



Pacific Immigration
Directors' Conference



Members of PIDC



PIDC RULES OF PROCEDURE

FINAL

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RULES OF PROCEDURE

These Rules of Procedure are adopted and amended in accordance with Article 4 of the Constitution of the PIDC and explain the Rules of Procedure for the conduct of its meetings, including meetings of its subsidiary bodies, and for the efficient exercise of all PIDC functions.

INTERPRETATION

These Rules should be read in conjunction with the PIDC Constitution and the following Interpretations for the purpose of this document.

<i>PIDC</i>	The Pacific Immigration Directors' Conference.
<i>PIDC Secretariat</i>	The office and staff established to support the activities of the PIDC.
<i>Head of Secretariat</i>	The person appointed to manage the PIDC Secretariat.
<i>PIDC Member(s)</i>	The immigration agency or agencies of member countries as listed in the PIDC Constitution.
<i>Chairperson</i>	The Chair of the PIDC for any given one-year period.
<i>Vice-chairperson</i>	The Vice-chair of the PIDC for any given one-year period.
<i>Host Country</i>	The country that hosts the PIDC Secretariat.
<i>Donor</i>	A PIDC Member country which makes a financial commitment to the PIDC in addition to its 'member contribution', or a non-member country or organisation which makes a financial contribution to the PIDC.
<i>Principal Donors</i>	Those donors which provide substantial contributions based on the PIDC operating budget derived from the PIDC Annual work plan. A Principal Donor must be a PIDC Member.
<i>Regular Annual Meeting</i>	The Annual Meeting of PIDC Members specified in Article 16 of the Constitution, unless otherwise stated.
<i>Board</i>	For the purposes of the PIDC the Board shall comprise the Chairperson and the Vice-chairperson as well as one representative from each of the Principal Donor countries,

	and one representative from each of Melanesia, Micronesia, Polynesia and the Small Island States.
<i>Sub-committee</i>	A committee established by the Board to assist in the conduct of PIDC business.
<i>Member Contributions</i>	The annual financial contributions made by non-Principal Donor PIDC Members to the PIDC.
<i>Consensus</i>	With reference to decision-making, where reference is made to 'agreement by consensus' it means that agreement is achieved in the absence of any formal objection made at the time the decision was taken.
<i>Constitution</i>	The Constitution of the PIDC.
<i>Observer</i>	An invited attendee at a PIDC meeting who is not a PIDC member.
<i>Special Meeting</i>	An inter-sessional general meeting of the PIDC specified in Article 26 of the Constitution of the PIDC.

REPRESENTATION

RULE 1

Member Country and Observer Representation at the PIDC

- 1.1 Each PIDC Member country shall be represented by a current senior officer of the country's immigration portfolio and have within his or her domestic agency sufficient decision-making authority that permits his or her contribution and decision-making at PIDC meetings and in the general conduct of PIDC business.
- 1.2 Observers referred to in Rule 19 shall be represented by designated representatives and by such alternate representatives and advisers as may be required.

RULE 2

Member Conduct

- 2.1 Articles 7, 8 and 21 of the Constitution provide clear guidance on the conduct of PIDC members and all member contributions and interactions in PIDC business shall reflect the behaviours and values described.

REGULAR ANNUAL MEETINGS

RULE 3

Regular Annual Meetings

- 3.1 The PIDC shall hold a Regular Annual Meeting in a member country each calendar year. Before the end of each Regular Annual Meeting, the Secretariat, in consultation with PIDC members, shall decide the date and approximate duration of the next Regular Annual Meeting.
- 3.2 The timing of the Regular Annual Meetings shall be within the last three months of the financial year so that the Head of Secretariat can present robust estimates of the end of year financial position and a detailed proposed budget for the upcoming financial year in accordance with the Financial Regulations.
- 3.3 The PIDC Secretariat shall notify all member countries of the dates, location and provisional agenda of the next Regular Annual Meeting as early as possible, but at least 60 days in advance of the Regular Annual Meeting. It is expected that, other than in exceptional circumstances, all PIDC Member countries shall attend the Regular Annual Meeting.

- 3.4 All PIDC members are eligible to host a PIDC Regular Annual Meeting. The Regular Annual Meeting shall be hosted by the country that will attain the role of PIDC Chair for the following year.
- 3.5 The Secretariat shall produce and make available as soon as possible after each Regular Annual Meeting, in a format the Secretariat chooses:
- a. a Summary of Outcomes and Decisions from the Regular Annual Meeting; and
 - b. a Chairperson's Communiqué of the Regular Annual Meeting.

