

**STANDING RULES OF PROCEDURE
OF THE ASSEMBLY
OF THE
INTERNATIONAL CIVIL AVIATION
ORGANIZATION**



1953

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OF THE
INTERNATIONAL CIVIL AVIATION ORGANIZATION**

(Adopted under resolution A6-12, and incorporating the amendment adopted by the Assembly at its Seventh Session, on 17 June, 1953.)

SECTION I—SESSIONS

Rule 1

The Assembly shall meet annually and shall be convened by the Council at a suitable time and place [Convention, Article 48 a)]. Annual Sessions

Rule 2

The Assembly may hold extraordinary sessions at any time upon the call of the Council or at the request, addressed to the Secretary General, of any ten Contracting States [Convention, Article 48 a)]. Extraordinary Sessions

SECTION II—COMPOSITION

Delegations and their Credentials

Rule 3

All Contracting States shall have an equal right to be represented at the sessions of the Assembly [Convention, Article 48 b)]. No person shall represent more than one State. Representation of Contracting States

Rule 4

Delegations of Contracting States may be composed of delegates, alternates and advisers. One of the delegates shall be designated as the Chief Delegate. In case of his absence the Chief Delegate may designate another member of his Delegation to serve in his stead. Delegations of Contracting States

Rule 5

Non-contracting States and international organizations duly invited by the Council, or by the Assembly itself, to attend a session of the Assembly may be represented by observers. Where a Delegation consists of two or more observers, one of them shall be designated as "Chief Observer". Observers of non-Contracting States and international organizations

Rule 6

Credentials and
Credentials
Committee

a) Delegations shall be provided with credentials signed on behalf of the State or organization concerned, by a person duly authorized thereto, specifying the name of each member of the Delegation and indicating the capacity in which he is to serve. The credentials shall be deposited with the Secretary General.

b) A Credentials Committee shall be established at the beginning of the Session. It shall consist of five members representing five Contracting States nominated by the President of the Assembly, and the representative of each such State shall be designated by the Chief Delegate concerned. The Committee shall elect its own Chairman. It shall examine the credentials of members of Delegations and report to the Assembly without delay.

Rule 7

Eligibility for
Participation in
Meetings

Any member of a Delegation shall be entitled, pending the presentation of a report by the Credentials Committee and Assembly action thereon, to attend meetings and to participate in them, subject, however, to the limits set forth in these Rules. The Assembly may bar from any further part in its activities any member of a Delegation whose credentials it finds to be insufficient.

SECTION III—OFFICERS

Rule 8

President

The Assembly, as soon as practicable after the commencement of a session, shall elect its President, who shall preside over the plenary meetings of the Assembly. Until such election, the President of the Council shall act as President of the Assembly.

Rule 9

Vice-Presidents
and Chairmen of
Commissions

The Assembly shall elect four Vice-Presidents and the Chairmen of the Commissions referred to in Section V.

SECTION IV—AGENDA

Rule 10

Provisional
Agenda and
Addition of
Items thereon

a) The provisional agenda prepared by the Council for an annual session shall be communicated to Contracting States so as to reach them at least ninety days before the opening of the session. Subject to paragraph *d)* hereof, the basic documentation including Budget proposals, Council's Report to the Assembly, and supporting documentation on questions of general policy, air transport matters and air navigation matters, shall be communicated by such means as will ensure, apart from unforeseen contingencies, that they will be received by Contracting States at least fifty days before the date of the opening of the session.

b) Subject to the requirements of paragraph d), any Contracting State may, at least forty days before the date fixed for the opening of an annual session, propose to the Secretary General the addition of items to the provisional agenda. Such items, together with any explanatory documentation furnished by the Contracting State, and, time permitting, additional comments, if any, made by the Secretary General thereon, shall be communicated to Contracting States so as to reach them, apart from unforeseen circumstances, at least twenty-one days before the opening of the session.

c) The provisional agenda prepared by the Council or by the requesting Contracting States, as the case may be, for an extraordinary session shall be communicated to Contracting States so as to reach them at least fourteen days before the opening of the session, and the supporting documentation shall be communicated as soon as possible prior to the opening of the session.

d) Proposals for the amendment of the Convention, together with any comments or recommendations of the Council thereon, shall be communicated to Contracting States so as to reach them at least ninety days before the opening of the session.

