At the beginning of each Executive Council meeting, the Chair shall propose to a member of the Executive Council to act as Rapporteur. The Chair may also appoint other officials, having due regard to equitable geographical representation and gender balance. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the

proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the Chair.

Rule 11 *Vacancies*

A vacancy in the office of any officer shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

Rule 12 *Representation of the Executive Council at the Assembly*

The Chair or such person or persons serving at the Executive Council that are appointed by him or her shall represent the Executive Council at the Assembly.

IV. SECRETARY-GENERAL

Rule 13 *Role of the Secretary-General*

The Secretary-General or a representative designated by him or her may participate, without the right to vote, in all meetings of the Executive Council and its subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions.

Rule 14 *Duties of the Secretariat in Connection with Executive Council*

The Secretariat shall provide all necessary support to the Executive Council in the performance of its functions. In particular it shall receive, reproduce and distribute documents of the Executive Council and its subsidiary organs; prepare and circulate reports of meetings, decisions adopted by the Executive Council and any other documentation required; maintain custody of documents of the Executive Council in the archives of the Agency; and generally, perform all other work, which the Executive Council and its subsidiary organs may require.

V. SUBSIDIARY ORGANS OF THE COUNCIL

Rule 15 *Establishment of subsidiary organs*

The Executive Council may, in accordance with Article VII, Section 4 of the Statute, establish such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Executive Council shall also agree on their terms of reference, membership, number of members, tenure, and deliverables. When determining the membership, the Executive Council shall take into account fair and equitable geographic distribution and gender balance. Subsidiary organs should be periodically reviewed by the Executive Council to determine whether they should be continued or their terms of reference modified.

Rule 16 *Participation*

Membership and participation in subsidiary organs or committees created by the Executive Council is limited to members of the SIDS DOCK. Committee members shall be appointed at each first Executive Council meeting following the Assembly's election of a new Executive Council, unless otherwise agreed by the Executive Council.

Rule 17 *Officers*

Subsidiary organs or committees may elect such officers as are determined to be necessary in the discretion of the Executive Council.

Rule 18 *Meetings*

Subsidiary organs shall only meet as often as may be required for the fulfillment of their functions. Meetings of the Assembly, the Executive Council or other subsidiary organs should be taken into account when setting the dates of meetings. Procedures for meetings of subsidiary organs or committees shall be those set forth for the Executive Council in Rules 2 through 4 of these Council Rules.

VI. CONDUCT OF BUSINESS AT MEETINGS OF THE EXECUTIVE COUNCIL

Rule 19 *Open and closed meetings of the Executive Council*

In the Chair's discretion, the Executive Council may conduct its business in opened sessions. Where the Chair determines that substantial parts of sessions are to be opened, the Secretariat must provide at least seven days' notice to members and Observers. This cannot preempt the right of the Executive Council to call for opened sessions during the course of a meeting.

Rule 20 *Functions of the Chair during Executive Council meetings*

The Chair shall declare the opening and closing of each meeting of the Executive Council, direct the discussions, ensure observance of these Council Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Council Rules, have control of the proceedings of the Executive Council and over the maintenance of order at its meetings. The Chair may propose to the Executive Council the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may also propose the suspension or adjournment of the meeting or the adjournment of the debate on the item under discussion. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

Rule 21 *Points of order*

During the course of debate, a representative may rise to a point of order and the point of order shall be immediately decided by the Chair in accordance with these Council Rules. A representative may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote and the Chair's ruling shall stand unless overruled. A representative rising to a point of order shall not speak on the substance of the matter under discussion.

Rule 22 *Time-limit on speeches and remarks*

The amount of time to be allowed to each speaker and the number of times each representative may speak on any question may at any time be limited by the Chair. When debate is so limited and a representative has spoken his or her allotted time, the Chair shall call him or her to order without delay.

Rule 23 *Adjournment of the debate*

During the debate on any matter, a representative may 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 it shall be immediately voted upon. If the Executive Council is in favour of the adjournment, the Chair shall declare the adjournment of the debate. The Chair may limit the time to be allowed to speakers under this Rule.

Rule 24 *Closure of the debate*

A representative may at any time move the closure of the debate on the item under discussion whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately put to the vote. If the Executive Council is in favour of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this Rule.

Rule 25 *Suspension or adjournment of meetings*

During the debate on any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately voted upon.

