



*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



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ORIGINAL: SPANISH

REVIEW OF THE RULES OF PROCEDURE OF THE GOVERNING BODIES OF THE PAN AMERICAN
HEALTH ORGANIZATION

The Director has the honor to submit to the Executive Committee the attached study of the Rules of Procedure of the Governing Bodies of the Organization, in implementation of Resolution XV of the XVIII Meeting of the Directing Council which reads as follows:

"RULES OF PROCEDURE OF THE GOVERNING BODIES OF THE PAN AMERICAN
HEALTH ORGANIZATION

THE DIRECTING COUNCIL,

Taking into consideration that the membership of the Organization has increased in number over the last few years,

RESOLVES:

To request the Director to review the Rules of Procedure of the Governing Bodies of the Pan American Health Organization in order that they be brought in line with the size of the membership of the Organization and present the proposals that are considered necessary to the 61st Meeting of the Executive Committee for whatever action it deems appropriate."

The purpose of the proposed changes is to facilitate the conduct of business and to take care of points which were not foreseen when the present Rules of Procedure were adopted.

Annex I covers the Rules of Procedure of the Executive Committee; Annex II, the Rules of Procedure of the Directing Council; and Annex III, the Rules of Procedure of the Conference.

The Executive Committee may wish to consider a resolution along the following lines after it has considered the proposed changes:

Proposed Resolution

"THE EXECUTIVE COMMITTEE,

Having considered the report of the Director (Document CE61/11), prepared in implementation of Resolution XV of the XVIII Meeting of the Directing Council;

Believing that the changes proposed in document CE61/11 will facilitate the conduct of business of the meetings of the Governing Bodies of the Organization;

Bearing in mind the provisions of Rule 36 of the Rules of Procedure of the Executive Committee, Rule 58 of the Rules of Procedure of the Directing Council, and Rule 61 of the Rules of Procedure of the Conference,

RESOLVES:

1. To approve the changes in the Rules of Procedure of the Executive Committee as they appear in Document CE61/11, Annex I.

2. To transmit to the XIX Meeting of the Directing Council document CE61/11 and to recommend its favorable consideration of the proposed changes in the Rules of Procedure of the Directing Council (Annex II); and if it considers it appropriate, that it recommend to the XVIII Pan American Sanitary Conference that it adopt the proposed changes to the Rules of Procedure of the Conference (Annex III)."

RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<u>Rules 1-8</u>	<u>Rules 1-8</u>	No changes are proposed.
<u>Rule 9</u> The Executive Committee shall elect a Chairman and a Vice-Chairman, who shall hold office until their successors are elected. The election shall take place each year at the first meeting of the Executive Committee following the election of its new Member Governments.	<u>Rule 9</u> 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.	The election of a Rapporteur will facilitate the conduct of business. His functions are defined in Rule 15 (New).
	<u>Rule 10 (New)</u> In the event that the Chairman is absent, the Vice-Chairman shall serve as Chairman <u>pro tempore</u> and one of the Representatives shall be elected to serve as Vice-Chairman <u>pro tempore</u> . In the absence of both the Chairman and the Vice-Chairman the Executive Committee shall elect from among its members the Chairman <u>pro tempore</u> and the Vice-Chairman <u>pro tempore</u> .	The adoption of this rule will avert situations in which the Committee finds itself without a Chairman or Vice-Chairman because the persons elected have not been designated representatives of their respective Governments to meetings subsequent to that at which they were elected.
	<u>Rule 11 (New)</u> In the absence of the Rapporteur, a Rapporteur <u>pro tempore</u> shall be elected.	The adoption of this rule will avert situations in which the Committee finds itself without a Rapporteur because the person elected has not been designated a representative of his Government to meetings subsequent to that at which he was elected.
<u>Rule 10</u>	<u>Rule 12</u>	Renumbering; no changes in the current text.

