

Agenda Item 4

Adoption of the Rules of Procedure

The Council is invited to:

1. Adopt the *Rules of Procedure for the Meetings of the Council of the International Mangrove Center*.
2. Instruct the Secretariat to prepare a document on the responsibilities of the hosting Member State for meetings of the Council, to be presented to the 2nd Meeting of the Council for consideration and approval.

Note

1. Pursuant to paragraph 2.e of Article VI of the Establishment Agreement, the Council shall approve the Rules of Procedure.
2. The draft Rules of Procedure were developed with reference to the rules and practices of governing bodies of intergovernmental organizations, and adapted to the mandate, functions and operational needs of the IMC. The draft was further refined through three rounds of consultation with Member States and signatory States, with the first two rounds held from 12 to 26 January and from 30 April to 13 May 2026. A total of 25 comments were received from seven States, addressing issues such as key definitions, the role of the hosting Member States, representation, quorum, documentation timelines, and official languages. The Interim Secretariat has incorporated the majority of these suggestions into the revised text. Explanation was provided for the proposal that could not be accepted. Adding French and Spanish as official languages is not feasible under current budgetary constraints. In response to concerns raised by several Member States and signatory States regarding the responsibilities of the hosting Member State, the Secretariat will prepare a document on the responsibilities of the hosting Member State for meetings of the Council and submit it to the 2nd Meeting of the Council for consideration and approval. The updated draft, reflecting the above, was circulated to all States on 8 July 2026 for a third round of consultation, with the position of Alternate Chair removed.
3. The Rules of Procedure consist of 13 chapters and 52 rules, establishing a comprehensive framework for the operations of the Council. The chapters cover Sessions, Observers, Agenda, Officers, Secretariat, Conduct of Business, etc. The Rules of Procedure shall enter into force upon adoption by the Council and may be amended as appropriate to meet the needs of the IMC as it develops.

Rules of Procedure for the Meetings of the Council of the International Mangrove Center

Rule 1 Purpose

These Rules of Procedure shall apply to any meeting of the Council of the International Mangrove Center convened in accordance with Article VI of the Establishment Agreement of the International Mangrove Center, subject to their adoption by consensus at the start of each Meeting of the Council.

Rule 2 Definitions

For the purposes of these Rules:

- a) "Council" means the governing and decision-making body of the International Mangrove Center (IMC), established in accordance with Article VI of the Establishment Agreement;
- b) "Member State" or "Member States" means a State or States that have consented to be bound by the Establishment Agreement and for which it is in force;
- c) "A signatory State" or "signatory States" means a State or States that have signed the Establishment Agreement but have not yet completed the procedures of ratification, acceptance or approval and deposited the relevant instrument, and that may participate in meetings of the Council as observer States;
- d) "Establishment Agreement" means the Establishment Agreement of the IMC signed in Shenzhen, China, on 6 November 2024;
- e) "Meeting" means any plenary session or interim meeting of the Council convened in accordance with Article VI of the Establishment Agreement;
- f) "Chair" means the Council Chair elected in accordance with Rule 19 of the present Rules of Procedure;
- g) "Vice-Chair" means the Vice-Chair elected in accordance with Rule 19 of the present Rules of Procedure;
- h) "Proposal" means suggestions or recommendations made by one or more Member States, the Secretariat or the working groups regarding matters discussed during the meeting or relevant meeting documents;
- i) "IMC regional groups" means each of the regional groups in which the Member States of the IMC have been grouped in order to facilitate the work of the IMC. Three (3) regions of the IMC are defined as Africa and Europe, America (including Latin

America and the Caribbean, and North America), Asia and Oceania;

- j) "Secretariat" means the executing body under Article VII of the Establishment Agreement, responsible for daily operations of the IMC under the authority and guidance of the Council, consisting of the professional and administrative staff, and any other staff under the authority of the Director General who serve a meeting of the Council;
- k) "Working group" means all working groups established by the Council;
- l) "Council member of the IMC" means the delegate designated by each Member State for the Council of the IMC in accordance with Article VI of the Establishment Agreement;
- m) "Focal point of the IMC" means the representative of the Member State in the IMC in accordance with Article IV of the Establishment Agreement.

