



**Memorandum of  
Understanding on the  
Conservation of Migratory  
Birds of Prey in Africa and  
Eurasia (Raptors MoU)**

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1<sup>ST</sup> MEETING OF SIGNATORIES  
Abu Dhabi, UAE, 9-11 December 2012

**ADOPTION OF THE RULES OF PROCEDURE**

*Prepared by the Interim Coordinating Unit*

1. The draft Rules of Procedure (RoP) for the Meetings of the Signatories to the Raptors MoU have been prepared by the Interim Coordinating Unit of the Raptors MoU.
2. In order to maintain continuity across the CMS Family, the RoP adopted by the 10<sup>th</sup> Conference of the Parties to CMS and the RoP proposed for the 1<sup>st</sup> Meeting of Signatories to the Sharks MoU, themselves a modification of the CMS RoP, were used as the basis for the current draft.

**Action requested**

The Meeting is invited to adopt the Rules of Procedure for this Meeting and future sessions of the Meeting of Signatories.

## **RULES OF PROCEDURE FOR MEETINGS OF SIGNATORIES TO THE RAPTORS MOU**

### **Rule 1 – Purpose**

- a) These Rules of Procedure shall apply to any Session of the Meeting of Signatories to the Memorandum on the Conservation of Migratory Birds of Prey in African and Eurasia (Raptors MoU), hereinafter referred to as the “MoU”, convened in accordance with Paragraph 13 of the MoU.
- b) Insofar as they are applicable, these Rules shall apply *mutatis mutandis* to any other meeting held in the framework of the MoU.

### **Rule 2 – Delegates**

- a) Each Signatory to the MoU, hereinafter referred to as a “Signatory”, shall be entitled to be represented at the meeting by a delegation consisting of a Head of Delegation and such Alternative Representative(s) and Advisers as the Signatory may deem necessary.
- b) The Representative of a Signatory shall exercise the voting rights of that Signatory. In their absence, an Alternative Representative of that Signatory shall act in their place over the full range of their functions.
- c) Logistical and other limitations may require that no more than three delegates of any Signatory be present at the meeting. The Coordinating Unit of the MoU shall notify Signatories, Co-operating Partners, observers and other participants of any such limitations in advance of the meeting.

### **Rule 3 – Observers**

- a) The United Nations, its Specialized Agencies, and any State not a Signatory to the MoU may be represented at the meeting by Observers who shall have the right to participate but not to vote.
- b) Co-operating Partners that have signed the MoU shall have the right to participate but not to vote.
- c) Any agency or body technically qualified in the protection, conservation and management of migratory birds of prey, and which has informed the Coordinating Unit of its desire to be represented at the meeting by Observers, shall be permitted to be represented unless at least one-third of the Signatories present object. Once admitted, these Observers shall have the right to participate but not to vote.
- d) Bodies and agencies desiring to be represented at the meeting by Observers shall submit the names of their representatives to the Coordinating Unit of the MoU prior to the opening of the meeting.
- e) Logistical and other limitations may require that no more than two Observers from any non-Signatory State, body or agency be present at the meeting. The Coordinating Unit shall notify Signatories, Co-operating partners, Observers and other participants of any such limitations in advance of the meeting.

### **Rule 4 – Credentials**

- a) The Head of Delegation, other Members of Delegation, or any Alternative Representative of a Signatory shall have been granted permission by, or on behalf of, a proper authority, being the Minister of the focal Ministry for the MoU or a higher body, or the Head of an executive body of any Regional Economic Integration Organization, enabling the delegation to fully represent the Signatory at the meeting and to vote.
- b) The Credentials must bear the following minimum criteria: a full title and date of the Meeting; a full list of representatives authorised to represent the Signatory and to transact all such matters with an indication of who is the Head of Delegation; a full signature of the appropriate authority as indicated above; and, a seal,

or be printed on headed notepaper that should unambiguously indicate that the Credentials have been issued by the appropriate authority. Prior to the Meeting, the Coordinating Unit shall provide a Credentials template as an example.

c) The Credentials shall be submitted in their original form to the Coordinating Unit at the meeting. If Credentials are presented in a language other than one of the two working languages of the MoU they shall be accompanied by an official translation into English or French.

d) The Credentials Committee shall consist of not more than five members elected by Signatories on the first day of the Meeting of the Signatories and the Coordinating Unit will act as its secretariat. Signatories may consider selecting at least one member from each of the four main geo-political regions covered by the Raptors MoU, namely: Africa (excluding the North); Asia; Europe; and, the Middle East and North Africa (CMS/Raptors/MoS1/Doc.13.2/Annex I). It would be an advantage if members of the Committee had a working knowledge of both official languages.

e) Once established, the Credentials Committee shall elect a Chair and examine the Credentials based on the criteria above, and shall report to the meeting thereon. The report shall be submitted to the Chair of the Meeting, to be presented to the Signatories for final approval. Pending a decision on their Credentials, delegates may participate provisionally at the meeting.

#### **Rule 5 – Secretariat**

The Coordinating Unit of the MoU shall service and act as secretariat for the meeting.

