

Rules of Procedure of the Executive Council



**World
Meteorological
Organization**

Weather • Climate • Water

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2007



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CONTENTS

	<i>Page</i>
General (Rule 1)	5
Sessions (Rules 2 to 10).....	5
Votes by correspondence (Rule 11)	8
Distribution of Executive Council documents (Rule 12)	8
Approval of minutes (Rule 13)	9
Indication of preference (Rule 14)	10
Designation of acting members (Rules 15 and 16)	11
Establishment of the list of candidates for the IMO (International Meteorological Organization) Prize (Rule 17)	13
Choice of the recipient of the IMO (International Meteorological Organization) Prize (Rule 18)	15
Invitation to presidents of technical commissions to attend meetings of the Executive Council (Rule 19)	15
Invitation to hydrological advisers to presidents of regional associations to attend meetings of the Executive Council (Rule 20)	16
Consideration of abridged final reports of sessions and intersessional decisions of regional associations and technical commissions (Rules 21 and 22)	16
Action to be taken by the President of the Organization in accordance with Regulation 9 (5) on recommendations of regional associations and technical commissions (Rules 23 to 26)	18
Review of past resolutions of the Executive Council (Rule 27)	19

RULES OF PROCEDURE OF THE EXECUTIVE COUNCIL

General

Rule 1

These rules, established in accordance with Regulation 4 of the General Regulations, are adopted by the Executive Council under the authority of the Convention and of the General Regulations of the World Meteorological Organization. In the event of any conflict between any provision of these rules and any provision of the Convention or of the General Regulations, the texts of the latter two documents shall prevail.

Sessions

Rule 2

- (a) The provisional agenda for a session of the Executive Council shall be prepared by the President in consultation with the Secretary-General;
- (b) Subject to the conditions mentioned in (c) and (d), it shall include, apart from items listed in Regulation 155 of the General Regulations and those referred to it by Congress, all items proposed by the President, members of the Executive Council, the regional associations, the technical commissions, the United Nations, international organizations authorized by virtue of agreements or working arrangements to submit items, and the Secretary-General;
- (c) The explanatory memorandum to the provisional agenda shall be prepared by the Secretary-General;

- (d) No item can be added to the provisional agenda unless accompanied by an explanatory memorandum summarizing the problem to be discussed. No item relating to the field of activity of a regional association or technical commission will be included in the agenda before the body in question has examined it.

Rule 3

Each member or invited organization shall notify the Secretary-General of the names of the persons who will attend the session in their name by virtue of Regulations 18, 141, 142 and 143 of the General Regulations, or who will accompany them by virtue of Regulation 153 of the General Regulations. This notification shall be conveyed by a letter signed by the member or by a person authorized by him to do so and, in the case of an international organization, by the responsible officer. The letter of invitation addressed by the President of the World Meteorological Organization to an expert shall be regarded as appropriate credentials.

Rule 4

When a member objects to the admission of a person other than another member, that person shall attend with the same rights as he would normally enjoy, until the Executive Council has examined the case and has taken a decision.

Rule 5

On the demand of at least two members present at a meeting, and in all elections, voting shall be by secret ballot.

Rule 6

In all voting by secret ballot, two tellers selected from amongst the members present shall be appointed to count the votes.

Rule 7

Apart from the opening meeting of the session, which is public, and meetings in camera, meetings of the Executive Council shall normally be private.

When there are special circumstances, the Executive Council may decide to hold all or part of a meeting in public.

Rule 8

On agreement by two thirds of the members present, a meeting of the Executive Council will be held in camera. In such a case, the meeting shall be confined to the members of the Council, defined in Article 13 of the Convention, to observers (if any) representing the President or Vice-Presidents, and to such additional persons as may be agreed to.

Rule 9

Subject to Rule 8, the Secretary-General shall act in the capacity of Secretary in all meetings of the Executive Council and its committees. He may designate one of the senior officers of the Secretariat to act as his representative.

Rule 10

The Secretary-General or his representative may, subject to Regulations 94 and 95 of the General Regulations, make oral as well as written statements to the Executive Council, its

committees or working groups, concerning any question under consideration.

Votes by correspondence

Rule 11

The result of a vote by correspondence by members of the Executive Council, in the form of the number of votes cast for and against and the number of abstentions, shall be communicated to all members of the Council.

