



XIV Pan American Sanitary Conference

Santiago, Chile
October, 1954

VI Meeting Regional Committee



CSP14/3 (Eng.)
24 June 1954
ORIGINAL: SPANISH

Topic 2: PROPOSED RULES OF PROCEDURE FOR THE XIV PAN AMERICAN
SANITARY CONFERENCE, VI MEETING OF THE REGIONAL COM-
MITTEE OF THE WORLD HEALTH ORGANIZATION

Taking into account the points set forth in Document CE22/11, attached, the Director presented to the Executive Committee, for consideration at its 22nd Meeting, proposed Rules of Procedure for the Pan American Sanitary Conference (Document CE22/11, Annex I). After studying the proposed Rules, the Executive Committee adopted the following resolution:

"RESOLUTION VII

"THE EXECUTIVE COMMITTEE,

HAVING EXAMINED the Proposed Rules of Procedure for the XIV Pan American Sanitary Conference, prepared by the Pan American Sanitary Bureau (Document CE22/11 and Addendum I); and

CONSIDERING that the said Proposed Rules contain the provisions of the Rules of the XIII Pan American Sanitary Conference, with the addition of the articles of the Rules of Procedure of the Directing Council approved pursuant to Resolution XV of the V Meeting of the Council,

RESOLVES:

To approve the Proposed Rules of Procedure and transmit them for consideration to the XIV Pan American Sanitary Conference, VI Meeting of the Regional Committee of the World Health Organization."

Accordingly, the Director has the honor to transmit the aforesaid Proposed Rules of Procedure to the Pan American Sanitary Conference.

Attachments: Document CE22/11, Annex I
and Addendum I.



*executive committee of
the directing council*

PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



22nd Meeting
Washington, D. C.
April 1954

CE22/11 (Eng.)
7 April 1954
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Topic 14: PROPOSED RULES OF PROCEDURE OF THE PAN AMERICAN SANITARY
CONFERENCE, REGIONAL COMMITTEE OF THE WORLD HEALTH
ORGANIZATION

The Executive Committee at its 11th Meeting (Ciudad Trujillo, 1950) considered and proposed to the XIII Pan American Sanitary Conference draft Rules of Procedure which the Conference approved with one modification. The Executive Committee also recommended to the Pan American Sanitary Conference "to eliminate the routine consideration of the Rules of Procedure and delete them from future agenda in the absence of a specific request from a Member Government or the Director of the Pan American Sanitary Bureau."

In conformity with this Resolution it seems advisable that the Rules of Procedure adopted at the XIII Conference be followed during the XIV Conference introducing only such changes as are necessary by the fact that in accordance with Resolution VIII of the XIII Conference the Directing Council will not meet this year and the Conference therefore acts as Regional Committee. The attached draft of Rules of Procedure of the XIV Pan American Sanitary Conference submitted for consideration to the Executive Committee incorporates the pertinent articles of the Rules of Procedure of the Directing Council.

PROPOSED RULES OF PROCEDURE
OF THE
PAN AMERICAN SANITARY CONFERENCE
REGIONAL COMMITTEE OF THE WORLD HEALTH ORGANIZATION

PART I

MEMBERS

Art. 1. The Pan American Sanitary Conference shall be composed of delegates of Member Governments of the Pan American Sanitary Organization.

Art. 2. Delegates of Governments not having their seats within the Western Hemisphere, which

- (a) either by reason of their Constitution consider certain territories or groups of territories in the Western Hemisphere as part of their national territory; or
- (b) are responsible for the conduct of the international relations of territories or groups of territories within the Western Hemisphere,

shall participate in meetings of the Conference in the manner established by these Rules of Procedure.

Art. 3. The Director of the Pan American Sanitary Bureau shall participate ex officio without the right to vote.

Art. 4. The order of precedence of the delegations shall be established by lot during the inaugural plenary session.

PART II

OFFICERS

Art. 5. The Conference shall elect a President and two Vice-Presidents who shall hold office until their successors are elected.

Art. 6. The President shall preside over the sessions of the Conference and execute any other functions assigned to him under these Rules of Procedure.

Art. 7. In the absence of the President one of the Vice-Presidents shall preside, and if all these officers should be absent the Conference shall appoint one of the delegates to preside over the session.

