

*directing council*



PAN AMERICAN  
HEALTH  
ORGANIZATION

XX Meeting

*regional committee*

WORLD  
HEALTH  
ORGANIZATION

XXIII Meeting



Washington, D. C.  
September-October 1971

Provisional Agenda Item 7

CD20/19 (Eng.)  
31 August 1971  
ORIGINAL: ENGLISH

AMENDMENTS TO THE RULES OF PROCEDURE OF THE DIRECTING COUNCIL

In order to provide for representation of the Executive Committee at meetings of the Pan American Sanitary Conference and define the role of the Representative, the 64th Meeting of the Executive Committee adopted Resolution II, in which it proposed to the XVIII Pan American Sanitary Conference that it consider changes to its Rules of Procedure.

It likewise recommended that the Directing Council at its XX Meeting might wish to consider similar amendments to the Rules of Procedure of the Directing Council.

RESOLUTION II

THE EXECUTIVE COMMITTEE,

Having considered Document CE64/10, prepared in compliance with a decision adopted at the 63rd Meeting of the Executive Committee;

Considering that the changes proposed in Document CE64/10, Annex II, regularize the representation of the Executive Committee at the Conference and define the role of the Representative; and

Bearing in mind the provisions of Rule 58 of the Rules of Procedure of the Conference,

RESOLVES:

1. To transmit to the XVIII Pan American Sanitary Conference the amendments to the Rules of Procedure of the Conference included in Document CE64/10, Annex II, as amended, and to recommend their favorable consideration.
2. To recommend to the Directing Council at its XX Meeting the favorable consideration of amendments in its Rules of Procedure similar to those recommended for the Conference, included in Document CE64/10, Annex II.

The XVIII Pan American Sanitary Conference reviewed changes to its Rules of Procedure, including those relating to the representation of the Executive Committee at meetings of the Conference, and adopted the following:

#### RESOLUTION I

##### THE XVIII PAN AMERICAN SANITARY CONFERENCE,

Having considered the report of the Director (Document CSP18/6);

Bearing in mind the recommendations included in Resolution I of the XVIII Meeting of the Directing Council and Resolution II of the 64th Meeting of the Executive Committee;

Taking into consideration that similar changes have already been introduced into the Rules of Procedure of the Directing Council and the Executive Committee; and

Bearing in mind the provisions of Rule 61 of the Rules of Procedure of the Conference,

#### RESOLVES:

1. To approve the changes in the Rules of Procedure of the Conference as they appear in Document CSP18/6.
2. To request the XX Meeting of the Directing Council to consider the recommendations included in Resolution II of the 64th Meeting of the Executive Committee, defining the role of the Representative of the Executive Committee at meetings of the Directing Council.

As a result of the action of the XVIII Pan American Conference Part VI of the Rules of Procedure of the Conference now reads:

#### Rule 32

The Executive Committee shall be represented at the Conference by such person serving on the Committee as the Committee may determine.

#### Rule 33

The Representative of the Executive Committee will attend plenary meetings and meetings of the main committees of the Conference. He may participate without vote in their deliberations.

Similar amendments to the Rules of Procedure of the Directing Council are attached. After considering them the Directing Council may wish to adopt a resolution along the following lines:

Proposed Resolution

AMENDMENTS TO THE RULES OF PROCEDURE  
OF THE DIRECTING COUNCIL

THE DIRECTING COUNCIL,

Having considered the changes to the Rules of Procedure of the Directing Council proposed in the Annex to Document CD20/19;

Taking into consideration that similar changes have already been introduced into the Rules of Procedure of the Pan American Sanitary Conference; and

Bearing in mind the provisions of Rule 59 of the Rules of Procedure of the Directing Council,

RESOLVES:

To approve the changes in the Rules of Procedure of the Directing Council as they appear in the Annex to Document CD20/19.

Annex

RULES OF PROCEDURE OF THE DIRECTING COUNCIL

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
	<p>PART V - PARTICIPATION OF REPRESENTATIVE OF THE EXECUTIVE COMMITTEE</p> <p><u>Rule 25</u></p> <p>The Executive Committee shall be represented at the Directing Council by such person serv- ing on the Committee as the Committee may determine.</p> <p><u>Rule 26</u></p> <p>The Representative of the Executive Committee will attend plenary meetings and meetings of the working parties of the Directing Council. He may participate without vote in their deliberations.</p>	<p>New. This brings the Rules of Procedure of the Directing Council into line with those of the Executive Committee and the Conference.</p>
Parts V through XII	Parts VI through XIII	Renumbering; no changes proposed in current text.
Rules 25 through 60	Rules 27 through 62	

