



Pacific Islands Law Officers' Network Rules of Procedure

Rule 1 Scope

1. These rules are made under article 5 of the PILON Charter.
2. Each rule applies to the Secretariat, the Chair, a committee of PILON including the Executive Committee, to each member country and observer member of PILON, and to any other person or organisation that attends a PILON meeting.
3. The Chair may dispense with a rule with the agreement of a majority of member countries present at a meeting.

Rule 2 Invitations

1. The Secretariat is responsible for inviting appropriate senior law officers and observer members to the annual meeting.
2. The Secretariat must aim to send invitations to each member no later than three months before the date set for each meeting.
3. Each member must advise the Secretariat of the name of a representative to attend a meeting before the commencement of the meeting.
4. The Secretariat, in consultation with the Chair, may invite another person or organisation to attend PILON as an observer if that person or organisation:
 - a. has requested to be an observer at a PILON meeting;
 - b. is relevant to a matter that is to be discussed at a PILON meeting; or
 - c. is relevant to PILON's purpose.

Rule 3 Participation

1. The Chair directs the participation of member countries, observer members and invited observers at a meeting.
2. Member countries, observer members and invited observers, are eligible to attend and participate at a PILON meeting unless the Chair directs that there be a closed session for member countries.
3. Member countries are solely responsible for voting and decision-making during a meeting.
4. The Chair may request the attendance of an observer member or invited observer during a closed session.
5. The Secretariat, in consultation with the Chair, may extend an invitation to an observer member or an invited observer to make a presentation or address a meeting where the topic of the presentation is relevant to PILON or complements the meeting.
6. An observer member or invited observer may also seek approval from the Secretariat to make a presentation at a meeting.
7. In deciding whether to grant such a request, the Secretariat in consultation with the Chair must give consideration to:
 - a. the time constraints at the meeting; and
 - b. whether the topic of the presentation is relevant to or complements the theme of the meeting.

Rule 4 Agenda

1. The Secretariat, in consultation with the Chair, must prepare a provisional agenda for each meeting.
2. The provisional agenda must be circulated to members together with each invitation to the meeting.
3. A member may propose an agenda item for discussion at the meeting by advising the Secretariat of the issue before the meeting.

4. The Secretariat may include the following items on the agenda:
 - a. issues the Secretariat puts forward in consultation with the Chair;
 - b. a report from the Secretariat on work done over the previous year;
 - c. a financial report from the Secretariat;
 - d. presentation of country reports; and
 - e. an issue requested by a member country, observer member or invited observer.
5. The Secretariat, in consultation with the Chair, may determine not to include an item on the agenda.
6. The Secretariat must circulate a revised agenda no later than two weeks before the annual meeting.
7. The Secretariat may issue a further revised agenda as necessary.
8. The Secretariat must circulate an agenda for a special meeting as early as possible, but only to the members attending that meeting.
9. The Secretariat must seek the agreement of the Chair before each revised agenda is released.

Rule 5
The Chair

1. The Chair is responsible for organising a meeting in consultation with the Secretariat, including:
 - a. determining an appropriate meeting venue within the host country;
 - b. selecting suitable accommodation options for meeting delegates; and
 - c. arranging for transportation for delegates to and from the meeting venue as appropriate.
2. The role of the Chair during a meeting involves:
 - a. declaring the meeting open and closed;
 - b. directing discussions;
 - c. ensuring observance of these rules and the Charter;

- d. according the right of persons to speak;
- e. announcing when decisions are reached; and
- f. otherwise performing functions consistent with the role.

Rule 6
Responsibilities for meetings

1. The Secretariat is responsible for coordinating arrangements during meetings, including providing secretariat services and circulating documents.
2. The Secretariat must maintain official meeting record and copies of circulated material.
3. During a meeting the host country is responsible for:
 - a. the costs associated with hosting the annual meeting;
 - b. communications, printing and copying facilities and other assistance to the Secretariat and delegates present at the meeting; and
 - c. stationery and office supplies required by delegates.

Rule 7
Outcomes reports

1. At the beginning of a meeting, the Chair may establish a committee to guide the development of an outcomes report.
2. The Secretariat, the Chair, and the committee, if established, are jointly responsible for developing an outcomes report during a meeting.
3. The Secretariat must:
 - a. work with the committee to prepare an initial draft outcomes report;
 - b. seek the approval of the Chair for the draft outcomes report; and
 - c. seek final approval of the outcomes report from PILON member countries before each PILON meeting concludes.
4. The committee must provide guidance and drafting assistance where required to enable the Secretariat to carry out its functions during a meeting.

5. Once member countries have approved the outcomes report, the Secretariat must:
 - a. circulate the outcomes report to member countries and observer members; and
 - b. publish the report on the PILON website.

Rule 8
Amendments

1. PILON may amend these rules in accordance with article 12 of the Charter.