The Summary of Outcomes and Decisions shall have a restricted circulation to members only via the member's only section of the PIDC website and the Chairperson's Communiqué shall be made public.

SPECIAL MEETINGS

RULE 4

Special Meetings

- 4.1 In exceptional circumstances, any PIDC Member may request to hold a Special Meeting¹ with invitation to all PIDC Members. Such a request must be made to the Head of Secretariat. The Head of Secretariat shall immediately inform all PIDC members of the request and its purpose, and inquire whether they concur with it. If within 30 days a majority of PIDC members agree with the request, a Special Meeting shall be convened.
- 4.2 The Head of Secretariat, in consultation with the Chairperson, shall identify the most effective way to convene the Special Meeting, having proper regard to cost and the PIDC's ability to meet relevant associated expenses from its annual budget.
- 4.3 The Secretariat shall produce and make available as soon as possible after each Special Meeting, in a format the Secretariat chooses:
- a. a Summary of Outcomes and Decisions from the Special Meeting; and
 - b. a Chairperson's Communiqué of the Special Meeting.

The Summary of Outcomes and Decisions shall have a restricted circulation to members only via the member's only section of the PIDC website and the Chairperson's Communiqué shall be made public.

¹ In these rules, unless otherwise stated, 'Special Meeting' means an inter-sessional general meeting of the PIDC specified in Article 26 of the Constitution of the PIDC.

AGENDA FOR REGULAR AND SPECIAL MEETINGS

RULE 5

Agenda for Regular Annual Meetings

- 5.1 The provisional agenda of a Regular Annual Meeting shall be drawn up by the Head of Secretariat and approved by the Chairperson after consultation with the PIDC Board.
- 5.2 The agenda of every Regular Annual Meeting shall include:
- a. the annual activity report of the PIDC Secretariat for the preceding financial year;
 - b. the annual financial report of the PIDC Secretariat for the current financial year, including a detailed record of expenditure and financial position as required under Regulation 10 of the PIDC Financial Regulations;
 - c. the proposed Budget and work-plan for the next financial year;
 - d. progress against the work-plan and any revisions or updates to the work-plan;
 - e. items proposed by member countries;
 - f. items which the Head of Secretariat deems necessary; and
 - g. items which Principal Donors deem necessary in relation to funding the PIDC.
- 5.3 At the beginning of each Regular Annual Meeting, the PIDC shall adopt the agenda. Additional items that are urgent or otherwise relevant may be added to the agenda after the agenda has been adopted where the PIDC agrees.

RULE 6

Agenda for Special Meetings

- 6.1 The agenda of a Special Meeting shall be drawn up by the Head of Secretariat and approved by the Chairperson after consultation with the PIDC Board and shall include only those items proposed for consideration in the request for holding the meeting.
- 6.2 At the beginning of each Special Meeting, the PIDC shall adopt its agenda for the meeting on the basis of the provisional agenda.

OFFICERS

RULE 7

Chairperson and Vice-chairperson

- 7.1 The PIDC shall appoint a Chairperson and a Vice-chairperson annually for a one year period. The Chairperson and Vice-chairperson shall be representatives from two different PIDC Member countries and shall serve in these roles at the pleasure of their respective countries.
- 7.2 If, for any reason, a nominated representative in the role of Chairperson or Vice-chairperson is unable or unwilling to continue in either role, the member country which that person represents shall nominate a replacement and notify the PIDC Head of Secretariat.
- 7.3 If, for any reason, a member country holding the position as Chair (i.e. from which the Chairperson has been nominated) decides that it is unwilling or unable to continue in the role, the Vice-chairperson shall assume the role.
- 7.4 A Vice-chairperson shall be elected at each Regular Annual Meeting for the coming year. At the end of one-year period as Vice-chairperson, the Vice-chairperson automatically becomes Chairperson for the following year.
- 7.5 The role of the Chairperson is to:
- a. approve meeting agendas;
 - b. open and close each Regular Annual Meeting or Special Meeting and each Board meeting;
 - c. direct meeting discussions;
 - d. ensure observance with PIDC rules of procedure;
 - e. accord the right to speak and announce the list of speakers;
 - f. put questions;
 - g. announce decisions;
 - h. rule on points of order;
 - i. propose, if necessary, limitations on the time to be allowed to speakers and on the number of times a speaker may speak; and
 - j. announce closure of discussions on a topic.
- 7.6 The Chairperson and Vice-chairperson, in the exercise of their functions, remain under the authority of the PIDC.

