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**RULES OF PROCEDURE
FOR
THE STANDARDS AND METROLOGY
INSTITUTE FOR ISLAMIC COUNTRIES
(SMIIC)**

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MEMBERSHIP

Clause 1

- 1.1 An OIC Member State desiring to be granted membership in the Institute shall apply in writing to the Secretary General, stating its acceptance of the Statute and Rules of Procedure. The Secretary General shall immediately submit the application to the Board of Directors, in order to determine in particular:
- 1.1.1. Whether the applicant has the concurrence of the Member State.
 - 1.1.2. Whether the national body of the Member State already represented in the Institute works on the same specific issues of standardization or metrology or accreditation.
 - 1.1.3. Whether the applicant making the request may be considered as the most broadly representative in its country in matters of standardization or metrology or accreditation.
- 1.2 The Board of Directors shall approve whether or not the applicant shall be admitted as a new Member State or Observer Member of the Institute.
- 1.3 Admittance of a new Member State shall require a simple majority vote of the Member States represented in the Board of Directors and the decision is taken as it is stated in Article 5.1 of the Statute. Should this majority vote not be obtained, an appeal may be made to the Institute by the applicant; the matter shall then be submitted to all the Member States, and an affirmative vote of three-fourths of the Member States shall be required for admittance.
- 1.4 Each Member State of the Institute shall agree to pay its annual dues determined by General Assembly as detailed in SMIIC Financial Regulations. Observers have no responsibility about annual dues.
- 1.5 Any Member State shall give at least six months' notice prior to the end of the calendar year if it desires to withdraw from membership of the Institute.
- 1.6 Any Member State whose dues for the two preceding years have not been fully paid will have its membership suspended for a period which shall not exceed five years, after which it shall be considered as having withdrawn from membership by the consideration and approval of Board of Directors.

- 1.7 During the suspension, it has no right to vote or to hold a seat on the General Assembly or any other organ of the Institute. Moreover, it is denied the right to receive publications or documents of the Institution free of charge.
- 1.8 During the suspension, a Member State may be restored to its status as a Member State by paying its dues in arrears and approval of the Board of Directors.
- 1.9 The return to regular membership after suspension entitles the Member State to receive the OIC/SMIIC Standards, technical reports and guides issued by the Institute during the suspension.
- 1.10 If a Member State which, under the terms of above, has ceased to belong to the Institute, asks to be admitted again, the General Assembly shall decide upon the financial conditions for its readmission to the Institute.

GENERAL ASSEMBLY

Clause 2

- 2.1 The General Assembly is the supreme authority of the Institute; it is formed by its Member States and represents their corporate body.
- 2.2 The ordinary General Assembly shall be convened normally at least once each year. General Assembly may decide to hold additional meetings upon the decision taken during at any General Assembly Meeting. Announcements of the General Assembly meetings shall be circulated to Member States by General Secretariat at a reasonable time before the meeting schedule. It shall, in principle, be of one to three days duration, and may be held in conjunction with a meeting of the Board of Directors. Extraordinary meetings of the General Assembly shall be convened at the request of Board of Directors or of three-fourths of the Member States. The request must be sent in writing to the General Secretariat.
- 2.3 Dates and places of meetings shall be fixed by the General Assembly. Notice of the meeting, the draft agenda shall be circulated to the Member States at least one month prior to the meetings and necessary relevant documents shall be circulated to the Member States at least one month prior to the meetings by the General Secretariat. Documents which have not been circulated in accordance with the above, or any additional matter not in the agenda, may only be considered and decided by the majority votes of the General Assembly. The resolutions of all meetings shall be kept by the General Secretariat and the minutes of the meetings shall be sent to all Member States for reconsideration within two weeks after the meeting and approval within four weeks after correspondences.