SESSIONS

Rule 3 Place of meetings

1. The Meeting of the Council shall take place in the country chosen by the previous Meeting of the Council on the basis of a formal invitation that should be issued to this effect by the minister of the competent authority of that country. A formal invitation should be provided to the Secretariat in writing one month prior to the conclusion of the previous Meeting of the Council, and is encouraged to include a hosting rationale, the proposed location and venue, and suggested financial resources as appropriate to support the event.
2. If more than one Member State issues an invitation to host the next meeting, and two or more invitations are maintained after informal consultations, the meeting shall decide on the venue of the next meeting by secret ballot. If no invitation has been received, the meeting shall be held in the country where the Secretariat has its seat, unless other appropriate arrangements are made by the Secretariat and accepted by the Council.
3. With respect to the hosting of meetings of the Council, responsibilities shall be shared between the hosting Member State and the Secretariat in accordance with their respective functions. The hosting Member State shall be responsible for logistical and administrative arrangements related to the meeting, including venue and meeting facilities, transportation and accommodation arrangements for participants, conference services, security, and other necessary local support. The Secretariat shall be responsible for the meeting documentation and overall coordination of the meeting. Detailed arrangements shall be determined through mutual consultation.

Rule 4 Dates of meetings

1. A plenary session of the Council shall be held every year.

2. Each plenary session shall determine the hosting Member State, date and venue of the next plenary session, on the basis of consultations between the Secretariat and the hosting Member State of the meeting.
3. During the intersessional period, interim meetings of the Council may be convened where necessary. Such meetings shall be proposed by the Secretariat and convened in consultation with, and with the agreement of the Chair.
4. In the case of an interim meeting, it shall be convened in a hybrid or virtual format in accordance with paragraph 3 of this Rule. The Secretariat is responsible for implementing cybersecurity measures to safeguard the proceedings. These measures must ensure the uniqueness and non-transferability of meeting access links; the authenticity and legitimacy of participants' login credentials; appropriate restriction of access permissions; and protection against potential cyberattacks.

Rule 5 Notification

1. The Secretariat shall notify all Member States of the dates, venue, and provisional agenda of a plenary session of the Council at least 4 months before the meeting is due to commence. The notification shall include the draft agenda for the meeting and the deadline for submission of proposals by the Member States, which normally shall be 3 months prior to the opening of the plenary session of the Council. Only Member States, the Secretariat and the working groups shall be entitled to submit proposals.
2. The Secretariat shall notify all Member States of the dates, venue, and provisional agenda of an interim meeting at least 15 days before the meeting. Notification will include any supporting documents relating to the issues proposed for consideration at the interim meeting as required by Rule 12.

OBSERVERS

Rule 6 Participation of the observers

1. The Secretariat will maintain a list of recognized observers of the IMC. Observers include the following two categories:
 - a) Observer States: States that have signed the Establishment Agreement but have not yet completed their domestic procedures for ratification, acceptance, approval or accession, and have therefore not yet become Member States of the IMC;
 - b) Observer entities: various entities including intergovernmental international organizations, Ramsar Regional Initiatives (RRIs), non-governmental organizations, academic and research institutions, private sector entities, as well as indigenous peoples and local communities, that meet the relevant observer criteria under the Establishment Agreement and have been recognized as observers of the

IMC.

2. The Secretariat shall notify the observers on the list of any meeting scheduled by the Council, including the date and venue, so that they may be represented as observers. Observers desiring to be represented at a meeting shall submit the names of their representatives and the States or entities they represent to the Secretariat at least one month prior to the opening of the meeting.
3. Such observers may, upon the invitation of the Chair, participate without the right to vote in the proceedings of any meeting, unless at least one third of the Member States present at the meeting object.
4. Seating limitations may require that no more than two representatives from any observer be present at a meeting. The Secretariat shall notify those concerned of any such limitations in advance of the meeting.
5. The list of observers shall be provided by the Secretariat to the Member States not later than 14 days before the Meeting of the Council. The list of observers shall indicate the name of the representative and the States or entities that they represent.

