

Appendix II
Rules of Procedure- Sargasso Sea Commission
Adopted 21 October 2014

1. The Members of the Sargasso Sea Commission shall be appointed by the Government of Bermuda after consultation with the Government signatories to the Hamilton Declaration and Collaborating Partners (if any), according to a procedure and timetable set out in Appendix I.
2. The Commission shall elect a Chair and a Vice-Chair from among its members.
3. The Chair and Vice-Chair are to serve for a period of two years. Their term of office may be extended on one occasion, for a further period of two years.
4. Whenever the Chair is unable or unavailable to perform the position's duties, the Vice-Chair shall act as Chair.
5. The duties of the Chair shall be to preside over the meetings of the Commission. Robert's Rules of Order are to serve as guidelines whenever procedural issues arise.
6. Quorum is the majority of the Commission Members.
7. Decisions of the Commission shall be by consensus of those present or, failing consensus, then by a majority of the Commission present and voting. Each Member shall have one (1) vote. In the event of a tie, the Chair shall have an additional vote.

Secretariat

8. The Executive Secretary shall be the executive official of the Commission and be responsible for the administration of the Secretariat as envisaged by paragraph 6 of the Hamilton Declaration.
9. The Secretariat shall prepare the agenda for Commission meetings, and prepare proposals for consideration by the Commission. The Secretariat shall prepare minutes of the meeting and of other reports and documents requested by the Commission.
10. The Secretariat shall prepare a draft budget for Commission consideration – on the basis of projected income – and be responsible for administering the final budget adopted by the Commission and arranging for its regular audit.
11. The Commission may establish subsidiary bodies, such as a science working group or legal working group, for advice or assistance in performing its mandate as set out in Annex II of the Hamilton Declaration.

12. With the advice of the Secretariat, the Commission shall determine the composition and terms of reference of any subsidiary bodies it establishes.

Collaborating Partners

13. The Commission shall exercise the task, delegated by the Signatory Governments, of reviewing applications by relevant entities to become Collaborating Partners under the terms of para 11 of the Declaration. 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.