

B. Conference of the States Parties

(a) Composition, procedure and decision-making

1. The Conference of the States Parties shall be composed of all the States Parties to this Convention. Each State Party to the Convention shall have one representative in the Conference of the States Parties, who may be accompanied by alternates and advisers.
2. The first session of the Conference of the States Parties shall be convened by the Depositary at (venue) not later than 30 days after the entry into force of the Convention.
3. The Conference of the States Parties shall meet in regular sessions which should be held annually unless it decides otherwise. Special sessions shall be convened:
  - when decided by the Conference of the States Parties;
  - when requested by the Executive Council; or
  - when requested by any State Party [and supported by [5-10] [one third of the] States Parties].

The special session shall be convened not later than [30-45] days after lodgement of the request with the Director-General unless specified otherwise in the request.

4. Sessions shall take place at the headquarters of the Organization unless the Conference of the States Parties decides otherwise.
5. The Conference of the States Parties shall adopt its rules of procedure. At the beginning of each regular session, it shall elect its Chairman and such other officers as may be required. They shall hold office until a new Chairman and other officers are elected at the next regular session.
6. A majority of the members of the Conference of the States Parties shall constitute a quorum.
7. Each member of the Conference of the States Parties shall have one vote.
8. The Conference of the States Parties shall take decisions on questions of procedure, including decisions to convene special sessions of the Conference, by a simple majority of the members present and voting. Decisions on matters of substance should be taken as far as possible by consensus. If consensus is not attainable when an issue comes up for decision, the Chairman shall defer any vote for 24 hours and during this period of deferment shall make every effort to facilitate achievement of consensus, and shall report to the Conference prior to the end of the period. If consensus is not possible at the end of 24 hours, the Conference shall take the decision by a two-thirds majority of members present and voting unless otherwise specified in the Convention. When the issue arises as to whether the question is one of substance or not, that question shall be treated as one of substance unless otherwise decided by the Conference by the majority required for decisions on questions of substance.