AGENDA

Rule 7 Preparation of provisional agenda

The Secretariat shall prepare the provisional agenda of each plenary session 5 months prior to the opening of the plenary session for consideration and approval by the Chair.

Rule 8 Items on provisional agenda

The provisional agenda of each plenary session shall include, as appropriate:

- a) The report of the Director General on the work related to the IMC;
- b) Items the inclusion of which has been decided at a previous meeting or which emanate from decisions taken at a previous meeting;
- c) Items referred to in Rule 13 of the present Rules of Procedure;
- d) Any item proposed by a Member State, the Secretariat and the working group before the provisional agenda is approved by the Chair;
- e) Matters such as the IMC's governance and operations, implementation of strategic plans, reports, work plans, and financial matters;
- f) Report of the Chair of the working group.

Rule 9 Distribution of documents

The documents for each plenary session, as per Rule 48 shall be distributed in the official

languages (Chinese, English) by the Secretariat to Member States at least 60 days before the opening of the meeting.

Rule 10 Supplementary provisional agenda

The Secretariat shall, in agreement with the Council Chair, include any item, in particular any item requiring urgent consideration, including those pertaining to mangrove conservation or the governance of the IMC, that has been proposed by a Member State and has been received by the Secretariat after the provisional agenda has been produced, but no later than 48 hours before the opening of the meeting, in a supplementary provisional agenda.

Rule 11 Examining the provisional agenda

1. The Council shall examine the provisional agenda together with any supplementary provisional agenda. When adopting the agenda, it may add, delete, defer, or amend items. Only items which are considered by the Council to be urgent and important may be added to the agenda.
2. Decisions to add to, delete, defer, or amend items on the agenda shall be limited to be taken by a simple majority of the Member States present and voting.

Rule 12 Scope of provisional agenda for interim meetings

The provisional agenda for an interim meeting shall consist only of those items proposed for consideration in the request for the holding of the interim meeting. The provisional agenda and any necessary supporting documents shall be distributed to the Member States at the same time as the notification of the interim meeting.

Rule 13 Automatic inclusion of unaddressed issues in the agenda of the next plenary session

Any item of the agenda of a plenary session, consideration of which has not been completed at the meeting, shall be included automatically in the agenda of the next plenary session, unless otherwise decided by the Council.

REPRESENTATION AND DESIGNATION LETTERS

Rule 14 Composition of delegation

Each Member State participating in a meeting shall be represented by a delegation consisting of a Head of Delegation, its designated Council Member and IMC Focal Point, or other representatives designated by the Member State for that meeting, and such alternate representatives and advisers as it may require.

Rule 15 Alternates and advisers

A representative may be designated as an alternate Head of Delegation. An alternate representative or an adviser may act as a representative upon designation by the Head of Delegation.

Rule 16 Submission of designation letters

1. Should a Council Member or Focal Point be unable to attend the meeting and an alternate or any other representative be designated, the designation letters for such representatives shall be submitted to the Secretariat prior to the opening of the meeting. Any later change in the composition of the delegation shall also be submitted to the Secretariat.
2. The designation letters shall be issued by the minister responsible for the relevant subject matter or by another competent national authority. Submission of designation letters may be done in either hard copy or digital form.
3. The designation letter must bear the name and position of the person who signs the letter as well as the full signature of the appropriate authority or else be sealed and initialled by that authority. The seal and/or letterhead should clearly indicate that the designation letters have been issued by the appropriate authority. When submitted digitally, the aforementioned criteria apply to the electronic copy of the designation letters.
4. A representative may not exercise the right to vote unless his/her name is clearly and unambiguously listed in the designation letter or he/she has been previously confirmed as a Council Member or IMC Focal Point.
5. If designation letters are submitted in a language other than one of the official languages of the IMC, they shall be accompanied by a translation into one of the official languages.

