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THE RULES OF PROCEDURE OF THE WEST
AFRICAN POLICE CHIEFS COMMITTEE
(WAPCCO)

RULES OF PROCEDURE
WEST AFRICAN POLICE CHIEFS COMMITTEE (WAPCCO)

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CHAPTER I: SESSIONS

Article 1: Object of sessions

The object of the Session of WAPCCO shall be to:

- (1) Adopt the draft Agenda,
- (2) Examine the Committees' activities during the previous year,
- (3) Approve the report of activities from the Sub-Committees and WAPCCO Permanent Secretariat,
- (4) Determine new tasks, where appropriate, in the area of co-operation to combat cross-border crime in West Africa,
- (5) Assess implementation of the West African Police Co-operation Agreement, identify any difficulties related to the application of said Agreement and consider taking appropriate measures to remove such obstacles,
- (6) Prepare the progress report for submission to the West African Ministers responsible for police matters,
- (7) Take any initiative with a view to strengthening police co-operation between West African Countries.

Article 2: Ordinary sessions

- (1) In conformity with Article 5(1) of the Constitution, the Committee shall meet in ordinary session once a year at the invitation of the Chairperson in one of the member states.
- (2) However, in the absence of a host country, the session shall be held at the ECOWAS COMMISSION.

Article 3: Extraordinary Sessions

Extraordinary sessions shall be held in the country of the current Chairperson. They may, however, be held in another place agreed upon by members of the Committee. A member may request that such an extraordinary session be held in his country.

Article 4: Convening of Sessions

Each session of the Committee shall be convened by the Chairperson of WAPCCO after consultation with the host country and the ECOWAS COMMISSION.

Article 5: Invitations to participants

- (1) Invitations shall be sent to all members at least two (2) months before the opening of the session, both by the host country to the other countries and by the Permanent Secretariat

Article 6: Invitations to observers

- (1) Chiefs of Police who are not members of WAPCCO and regional and international institutions and organizations which the Committee and ECOWAS consider it necessary to invite may be invited to attend the Committee sessions as observers.
- (2) Chiefs of Police, organizations and institutions invited as observers shall send the Committee's Permanent Secretariat their names and titles or those of their representatives.

Article 7: Delegations

- (1) Each member of WAPCCO may be represented by one or several delegates. Each delegation should be led by the Chief of Police who is a member of the Committee.
- (2) If the Chief of Police is unavailable, he may be represented by a member of the delegation.
- (3) In view of the technical nature of the Committee sessions, members shall attempt to include the following in their delegations, as a matter of priority:
 - (a) high-ranking police officials,
 - (b) specialists in subjects on the agenda.

CHAPTER II: AGENDA AND WORKING DOCUMENTS

Article 8: Preparation of the provisional agenda

- (1) The provisional agenda for an ordinary session of the Committee shall be drawn up by the Committee's Permanent Secretariat and communicated to members at least one (1) month before the opening of the session.
- (2) The ECOWAS Commission may nevertheless ask for particular questions of specific interest to be included as items on the agenda.

Article 9: Amendments to the Agenda

- (1) Any member of the Committee may request that an item be added to or deleted from the provisional agenda to two weeks before the opening of a session.
- (2) Any such request shall be accompanied by an explanation and sent to the Permanent Secretariat of the Committee with due respect for the above mentioned time limit.

Article 10: Contents of the agenda

- (1) The content of the agenda for the Committee's annual session shall not be fixed and may vary from one year to the next, depending on the priorities at the time.
- (2) However, the following could be included as items on the agenda at each ordinary Committee session:
 - (a) Chairman's progress report for the current year,
 - (b) Activity reports of the Technical Sub-Committees,
 - (c) Report on the implementation of recommendations adopted at the previous sessions,
 - (d) International and trans-border crime situation in the sub-region of West Africa,
 - (e) Permanent Secretariat's report on its activities concerning West Africa,
 - (f) Examination of questions raised at the previous session,
 - (g) Items put forward by the ECOWAS Commission,
 - (h) Items proposed by a member country,
 - (i) Committee's programme of activities for the *coming* year.

Article 11: Adoption of the agenda

- (1) The final agenda shall be adopted at the opening of the session in the order of priority of the items listed on the provisional agenda.
- (2) However, the session may decide to add to the agenda any relevant item which will not compromise the schedule for the session.

