

## **C.O.P. 2**

### **RULES OF PROCEDURE FOR SADCMET**

#### **1. SCOPE**

These rules of procedure apply to the SADCMET Committee meetings.

#### **2. TERMS OF REFERENCE OF THE SADCMET COMMITTEE**

The SADCMET COMMITTEE meets to review and discuss the aims and specific tasks of SADCMET as detailed in the TBT Annex to SADC protocol on trade.

#### **3. MEMBERSHIP AND MEETING ATTENDANCE**

3.1 Ordinary membership of SADCMET shall be open to National Metrology Institutes (NMIs) of SADC member countries or where such an Institute has not been established in a member state, any other Institution holding custody of the top level measurement Standards in that member state, or any other institution as designated by its Minister responsible for industry and trade.

3.2 Associate members as contemplated in the SADC TBT Annex to SADC protocol on trade must prior to obtaining membership present their case in writing to the Secretariat. The Chairperson shall present prospective associate members to the SADCMET Committee before their associate membership may be considered.

3.3 Other regional and international organisations/institutions dealing with industrial and scientific metrology may be admitted as corresponding members on the invitation of the SADCMET Chairperson after consultation with the SADCMET Committee.

3.4 The name of the nominated (official) country representative shall be lodged with the SADCMET Chairperson in writing. Should the nominated representative not be able to attend a meeting an alternative representative may be nominated. The official representative shall be regarded as the contact point for that country and internal arrangements shall be made by each country to ensure correct distribution of correspondences. The Chairperson shall be notified in case of any changes to the nominated country representative.

3.5 Each delegation may be supported at SADCMET meetings by advisors and experts, but each ordinary member shall only have one vote.

**Advisors, experts and associate members shall not vote.**

3.6 The Chairperson may, with the concurrence of the SADCMET Committee, invite additional observers to specific SADCMET Committee meetings.

**Such observers shall not vote.**

#### **4. CHAIRPERSON AND VICE CHAIRPERSON**

- 4.1 The Chairperson and Vice Chairperson of the SADCMET Committee shall be elected from amongst its ordinary members, on a two year term. The Vice Chairperson shall normally succeed the Chairperson to ensure continuity.
- 4.2 Should the Committee Chairperson be unable to carry out his/her duties for the full term, the member institution of the member country concerned may nominate a replacement by way of a notice to all members.
- 4.3 The Chairperson may only be elected for a single term of office and the office of the Chairperson shall rotate among ordinary members on an equitable basis.
- 4.4 Unless specifically mentioned otherwise (in advance), the nominated (official) representative of the elected member country at the particular meeting shall be the elected Committee Chairperson.

#### **5. EXECUTIVE COMMITTEE (EXCO)**

The Executive Committee (EXCO) shall be responsible to the SADCMET Committee for the specific management and coordination of SADCMET objectives and projects.

For more information regarding the composition, responsibilities and meetings rules of the EXCO refer to SADCMET COP0004.

#### **6. SECRETARIAT**

The Secretariat shall be provided by an ordinary member of SADCMET which is willing to provide this service at its own cost. Should more than one member offer its services, the Secretariat shall be chosen by the SADCMET Committee. The SADCMET Committee shall elect the Secretariat after appropriate offers, nominations and acceptance by the country concerned. The Secretariat is headed by a regional co-ordinator. It is responsible for the day to day activities of SADCMET which are necessary to achieve the objectives and carry out tasks stated in the TBT Annex to SADC protocol on trade.

The Secretariat will ensure that relevant information is circulated to all delegates on time.

The term of office for the Secretariat shall be three years and may be renewed.

#### **7. CONVOCAION OF SADCMET MEETINGS**

The SADCMET Committee shall meet as often as is required but at least once a year.

The SADCMET Chairperson in consultation with the SADCMET Committee shall decide the place and date of the next meeting. The Chairperson shall convene the meeting at least ten weeks in advance.

The Chairperson shall inform members of details of the meeting at least ten (10) weeks in advance.

Delegates shall inform the Chairperson at least eight weeks prior to the meeting of any items they wish to have included in the agenda.

The agenda shall be finalised by the SADCMET Committee at the start of each meeting.

## **8. VOTING RIGHTS**

Ordinary members shall have one vote per SADC member country. The election of office bearers shall be by secret ballot and the method of voting on other issues shall be at the discretion of the Chairperson.

The Chairperson has no vote over and above the vote of its country. In the event of a tie, the Chairperson shall make the casting vote.

Members other than ordinary members shall have no vote.

An ordinary member unable to attend a meeting may give a proxy to the Chairperson or another ordinary member with voting rights to vote on its behalf on any matter being put to a vote. The Chairperson shall be informed in writing of such delegation prior to the commencement of the meeting.

## **9. MEETING PROCEDURES**

Two thirds of the ordinary members shall constitute a quorum. In the event that a quorum is not met, the meeting shall proceed, but resolutions made at such a meeting shall be subject to approval by other members.

The SADCMET Committee shall attempt to reach conclusions by consensus whenever possible.

If consensus cannot be reached, decisions shall be based on simple majority.

Unconfirmed minutes of the SADCMET Committee shall be circulated to all members by the SADCMET Secretariat two months prior to the meeting.

Decisions taken at a properly constituted meeting are binding on all members.

A SADCMET Committee meeting may be called at anytime at the initiative of the Committee Chairperson or of at least four ordinary members, specifying the items to be discussed with a minimum of six weeks notice.

Members shall be sent a draft agenda for a Committee meeting at least four weeks in advance of the meeting.

Draft minutes of a Committee meeting shall be circulated to members within two months after a meeting; comments on the minutes should be submitted to the RC within a further two months (unconfirmed minutes).