

*executive committee of
the directing council*



PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
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RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE
OF THE PAN AMERICAN SANITARY ORGANIZATION
AS ADOPTED AT ITS 11th MEETING*

(In accordance with Resolution VII adopted by the Directing Council of the Pan American Sanitary Organization at its V Meeting - Washington, D. C., 1951 -, the Executive Committee acts also as working party on behalf of the Regional Committee for the Americas of the World Health Organization, in reviewing all matters concerning administration, budget and finance.)

*The Rules of Procedure are not submitted for routine consideration unless an amendment is specifically proposed by the representative of a Member Government of the Executive Committee or the Director of the Pan American Sanitary Bureau.

RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE
OF THE PAN AMERICAN SANITARY ORGANIZATION
AS ADOPTED AT ITS 11th MEETING

MEMBERSHIP

Art. 1. The Executive Committee of the Directing Council of the Pan American Sanitary Organization shall be composed of a representative of each of the seven Member Governments (hereinafter called representatives) elected in accordance with Article 13 of the Constitution. Representatives may be accompanied by alternates and advisers.

Art. 2. The Director of the Pan American Sanitary Bureau shall enjoy the privileges and rights of a member ex-officio of the Executive Committee, without the right to vote.

OFFICERS

Art. 3. At each meeting the Executive Committee shall elect a Chairman and a Vice-Chairman who shall serve until new officers are elected at the next meeting of the Committee.

Art. 4. The Chairman shall preside at the sessions of the Executive Committee and act in any other capacity conferred on him by these rules.

Art. 5. In the absence of the Chairman or when he so delegates, the Vice-Chairman shall preside and in case both are absent, the Committee shall appoint one of its members to preside at the sessions.

SECRETARIAT

Art. 6. The Secretary General of the Pan American Sanitary Bureau shall act as Secretary of the Executive Committee.

MEETING AND AGENDA

Art. 7. The meetings of the Executive Committee shall be convoked by the Director of the Pan American Sanitary Bureau.

Art. 8. The presence of five representatives shall constitute a quorum at the sessions of the Executive Committee.

Art. 9. Each representative shall have one vote in the Executive Committee. A resolution shall be adopted by the affirmative vote of the majority of the representatives present and voting. For the purpose of these Rules, the phrase "representatives present and voting" means representatives casting an affirmative or negative vote. Representatives who abstain from voting are considered as not voting.

Art. 10. The Director of the Pan American Sanitary Bureau shall prepare the provisional agenda for each meeting, which shall include:

- (a) any subject suggested by the Directing Council;
- (b) any subject suggested by the Executive Committee during its preceding meetings;
- (c) any subject proposed not later than 21 days prior to the meeting by any Member of the Organization or by organizations entitled to propose subjects. The Director of the Pan American Sanitary Bureau may waive the time limitation should such a waiver be justified by special considerations;
- (d) any subject proposed by the Director of the Pan American Sanitary Bureau.

Art. 11. The Director of the Pan American Sanitary Bureau shall send to the Members of the Organization the provisional agenda and he shall send all the pertinent documents to the representatives at least 14 days prior to the meeting.

Art. 12. The Director of the Pan American Sanitary Bureau shall formulate a program for each session.

Art. 13. The Executive Committee shall adopt an agenda and approve a program at the beginning of each meeting.

Art. 14. The Director of the Pan American Sanitary Bureau shall report to the Executive Committee on the technical, administrative and financial implications, if any, of all agenda items.

Art. 15. Unless otherwise decided, the sessions of the Executive Committee shall be public.

WORKING PARTIES

Art. 16. All business shall normally be transacted in the Executive Committee. The Executive Committee, however, may establish working parties to consider and report upon particular subjects. Alternates and advisers may be appointed to any such working parties as may be established.

Art. 17. There shall be a Drafting Committee composed of the Chairman, Vice-Chairman and the Secretary.

DEBATES

Art. 18. Any representative may request a roll-call vote.

Art. 19. Parts of a proposal shall be voted on separately if any representative so requests.

Art. 20. If two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first, then the amendment next furthest removed until all the amendments have been put to a vote.

Art. 21. An amendment shall be voted on before the original proposal, and if it is adopted, the amended proposal shall then be voted on.

Art. 22. During the discussion of any subject any representative may raise a point of order, which shall be resolved immediately by the Chairman.

Art. 23. A representative may at any time move the closure of the debate. This motion shall be given priority and submitted to a vote, after one representative has been given the opportunity to speak in favor of and another against the motion.

Art. 24. The Chairman of the Executive Committee may at any time call for a vote to close the debate. If this motion is carried, the Chairman shall declare the debate closed.

Art. 25. The Executive Committee may limit the time allotted to each speaker.

Art. 26. The right to speak shall be limited to representatives, observers designated by Members and Territories as defined in Article 2 of the Constitution, observers of Organizations entitled to representation, the Director of the Pan American Sanitary Bureau, and the Secretary. The Chairman may extend the right to speak to alternates, advisers of representatives, and to officials of the Pan American Sanitary Bureau and the World Health Organization.

FINAL REPORT AND RECORDS

Art. 27. The Drafting Committee shall prepare the Final Report, which shall include the resolutions taken in regard to all agenda items.

Art. 28. The representatives, the Director and the Secretary General shall sign the Final Report.

Art. 29. The Director shall send copies of the Final Report to each of the Members of the Pan American Sanitary Organization.

Art. 30. The minutes of the sessions and the original Final Report of the Committee shall be prepared in Spanish and English, kept on file in the Bureau Headquarters, and made available upon request for inspection.

OFFICIAL LANGUAGES

Art. 31. The official languages of the meetings shall be English, French, Portuguese and Spanish.

AMENDMENT OF RULES OF PROCEDURE

Art. 32. These Rules may be modified or otherwise changed by resolution of the Committee whenever it is deemed necessary or advisable.

Art. 33. All matters not already provided for in these Rules may be resolved directly by the Executive Committee.