

RULES OF PROCEDURE OF THE IHO-SINGAPORE INNOVATION AND TECHNOLOGY LABORATORY (IHO LAB) GOVERNING BOARD

1. **Membership.** The IHO-Singapore Innovation and Technology Laboratory (IHO Lab) Governing Board shall comprise of the following:

- a. Appointed Director from the IHO;
- b. Chairs of the Hydrographic Services and Standards Committee and Inter-Regional Coordination Committee;
- c. Representative(s) from Host Country (Singapore); and
- d. General Manager of the IHO Lab.

2. **Chair and Secretary.** In general, the Chair of the Governing Board should be for two years and rotate between the IHO office bearers and the host Country. However, the term of the Chair could be extended taking into consideration of operation continuity of the Governing Board. An Assistant Director of the IHO Secretariat shall act as Secretary to the Governing Board. The General Manager of the IHO Lab together with the Secretary shall prepare the reports required for submission to the IHO Council.

3. **Meetings.** The Governing Board shall meet twice a year and whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements.

4. **Invitation to Observers.** Observers invited upon invitation by the Chair and with the consent of the Members of the Governing Board, participate in the deliberations of the Governing Board in matters of direct concern to them, without voting rights.

5. **Voting.** Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Governing Board, decisions shall be taken by a simple majority of the Members present. The General Manager of the IHO Lab is not entitled to vote.

6. **Conduct of Business.** Two-third of the Governing Board Members shall constitute a quorum for meetings. When dealing with inter-sessional matters by correspondence, a simple majority of all Members of the Governing Board shall be required.

7. The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of dispatch. Final minutes of meetings should be distributed to all Members of the Governing Board and posted on the IHO website within three months after a meeting.

8. The working language of the Committee shall be English.

9. **Amendment of Rules of Procedure.** These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.