TWELFTH MEETING OF PARTNERS OF THE EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP
Cebu, Philippines, 8-14 November 2025

Document 1

Rules of Procedure
(Previously adopted for MOP9 – Decision 5)

Purpose

Rule 1

1. These rules of procedure shall apply to any Session of the Meeting of Partners to the Partnership for the Conservation of Migratory Waterbirds and the Sustainable Use of their Habitat in the East Asian – Australasian Flyway, convened in accordance with paragraph 9(1) of the Partnership document.
2. Insofar as they are applicable, these rules shall apply mutatis mutandis to any other meeting held in the framework of the Partnership for the Conservation of Migratory Waterbirds and the Sustainable Use of their Habitat in the East Asian – Australasian Flyway.

Definitions

Rule 2

For the purpose of these rules:

a) "Partnership" means the Partnership for the Conservation of Migratory Waterbirds and the Sustainable Use of their Habitat in the East Asian – Australasian Flyway (East Asian – Australasian Flyway Partnership), endorsed on 6 November 2006 at Bogor, Indonesia;

b) "Partners" means the Partners to the Partnership;

c) "Meeting of the Partners" means the Meeting of the Partners in accordance with paragraph 9(1);

d) "Session" means any ordinary or extraordinary session of the Meeting of the Partners convened in accordance with paragraph 9(1) of the Partnership;

e) The "Chair" means the Chair of the Meeting of the Partners and elected in accordance with rule 18, paragraph 1, of the present rules of procedure;

f) "Subsidiary body" means all committees, task forces or working groups established by the Meeting of the Partners;

g) "Technical Committee" means the body established in accordance with paragraph 9(9);

h) "Management Committee" means the body established in accordance with paragraph 9(8);

i) The "Meeting Committee", means the body established in accordance with Rule 23(1);

j) "Secretariat" means the Secretariat of the Partnership established in accordance with paragraph 9(3);

k) "Proposal" means a draft resolution or recommendation submitted by one or more Partners, by the Management Committee, by the Meeting Committee or by the Secretariat.

Place of Meetings

Rule 3

The Meeting of the Partners shall take place in the country chosen by the previous Meeting of the Partners on the basis of a formal invitation that should have been issued to this effect by the responsible authority of that country. If more than one Partner issues an invitation to host the next session of the Meeting of the Partners, and two or more invitations are maintained after informal consultations, the Meeting of the Partners shall decide on the venue of the next session by secret ballot. The Partnership and Secretariat encourage Partners who have not previously hosted a Meeting of Partners to consider doing so.

Dates of Meetings

Rule 4

1. Ordinary sessions of the Meetings of the Partners shall be held at intervals of not more than two years, unless the Meeting decides otherwise.
2. At each ordinary session, the Meeting of the Partners shall determine the year and venue of the next ordinary session of the Meeting of the Partners. The exact dates and duration of each ordinary session shall be established by the Secretariat, in consultation with the host country of the meeting.
3. Extraordinary sessions of the Meetings of the Partners shall be convened on the written request of at least one third of the Partners.
4. An extraordinary session shall be convened not later than ninety (90) days after the request has been received, in accordance with paragraph 3 of this rule.
5. In the event of an emergency situation, the Management Committee may urgently request the Secretariat to convene a Meeting of the Partners concerned.

Rule 5

The Secretariat shall notify all Partners of the date, venue, and provisional agenda of an ordinary session of the Meeting of the Partners at least 12 months before the session is due to commence. The notification shall include the draft agenda for the meeting and the deadline for submission of proposals by the Partners. Only Partners, the Management Committee, the Technical Committee, the Meeting Committee and the Secretariat shall be entitled to submit proposals.

Observers

Rule 6

1. The Secretariat shall notify any Range State not Party to the Partnership, and the secretariats of international conventions concerned *inter alia* with the conservation, including protection and management, of migratory waterbirds of the session of the Meeting of the Partners so that they may be represented as observers.

2. Such observers may, upon the invitation of the Chair, participate without the right to vote in the proceedings of any session of the Meeting of the Partners unless at least one third of the Partners present at the meeting object.

Rule 7

1. Bodies or agencies desiring to be represented at the meeting by observers shall submit the names of their representatives to the Secretariat at least one month prior to the opening of the session.

2. Such observers may, upon the invitation of the Chair, attend the Meeting of Partners without the right to vote in the proceedings of any session.