- 7.7 The Vice-chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.
- 7.8 If the member country holding the appointment of Chair is unable to attend a PIDC meeting, the Chair shall delegate the chairmanship to the Vice-chair for that meeting. If for any reason, the Vice-chair is unable to accept the delegation, the Chair shall delegate another member country to chair the meeting and shall notify the Secretariat of this decision at the earliest possible opportunity. In the case of a Board meeting the delegation shall be given to an existing Board member. In such cases, the Board member may appoint a replacement representative to attend the Board meeting on behalf of the Regional Grouping it represents.

CONDUCT OF PLENARY MEETINGS²

RULE8

Quorum

- 8.1 The Chairperson may declare a meeting of the PIDC open and permit the debate to proceed when at least three-fourths of the members of the PIDC are present.

RULE9

Open and Closed Meetings

- 9.1 The meetings of the PIDC and its subsidiary bodies shall be open unless the PIDC or the subsidiary body concerned decides that circumstances require that meetings (or part thereof) be held in closed session.
- 9.2 All decisions of the PIDC taken at a closed session (or part session) shall be announced at an early open meeting of the PIDC. At the end of a closed meeting (or part meeting) of a subsidiary body, the Chairperson may issue a communiqué through the Head of Secretariat.

RULE 10

Speeches

- 10.1 No representative may address the PIDC without having previously obtained the permission of the Chairperson. The Chairperson shall call upon speakers in the order in which they signify their desire to speak, except that the Chairperson of a subsidiary body may be accorded precedence for the purpose of explaining the conclusions arrived at by that body. The

² A Plenary Meeting shall include a Regular Annual Meeting or a Special Meeting of the PIDC.

Chairperson may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

RULE 11

Statements by the Secretariat

11.1 The Head of Secretariat, or a member of the Secretariat designated by him/her as his or her representative, may, at any time with the permission of the Chairperson, make either oral or written statements to the PIDC concerning any question under consideration by it.

RULE 12

Points of Order

12.1 During the discussion of any matter, a PIDC Member may rise to a point of order, and the point of order shall be immediately decided by the Chairperson in accordance with these rules of procedure. A PIDC Member may appeal against the ruling of the Chairperson. In such a case, the appeal shall be immediately put to the vote, and the Chairperson's ruling shall stand unless overruled by a majority of the members of the PIDC present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

RULE 13

Procedural Motions

13.1 Subject to Rule 12, a PIDC Member may at any time make any of the following procedural motions. Such motions shall have precedence in the following order over all other proposals or motions before the meeting:

- a. To suspend the meeting;
- b. To adjourn the meeting;
- c. To adjourn the debate on the item under discussion; and
- d. To close the debate on the item under discussion.

13.2 Any motion calling for a decision on the competence of the PIDC to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

RULE14

Proposals and Amendments

- 14.1 Proposals and amendments shall normally be circulated in writing to the Head of Secretariat, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the PIDC unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The Chairperson may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated or have only been circulated the same day.

BOARD

RULE15

Board Meetings

- 15.1 The PIDC Board shall meet on a regular basis, at least three times annually in a PIDC Member country in order to conduct the business of the PIDC. Before the end of each Board meeting, the Secretariat, in consultation with member countries represented on the Board, shall propose the location, date and approximate duration of the next Board meeting.
- 15.2 All countries represented on the Board are invited to host a Board meeting. Other member countries may also express an interest in hosting a Board meeting.
- 15.3 In considering such requests, the Board shall take into account, cost of attendance in the proposed location, and whether or not the applicant has recently hosted a Board meeting.. A final determination shall be based on the need to conduct the meeting within allocated budgets and in a manner that enables sound business outcomes to be achieved.
- 15.4 Where the host of a Board meeting is not a member of the Board, the host may attend the meeting to observe and participate in discussions, but may not participate in decision-making processes (refer Constitution 6.5).
- 15.5 As reflected in Rule 1.1, the representative of the Member Country on the Board must be an officer of senior standing in the Member's Immigration Agency who can contribute fully to business of the meeting and where necessary make decisions and commitments on behalf of the Member. Where possible, representation should be consistent to ensure business continuity and understanding.

