

CENTRE AFRICAIN POUR
LES APPLICATIONS DE LA METEOROLOGIE

AU DEVELOPPEMENT



AFRICAN CENTRE
OF METEOROLOGICAL APPLICATIONS
FOR DEVELOPMENT

Institution Africaine parrainée par la CEA et l'OMM

African Institution under the aegis of UNECA and WMO

RULES OF PROCEDURE

ACMAD BOARD OF GOVERNORS

Adopted at the 14th Board of Governors Session

Held in Niamey on 22 and 23 July 2010

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Article 1: Purpose

Set in the context of the constitution in force, including resolutions 540 (XX), 621 (XXVII), 755 (XXVIII), 827 (XXXII) and Decision 2 (XXXI) of the Conference of Ministers of the United Nations' Economic Commission for Africa (hereinafter referred to as "UNECA"), the conditions of work of the Board of Governors of the African Centre for Meteorological Applications for Development (hereinafter referred to as "ACMAD")

Chapter One

Composition and mandate of the Board of Directors

Article 2: Composition

The Board of Governors has, pursuant to Article 5 of the Constitution of the Centre modified by resolution 755 (XXVIII) of 4 May 1993:

- a) Eleven (11) nationals of Member States, representatives of the five sub-regions covered by the UNECA and selected by the Conference of Ministers, based on their knowledge and their experience in the field of meteorology;
- b) A Representative of the government of the Republic of Niger, hosting country;
- c) A Representative of the African Union Commission (AU), without the right to vote;
- d) A Representative of UNECA without the right to vote;
- e) A Representative of WMO without the right to vote;
- f) A Representative of International Organizations or Institutions interested in meteorology such as the United Nations Development Program (UNDP), the United Nations Organization for Food and Agriculture Organization (FAO) and the United Nations Environment Program (UNEP) at the invitation of the Board without the right to vote;
- g) Financial partners and/or technical experts and leading organizations may also, at the invitation of the Board of Directors, attend its meetings as observers, without the right to vote;

The Director General of the Centre accompanied by a member or members of its management team may attend meetings of the Board without the right to vote.

The Chairman of the Scientific Advisory Board (SACOM) and the chairpersons of any other committee established under Article 6 of these Rules, attend when convened by the chairman, meetings of the Board without the right to vote.

Any expert whose presence is deemed necessary for the proper conduct of the Board session may participate to meetings for items for which he will have been invited.

The list of 12 members of Board of Directors with voting rights are listed in the Annex.

Article 3: Functions of the Board

The Board of Directors shall exercise the powers conferred upon it by Article 5 of the Constitution of ACMAD, resolutions 755 (XXVIII) and 827 (XXXII) and Decision 2 (XXXI). To this end, it is the supreme legislative body of ACMAD, it is responsible for:

- a) Define general and policy principles Governing Centre's operations and give general directives on the application of principles and policies;
- b) Establish Centre's draft work program and the corresponding budget subject to approval of the Conference of Ministers;
- c) Define conditions of admission of persons to the next training course at the Centre;
- d) Review and approve Director General's annual reports on Centre's activities;
- e) Appoint qualified auditors to verify Centre's accounts;
- f) Examine and approve Centre's financial statements and reports for the previous year;
- g) Define rules and regulations about finances and personnel;
- h) adopt its own rules of procedures;
- i) Define other Centre's other offices;
- j) Appoint the Director-General and Centre's senior staff;
- k) Establish technical, scientific, financial and administrative Committees, which could be necessary for proper functioning of the Centre;
- l) Convene periodically donors' meetings to consider funding of Centre's activities;

m) Designate periodically members of the Scientific Advisory Committee created by decision 2 (XXXI) of 1996;

n) Perform such other functions as may be necessary for proper functioning of the Centre.

Chapter II

Organization of the Board of Directors

Article 4: Chairman and Vice-Chairman of the Board

A. In accordance with Article 5 of the Constitution of the Centre, the Chairman and Vice-chairman are elected from among the representatives of the Member States on the Board of Governors.

The term of office of the Chairman is 4 years non-renewable.

Wherever possible and practical, it is desirable that the Vice-chairmanship be held by the representative of the host country.

In the absence of the Chairman, the Vice-chairman shall perform the Chairman's duties. In case of resignation or death of the Chairman, the Vice-chairman shall perform the duties of the Chairman until the holding of the next meeting of the Board or holding elections for a new Chairman.