Except in a secret ballot by correspondence, a list showing the votes of members of the Executive Council shall be sent to any member, on request, provided such a request is received within 180 days of the close of the ballot and unless two or more members of the Council have requested, before the voting terminates, that this information be not communicated.

Distribution of Executive Council documents

Rule 12

The distribution of non-confidential documentation (documents, working papers and minutes) for a session of the Executive Council shall be restricted to members of the Executive Council, other participants at the session and, upon request, to the United Nations specialized agencies and other international organizations with which the Organization has established working arrangements.

All such non-confidential documentation shall be made available to the public through the WMO website.

Members of the Organization wishing to receive all or some of the above-mentioned documentation are entitled to receive one copy of each on request to the Secretary-General. The distribution to such Members of pre-session documentation will be made at the same time as the normal distribution; all other documentation will be sent after the session. Such requests shall be valid only for one session.

Documentation for meetings in camera shall be distributed only to the participants at such meetings.

Approval of minutes

Rule 13

As soon as possible after the end of each session of the Executive Council, the Secretariat shall send by airmail, to the persons who attended the session, those of the minutes which were not submitted to the session.

The recipients will be requested to send to the Secretariat within 60 days of the date of dispatch any alterations proposed to their statements or any remarks on the minutes. Minutes for which, during this period, no alterations or comments are received or for which the amendments proposed are of a minor or of an editorial nature only, are approved. For other minutes, the proposed corrections and comments will be circulated amongst the other participants as soon as received. They will be requested to send their comments, if any, to the Secretariat within 60 days.

After this period all alterations and comments received will be forwarded to the President of the Organization whenever necessary, together with the relevant extracts taken from the recordings of the meetings. If the extracts tally with the proposed alterations and comments, the President may approve the minutes. If there is disagreement in substance as to what was said or done, approval shall be deferred until the next session. The relevant facts will be communicated by the President to those who participated in the session and to the members of the Executive Council who did not attend the session.

Indication of preference

Rule 14

When the Executive Council has to select a person from two or more candidates for a post or office, or for the award of a distinction, it will indicate a preference amongst the candidates submitted by secret ballot, in accordance with the procedure described in Regulation 198 of the General Regulations, substituting the words "member of the Executive Council" for "principal delegate of the Members" and "Executive Council" for "Congress", and the following provision being inserted at the end of subparagraph (a): "If during the separate vote of preference all the candidates receive an equal number of votes, one of them shall be eliminated by the drawing of lots."

When the Executive Council has to select two or more candidates, the same method shall be applied with the following modifications: each member shall nominate as many

candidates as there are posts to fill or distinctions to award, and the procedure shall cease when the number of candidates remaining is equal to the number of candidates to be selected; a candidate who, in any stage of the proceedings, obtains two thirds of the votes for and against shall be appointed or selected and the procedure shall continue only if there are still posts to fill or distinctions to award.

Designation* of acting members

Rule 15

For the designation, during a session of the Executive Council, of an acting member in accordance with Regulation 144 of the General Regulations, the Council shall establish a list of eligible candidates fulfilling the conditions of Article 13 (c) of the Convention. It will be confined to those candidates coming from the same Region as the outgoing member and consisting of:

- (a) Candidates proposed by the Nomination Committee, if such a committee has been set up;
- (b) Candidates proposed from the floor by members of the Executive Council.

When there is only one candidate, the candidate shall be declared elected.

* Tenth Congress reiterated the decision of Ninth Congress that the word “designated” in Regulation 142 (present Regulation 144) of the General Regulations should continue to mean “elected” until Congress decides otherwise (paragraph 10.3.2 of the general summary of the abridged report of Tenth Congress).

When the list of candidates is complete, the candidate is chosen during a meeting in camera in accordance with the indication of preference procedure (see Rule 14), with the exception that this designation of an acting member will be by a simple majority as described in Regulation 63 (b) of the General Regulations.

