

**RULES OF PROCEDURES  
OF THE GOVERNING BOARD  
of the International Centre for Advanced  
Mediterranean Agronomic Studies**

**TEXT ADOPTED ON 15-16 JULY 1965 BY THE GOVERNING BOARD AT ITS  
SECOND MEETING**

**AND AMENDED BY DECISIONS**

33 (77) 13 – 53 (83) 2 – 88 (94) 7 - 123 (10) 14 – 140 (18) 4 – 141 (18) 6 – 145 (20) 4 – 145 (20) 13 WC  
150 (22) 8



**Rules of procedure of the Governing Board – Index**

ARTICLE 1 CHAIRMANSHIP .....	38
ARTICLE 2 REPRESENTATIVE OF MEMBERS .....	38
ARTICLE 3 SUBSTITUTES .....	38
ARTICLE 4 ORDINARY MEETINGS .....	39
ARTICLE 5 VIDEOCONFERENCE MEETINGS .....	39
ARTICLE 6 ELECTRONIC CONSULTATION AND VOTING OF THE GOVERNING BOARD .....	39
ARTICLE 7 NOTICE OF MEETINGS .....	40
ARTICLE 8 PLACE OF MEETINGS .....	40
ARTICLE 9 DELEGATION .....	40
ARTICLE 10 THE STEERING COMMITTEE .....	40
ARTICLE 11 QUORUM .....	41
ARTICLE 12 AGENDA .....	41
ARTICLE 13 SECRETARIAT .....	41
ARTICLE 14 DOCUMENTATION .....	41
ARTICLE 15 LANGUAGES .....	41
ARTICLE 16 VOTING .....	41
ARTICLE 17 OBSERVERS .....	41
ARTICLE 18 MINUTES .....	42
ANNEX : FORM : TERMS FOR THE REIMBURSEMENT OF THE GB MEMBERS – OCCASIONAL ASSIGNMENTS .....	43

### **Article 1 Chairmanship**

The Governing Board referred to in article 4.1 of the Agreement establishing CIHEAM (hereinafter called the "Agreement") shall be chaired by a Chairman elected for a four-year period from among the members of the Governing Board by a two-thirds majority of the votes cast. At the end of his term of office, the Chairman is not eligible for immediate re-election. On each renewal the new holder of the office shall be of a nationality different from that of his predecessor.

Nine months before the expiry of the term of office of the Chairman, the Secretary General shall address to the member States a note informing them of the date of expiry of the term of office and inviting them, if they so wish, to submit a nomination within four months. Five months before the expiry of the term of office of the Chairman, the Secretary General shall declare the list of candidates closed. He shall immediately notify the list of candidates in writing to the member States. The election of the new Chairman shall take place during the fourth month preceding the expiry of the term of office of the retiring Chairman.

The Chairman shall be assisted by Vice Chairmen elected for the same period and by the same majority from among the members of the Governing Board. In the event of his being unable to perform his duties, the Chairman shall be replaced temporarily by a Vice Chairman to whom he may delegate his powers. The number of vice-presidents shall not exceed four. At the end of his term of office, a vice-president is not eligible for immediate re-election.

Where the Governing Board finds that in the course of his term of office the Chairman has become unable to perform his duties, a new Chairman shall be elected for the remainder of the term. Where it is established that the President of the Governing Board, for whatever reason, has been absent for more than three consecutive governing board meetings, the latter declares his systematic resignation and proceeds to the election of a new president for the remaining period.

The conduct of meetings shall be a matter for the Chairman, who shall decide on any question of procedure raised in the course of a meeting.

The Chairman may invite the Directors of the Institutes, or any person whose expert knowledge is of value to the discussions of the Governing Board, to attend all or part of a meeting.

### **Article 2 Representative of members**

Two months before expiration of a delegate's four year term, the Secretary General of the Centre contacts the Minister in charge of the follow-up of the CIHEAM so that he can communicate to the Secretary General the composition of his delegation to the Board for the following four years, by informing him of the name of the representative and of the substitute. The same process is accomplished by a note verbale from the Secretary General addressed to the diplomatic representation of the country concerned. A delegate can not complete more than two consecutive mandates of four years.

Representatives may be accompanied by technical advisers.