- 2.4 The Chairman of the Board of Directors notifies the opening of the meeting on the date of General Assembly. Following this, the Chairman will chair the General Assembly. In absence of the Chairman, a Vice-Chairman will chair the General Assembly.
- 2.5 A majority of the Member States shall constitute a quorum.
- 2.6 Any resolution adopted in General Assembly shall be by majority vote of the Member States represented and voting. The required majority will be achieved by counting the votes cast, abstentions not included.
- 2.7 Voting by proxy is allowed if duly notified in writing to the General Secretariat at least two weeks prior to the General Assembly. A Member State may represent only one Member State in addition to itself.
- 2.8 Observers who wish to submit proposals to General Assembly shall send them to the General Secretariat two weeks, at least, before the meeting. During the meeting, the Secretary General shall introduce such proposals for consideration.
- 2.9 The Chairman of the General Assembly may invite the representatives of observers to take part in the discussion of their proposals.
- 2.10 The Secretary General attends all meetings of the General Assembly without right to vote.
- 2.11 If the General Assembly meeting is to be held outside of the Headquarters country, the host country is expected to prepare invitation letters for the Member States which will need visa to enter the host country.

BOARD OF DIRECTORS

Clause 3

- 3.1 The term of office of the Member States elected/re-elected to the Board of Directors shall commence on 1st January of the year following their election, three years following the commencement of the term and may be re-elected for successive terms. The term of office of the ongoing members of Board of Directors continues until the 1st January of following year after the election of new Board of Directors members.
- 3.2 The Board of Directors comprises of thirteen Board Members. When nominating and electing Member States serving on the Board of Directors, the Member States shall be invited to observe the objective of having an overall Board of Directors membership

on the basis of an equitable distribution in the geographical groups of the OIC and industrial diversity of the Institute. The host country will be permanent member.

3.3 The procedure to be followed by the election/re-election of Board of Directors shall be as follows:

- a) At least six months before the end of the third year of ongoing term of office of the members of the Board of Directors, General Secretariat shall circulate a letter to Member States stating the current structure of the Board of Directors as well as the information on the eligible Member States for election/re-election.
- b) General Secretariat shall invite the eligible Member States to submit their nominations. They shall be submitted within two months by an official letter or by using the form prepared on this purpose. General Secretariat upon closing of the nominations and after review by the General Secretariat shall circulate to the Member States all nominations thus submitted for election at the General Assembly.
- c) If there are more than thirteen nominations vote by ballot shall be applied in the General Assembly. The numbers of vote cast for each nominations shall be recorded to the General Assembly resolution. The high vote cast nominations shall be elected as the members of the Board of Directors. If there are not more than thirteen nominations, nominees shall be directly appointed as the members of the Board of Directors.
- d) General Secretariat shall send official letters to the elected/re-elected members of Board of Directors related to the term of office and responsibilities stated in the Statute and Rules of Procedure.

3.4 Dates and places of meetings, normally at least two times each year, shall be determined by the Board of Directors, either at a meeting or by correspondence by the request of Chairman.

3.5 Announcements of the Board of Directors meetings shall be circulated to members by General Secretariat at a reasonable time before the meeting schedule. Notice of the meeting, the agenda shall be circulated to the members of the Board of Directors at least four weeks prior to the meeting and the necessary relevant documents shall be circulated to the members of the Board of Directors by the General Secretariat at least four weeks prior to the meeting.

3.6 All decisions of the Board of Directors shall be reported to the General Assembly. The resolutions of the Board of Directors' Meeting shall be kept by the General Secretariat and the minutes of the meetings shall be sent to all Member States for

reconsideration within two weeks after the meeting and approval of the members within four weeks after correspondences.

- 3.7** In meetings of the Board of Directors, decisions shall be taken by majority vote of the Member States serving on the Board of Directors. A majority of the Board of Directors Members shall constitute a quorum. Voting by proxy shall not be allowed. The Chairman, or the Vice-Chairman when acting as Chairman, shall have the ruling vote only when the votes of the Member States are equally divided.
- 3.8** The Secretary General is entitled to express his/her views on any matter being considered by the Board of Directors, but does not have a vote in decision making.
- 3.9** Any Member State shall not be assigned as a member of Board of Directors if dues of preceding year have not been fully paid within grace period of six months from SMIIC fiscal year.
- 3.10** The Board of Directors has the broadest powers to manage and administer the Institute's business, except for matters which in the Rules of Procedure or Internal Regulations are expressly reserved to the General Assembly.
- 3.11** Execution of the decisions, programs, plans, and activities of Institute made by the General Assembly is entrusted by it to the Board of Directors.
- 3.12** The Board of Directors must establish the annual accounts and the budget of the following year. Secretary General, on behalf of the Board of Directors, will submit the accounts and the budget to the approval of the General Assembly after submitting the draft budget to the Board of Directors prior to the General Assembly.
- 3.13** Legal actions, both as claimant and defendant, will be conducted in the name of the Institute by the Board of Directors as represented by the Chairman or by a Vice Chairman or by the Secretary General or by any other individual appointed for this purpose by the Board of Directors.
- 3.14** Routine decisions can be taken by letter ballot circulated with an official letter signed by the Chairman. When matters are referred to the Board of Directors for letter ballot, the voting shall terminate when all board members entitled to do so have voted, or on the expiration of a period of four weeks, which is earlier.
- 3.15** The Chairman of the Board of Directors is the chairman of the Meeting of the General Assembly and the Board of Directors.
- 3.16** The Chairman is elected by the Board of Directors, by a simple majority vote. The term of office of the Chairman is fixed at three years of his election re-electable for successive terms. To be eligible as Chairman, a candidate must be active and have

