



## OCCAR Management Procedure

Title:	<b><u>Board of Supervisors Rules of Procedure</u></b>	
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This document replaces: Annex B to OMP 3 issue 1.1 dated 19/05/05

## Record of changes

<b>Date</b>	<b>Issue</b>	<b>Changes</b>
19/05/05	1.1	Incorporation of document CO/200/624/0/7 of 1 August 2001 as annex to the OMP 3 – text revised to take account of the Programme Board Concept.
01/07/06	2	Converted to the OCCAR-EA graphical house style.

## List of acronyms

BoS	Board of Supervisors
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## **Article 1 - Composition and Chair**

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1. The representatives of the Member States in the BoS are the Ministers of Defence or their delegates.
2. Each delegation shall be issued in writing and provided to the other representatives and to the OCCAR-EA. The OCCAR-EA will act as the depository of such delegations.
3. The BoS shall elect from amongst its members a chairperson who shall serve for a term of one year, renewable only once.

## **Article 2 - Meetings**

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Except where the BoS is convening as a Programme Board, meetings will be considered valid only when all OCCAR Member States are represented.

1. The BoS shall meet twice a year, and otherwise as required at the request of one or more Member States.
2. The Chairman may decide, in agreement with the other BoS Members, to modify the date fixed for a meeting. The OCCAR-EA Director will be informed of such a decision.
3. The members of the BoS shall be entitled to be accompanied by staff.
4. OCCAR-EA Director attends the meeting of the BoS. He may also designate other members of the organisation to attend the meeting.

## **Article 3 - Assembly, working place and secretariat**

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1. The Chairman will convene the BoS meetings, at his initiative, or at the initiative of one or more Member States. The call shall be made with at least 14 days notice.
2. The meetings will usually be held at the location of the Central Office. The BoS can decide to hold the meetings in other locations.
3. The BoS Secretariat functions shall be performed by the OCCAR-EA.

## **Article 4 - Agenda**

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1. The Chairman of the BoS shall establish the provisional Agenda of each session. It will be addressed to each member of the BoS by the Secretary at least 14 days before the beginning of the session. The OCCAR-EA Director will establish the respective appropriate documentation.
2. The Agenda must be confirmed by the BoS at the beginning of each session. With the unanimous agreement of all BoS members, additional points may be added to the Agenda, as required.

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### **Article 5 - Languages**

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The BoS may reduce the number of working languages to less than the 4 official languages. The cost of any linguistic services will be borne by the Member States.

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### **Article 6 - Proceedings**

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The Chairman ensures the correct application of the present rules of procedure as well as correct development of the discussions.

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### **Article 7 - Vote Modalities**

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1. The BoS carries out a vote at the initiative of its Chairman or at the initiative of a BoS member.
2. All the BoS Decisions, which are the topics subject to vote, must be put precisely in a written form before voting.
3. Except where the BoS is convening as a Programme Board, the presence of all BoS members is required for the BoS to carry out a vote.
4. BoS Members shall normally vote by a show of hands.
5. The decision making process will follow the provisions of the OCCAR Convention. It is based on the principles of unanimity, majority of the voting rights or reinforced qualified majority (Article 18).
  - a) As a principle, decisions shall be taken by BoS Members unanimously.
  - b) However in accordance with Annex IV of the OCCAR Convention, some Decisions shall be taken by a reinforced qualified majority, which means that a Decision cannot be taken if there are ten voting rights in opposition.
  - c) In accordance with Annex IV of the OCCAR Convention, some decisions can also be taken by a majority of the voting rights.
6. The result of all votes shall be included in the Meeting Records referred to in Article 8.

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### **Article 8 - Record of Meetings**

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1. Record of Meetings shall include "the list of decisions adopted by the BoS" and the "Action List" of the session. They will be drafted by OCCAR-EA.
2. Record of Meetings include, generally, for each point of the agenda:
  - mention of the documents submitted to the BoS,
  - decisions taken or conclusions adopted by the BoS,

- declarations made by the BoS or the ones for which a member of the BoS has requested registration,
  - Action item list.
3. The Record of Meetings are preferably approved by the BoS members at the end of the respective session. However, in the case where the Record of Meetings cannot be approved prior to the end of a session, the BoS Secretary should submit the Record, within 15 days, for signature by the BoS members.

### **Article 9 - Final Provisions**

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The present Rules of Procedure may be amended by unanimous Decision of the BoS.