Art. 8. The President or a Vice-President while presiding shall not vote but may appoint another member of his delegation to act as the delegate of his Government in plenary sessions.

Art. 9. If a representative of territories is elected an officer at any meeting, the said representative shall not officiate during a session at which any of the matters enumerated in Article 15 of these Rules of Procedure is under discussion.

Art.10. In the event that neither the President nor any of the Vice-Presidents are present at the opening of the Conference, the Chairman of the immediately preceding meeting of the Directing Council shall preside.

SECRETARIAT

Art.11. The Secretary General of the Pan American Sanitary Bureau shall act as Secretary of the Conference and of its committees. He may delegate these functions.

PART III

MEETINGS AND AGENDA

Art.12. The Conference shall meet in the country determined by the Conference or by the Directing Council acting on its behalf.

Art. 13. Should the country chosen for the site of a Pan American Sanitary Conference, because of unforeseen circumstances, be unable to comply with this commitment, the meeting of the Conference will automatically be held at the headquarters of the Pan American Sanitary Bureau.

Art. 14. The meetings of the Conference shall be convoked by the Director of the Pan American Sanitary Bureau not later than six months prior to the date of its opening.

Art. 15. All meetings of the Pan American Sanitary Conference shall at the same time be meetings of the Regional Committee of the World Health Organization except when the Conference is considering constitutional matters, the juridical relations between the Pan American Sanitary Organization and the World Health Organization or the Organization of American States, or other questions relating to the Pan American Sanitary Organization as an Inter-American Specialized Organization.

Art. 16. Each delegation shall have one vote only.

Art. 17. A majority of the members participating and entitled to vote in the Conference shall constitute a quorum.

Art. 18. Representatives of territories are entitled to participate in the debates and vote on the same basis as those of Members, except that they shall not participate or vote when any of the matters enumerated in Article 15 of these Rules of Procedure is under discussion.

Art. 19. The privilege of voting in the plenary sessions on Pan American Sanitary Organization budget matters may be exercised by the representatives of territories, but this privilege shall be contingent on an equitable contribution to the budget of the Pan American Sanitary Organization made on behalf of such territories.

Art. 20. Representatives of territories under the jurisdiction of the same non-American State shall vote as a single unit in the plenary sessions and in the committees whenever they are entitled to vote. Only one vote may be cast on behalf of each such unit.

Art. 21. Unless otherwise determined, the sessions of the Conference shall be public.

Art. 22. Decisions shall be taken by the affirmative votes of the majority of representatives of Members and, in cases where they are entitled to vote, the territories, present and voting. For the purpose of these Rules of Procedure, the phrase "present and voting" means representatives of Members and territories who cast an affirmative or negative vote. Representatives who abstain from voting are considered not voting.

Art. 23. The agenda for the meetings of the Conference shall be prepared by the Director of the Pan American Sanitary Bureau.

Art. 24. The Agenda shall include:

- (a) Any subject suggested by the Conference at its previous meeting.
- (b) Any subject proposed by the Directing Council at its previous meetings.
- (c) Any subject proposed, not later than 21 days prior to the meeting, by Members, territories, or organizations entitled to propose subjects. The Director of the Pan American Sanitary Bureau may waive this time limitation should such a waiver be justified by special considerations.
- (d) Any subject proposed by the Director of the Pan American Sanitary Bureau.

Art. 25. Supplementary items may be added to the agenda during any session of the Conference if two-thirds of the delegations participating and entitled to vote approve.

Art. 26. The agenda and all documents relating thereto shall be sent to Members, territories, and organizations entitled to representation, at least 30 days prior to the meeting. Copies of these documents shall be forwarded to national health authorities.

Art. 27. To allow for proper discussion of the items on the agenda, the Director of the Pan American Sanitary Bureau shall formulate a program for the sessions.

Art. 28. The Conference shall adopt an agenda and approve a program at the beginning of each meeting.

Art. 29. The Inaugural Plenary Session shall be held at the place and on the date set by the Government of the host country.

Art. 30. The plenary sessions shall be devoted to matters of general interest and to the discussion and approval of the reports of the various committees. The rapporteur of each committee shall be limited to thirty minutes in the presentation of his report.

Art. 31. The Director of the Pan American Sanitary Bureau shall report to the Conference on the technical, administrative, and financial implications, if any, of all agenda items.

