

## **RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE<sup>1</sup>**

**Note:** For the purpose of these Rules only, wherever any of the following terms appears, reference shall be as indicated below:

Member	an American State or a Participating State in the Pan American Health Organization, except as otherwise indicated
Bureau	the Pan American Sanitary Bureau
Director	the Director of the Pan American Sanitary Bureau
Organization	the Members, Associate Members, and the Bureau
Constitution	the Constitution of the Pan American Health Organization
Conference	the Pan American Sanitary Conference
Council	the Directing Council
Committee	the Executive Committee
Member of the Committee	a Member elected to the Executive Committee
Observer State	a non-Member State with observer status in the Organization
Delegate	a person accredited to represent a Member of the Committee at a session of that body

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<sup>1</sup> Adopted by the 120th Session of the Executive Committee (Resolution CE120.R17, 26 June 1997)

## **PART I — SESSIONS**

### *Rule 1*

The Director shall convene sessions of the Committee in conformity with Article 17, paragraph A, of the Constitution.

### *Rule 2*

Notices of convocation shall be sent to all Members, Associate Members, and Observer States not less than 60 days before the date fixed for the opening of a session, except in extraordinary circumstances.

### *Rule 3*

The names of delegates of Members of the Committee, and observers for Members, Associate Members, Observer States, and invited organizations, should be communicated to the Director at least 15 days before the opening of a session of the Committee.

### *Rule 4*

The credentials of delegates of Members of the Committee shall be delivered to the Director at least 24 hours before the opening of a session of the Committee. Such credentials shall be issued by the Head of State, the Minister of Foreign Affairs, the Minister of Health, or other appropriate national authority.

### *Rule 5*

The presence of the delegates of a majority of the Members of the Committee shall constitute a quorum for the opening of a session of the Committee.

## **PART II — AGENDA**

### *Rule 6*

The provisional agenda of a session of the Committee shall be prepared by the Director.

### *Rule 7*

The provisional agenda shall include:

- (a) any item the inclusion of which has been ordered by the Conference;
- (b) any item the inclusion of which has been ordered by the Council;
- (c) any item proposed by the Committee;
- (d) any item proposed by a Member or Associate Member;
- (e) any item proposed by the Director.

### *Rule 8*

The provisional agenda and all working documents relating thereto shall be sent to the Members, Associate Members, and Observer States at least 21 days prior to the opening of a session.

### *Rule 9*

The Committee shall adopt its own agenda and, in so doing, may make such additions or modifications to the provisional agenda as it may wish, in accordance with these Rules.

### *Rule 10*

Supplementary items may be added to the agenda after its adoption, if approved by two-thirds of the Members of the Committee present and voting.

*Rule 11*

Whenever possible, a proposal for the inclusion of an item in the provisional agenda or agenda shall be accompanied by a working document prepared by the proposer, to serve as a basis for discussion.

*Rule 12*

The Director shall report to the Committee on the technical, administrative, and financial implications, if any, of all agenda items.

**PART III — MEETINGS**

*Rule 13*

The meetings shall be public unless the Committee decides otherwise.

*Rule 14*

A majority of the Members of the Committee shall constitute a quorum for a meeting.

**PART IV — OFFICERS**

*Rule 15*

The Committee shall elect a Member of the Committee to the Presidency, the Vice Presidency, and the office of Rapporteur, respectively. They shall hold office until their successors are elected. Each elected Member shall designate a person on its delegation to serve in that office for the duration of the session. The elections shall take place each year at the first session of the Committee following the election of the new Members of the Committee by the Council or Conference.

*Rule 16*

The Director shall be Secretary ex officio of the Committee and of all subcommittees and working parties established by it. These functions may be delegated.

*Rule 17*

The President shall preside over the meetings of the Committee and exercise any other duties assigned under these Rules.

*Rule 18*

The President, or the Vice President while presiding, shall not vote unless that person is the sole delegate of the respective Member of the Committee.