worked in a national body of Member States or in an industry relevant for the Institute. The term of office of the ongoing Chairman continues until the 1st January of following year after the election of new Chairman.

3.17 The candidate for the chairmanship needs to be a member of the Board of Directors.

3.18 In case of incapacity, resignation, death or removal of the Chairman, the Member State holding the Chairmanship shall inform the name of the appointed delegate who will take his/her office with immediate effect and shall finish the term of the former Chairman. One of the Vice-Chairmen will assume his/her duties as acting Chairman until the above procedure is completed on consensual basis.

3.19 Rotating Chairmanship may be applied among Chairman and Vice-Chairmen upon the proposal of any member of the Board which is subject to the decision of the Board of Directors.

3.20 Among the members to the Board of Directors other than the Chairman, the Board of Directors shall elect three Vice-Chairmen whom the elderly Vice-Chairman act as senior Vice-Chairman. Their term of office is of three years re-electable for successive terms and shall commence on 1st January of the year following their election. The term of office of the ongoing Vice-Chairmen continues until the 1st January of following year after the election of new Vice-Chairmen.

3.21 In case of vacancy of a Vice-Chairmanship (removal, resignation, death or incapacity), the Member Body holding the Vice-Chairmanship shall inform the name of the appointed delegate who will take his/her office with immediate effect and shall finish the term of the former Vice-Chairman. Same procedure must be applied in case of vacancy of the term of office of a Board member.

STANDARDIZATION MANAGEMENT COUNCIL AND TECHNICAL COMMITTEES

Clause 4

4.1 Standardization Management Council (SMC), within the framework of policies established by the Institute, shall have responsibility, in the context of the roles and responsibilities defined in the Statute, for the general management of the technical committee structure. It shall approve the establishment and dissolution of technical committees, and revisions of the directives for the work of the technical committees. It shall deal with all matters of strategic planning, coordination, performance, and monitoring of technical committee activities.

4.2 The procedure to be followed by the election/appointment of Standardization Management Council shall be as follows:

- a) Board of Directors shall elect/appoint the members of SMC on the basis of equitable distribution from geographical groups of the OIC for a term of three years and may be re-elected for successive terms. The term of office of the members elected to the SMC shall commence on 1st January of the year following their election, three years following the commencement of the term.
- b) Four months before the end of the third year of ongoing term of office of the members of the SMC, General Secretariat shall circulate a letter to Member States stating the current structure of the SMC as well as shall invite the eligible Member States to submit their nominations including the procedure to be followed for the new nominations of the upcoming term. General Secretariat upon closing of the nominations and after review by the General Secretariat shall circulate to the Member States all nominations within two months thus submitted for election at the Board of Directors.
- c) If there are more than nine nominations, vote by ballot shall be applied in the Board of Directors. The numbers of vote cast for each nominations shall be recorded to the Board of Directors resolution. The high vote cast nominations shall be elected as the members of the SMC. If there are not more than nine nominations, nominees shall be directly appointed as the members of the SMC.
- d) General Secretariat shall send official letters to the elected/appointed members of SMC related to the term of office and responsibilities stated in the Statute and Rules of Procedure.

4.3 SMC shall hold at least two meetings each year. The decisions shall be taken on consensual basis and may be taken by correspondence or by electronic voting. Secretariat facilities shall be provided by General Secretariat.

4.4 General decisions of the SMC shall be circulated to Member States and Observers.

4.5 The primary duty of a Technical Committee is the development and systematic maintenance of the OIC/SMIIC Standards.

4.6 A request for undertaking standards development work in a technical field may be initiated by one or more Member States, by a Technical Committee or committee established by the General Assembly, by the Secretary General or by an organization outside the Institute.

