

Rules of Procedure of the International Black Sea Club

I. DEFINITIONS

Article 1 Definitions

For the purpose of the present Rules of Procedure,

City-Member means a city (town) that has admitted as City-Member.

Assembly of IBSC means the meeting of the cities-members with one vote from each one. Every delegation consists of not more than 4 persons: the mayor of the city (or his representative), the chairman of local parliament (or his representative), the leader of local Club and one person from business of the city. The city's organisations, which have the status of associated members, can participate in the Assembly's meetings with the right of advisory votes.

Chairman of Assembly means the mayor (or his representative) from the city-member that held the Assembly and assumes the Chairmanship, or another mayor designated for this purpose by the decision of Assembly, when it takes place on the territory of the city, which is not city-member, or in force-major circumstances.

II. GOALS OF IBSC

Article 2 Goals

The Goals of IBSC are to be understood and interpreted in accordance with the Statute, adopted on the Assembly of IBSC.

III. ORGANS

Article 3 The Assembly of IBSC

1. The regular decision making organ of the IBSC is the Assembly of IBSC.
2. The Assembly must be preceded by a meeting of the IBSC Board.
3. The decision making within the IBSC is apart from the Assembly, bestowed upon the mayors of Cities-Members who may charge Subsidiary Bodies and Board to make a decision on a particular question and inform the Assembly on it.

Article 4 Tasks of Assembly

The tasks of Assembly of IBSC are the following:

- to decide on all issues pertaining to the functioning of the IBSC;
- to consider all matters submitted by Board or Subsidiary Bodies, and to take appropriate decisions accordingly;
- to decide on matters concerning the observer status of cities-members or international organisations;
- to adopt and modify the Statute and Rules of Procedures;
- to establish Subsidiary Bodies, to assign tasks to them, to define, modify or terminate their mandates.

Article 5 Regular Meetings of the Mayors of Cities-Members at the Club's Assemblies

1. The Mayors of cities-members of IBSC in accordance with the Statute of the Club, be convened at least once every year.
2. All the Assembly's members have the same rights and sit at the «round table», on which the attributes of IBSC stilled in opposite of the Chairman, the
3. Additional Meetings of the mayors of cities-members may be held upon the request of one or more of the cities-members, subject to consensus of the Cities-Members. This request together with the background documents shall be communicated to the President-Chairman of Board and to Execute direction of IBSC not later than 1 month before the meeting to allow them the time to consider the matter. In case of consensus on the question, the meeting may be convened on a shorter notice.

4. In case the Meeting of the Mayors of Cities-Members is preceded by a preparatory meeting, such meeting shall be chaired by the host city.
5. For the fruitful work of Assembly, the Regulations of its work, which nobody can infringe, must be adopted in the beginning of Assembly. The Chairman of Assembly is responsible for providing these regulations and their observance. The notices about the observance of regulations could be said at the end of meeting.

Article 6
Special Assembly of the IBSC

1. One or more of the cities-members may propose the convening of a special Assembly of IBSC. The proposal shall be forwarded to the President-Chairman of the Club's Board at least 2 months before the proposed date of the meeting together with background documents, explaining the reasons for convening a Special Assembly. The Special Assembly may be also convened on shorter notice if the circumstances warrant it and in case of consensus.
2. The President-Chairman of the IBSC's Board charges the Executive Directions of the Club to circulate the proposal together with background documents to the Cities-Members.
3. The Special Assembly may be convened unless one of the Cities-Members raises an objection within 10 days after the receipt of the notification.
4. The Special Assembly shall be convened in the City-Member which requested, with the consent of the Chairman of the IBSC Board.

Article 7
Agenda of a Special Assembly

1. The agenda of the Special Assembly, adopted by the Board of IBSC, will be distributed by the UBSC Executive Directions with the significant of the President-Chairman of the Board, together with the notification of the opening date of the meeting. This agenda shall consist of the item for which the meeting is proposed.
2. However, other issues may also be considered during the meeting and if all the cities-members agree to it.

