



*executive committee of  
the directing council*

PAN AMERICAN  
HEALTH  
ORGANIZATION

*working party of  
the regional committee*

WORLD  
HEALTH  
ORGANIZATION



64th Meeting  
Washington, D.C.  
June-July 1970

CE64/18 (Eng.)  
29 June 1970  
ORIGINAL: ENGLISH-SPANISH

RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE  
OF THE PAN AMERICAN HEALTH ORGANIZATION<sup>1</sup>

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 six 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;

<sup>1</sup>Text approved by the Executive Committee at its 45th Meeting, Resolution I (1961), and modified pursuant to Resolution III of its 56th Meeting (1967), Resolution I of its 60th Meeting (1968), Resolution I of its 61st Meeting (1969), and Resolution I of its 64th Meeting (1970).

- d) Any item proposed by the Governments, or by organizations entitled to propose agenda items;
- e) Any item which the Director of the Bureau wished 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, a Vice-Chairman, and Rapporteur 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

In the event that the Chairman is absent, the Vice-Chairman shall serve as Chairman pro tempore and one of the Representatives shall be elected to serve as Vice-Chairman pro tempore. In the absence of both the Chairman and the Vice-Chairman the Executive Committee shall elect from among its members the Chairman pro tempore and the Vice-Chairman pro tempore.

## Rule 11

In the absence of the Rapporteur, a Rapporteur pro tempore shall be elected.

## Rule 12

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 13

In the event that, in the course of a meeting the Chairman is absent or, when he delegates his duties, the Vice-Chairman shall preside. In the absence of both the Chairman and Vice-Chairman the Executive Committee shall designate one of the representatives to preside temporarily.

## Rule 14

The Chairman of the Executive Committee shall represent the Committee at meetings of the Directing Council or, where appropriate, of the Conference, that are held subsequent to his election. The Executive Committee shall appoint from among its members an alternate in the event that the Chairman is unable to attend the pertinent meeting of the Directing Council or the Conference.

## Rule 15

The Rapporteur shall be responsible for drafting proposed resolutions in the light of the deliberations of the Committee. These proposed resolutions, as well as those submitted by the members or the Secretary, shall be circulated to all members no later than the preceding session to the one in which they shall be considered by the Committee, except when the Chairman otherwise decides.

## Rule 16

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 17

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.

### PART IV - CONDUCT OF BUSINESS

#### Rule 18

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 19

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 20

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 21

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 22

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 23

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 five 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 24

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

## Rule 25

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 26

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 27

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 28

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 Procedure. 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 29

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 30

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 31

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 32

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 33

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 32. If the number of candidates obtaining such majority is more than the number of elective places to be filled, the candidates obtaining the largest number of votes shall be deemed to have been elected.

## PART VI - OFFICIAL LANGUAGES

## Rule 34

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

## PART VII - FINAL REPORT

### Rule 35

The texts of all the resolutions and other decisions adopted by the Executive Committee shall be included in a Final Report. The draft of the Final Report shall be prepared by the Rapporteur with the assistance of the Secretariat.

### Rule 36

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

### Rule 37

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

### Rule 38

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 39

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 five of its nine representatives.

### Rule 40

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