- a) In principle, such a request should be accompanied by a statement setting forth, as clearly as possible, the scope envisaged and the reasons which justify the need for such work.

- b) The Secretary General, after having further clarified the request, if necessary, shall inquire of the Member States whether they are in favour of the formation of a Technical Committee to undertake the proposed work and, if the reply is in the affirmative, whether they elect to participate actively in the work of the Technical Committee established or merely to follow its activity.
- c) The Secretary General shall transmit the replies received together with all pertinent information to the SMC.

4.7 If the majority of the Member States voting are not opposed to a Technical Committee being authorized and if at least five members are willing to take an active part in the work, the creation of such a committee may be authorized provided the SMC is convinced of the importance of the work for OIC Member States.

4.8 No Technical Committee shall go beyond the scope of work approved for it unless such extension is approved by the SMC.

4.9 A Member State is appointed by the SMC to act as secretariat of a Technical Committee. Working as secretariat of a Technical Committee, such Member State shall maintain strict neutrality in its capacity as secretariat. The secretariat of a Technical Committee shall be responsible to the SMC for the work and correspondence conducted by it.

4.10 Unless otherwise provided by the SMC all matters shall be decided by a consensus agreement of the Member States actively participating in the work of the Technical Committee, either in person, or by correspondence.

4.11 SMC shall issue directives for the work of the Technical Committees. Such directives shall contain a working definition of the consensus concept for SMIIC.

4.12 When a Technical Committee has reached a consensus agreement for a specific OIC/SMIIC Standard, its proposals shall be sent to the Secretary General for approval by the Member States.

4.13 Any Member State may appeal any action, or inaction, on the part of a Technical Committee when it considers that such action, or inaction, is not in accordance with the Statute, the Rules of Procedure or the directives established by the SMC, or is not in the best interests of intra-OIC trade or such public considerations as safety, health or environmental improvement. Appeals shall be received and adjudicated in accordance with procedures set out in the directives for the work of the Technical Committees.

- 4.14 The Board of Directors shall have the final authority for arbitrating unresolved appeals, and shall approve any revisions of the appeal procedures proposed by the SMC.
- 4.15 International Islamic Organizations and Muslim Community Organizations that are not headquartered in the OIC Member States yet eminent and officially recognized in their respective States, having interest in the SMIIC's fields of activity may be granted liaison organization status by the SMIIC General Secretariat to be able to attend the Technical Committee and other relevant committee meetings.
- 4.16 SMC shall take into consideration the opinions of Member States who are unable to participate in activities of Technical Committees.
- 4.17 General Secretariat shall submit draft standards and documents of harmonization to the approval of the Member States in accordance with the relevant procedures.
- 4.18 General Secretariat shall ensure publication of adopted standards and documents of harmonization as the OIC/SMIIC Standards in the official languages.
- 4.19 If the SMC deems it appropriate to accept a reference document as a harmonized standard, it will refer to the General Secretariat for assigning a draft harmonized standard number to the document and circulate it with the special form after acceptance of the Member States.
- 4.20 The decisions for the amendment and revision requests for OIC/SMIIC Standards will be taken by the SMC upon request of the relevant Technical Committee or a Member State. The procedure to be implemented is the same as in the preparation of new standards. Decisions may also be adopted, upon the request of a Member State, on whether the OIC/SMIIC Standards should remain in force with revisions at intervals shorter than five years, or they should be withdrawn as stated in the Rules of Procedure.

METROLOGY COUNCIL

Clause 5

- 5.1 The Chair and Vice-Chair of the MC shall be elected by members of MC for a term of three years re-electable for successive terms and approved by the Board of Directors.
- 5.2 The national metrology institute holding the chairmanship of the Metrology Council (MC) shall perform the secretariat facilities of the Metrology Council in coordination with General Secretariat.

- 5.3** The activities of MC and required qualifications, job descriptions as well as duties and responsibilities of the people performing the MC activities shall be stated in the Terms of Reference document which shall be prepared by Metrology Council and approved by the Board of Directors.
- 5.4** The Chair of MC shall submit activities report to the Board of Directors periodically in the format provided by General Secretariat.
- 5.5** Upon the request of the Board of Directors, the Chair of MC shall submit report to the General Assembly on the activities of MC.
- 5.6** Chair of MC shall inform the General Secretariat on the activities such as general announcements, planned meetings, congresses, trainings etc. for the follow up the General Secretariat. General Secretariat shall be represented at activities of MC as observer, if needed.