Rule 17 Designation letter examination

The Secretariat shall, subject to the authorization by the Council, examine all the designation letters submitted by Member States and report to the Council.

Rule 18 Provisional participation

Pending a decision by the Council upon their designation letters, representatives shall be entitled to participate provisionally in the meeting.

OFFICERS

Rule 19 The Chair and Vice-Chair

1. For each plenary session, a Chair and a Vice-Chair shall be established for the forthcoming session, subject to confirmation by the Council.

2. The Chair shall be nominated by the hosting Member State of the Meeting of the Council and appointed by the Council.
3. The Council shall also consider and elect the candidates nominated by the Member States for the post of Vice-Chair, with due regard to the principle of equitable geographical representation.
4. The Chair and Vice-Chair shall assume their functions at the end of the current session and shall remain in office, until the conclusion of the subsequent session.
5. The Chair and Vice-Chair shall participate in the meeting in that capacity and shall not at the same time exercise the rights of a representative of a Member State. The Member State shall designate another representative who shall be entitled to represent the Member State in the meeting and to exercise the right to vote and to perform its Council duties.
6. If no invitation is issued by a Member State to host the next Meeting of the Council, the meeting shall be convened in the Host Country of IMC in accordance with Rule 3 Paragraph 2, and the Host Country shall nominate the Chair pursuant to this Rule.

Rule 20 Role of the Chair

1. In addition to exercising the powers conferred upon the Chair elsewhere by these Rules, the Chair shall declare the opening and closing of the meeting, preside at the sessions of the meeting, ensure the observance of these Rules, rule on points of order, accord the right to speak, put questions to the vote, and announce decisions.
2. The Chair may propose to the Council the closure of the list of speakers, limitations on the time to be allowed to speakers and the number of times each Member State or observer may speak on a question, the adjournment or the closure of the debate, and the suspension or the adjournment of a session.
3. The Chair, in the exercise of the functions of that office, remains under the authority of the Council.

Rule 21 Role of the Vice-Chair

Upon the authorization of the Chair, the Vice-Chair may be fully authorized to act on behalf of the Chair. During the period of authorization, the Vice-Chair shall exercise the same powers and duties as the Chair.

Rule 22 Replacement of an officer (unable to complete term)

If the Chair or Vice-Chair resigns or is otherwise unable to complete the assigned term of office or to perform the functions of the office, a representative of the same Member State shall be named by the Council concerned to replace the said officer for the remainder of

that officer's mandate.

WORKING GROUPS

Rule 23 Establishment of working groups

1. The Council may establish working groups, including but not limited to the working group on management and operation, working group on finance, etc., if it deems it necessary for the implementation of the IMC's objectives. The Council may decide that any working group may meet in the period between plenary sessions.
2. a) Unless otherwise decided by the Council, the chair for each working group shall be elected by the working group and shall normally be subject to rotation among the regional groups.

b) Working groups may not take decisions that would normally be taken by the Council, nor may working groups alter or otherwise amend decisions of the Council without the express prior authorization of the Council.
3. Each working group shall elect its own officers and shall ensure that each region of the Council has at least one representative.
4. Based on the IMC's Strategic Plan and the decisions of the Council, each working group shall develop its Terms of Reference and report to the Council.

SECRETARIAT

Rule 24 Duties of the Director General

1. The Director General of the IMC shall be the Director General of the Council. The Director General or a representative of the Director General shall act in that capacity in all meetings of the Council and of working groups.
2. The Director General shall, within available resources, arrange for the provision of staff and services required by the Council and its working groups, manage and direct such staff and services, and provide appropriate support and advice to the presiding and other officers of the IMC.
3. The Director General shall report to the Council on progress made to further the objectives of the IMC at each Meeting of the Council.