*Rule 19*

At the opening of a session, should the Member elected to the Presidency of the Committee be absent, the Member occupying the Vice Presidency shall serve as President pro tempore and one of the Members shall be elected to serve as Vice President pro tempore. In the absence of both the President and the Vice President, the Committee shall elect from among its Members a President pro tempore and a Vice President pro tempore.

*Rule 20*

At the opening of a session, should the Member elected to the office of Rapporteur be absent, a Rapporteur pro tempore shall be elected. If the Rapporteur is absent from a meeting, or any part thereof, the President shall designate a Rapporteur pro tempore.

*Rule 21*

If the President is absent from a meeting, or any part thereof, the Vice President shall preside. In the absence of both the President and the Vice President, the Committee shall designate a President pro tempore.

*Rule 22*

The Rapporteur shall be responsible for drafting proposed resolutions in light of the deliberations of the Committee.

**PART V — PARTICIPATION OF NON-MEMBERS OF THE COMMITTEE**

*Rule 23*

Members who do not form part of the Committee may participate, without the right to vote, in sessions of the Committee.

*Rule 24*

Associate Members may participate, without the right to vote, in sessions of the Committee.

*Rule 25*

Observer States may attend sessions of the Committee and participate, by leave of the President, in its deliberations, but without the right to vote.

*Rule 26*

Invited intergovernmental organizations may attend sessions of the Committee and participate, by leave of the President, in its deliberations, but without the right to vote.

*Rule 27*

Nongovernmental organizations in official relations with the Organization, and other invited organizations, may attend sessions of the Committee, but without the right to vote. By leave of the President, they may make a brief statement of an expository nature on an item before the session, and may be invited to make a brief additional statement for the purpose of clarification.

## **PART VI — SUBCOMMITTEES AND WORKING PARTIES**

### *Rule 28*

The Committee may establish such subcommittees and working parties as it considers necessary for the orderly dispatch of the business of the Committee. The reports of the subcommittees and working parties, however, shall be submitted to a meeting of the Committee for final disposition.

### *Rule 29*

Subcommittees and working parties shall elect their own officers.

## **PART VII — CONDUCT OF BUSINESS AND VOTING**

### *Rule 30*

The President shall give precedence to the Members of the Committee to speak, and may limit the time allotted to each speaker.

### *Rule 31*

A delegate may make a point of order during the discussion of any matter, and the point of order shall be resolved immediately by the President. If a delegate requests that the ruling of the President be put to a vote, the President shall do so immediately, and the issue shall be decided by a majority of Members of the Committee present and voting.

### *Rule 32*

A delegate may move the closure of the debate at any time. This motion shall be submitted to a vote immediately, after one delegate has been given the opportunity to speak against the motion.

*Rule 33*

The President may at any time call for a vote to close the debate. If this motion is approved, the President shall declare the debate closed.

*Rule 34*

Members of the Committee may propose, and the Secretary ex officio may recommend, resolutions, amendments, and motions.

Resolutions shall be introduced in writing and handed to the Secretary ex officio, who shall circulate copies to the delegates. Amendments which introduce significant changes in a resolution shall also be submitted in writing. No resolution or significant amendment shall be discussed or put to the vote unless copies have been circulated to all delegates no later than the preceding meeting. Under special circumstances, the President may permit the discussion and consideration of such resolutions or amendments even though they have not been circulated previously.

Proposals shall be voted on in the order in which they are presented except when the Committee decides to the contrary. Parts of a proposal or of an amendment shall be voted on separately if any delegate so requests.

*Rule 35*

When an amendment to a proposal is moved, the amendment shall be voted on first and, if the amendment is adopted, the proposal as amended shall then be voted on.

*Rule 36*

If two or more amendments to a proposal are moved, the amendment deemed by the President to be furthest removed in substance from the proposal shall be voted on first and then the amendment next removed therefrom, and so on until all the amendments have been put to a vote, unless the result of a vote on an amendment makes unnecessary any other voting on the amendment or amendments still outstanding.

*Rule 37*

A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of that proposal. A motion that constitutes a substitution for a proposal shall be considered as a separate proposal.

*Rule 38*

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended or, if amended, that the proposer of the amendment agrees to the withdrawal. A motion thus withdrawn may be reintroduced by any delegate.