ACCREDITATION COUNCIL

Clause 6

- 6.1** The Chair and Vice-Chair of the AC shall be elected by the members of AC for a term of three years re-electable for successive terms and approved by the Board of Directors.
- 6.2** The accreditation body holding the chairmanship of the Accreditation Council (AC) shall perform the secretariat facilities of the AC in coordination with General Secretariat.
- 6.3** 12 members from national accreditation bodies authorized by Member States shall be appointed or elected by the Board of Directors for the management of AC as follows:
- a) Board of Directors shall elect/appoint twelve members for a term of three years on the basis of an equitable distribution in the geographical groups of the OIC and may be re-elected for successive terms.
 - b) Four months before the end of the third year of ongoing term of office of the members of the AC, General Secretariat shall circulate a letter to Member States stating the current structure of the AC as well as shall invite the eligible Member States to submit their nominations including the procedure to be followed for the new nominations of the upcoming term. General Secretariat upon closing of the nominations and after review by the General Secretariat shall circulate to the Member States all nominations within two months thus submitted for election at the Board of Directors.

- c) If there are more than twelve nominations, vote by ballot shall be applied in the Board of Directors. The number of votes cast for each nomination shall be recorded in the Board of Directors resolution. The high vote cast nominations shall be elected as the members of the AC. If there are not more than twelve nominations, nominees shall be directly appointed as the members of the AC. The invitations for nominations will be re-sent for the vacant membership in case of the receipt of lesser number of nominees.
- d) General Secretariat shall send official letters to the elected/appointed members of AC related to the term of office and responsibilities stated in the Statute and Rules of Procedure.

6.4 The activities of AC and required qualifications, job descriptions as well as duties and responsibilities of the people performing the Accreditation Council activities shall be stated in the Terms of Reference document which shall be prepared by Accreditation Council and approved by the Board of Directors.

6.5 Establishment and operation of accreditation technical committees (ATC) for implementing accreditation related policies/projects/programmes shall be defined in the Terms of Reference of AC. These committees will be open to all Member States.

6.6 Chair of AC shall submit activities report to the Board of Directors periodically in the format provided by General Secretariat.

6.7 Upon the request of the Board of Directors, the Chair of AC shall submit report to the General Assembly on the activities of AC.

6.8 Chair of AC shall inform the General Secretariat on the activities such as general announcements, planned meetings, congresses, trainings etc. for the follow up the General Secretariat. General Secretariat shall be represented at activities of AC as observer, if needed.

STANDING ADVISORY COMMITTEE (SAC)

Clause 7

7.1 The basis of nomination/selection of SAC members shall be experience, knowledge, commitment, achievement in the respective fields and have international membership/engagement with leading international and national organizations in their field.

7.2 Members shall serve within the SAC during the validity of their appointment and are replacable on need basis.

7.3 SAC shall consult on the important issues with regards to policy of SMIIC, cooperate with members about international development in the area of standardization and related areas and advise Board of Directors on the issues related to the governance, policy and activities of Councils.

THE SECRETARY GENERAL AND ASSISTANT SECRETARY GENERAL

Clause 8

- 8.1 The Secretary General has the powers to manage and administer the Institute's day-to-day business and carries out the decisions taken by the Board of Directors within the scope of their respective powers. All documents committing the Institute in its day-to-day business are validly signed by the Secretary General.
- 8.2 The Secretary General ensures that the management of the day-to-day business is carried out within the framework determined by the Statute, Rules of Procedure, the Internal Regulations and the decisions taken by the General Assembly and the Board of Directors.
- 8.3 The Secretary General is elected by the General Assembly, by a simple majority vote. To be eligible as Secretary General, a candidate must be active and have worked in a national body of Member States or in an industry relevant for the Institute and have the qualifications described in the Annex II of the Staff Regulations.
- 8.4 Before the end of Secretary General's incumbency, the Secretary General shall invite nominations for the next Secretary General from the Member States to be submitted one month prior to the General Assembly via writing to the General Secretariat. Nominations that were proposed shall include a curriculum vitae of nominee that will be sent in writing.
- 8.5 The term of office of the Secretary General elected shall commence on 1st January of the year following his/her election, three years following the commencement of the term and may be re-electable for successive terms.
- 8.6 In case of vacancy (removal, resignation, death or incapacity) of the Secretary General, Assistant Secretary General will represent the General Secretariat until the new Secretary General shall be elected by the General Assembly according to the Clause 8.3.
- 8.7 The Secretary General attends the meetings of the General Assembly, the Board of Directors and may take part in any other meeting of the Institute, without voting right and in an advisory capacity.

