



A BASIC GUIDE TO MEETING PROCEDURE

Note: This document has been prepared with the valuable contributions of the SMIIC members to be used as a guide in SMIIC meetings.

Contents

1 Introduction	3
2 Meeting Procedures	3
2.1 Meeting Venue and Arrangements	3
2.2 The Role of the Chairman	4
2.3 The Role of the Vice-Chairmen	4
2.4 The Role of the Secretary General	5
2.5 The Role of the SMIIC General Secretariat	5
2.6 The Role of the Host Country	5
2.7 Time Management	6
2.8 Opening/Welcome	6
2.9 Meeting Agenda	6
2.10 Reports	7
2.11 Addresses by Members	7
2.12 Voting	8
2.13 Approval	8
2.14 Reading and Approving Resolutions	8
2.15 Preparation of Minutes	8
2.16 Closing of the Meetings	9
3 Miscellaneous Provisions	9

1 Introduction

The document is an introduction to meeting procedures which aims to create a guide that covers the essentials to convene formal meetings of SMIIC and is prepared by taking into account SMIIC Internal Regulations Documents: the Statute, The Rules of Procedure, the Directives and general meeting practice observed during the previous SMIIC Meetings.

It pertains to the general requirements that shall be fulfilled in conducting all meetings of SMIIC activities including the General Assembly of SMIIC.

2 Meeting Procedures

The General Secretariat or member body of SMIIC may host a meeting subject to approval by the committee concerned.

Good planning for the meeting shall ensure that the meeting is held in a suitable location, at an appropriate time, and that members are provided with the necessary documentation in advance in order to arrive both informed and prepared.

Participants who were invited as observers to the meetings, and participants who have observer status at SMIIC General Assembly and its committees, cannot take the floor and declare opinions. However, they can declare with the permission of the Chairman if they have any concern.

2.1 Meeting Venue and Arrangements

Meeting venue shall be appropriate in terms of infrastructure to conduct all the planned activities. A registration desk shall be set up in a good spot where delegates can easily find it and register. Staff in the registration desk shall guide the delegates to the meeting room. Way to the meeting room shall be supported with signs so that delegates can easily find the hall. Delegates shall receive their personalized identification badges during registration before the meeting.

Personalized identification badges for each participating country/member shall be provided on the table during the meetings to help the delegates to find their seats and ensure effective communication during the meeting. The meeting room shall be spacious, well-lighted and properly ventilated for an effective meeting.

Simultaneous translation facilities shall be provided for 3 official languages of the OIC. The host country may include its own official language. (Technical meeting normally will be conducted only in English)

Seating arrangements shall be in the alphabetic English order of the participating members and in classroom view for Board of Directors and General Assembly Meetings and sufficient number of chair shall be provided for each member. If appropriate, other seating arrangements like U-Shape, horseshoe, boardroom ...etc. can be applied. The number of seats provided to

each member states should be proportional to their participants list and not more than 6 per member states (1 set of 3 chairs) more than that should seat in the last row.

Projection screens which are big enough to see and have clear displays shall be available for use of all seats, even for the back seats. Individual screen for each member may be provided if necessary. Paperless meetings are strongly encouraged. However, if it is decided to have hardcopies, documents shall be prepared and placed on the table before the meeting.

At least 1 delegate microphone shall be dedicated to each member state and member state name cards shall be placed on each table prior to the meeting.

Water bottles shall be provided on the tables during the meetings and necessary catering material shall be served during the breaks. Chair desk shall be placed for the optimal view of the delegates.

2.2 The Role of the Chairman

The Chairman presides over and guides the meeting. The main responsibility of the Chairman is to ensure order and purpose to achieve an effective and productive meeting.

It is the Chairman's responsibility to ensure the meeting is orderly, runs to time, addresses the reason for the meeting and allows for open discussion.

During the meeting, in the interests of good discussion, the Chairman may allow the conversation to move back and forth between delegates by adhering to the relevant regulations and generally use the consensus method to reach a decision.

The Chairman shall be impartial and follow procedures regardless of their personal views on the matter. Chairing a meeting is a process that has to be followed step by step.

2.3 The Role of the Vice-Chairmen

The duties of a vice-chairman include assisting the chairman in carrying out his responsibilities in conducting the meeting and standing in place of the chairman when he is absent.

