Terms of Reference for the Rules Committee

Preamble:

Article 7.2 of the Rules of Procedure of the Governing Board states:

The Governing Board may establish and assign responsibilities to *ad hoc* or Standing Committees and other subsidiary bodies as it may require. The Governing Board will set or approve the terms of reference, guidelines and budgets for these committees and other subsidiary bodies.

Article 7.3.3 establishes the Rules Committee as a Standing Committee:

The **Rules Committee** is an advisory committee that will deal with procedural and administrative issues related to the rules and operations of the GBIF Governing Board. The committee will make recommendations to the Governing Board, the Executive Committee and the Secretariat.

This Terms of Reference outlines mandate, composition and rules of procedure of the Rules Committee...

1. Mandate

The Rules Committee has the following responsibilities:

- 1.1. Review the Memorandum of Understanding, the Rules of Procedure and regulations of the Governing Board and its committees and subcommittees and recommend changes to the Governing Board.
- 1.2. Provide *ad hoc* advice to the Executive Secretary, Governing Board, the Executive Committee, and members of the committees and subcommittees of the Governing Board on the interpretation of these rules.
- 1.5. Develop new rules and procedures that may be required for the proper functioning of the Governing Board or its committees and subcommittees.
- 1.6. Advise the Governing Board at its annual meeting of any recommended changes.

2. Members of the Rules Committee

2.1. The Chair and up to two Vice-Chairs of the Rules Committee are elected by the Governing Board according to Article 7.4 of Rules of Procedure.

2.2. Additional members

- 2.2.1. Members of the Board can volunteer to be members of the Rules Committee. The Committee should preferably have at least three additional members.
- 2.3.1. If more than five additional Board members volunteer to serve on the Committee, the Board may decide to hold an election for the number of seats on the committee that it finds suitable.
- 2.3. The Executive Secretary serves as an ex-officio member of the Rules Committee.

3. Rules of Procedure for the Rules Committee

3.1. Meetings

- 3.1.1. The Rules Committee will normally meet at least once a year, in conjunction with the annual meeting of the Governing Board.
- 3.1.2. If any intersessional meetings are held, they will normally be carried out via electronic means.
- 3.2. The Chair will dispatch a draft agenda with documents for the meeting of the Rules Committee no later than one week before an agreed meeting date.
- 3.3. The Rules Committee will strive to work by consensus in drafting its advice and recommendations.
- 3.4 The Secretariat will keep a record of each meeting of the Rules Committee and will circulate the record to the Committee members shortly after the meetings.
- 3.5. The Chair will provide a report on the Committee's activities and recommendations at each Governing Board meeting. The Chair may also send additional reports to the Governing Board when appropriate.
- 3.6. Costs of participation by Committee members
 - 3.6.1. Whenever Rules Committee meetings are held in conjunction with the annual Governing Board meeting, the travel, hotel and per diem costs are to be paid by the Participant from which the Committee member comes.
 - 3.6.2. If any intersessional meetings are held, the Committee members' costs for participating in these meetings will be covered by the Secretariat