- 8.8** The Secretary General reports on a regular basis to the Board of Directors to be submitted to the General Assembly.
- 8.9** The Secretary General may be assisted by an Assistant Secretary General to whom the Secretary General may delegate some or all of the tasks within the framework decided by the Board of Directors, acting upon a proposition done by General Assembly. In the absence of the Secretary General, Assistant Secretary General will represent the General Secretariat and conduct its affairs on behalf of the Secretary General whose main duties and responsibilities are described in the Staff Regulations.
- 8.10** The Assistant Secretary General shall be recommended by the Secretary General for the approval of the Board of the Directors, from among candidates of Member States whom have the qualifications described in the Annex II of the Staff Regulations for a period of three years re-electable for successive terms. The term of office of the Assistant Secretary General shall commence on 1st January of the year following his/her election.
- 8.11** Before the end of the Assistant Secretary General's incumbency or in case of vacancy (removal, resignation, death or incapacity), the Secretary General shall invite nominations for the next Assistant Secretary General from the Member States to be submitted one month prior to the Board of Directors meeting via writing to the General Secretariat. Nominations that were proposed shall include a curriculum vitae of nominee that will be sent in writing.

FINANCE

Clause 9

- 9.1** The accounting year begins on January 1st and ends on December 31st of each year.
- 9.2** Each year, on the thirty-first of December, the annual accounts of the Institute are closed and established by the Board of Directors. Secretary General, on behalf of the Board of Directors must submit the accounts of the ended accounting year and the budget of the following year to the approval of the General Assembly. Draft budget must be submitted to Board of Directors for the consideration prior to its submission to the General Assembly.
- 9.3** The annual contributions for the Member States are determined by the General Assembly in such a way that their amount covers the expenditure provided by the budget in accordance with the procedure defined in SMIC Financial Regulations.

- 9.4 Member States' contributions will be in proportion with the figures to be fixed and approved according to Member States' proportionate to their national incomes by a two-third majority of the Member States.
- 9.5 The General Assembly will decide on the proportion to be paid by new Member States.
- 9.6 The Board of Directors may schedule additional budgets for specific fields of interest to certain members of the Institute and submit these budgets to the approval of the General Assembly.
- 9.7 The costs entailed will then be borne entirely by the Member States concerned in a proportion fixed by the General Assembly.
- 9.8 External auditor shall submit the report of ended accounting year to the General Secretariat by 01 February each year. General Secretariat shall submit the external auditors' report to the Board of Directors meeting. After the consideration of the Board of Directors, the external auditors' report shall be submitted to the General Assembly for approval.
- 9.9 The decision on the bearing of the expenses of any organ of SMIIIC is subject to the decision of Secretary General.

LANGUAGE

Clause 10

- 10.1 The official language of Headquarters country may also be used in addition to the official languages of the Institute in order to better communicate with the local authorities for official issues of the Institute within the Headquarters country.
- 10.2 The three official languages of the SMIIIC, Arabic, English and French may be used by the delegates at meetings.
- 10.3 The working language of the General Assembly, Board of Directors and General Secretariat shall be English.
- 10.4 All administrative communications shall be in English only.
- 10.5 OIC/SMIIIC Standards shall be published by the Institute in English, French and Arabic.

ENTRY INTO FORCE, IMPLEMENTATION AND AMENDMENTS

Clause 11

- 11.1** The present Rules of Procedure will enter into force as of the date of its adoption by the General Assembly of the Institute.
- 11.2** The Secretary General shall be responsible for implementation of the Rules of Procedure. The Statute and the Rules of Procedure shall be evaluated together.
- 11.3** Amendments to the Rules of Procedure, proposed by the General Assembly, the Board of Directors, General Secretariat or at least ten Member States shall require the approval of the General Assembly.