Rule 16

- (a) The election of an acting member in accordance with Regulation 144 of the General Regulations may also be conducted by correspondence if the President of the Organization considers it necessary after consulting the members of the Executive Council and if the vacancy has occurred at least 130 days before the next session of the Executive Council;
- (b) In this case, the list of candidates fulfilling the conditions of Article 13 (c) of the Convention shall be confined to those eligible candidates coming from the same Region as the outgoing member proposed by members of the Executive Council within 30 days of the announcement of the vacancy;
- (c) The Secretary-General shall verify that all persons whose names have been submitted in accordance with the conditions of paragraph (b) are willing to be considered as candidates. For this purpose, a period of 20 days shall be allocated, after which he shall establish a final list accordingly;
- (d) When there is only one such candidate, the candidate shall be declared elected;
- (e) If the list includes several names, a secret ballot by correspondence shall be organized. Regulations 71 (a),

73 and 82 of the General Regulations shall apply. The candidate who obtains a simple majority as described in Regulation 63 (b) of the General Regulations shall be elected as an acting member of the Executive Council. If the designation is not made at the first ballot the decision shall be left to the next session of the Executive Council.

Establishment of the list of candidates for the IMO (International Meteorological Organization) Prize

Rule 17

The IMO Prize shall be awarded annually by the Executive Council for outstanding work in the field of meteorology or in any other field referred to in Article 2 of the Convention.

The Secretary-General shall send to all Members of WMO a circular letter informing them of the Executive Council decisions concerning the IMO Prize and inviting them to submit the names of all potential recipients, accompanied in each case by a statement of about one page on the qualifications and merits of each candidate. A curriculum vitae and a list of publications should be attached to the statement.

The number of candidates submitted by a Member for a given Prize should not exceed three.

A candidature submitted for a given Prize shall normally be retained on the list of candidates for subsequent Prizes during that financial period.

Any candidature received after the opening of a session of the Executive Council shall not be considered at that session, but shall be taken into consideration for all subsequent Prizes during that financial period.

The names of candidates presented by Members will be referred to a Selection Committee if they do not fall into either of the following categories:

- Members of the Executive Council who, as electors, are not eligible for the award during their term of office as members of the Executive Council;
- Candidates who are no longer alive on the date of their nomination. The award may nevertheless be made posthumously to a candidate who dies between the date of his nomination and the award of the Prize.

A Selection Committee consisting of four members of the Executive Council shall be appointed at each session of the Executive Council to prepare, in readiness for the following session of the Executive Council, a list of not more than five names for consideration by the Executive Council, which shall make the final selection by secret ballot. The Selection Committee shall change one member each year.

Choice of the recipient of the IMO (International Meteorological Organization) Prize

Rule 18

- (a) A list of candidates designated by the Selection Committee shall be distributed under confidential cover to each member of the Executive Council at least 48 hours before

- the final decision is taken. The list shall be accompanied by statements on the qualifications and merits of the candidates appearing therein. These statements shall be reproduced as received from the authorities presenting these candidates;
- (b) The recipient shall be selected during a plenary meeting held in camera, using the indication of preference procedure (see Rule 14).

Invitation to presidents of technical commissions to attend meetings of the Executive Council

Rule 19

Under the provisions of Article 19 (d) of the Convention and Regulation 154 (a) of the General Regulations, the presidents of technical commissions or ex-presidents, under whose direction a session of a commission has been held since the preceding session of the Executive Council, may be invited to a session of the Executive Council at the discretion of the President.

Invitation to hydrological advisers to presidents of regional associations to attend meetings of the Executive Council

Rule 20

Under the provisions of Regulation 154 (b) of the General Regulations, hydrological advisers to presidents of regional associations should, at the discretion of the President, be invited to a session of the Executive Council which deals with policy questions related to hydrology and water resources.

**Consideration of abridged final reports of
sessions and intersessional decisions of
regional associations and technical commissions**

Rule 21

The Executive Council shall consider the abridged final reports of sessions of regional associations and technical commissions submitted to it by the Secretary-General in accordance with the provisions of Regulation 115 of the General Regulations. The results of the consideration of each report shall be dealt with by a resolution of the Executive Council. This resolution shall first contain a formal statement that the report has been noted and shall also include any general observations, approved by the Council.

