



EAST AFRICAN COMMUNITY

CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY

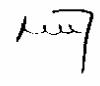
**RULES OF PROCEDURE FOR THE BOARD OF THE CIVIL AVIATION
SAFETY AND SECURITY OVERSIGHT AGENCY**

**EAC CASSOA
Arusha, Tanzania
October 2007**

RULES OF PROCEDURE FOR THE CASSOA BOARD

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**RULES OF PROCEDURE
FOR THE BOARD OF THE CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT
AGENCY (CASSOA)**

PURSUANT TO THE POWERS CONFERRED UNDER ARTICLE 8 (5) OF THE PROTOCOL FOR THE ESTABLISHMENT OF THE EAST AFRICAN COMMUNITY CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY, THE BOARD HEREBY PRESCRIBES THE FOLLOWING RULES:

Rule 1

Citation

These Rules may be cited as the Civil Aviation Safety and Security Oversight Agency (Board Procedures) Rules, 2007.

Rule 2

Definitions

All terms and phrases defined in the Protocol shall have the respective meanings set forth therein as if the same were transposed herein and reproduced verbatim, save for the following terms that have the meaning set forth herein:

"Member or Members" means any member or members of the Board;

"Protocol" means the Protocol on the Establishment of the East African Community Civil Aviation Safety and Security Oversight Agency;

"Technical Committee" means a Committee established by the Board under Article 12 of the Protocol.

Rule 3

Application

- 1) These Rules shall apply to all meetings and transactions of the Board.
- 2) These Rules shall apply to all meetings and transactions of the Technical Committees with necessary alterations.

Rule 4

Attendance at Board Meetings

- 1) Meetings of the Board shall only be attended by Members or a person designated by a Member in accordance with Article 7(6) of the Protocol.
- 2) Without prejudice to paragraph 1 above:
 - a) The Board may invite any person to act as an observer, advisor or consultant at any of its meetings.

- b) The Heads of Civil Aviation may be accompanied to Board Meetings by officials where required.

Rule 5

Secretariat of the Board

The Executive Director shall be the secretary to the Board and shall, in addition to any other functions that may be conferred by the Board, be responsible for:

- a) ensuring that Minutes of Board meetings are taken and records of all decisions of the Board are kept;
- b) ensuring that relevant Board decisions are communicated to those required to implement them;
- c) issuing Notices for Board meetings and the Agenda within the prescribed time limits;
- d) coordinating the preparation and circulation of the Board Working Papers;
- e) making suitable arrangements for meetings;
- f) ensuring the proper procedures for Board Meetings are followed; and
- g) safekeeping of the Common Seal of the Agency.

Rule 6

Convening of Board Meetings

- 1) The Board shall meet at least once in every three calendar months in a financial year in Ordinary meetings. Ordinary meetings shall be specified in the schedule of meetings pursuant to Rule 4.
- 2) **Meetings other than the Ordinary meetings may be convened from time to time in accordance with Rule 3 and shall be referred to as extraordinary meetings.**
- 3) An Extraordinary meeting may be convened at the request of:
 - a) the Chairperson or the Executive Director after consultation and agreement with the Chairperson; or
 - b) a simple majority of Members addressed to the Chairperson and copied to the Executive Director.
- 4) The Executive Director, shall at the first ordinary meeting of each financial year, present for approval by the Board a schedule of meetings and activities of the Board for that year.

Rule 7

Venue of Meetings

- 1) The meetings of the Board shall be held at the Headquarters of the Agency, provided that a meeting of the Board may be held at a place other than the Headquarters of the Agency at the invitation of a Partner State's Civil Aviation

Authority.

- 2) Where a meeting is held outside the Headquarters of the Agency, expenses for conference and secretarial facilities shall be met by the host Partner State's Civil Aviation Authority.

Rule 8

Agenda for Board Meetings

- 1) For each Board Meeting the Secretariat in consultation with the Chairperson shall draw up the agenda.
- 2) An item listed in the agenda shall have a supporting working paper prepared by the Secretariat.
- 3) The Board shall only consider items listed in the agenda and for which there are working papers. In exceptional circumstances for Meetings other than Extraordinary Meetings, the Board may, by unanimous consent of the Members present, consider items not listed on the Agenda or not supported by working papers.
- 4) The agenda of an extraordinary session shall comprise only the items proposed for discussion as contained in the request for convening the said meeting.