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XXIII Meeting

Washington, D.C.  
September-October 1971

Agenda Item 7

CD20/19 (Eng.)  
ADDENDUM I  
27 September 1971  
ORIGINAL: ENGLISH-SPANISH

RULES OF PROCEDURE OF THE DIRECTING COUNCIL OF THE PAN AMERICAN  
HEALTH ORGANIZATION<sup>1</sup>

PART I - MEETINGS OF THE COUNCIL

Rule 1

The Director of the Bureau shall convene the Council to meet in conformity with Article 12, paragraph A, of the Constitution and pursuant to a resolution of the Executive Committee. The meeting shall be held at the Headquarters of the Organization or at a place chosen by the Conference or the Council. Whenever the meeting is not held at the Headquarters of the Organization, the Director shall fix the date of the meeting in consultation with the Host Government.

Rule 2

If for any reason the Council cannot be held in the country chosen, the meeting shall take place at the Headquarters of the Bureau.

Rule 3

Notices of convocation shall be sent not less than 60 days before the date fixed for the opening of the meeting to all Governments, and to organizations entitled to be represented at the Council.

Rule 4

The inaugural plenary session shall be held at the place set by the Host Government in consultation with the Director of the Bureau.

<sup>1</sup>

Text approved by the Directing Council in Resolution XXXVII of its XIII Meeting (1961) and modified pursuant to Resolution I of its XVIII Meeting (1968), Resolution I of its XIX Meeting (1969), and Resolution I of its XX Meeting (1971).

Rule 5

The presence of the representatives of a majority of the Governments shall constitute a quorum for the opening of a meeting of the Council.

Rule 6

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

PART II - AGENDA OF COUNCIL MEETINGS

Rule 7

The provisional agenda of the Council shall be prepared by the Director of the Bureau and submitted to the Executive Committee for approval.

Rule 8

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

Rule 9

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 30 days prior to the meeting. Copies of these documents shall be forwarded to national health authorities.

Rule 10

The Council 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 11

Supplementary items may be added to the agenda after its adoption, if two thirds of the representatives present and voting approve.

Rule 12

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 13

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

PART III - PLENARY SESSIONS OF THE COUNCIL

Rule 14

The sessions shall be public unless the Council otherwise decides.

Rule 15

A majority of the representatives participating in the meeting of the Council shall constitute a quorum in a plenary session, provided that the number of representatives present is not less than twelve.

Rule 16

The names of representatives, including all alternates and advisers, of each Government, as well as of observers of organizations entitled to be represented at the Council and of invited nongovernmental organizations, shall be communicated to the Director of the Bureau not less than 15 days, if possible, before the date fixed for the opening of the Council.

Rule 17

The credentials of representatives and observers shall be delivered to the Director of the Bureau not less than 24 hours, if possible, before the opening of the meeting of the Council.

PART IV - OFFICERS OF THE COUNCIL

Rule 18

At each meeting the Council shall elect a President, two Vice-Presidents, and a Rapporteur who shall hold office until their successors are elected.

Rule 19

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

Rule 20

In the absence of the President, or when he delegates his duties, one of the Vice-Presidents shall preside. In the absence of the President and both Vice-Presidents, the Council shall appoint one of the representatives to preside temporarily.

Rule 21

In the event that, at the opening of the Council, neither the President nor either of the Vice-Presidents elected at the preceding meeting of the Council is present, the Chairman of the Executive Committee shall preside. If he is not present when the meeting is held at Headquarters the acting Chairman shall be chosen by lot from among the chief representatives and if the meeting is held elsewhere than at Headquarters the Acting Chairman shall be the representative of the country in which the meeting is being held.

Rule 22

Representatives of Participating Governments who are elected officers shall not officiate during a session at which any of the matters enumerated in Rule 6 of these Rules of Procedure is under discussion.

Rule 23

The Rapporteur shall be responsible for drafting proposed resolutions in the light of the deliberations of the Council. These proposed resolutions, as well as those submitted by any Representative or by the Secretary, shall be



distributed to the Representatives not later than the plenary session immediately preceding that at which they are to be considered by the Council, save as provided for in Rule 33.

Rule 24

The Director of the Bureau shall be Secretary ex officio of the Council and of all committees, subcommittees, and working parties established by it. He may delegate these functions.

PART V - PARTICIPATION OF REPRESENTATIVE OF  
THE EXECUTIVE COMMITTEE

Rule 25

The Executive Committee shall be represented at the Directing Council by such person serving on the Committee as the Committee may determine.

Rule 26

The Representative of the Executive Committee will attend plenary meetings and meetings of the working parties of the Directing Council. He may participate without vote in their deliberations.

PART VI - COMMITTEES OF THE COUNCIL

Rule 27

A Committee on Credentials consisting of three representatives of as many Governments shall be appointed by the Council at the beginning of the first plenary session. This Committee shall examine the credentials of representatives and observers and report to the Council thereon without delay.