- 15.6 If an elected Board member country is unable to attend a Board meeting that member country shall consult with the member countries it represents and agree on alternative representation from within the Regional Group as defined in the Constitution. The Head of Secretariat shall be advised of the change at the earliest opportunity.
- 15.7 The agenda of every Board meeting shall include:
- a. an activity report of the PIDC Secretariat since the last Board meeting;
 - b. standard agenda item on risk, audit and financial viability;
 - c. a year-to-date financial report (in the prescribed format) of the PIDC Secretariat for the current financial year;
 - d. a report detailing progress against the work-plan and any revisions or updates to the work-plan;
 - e. a report from the representative of each of the Regional Groupings (Micronesia, Melanesia, Polynesia and Small Island States) covering discussions held with the other members of their respective grouping and in particular, any issues, concerns or opportunities arising out of those discussions;
 - f. items proposed by Board members;
 - g. items which the Head of Secretariat deems necessary; and
 - h. items which the key donor countries deem necessary in relation to funding the PIDC.
- 15.4 The Secretariat shall produce and make available as soon as possible after each meeting:
- a. a Summary of Outcomes and Decisions from the Board meeting; and
 - b. a Communiqué of the Board meeting.

The Summary of Outcomes and Decisions shall have a restricted circulation to members only via the member's only section of the PIDC website and the Chairperson's Communiqué shall be made public

DECISION MAKING

RULE16

Voting Rights

- 16.1 Each PIDC Member shall have one vote, unless otherwise provided in the Constitution.

RULE17

Democratic Processes

- 17.1 The PIDC shall always use transparent and democratic decision making processes.
- 17.2 As a general rule, decision making, where a decision is to be made by the PIDC membership, shall be by consensus. For the purposes of these Rules, "consensus" means the absence of any formal objection made at the time the decision was taken.
- 17.3 If all efforts to reach consensus have been exhausted, decisions by voting on questions of procedure shall be taken by a majority of those present and voting. The time for the vote shall be stipulated by the Chairperson. Decisions on questions of substance shall be taken by a three-fourths majority of the member countries present and voting. If the issue arises whether a question is one of substance or not, that question shall be treated as one of substance. Voting shall be by standing or show of hands.
- 17.4 All decisions made pursuant to Article 26 of the Constitution ("Alterations to the Constitution") shall only be made by consensus.
- 17.5 Any elections shall be conducted by secret ballot at the discretion of the Chairperson. Where an election concerns electing an individual but no candidate obtains a majority in the first ballot, then a second ballot shall be undertaken which is restricted to the two candidates who obtained the largest number of votes.
- 17.6 A member may propose that part of a proposal or amendment may be voted on separately. No matter may be amended while it is undergoing voting or election.
- 17.7 No member may interrupt voting or an election, except in relation to a point of order.

RULE18

Inter-sessional Decision Making

- 18.1 If necessary, a member may propose that a matter may be decided during the period between Regular Annual Meetings or Board meetings on matters that require a decision before the PIDC convenes. In such cases, voting shall be undertaken electronically (via email or secure website) or other agreed means of communication.
- 18.2 The Chairperson, in consultation with the Vice-chairperson, determines whether a matter should be decided inter-sessionally rather than deferring it to the next Regular Annual Meeting or Board meeting.
- a. If the Chairperson agrees a vote is necessary, the Head of Secretariat must administer the vote as soon as possible and request that voters respond within 30 days.
 - b. If the Chairperson considers that the matter should be deferred to the next Regular Annual Meeting or Board meeting, then the Chairperson must immediately advise the proposing member of this decision and the reasons for the decision.
 - c. The member may request an inter-sessional vote on the Chairperson's determination.
- 18.3 Members shall promptly acknowledge receipt of a request for an inter-sessional vote and complete voting within 30 days.
- 18.4 A matter that has been rejected as a result of an inter-sessional vote may not be reconsidered under an inter-sessional vote until it has been discussed at a Regular Annual Meeting, Special Meeting or Board meeting.

OBSERVERS

RULE19

Invitation and Role of Observers

- 19.1 Observers may be invited to a Regular Annual Meeting or to a Board meeting, including for the purpose of presenting or discussing an agenda item. In general, an observer shall be invited on the basis of the observer's expertise relevant to the PIDC and its business or in the interests of international cooperation and relationships.
- 19.2 The Secretariat or any member may propose the attendance of an observer. The attendance must be approved by the Head of Secretariat and the Chairperson in consultation with the Board.

- 19.3 Observers shall not be permitted to contribute to PIDC decision making processes, including the adoption of agendas. PIDC elections and specified agenda items in Regular Annual Meetings and Board meetings may be restricted to PIDC Members only, at the discretion of the Chairperson.