PART IV

COMMITTEES

Art. 32. A Committee on Credentials, consisting of three delegates of as many Members shall be appointed by the Conference at its opening session. This Committee shall examine the credentials of delegates of Members and territories and report to the Conference thereon without delay.

Art. 33. The Conference shall establish at each meeting a General Committee and such main committees as it may consider necessary for the study of the appropriate items on the agenda. The Chairmen of the main committees shall be elected by the Conference.

Art. 34. The General Committee shall consist of the President of the Conference (who shall serve as Chairman of the General Committee), the two Vice-Presidents, the Chairmen of the main committees, and additional delegates of two Members not already represented on the General Committee. The Secretary of the Conference shall serve as Secretary of the General Committee without the right to vote. The Director of the Pan American Sanitary Bureau shall serve ex officio without the right to vote.

Art. 35. The General Committee shall:

- (a) Decide the time and place of all plenary sessions and of all sessions of committees established at plenary sessions during the meetings.
- (b) Determine the order of business at each plenary session.
- (c) Propose to the Conference the allocation to committees of items on the agenda.
- (d) Coordinate the work of all committees established at plenary sessions.
- (e) Fix the date of adjournment.
- (f) Otherwise facilitate the orderly dispatch of the business of the meeting.

Art. 36. Each delegation shall be entitled to be represented on each main committee.

Art. 37. Each main committee shall elect a Vice-Chairman and a Rapporteur, who shall submit to the plenary session for discussion the report and conclusions reached by the committee.

Art. 38. Representatives of territories shall be entitled to participate, with the right to vote, in the committees of the Pan American Sanitary Conference, except that they shall not have the right to vote when matters enumerated in Article 15 of these Rules of Procedure are under discussion.

Art. 39. The Conference or any main committee may establish working parties to consider and report upon particular subjects. Alternates and advisers may be appointed to any such working parties as may be established.

Art. 40. The reports of all committees, before being submitted to a plenary session for final disposition, shall be referred to the General Committee for coordinating and editing. Such reports, including draft resolutions, shall, after being examined by the General Committee, be circulated, insofar as practicable, at least 24 hours in advance of the plenary session at which they will be considered.

PART V

DEBATES

Art. 41. Any delegation may request a roll-call vote. The vote of each Member participating in any roll-call vote shall be inserted in the record of the meeting.

Art. 42. All elections shall be held by secret ballot; in other cases a secret ballot may be taken if the Conference so decides; in both events two tellers selected from among the delegations present shall assist in the counting of votes.

Art. 43. When only one Member is to be elected 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, and a majority is required, the President shall decide between the candidates by drawing lots.

Art. 44. When two or more elective places are to be filled at one time under the same conditions, 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 persons or Members to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not more than twice the places remaining to be filled; provided that, after the third inconclusive ballot, votes may be cast for any eligible person or Member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots, to a number not more than twice the places remaining to be filled, and the following three ballots thereafter shall be unrestricted, and so on until all the places have been filled.

Art. 45. Parts of a proposal shall be voted on separately if any Member so requests.

Art. 46. If two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first, then the amendment next furthest removed until all amendments have been put to a vote.

Art. 47. An amendment shall be voted on first and if it is adopted the amended proposal shall then be voted on.

Art. 48. During the discussion of any subject any delegate may rise to a point of order, which shall be resolved immediately by the President.

Art. 49. A Member may at any time move the closure of the debate. His motion shall be given priority and submitted to a vote immediately after one Member has been given the opportunity to speak in favor of and another against the motion.

Art. 50. 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.

Art. 51. The Conference may limit the time allotted to each speaker.

Art. 52. The right to speak shall be limited to delegates of Members and territories, to observers for organizations entitled to participate, and to the Director of the Pan American Sanitary Bureau. However, the President may grant the right to speak to alternates and advisers of delegates or to the officers of the Pan American Sanitary Bureau, for information regarding the subject under discussion.

PART VI

ELECTION OF THE DIRECTOR

Art. 53. In accordance with Article 4E of the Constitution of the Pan American Sanitary Organization, the Conference shall elect the Director of the Pan American Sanitary Bureau by a two-thirds vote of the Members present and voting. Acting as Regional Committee of the World Health Organization and in conformity with Articles 49 and 52 of the Constitution of the World Health Organization, the Conference shall submit the name of the person so elected to the Executive Board of WHO for appointment as Regional Director.