Rule 28

The Council shall establish a General Committee consisting of the President, the two Vice-Presidents and the Rapporteur and three representatives whom the Council shall elect. The President of the Council shall serve as Chairman of the General Committee.

Rule 29

The General Committee shall:

- (a) Decide the time and place of all plenary sessions and of all sessions of working parties;
- (b) Determine the order of the day for each plenary session;
- (c) Fix the date of adjournment;
- (d) Otherwise facilitate the orderly dispatch of the business of the meeting.

Rule 30

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

Rule 31

Governments not represented on working parties may participate thereon without vote.

Rule 32

The working parties shall elect their own officers.

PART VII - CONDUCT OF BUSINESS AT PLENARY SESSIONS

Rule 33

Resolutions, amendments, and motions shall normally be introduced in writing and shall be handed to the Secretary who shall circulate copies to the representatives. As a general rule, no proposal shall be discussed or put to the vote unless copies of it have been circulated to all representatives not later than the preceding session. The President may, however, under special circumstances permit the discussion and consideration of such resolutions, amendments or motions, even though they have not been previously circulated.

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

Rule 34

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 35

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 36

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 37

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 38

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

Rule 39

The Council may limit the time allotted to each speaker.

Rule 40

Any representative may make a point of order during the discussion of any matter, and the point of order shall be resolved immediately by the President.

Rule 41

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 42

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.

PART VIII - VOTING IN PLENARY SESSIONS

Rule 43

For the purpose of these Rules, "Governments present and voting" means Governments 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. In computing a majority, any fraction shall be counted as a whole number.

Rule 44

Motions shall be considered adopted when they have received the affirmative vote of a majority of the Governments present and voting, except when the Constitution or these Rules of Procedure provide otherwise. If the votes are equally divided, the motion shall be regarded as rejected.

Rule 45

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

Rule 46

The vote of each Government participating in any roll call shall be inserted in the record of the session.

Rule 47

In addition to the cases expressly provided for elsewhere in these Rules, the Council may vote on any matter by secret ballot if it has previously been so decided by a majority of the Governments present and voting.

Rule 48

Elections shall normally be held by secret ballot. Except as concerns the election of members of the Executive Committee and of a Director ad interim of the Bureau, 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, two tellers shall be appointed by the President from among the representatives.

Rule 49

Except as concerns the election of the Director ad interim of the Bureau, 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 50

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 49. If the number of candidates obtaining such a majority is more than the number of elective places to be filled, those candidates obtaining the largest number of votes shall be regarded as elected.

Rule 51

The Council shall elect a Director ad interim of the Bureau, when required, in conformity with Article 21, paragraph A, of the Constitution.

If in the first two ballots no person receives the majority required, two further ballots restricted to the two candidates receiving the largest number of votes in the second of the unrestricted ballots shall then be taken. If no candidate receives the majority required, two unrestricted and two restricted ballots shall be taken alternately until a candidate is elected.

PART IX - CONDUCT OF BUSINESS AND VOTING IN COMMITTEES  
AND WORKING PARTIES

Rule 52

The procedure governing the conduct of business and voting by committees and working parties shall conform as far as practicable to the rules relative to the conduct of business and voting in plenary sessions.

PART X - ELECTION OF THE EXECUTIVE COMMITTEE

Rule 53

The Council shall elect the Member Governments to serve on the Executive Committee by secret ballot, in conformity with Article 15, paragraph A, of the Constitution.

Rule 54

The term of office of Member Governments elected to the Executive Committee shall begin immediately after their election and they shall hold office until their successors are elected.

PART XI - OFFICIAL LANGUAGES

Rule 55

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

PART XII - FINAL REPORT AND RECORDS

Rule 56

The Final Report shall include the text of all resolutions and other decisions adopted by the Council. The Rapporteur, with the assistance of the Secretariat, shall prepare the draft of the Final Report.

Rule 57

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

Rule 58

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

Rule 59

Provisional summary records of the plenary sessions shall be prepared at the meeting and distributed as soon as possible.

Rule 60

As soon as possible after the closing of the Council the records of the sessions, the Final Report, and other Council documents shall be reproduced, and the Director of the Bureau shall transmit copies thereof to the Governments, as well as to the organizations represented at the Council.

PART XIII - AMENDMENT OF THE RULES OF PROCEDURE

Rule 61

These Rules of Procedure may be amended on 24-hour notice by the affirmative vote of a majority of the Governments present and voting or at any time by the affirmative vote of two thirds of the Governments present and voting.

Rule 62

All matters not provided for in these Rules of Procedure may be resolved directly by the Council.