Rule 9

Notice of Board Meeting

- 1) Notices of meetings shall be submitted to Board members in writing at least fourteen days prior to the meeting; such notices shall state the time, place and agenda of the meeting and shall as far as practicable be accompanied by the relevant working papers. Working papers not delivered with the Notice shall be submitted to Board members not later than 7 days prior to the meeting.
- 2) Notice of a Meeting may be issued for a shorter period than the required fourteen days with the agreement of the majority of the Members.
- 3) If, after the Notice of a meeting, the time or place of the meeting is changed or the meeting is cancelled, the Secretariat will submit to all Board members the change or cancellation at the earliest practicable time.
- 4) Notices of meetings shall be delivered by hand or sent by post to the last known address supplied by the Board member or by facsimile or electronic mail and shall be deemed (in absence of proof to the contrary) to have been received and given, in the case of delivery by hand, at the time of delivery; in the case of post, 7 (seven) days after posting it and in the case of facsimile, on the completion of transmission and in the case of electronic mail upon electronic confirmation that the message has been delivered.
- 5) Board working papers shall be prepared in a format to be prescribed by the Board.



Rule 10

Chairing of Board Meetings

- 1) Chairing of the Board Meeting shall be in accordance with the provisions of Article 7(4) and (5) of the Protocol.
- 2) The Board shall, by consensus and on the principle of rotation, elect the Head of Civil Aviation that shall hold the position of Chairperson for a period of one year.

Rule 11

Quorum

- 1) The quorum of a meeting of the Board shall be as specified under Article 8(3) of the Protocol.
- 2) A meeting shall begin only if there is a quorum. If a meeting begins with a quorum but persons forming part of the quorum leave the meeting thereby reducing the number to less than the quorum before business is completed then the meeting becomes inquorate and cannot continue.

Rule 12

Conduct of Meetings

- 1) The Chairperson shall guide the progress of the meeting including taking measures to ensure that the proceedings are kept fair, civil and orderly.
- 2) The Chairperson shall rule on questions of procedure in accordance with these Rules.
- 3) Without limiting the generality of the above, the following procedural guidelines should be observed:
 - a) The Chairperson shall satisfy himself or herself that the meeting was duly convened and is quorate at all material times.
 - b) Discussion should be confined at each stage to the item currently under consideration and as far as practicable follow the sequence of the agenda as adopted.
 - c) The Chairperson should signal the end of a discussion. At that point the Chairperson should sum up the sense of the meeting so that a suitably worded decision or conclusion may be formulated for inclusion in the minutes.
 - d) Members should avoid introducing new discussions on previous minutes when they are being confirmed or when matters arising are being considered.
 - e) Any substantive matters shall not be discussed under the Agenda item 'Any

other Business'.

- f) Members may only speak when permitted by the Chairperson.
- g) At any time during the meeting the Chairperson should permit any Member or the Executive Director to raise any matter concerning the meeting's compliance with the Protocol, these Rules or other legal or regulatory requirement. An immediate ruling should be given by the Chairperson on matters of procedures.

Rule 13

Conduct of Business at times when the Board is not meeting

- 1) The Board may make decisions at the time where it is not meeting or it is impracticable to convene a meeting in the following manner:
 - a) by delegation to the Chairperson acting alone or in consultation with one or more Members;
 - b) by telephone, teleconference or videoconference;
 - c) by a resolution circulated to and signed by all the Members.
- 2) Additionally for reasons of decisive exigency the Executive Director may seek the authorisation or approval of the Board Chairperson on behalf of the Board where there is insufficient time to arrange a meeting provided that all Members are notified of the decision made at the earliest opportunity.

Rule 14

Establishment of Technical Committees

- 1) The Board may establish Technical Committees upon recommendation by the Secretariat or whenever it finds it necessary for specific areas of the Agency's function.
- 2) The Technical Committees' membership and terms of references shall be defined when establishing the Committee.
- 3) The Board may establish a Working Group of Experts in relation to a matter or task of a particular kind requiring specific technical specialisation. The composition, tenure and terms of reference of the Working Group shall be defined at the time of establishment.

Rule 15

Official Language

The official language of the Board shall be English.



Rule 16

Amendments

These Rules may be amended by the Board from time to time.

Rule 17

Conflict of Provisions

In the event of a conflict between these Rules and the provisions of the Protocol, the latter shall prevail.

Rule 18

Entry into Force

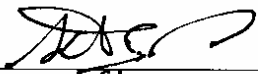
These Rules and any amendments thereto shall enter into force on the date on which they shall be adopted by the Board.

Rule 19

Miscellaneous

Where there are any doubt regarding the procedures to be followed in any particular case, or if no procedure is prescribed by or under these Rules, the procedure to be followed shall be determined by the Board.

These Rules are adopted by Resolution of the Board on the^{31st} day of
January 2008
..... 2007.



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Ambrose A. Akandonda	Mtesigwa O. Mugo
Chairperson of the Board	Secretary to the Board