Rule 25 Functions of the Secretariat

The Secretariat shall, in accordance with these Rules:

- a) Arrange for interpretation at the meeting;
- b) Prepare, receive, translate, reproduce and distribute the documents of the meeting;

- c) Publish and circulate the official documents of the meeting;
- d) Make and arrange for keeping of sound recordings of the meeting;
- e) Arrange for the custody and preservation of the documents of the meeting;
- f) Draft the report of the meeting for consideration and approval by the meeting; and
- g) Generally perform all other work that the Council requires and directs.

CONDUCT OF BUSINESS

Rule 26 Meetings

1. Sessions of the Council shall be held in public, unless the Council decides otherwise.
2. Sessions of working groups shall be held in public unless the working group concerned decides otherwise.
3. Delegations shall be seated in accordance with the alphabetical order of the English language names of the Member States.

Rule 27 Quorum

The Chair may declare a session of the meeting open and permit the debate to proceed if at least one third of the Member States of the IMC are present, and may have decisions taken when representatives of at least two thirds of the Member States are present and voting.

Rule 28 Procedures for speaking

1. To speak at a session of the Council, a representative shall previously obtain the permission of the Chair before taking the floor. Subject to Rules 29,30,31, and 33, the Chair shall call upon speakers in the order in which they signify their desire to speak, with precedence given to Member States. The Secretariat shall maintain a list of speakers. The Chair may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.
2. The Council may, on a proposal from the Chair or from any Member State, limit the time allowed to each speaker and the number of times each Member State or observer may speak on a question. Before a decision is taken, two representatives may speak in favour of and two against a proposal to set such limits. When the debate is limited and a speaker exceeds the allotted time, the Chair shall call the speaker to order without delay.
3. A speaker shall not be interrupted except on a point of order. He may, however, with the permission of the Chair, give way during his/her speech to allow any other representative or observer to request elucidation on a particular point in that speech.

4. During the course of a debate, the Chair may announce the list of speakers, and with the consent of the meeting, declare the list closed. The Chair may, however, accord the right of reply to any representative if a speech delivered after the list has been closed makes this desirable.

Rule 29 Precedence

The chair or rapporteur of a working group may be accorded precedence for the purpose of explaining the conclusions arrived at by that working group.

Rule 30 Point of order

During the discussion of any matter, a Member State may at any time raise a point of order, which shall be decided immediately by the Chair in accordance with these Rules. A Member State may appeal the ruling of the Chair. The appeal shall be put to the vote immediately and the ruling shall stand unless overruled by a simple majority of the Member States present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 31 Decisions on competence

Any motion calling for a decision on the competence of the Council, to discuss any matter or adopt a proposal or an amendment to a proposal submitted to it shall be put to the vote before the matter is discussed or a vote is taken on the proposal or amendment in question.

Rule 32 Proposals and amendments to proposals

1. A proposal submitted by a Member State or working group to the Secretariat at least 3 months before the opening of the Council at which approvals are made of documents for consideration by the Council, as required by Rule 5. The Secretariat shall consult with Member States and working groups broadly, and submit the consolidated documents and, as appropriate, explanatory comments to the Council.
2. The Council may also decide that differences of opinion on a proposal drafted by a working group or the Secretariat may be shown in brackets and if appropriate with explanatory comments.
3. The Secretariat will consolidate the proposals for distribution in the official languages of the IMC at least 60 days before the opening of the Council, as required by Rule 9.
4. A new proposal that was not submitted to the Secretariat at least three months before the opening of the meeting at which recommendations are made of documents for consideration by the Council, as required by Rule 5, and amendments to proposals, shall be introduced in writing by the Member States and handed to the Secretariat in at least one of the official languages, for submission to the Chair.

5. As a general rule, no proposal shall be discussed or put to the vote at any session unless copies of it, translated into the official languages of the IMC, have been circulated to delegations not later than the day preceding the session. Nevertheless, the Chair may in cases of urgency, permit the discussion and consideration of proposals, amendments to proposals or of procedural motions even though these documents may have been circulated only the same day or have not been translated into all the official languages of the IMC.

