

**COMITÉ MARITIME INTERNATIONAL**  
**RULES OF PROCEDURE**  
1996, [as amended 2017](#)

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**Rule 1**  
**Right of Presence**

In the Assembly, only Members of the [Comité Maritime International CMI](#) as defined in ~~Article 31~~ [Article 3\(a\)](#) of the Constitution, members of the Executive Council as provided in ~~Article 4~~ [Article 10](#), [the Immediate Past President](#) and Observers invited pursuant to ~~Article 4~~ [Article 10](#) may be present as of right.

At International Conferences, only Members of the CMI as defined in Article 3 of the Constitution (including non-delegate members of national Member Associations), Officers of the CMI as defined in ~~Article 8~~ [Article 15](#), [the Immediate Past President](#) and Observers invited pursuant to ~~Article 20~~ [Article 27](#) may be present as of right.

Observers may, however, be excluded during consideration of certain items of the agenda if the President so determines.

All other persons must seek the leave of the President in order to attend any part of the proceedings.

**Rule 2**  
**Right of Voice**

Only Members of the [Comité Maritime International CMI](#) as defined in Article 3 of the Constitution, members of the Executive Council [and the Immediate Past President](#) may speak as of right; all others must seek the leave of the President before speaking. In the case of a Member Association, only a listed delegate may speak for that Member; with the leave of the President such delegate may yield the floor to another member of that Member Association for the purpose of addressing a particular and specified matter.

**Rule 3**  
**Points of Order**

During the debate of any proposal or motion any Member or Officer of the [Comité Maritime International CMI](#) having the right of voice under Rule 2 may rise to a point of order and the point of order shall immediately be ruled upon by the President. No one rising to a point of order shall speak on the substance of the matter under discussion.

All rulings of the President on matters of procedure shall be final unless immediately appealed and overruled by motion duly made, seconded and carried.

**Rule 4**  
**Voting**

For the purpose of application of ~~Article 6~~ [Article 13](#) of the Constitution, the phrase “Member Association present, entitled to vote, and voting” shall mean Member Associations whose right to vote has not been suspended pursuant to ~~Articles 7 or 21~~ [Articles 14 or 28](#), whose voting delegate is present at the time the vote is taken, and whose delegate casts an affirmative or negative vote. Member Associations abstaining from voting or casting an invalid vote shall be considered as not voting.

Voting shall normally be by show of hands. However, the President may order or any Member Association present and entitled to vote may request a roll-call vote, which shall be taken in the alphabetical order of the names of the Member Associations as listed in the current CMI Yearbook.

If a vote is equally divided, the proposal or motion shall be deemed rejected.

Notwithstanding the foregoing, all contested elections of Officers shall be decided by a secret written ballot in each category. Four ballots shall be taken if necessary. If the vote is equally divided on the fourth ballot, the election shall be decided by drawing lots.

If no nominations for an office are made in addition to the ~~proposal~~ [nomination\(s\)](#) of the Nominating Committee pursuant to ~~Article 15~~ [Article 26](#), then the candidate(s) ~~so proposed~~ [nominated by the Nominating Committee](#) may be declared by the President to be elected to that office by acclamation. If the Nominating Committee nominates more candidates than there are vacancies for any office, then the Assembly shall conduct an election in accordance with the procedures of this Rule.

## **Rule 5** **Amendments to Proposals**

An amendment shall be voted upon before the proposal to which it relates is put to the vote, and if the amendment is carried the proposal shall then be voted upon in its amended form.

If two or more amendments are moved to a proposal, the first vote shall be taken on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all amendments have been put to the vote.

## **Rule 6** **Secretary and Minutes**

The Secretary-General or, in his absence, an Officer of the [Comité Maritime International CMI](#) appointed by the President, shall act as secretary and shall take note of the proceedings and prepare ~~the~~ minutes of ~~the Assembly meeting~~ [meetings](#). Minutes of the Assembly shall be published [on the CMI website \(where practical\) in the two official languages of the CMI, English and French, either and](#) in the ~~CMI CMI Newsletter~~ [News Letter](#) and/or otherwise distributed in writing to ~~the~~ Member Associations.

## **Rule 7** **Amendment of these Rules**

Amendments to these Rules of Procedure may be adopted by the Assembly. Proposed amendments must be in writing and circulated to all Member Associations ~~not less than 60 days~~ [at least six weeks](#) before the annual meeting of the Assembly at which the proposed amendments will be considered.

**Rule 8**  
**Application and Prevailing Authority**

These Rules shall apply not only to meetings of the Assembly and International Conferences, but shall also constitute, *mutatis mutandis*, the Rules of Procedure for meetings of the Executive Council, International Sub-Committees, or any other group convened by the [Comité Maritime International](#) ~~CMI~~.

In the event of an apparent conflict between any of these Rules and any provision of the Constitution, the Constitutional provision shall prevail. Any amendment to the Constitution having an effect upon the matters covered by these Rules shall be deemed as necessary to have amended these Rules *mutatis mutandis*, pending formal amendment of the Rules of Procedure in accordance with Rule 7.

**Rule 9**  
**Carry-over of terms when electoral process is changed**

Where the Assembly amends the Constitution by changing the manner in which the members of a Committee or body of the Comité Maritime International are to be elected, the Assembly may by resolution agree to permit the terms of office of members of such Committee or body, who were elected under the previous process specified under this Constitution, to be extended until the next Assembly meeting, and for such persons to carry out their functions on that Committee or body until their terms expire at the subsequent Assembly meeting.

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