Rule 11

Failure of a State to receive the provisional agenda or supporting documentation in accordance with the provisions of these Rules shall not invalidate the session of the Assembly.

Delay in Receipt
of Agenda or
Documentation

Rule 12

At each session, the provisional agenda prepared as provided in Rule 10, together with any additional item that the United Nations may request or that any Contracting State may propose for inclusion in the agenda, shall be submitted to the Assembly for approval as soon as possible after the opening of the session.

Approval of the
Agenda

Rule 13

The Assembly in plenary meeting, or the Executive Committee, may at any time add any item to the agenda or otherwise amend it.

Amendments to
the Agenda

SECTION V—COMMITTEES AND COMMISSIONS

Rule 14

The Assembly shall establish, in addition to the Credentials Committee referred to in Rule 6, the following Committees:

Establishment of
Committees

a) Executive Committee;

b) Co-ordinating Committee (in the case of sessions involving two or more Commissions)

and may establish such others as it deems desirable for the conduct of its business.

Rule 15

**Executive
Committee**

The Executive Committee shall consist of the President of the Assembly, the Chief Delegates of Contracting States and the President of the Council. Each Chief Delegate may be accompanied at meetings of the Executive Committee by not more than one member of his Delegation, unless otherwise agreed by the Committee. The Committee shall be convened by the President of the Assembly, who shall be its Chairman. The functions of the Executive Committee shall include:

- a) the preparation and submission to the Assembly of a list of nominees for officers to be elected by the Assembly;
- b) the submission to the Assembly, when necessary, of a list of Contracting States desirous of being considered for election to the Council;
- c) the consideration of amendments to, or the addition of items to, the Assembly's agenda, under the terms of Section IV;
- d) the reference of items of the agenda, or parts of such items, to Commissions or Committees for consideration and report, unless the Assembly has otherwise decided;
- e) the consideration of and report on such items of the agenda as the Assembly may refer to it;
- f) the submission of recommendations to the Assembly on the organization and conduct of the business of the Assembly;
- g) the giving of advice to the President of the Assembly, on his request, on matters requiring his decision.

Rule 16

**Co-ordinating
Committee**

If established, the Co-ordinating Committee shall consist of the President of the Assembly, who shall be its Chairman, the Vice-Presidents, the President of the Council and the Chairmen of the Commissions. The function of the Co-ordinating Committee shall be to co-ordinate the activities of the Commissions.

Rule 17

**Other
Committees**

The membership and functions of any other committees appointed by the Assembly shall be determined by the Assembly and such committees shall appoint their own chairmen, and, if necessary, vice-chairmen.

Rule 18

**Establishment of
Commissions**

The Assembly may establish such Commissions as it may consider to be necessary or desirable.

Rule 19

**Subcommissions
and Working
Groups**

Any Commission may create Subcommissions and any Commission, Committee, or Subcommission may create Working Groups.

Rule 20

The Assembly, or the Executive Committee as provided in Rule 15 *d*), may refer items of the agenda or parts of such items to Commissions and other Committees for consideration and report. These Commissions and Committees shall not, on their own initiative, add new items to their agenda.

Reference of
Subjects to
Commissions and
Committees

Rule 21

Any Contracting State may be represented on any Commission or Subcommission by a member or members of its Delegation. A Working Group shall consist of a limited number of members appointed by the Chairman of the Commission, Committee or Subcommission by which it is created, not more than one member being appointed from any one Delegation.