*Rule 39*

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Committee, by a vote of two-thirds of the Members of the Committee present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to one delegate opposing the motion, after which it shall be immediately put to the vote.

*Rule 40*

Each Member of the Committee shall have the right to one vote.

For the purpose of these Rules, "Members of the Committee present and voting" means Members of the Committee casting an affirmative or negative vote or, in an election, a vote for a person or a Member eligible in accordance with the Constitution or these Rules. Likewise, "majority" means any number of votes greater than half the votes cast by the Members of the Committee present and voting. Members of the Committee who abstain from voting or who cast blank ballots or invalid votes shall be regarded as not voting. In computing a majority any fraction shall be counted as the next higher whole number.

*Rule 41*

A motion shall be considered adopted when it has received the affirmative vote of a majority of the Members of the Committee present and voting, except when the Constitution or these Rules provide otherwise. If the votes are equally divided on a matter other than an election, the motion shall be regarded as not adopted.

*Rule 42*

The Committee shall normally vote by show of hands, except that any delegate may request a roll-call vote; in that event the Member of the Committee to vote first shall be determined by lot and thereafter the vote shall be taken in the alphabetical order of the names of the Members of the Committee represented as expressed in the language of the country in which the session is held.

*Rule 43*

The vote of each Member of the Committee participating in a roll-call vote shall be recorded in the Final Report.

*Rule 44*

The Committee may vote on any matter by secret ballot if it has previously been so decided by a majority of the Members of the Committee present and voting.

*Rule 45*

Elections shall normally be held by secret ballot. When the number of candidates for elective office does not exceed the number of offices to be filled, no ballot shall be required and such candidates shall be declared elected. Where ballots are required, one teller shall be appointed by the President from among the delegates.

*Rule 46*

When only one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the President shall draw lots to decide between the candidates.

*Rule 47*

When two or more elective places are to be filled at one time under the same circumstances, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of elective places to be filled, ballots shall then be taken separately for each of the remaining places in accordance with Rule 46. If the number of candidates obtaining such a majority is greater than the number of elective places to be filled, those candidates obtaining the largest number of votes shall be deemed to have been elected.

*Rule 48*

In an election each Member of the Committee, unless it abstains, shall vote for that number of candidates equal to or less than the number of elective places to be filled. Any ballot on which there are more names than there are elective places to be filled, or on which the name of any candidate appears more than once, or which is illegible or signed or which reveals the identity of the voter, shall be considered null and void.

**PART VIII — OFFICIAL AND WORKING LANGUAGES**

*Rule 49*

The official languages of the Committee shall be English, French, Portuguese, and Spanish. The working languages shall be those of the Members of the Committee.

## **PART IX — FINAL REPORT**

### *Rule 50*

The Final Report shall include all resolutions and decisions adopted by the Committee. The Rapporteur, with the assistance of the Secretary ex officio, shall draft the Final Report.

### *Rule 51*

The President of the Committee and the Secretary ex officio shall sign the Final Report.

### *Rule 52*

The signed original copy of the Final Report shall be deposited in the archives of the Organization and be available for examination upon request.

### *Rule 53*

The Director shall transmit copies of the Final Report to the Members, Associate Members, Observer States, and organizations represented at the session of the Committee.

## **PART X — REPRESENTATION OF THE COMMITTEE AT SESSIONS OF THE COUNCIL AND THE CONFERENCE**

### *Rule 54*

The Committee shall be represented at sessions of the Council or the Conference by two delegates appointed by the Committee from among its Members. The Committee may designate alternates in the event that either of the representatives is unable to attend the pertinent session of the Council or the Conference.

The representatives of the Committee shall be responsible for making appropriate reports on the actions and discussions of the Committee, containing such information as may be useful to the deliberations of the Council or the Conference.

**PART XI — AMENDMENT OF THE RULES OF PROCEDURE**

*Rule 55*

Proposed amendments to these Rules shall be submitted in writing and shall be adopted by the affirmative vote of a majority of the Members of the Committee.

*Rule 56*

All matters not provided for in these Rules shall be resolved directly by the Committee.

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