

Washington, D.C.
September 1997

Provisional Agenda Item 3.4

CD40/9 (Eng.)
3 July 1997
ORIGINAL: ENGLISH

MODIFICATIONS TO THE RULES OF PROCEDURE OF THE DIRECTING COUNCIL

The Director, at the 118th Session of the Executive Committee in 1996, proposed that the rules of procedure for each of the PAHO Governing Bodies be studied with a view to modifying any gender-specific language. The Committee concurred with the Director's proposal.

In the process of reviewing the Rules of Procedure of the Executive Committee, the Directing Council, and the Pan American Sanitary Conference, it was found that there were inconsistencies among some rules and that others needed to be adjusted to reflect actual membership in the Organization or to current practice. It was felt that, in addition to modifying any gender-specific language, the rules would benefit from a broader review.

The XXXIX Directing Council in 1996 agreed to the Director's request to postpone consideration of the modifications until 1997 so that a more extensive review could be carried out. This has now been completed. The Director submitted the proposed amendments to the Rules of Procedure of the Executive Committee, the Directing Council, and the Pan American Sanitary Conference to the Executive Committee at its 120th Session in June 1997, for its review.

The Executive Committee formed a working party to study the proposals for the Rules of the three Governing Bodies. After a detailed review of the pertinent documents during the course of five meetings, the working party proposed to the Executive Committee adoption of the amended Rules of Procedure for the Committee as reproduced in Annex A. It is also proposed that the Committee recommend to the Directing Council and the Pan American Sanitary Conference adoption of their respective amended rules, as reproduced in Annexes B and C.

The amendments introduced in the Rules of the three Governing Bodies fall under several main categories:

- introduction of gender-neutral language;
- editorial changes;
- reflection of actual membership in the Organization, e.g., reference to Associate Members and Observer States;
- deletion of size-limiting references with regard to membership, especially as they relate to a quorum for a meeting;
- actual practice;
- clarification of meaning, e.g., officers of the session serve in their representative and not in their individual capacity;
- equivalence of meaning between the English and Spanish language rules;
- consistency of language between rules similar or common to all three Governing Bodies;
- re-ordering of the rules to achieve more logical groupings and sequence.

New rules for the Directing Council are numbered: 19, 22, 25, 26, 27, and 28.

The Executive Committee in Resolution CE120. R17 (Annex D) adopted its Rules of Procedure, as amended, and recommended to the Directing Council (1997) and the Pan American Sanitary Conference (1998) the adoption of their amended Rules.

In accordance with Rule 62 of the present Rules of Procedure, the Directing Council is requested to consider adoption of its amended Rules.

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Annexes

CD409 (Eng.)
Annex A

ANNEX A. RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE 11

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

AMember@**C** an American State or a Participating State in the Pan American Health Organization, except as otherwise indicated

ABureau@**C** the Pan American Sanitary Bureau

ADirector@**C** the Director of the Pan American Sanitary Bureau

AOrganization@**C** the Members, Associate Members, and the Bureau

AConstitution@**C** the Constitution of the Pan American Health Organization

AConference@**C** the Pan American Sanitary Conference

ACouncil@**C** the Directing Council

ACommittee@**C** the Executive Committee

AMember of the Committee@**C** a Member elected to the Executive Committee

AObserver State@**C** a non-Member State with observer status in the Organization

ADelegate@**C** a person accredited to represent a Member of the Committee at a session of that body

PART I C 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 C 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 C 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 C 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 C 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 C 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 C 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 C 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 C 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 C 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 C 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.

ANNEX B. PROPOSAL: RULES OF PROCEDURE OF THE DIRECTING COUNCIL

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

AMember@C an American State or a Participating State in the Pan American Health Organization, except as otherwise indicated

ABureau@C the Pan American Sanitary Bureau

ADirector@C the Director of the Pan American Sanitary Bureau

AOrganization@C the Members, Associate Members, and the Bureau

AConstitution@C the Constitution of the Pan American Health Organization

AConference@C the Pan American Sanitary Conference

ACouncil@C the Directing Council

ACommittee@C the Executive Committee

AObserver State@C a non-Member State with observer status in the Organization

ADelegate@C a person accredited to represent a Member or an Associate Member at a session of the Directing Council

PART I C SESSIONS

Rule 1

The Director shall convene sessions of the Council in conformity with Article 12, 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 and Associate Members, and representatives of Observer States and invited organizations, should be communicated to the Director at least 15 days before the date fixed for the opening of a session of the Council.

