

RULES OF PROCEDURE OF THE

Intergovernmental Forum on Mining, Minerals, Metals and Sustainable Development

GENERAL SESSIONS

1. The highest authority of the Forum is the General Session of the Forum consisting of all Members.
2. The General Session will normally meet annually at such a date and place as the Members may decide. The Head of the Secretariat, in consultation with the Chair, will communicate notice of General Sessions and the provisional agenda for the meeting to the Members at least 60 days in advance.
3. The Members will elect a Chair and four Vice-Chairs for a period of two years at the General Session and they may be re-elected for an additional term. The Chair, four Vice-Chairs, and the Head of the Secretariat as an ex officio member, constitute the Executive Committee.
4. The Members may hold Special Meetings of the General Session whenever so requested by a majority of the Members, or by the Head of the Secretariat with the consent of the Executive Committee. Notice of Special meetings will be communicated at least 45 days in advance and will state the nature of the issues to be discussed.
5. All decisions related to the functions or work of the General Session will be approved by consensus of Members present. If a consensus cannot be achieved, a Member can call for a vote and a decision will be approved by a majority of three-quarters of the Members present and voting.
6. The provisional agenda for each General Session should be proposed by the Executive Committee for approval by the Members at the beginning of the General Session. The Executive Committee will provide the provisional agenda to all Members 60 days in advance. Members may propose items for the provisional agenda. Members will approve the agenda at the beginning of the General Session.
7. Each Member will endeavour to notify the Secretariat not later than 30 days before the commencement of the session of the names of the delegates, alternates and advisers designated to represent it at a session.
8. The Secretariat may prepare reports for consideration by Members at the General Session taking into account the provisions of paragraph 5 of this Section. These reports will be circulated, unless otherwise decided by the Members, to all participants in the General

Session, the Secretariat of the Commission on Sustainable Development and to other relevant bodies.

CONDUCT OF BUSINESS

9. The majority of the Members of the Forum will constitute a quorum for any meeting of the General Session.
10. The Executive Committee will report or make such recommendations to the Members as it may deem advisable. It will carry out such other tasks as may be assigned to it by the Members.
11. The summary Report of the Meeting will be provisionally approved at the end of the General Session. Any Member may communicate corrections to the Report by notifying the Secretariat within 30 days of the issue of that Report. The Members will adopt the Report at the next General Session.

FINANCE/CONTRIBUTIONS

12. The activities of the Forum will be financed through voluntary contributions of its Members and intergovernmental organizations. Other entities, as accepted by the Executive Committee, or if appropriate, referred to the Members, may make contributions to finance specific activities approved by the General Session.

OTHER COMMITTEES OR SUBSIDIARY BODIES

13. The General Session or the Executive Committee may establish subsidiary committees and task forces. Each committee and task force will choose its Chair and report back to the Members.

SECRETARIAT

14. Unless otherwise decided by the members at the first General Session, Canada will serve as the secretariat and will appoint the Head of the Secretariat for the initial five years.
15. The Secretariat will:
 - a Perform the administrative functions of the Forum
 - b Prepare reports on the Forum's activities, funding arrangements and expenditures
 - c Distribute reports and other documentation
 - d Communicate on a regular basis, and on the website, on the activities of the Forum, in particular, regarding the programme of work and funding
 - e Arrange meetings on the instructions of the Executive Committee
 - f Perform such other tasks as assigned by the General Session

OBSERVERS AND EXPERTS

16. Relevant United Nations bodies and specialized agencies, and governments not members of the Intergovernmental Forum which are Member States of the United Nations, as well as other relevant intergovernmental organizations may, as determined by the General Session, be invited to participate as observers, without the right to vote, in the Forum. The Executive Committee, in consultation with the Secretariat, may invite other relevant groups or individuals as experts or advisors as the agenda or work programme may require. These experts do not have the right to vote.

AMENDMENTS

17. The Rules of Procedures can be amended by consensus of the Members present at a General Session. Proposed amendments will be circulated by the Secretariat to all Members at least 90 days in advance of the General Session.

WORKING LANGUAGES

18. English will be the working language of the Intergovernmental Forum for all meetings and all documents. To the extent possible, efforts will be made to provide documents in other languages.

WITHDRAWAL

19. A Member may withdraw at any time by giving written notice of withdrawal to the Secretariat.