Representation
of Contracting
States on Com-
missions, Sub-
commissions and
Working Groups

Rule 22

The Chairmen of Commissions shall be elected by the Assembly. The Commissions shall elect their own Vice-Chairmen.

Each Subcommission and Working Group shall elect its own officers.

Officers of Com-
missions, Sub-
commissions and
Working Groups

SECTION VI—SECRETARIAT

Rule 23

The Secretary General of the International Civil Aviation Organization shall act as Secretary General of the Assembly and shall provide and direct the staff required by the Assembly and its Committees, Commissions, Subcommissions and Working Groups.

Duties of the
Secretary
General

SECTION VII—CONDUCT OF BUSINESS

Rule 24

Meetings of the Assembly, its Commissions and Subcommissions shall be held in public unless any such body decides that any of its meetings shall be held in private. Meetings of Committees and Working Groups shall not be open to the public except by decision of the Committee or Working Group concerned.

General
Principles

Rule 25

Observers may participate without vote in the deliberations of the Assembly, its Commissions and Subcommissions when their meetings are not held in private. In the case of meetings of bodies of limited membership, observers may also attend and participate without vote in the meetings of such a body if invited by that body or by the officer by whom the members of that body were originally appointed. With respect to private meetings, individual observers may be invited by the body concerned to attend and be heard.

Participation of
Observers

Rule 26

**United Nations
Representation**

Notwithstanding any of these Rules, observers of the United Nations may attend the meetings of the Assembly and its Commissions and Committees and may participate without vote in the deliberations of these bodies.

Rule 27

**Bodies of
Limited
Membership**

Members of Delegations of Contracting States not represented in a body of limited membership may attend and participate without vote in the meetings of such body, except when the officer by whom the members of that body were originally appointed authorizes the body to meet with attendance limited to its membership and to such other persons as that body may invite.

Rule 28

Quorum

A majority of the Contracting States shall constitute a quorum for the plenary meetings of the Assembly. A majority of the Contracting States represented in the Assembly shall constitute a quorum for meetings of the Executive Committee. The Executive Committee shall determine the quorum for other Committees and Commissions in any case when it is considered necessary that a quorum be established.

Rule 29

**Powers of
Presiding Officers**

The presiding officer in the Assembly and any of its bodies shall declare the opening and closing of each meeting, direct the discussion, ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these Rules, shall have complete control of the proceedings of the body concerned and over the maintenance of order at its meetings.

Rule 30

**Statements by
President of the
Council and by
Secretary
General**

The President of the Council, the Secretary General, or a member of the Secretariat designated by him as his representative, may, at any time, make either oral or written statements to the Assembly or any body thereof concerning any question under consideration by it.

Rule 31

**Calling of
Plenary
Meetings**

Plenary meetings shall be held on the call of the President of the Assembly or on the direction of the Executive Committee.

Rule 32

Acting President

If the President of the Assembly finds it necessary to be absent during the whole or part of a plenary meeting of the Assembly or during the whole or part of a meeting of the Executive Committee or Co-ordinating Committee, he shall appoint one of the Vice-Presidents to take his place.

Rule 33

Unless unanimously agreed by the Assembly, or the Executive Committee, items of the agenda referred to the Commissions or Committees shall not be discussed in plenary meetings of the Assembly until the expiration of twenty-four hours after the report of the Commission or Committee concerned has been presented and circulated.

Reports of Com-
missions and
Committees

Rule 34

Except as otherwise specifically provided, the subsequent rules of this Section shall not apply to Subcommissions and Working Groups, which shall conduct their deliberations informally.

Non-Application
of Certain Rules
to Subcommis-
sions and
Working Groups

Rule 35

a) The presiding officer shall call upon speakers in the order in which they have expressed their desire to speak; he may call a speaker to order if his observations are not relevant to the subject under discussion.

Speakers

b) Generally, no representative should be called to speak a second time on any question except for clarification, until all other representatives desiring to speak have had an opportunity to do so.