### **Article 3 Substitutes**

Any member of the Governing Board may be represented at a meeting by a deputized substitute holding the same nationality and being duly authorized by his Government. This substitute may be assisted by advisers.

#### **Article 4 Ordinary meetings**

The Governing Board shall meet twice a year at dates to be fixed by the Chairman. In addition, the Chairman may convene the Governing Board on a date which he shall fix, when he so deems necessary, or on the request of two-thirds of the members.

The expenses incurred by the President and the delegates of the Member States on the occasion of the Governing Board meetings or any travel required for reasons related to their membership of the GB shall be reimbursed in accordance with the conditions set out under the procedure applicable to employees on assignment and set out in the Annex "Assignments and travel" of the "CIHEAM – Management Framework and Administrative Procedures".

In the case of occasional assignments, the Secretary General, after consulting the President of the Governing Board, will give clearance on the basis of the written request from the person concerned by signing the attached form. The clearance issued by the Secretary General establishes the administrative procedure for covering the corresponding expenses by the CIHEAM budget and granting of insurance cover. In that case, the reimbursement shall also take place under the procedure applicable to employees on assignment and set out in the Annex "Assignments and travel" of the "CIHEAM – Management Framework and Administrative Procedures".

Meetings shall not be public. The Governing Board shall have sole discretion to publish such information on meetings as it shall see fit.

#### **Article 5 Videoconference meetings**

Exceptionally, in case of emergency or serious disruptions affecting international air transport or the free movement across borders between the Member States of the CIHEAM, the President may decide to convene a videoconference meeting of the Governing Board, after consultation with the Secretary General and the Steering Committee.

The Governing Board members are notified of this convocation accompanied by the agenda of meeting at least 15 days before the set date. The Governing Board members have forty-eight hours to object. The meeting by videoconference is suspended in the event of objection made by two-thirds of the Governing Board members. The preparatory documents are sent to the Governing Board members at least 8 days before the videoconference meeting.

The videoconference is held under technical conditions allowing the identification and the active participation of the Governing Board members, the continuous and simultaneous broadcast of the debates as well the simultaneous translation of discussions. These technical conditions also guarantee the security of the votes cast by the participants that are acquired under the conditions provided for in Article 16 of the present Rules.

#### **Article 6 Electronic consultation and voting of the Governing Board**

Irrespective of the conditions provided for in Article 5 of the present Rules, when the President deems it appropriate, after consultation with the Secretary General and the Steering Committee, and unless objection is expressed by two-thirds of the Governing Board members, the latter can be consulted on a draft text electronically.

Electronic voting takes place within a maximum of 8 days from the sending of the draft text through an electronic consultation platform held under technical conditions allowing for the identification of the Governing Board members.

This electronic modality guarantees the security of votes cast by the participants through the electronic consultation that are acquired under the conditions provided for in Article 16 of these Rules.

#### **Article 7 Notice of meetings**

The Secretary General shall, at least thirty days before the date fixed, notify members of the meetings referred to in the first paragraph of article 4 above and of meetings held outside headquarters. Once such a notice has been sent out, any request for an adjournment from one of the members shall be addressed to the Chairman at least fifteen days before the date fixed for the meeting.

The request shall be brought to the attention of the other members by the Secretary General together with the opinion of the Chairman. The adjournment shall be effective if a two-thirds majority of the members of the Governing Board have given their assent thereto at least eight days before the date fixed.

In the case of meetings other than those referred to in the preceding paragraph, the time limit for notification may be reduced to fifteen days. Any request for an adjournment shall be made to the Chairman within eight days. The adjournment shall be effective if a two-thirds majority of the members of the Governing Board have given their assent thereto four days before the date fixed.

#### **Article 8 Place of meetings**

Meetings shall take place at the headquarters of the Centre or elsewhere, depending on circumstances. The Chairman shall make the appropriate decision in this regard after consultation with the Steering Committee.

#### **Article 9 Delegation**

The Governing Board may delegate its powers to its Chairman, particularly in connection with any matter requiring urgent action.

Before the appointment of the Secretary General or in the event of a vacancy, the Governing Board shall entrust the responsibilities of the Secretary General to the Steering Committee or to the Chairman.