PART VII

FINAL ACT AND MINUTES

Art. 54. The General Committee shall prepare the Final Act, which shall include all resolutions adopted by the Conference.

Art. 55. At the Closing Session the Delegates, the Director, and the Secretary shall sign the Final Act.

Art. 56. The Pan American Sanitary Bureau shall send copies of the Final Act to each Member and territory.

Art. 57. Verbatim minutes of the plenary sessions and précis minutes of the committee sessions shall be prepared and distributed as soon as practicable.

Art. 58. As soon as possible after the closing of the Conference, the minutes of the sessions, the reports and the Final Act shall be reproduced and the Director shall transmit copies thereof to Members and territories, and to organizations represented at the Conference.

PART VIII

OFFICIAL LANGUAGES

Art. 59. The official languages of the meetings shall be English, French, Portuguese, and Spanish.

PART IX

AMENDMENT OF RULES OF PROCEDURE

Art. 60. These Rules of Procedure may be amended by resolution of the Conference on 24-hour notice or by a two-thirds majority vote at any time.

Art. 61. All matters not provided for in these Rules of Procedure shall be resolved directly by the Conference.



*executive committee of
the directing council*

PAN AMERICAN
SANITARY
ORGANIZATION

22nd Meeting
Washington, D. C.
22-30 April 1954

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



CE22/11 (Eng.)
ADDENDUM I
23 April 1954
ORIGINAL: SPANISH-ENGLISH

Topic 14: PROPOSED RULES OF PROCEDURE FOR THE PAN AMERICAN SANITARY
CONFERENCE, REGIONAL COMMITTEE OF THE WORLD HEALTH ORGANIZATION

Working document distributed by the Secretariat at the Second
Plenary Session of the Executive Committee during the discussion of the
Proposed Rules of Procedure for the XIV Pan American Sanitary Conference.

Rules of Procedure
of the 1/
XIII Conference (1950)

Art. 1 - The Pan American Sanitary Conference shall be composed of delegates of Member Governments of the Pan American Sanitary Organization.

Art. 2 - Delegates of governments not having their seats within the Western Hemisphere, which

(a) either by reason of their Constitution consider certain territories or groups of territories in the Western Hemisphere as part of their national territory; or

(b) are responsible for the conduct of the international relations of territories or groups of territories within the Western Hemisphere, shall participate on the same basis as the American Republics in meetings of the Conference.

Rules of Procedure
of the 2/
Directing Council (1952)

Art. 1 - The Directing Council shall be composed of representatives of Member Governments and territories or groups of territories (hereinafter called territories) as defined in Article 2 of the Constitution.

Proposed Rules of Procedure
of the
XIV Conference (1954)

Art. 1 - The Pan American Sanitary Conference shall be composed of delegates of Member Governments of the Pan American Sanitary Organization.

Art. 2 - Delegates of governments not having their seats within the Western Hemisphere, which

(a) either by reason of their Constitution consider certain territories or groups of territories in the Western Hemisphere as part of their national territory; or

(b) are responsible for the conduct of the international relations of territories or groups of territories within the Western Hemisphere, shall participate in meetings of the Conference in the manner established by these Rules of Procedure.

Art. 5A. - If a representative of territories is elected an officer at any meeting, the said representative shall not officiate during a session at which any of the matters enumerated in Article 7A is under discussion.

Art. 9 - If a representative of territories is elected an officer at any meeting, the said representative shall not officiate during a session at which any of the matters enumerated in Article 15 of these Rules of Procedure is under discussion.

Rules of Procedure
of the
XIII Conference (1950)

Rules of Procedure
of the
Directing Council (1952)

Proposed Rules of Procedure
of the
XIV Conference (1954)

Resolution XXIII of the XIII Conference: 3/

Resolves: 2. To agree that, should the country chosen for the site of a Pan American Sanitary Conference, because of unforeseen circumstances, be unable to comply with this commitment, the meeting of the Conference will automatically be held at the headquarters of the Pan American Sanitary Bureau.

Art. 13 - Should the country chosen for the site of a Pan American Sanitary Conference, because of unforeseen circumstances, be unable to comply with this commitment, the meeting of the Conference will automatically be held at the headquarters of the Pan American Sanitary Bureau.

