

Rules of Procedure of the Committees

A. Leadership

The Standing Committee shall be chaired by the Director General IBCA. The Standing Committee shall select the vice chair. The Assembly in consultation with the Director General shall take the geographical representation of the IBCA into account while selecting the members. The Chair and the Vice-Chairs of the sub-Committees shall be selected from amongst the members. Representation among -sub-committees chairs shall strive to reflect the geographical representation of the IBCA. There will be one chair per committee. Sub- Committee vice-chairs are to be an active part of the committee leadership. Committee chairs will systematically consult with sub-committee vice-chairs, and where appropriate and efficient, delegate tasks to the vice-chair.

The Assembly may replace committee chairs and vice-chairs when necessary, for example, when a committee chair is no longer available, or is not adequately fulfilling the role. The Committee chairs must chair the committee meeting without prejudice. The chairs may bring an additional representative to participate as a member of the committee. Where considered necessary by the committee chair, the vice-chair of a particular committee may also be permitted to bring an additional representative to participate as a member of the committee. Committee chairs shall serve for one-year term or for a term to last from time of their appointment through the end of the next Assembly, renewable for one further term.

B. Membership

Membership of each committee will be approved by the Assembly, based on applications submitted by Members of the IBCA, and, for a transitional period and notwithstanding the Provisional Rules of Procedure of the Assembly, Signatories of the Framework Agreement of the IBCA. Committees, where otherwise not specified under the Rules, shall only be as large as necessary to accomplish their specific tasks, as set forth in the terms of reference for each committee, and in no event shall exceed eight members. The Assembly shall take the geographical representation of the IBCA into account when selecting committee membership. The committee membership shall be for a term to last from the meeting of appointment, through the end of the next Assembly meeting following appointment. It is anticipated that these Rules of Procedures of Committees will be reviewed prior to the expiration of the first membership term to consider staggered membership in order to provide for continuity of membership, With a view to a broad participation during the initial period, any Member of the IBCA or Signatory of the Framework Agreement may participate as an observer in any committee until the next meeting of the Assembly, unless decided otherwise by the Assembly.

The committee chair may decide, on additional participation for a committee meeting, only as necessary, to allow for the participation of individuals who may have specific

technical expertise required by the committee to perform its work.

C. Mandate and Governance

The Assembly, with the support of the Secretariat, shall annually review the output of committees, assess their effectiveness and make appropriate recommendations regarding their mandates as events may require. The Assembly, with the support of the Secretariat, sets the terms of reference of the committees. Committees shall act only in accordance with these approved terms of reference, or on additional matters specifically requested by the Assembly. In exceptional circumstances, where committees cannot reach consensus, the committee shall develop recommendations by reflecting minority and majority viewpoints, or another similar method to capture the recommendations of the committee membership.