Rule 36

At plenary meetings, the Chairman of a Committee or Commission may be accorded precedence for the purpose of explaining the conclusions arrived at by the body concerned. In Commission meetings, a similar precedence may be given to the Chairmen of Subcommissions and Working Groups.

Precedence

Rule 37

During the discussion of any matter, and notwithstanding the provisions of Rule 35, a member of the Delegation of a Contracting State may at any time raise a point of order, and the point of order shall be immediately decided by the presiding officer. Any member of a Delegation representing a Contracting State may appeal against the ruling of the presiding officer. The appeal shall be immediately put to vote, and the ruling of the presiding officer shall stand unless over-ruled by a majority of votes cast. A member of a Delegation raising a point of order may speak only on this point, and may not speak on the substance of the matter under discussion before the point was raised.

Points of Order

Rule 38

A presiding officer may, with the approval of the Assembly or of the body concerned, limit the time allowed to each speaker.

Time Limit on
Speeches

Rule 39

**Motions and
Amendments**

A motion or amendment shall not be discussed until it has been seconded. Motions and amendments may be presented and seconded only by members of Delegations of Contracting States.

Rule 40

**Withdrawal of
Motion**

No motion may be withdrawn if an amendment to it is under discussion or has been adopted.

Rule 41

**Procedural
Motions**

Any member of the Delegation of a Contracting State may move at any time the suspension or adjournment of the meeting, the adjournment of the debate on any question, the deferment of discussion of an item, or the closure of the debate on an item. After such a motion has been made and explained by its proposer, only one speaker shall normally be allowed to speak in opposition to it, and no further speeches shall be made in its support before a vote is taken. Additional speeches on such a motion may be allowed at the discretion of the presiding officer, who shall decide the priority of recognition.

Rule 42

**Order of
Procedural
Motions**

Subject to the provisions of Rule 37, the following motions shall have priority over all other motions, and shall be taken in the following order:

- a) to suspend the meeting;
- b) to adjourn the meeting;
- c) to adjourn the debate on an item;
- d) to defer the debate on an item;
- e) for closure of the debate on an item.

Rule 43

**Reconsideration
of Proposal**

Re-opening within the same body and at the same session of a debate already completed by a vote on a given item shall require a majority of votes cast. Permission to speak on a motion to re-open shall normally be accorded only to the proposer and to one speaker in opposition, after which it shall be immediately put to vote: when a larger number of speeches is allowed by the presiding officer, priority of recognition shall be given to the leading participants in the debate affected by the motion, or in the sponsorship of or opposition to the proposal that would be affected. Speeches on a motion to re-open shall be limited in content to matters bearing directly on the justification of re-opening. Discussion of the substance of the question at issue will be in order only if, and after, the motion to re-open prevails.

SECTION VIII—VOTING

Rule 44

a) At meetings of any body of the Assembly other than bodies of limited membership, each Contracting State represented by an accredited Delegation shall be entitled to one vote, unless the voting power of such State has been suspended by the Assembly under the terms of the Convention. Advisers shall not be entitled to cast a vote on behalf of their Delegations in plenary meetings of the Assembly, but may do so elsewhere.

Voting Rights

b) In meetings of bodies of limited membership each duly appointed member thereof shall be entitled to one vote.

c) Observers representing non-contracting States or international organizations shall not be entitled to vote.

Rule 45

The presiding officer of the Assembly, or of any of its bodies, shall have the right to cast the vote of his State.

Voting of Presiding Officer

Rule 46

Except as otherwise provided in the Convention on International Civil Aviation, decisions shall be by a majority of the votes cast [Convention, Article 48 c)]. An abstention shall not be considered as a vote.

Majority Required

Rule 47

Voting shall normally be by voice, by show of hands, or by standing, but at the request of any Delegation of a Contracting State there shall be a roll-call. The vote of each Delegation participating in a roll-call shall be recorded in the minutes.