3. Seating limitations may require that no more than two observers not a Partner, body or agency be present at a session of the Meeting of the Partners. The Secretariat shall notify those concerned of such limitations in advance of the meeting.

Agenda

Rule 8

The Secretariat shall prepare the provisional agenda of each meeting, in consultation with the Chair of the Management Committee.

Rule 9

The provisional agenda of each ordinary session of the Meeting of the Partners shall include, as appropriate:

a) Items arising from the paragraphs or the Annexes of the Partnership document;

b) Items, the inclusion of which has been decided at a previous meeting or which emanate from decisions taken at a previous meeting;

c) Items referred to in rule 15 of the present rules of procedure;

d) Any item proposed by a Partner, the Management Committee, the Technical Committee or the Secretariat related to the fundamental principles or the implementation of the Partnership.

Rule 10

Except for proposals made in accordance with paragraph 9(6) of the Partnership document, the official documents for each ordinary session of the Meeting of the Partners, as referred to in Rule 51, and proposals received in accordance with rule 5, shall be distributed in the official language by the Secretariat to the Partners at least ninety (90) days before the opening of the meeting.

Rule 11

The Secretariat shall, in consultation with the Chair of the Management Committee, include any item which has been proposed by a Partner and has been received by the Secretariat after the provisional agenda has been produced, but before the opening of the meeting, in a supplementary provisional agenda.

Rule 12

The Meeting of the Partners shall examine the provisional agenda together with any supplementary provisional agenda. When adopting the agenda, it may add, delete, defer, or amend items. Only unforeseen items which are considered by the Meeting of the Partners to be urgent and important may be added to the agenda.

Rule 13

The provisional Agenda for an extraordinary session of the Meeting of the Partners shall consist only of those items proposed for consideration in the request for the extraordinary meeting. The provisional agenda and any necessary supporting documents shall be distributed to the Partners at the same time as the invitation to the extraordinary meeting.

Rule 14

The Secretariat shall report to the Meeting of the Partners on the administrative and financial implications of all substantive agenda items submitted to the meeting, before these items are considered by the meeting. Unless the Meeting of the Partners decides otherwise, no such item shall be considered until the Meeting of the Partners has received the Secretariat's report on the financial and administrative implications.

Rule 15

Any item of the agenda of an ordinary session of the Meeting of the Partners, consideration of which has not been completed at the meeting, shall be included automatically in the agenda of the next ordinary meeting, unless otherwise decided by the Meeting of the Partners.

Representation

Rule 16

Each Partner participating in a meeting shall be represented by a delegation consisting of a head of delegation and other representatives, alternate representatives, and advisers as the Partner may deem necessary. Logistics and other limitations may require that no more than four delegates of any Partner be present at a plenary session. The Secretariat shall notify Partners of any such limitations in advance of the meeting.

Rule 17

A representative may be designated as an alternate head of delegation. An alternate representative or an adviser may act as a representative upon designation by the head of delegation.

Officers

Rule 18

1. At the commencement of the first session of each ordinary meeting, a Chair and one or more Vice-Chairs shall be elected from among the representatives of the Partners present at the meeting, on the basis of a proposal put forward by the Meeting Committee. In preparing its proposal on this matter, the Meeting Committee shall consider first the candidate(s) put forward by the host country of the meeting for the post of Chair of the meeting.
2. The Chair shall participate in the meeting in that capacity and shall not, simultaneously, exercise the rights of a representative of a Partner. The Partner concerned shall designate another representative who shall be entitled to represent the Partner in the meeting and to exercise the right to vote.

Rule 19

1. In addition to exercising the powers conferred upon the Chair elsewhere by these rules, the Chair shall declare the opening and closing of the meeting, preside at the sessions of the meeting, ensure the observance of these rules, accord the right to speak, put questions to the vote, and announce decisions. The Chair shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order.
2. The Chair may propose to the Meeting of the Partners the closure of the list of speakers, limitations on the time to be allowed to speakers and the number of times each Partner or observer may speak on a question, the adjournment or the closure of the debate, and the suspension or the adjournment of a session.
3. The Chair, in the exercise of the functions of that office, remains under the authority of the Meeting of the Partners.

Rule 20

The Chair, if temporarily absent from a session or any part thereof, shall designate the Vice-Chair to act as Chair. The Vice-Chair acting as Chair shall have the same powers and duties as the Chair.