The Chairman of the Board of Governors shall exercise the powers conferred upon him by Article 6 of ACMAD's Constitution. For this purpose, he shall prepare the draft agenda of the meetings of the Board and convene and preside over meetings of the Board.

Between meetings of the Board, the Chairman may delegate some of his powers to the Vice-chairman. In this case, he takes a text to define the delegated authority and the conditions for exercising this delegation of authority.

Article 5: Secretariat

In accordance with Article 5 of the Constitution of the Centre, the Director General shall act as Secretary of the Board.

To this end, the Director General of the Centre prepares documents of the Board and provides technical preparation and servicing of meetings of the Board.

Article 6: Committees

In accordance with Article 5 of the Constitution of the Centre, the Board of Governors may create any technical, scientific, financial or administrative committee. The composition of these committees, their nature (temporary or standing), their modus operandi, their goals and their chairs shall be determined through deliberations of the Board.

Chapter III

Meetings of the Board

Article 7: Frequency of meetings

The Board of Directors shall meet in ordinary session once a year, convened by its Chairman and as often as the needs of the Centre requires in extraordinary sessions at the request of its Chairman or one-third of the Board of Directors members with right of vote.

In the latter case the written request to the Chairman with acknowledgment of receipt must specify the matter or matters to be included in the agenda. The Board shall meet before a maximum period of two months from the day the written request is received by the Chairman.

Article 8: Convening a meeting and documentation

The Chairman shall convene the members of the Board of Governors pursuant to Article 2 of these rules. The Director General of ACMAD may propose to the Chairman a list of additional experts and institutional partners to invite to participate in the Board meeting.

The Chairman shall also convene, as necessary, the Chairs of the Scientific Advisory Committee and any other committee established under Article 6 of these Rules.

The convening letters are, in principle, addressed to Board members at least one month before the date of the meeting. They shall indicate the date, place, duration and times of beginning and end of the meeting.

Any Board member who cannot respond to the invitation shall inform the Chairman immediately.

The documents for the meeting shall be circulated to members at least 15 days before the date of the meeting.

Article 9: Agenda

In accordance with the provisions of Article 6 of the Centre's constitution, the Chairman prepares with the support of the secretariat a draft agenda of the meetings. This draft agenda is sent to all members of the Board together with the convening letter.

For regular annual session, the draft agenda includes, among other things, review and approval of the following documents submitted by the Director-General:

- Annual activity and financial reports
- Work programme and budgets
- Approval of the minutes of the previous session
- The status of implementation of the resolutions and recommendations of the previous session.

The draft agenda includes all matters within the mandate of the Board. These matters are proposed in writing to the Chairman of the Board by at least one third of the ACMAD Board members with voting rights. All matters are then transmitted by the Chairman to all members of the Board at least forty eight hours before the date of the meeting.

The first item on the agenda of the Board is the approval of this agenda by the Board members.

Other questions can be added at the beginning of the session, at the request of the board members prior to the approval of the agenda.

Article 10: Quorum

The Board of Governors shall exercise the powers conferred upon it and deliberates if at least a majority of its members entitled to vote are present.

At the beginning of the session, the Chairman shall communicate to the Board the list of participants and check for members with voting rights to ensure that the quorum is reached.

If the quorum is not reached, the Board of Governors cannot hold its a first meeting.

However, the Board of Governors may meet (second meeting) and its deliberations are valid regardless of the number of members present after sending a new convening letter during the 15 days after the date of the first meeting. This convening letter shall specify the date, time and place of the meeting and shall be sent to members at least 30 days before the date of the meeting. The Board of Governors shall verify that these provisions are respected before holding of the meeting.

Article 11: Right of representation

Any member of the Board of Governors who is unable to attend the meeting may delegate his responsibilities to another member of the Board of his choice provided that he notify the Chairman in writing prior to the meeting.

Each Board member may represent only another one member.

This delegation may be counted for assessing if the quorum is reached.

Article 12: Working languages

English and French are the working languages of the **Board**.

Speeches made in one language are interpreted in the other working language.

Written documents related to the agenda, resolutions, recommendations and other formal decisions of the Board are to be made available in the two working languages.