#### **Article 10 The Steering Committee**

The Steering Committee of the Governing Board shall consist of the Chairman and the Vice-Chairmen. It shall be assisted by the Secretary General.

It shall monitor the satisfactory functioning of the headquarters and the Institutes and shall take all necessary steps for this purpose, especially all interim protective measures. The Governing Board may delegate other responsibilities to the Steering Committee if it so deems necessary. The Steering Committee may also delegate some of its powers to the Chairman, particularly to address urgent matters.

An agenda shall be circulated prior to the meeting of the Steering Committee. At the end of its meetings, a statement of conclusions is prepared by the Chairman and circulated to its members.

The Steering Committee shall meet when convened by the Chairman, where needed. The Chairman may require to hold a videoconference. Moreover, when the Chairman considers it appropriate and unless opposed by at least two of the members

of the Steering Committee, the latter may be consulted on a draft text by electronic means: in this case, enough time should be left for the members of the Steering Committee to submit their comments or objections.

The Chairman shall report on the activity of the Steering Committee to the Governing Board.

#### **Article 11 Quorum**

The deliberations of the Governing Board shall only be valid where two-thirds of the members participate.

#### **Article 12 Agenda**

The draft agenda of a meeting shall be drawn up by the Chairman in agreement with the Secretary General. Any member may enter a question on the agenda. The agenda shall be sent to members of the Governing Board at the same time as the notice of the meeting. The agenda is adopted by majority vote of the members present.

#### **Article 13 Secretariat**

The secretarial functions in support of the Governing Board are entrusted to the General Secretariat.

#### **Article 14 Documentation**

The documentation proposed for the meeting shall be sent to the members of the Governing Board at the same time as the notice of the meeting, except in the case of extraordinary circumstances.

#### **Article 15 Languages**

French and English shall be the official languages of the Governing Board.

Any member may speak in a language other than one of the official languages; in that case, he himself must make provisions for interpretation into one of the official languages.

#### **Article 16 Voting**

Each member of the Governing Board shall, in accordance with article 4 of the Agreement, have one vote.

Decisions shall be taken in accordance with article 4.4 of the Agreement.

However, the Governing Board may unanimously agree that in cases under paragraph 1 c) of article 3, paragraph 3 of article 4, article 2 and article 15 of the Agreement, abstentions shall be permitted, it being understood that the decision shall nevertheless apply to all members.

The Governing Board may unanimously agree that a decision shall not apply to a member who abstains.

#### **Article 17 Observers**

The Governing Board may invite an international ORGANISATION to be represented by an observer at all or part of a meeting of the Governing Board of the Centre. The Chairman of the Governing Board shall decide in agreement with the Secretary General at which meeting or part of a meeting the international ORGANISATION may be represented; he shall

take this decision having regard to the respective interests of the international ORGANISATION invited and of CIHEAM in such representation.

At any meeting attended by an observer the Chairman may, on his own initiative or on request, invite the observer to speak on a specific question.

Subject to the above provisions, the Secretary General shall notify observers of the dates of meetings or parts of meetings of the Governing Board which they may attend and shall provide them with agendas, minutes and documents

#### **Article 18 Minutes**

Draft minutes of meetings of the Governing Board and of the Steering Committee shall be prepared by the Secretariat and submitted to these bodies for approval.



**ANNEX : Form : Terms for the reimbursement of the GB members – Occasional assignments**



**To the Secretary General of the CIHEAM**

Done in : \_\_\_\_\_

On : \_\_\_\_\_

Name / Surname \_\_\_\_\_

Dear Secretary General,

Following the invitation of :

\_\_\_\_\_

and within the scope of my mandate at CIHEAM, I will be required to travel for the following reason:

Destination:

\_\_\_\_\_

Date:

\_\_\_\_\_

Purpose of the journey:

\_\_\_\_\_

Accordingly, I hereby request your clearance to cover the expenses resulting from the said journey  
CIHEAM budget.

**Signed by:**

Information copy to: Chairperson of the Governing Board of CIHEAM

**General Secretariat**

11 rue Newton, 75116 Paris, France - +33 (0)1 532391100 - [secretariat@ciheam.org](mailto:secretariat@ciheam.org) [www.ciheam.org](http://www.ciheam.org)