Rule 21

If the Chair and/or the Vice-Chair resign or are otherwise unable to complete the assigned term of office or to perform the functions of the office, a representative of the same Partner shall be named by the Partner concerned to replace the said officer for the remainder of that office's mandate.

Rule 22

At the first session of each ordinary meeting, the Chair of the previous ordinary meeting, or in the absence of the Chair, the Chair of the Management Committee, shall preside until the Meeting of the Partners has elected a Chair for the meeting.

The Meeting Committee, other Committees and Working Groups

Rule 23

1. The Meeting Committee is established. It shall consist of the Chair of the previous ordinary session of the Meeting of the Partners, the elected Chair and Vice-Chairs of the current Meeting of the Partners, the Chair of the Management Committee, and the Chair of the Technical Committee. The Secretariat of the Partnership shall assist and support the Meeting Committee. The Meeting Committee may invite observers to attend the Meeting Committee, as they deem appropriate. The Meeting Committee shall be chaired by the Chair of the current session of the Meeting of the Partners.

2. The Meeting Committee shall meet at least once daily to review the progress of the meeting, including the draft of the report of the previous day prepared by the Secretariat, and to provide advice to the Chair in order to ensure the smooth development of the rest of the proceedings.

3. The Meeting of the Partners may establish other committees, task forces and working groups if it deems it necessary for the implementation of the Partnership. Where appropriate, meetings of these bodies shall be held in conjunction with the Meeting of the Partners.

4. The Meeting of the Partners may decide that any such body may meet in the period between ordinary meetings.

5. Unless otherwise decided by the Meeting of the Partners, the chair for each such body shall be elected by the Meeting of the Partners. The Meeting of the Partners shall determine the matters to be considered by each such body.

6. Subject to paragraph 5 of this rule, each body shall elect its own officers subject to its Terms of Reference.

7. Unless otherwise decided by the Meeting of the Partners, these rules shall apply *mutatis mutandis* to the proceedings of such bodies, except that:

   a) A majority of the Partners designated by the Meeting of the Partners to take part in any such body shall constitute a quorum, but in the event of the body being open-ended, one quarter of the Partners shall constitute a quorum;

   b) The Chair of any such body may exercise the right to vote;

   c) There shall be no requirement to provide interpretation in committee, task force or working group sessions, including the Meeting Committee.

Secretariat

Rule 24

1. The Chief Executive of the Partnership Secretariat shall be the Secretary of the Meeting of the Partners. The Secretary or the representative of the Secretary shall act in that capacity in all sessions of the Meeting of the Partners and of subsidiary bodies.

2. The Secretary shall provide and direct the staff as required by the Meeting of the Partners.

Rule 25

The Secretariat shall, in accordance with these rules:

a) Prepare, receive and distribute the documents of the meeting;

b) Publish and circulate electronically the official documents of the meeting;

c) Make and arrange for keeping of recordings of the meeting;

d) Arrange for the custody and preservation of the documents of the meeting;

e) Draft the report of the meeting for consideration by the Meeting Committee first and for final approval by the Meeting of the Partners; and

f) Generally perform all other work that the Meeting of the Partners may require.

Conduct of Business

Rule 26

1. Sessions of the Meeting of the Partners shall be held in public, unless the Meeting of the Partners decides otherwise.

2. Sessions of subsidiary bodies shall be held in private unless the subsidiary body concerned decides otherwise.

3. Delegations shall be seated in accordance with the alphabetical order of the English language names of the Parties.

Rule 27

The Chair may declare a session of the meeting open and permit the debate to proceed if at least one half of the Partners to the Partnership are present, and may take a decision when representatives of at least one half of the Partners are present.

Rule 28

1. No one may speak at a session of the Meeting of the Partners without having previously obtained the permission of the Chair. Subject to rule 29, 30, 31 and 33, the Chair shall call upon speakers in the order in which they signify their desire to speak. The Secretariat shall maintain a list of speakers. The Chair may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.

2. The Meeting of the Partners may, on a proposal from the Chair or from any Partner, limit the time allowed to each speaker and the number of times each Partner or observer may speak on a question. Before a decision is taken, two representatives may speak in favour and two against a proposal to set such limits. When the debate is limited and a speaker exceeds the allotted time, the Chair shall call the speaker to order without delay.

3. A speaker shall not be interrupted except on a point of order. He/She may, however, with the permission of the Chair, give way during his/her speech to allow any other representative or observer to request clarification on a particular point in that speech.