Article 13: Conduct of Business

The Chairman is responsible for opening and closing the Board sessions . The Chairman is also responsible for organizing the debate and ensuring compliance with these Rules. For each point on the agenda, he organizes the discussions and the outcome thereof, provides reviews, advices, recommendations and decisions.

The Board also has a number of instruments for the organization, conduct of discussions and decision making at the end of the debate:

- a. Motions for suspension of session, end of session, adjournment of debates on points in discussion, closing of debate on points under discussion;
- b. Depot and withdrawal of motions, drafts of resolutions or recommendations
- c. Voting

During the work of the Board, any member may request to use one or the other instruments mentioned in the previous paragraphs. After his speech, the Chairman shall give the floor to two members, one in favor and one against the proposal and the proposal is put to a vote.

Article 14: Decision Making

The Board of Governors shall make decisions by a show of hands unless a member specifically requests a recorded vote. In this case, each member is asked to decide. The English alphabet will be used to determine the order of voting by members.

However, at the request of the Chairman or of at least one third of the members present, the Chairman may decide to use the secret ballot.

The election of persons is held by secret ballot.

Advices, resolutions, recommendations, decisions are taken by a majority of members present or represented and voting. Each Board member shall have one vote.

In case of a tie, the Chairman has the casting vote.

In case of a tie and the Chairman abstains from voting or in case of a tie for a secret ballot, the purpose of voting point is canceled and can be programmed for another session of the same session or another meeting of the Board.

Chapter IV: Deliberation of the Board and Minutes of meeting

Article 15: Records of Conclusions

Records of Board meeting conclusions are drafted by the Board Secretariat and presented to members during the closing session of its meeting for approval. The version approved by the Board is co-signed by the Chairman and Director General, delivered to the members of Board and recorded at the Centre.

Article 16: Meeting Report

The minutes of meetings is written in French and English by the Secretariat of the Board within a maximum period of six (6) months after the holding of the meeting (except in exceptional circumstances.) This report is forwarded to the Chairman of the Board which transmits after validation to the Board members. The Director General keeps in the archives of the Centre, a copy of the validated meeting minutes.

The Director General shall establish a registry for the Board deliberations containing all the decisions and recommendations of the Board meetings .

Chapter V

Miscellaneous provisions

Article 17: Intersession Work

Pursuant to Article 6 of the Constitution of the Centre, the Chairman seeks, with the approval of the Board of Governors, financial and other resources from the United Nations and its specialized agencies or other organizations, intergovernmental organizations, governments, non-governmental organizations and other sources.

Board members are relays, in their sub-region, for the activities of ACMAD. As such, they mobilize countries around the Centre's activities and payment of contributions for the functioning of the Centre. They may be called upon to represent the Centre at official event in their sub-region or country.

Article 18: Operating Expense

ACMAD Centre supports operating expenses of the Board of Governors and committees established by it and travel costs of Board members or invited persons supported by the Board. The host country of the Board meeting or any other member country can contribute to the cost of organizing and holding the Board meeting.

The Board of Governors takes a resolution in which it sets as appropriate; the amount of sitting allowances of Board members with voting rights and daily subsistence allowances for guests invited and financially supported by the Board.

Article 19: Interpretation, Modification and Suspension of the Rules of Procedure

The Board of Governors may modify or suspend these rules in the same conditions that have prevailed in its adoption. Any interpretation of the rules is the exclusive role and responsibilities of the Board of Governors.

Certified and approved by the Board of Governors

Made in Niamey on July 23, 2010

Signed by : Moustapha GEANAH

Chairman-Board of Governors

ANNEX

Successive lists of the 12 members of ACMAD Board of Governors referred to in paragraph a and b of article 2 , having voting rights.

1) From UNECA Resolution 621 (XXII) on 24 April 1987:

North Africa: Algeria and Egypt

West Africa: Niger, Nigeria and Senegal

Central Africa: Cameroon and Congo

Southern Africa: : Kenya and Madagascar

Eastern Africa : Burundi and Zaire

2) From UNECA Resolution 755 (XXVIII) on 04 May 1993, extended until Mai 1998 through decision 2 (XXXI) in 1996:

North Africa: Algeria and Morocco

West Africa: Niger, Nigeria and Cote d'Ivoire

Central Africa: Congo and Burundi

Southern Africa: : Angola, Malawi and Mauritius

Eastern Africa : Kenya and Ethiopia