Rule 4

The credentials of delegates of Members and Associate Members, and representatives of Observer States, shall be delivered to the Director at least 24 hours before the opening of a session of the Council. 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 a majority of Members and Associate Members shall constitute a quorum for the opening of a session of the Council.

Rule 6

All sessions of the Council shall at the same time be sessions of the Regional Committee of the World Health Organization, except when the Council is considering matters related to the Constitution, the juridical relations between the Organization and the World Health Organization or the Organization of American States, or other questions relating to the Organization as an inter-American specialized organization.

PART II C AGENDA

Rule 7

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

Rule 8

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 9

The provisional agenda and all working documents relating thereto shall be sent to the Members, Associate Members, and Observer States at least 30 days prior to the opening of a session.

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.

Rule 11

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

Rule 12

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 13

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

PART III C MEETINGS

Rule 14

The meetings shall be public unless the Council decides otherwise.

Rule 15

A majority of the Members and Associate Members participating in the session of the Council shall constitute a quorum for a meeting, provided that the number of Members and Associate Members present is not less than seventeen.

PART IV C OFFICERS

Rule 16

The Council shall elect a Member or Associate Member to the Presidency, the two Vice Presidencies, and the office of Rapporteur, respectively. They shall hold office until their successors are elected. Each elected Member or Associate Member shall designate a person on its delegation to serve in that office for the duration of the session.

Rule 17

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

Rule 18

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

Rule 19

The President, or a Vice President while presiding, shall not participate in the discussions, but may vote in the event that person is the sole delegate of the respective Member.

Rule 20

At the opening of a session the head of delegation of the Member or Associate Member elected to the Presidency at the previous session shall preside until the Council has elected a President for that session. If that Member or Associate Member and the Members or Associate Members elected to both the Vice Presidencies at the preceding session of the Council are absent, the President of the Committee shall preside. If the President of the Committee is not present, a President pro tempore shall be chosen by lot from among the Members and Associate Members.

Rule 21

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

Rule 22

If the Rapporteur is absent from a meeting, or any part thereof, the President shall designate a Rapporteur pro tempore.

Rule 23

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

Rule 24

Participating States elected to office shall not officiate during a meeting at which any of the matters enumerated in Rule 6 of these Rules is under discussion.

**PART V C PARTICIPATION OF ASSOCIATE MEMBERS,
OBSERVER STATES, AND INTERGOVERNMENTAL
AND NONGOVERNMENTAL ORGANIZATIONS**

Rule 25

Associate Members participate equally with Members in sessions of the Council, but without the right to vote.

Rule 26

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

Rule 27

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

Rule 28

Nongovernmental organizations in official relations with the Organization or the World Health Organization, and other invited organizations, may attend sessions of the Council, 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 C PARTICIPATION OF REPRESENTATIVES
OF THE COMMITTEE**

Rule 29

The Committee shall be represented at a session of the Council by such persons serving on the Committee as the Committee may determine.

Rule 30

The representatives of the Committee shall attend meetings of the Council and may participate without the right to vote.

PART VII C COMMITTEES AND WORKING PARTIES

Rule 31

A Committee on Credentials consisting of three Members or Associate Members shall be appointed by the Council at the beginning of the first meeting. This committee shall examine the credentials of the delegates of Members and Associate Members and representatives of Observer States and report to the Council thereon without delay.

Rule 32

The Council shall establish a General Committee consisting of the President of the Council, the two Vice Presidents, the Rapporteur, and three delegates elected by the Council from among those Members or Associate Members not already represented on the General Committee. The President of the Council shall serve as President of the General Committee.

Rule 33

The General Committee shall:

- (a) decide the time and place of all meetings;
- (b) determine the order of the day for each meeting;
- (c) fix the date of adjournment;
- (d) otherwise facilitate the orderly dispatch of the business of the Council.

