

# INTER-AMERICAN TROPICAL TUNA COMMISSION

## Rules of Procedure<sup>1</sup>

### Representation

#### Rule I

A High Contracting Party to the Convention between the United States of America and the Republic of Costa Rica for the Establishment of an Inter-American Tropical Tuna Commission signed at Washington, May 31, 1949 (hereafter referred to as the Convention) shall have the right to appoint from one to four members. The member or members from each High Contracting Party shall be considered a national section.

#### Rule II

Advisory Committees established by the High Contracting Parties in conformity with Section II, Article I of the Convention shall be invited to attend the non-executive sessions of the Commission. Each national section shall keep the Secretary of the Commission currently informed concerning the members of its advisory committees. Members of advisory committees invited to attend non-executive sessions of the Commission may, at the discretion of the Chairman, address such sessions but shall not be entitled to vote.

### Voting

#### Rule III

Each national section shall have one vote. The vote may be cast by any member of such national section.

#### Rule IV

All decisions, resolutions, recommendations, and other official actions of the Commission shall be taken only by a unanimous vote of all of the High Contracting Parties to the Convention. Votes shall be taken by a show of hands, or by a roll call, as in the opinion of the chairman appears to be most suitable.

#### Rule V

Between meetings of the Commission or in case of an emergency, a vote of the High Contracting Parties may be obtained by mail, or other means of communication.

### Chairman and Secretary

#### Rule VI

At its first meeting the Commission shall select a chairman and a secretary from different national sections. The chairman and secretary shall hold office for a period of one year. During succeeding years, selection of the chairman and the secretary from the national sections shall be in such a manner that the chairman and the secretary will be of different nationalities, so as to provide each High Contracting Party annually, in turn, with an opportunity to be represented in those offices.

#### Rule VII

The duties of the chairman shall be:

- (a) To set the time and place of regular and special meetings upon consultation with the other Commissioners.
- (b) To preside at all meetings of the Commission.

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<sup>1</sup> These rules were adopted at the 4th meeting of the IATTC, held on August 13, 1952. The IATTC changed its fiscal year (Rule X), beginning with that for 1976-1977, from July 1-June 30 to October 1-September 30, in accordance with a similar change at the same time by the U.S. government (IATTC Ann. Rep., 1976: page 15). Rule XIII was added to the Rules of Procedure at the 48th meeting of the IATTC (San José, Costa Rica, September 17-20, 1990). The original Rules XIII, XIV, and XV became Rules XIV, XV, and XVI, respectively, at that time.

- (c) To decide all questions of order raised at the meetings of the Commission, subject to the right of any Commissioner to request that any ruling by the chairman shall be submitted to the Commission for decision by vote.
- (d) To call for votes and to announce the result of the vote to the Commission.
- (e) To take such other actions on behalf of the Commission as may be specifically assigned by decision of the Commission.
- (f) To approve the official minutes of all meetings of the Commission.

#### **Rule VIII**

The duties of the secretary shall be:

- (a) To sign official communications directed to the High Contracting Parties, with the previous approval of the Chairman in each case.
- (b) To receive and transmit to other Commissioners communications from the High Contracting Parties.
- (c) To maintain official files and records of actions taken under (a) and (b) above.
- (d) To perform such other duties as may be assigned by decision of the Commission.

#### **Director of Investigations**

#### **Rule IX**

The duties of the Director of Investigations shall be:

- (a) The performance of the functions set forth in Article I, Section 13 of the Convention.
- (b) The preparation of an agenda for regular and special meetings of the Commission.

#### **Fiscal Year**

#### **Rule X**

The Fiscal Year of the Commission shall be from October 1 to September 30.

#### **Headquarters**

#### **Rule XI**

The headquarters of the Commission shall be at San Diego, California. Field headquarters and laboratories shall be at such locations as are determined by the Commission.

#### **Meetings**

#### **Rule XII**

The Commission shall meet at least once a year, and at such other times as may be requested by a national section, at its headquarters or such other place as may be designated by the Chairman after consultation with the Commission.

#### **Rule XIII**

Observers may attend all regular and special meetings of the Commission, in accordance with the following procedures:

1. Invitations will be sent to -

- All non-member states with coastlines bordering the Convention area or whose nationals participate in the fisheries covered by this Convention.
- Intergovernmental organizations which have regular contact with the IATTC, or whose work is of interest to the IATTC, and vice versa.

2. Any organization not mentioned above which has legitimate interest in the work of the Commission may send observers to the meetings, subject to prior approval by the member countries. Requests for invitations shall be sent to the Director of Investigations for submission to IATTC members for consideration at least 120 days prior to a subject meeting. The Director of Investigations shall issue such invitations 60 days prior to the meeting, provided no objection has been made by any IATTC member in writing, explaining the reason for such objection. Any such objection shall be discussed at an executive session of the Commission immediately prior to the meeting in question.

If the Commission holds a meeting with less than 120 days notice, the Director of Investigations shall have greater flexibility concerning the timing of the sending of the invitations.

3. The observers may, with the authorization of the Chairman, and provided no member objects, take the floor at Commission meetings.
4. The overall number of observers referred to in Paragraph 2 shall not be so large as to hinder the work of the Commission.
5. The circulation of documents by observers is subject to prior approval of the Chairman.

#### **Language of the Commission**

##### **Rule XIV**

The official languages of the Commission shall be English and Spanish, and members of the Commission may use either language during meetings. When requested, translation shall be made to the other language. The minutes, official documents, and publications of the Commission shall be in both languages, but official correspondence of the Commission may be written, at the discretion of the Secretary, in either language.

#### **Documents**

##### **Rule XV**

Upon request, the Commission shall provide each national section with certified copies of any documents pertaining to it.

Records of statistics of individual catches and individual company operations shall be treated as being confidential.

#### **Amendments to Rules of Procedure**

##### **Rule XVI**

These rules of procedure may be amended from time to time as deemed necessary by the Commission, and in accordance with the voting procedure noted in Rules III and IV above.