



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



56th Meeting
Washington, D. C.
April-May 1967

Provisional Agenda Item 3

CE56/7 (Eng.)
29 March 1967
ORIGINAL: SPANISH

AMENDMENTS TO THE RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE

In every active organization, whether national or international, public or private, it becomes necessary as time goes on to define more accurately the rules governing its structure and operation as well as the powers and duties of its governing bodies and their methods of conducting business.

As is to be expected, the Pan American Health Organization has evolved in this way, and has introduced into its own Constitution and other basic documents such amendments as experience made advisable.

As for the Executive Committee, it seems advisable, in view of the growing number and importance of the items it deals with, that the rules of procedure governing the method of conducting its business, and voting should be more specific. For that reason the Director wishes to suggest that the rules of procedure of the Executive Committee be amended to include several rules which, insofar as they provide solutions to certain situations, may help to make the conduct of business more efficient.

The rules set forth in the annex of this document, which are submitted to the Committee for consideration, are adaptations of rules which the Directing Council and the Pan American Sanitary Conference have successfully applied for some years.

The numbers of the proposed rules show the place they will occupy if they are approved. The numbering of the remaining rules will be changed accordingly.

Annex

Rule 19

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended or, if amended, that the proposer of the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 A motion thus withdrawn may be reintroduced by any representative.

Rule 20

When a proposal has been adopted or rejected, it may not be reconsidered at the same meeting unless the committee by an affirmative vote of at least four representatives so decides. Permission to speak on a motion to reconsider shall be accorded only to one speaker opposing the motion, after which it shall be immediately put to the vote.

Voting

Rule 25

For the purpose of these rules "representatives present and voting" means representatives casting an affirmative or negative vote or, in an election, a vote for a person or a government eligible in accordance with the Constitution or these rules of procedures. Representatives 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 a whole number.

Rule 26

Motions shall be considered adopted when they have received the affirmative votes of the majority of the representatives present and voting except where the Constitution or these rules of procedure otherwise provide. If the votes are equally divided, the motion shall be regarded as rejected or the candidate as not elected.

Rule 27

The Executive Committee shall normally vote by show of hands, except that any representative may request a roll-call vote, which shall then be taken in alphabetical order of the governments represented as expressed in the language of the country where the meeting is held. The government to vote first shall be determined by lot.

Rule 28

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 Chairman from among the representatives present.

Rule 29

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 Chairman shall draw lots to decide between the candidates.

Rule 30

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 elective places to be filled, ballots shall then be taken separately for each of the remaining places in accordance with Rule 29.



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56th Meeting
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Agenda Item 3

CE56/7 (Eng.)
ADDENDUM I
27 April 1967
ORIGINAL: SPANISH

RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE OF THE PAN AMERICAN HEALTH ORGANIZATION

PART I--MEETINGS OF THE EXECUTIVE COMMITTEE

Rule 1

The meetings of the Executive Committee shall be convoked by the Director of the Bureau in conformity with Article 17, paragraph A, of the Constitution.

Rule 2

The presence of five representatives shall constitute a quorum at the sessions of the Executive Committee.

Rule 3

The provisional agenda for each meeting shall be prepared in advance by the Director of the Bureau and shall include:

- (a) Any item the inclusion of which has been ordered by the Conference at a preceding meeting;
- (b) Any item the inclusion of which has been ordered by the Council at a preceding meeting;
- (c) Any item the inclusion of which has been ordered by the Executive Committee at a preceding meeting;

- (d) Any item proposed by the Governments, or by organizations entitled to propose agenda items;
- (e) Any item which the Director of the Bureau wishes to submit.

Rule 4

The provisional agenda and all available documents relating thereto shall, whenever possible, be sent to the Governments, and to organizations entitled to representation, at least 21 days prior to the meeting. Copies of these documents shall be forwarded to national health authorities.

Rule 5

The Executive 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 of Procedure.