Article 8
Subsidiary Bodies

1. Meeting of Subsidiary Bodies established by the Assembly of IBSC shall be chaired by the host city. If the host city so wishes, it may proposed another city-member to chair this Meeting in accordance with the general principle of rotation or other common agreement.
2. The Subsidiary Bodies shall themselves determinate the periodicity and venue of their meetings on a voluntary basis.
3. Subsidiary Bodies shall carry out their mandates defined by the Assembly, draw up the cooperation projects as well as the possibility of implementing joint projects in their respective areas of activity.
4. The Subsidiary Bodies shall submit reports on the progress of their activity to the Assembly of IBSC and Board of the Club.
5. The Subsidiary Bodies shall also prepare for the Assembly materials and draft documents on new areas of cooperation.
6. Unless otherwise decided the meetings of Subsidiary Bodies will be held in camera.
7. Proposals of any city-member on any matter pertaining to the functioning of the IBSC and corresponding to the IBSC goals shall be submitted in writing to the President-Chairman of the Board and Executive Direction of IBSC. If the sending city so requests, such proposals will be duly numbered and distributed among the Cities-Members. The Chairman shall forward the proposal to the appropriate IBSC Subsidiary Body for consideration and recommendation. Should this not be possible, the proposal may be submitted to the IBSC Executive Direction and the IBSC Board.

IV. AGENDA

Article 9
Preparation of the Draft Agenda

1. The IBSC Executive Direction shall prepare a draft Agenda for every meeting of the IBSC Board in full conformity with the decisions of its previous meetings, the recommendations of the Subsidiary Bodies and proposals of the IBSC Cities-Members, and circulate it at least 30 days before the meeting. The documents pertaining to the agenda items, shall be circulated together with the draft agenda.

2. The draft agenda shall be prepared by the Executive Direction and adopted by the IBSC Board in accordance with the decisions of the previous Assembly and also with the recommendations of the Subsidiary Bodies and proposals of the Cities-Members, and distributed at least 30 days before the meeting. The documents pertaining to the draft agenda shall be distributed together with it.
3. The City-Member may propose to the Chairman within 10 days following the receipt of the draft agenda, addition of other items along with the documents explaining the reasons for such a request.
4. The Chairman shall circulate the proposal to the cities-members at least 15 days before the meeting together with background documents explaining the reasons for the addition of the other items or for insertion in the agenda.
5. The cities-members may also propose during the meeting the inclusion of new items or changes to the proposed agenda with respect to important and urgent issues.

Article 10
Applicability to Subsidiary Bodies

1. The provisions of the Article 9 of the present Rules of Procedure shall be applied to the extent possible in the proceedings of the Subsidiary Bodies.
2. The rest of the provisions of the present Rules of Procedure shall be applicable to the Subsidiary Bodies unless otherwise specified.

V. LANGUAGES

Article 11
Official Languages

1. The official languages of the IBSC documents are English and Russian.
2. The official languages of the IBSC Executive Direction, Board and Assemblies are English and Russian.
3. During meetings of the Executive Direction, Board and Assemblies interpretation shall be provided by the host city in English and Russian.

Article 12
Other languages

1. The cities-members shall be free to make, on their own expense, special arrangements for simultaneous or consecutive translation to and from the working languages of their choice.
2. The intention to make special arrangements shall be notified to the authorities of the country hosting at least 15 days before the date of the meeting in order to allow them to make appropriate arrangements.

VI. QUORUM

Article 13
Quorum

1. Quorum for the Assembly of IBSC shall be 50% plus 1 of representatives from the cities-members, in accordance with the IBSC Status.
2. Quorum for the meeting of IBSC Board shall be 3/5 majority of the cities-members.
3. Quorum for the meetings of the IBSC Executive Direction and Subsidiary Bodies shall be simple majority of the cities-members taking part accordingly.