Rule 33 Order of procedural motions

1. Subject to Rule 30 the following motions shall have precedence, in the order indicated below, over all other proposals or motions:
 - a) To suspend a session;
 - b) To adjourn a session;
 - c) To adjourn the debate on the question under discussion; and
 - d) For the closure of the debate on the question under discussion.
2. Permission to speak on a motion falling within (a) to (d) above shall be granted only to the proposer and, in addition, to one speaker in favour of and two against the motion, after which it shall be put immediately to the vote.

Rule 34 Withdrawal of proposals or motions

A proposal or motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the motion has not been amended. A proposal or motion withdrawn may be reintroduced by any other Member State.

Rule 35 Reconsideration of proposals

When a proposal has been adopted or rejected, it may not be reconsidered at the same meeting, unless the Member States, by a two thirds majority of the Member States present and voting, decide in favour of reconsideration. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter, after which it shall be put immediately to the vote.

VOTING

Rule 36 Single vote

Each Member State that has completed the procedures of ratification, acceptance, or approval shall have one vote. Signatory States that have not yet completed these procedures shall attend the meeting but shall not have the voting rights.

Rule 37 Consensus and voting

1. The Member States present and voting 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 simple majority vote of the Member States present and voting.
2. Decisions of the Council on matters of procedure shall be taken by a simple majority vote of the Member States present and voting.
3. If the question arises whether a matter is one of procedural or substantive nature, the Chair shall rule on the question. An appeal against this ruling shall be put to the vote immediately and the Chair's ruling shall stand unless overruled by a simple majority of the Member States present and voting.
4. If on matters other than elections a vote is equally divided, a second vote shall be taken. If this vote is also equally divided, the proposal shall be regarded as rejected.
5. For the purposes of these Rules, the phrase "Member States present and voting" means Member States present at the session at which voting takes place and casting an affirmative or negative vote. Member States abstaining from voting or who do not have appropriate designation letters shall be considered as not voting.

Rule 38 Order of voting on proposals

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

Rule 39 Division of proposals and amendments

1. Any representative may request that any parts of a proposal or of an amendment to a proposal be voted on separately. The Chair shall allow the request unless a Member State objects. If objection is made to the request for division, the Chair shall permit two representatives to speak, one in favour of and the other against the motion, after which it shall be put immediately to the vote.
2. If the motion referred to in Rule 40 is adopted, those parts of a proposal or of an amendment to a proposal which are approved shall then be put to the vote as a whole. If all the operative parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 40 Amendment to a proposal

A motion is considered to be an amendment to a proposal if it merely adds to, deletes from, or revises parts of that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote, and if the amendment is adopted, the amended proposal shall then be voted on.

Rule 41 Order of voting on amendments to a proposal

1. If two or more amendments are moved to a proposal, the Council shall first vote on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed therefrom, and so on, until all amendments have been put to the vote. The Chair shall determine the order of voting on the amendment under this Rule.
2. 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.

Rule 42 Voting procedures

1. Voting, except for elections and the decision on the venue of the next plenary session, shall normally be conducted through an electronic system or by show of hands.
 - a) In the case of votes taken through an electronic system, other than votes taken by secret ballot, the individual votes of all Member States present and voting may be displayed on a screen for all participants to see immediately after a vote has taken place, and included in the summary record of the session.
 - b) A roll-call vote shall be taken if one is requested by any Member State; it shall be taken in the English alphabetical order of the names of the Member States participating in the meeting, beginning with the Member State whose name is drawn by lot by the Chair.
 - c) If at any time a Member State requests a secret ballot, this shall be the method of voting on the issue in question, provided that this request is accepted by a simple majority of the Member States present and voting. The Chair shall be responsible for the counting of the votes, assisted by tellers appointed by the Council, and shall announce the result.
2. The vote of each Member State participating in a roll-call vote shall be expressed by "Yes", or "No", or "Abstain" and shall be recorded in the relevant documents of the meeting. When the meeting votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call vote.
3. All elections and the decision on the venue of the next plenary session shall be held by secret ballot, unless otherwise decided by the Council.