4. During the course of a debate, the Chair may announce the list of speakers, and with the consent of the meeting, declare the list closed. The Chair may, however, accord the right of reply to any

representative, if appropriate, due to a speech delivered after the list has been closed.

Rule 29

The Chair or rapporteur of a subsidiary body may be accorded precedence for the purpose of explaining the conclusions arrived at by that subsidiary body.

Rule 30

During the discussion of any matter, a Partner may at any time raise a point of order, which shall be decided immediately by the Chair in accordance with these rules. A Partner may appeal against the ruling of the Chair. The appeal shall be put to the vote immediately and the ruling shall stand unless overruled by a majority of the Partners present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 31

Any motion calling for a decision on the competence of the Meeting of the Partners to discuss any matter or adopt a proposal or an amendment to a proposal submitted to it shall be put to the vote before the matter is discussed or a vote is taken on the proposal or amendment in question.

Rule 32

1. Proposals for amendment of the Partnership document including its annexes may be made by any Partner. According to paragraph 9(6) the text of any proposed amendment and the reason for it shall be communicated to the Partnership Secretariat not less than one hundred and fifty (150) days before the opening of the session.

2. A new proposal, other than in paragraph 1 of this rule, which was not submitted to the Secretariat at least ninety (90) days before the opening of the meeting as well as amendments to proposals, shall be introduced in writing by the Partners and handed to the Secretariat in the official language, for submission to the Meeting Committee.

3. A new proposal shall deal only with matters that could not have been foreseen in advance of the session or arise out of the discussions at the session. The Meeting Committee shall decide if the new proposal meets this requirement, so as to introduce it formally for consideration by the meeting. If a new proposal is rejected by the Meeting Committee, the sponsor(s) shall be entitled to request the Chair to submit the question of its admissibility to a vote, as per Rule 31. The sponsor(s) shall be given the opportunity to make one intervention to present the arguments in favour of the introduction of the new proposal, and the Chair shall explain the reasons for its rejection by the Meeting Committee.

4. As a general rule, no proposal shall be discussed or put to the vote at any session unless copies of it, have been circulated to delegations not later than the day preceding the session. Nevertheless, the Chair may permit the discussion and consideration of amendments to proposals or of procedural motions and, in exceptional circumstances, in cases of urgency and when deemed useful to advance the proceedings, permit the discussion and consideration of proposals even though these proposals, amendments or motions have not been circulated or have been circulated only the same day of the Meeting of the Parties.

Rule 33

1. Subject to rule 30, the following motions shall have precedence, in the order indicated below, over all other proposals or motions:

   a) To suspend a session;

   b) To adjourn a session;

   c) To adjourn the debate on the question under discussion; and

   d) For the closure of the debate on the question under discussion.

2. Permission to speak on a motion falling within (a) to (d) above shall be granted only to the proposer and, in addition, to one speaker in favour of and two against the motion, after which it shall be put immediately to the vote.

Rule 34

A proposal or motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the motion has not been amended. A proposal or motion withdrawn may be reintroduced by any other Partner.

Rule 35

When a proposal has been adopted or rejected, it may not be reconsidered at the same meeting, unless the Meeting of the Partners, by a two-thirds majority of the Partners present and voting, decides in favour of reconsideration. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter, after which it shall be put immediately to the vote.

Voting

Rule 36

Each Partner shall have one vote.

Rule 37

1. The Partners shall make every effort to reach agreement on all matters of substance by consensus. If all efforts to reach consensus have been exhausted and no agreement reached, the decision shall, as a last resort, be taken by a two-thirds majority of the Partners present and voting, except in the case of the adoption of the budget for the next financial period, which require unanimity;

2. For the purposes of these rules, the phrase "Partners present and voting" means Partners present at the session at which voting takes place and casting an affirmative or negative vote. Partners abstaining from voting shall be considered as not voting.

Rule 38

If two or more proposals relate to the same question, the Meeting of the Partners, unless it decides otherwise, shall vote on the proposals in the order in which they have been submitted. The Meeting of

the Partners may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 39

Any representative may request that any parts of a proposal or of an amendment to a proposal be voted on separately. The Chair shall allow the request unless a Partner objects. If objection is made to the request for separate voting, the Chair shall permit two representatives to speak, one in favour of and the other against the motion, after which it shall be put to the vote immediately.