VII. VOTING

Article 14.
Consensus

1. Consensus shall be understood as the absence of any objection expressed by a Representative of any city-member and presented by him as constituting an obstacle to the taking of the decision in question.
2. Cities-members of the IBSC shall decide by consensus on the following subjects:
 - granting and extending of associated status to the cities and international organizations;
 - creation the new organs of IBSC; defining, modifying and terminating their mandates and structural mechanisms;

- adoption of the agenda for the IBSC Assemblies if the issues included therein require consensus;
- adoption and modifying the Rules of Procedure;
- approval of cooperation projects (consensus of Cities-Members interested);
- financial commitments affecting all Cities-Members.

Article 15
Majority Vote

1. The Cities-Members shall endeavor to achieve consensus on all decisions. When there is no consensus on issues other than those enumerated in Article 14, they may be put to vote. Decisions shall be made by the simple majority of the Cities-Members present and voting, and in special question like the changes in Statute, termination of the Club activity, amalgamation with other organizations - decision shall be made by the 2/3 majority.
2. Recommendations shall be made by the simple majority of the Cities-Members present and voting.
3. In case the required majority vote could not be attained on an issue, the proposal shall be regarded as rejected.

Article 16
Abstention and Absence

1. Abstaining in voting by a City-Member shall be considered as not voting and consequently shall not have any effect on the result of the voting.
2. The vote of a City-Member which was not present during the process of voting shall have no effect on the result of the voting.

Article 17
Method of Voting

1. The vote shall normally be taken by show of hands. Any Participant of IBSC Assembly may request a roll-call vote which shall be taken in English alphabetical order of names of the City present in the meeting, beginning with the name of the city drawn by lot by the Chairman. In such voting the representatives shall reply «yes», «no» or «abstention».
2. In special case on several question the Assembly could make decision to vote secretly with the election of Counting Commission consists of 3 persons from the representatives of Cities-Members, which announced the results of voting to the Assembly.

Article 18
Conduct during Voting

1. After the Chairman of Assembly has announced the beginning of Voting, it may not be interrupt before the results are announced. Once the Chairman announced the results of the voting, it shall be considered completed and its results shall be considered final.
2. Any City-Member, participating in Assembly, has the right to make interpretative Statements, formal reservation or explanation of their vote the voting has been completed. They may ask that their respective declaration be duly registered and circulated by the Secretariat of the Assembly.

Article 19
Silence Procedure

The Silence Procedure may be applied to routine decision of the Chairman, which do not require approval by the Assembly of the Club in session . Decisions of this nature circulated to the Cities-Members by the Secretariat, shall be considered as approval unless an objection is received before the specified deadline, which shall not be less than 30 days.

VIII. RESOLUTIONS, DECISIONS AND RECOMMENDATIONS

Article 20
Resolutions

1. A Resolution is a text adopted by the IBSC Assembly in protocol on substantive issues, in particular those enumerated in Article 14 pertaining to the structure and/or functioning of the IBSC.
2. Resolutions shall be adopted by consensus.
3. All Cities-Members shall abide by the provisions of the Resolutions.

Article 22
Decisions

1. A Decision is a text adopted by the IBSC Assembly on a specific issue pertaining to technical matters and/or functioning of the IBSC.
2. The Decision shall be made by a 2/3 majority of votes.
3. All Cities-Members who have voted in favor shall abide by the provisions of the Decision.

Article 23
Recommendations

1. A Recommendation is a text duly adopted either by the IBSC Board or by the Subsidiary Bodies, without binding effects for the Cities-Members.
2. A Recommendation of the IBSC Board or the Subsidiary Bodies will bear effect upon its approval by the Assembly of IBSC.
3. When its adopted by the Subsidiary Bodies, it is for consideration by the Assembly of IBSC.