Rule 34

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

Rule 35

Committees and working parties shall elect their own officers.

PART VIII C CONDUCT OF BUSINESS AND VOTING

Rule 36

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

Rule 37

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 the affirmative vote of a majority of the Members present and voting.

Rule 38

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 39

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 40

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

Resolutions shall be introduced in writing and shall be 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 of it 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 Council decides to the contrary. Parts of a proposal or an amendment shall be voted on separately if any delegate so requests.

Rule 41

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 42

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 43

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 44

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 45

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

Rule 46

Each Member shall have the right to one vote.

For the purpose of these Rules, “Members present and voting” means Members casting an affirmative or negative vote or, in an election, a vote for a person or a Member or Associate 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 present and voting. Members 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 47

A motion shall be considered adopted when it has received the affirmative vote of a majority of the Members 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 48

The Council shall normally vote by show of hands, except that any delegate may request a roll-call vote; in that event the Member 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 represented as expressed in the language of the country in which the session is held.

Rule 49

The vote of each Member participating in a roll-call vote shall be inserted in the record of the meeting.

Rule 50

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 Members present and voting.

Rule 51

Elections shall normally be held by secret ballot. Except as concerns the election of an ad interim Director, 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 delegates.

Rule 52

Except as concerns the election of an ad interim Director, 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 53

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 52. 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 54

In an election each Member, 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 IX C ELECTION OF AN AD INTERIM DIRECTOR

Rule 55

The Council shall elect an ad interim Director, when required, in conformity with Article 21, paragraph A, of the Constitution. Before voting is begun, Members and Associate Members that wish to do so may nominate any person they deem suitable for the post, but no official list of candidates shall be drawn up, no eligibility requirements shall be established, and votes may be cast for a person whether nominated or not.

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 X C ELECTION OF THE COMMITTEE

Rule 56

The Council shall elect by secret ballot the Members to serve on the Committee, in conformity with Article 15, paragraph A, of the Constitution. Participating States and Associate Members are not eligible for election to the Committee.

Rule 57

The term of office of the Members elected to the Committee shall begin immediately after their election and shall continue until their successors are elected, in accordance with Article 15, paragraph A, of the Constitution.

PART XI C OFFICIAL AND WORKING LANGUAGES

Rule 58

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

PART XII C RECORDS AND FINAL REPORT

Rule 59

Provisional summary records of the meetings shall be prepared at the session and distributed as soon as possible.

Rule 60

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

Rule 61

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

Rule 62

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 63

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

PART XIII C AMENDMENT OF THE RULES OF PROCEDURE

Rule 64

Proposed amendments to these Rules shall be submitted in writing and shall be adopted on 24-hour notice by the affirmative vote of a majority of the Members present and voting or at any time by the affirmative vote of two-thirds of the Members present and voting.

Rule 65

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

***ANNEX C. PROPOSAL: RULES OF PROCEDURE OF THE PAN AMERICAN
SANITARY CONFERENCE***

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

AMember@C an American State or a Participating State in the Pan American Health Organization, except as otherwise indicated

ABureau@C the Pan American Sanitary Bureau

ADirector@C the Director of the Pan American Sanitary Bureau

AOrganization@C the Members, Associate Members, and the Bureau

AConstitution@C the Constitution of the Pan American Health Organization

AConference@C the Pan American Sanitary Conference

ACouncil@C the Directing Council

ACommittee@C the Executive Committee

AObserver State@C a non-Member State with observer status in the Organization

ADelegate@C a person accredited to represent a Member or an Associate Member at a session of the Conference

PART I C SESSIONS

Rule 1

The Director shall convene sessions of the Conference in conformity with Article 7, 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

When Article 7, paragraph B, of the Constitution applies, the Conference shall be held at the Headquarters of the Organization, if, for any reason, it cannot be held in the designated country.

Rule 4

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

Rule 5

The credentials of delegates of Members and Associate Members, and representatives of Observer States, shall be delivered to the Director at least 24 hours before the opening of a session of the Conference. 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 6

The presence of a majority of Members and Associate Members shall constitute a quorum for the opening of a session of the Conference.

