### ANNEX IV A

### RULES OF PROCEDURE OF THE TYPHOON COMMITTEE[[1]](#footnote-1)

# RULE 1

The Committee shall hold at least one session annually. The venues and dates of its sessions shall be decided by the Committee.

RULE 2

Notice to convene each session of the Committee, with copies of the provisional agenda shall be issued to the Governments of Members by the Typhoon Committee Secretary in consultation with ESCAP, WMO, TC Chair and AWG, at least three months before the commencement of the session.

*Rule 2A*

*"In response to the invitation letters to attend the session, the Governments of Members shall be requested and required to: (a) nominate the head of the delegation, and (b) provide credential letters for delegates attending the session who are authorized to vote on behalf of the Members."*

*Rule 2B*

*"The Typhoon Committee Secretariat shall ensure that all the action-based working documents and related information papers from Working Groups and Members are made available for reference and posted on the TCS website at least one month before the commencement of the session."*

RULE 3

The Typhoon Committee Secretary and the TC Secretariat with guidance by the Chairperson of the Typhoon Committee shall, in consultation with the representatives of the Executive Secretary of ESCAP and Secretary-General of WMO, provide the necessary servicing of the Committee’s meetings.

RULE 4

All meetings shall be held in private unless the Committee shall decide otherwise.

RULE 5

English shall be the working language of the Committee.

RULE 6

The Committee shall, at each Session, elect from its representatives a Chairperson and a Vice-Chairperson, who shall hold office until their successors are elected. They shall be eligible for re-election

RULE 7

A simple majority of the government members of the Committee shall constitute a quorum.

RULE 8

Decisions of the Committee shall be made by a simple majority of the government members present and voting.

RULE 9

In the event of any matter arising which has not been foreseen by the present Rules, the pertinent rules of the United Nations Economic and Social Commission for Asia and the Pacific shall be applied.

RULE 10

In implementing Article 3 of the Statute of the Typhoon Committee, the Typhoon Committee shall review regularly the appointment of the TC Secretary and any issues related to TCS hosting arrangement.

1. [↑](#footnote-ref-1)