Rule 6

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

Rule 7

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

Rule 8

The sessions shall be public unless the Executive Committee otherwise decides.

PART II--OFFICERS OF THE EXECUTIVE COMMITTEE

Rule 9

The Executive Committee shall elect a Chairman and a Vice-Chairman, who shall hold office until their successors are elected. The election shall take place each year at the first meeting of the Executive Committee following the election of its new Member Governments.

Rule 10

The Chairman shall preside over the sessions of the Executive Committee and exercise any other duties assigned to him under these Rules of Procedure.

Rule 11

In the absence of the Chairman or when he delegates his duties, the Vice-Chairman shall preside. In the absence of both the Chairman and the Vice-Chairman, the Executive Committee shall designate one of the representatives to preside temporarily.

Rule 12

The Director of the Bureau shall be Secretary ex officio of the Executive Committee and of all its subcommittees and working parties. He may delegate these functions.

PART III--WORKING PARTIES AND COMMITTEES

Rule 13

The Executive Committee may establish such working parties as it considers necessary for the orderly dispatch of the business of the meeting. The reports of the working parties, however, shall be submitted to a plenary session for final disposition. Alternates and advisers may serve on any such working parties.

Rule 14

A Drafting Committee composed of the Chairman, the Vice-Chairman, and the Director of the Bureau shall be established.

PART IV--CONDUCT OF BUSINESS

Rule 15

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

Rule 16

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 17

If two or more amendments to a proposal are moved, the amendment deemed by the Chairman 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 18

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 19

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 representative.

Rule 20

When a proposal has been adopted or rejected, it may not be reconsidered at the same meeting unless the committee by an affirmative vote of at least four representatives so decides. Permission to speak on a motion to reconsider shall be accorded only to one speaker opposing the motion, after which it shall be immediately put to the vote.

Rule 21

The Executive Committee may limit the time allotted to each speaker.

Rule 22

Any representative may make a point of order during the discussion of any subject and the point of order shall be resolved immediately by the Chairman.

Rule 23

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

Rule 24

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

PART V--VOTING

Rule 25

For the purpose of these rules "representatives present and voting" means representatives casting an affirmative or negative vote or, in an election, a vote for a person or a government eligible in accordance with the Constitution or these rules of procedures. Representatives 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 a whole number.

Rule 26

Motions shall be considered adopted when they have received the affirmative votes of the majority of the representatives present and voting except where the Constitution or these rules of procedure otherwise provide. If the votes are equally divided, the motion shall be regarded as not adopted or the candidate as not elected.

Rule 27

The Executive Committee shall normally vote by show of hands, except that any representative may request a roll-call vote; in that event the Government to vote first shall be determined by lot and thereafter the vote shall be taken in the alphabetical order of the names of the Governments represented as expressed in the language of the country in which the meeting is held. The vote of each representative participating in any roll-call vote shall be inserted in the record of the session.

Rule 28

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 Chairman from among the representatives present.

Rule 29

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 Chairman shall draw lots to decide between the candidates.

Rule 30

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 elective places to be filled, ballots shall then be taken separately for each of the remaining places in accordance with Rule 29.

PART VI--OFFICIAL LANGUAGES

Rule 31

The official languages of the Executive Committee shall be English, French, Portuguese, and Spanish.

PART VII--FINAL REPORT

Rule 32

The text of all the resolutions and other decisions adopted by the Executive Committee shall be included in a Final Report.

Rule 33

The Chairman and the Secretary ex officio shall sign the Final Report.

Rule 34

The signed original of the Final Report shall be deposited in the archives of the Bureau and be available for inspection upon request.

Rule 35

The Director of the Bureau shall send copies of the Final Report to the Governments as well as to organizations represented at the Executive Committee.

PART VIII--AMENDMENT OF THE RULES OF PROCEDURE

Rule 36

These Rules may be modified or amended at the proposal of any representative with the affirmative vote of an absolute majority of the Committee, that is, the affirmative vote of at least four of its seven representatives.

Rule 37

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