Rule 43 Voting conduct

After the Chair has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Chair may permit the Member States to explain their votes, either before or after the voting,

but may limit the time to be allowed for such explanations. The Chair shall not permit proposers of proposals or of amendments to proposals to explain their vote on their own proposals or amendments, except if they have been amended.

ELECTIONS

Rule 44 Absence of majority

1. If, when one person or one delegation is to be elected, no candidate obtains in the first ballot a majority of votes cast by the Member States present and voting, consecutive ballots shall be taken until one of the candidates obtains the largest number of votes cast by the Member States present and voting.
2. In the case of a tie in the first ballot among three or more candidates obtaining the largest number of votes, a second ballot shall be held. If a tie results among more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the procedure set forth in paragraph 1 of this Rule.

Rule 45 Election to two or more elective positions

1. When two or more elective positions are to be filled at one time under the same conditions, those candidates, not exceeding the number of such places, obtaining in the first ballot the largest number of votes and a majority of the votes cast by the Member States present and voting shall be deemed elected.
2. If the number of candidates obtaining such majority is less than the number of persons or delegations to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not more than twice the places remaining to be filled, provided that, after the third inconclusive ballot, votes may be cast for any eligible person or delegation.
3. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots, to a number not more than twice the places remaining to be filled, and the following three ballots thereafter shall be unrestricted, and so on until all the places have been filled.

LANGUAGES, DOCUMENTS AND SOUND RECORDINGS

Rule 46 Official languages

The official and working languages of the Council shall be Chinese and English.

Rule 47 Interpretation

1. Statements made in an official language shall be interpreted into another official language.
2. A representative of a Member State may speak in a language other than an official language, if the Member State voluntarily provides for interpretation into one such official language.

Rule 48 Languages of official documents

1. Official documents of the meetings shall be drawn up in one of the official languages and translated into the other official language.
2. Financial limitations may make it necessary to limit the number of documents provided to each Member State and observer. The Secretariat shall encourage Member States and observers to acquire the meeting documents via email or download from the IMC's official Web site.
3. Any documents, including proposals, submitted to the Secretariat in any language other than an official language shall be accompanied by a translation into one of the official languages.
4. When in doubt, the Secretariat shall request the agreement of the Chair for issuing a document as an official document of the meeting.
5. Member States and observers wishing to distribute documents which have not been admitted as official documents of the meeting shall make their own arrangements for distribution, after having sought the advice of the Secretariat on how to proceed.

Rule 49 Documents, publication and transparency

1. Documents which are agreed to at the meeting of Council but in need of further improvement will be circulated electronically among members for approval purposes. A document will be considered final when no comments regarding further amendments are received within 2 weeks of circulation.
2. Decisions, reports and other documents approved by the Council shall be published on the IMC's official Web site in a timely manner, unless the Council decides otherwise.
3. The Secretariat will be responsible for keeping the decisions, reports and other documents approved by the Council.

Rule 50 Sound recording of the meetings

Sound recordings of the meetings of the Council, and whenever possible of its working groups shall be kept by the Secretariat.

ENTERING INTO FORCE AND AMENDMENTS TO THE RULES OF

PROCEDURE

Rule 51

1. These Rules shall take effect upon adoption by the Council, and shall remain valid for each of its meetings unless amended by majority vote of the Council.
2. Any Member State may propose amendments to these Rules of Procedure by submitting a proposal to the Secretariat at least three months before the Meeting of the Council at which they are to be adopted. Any such proposal shall be distributed in accordance with Rule 9.

OVERRIDING AUTHORITY OF THE ESTABLISHMENT AGREEMENT

Rule 52

In the event of any conflict between any provision of these rules and any provision of the Establishment Agreement, the Establishment Agreement shall prevail.