As appropriate, the resolution shall further contain:

- (a) The list of recommendations submitted which were adopted as resolutions of the Executive Council;
- (b) Statements concerning the action to be taken on those recommendations which were not adopted as resolutions of the Executive Council. Such statements shall contain specific information on the action concerning the recommendations to be taken by the president or body to which responsibility for action is entrusted;
- (c) The comments of the Council on resolutions upon which it considers it desirable to express its views or issue directives to the constituent body which passed the resolution. If any resolution included in the report is not mentioned, it implies that the Executive Council sees no objection to the proposed course of action. This does not imply, however, formal approval of the technical aspects of such action.

Copies of the resolution of the Executive Council to which reference is made in the first paragraph of this rule shall be given the same distribution as the report to which the resolution applies.

In all cases, the abridged report of the Executive Council will contain a statement about the report submitted.

Rule 22

Intersessional decisions of regional associations and technical commissions, adopted by correspondence, shall be submitted by their respective presidents to the Executive Council together with any comments received by the Secretary-General thereon, in accordance with the provisions of Regulation 125 of the General Regulations.

The results of their consideration by the Executive Council shall be recorded, as appropriate, in a resolution of the Executive Council or in the general summary of the report of its session.

Action to be taken by the President of the Organization in accordance with Regulation 9 (5) on recommendations of regional associations and technical commissions

Rule 23

At the request of the president of a regional association or technical commission, the President of the Organization shall take action in accordance with the provisions of Regulation 9 (5) of the General Regulations

on a recommendation adopted by that body during session or by correspondence, if such action cannot be deferred until the next session of the Executive Council. For this purpose the Secretary-General shall provide the President with the comments of other associations and commissions concerned on the recommendation(s) in accordance with the provisions of Regulation 125 of the General Regulations, as appropriate.

The President of the Organization shall fix the date of implementation of any recommendation which he has approved in accordance with Regulation 9 (5) of the General Regulations. In fixing this date the President shall take due account of the interval necessary for the Secretary-General to give appropriate notification of the decision. The Secretary-General shall inform the president of the body which submitted the recommendation of the action taken on it.

Rule 24

When the President of the Organization decides to conduct an exchange of opinion prior to a vote by correspondence, the Secretary-General shall collect opinions expressed and shall communicate them to the members of the Council. The same procedure will be followed in the case of an exchange of opinion between Members of the Organization, as a whole, prior to a vote being taken. A period of 30 days shall be allotted for such an exchange of opinion between members of the Executive Council. A period of 60 days shall be allotted for such an exchange of opinion between Members of the Organization.

Rule 25

After a vote by correspondence the Secretary-General shall inform the president of the body which submitted the recommendation of the results of the vote and, if these are favourable, shall notify him of the text of the resolution thus adopted.

Rule 26

If the President of the Organization decides that neither a vote by correspondence nor action in accordance with the provisions of Regulation 9 (5) of the General Regulations shall be taken on a recommendation, the Secretary-General shall inform the president of the constituent body which made it of the reasons for the decision and shall arrange for the recommendation to be submitted to the next session of the Executive Council.

Review of the past resolutions of the Executive Council

Rule 27

In accordance with the provisions of Regulation 155 (9) of the General Regulations, the Executive Council resolutions in force will be reviewed at each session of the Council.

- (a) Notwithstanding the provisions of this rule, the review of previous resolutions may be dispensed with, at the discretion of the Executive Council, at its short session held immediately after a Congress, if the time available does not permit this work to be carried out. All such resolutions will then be deemed to remain in force with the exception of those which may be superseded by new

- resolutions adopted at that session. Any working group or panel of experts established by a previous resolution of the Executive Council, unless specifically dissolved by decision of the Council, will therefore automatically continue to exist until the next session of the Council within the meaning of Regulation 32 of the General Regulations;
- (b) Past resolutions should be incorporated as far as possible in any subsequent resolution adopted on the same subject. Resolutions thus incorporated will not be kept in force. Resolutions which are partly obsolete should be replaced by revised texts containing only those parts which are maintained;
 - (c) As far as appropriate, the substance of the Executive Council resolutions should be included in an appropriate WMO publication, such as *Technical Regulations*, *Working Arrangements*, *Rules of Procedure* and *Staff Rules*, provided that the publication has the required status;
 - (d) When the date on which a resolution ceased to be in force is not specified, that resolution shall be cancelled on the date on which the session closes;
 - (e) Resolutions of the Executive Council adopted by previous sessions and kept in force by the last session shall be published in a separate publication.