Art. 7A. - All meetings of the Directing Council shall at the same time be meetings of the Regional Committee of the World Health Organization except when the Directing Council is considering constitutional matters, the juridical relations between the Pan American Sanitary Organization and the World Health Organization or the Organization of American States, or other questions relating to the Pan American Sanitary Organization as an Inter-American Specialized Organization.

Art. 15 - All meetings of the Pan American Sanitary Conference shall at the same time be meetings of the Regional Committee of the World Health Organization except when the Conference is considering constitutional matters, the juridical relations between the Pan American Sanitary Organization and the World Health Organization or the Organization of American States, or other questions relating to the Pan American Sanitary Organization as an Inter-American Specialized Organization.

Rules of Procedure
of the
XIII Conference (1950)

Art. 16 - Delegations of Territories are entitled to participate on the same basis as delegations of Members, but without the right to vote in the plenary sessions.

Rules of Procedure
of the
Directing Council (1952)

Art. 11 - Representatives of territories are entitled to participate and vote on the same basis as those of Members, except that they shall not participate or vote when any of the matters enumerated in Article 7A are under discussion.

Proposed Rules of Procedure
of the
XIV Conference (1954)

Art. 18 - Representatives of territories are entitled to participate in the debates and vote on the same basis as those of Members, except that they shall not participate or vote when any of the matters enumerated in Article 15 of these Rules of Procedure is under discussion.

Art. 11A. - The privilege of voting in the plenary sessions on Pan American Sanitary Organization budget matters may be exercised by the representatives of territories, but this privilege shall be contingent on an equitable contribution to the budget of the Pan American Sanitary Organization made on behalf of such territories.

Art. 19 - The privilege of voting in the plenary sessions on Pan American Sanitary Organization budget matters may be exercised by the representatives of territories, but this privilege shall be contingent on an equitable contribution to the budget of the Pan American Sanitary Organization made on behalf of such territories.

Art. 11B. - Representatives of territories under the jurisdiction of the same non-American State shall vote as a single unit in the plenary sessions and in the committees whenever they are entitled to vote. Only one vote may be cast on behalf of each such unit.

Art. 20 - Representatives of territories under the jurisdiction of the same non-American State shall vote as a single unit in the plenary sessions and in the committees whenever they are entitled to vote. Only one vote may be cast on behalf of each such unit.

Rules of Procedure
of the
XIII Conference (1950)

Art. 17 - Decisions shall be taken by the affirmative votes of the majority of delegations present and voting. For the purpose of these Rules, the phrase "present and voting" means delegations casting affirmative or negative votes. Delegations which abstain from voting are considered not voting.

Rules of Procedure
of the
Directing Council (1952)

Art. 10 - Decisions shall be taken by the affirmative votes of the majority of representatives of Members and, in cases where they are entitled to vote, the territories, present and voting. For the purpose of these Rules, the phrase "present and voting" means representatives of Members and territories who cast an affirmative or negative vote. Representatives who abstain from voting are considered not voting.

Proposed Rules of Procedure
of the
XIV Conference (1954)

Art. 22 - Decisions shall be taken by the affirmative votes of the majority of representatives of Members and, in cases where they are entitled to vote, the territories, present and voting. For the purpose of these Rules of Procedure, the phrase "present and voting" means representatives of Members and territories who cast an affirmative or negative vote. Representatives who abstain from voting are considered not voting.

Art. 33 - Territories shall participate with the right to vote in the committees of the Conference, except that they shall not have the right to vote on matters dealing with administration, finances and the Constitution.

Art. 28 - Representatives of territories shall be entitled to participate, with the right to vote, in the committees of the Directing Council, except that they shall not have the right to vote when matters enumerated in Article 7A are under discussion.

Art. 38 - Representatives of territories shall be entitled to participate, with the right to vote, in the committees of the Pan American Sanitary Conference, except that they shall not have the right to vote when matters enumerated in Article 15 of these Rules of Procedure are under discussion.

- 1/ Document CSPL3/5 (Rev. 1).
- 2/ Basic Documents of the Pan American Sanitary Organization, Second Edition, Official Documents No 6, page 46.
- 3/ Final Act of the Thirteenth Pan American Sanitary Conference, Publication No 257, page 20.