SECRETARIAT

RULE 20

Composition and Duties of the Secretariat

- 20.1 The Secretariat shall comprise:
- a. Head of Secretariat;
 - b. Deputy Head of Secretariat;
 - c. Office Manager; and
 - d. Other staff with specialist skills as endorsed by the Board and required to further the aims and objectives of the PIDC.
- 20.2 The responsibility of the Secretariat is to develop and maintain key relationships on behalf of the PIDC, provide administrative coordination for the PIDC, and to oversee and facilitate implementation of PIDC decisions and initiatives. The Secretariat shall ensure that members are kept apprised of key issues and matters of interest, and shall progress the PIDC's work-plan between conferences to ensure that the PIDC's objectives are met. A detailed list of Secretariat functions is provided in Article 14 of the Constitution as follows:
- a. Providing comprehensive administrative support to the PIDC, the Board and any sub-committees;
 - b. Managing the conduct of all PIDC meetings, including logistics, preparation, secretarial support and reporting;
 - c. Developing detailed work-plans and financial reports for the consideration of the Board and the PIDC;
 - d. Maintaining key relationships with all stakeholders on behalf of the PIDC to ensure that interests, aims and objectives of the PIDC are met;
 - e. Receiving and transmitting the PIDC's official communications;
 - f. Facilitating the compilation and dissemination of data necessary to inform collaborative and individual member progress towards region wide excellence in the delivery of immigration services which enhance economic growth and regional security;

- g. Administering agreed arrangements for coordinating the delivery of support services in the PIDC Area;
 - h. Maintaining the PIDC website and publishing the decisions of and promoting the activities of the PIDC and its subsidiary bodies; and
 - i. Delivering professional treasury, personnel and other administrative functions.
- 20.3 The Secretariat, in consultation with the Board, shall be responsible for developing and maintaining a three-year Strategic Plan. The Strategic Plan must be approved by the PIDC at its Regular Annual Meeting.
- 20.4 In conjunction with the Strategic Plan, the Secretariat shall also develop an associated Annual Work Plan for the PIDC which provides detail as to how the objectives and outcomes of the Strategic Plan will be delivered. The Annual Work Plan, and its associated budget, must also be approved by the PIDC at its Regular Annual Meeting.
- 20.5 The Secretariat shall develop an annual report on the PIDC's activities against the PIDC work-plan and strategic objectives and the Head of Secretariat shall present the annual report to the PIDC Regular Annual Meeting as outlined in Rule 5 of these Rules.
- 20.6 The Secretariat shall manage the PIDC's financial matters in accordance with the PIDC Financial Regulations.
- 20.7 Staff to the Secretariat will be recruited according to, and shall abide by, the PIDC Staff Regulations.

RULE 21

Duties of the Head of Secretariat

- 21.1 The Head of Secretariat shall be responsible for the public profile of the PIDC and as the primary representative of the PIDC shall maintain constructive and collaborative relationships with member countries and external stakeholders.
- 21.2 The Head of Secretariat is responsible for maintaining the staffing of the Secretariat at agreed levels and shall ensure the effective management of both recruitment and performance processes as set out in the PIDC Staff Regulations.
- 21.3 The Head of Secretariat shall be responsible for the administration of all PIDC finances and resources and shall ensure the effective management of all related processes in accordance with these Rules and the PIDC Financial Regulations.

21.4 The Head of Secretariat shall lead and oversee the workings of the Secretariat and shall ensure that the Secretariat fulfils its duties as set out in these Rules.

21.5 The Head of Secretariat shall be responsible for all official communications, reports, communiqués and representations on behalf of the PIDC or Secretariat.

RULES OF PROCEDURE OF SUBSIDIARY BODIES

RULE22

Rules of Procedure of Subsidiary Bodies

22.1 Subject to the provisions of the Constitution, each subsidiary body of the PIDC may formulate and submit to the PIDC for approval such rules as may be necessary for the efficient conduct of its functions.

22.2 Pending the approval of such rules, and except as otherwise provided in the Constitution, these Rules of Procedure apply, mutatis mutandis, to the proceedings of subsidiary bodies, including the Board.

HUMAN RESOURCES

RULE23

The Secretariat as a Workplace

23.1 The Secretariat shall be a model employer and strive to be an employer of choice that reflects the PIDC's standing as the premier forum on immigration in the region.

23.2 As a workplace, the Secretariat shall demonstrate an inclusive, respectful and responsive organisational culture which enables access to work, equitable career opportunities, and maximum participation for all employees. The Secretariat shall apply procedural fairness in its business.

23.3 The Secretariat shall be committed to equal employment opportunities and recognises the strength that diversity brings to the Secretariat and the PIDC.

23.4 The mutual obligations and rights of PIDC employees are set out in the PIDC Staff Regulations.