Rule 7

All sessions of the Conference shall at the same time be sessions of the Regional Committee of the World Health Organization, except when the Conference is considering matters related to the Constitution, the juridical relations between the Organization and the World Health Organization or the Organization of American States, or other questions relating to the Organization as an inter-American specialized organization.

PART II C AGENDA

Rule 8

The provisional agenda of a session of the Conference shall be prepared by the Director and submitted to the Committee for approval.

Rule 9

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 10

The provisional agenda and all working documents relating thereto shall be sent to the Members, Associate Members, and Observer States at least 30 days prior to the opening of a session.

Rule 11

The Conference 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 12

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

Rule 13

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 14

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

PART III C MEETINGS

Rule 15

The meetings shall be public unless the Conference decides otherwise.

Rule 16

A majority of the Members and Associate Members participating in the session of the Conference shall constitute a quorum for a meeting, provided that the number of Members and Associate Members present is not less than seventeen.

PART IV C OFFICERS

Rule 17

The Conference shall elect a Member or Associate Member to the Presidency, the two Vice Presidencies, and the office of Rapporteur, respectively. They shall hold office until their successors are elected. Each elected Member or Associate Member shall designate a person on its delegation to serve in that office for the duration of the session.

Rule 18

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

Rule 19

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

Rule 20

The President, or a Vice President while presiding, shall not participate in the discussions, but may vote in the event that person is the sole delegate of the respective Member.

Rule 21

At the opening of a session the head of delegation of the Member or Associate Member elected to the Presidency at the previous session shall preside until the Conference has elected a President for that session. If that Member or Associate Member and the Members or Associate Members elected to both the Vice Presidencies at the preceding session of the Conference are absent, the President of the preceding session of the Council or, if absent, the President of the Committee shall preside. If the President of the Committee is not present, a President pro tempore shall be chosen by lot from among the Members and Associate Members.

Rule 22

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

Rule 23

If the Rapporteur is absent from a meeting, or any part thereof, the President shall designate a Rapporteur pro tempore.

Rule 24

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

Rule 25

Participating States elected to office shall not officiate during a meeting at which any of the matters enumerated in Rule 7 of these Rules is under discussion.

**PART V C PARTICIPATION OF ASSOCIATE MEMBERS,
OBSERVER STATES, AND INTERGOVERNMENTAL
AND NONGOVERNMENTAL ORGANIZATIONS**

Rule 26

Associate Members participate equally with Members in sessions of the Conference, but without the right to vote.

Rule 27

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

Rule 28

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

Rule 29

Nongovernmental organizations in official relations with the Organization or the World Health Organization, and other invited organizations, may attend sessions of the Conference, 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 C PARTICIPATION OF REPRESENTATIVES
OF THE COMMITTEE**

Rule 30

The Committee shall be represented at a session of the Conference by such persons serving on the Committee as the Committee may determine.

Rule 31

The representatives of the Committee shall attend meetings of the Conference and may participate without the right to vote.

PART VII C COMMITTEES AND WORKING PARTIES

Rule 32

A Committee on Credentials consisting of three Members or Associate Members shall be appointed by the Conference at the beginning of the first meeting. This committee shall examine the credentials of the delegates of Members and Associate Members and representatives of Observer States and report to the Conference thereon without delay.

Rule 33

The Conference shall establish a General Committee consisting of the President of the Conference, the two Vice Presidents, the Rapporteur, and three delegates elected by the Conference from among those Members or Associate Members not already represented on the General Committee. The President of the Conference shall serve as President of the General Committee.

Rule 34

The General Committee shall:

- (a) decide the time and place of all meetings;
- (b) determine the order of the day for each meeting;
- (c) fix the date of adjournment;
- (d) otherwise facilitate the orderly dispatch of the business of the Conference.

Rule 35

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

Rule 36

Committees and working parties shall elect their own officers.

PART VIII C CONDUCT OF BUSINESS AND VOTING

Rule 37

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

Rule 38

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 the affirmative vote of a majority of the Members present and voting.

Rule 39

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 40

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 41

Members and Associate Members 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 of it 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 Conference decides to the contrary. Parts of a proposal or an amendment shall be voted on separately if any delegate so requests.

