

## Rules of Procedure for ICHARM Governing Board

### **Article 1 Intent**

These Rules of Procedure (hereinafter referred to as “the Rules”) shall state the necessary matters which shall guide proceedings of the International Centre for Water Hazard and Risk Management (ICHARM) Governing Board (hereinafter referred to as “the Governing Board”) meeting, subject to Article 6 of the agreement between the Government of Japan and the United Nations Educational, Scientific and Cultural Organization (UNESCO) regarding the continuation, in Japan, of the International Centre for Water Hazard and Risk Management (category 2) under the auspices of UNESCO, signed on 13 February 2020 (hereinafter referred to as “the Agreement”).

### **Article 2 Composition**

- 1) The members of the Governing Board will be composed as provided for by Article 6 of the Agreement. The President of the National Research and Development Agency Public Works Research Institute, Japan will be designated as Chairperson of the Governing Board.
- 2) The members of the Governing Board shall be appointed by the Chairperson.
- 3) The term of office for each Governing Board member appointed by the Chairperson shall be three years. This term may be extended by re- appointment.

### **Article 3 Board Meetings, Quorum, and Minutes**

- 1) The functions of the Governing Board shall be prescribed as provided for by Article 6 of the Agreement.
- 2) The Chairperson shall convene the Governing Board meeting. Participation by a majority of Governing Board members shall be necessary to proceed with the Governing Board meeting.
- 3) The majority agreement of all attendees shall be necessary for the adoption.
- 4) The official language of the Governing Board meeting shall be English.
- 5) The secretariat of the Governing Board (referred to in Article 4) shall take minutes of the Governing Board meetings.

### **Article 4 Secretariat**

ICHARM shall function as the secretariat of the Governing Board.

### **Article 5 Amendment of the Rules**

The Rules may be amended during a Governing Board meeting by consent of the majority of attendees. The Chairperson can ask for electronic votes when urgent decision issues relevant to the Rules arise between meetings. The decisions in such cases shall be made by consent of the majority of the members who have voted by deadlines.

### **Article 6 Miscellaneous Provisions**

Miscellaneous provisions necessary for the management of the Governing Board but not included in the Rules shall be decided by the Chairperson in consultation with the Governing Board members.

### **Supplementary Provisions**

The Rules shall be enacted on 23 June 2025.