

**ISTANBUL ARBITRATION CENTRE  
RULES on STRUCTURE and FUNCTIONAL PROCEDURES  
of BOARD of ARBITRATION and SECRETARIAT  
(APPENDIX-2)**

**Section I  
INTRODUCTORY PROVISIONS**

**ARTICLE 1**

**Objective**

1. The Rules in this Appendix aim to regulate, the structures and functional procedures of Istanbul Arbitration Centre National Board of Arbitration and International Board of Arbitration and the Secretariat.

**ARTICLE 2**

**Definitions**

1. Pursuant to the Rules in this Appendix, the following terms shall have the meanings assigned thereto:
  - a) Board: Istanbul Arbitration Centre National Board of Arbitration and International Board of Arbitration;
  - b) Secretariat: Istanbul Arbitration Centre Secretariat General;
  - c) Centre: Istanbul Arbitration Centre;
  - d) Rules: Istanbul Arbitration Centre Arbitration Rules, along with the Rules in its Appendixes, Istanbul Arbitration Centre Fast Track Arbitration Rules and Istanbul Arbitration Centre Mediation Rules.

**Section II  
THE BOARD**

**ARTICLE 3**

**Function**

1. The Board is responsible for the administration of the application of the Rules along with the administration of the resolution of disputes in accordance with the Rules.

2. The Board, as an autonomous body, carries out the functions set forth under the Rules in complete independence from Istanbul Arbitration Centre's organs. The Board has all the necessary powers for performing its duties.
3. The Board does not itself resolve the dispute.

#### **ARTICLE 4**

##### **Structure**

1. The Board shall consist of five members. The members shall include; the President of the Executive Board and the Secretary General of the Centre, along with three members who shall be selected by the Executive Board amongst legal practitioners with at least 10 years of experience.
2. The term of office of the Board members who are selected by the Executive Board is 5 years.
3. The Presidents of the Board are selected by an absolute majority of all members of the Board.
4. In the event of termination of Board membership for any reason, a successor is selected to complete the remainder of the term.
5. The members of the International Board must be fluent in English.
6. The members of the Board may not serve as arbitrators, mediators or party counsels in the disputes where the Rules are applicable.

#### **ARTICLE 5**

##### **Sessions and Decisions**

1. The President of the Board may call the Board for sessions.
2. The sessions are presided over by the President and shall be held when at least three members are present.
3. The decisions shall be taken by a majority vote. Where there is equality of votes among the present members, the decision shall be taken in accordance of the vote of the President.
4. The Board may carry out the sessions and make the decisions using the means of electronic communication.

5. Objections to the Board decisions shall be submitted to the Board that rendered the relevant decision within 1 week from the notification of the decision. The decision, which the Board will make after conducting the examination regarding the objection, shall be final.
6. The Secretariat shall manage the secretarial services of the Board.

## **ARTICLE 6**

### **Confidentiality**

1. The sessions of the Board are confidential. Only the Board members may attend the sessions.
2. The President of the Board, after considering all relevant facts and circumstances, may allow third parties to attend the sessions. In that case, third parties must act in accordance with the confidentiality of the sessions.
3. All documents submitted to the Board are confidential; members of the Board and the Secretariat are excluded. All decisions, document and written communications made by the Board shall only be transmitted to those concerned.

## **Section III SECRETARIAT**

## **ARTICLE 7**

### **Structure**

1. The Secretariat consists of the Secretary General, Vice-Secretary General and sufficient number of officers.
2. The Secretary General and Vice-Secretary General shall be appointed by the Executive Board amongst legal practitioners with at least 10 years of experience.

## **ARTICLE 8**

### **Function**

1. The function of the Secretariat is to carry out the duties, which are set forth under the Rules and regulations regarding the functional procedures and principles of the Centre, along with assisting the Board. The Secretariat shall be responsible to execute the Centre's administrative works.
2. The Secretariat has the power to certify true copies of awards.

3. The Secretariat shall archive the decisions rendered during arbitration and mediation proceedings conducted pursuant to the Rules as well as terms of references, procedural timetables, Board decisions and written communications made by the Secretariat at the Centre.
4. The Secretary General, Vice-Secretary General and officers must act in accordance with the confidentiality principle regarding all statements, documents, pleadings and written communications submitted to the Secretariat and must maintain the confidential status of any secrets and information which they become aware in the course of performing their duties.

## **ARTICLE 9**

### **Entering into Force**

1. This Appendix enters into force upon the approval of Istanbul Arbitration Centre General Assembly.