Rule 42

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 43

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 44

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 45

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 46

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

Rule 47

Each Member shall have the right to one vote.

For the purpose of these Rules, **A**Members present and voting@ means Members casting an affirmative or negative vote or, in an election, a vote for a person or a Member or Associate Member eligible in accordance with the Constitution or these Rules. Likewise, **A**majority@ means any number of votes greater than half the votes cast by the Members present and voting or, in the case of the election of the Director, any number of votes greater than half the number of the Members of the Organization. Members 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 48

A motion shall be considered adopted when it has received the affirmative vote of a majority of the Members 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 49

The Conference shall normally vote by show of hands, except that any delegate may request a roll-call vote; in that event the Member 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 represented as expressed in the language of the country in which the session is held.

Rule 50

The vote of each Member participating in a roll-call vote shall be inserted in the record of the meeting.

Rule 51

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

Rule 52

Elections shall normally be held by secret ballot. Except as concerns the election of the Director, 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 delegates.

Rule 53

Except as concerns the election of the Director, 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 54

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 53. If the number of candidates obtaining such 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 55

In an election each Member, 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 IX C ELECTION OF THE DIRECTOR

Rule 56

The Conference shall elect the Director by secret ballot, in conformity with Article 21, paragraph A, of the Constitution. Before voting is begun, Members and Associate Members that wish to do so may nominate any person they deem suitable for the post, but no official list of candidates shall be drawn up, no eligibility requirements shall be established, and votes may be cast for a person whether nominated or not.

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.

Rule 57

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 to the Executive Board of the World Health Organization the name of the person so elected, for appointment as Regional Director.

PART X C ELECTION OF THE COMMITTEE

Rule 58

The Conference shall elect by secret ballot the Members to serve on the Committee, in conformity with Article 15, paragraph A, of the Constitution. Participating States and Associate Members are not eligible for election to the Committee.

Rule 59

The term of office of the Members elected to the Committee shall begin immediately after their election and shall continue until their successors are elected, in accordance with Article 15, paragraph A, of the Constitution.

PART XI C OFFICIAL AND WORKING LANGUAGES

Rule 60

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

PART XII C RECORDS AND FINAL REPORTS

Rule 61

Provisional summary records of the meetings shall be prepared at the session and distributed as soon as possible.

Rule 62

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

Rule 63

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

Rule 64

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 65

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

PART XIII C AMENDMENT OF THE RULES OF PROCEDURE

Rule 66

Proposed amendments to these Rules shall be submitted in writing and shall be adopted on 24-hour notice by the affirmative vote of a majority of the Members present and voting or at any time by the affirmative vote of two-thirds of the Members present and voting.

Rule 67

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

ANNEX D
RESOLUTION CE120.R17

**RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE,
DIRECTING COUNCIL, AND PAN AMERICAN SANITARY CONFERENCE**

THE 120th MEETING OF THE EXECUTIVE COMMITTEE,

Considering it advisable that the Rules of Procedure of the PAHO Governing Bodies be brought in line with current practice and that similar rules for each body be consistent;

Aware that, in the past, some rules have lent themselves to misinterpretation;

Believing that the language of the rules should be gender-neutral;

Having considered the report of the working party and the amendments to the Rules of Procedure of the Executive Committee, the Directing Council, and the Pan American Sanitary Conference, as proposed in Annexes A, B, and C of Document CE1205, Rev. 1, Add. I; and

Bearing in mind the provisions of Rule 40 of the present Rules of Procedure of the Executive Committee,

RESOLVES:

1. To thank the working party for its comprehensive review of the Rules of Procedure.
2. To adopt the amended Rules of Procedure of the Executive Committee as they appear in Annex A of Document CE1205, Rev. 1, Add. I.
3. To recommend that the Directing Council adopt the amended Rules of Procedure as they appear in Annex B of Document CE1205, Rev. 1, Add. I.
4. To recommend that the Pan American Sanitary Conference adopt the amended Rules of Procedure as they appear in Annex C of Document CE1205, Rev. 1, Add. I.

26 June 1997)

(Adopted at the seventh plenary session,

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