

Appendix I
Rules of Procedure- Meeting of Signatories of the Hamilton Declaration
Adopted 21 October 2014

PART I REPRESENTATIVES AND INVITED EXPERTS

1. Each Signatory will designate a focal point for communication among Signatories and with the Secretariat.
2. Each Signatory shall notify the Executive Secretary as early as possible but no later than 30 days before each meeting of the Signatories of the name of its representative.

PART II CONDUCT OF BUSINESS

3. Recommendations and advice to be provided by the Signatories pursuant to the Declaration shall normally be determined by consensus.

PART III MEETINGS

4. A Meeting of Signatories shall normally be held once a year, either physically or virtually, unless they decide otherwise.
5. The Executive Secretary, in consultation with the chair, shall prepare an agenda for each meeting of the Signatories. The Executive Secretary shall distribute the agenda to all Signatories 21 days in advance of the meeting.

PART IV CHAIR AND VICE-CHAIR

6. The Signatories shall elect a Chair and a Vice-Chair from among their number. The Chair and Vice-Chair shall serve for a term of two years.
7. Whenever the Chair is unable to act, the Vice-Chair shall assume the powers and responsibilities of the Chair.

PART V SECRETARIAT

8. The Executive Secretary of the Commission shall also act as the Secretary of the Meeting of Signatories. The interim Secretariat will serve for an initial term of two years, renewable upon agreement by the Signatories

PART VI LANGUAGE

9. The official and working language of the Meeting of the Signatories shall be English.

PART VII RECORDS AND MINUTES

10. The Secretariat shall serve as rapporteur for each meeting and shall prepare, and thereafter transmit, a report to the Signatories. A copy of the report shall be available on the Commission website.

PART IX SARGASSO SEA COMMISSION

11. The Signatories have decided to cooperate with each other through the Commission and to provide advice and guidance for the Sargasso Sea Commission in its role of promoting the conservation of the Sargasso Sea.
12. Each year, the Signatories will review and comment on the Commission's proposed work programme and action plans.
13. The Signatories may make proposals for Commission initiatives and activities to guide cooperation among Signatories through the Commission and other bodies.
14. The Signatories will be invited to review and comment on proposals developed by the Commission that Signatories, individually or jointly, may elect to submit for consideration by regional or international organizations with relevant competences.
15. Each year, the Signatories will be invited to review the annual Commission financial report.

PART X CONSULTATION ON THE APPOINTMENT OF COMMISSIONERS

16. Each year there shall be a selection of Commissioners to the Sargasso Sea Commission using the procedure set out in Annex I. At this time, the Signatories may also agree to increase the number of Commissioners serving on the Commission.

PART XI NEW SIGNATORIES TO THE HAMILTON DECLARATION

17. The Signatories will encourage participation by any other interested government or regional economic integration organization in efforts to conserve the Sargasso Sea ecosystem by becoming a Signatory.

PART XII COLLABORATING PARTNERS

18. The Signatories will encourage relevant regional and international organizations, as well as other bodies and entities, who wish to contribute to efforts to conserve the Sargasso Sea ecosystem in accordance with this Declaration, to participate as Collaborating Partners by

notifying the Secretariat of their interest in doing so.

19. The Commission shall select Collaborating Partners based on an assessment of each potential Partner's application, international reputation, and influence, as well as its ability, and demonstrated commitment, to advance the vision of the Declaration.