If necessary, the Chairman may convene consultation meetings with vice-chairmen before and during the meetings. For this reason, the vice chairmen should be well informed on the agenda items before the meeting.

2.4 The Role of the Secretary General

In a meeting that requires of presence of the Secretary General, the fundamental functions or duties performed by the Secretary General are to act as an electoral officer to meeting, to attend all meetings and to keep all relevant documents and records of the meeting.

Secretary General makes explanations within the context of the agenda of the meeting on the request of the chairman. Secretary General also cooperates with the Chairman to execute his duties.

Secretary General shall also have sufficient knowledge to ensure that the meeting's resolutions are compliant with the institution's policies, procedures and regulations. Secretary General does not possess any voting powers.

The Secretary General is responsible for ensuring clear, concise resolutions and minutes record of the meeting.

2.5 The Role of the SMIIIC General Secretariat

General Secretariat has the following duties in organization of meetings:

- Preparation of the agenda items with relevant background documents and sending the meeting documents to members within the required timeframe as set out in the internal regulations and in 3 official languages of OIC as much as possible.
- Preparation of the reports on the past year and standardization activities (Technical Committees, SMIIIC/CCA etc.) and presenting the reports during the meetings.
- Copying and filing meeting documents prior to the meeting and making them available on the table for the use of members in 3 official languages of OIC as much as possible.
- Keeping an accurate and concise record of SMIIIC meetings and circulating it within two weeks after the meeting.
- Provision of the documents and articles/clauses of the internal regulations which are requested to be reflected on the screen during the meeting.
- Good planning and organization of the meetings.
- For a technical committee meeting, the secretariat of the technical committee shall assume for the same duties.

2.6 The Role of the Host Country

The host country shall ensure requirements in para 2.1 – Meeting and Arrangements are adhered. The information on logistics (accommodation, venue, transport, etc) shall be clearly communicated to all delegates in advance.

The host country is obliged to provide meeting facilities as per para 2.1 only which may also include printing, internet access etc. Flight tickets, transportation and accommodation shall be

borne by respective delegates. However, the host country may consider covering certain delegates for flight tickets, transportation, and accommodation as deemed necessary.

2.7 Time Management

Good time management is essential for a meeting to be effective. Meetings that drag on or go round in circles run the risk of losing the necessary attention of the participants.

2.8 Opening/Welcome

All meetings shall be inaugurated with recitation of verses from the Holy Quran.

The Chairman -see Clause 4 of the Rules of Procedures- announces the meeting open by stating the name and the type of meeting after making sure that the quorum is ensured (see Clause 2.6 of the Rules of Procedures). The Chairman then welcomes delegates to the meeting.

Top government officials of the host country shall have the opportunity to address the delegation of the meeting. Upon request of host country, top government officials of the organizing country can make the opening speech.

Invited parties and OIC and its institutions may have the opportunity to address to the gathering. The message of the OIC Secretary General shall be delivered in the opening sessions of the SMIC General Assemblies.

2.9 Meeting Agenda

It is vital to have a prepared agenda for each meeting to ensure that business is dealt with in an orderly and expedient manner. General Secretariat/Secretariat of the committees are responsible for ensuring that the agenda with appropriate background documents that provide information and advice to assist in decision-making, has been sent to members within the required timeframe as set out in the internal regulations.

This agenda will outline the content and order for the meeting including General Secretariat report, available committee reports, motions, general business etc. Provisional time allocations should be made for each item, and there should be clarity on whether specific items are for information, decision-making, approval or notification. All necessary preparatory documents shall be circulated in 3 official languages of OIC as much as possible.

It is usually advisable for the Chairman of the meetings to remind the history of each agenda item before discussion begins or he/she may call upon someone with special information to brief the members.

The meeting shall begin with the consideration of the agenda. The Chairman will ask if any of members have additional matters to be placed on the agenda. If it has been decided that the agenda is to be adhered to, the Chairman shall call for a motion to adopt the agenda.

Otherwise, the agenda shall be accepted as amended. The agenda alone with any amendments shall be approved by resolution.

2.10 Reports

Depending on their activities, there will be a number of progress reports to be read and adopted during the meeting. These usually include the General Secretariat's report on the past year and any committee reports. All of the reports shall be circulated prior to the meeting.