#### **Rule 6 – Officers**

a) At its first session the meeting shall elect from among the representatives of the Signatories a Chair<sup>1</sup> and a Vice-Chair, on the basis of proposals put forward by the Signatories. The Signatories may wish to consider first the candidate(s) put forward by the host country of the meeting for the post of Chair of the meeting.

b) The Chair shall not vote but may designate an Alternative Representative from the same delegation.

c) The Chair and Vice-Chair shall be elected for one term of office which shall end at the beginning of the next meeting of Signatories.

#### **Rule 7 – Seating**

Delegations shall be seated in accordance with standard United Nations practice which uses the alphabetical order of the full official names of the Signatories in the English language.

#### **Rule 8 - Quorum**

A quorum for the meeting shall consist of one-half of the Signatories having delegations at the meeting.

#### **Rule 9 – Speakers**

a) The Chair shall call upon speakers in the order in which they signify their desire to speak, with precedence given to the Representatives of Signatories. A Representative or Observer may speak only if called upon by the Chair, who may call a speaker to order if the remarks are not relevant to the subject under discussion.

b) A speaker shall not be interrupted except on a point of order. The speaker may, however, with the permission of the Chair, give way during their speech to allow any delegate or observer to request

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<sup>1</sup> The responsibilities of the Chair are listed in Annex I to these Rules of Procedure.

elucidation on a particular point in that speech.

### **Rule 10 – Procedural Motions**

During the discussion of any matter, a delegate may rise to make a point of order, and the point of order shall be immediately decided by the Chair in accordance with these Rules. A delegate may appeal against any ruling of the Chair. The appeal shall immediately be put to the vote, and the Chair's ruling shall stand unless a majority of the Representatives present and voting otherwise decide.

### **Rule 11 – Elections**

Elections shall be decided by a show of hands, unless the meeting decides that a secret ballot is appropriate.

### **Rule 12 – Voting**

a) The Signatories shall make every effort to reach agreement on all matters of substance by consensus. If all efforts to reach consensus have been exhausted and no agreement reached, the decision shall, as a last resort, be taken by a two-thirds majority vote of the Signatories present. In the case of votes on procedural matters relating to the forwarding of the business of the meeting, these shall be decided by a simple majority of votes cast.

b) The meeting shall vote by show of hands. The Chair may in an exceptional case request a roll-call vote. The roll-call vote shall be taken in the seating order of the delegations.

### **Rule 13 – Bureau**

a) A Bureau shall be established consisting of the elected Chair and Vice-Chair of the current meeting and the Chairs of any ad hoc Working Groups or Committees. The Coordinating Unit shall provide support and assistance. The Bureau shall be chaired by the Chair of the current meeting of Signatories. The Bureau may invite Observers to attend, as they deem appropriate.

b) The Bureau shall meet at least once daily during meetings to review progress and to provide advice to the Chair in order to ensure smooth proceedings.

### **Rule 14 – Committees and Working Groups**

a) In addition to the Credentials Committee, the meeting may wish to establish such Working Groups as may be necessary to enable them to carry out its functions. Signatories shall define the Terms of Reference and composition of each Working Group, the size of which shall be limited according to the number of places available in assembly rooms.

b) The Credentials Committee and each Working Group shall elect their own officers. As a general rule, sessions of committees and working groups shall be limited to the delegates and to observers invited by the Chair of the committees or working groups.

### **Rule 15 – Languages**

a) English and French, the working languages of the MoU, shall be the working languages of the meeting. Speeches made in one of the working languages shall be interpreted into the other working language. The official document of the meeting shall be produced in both working languages.

b) A delegate may speak in a language other than a working language. They shall be responsible for providing interpretation into a working language, and interpretation into the other working language may be based upon that interpretation. Any document submitted to the Coordinating Unit in any language other than a working language shall be accompanied by an appropriate translation into one of the working languages.

c) Interpretation shall not be provided during meetings of the Committees or Working Groups.

#### **Rule 16 – Records**

a) Summary written records of the meeting shall be circulated to all Signatories in the official languages of the meeting. Committees and Working Groups shall decide upon the form in which their record shall be prepared.

b) Sound recordings of the meeting of Signatories, and whenever possible of its subsidiary bodies, shall be kept by the Coordinating Unit.

#### **Rule 17 – Procedure**

These Rules of Procedure shall enter into effect immediately after their adoption. Amendments to these Rules shall be adopted by consensus by the meeting of Signatories.

#### **Rule 18 – Authority**

In the event of a conflict between any provision of these rules and any clause of the MoU, the MoU shall prevail.

### **Annex I - Responsibilities of the Chair**

In addition to the exercising powers conferred elsewhere in the Rules of Procedure, the Chair shall:

- (a) Open and close the meeting
- (b) Direct the discussion
- (c) Ensure the observance of the Rules of Procedure
- (d) Accord the right to speak
- (e) Put questions to vote and announce decisions
- (f) Rule on points of order
- (g) Subject to the Rules of Procedure, have complete control of the proceedings of the meeting and the maintenance of order.

The Chair may, in the course of discussion at the meeting, propose to the meeting:

- (a) Time limits for speakers
- (b) Limit the number of times members of a delegation or Observers may speak on any subject
- (c) The closure of the list of speakers
- (d) The adjournment or the closure of the debate on the particular subject under discussion
- (e) The suspension or adjournment of the meeting.

The Chair, in the exercise of the functions of that office, remains under the authority of the Meeting of Signatories.