Method of Voting

Rule 48

On the request of the Delegations of two or more Contracting States and unless opposed by a majority of those voting, the vote shall be held by a secret ballot, in which case the provisions of Rule 47 shall not apply.

Secret Ballot

Rule 49

On request of the Delegation of any Contracting State and unless opposed by a majority of those voting, parts of a motion shall be voted on separately. The resulting motion shall then be put to a final vote in its entirety.

Division of Motions

Rule 50

Any amendment to a motion shall be voted on before a vote is taken on the motion. When two or more amendments are moved to a motion, the vote should be taken on them in their order of remoteness to the original motion, commencing

Voting on Amendments

with the most remote. The presiding officer shall determine whether a proposed amendment is so related to the motion as to constitute a proper amendment thereto, or whether it must be considered as an alternative or substitute motion; this ruling may be reversed by a majority of votes cast.

Rule 51

Voting on Alternative or Substitute Motions

Alternative or substitute motions shall, unless the meeting otherwise decides, be put to vote in the order in which they are presented, and after the disposal of the original motion. The presiding officer shall decide whether it is necessary to put such alternative or substitute motions to vote in the light of the vote on the original motions and any amendments thereto; this ruling may be reversed by a majority of votes cast.

Rule 52

Postponement of Voting

A vote on any motion or amendment shall be postponed upon request of any member of the Delegation of a Contracting State until copies of the motion have been available to all Delegations for at least twenty-four hours. Such postponement may be denied by a majority of votes cast.

Rule 53

Tie Vote

In the event of a tie vote, a second vote on the motion concerned shall be taken at the next meeting, unless the body concerned decides that such second vote be taken during the meeting at which the tie vote took place. Unless there is a majority in favour of the motion on this second vote, it shall be considered lost.

Rule 54

Voting under Articles 93 and 94 a) of the Convention

The four-fifths and two-thirds vote of the Assembly required under Articles 93 and 94 a) respectively of the Convention shall be construed as meaning four-fifths and two-thirds of the total number of Contracting States represented at the Assembly and qualified to vote at the time the vote is taken. For the purpose of establishing this total, there shall be excluded from the total number of Contracting States for which Delegations had, at any time either immediately prior to or during the Assembly, filed their credentials:

a) Contracting States whose Delegations had given notice in writing or otherwise of their withdrawal or departure from the Assembly prior to the time when the vote is taken;

b) Contracting States whose Delegations' credentials or instructions, filed with the Secretary General, expressly deprive them of the right to vote on the question with respect to which the required majority is being determined; and

c) Contracting States whose voting power is under suspension at the time the vote is taken.

SECTION IX—VOTING ON ELECTION OF THE COUNCIL

Rule 55

Prior to the election of the Council, the Chief Delegate of each Contracting State which desires to stand for election to the Council shall inform the President of the Assembly in writing. An initial list of candidates for election shall be published at least seven days in advance of the time of balloting, and shall include all States for which notice of candidature has been received prior to a certain date fixed by the Executive Committee. After publication of this list, and at any time not less than four days prior to the opening of the meeting at which the balloting takes place, any additional Contracting State may be added to the list of candidates at the request of its Chief Delegate.

List of
Candidates

Rule 56

The election shall be so conducted as to enable adequate representation on the Council [Convention, Article 50 *b*)] to be given to:

Representation
of Contracting
States on
Council

- a) Contracting States of chief importance in air transport;
- b) Contracting States not included under a) which make the largest contribution to the provision of facilities for international civil air navigation; and
- c) Contracting States not included under a) or b) whose designation will ensure that all major geographic areas of the world are represented on the Council.

The Assembly may fix the maximum number of Contracting States to be elected in each category.

Rule 57

a) The election of Members of Council for each of the categories referred to in Rule 56 a), b) and c) of these Rules shall be conducted by secret ballots held separately for each category. Each Contracting State for which notice of candidature is given, as indicated in Rule 55, will be understood to be available for consideration in each of the three categories unless the Chief Delegate of the Contracting State notifies the President of the Assembly that the Contracting State does not wish to be considered in any specific category. Any Contracting State not elected in the first category will automatically be included amongst those to be considered in the balloting for the second category. A Contracting State not elected in either the first or the second category will automatically be included amongst those to be considered in the balloting for the third category.