Reports shall be in written form, so that a copy can be filed with the minutes of the meeting.

The aim of the reports is to reflect the views and opinions of the relevant person or authority and is open to criticism but is not subject to the any amendment upon the request of any delegation.

The questions regarding the report should be answered by the relevant representative or presenter of the report.

2.11 Addresses by Members

For the efficient use of time in meetings, the following points shall be taken into consideration:

A member shall not speak for longer than five (5) minutes at once in general meetings with limited time. (There may be exception for technical meetings). The contribution of a member shall be relevant to the subject matter of the discussion. During the meetings, members shall not speak out of the subject or agenda item at any exact moment. It is strongly recommended for each member to speak only once on each agenda item.

Any member may have the floor upon his/her request during the meetings. Members shall not take the floor more than once on the same subject unless there is enough time and Chairman accepts such interventions. Members shall express their views, arguments or position about an agenda item, in a respectful manner to other members to avoid any dispute.

The remarks of the member concerning the agenda items shall be stated compendiously in the minutes of the meeting.

With regards to the documents which are circulated by the General Secretariat for comments before the meetings, members, excluding technical amendments and editorial changes, shall not make a statement or give proposals during the meeting in contrast to what they had previously sent to the General Secretariat as their official view.

The member shall address to the audience with full respect and avoid any offensive remarks.

2.12 Voting

When the Chairman feels there has been sufficient discussion on an item, and all members have been encouraged to speak, he/she repeats the item and asks for a vote. Chairman shall try its own best to pass all the motions by consensus generally. However whenever it was not possible it will cast the vote according to the relevant clauses of the Rules of Procedures shall apply.

Once a motion is approved and the result is announced by the Chairman, it cannot be rescinded at the same meeting.

If voting will be applied for any election (membership, Secretary General, Chairman etc.), ballot papers that will be prepared by SMIIC General Secretariat, shall be used. The votes in the ballot box shall be recorded by two members and be submitted to the Chairman. Chairman shall announce the results to the gathering.

2.13 Approval

The main purpose of a meeting is to see that ideas or items are proposed, considered and decided upon. All items shall be preceded by a statement in the format of “I move to agenda item XX” which may be discussed then put to the vote if necessary then be declared “APPROVED” by the Chairman. Internal Regulations of SMIIC shall be adhered to and cannot be disregarded or negated while making decisions.

2.14 Reading and Approving Resolutions

Resolutions are read and approved after each agenda item, they shall not be read again at the end of the meeting. All amendments shall be done immediately. It shall not be allowed to take the floor and open discussion on the adopted resolution again.

2.15 Preparation of Minutes

Minutes are the official record of meeting proceedings. General Secretariat shall keep a record of SMIIC meetings and circulate it within two weeks after the meeting. They should be clear, accurate, and concise and include the essential information pointed out during the meeting.

Unconfirmed minutes shall be circulated as draft to member for their review and possible amendment requests. Any comments submitted to the SMIIC General Secretariat shall be included into the relevant documents. Remarks which are not brought to the attention during the meeting shall not be requested to be included in the report. These kinds of requests shall be disregarded. The documents shall be accepted as confirmed the completion of the above stated procedure.

Resolutions are also recorded in the minutes and are intended to show what was transacted at a meeting. Individual opinions and general discussions are not recorded in the minutes.

Confirmed minutes and annexes shall be circulated to the members and delegation in official languages of the OIC.

2.16 Closing of the Meetings

When the agenda of the meeting has been completed the Chairman will thank members for their attendance, notify possible future meeting date and “DECLARE THE MEETING ADJOURNED.”

3 Miscellaneous Provisions

An effective meeting depends on good planning and organization on the part of the General Secretariat, good facilitation and conduct of the meeting by the Chairman, and members who are committed to the well-being of the institution and who have its interests at heart.

Briefly, fruitful and effective meetings largely depend on the following:

- Fundamental support structures:
 - a dedicated Secretary General supporting the Chairman in chairing meeting;
 - well-established communication structures;
 - a well-equipped meeting hall(audio-visual equipment etc.);
 - clear rules of order and knowledge of meeting procedures; and
 - a strong commitment to ensure compliance with relevant regulations.

- Structured meetings:
 - a well-planned agenda;
 - an agenda circulated in advance;
 - accurate and well written resolutions and minutes concisely.