IX. ADMISSION OF NEW CITIES-MEMBERS

Article 23
Admission

1. Any City which desires to become a City-Member of the IBSC shall submit an application and a recommendation of one of the Cities-Members to the Executive Direction for the consideration of the Chairman. Such application shall contain a statement that this City in question adheres to the Statute of the IBSC.
2. The President-Chairman shall circulate to the Cities-Members a copy of the recommendations and application together with the document indicating the financial implications arising from the admission of the new City-Member.
3. The new Cities-Members, before their admission, shall declare their readiness to accept all Resolutions previously adopted by the Assemblies of the Club.
4. The application will be included in the agenda of the earliest possible IBSC Board meeting, which will recommend the Assembly of IBSC to consider this question.
5. The applicant shall become the City-Member with immediate effect if the Assembly of IBSC agrees to its admission.

X. OBSERVER STATUS

Article 24
Associated Member Status

1. Any City, international or local organization which desires to obtain status of Associated Member in the IBSC shall submit an application to the Executive Direction which will present it to the Chairman's consideration.
2. The President-Chairman of the IBSC Board shall circulate to the Cities-Members a copy of the application.
3. Each application shall be handled in view of the readiness of the applicant to make practical and valuable contribution to the work of IBSC.
4. The application for an Associated Member status shall be included in the agenda of the earliest meeting of IBSC Board and Assembly.
5. Associated Member status shall be granted to a City for a renewable period of 2 years.
6. Associated Member status may be granted to international and local organizations for an unlimited period.
7. Associated Member status granted to third cities or international/regional organizations may be valid for all or only selected activities of the IBSC to be determined by the IBSC Assembly.
8. Associated Member may attend, with special permission, a meeting or restricted nature or a part of a meeting during which an item of restricted nature is being discussed.
9. Associated Members attending the meetings of IBSC may be authorized by the Chairman:
 - to address the IBSC Assembly;
 - to participate in the discussions of technical or expert level meetings;
 - to receive official IBSC documents;

- to submit written statements on particular items of the agenda.
10. Associated Member status granted to City may constitute a stage for its full membership to the IBSC.
 11. The Associated Member status of a city or organization shall come to an end upon the request of the city or organization in question.
 12. The Associated Member status of a city or organization may be suspended or terminated by the Assembly of IBSC.
 13. If consensus cannot be secured to renew the Associated Member status at the end of the two year period, such status shall come to an end for the city or the organization in question.

XI. ROTATION OF THE CHAIRMANSHIP

Article 25 Chairmanship of the IBSC

The Chairmanship of the IBSC will rotate every three years according to the decision of the IBSC Assembly. If a City-Member is not prepared to assume the Chairmanship, it will go to the subsequent Participating State according to the same order.

Article 26 Functions of the President-Chairman of the IBSC Board

1. The President-Chairman of the IBSC Board shall have the task of coordinating all activities within the framework of the IBSC. He will be responsible for the proper application of the provisions of the present Rules of Procedure as well as those of Resolutions and Decisions adopted by the IBSC Assembly.
2. The Executive Direction and Permanent Offices shall assist to the President-Chairman of the IBSC Board in performing his functions.

XII. SECRETARIAL SERVICES

Article 27 Executive Direction and Permanent Offices of the IBSC

1. The secretarial services of the IBSC shall be carried out by the Executive Direction and Permanent Offices established for this purpose.
2. The Executive Direction and the Permanent Offices will function under the authority of the President-Chairman of the IBSC Board in office.

XIII. FINANCIAL MATTERS

Article 28 Expenses Incurred for the Organization of Meetings

1. Expenses incurred for the organization of meetings shall be born by the host country.
2. The host city of the IBSC Assembly, the Board Meeting, the Meeting of the Executive Direction and the meetings of the Subsidiary Bodies shall cover the board and lodging expenses of the members per delegation, the numbers of which will be determined by the host city itself. Travel expenses shall be covered by the participants themselves.
3. Expenses stemming from the participation of Associated Members in the IBSC meetings shall be covered by themselves.

Article 29 Incorporation of New Rules

If new rules are adopted or modifications are brought thereof regarding the functioning of the IBSC, they will be incorporated in the present Rules of Procedure.