Rule 26 *Order of procedural motions*

Subject to Rule 21 of these Council Rules, the following motions shall have precedence in the following order over all proposals or motions before the meeting:

- a) To suspend the meeting;
- b) To adjourn the meeting;
- c) To adjourn the debate on the item under discussion;

- d) To postpone until a later fixed date a decision on the substance of any proposal; and
- e) For the closure of the debate on the item under discussion.

Rule 27 *Decision on competence*

Subject to Rule 26 of these Council Rules, any motion calling for a decision on the competence of the Executive Council to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

Rule 28 *Proposals and amendments*

Proposals and amendments shall normally be introduced in writing and handed to the Secretary-General who shall circulate copies to all the representatives. As a general rule, no proposal shall be discussed or put to a vote unless it has been circulated to all the representatives not later than the day preceding the meeting. The Chair may, however, permit the discussion and consideration of amendments or of motions as to procedure even though such amendments or motions have not been circulated or have only been circulated the same day.

Rule 29 *Withdrawal of proposals*

A proposal may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Executive Council. A proposal which has thus been withdrawn may be reintroduced by any representative.

Rule 30 *Financial implications*

Before a proposal is voted upon, any representative to the Executive Council may request that the Secretary-General provide in writing information on the programme budget implications of that proposal.

VII. VOTING

Rule 31 *Voting and quorum*

Voting in the Executive Council shall be by simple majority of members present and voting. Two thirds of the members of the Executive Council shall constitute a quorum for decision making.

Rule 32 *Methods of voting*

- (a) Voting on all matters other than elections shall as a rule be by show of hands. Voting in elections shall be conducted by secret ballot.

- (b) Whenever a roll-call vote has been requested, it shall be taken in the English alphabetical order of the names of the members of the Executive Council. Each representative shall reply affirmatively or negatively. The vote of each member of the Executive Council participating in a roll-call vote shall be inserted in the record.

Rule 33 *Conduct during voting*

After the voting has begun, no representative shall interrupt the voting except on a point of order in connection with the conduct of the voting.

Rule 34 *Explanation of vote*

Representatives may explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The Chair may limit the time for such explanations. The Chair shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

Rule 35 *Division of proposals and amendments*

A representative may move that parts of a proposal or an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried out, those parts of the proposal or amendment that are subsequently approved shall be put to the vote as a whole. If all the operative parts of the proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 36 *Voting on amendments*

- (a) When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Executive Council shall first vote on the amendment deemed by the Chair to be the furthest removed in substance from the original proposal, and then on the amendment next furthest removed there from, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.
- (b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 37 *Voting on proposals*

If two or more proposals relate to the same subject, the Executive Council shall, unless it decides otherwise, vote on the proposals in the order in which they were submitted. The Executive Council may, after each vote on a proposal, decide whether to vote on the next proposal.

VIII. REPORTS

Rule 38 *Reports of meetings*

Reports of meetings of the Executive Council shall be prepared by the Secretary-General in close cooperation with the Rapporteur who will provide the report to the Chair and Vice-Chairs no later than fifteen days following adjournment of the Executive Council meeting. The Secretary-General shall, immediately upon approval of the Rapporteur and Chair, make such reports available to all members of SIDS DOCK. Reports of the Executive Council meeting shall not be official until approved by the Executive Council.

Rule 39 *Reports of meetings of subsidiary organs*

Reports of meetings of subsidiary organs of the Executive Council shall be made available to all members of SIDS DOCK upon issuance by those subsidiary organs.

Rule 40 *Publication of Executive Council Documents*

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly or the Executive Council and consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publicly available all documents and records related to and used in support of the activities and decisions of the Executive Council. Such documents shall normally be posted on the SIDS DOCK website and shall include, at a minimum and subject to the provisions above, the final reports of each Executive Council meeting, a record of all Executive Council decisions, and all documents supporting the work of the Executive Council and its subsidiary organs.

ANNEX A
Regional Groupings**GROUP A – AIS (9)**

Cabo Verde	Maldives	Seychelles
Comoros	Mauritius	São Tomé and Príncipe
Guinea-Bissau	Singapore	Timor-Leste

GROUP B - Caribbean (16)

Antigua and Barbuda	Dominican Republic	St. Lucia
Bahamas	Grenada	St. Vincent and the Grenadines
Barbados	Guyana	Suriname
Belize	Haiti	Trinidad and Tobago
Cuba	Jamaica	
Dominica	St. Kitts and Nevis	

GROUP C – Pacific (14)

Cook Islands	Niue	Tuvalu
Fiji	Palau	Vanuatu
Kiribati	Papua New Guinea	
Marshall Islands	Samoa	
Micronesia (Federated States)	Solomon Islands	
Nauru	Tonga	