Article 12: The Communication of working documents

- (1) Documents on specific questions which need prior examination at the national level shall be sent to Committee members at least two (2) months before the opening of the session. The Chairperson shall decide whether the documents are to be sent out by his/her Executive office or the Committee's Permanent Secretariat.
- (2) Any other working documents shall be given to delegates by the host country's organizing committee the day before the opening of the session.

Article 13: The Agenda for an extraordinary session

In principle, the only item on the agenda to discuss any issue related to the subject of the extraordinary sessions should be the matter for which it was convened. However, the Committee may decide to discuss any issue related to the subject of the extraordinary session.

Article 14: Seating of delegations

In the conference hall where the Committee meets in session, delegations shall be seated in an alphabetical order.

Article 15: Public access to proceedings

The proceedings of the Committee shall not be public whereas opening and closing ceremonies shall be open to the press and other guests.

CHAPTER III: CONDUCT OF DISCUSSIONS

Article 16: Presiding at sessions

- (1) The Chairperson of WAPCCO shall preside at Committee meetings and direct the discussions.
- (2) If the Chairperson is unavailable, the Vice-Chairperson shall preside at the session and direct the discussions.

Article 17: Right to speak

- (1) Delegates shall address the session with the permission of the Chairperson.
- (2) The Chairperson may call a speaker to order if his remarks are not relevant to the subject under discussion. The Chairperson may also forbid him to speak whenever he considers it necessary.
- (3) The time allowed to speakers on each question depends on the importance of the question. However, the Chairperson may limit the time allowed to each speaker.

Article 18: Observers' right to speak

- (1) Observers may speak during plenary sessions of the Committee with the authorization of the Chairperson and in accordance with the order of the list of speakers.
- (2) However, observers shall only speak on technical matters within the scope of their activities.

CHAPTER IV: RESOLUTIONS AND VOTING

Article 19: Resolutions

- (1) The Committee shall take all its decisions in plenary session by adopting resolutions, In conformity with Article 13 of its Constitution.
- (2) Decisions concerning the following shall be adopted by an absolute majority of the members:
 - adoption or amendment of the Committee's Constitution,
 - adoption or amendment of the Rules of Procedure of the Committee.
- (3) All other decisions shall be adopted by the Committee by a two-third majority of the members present and voting, in conformity with Article 13(3) of the Constitution.

Article 20: Voting

- (1) In conformity with Article 12 of the Constitution, each delegation present and voting shall have one vote.
- (2) Only a member of the Committee, a Head of Delegation or, if he is unavailable, his representative, shall have the right to vote, in conformity with Article 7(1) and 7(2) above.
- (3) Observers shall not have the right to vote on any matter.

Article 21: Voting Procedure

- (1) Voting shall be conducted by successive ballots until the appropriate majority of members present and voting is obtained.
- (2) Voting shall be done by a show of hands with the exception of elections which shall be done by secret ballot.

Article 27: Amendment of the present Rules of Procedure

(1) The present Rules of Procedure may be amended by the Committee meeting in plenary session, {allowing the same procedure as applies to amendment to the Constitution}

(2) Amendment to the present Rules of Procedure shall not be incompatible with the Committee's Constitution.

Article 28: Conflict between the present Rules of Procedure and the Constitution

(1) The present Rules of Procedure are based on the Committee's Constitution and are subject to it.

(2) In the event of a conflict between a provision of the Rules of Procedure and a provision of the Constitution, the Constitution shall prevail.

Done in Abuja (Nigeria) this ^{10th} Day of July in the year 2008 in two (2) originals in the French, English and Portuguese languages, both texts being equally authentic.

THE CHIEFS OF POLICE OF

The Republic of Benin *Boya Leon A. Eugene 10/07/08*
The Republic of Burkina Faso *Romain QUANGRAOUA 10/07/08*
The Republic of Cape Verde
The Republic of Cote d'Ivoire *BREDOU HIPPIA DEPN*
The Republic of the Gambia
Republic of Ghana *Ganeshan P. G. P. CHITVA 10 JULY 2008*
The Republic of Guinea *10/07/2008*
The Republic of Guinea-Bissau *10/07/2008*
The Republic of Liberia
The Republic of Mali
The Republic of Niger *10-07-08*
The Federal Republic of Nigeria *Durodona 10/7/08*
The Republic of Senegal
The Republic of Sierra Leone *10/07/08*
The Togolese Republic *P. O. Le DCPN 10/07/08*