Balloting

b) Ballot papers shall be prepared by the Secretariat for each ballot and distributed in advance of the balloting. These ballot papers shall contain the names of all Contracting States which are to be considered for election in a particular category and a statement of the maximum number of Contracting States to be elected in that particular ballot. A Contracting State

may vote for any number of candidates up to but not exceeding the number of vacancies to be filled by any particular ballot. An affirmative vote shall be indicated by making a cross (X) opposite the name of the Contracting State for which the vote is cast.

c) The Secretary shall record the names of the Contracting States participating in each ballot.

d) Any ballot paper shall be rejected if the number of affirmative votes thereon exceeds the number to be elected in that particular ballot.

Rule 58

Majority
Required

To be elected a Member of the Council, a Contracting State must receive the affirmative vote of a majority of the total number of Contracting States voting. The deposit of a ballot shall constitute the act of voting. If the number of Contracting States receiving such majority on any ballot is in excess of the number of places to be filled, those receiving the highest numbers of votes shall be chosen. If the number of Contracting States receiving such majority is less than the number of places to be filled, those which have obtained this majority shall be considered to be elected and there shall be another ballot, and, if necessary, additional ballots to fill the remaining places. In these ballots only those Contracting States which were unsuccessful in obtaining the required majority in the previous ballot shall be considered. Following any such ballot in which no Contracting State receives the required majority, the list of Contracting States in the next ballot shall be restricted to a number not more than twice the number of vacancies to be filled and these Contracting States shall be those which received the highest numbers of votes in the previous ballot. However, in the case where two or more Contracting States are tied for the last place on such a restricted list, such Contracting States shall all be included in the list.

Rule 59

Balloting in Case
of Tie Vote

In the event of a tie between two or more Contracting States for the last place or places in any category, a further ballot shall be held in which only those thus tied shall be considered. If such a ballot results in another tie, the Contracting State to be eliminated from the list for the next ballot shall be determined by a drawing of lots by the President of the Assembly; and the Contracting State so eliminated shall not be eligible for consideration in any subsequent ballot for election in that category.

Rule 60

Filling of
Vacancies

Elections to fill a vacancy or vacancies on the Council shall be conducted by secret ballot. The provisions of Rules 55, 57 b), 58 and 59 shall be deemed to be applicable to such elections.

Rule 61

If the number of Contracting States for which notice of candidature is given, as indicated in Rule 55, is not more than 21, it shall not be necessary, if the Assembly so decides, to hold separate ballots for the purpose of taking into account the three categories established in Rule 56. If, under these circumstances, a single ballot is held, the names of all such Contracting States shall be set out in the ballot papers prepared by the Secretariat for such ballot.

Balloting without
Categories

SECTION X—LANGUAGES

Rule 62

All preparatory documentation for or at the Assembly as well as recommendations, resolutions and decisions of the Assembly shall be prepared and circulated in the English, French and Spanish languages.

Languages of
Documentation

Rule 63

The English, French and Spanish languages may be used in the deliberations of the Assembly and its bodies. Speeches made in any of three languages shall be interpreted into the other two languages, except where such interpretation is dispensed with by common consent.

Languages of
Deliberations

SECTION XI—RECORDS OF PROCEEDINGS

Rule 64

Minutes of plenary meetings, of meetings of the Executive Committee and of Commissions shall be distributed as soon as possible after each meeting, in such form as the body concerned may decide.

Records

SECTION XII—AMENDMENT OF THE RULES OF PROCEDURE

Rule 65

Subject to the provisions of the Convention on International Civil Aviation, these Rules may be amended, or any portion of the Rules may be suspended, at any time by the Assembly.

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