Rule 40

If the motion referred to in rule 39 is adopted, those parts of a proposal or of an amendment to a proposal, which are approved, shall then be put to the vote as a whole. If all the operative parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 41

A motion is considered to be an amendment to a proposal if it merely adds to, deletes from, or revises parts of that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote, and if the amendment is adopted, the amended proposal shall then be voted on.

Rule 42

If two or more amendments to a proposal are put forward, the Meeting of the Partners shall first vote on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed there from, and so on, until all amendments have been put to the vote. The Chair shall determine the order of voting on the amendments under this rule.

Rule 43

Voting, except for elections and the decision on the venue of the next ordinary meeting, shall normally be by show of hands. A roll-call vote shall be taken if one is requested by any Partner; it shall be taken in the English alphabetical order of the names of the Partners participating in the meeting, beginning with the Partner whose name is drawn by the Chair. However, if at any time a Partner requests a secret ballot that shall be the method of voting on the issue in question, provided that this request is accepted by a simple majority of the Partners present and voting. The Chair shall be responsible for the counting of the votes, assisted by tellers appointed by the Meeting, and shall announce the result.

Rule 44

1. The vote of each Partner participating in a roll-call vote shall be expressed by "Yes", or "No", or "Abstain" and shall be recorded in the relevant documents of the meeting.
2. When the meeting votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call vote.

Rule 45

After the Chair has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual proceedings. The Chair may permit the Partners to explain their votes, either before or after the voting, but may limit the time to be allowed for such explanations. The Chair shall not permit those who put forward proposals or amendments to proposals to explain their vote on their own proposals or amendments, except if they have been amended.

Rule 46

All elections and the decision on the venue of the next ordinary meeting shall be held by secret ballot, unless otherwise decided by the Meeting of the Partners.

Rule 47

1. If, when one person or one delegation is to be elected, no candidate obtains a majority of votes cast by the Partners present and voting in the first ballot, a second ballot shall be taken between the two candidates obtaining the largest number of votes. If, in the second ballot, the votes are equally divided, the Chair shall decide between the candidates by drawing lots.
2. In the case of a tie in the first ballot among three or more candidates obtaining the largest number of votes, a second ballot shall be held. If there is then a tie among more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the procedure set forth in paragraph 1 of this rule.

Rule 48

1. When two or more elective places are to be filled at one time under the same conditions, the number of candidates must not exceed the number of such places, those obtaining the largest number of votes and a majority of the votes cast by the Partners present and voting in the first ballot shall be deemed elected.
2. If the number of candidates obtaining such majority is less than the number of persons or delegations to be elected, there shall be additional ballots to fill the remaining places. The voting shall then be restricted to the candidates that obtained the greatest number of votes in the previous ballot and shall not exceed twice the places that remain to be filled. After the third inconclusive ballot, votes may be cast for any eligible person or delegation.
3. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots and shall not exceed twice the places that remain to be filled. The following three ballots thereafter shall be unrestricted, and so on until all the places have been filled.

Official Language

Rule 49

The official and working languages of the Meeting of the Partners shall be English.

Rule 50

A representative of a Partner may speak in a language other than an official language, if the Partner provides for interpretation into the official language.

Documents

Rule 51

1. Official documents of the meetings shall be drawn up in the official language.
2. Financial limitations may make it necessary to limit the number of documents provided to each Partner and observer. The Secretariat shall encourage Partners and observers to download the documents from the Partnership website on the Internet so as to save costs of photocopying and mailing.
3. Any documents, including proposals, submitted to the Secretariat in any language other than a working language shall be accompanied by a translation into the working language.
4. When in doubt, the Secretariat shall ask the approval of the Meeting Committee for issuing a document as an official document of the meeting.
5. Partners and observers wishing to distribute documents that have not been approved as official documents of the meeting shall make their own arrangements for distribution, after having sought the advice of the Secretariat on how to proceed.

Recordings of the Meeting

Rule 52

Recordings of the Meeting of the Partners, and whenever possible of its subsidiary bodies, shall be kept by the Secretariat.

Entering into Force and Amendments to the Rules of Procedure

Rule 53

These rules of procedure shall enter into force immediately after their adoption. Amendments to these rules shall be adopted by consensus by the Meeting of the Partners, upon a proposal by one or more Partners and/or the Management Committee.

Overriding authority of the Partnership

Rule 54

In the event of a conflict between any provision of these rules and any provision of the Partnership document, the Partnership document shall prevail.