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<p><u>Rule 11</u> In the absence of the Chairman or when he delegates his duties, the Vice-Chairman shall preside. In the absence of both the Chairman and the Vice-Chairman the Executive Committee shall designate one of the representatives to preside temporarily.</p>	<p><u>Rule 13</u> 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.</p>	<p>On certain occasions both the Chairman and the Vice-Chairman are not present at the time the session is opened. The proposed provision is the same as the current rule except for the minor stylistic changes.</p>
	<p><u>Rule 14</u> (New) 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.</p>	<p>This new rule embodies the provisions of Resolution XXIII of the XVI Meeting of the Directing Council which provided that the Executive Committee should be officially represented at meetings of the Directing Council and the Pan American Sanitary Conference.</p>
	<p><u>Rule 15</u> (New) 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 any Member or the Secretary shall be submitted for consideration not earlier than the plenary session following that in which its text was distributed to the Representatives, except where the Chairman, after consulting the Committee, otherwise decides.</p>	<p>This rule defines the function of the Rapporteur.</p>
<u>Rules 12 and 13</u>	<u>Rules 16 and 17</u>	<p>Renumbering; no changes in the current text.</p>

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<p><u>Rule 14</u> A drafting committee composed of the Chairman, the Vice-Chairman, and the Director of the Bureau shall be established.</p>	<p><u>Rules 18 to 32</u></p>	<p>It is suggested that this rule be suppressed since with the appointment of a Rapporteur a drafting committee becomes redundant.</p>
<p><u>Rule 30</u> When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of elective places to be filled, ballots shall then be taken separately for each of the remaining places in accordance with Rule 29.</p>	<p><u>Rule 33</u> 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.</p>	<p>Renumbering; no changes proposed in the present text.</p> <p>The expansion of this rule covers a possibility not provided for in current Rule 30.</p>
<p><u>Rule 31</u> <u>Rule 32</u> The texts of all the resolutions and other decisions adopted by the Executive Committee shall be included in a final report.</p>	<p><u>Rule 34</u> <u>Rule 35</u> 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.</p>	<p>Renumbering; no change in the current text.</p> <p>Since the resolutions and other decisions approved at the meetings are an essential part of the Final Report and the drafting of these resolutions is the responsibility of the Rapporteur, it is only logical that he should be responsible for preparing the draft of the Final Report.</p>
<p><u>Rules 33 to 37</u></p>	<p><u>Rules 36 to 40</u></p>	<p>Renumbering; no changes proposed in the current text.</p>

RULES OF PROCEDURE OF THE DIRECTING COUNCIL

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<u>Rules 1 and 2</u>	<u>Rules 1 and 2</u>	No changes are proposed.
<u>Rule 3</u> Notices of convocation shall be sent not less than 90 days before the date fixed for the opening of the Meeting to all Governments, and to organizations entitled to be represented at the Council.	<u>Rule 3</u> Notices of convocation shall be sent not less than 60 days before the date fixed for opening of the Meeting to all Governments, and to organizations entitled to be represented at the Council.	The period of 60 days is considered to be sufficient time for the Director of the Bureau to convene Meetings of the Council and to allow sufficient flexibility in fixing the dates of the Executive Committee and the Directing Council.
<u>Rule 4 to 14</u>	<u>Rules 4 to 14</u>	No changes proposed.
<u>Rule 15</u> 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 ten.	<u>Rule 15</u> 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 12.	The proposed change takes into account the increase in the number of Member Governments of the Organization.
<u>Rules 16 and 17</u>	<u>Rules 16 and 17</u>	No changes proposed.
<u>Rule 18</u> At each meeting the Council shall elect a President and two Vice-Presidents, who shall hold office until their successors are elected.	<u>Rule 18</u> At each meeting the Council shall elect a President, two Vice-Presidents, and a Rapporteur who shall hold office until their successors are elected.	It is believed that the election of a Rapporteur will facilitate the conduct of business. His functions are defined in Rule 23 (New).
<u>Rules 19 and 20</u>	<u>Rules 19 and 20</u>	No changes proposed.
<u>Rule 21</u> 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 immediately preceding Meeting of the Executive Committee shall preside.	<u>Rule 21</u> 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	The proposed rule establishes an order of precedence for the opening of the meeting of the Council, which averts the drawbacks that have arisen in the past as a result of this omission.

Current Text

Proposed Text

Remarks

Rule 22

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

No changes are proposed.

Rule 23 (New)

The Rapporteur shall be responsible for drafting proposed resolutions in the light of deliberations with the Council. These proposed resolutions as well as those submitted by anyone of the representatives or the Secretary shall be submitted for consideration not earlier than at the plenary session following that at which their text was distributed to the representatives, save as provided for in Rule 31.

This rule defines the functions of the Rapporteur.

Rule 23 and 24

Rules 24 and 25

Renumbering; no changes are proposed.

Rule 25

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

Rule 26

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.

In view of the functions of the General Committee, it should have the benefit of the opinion of the Rapporteur in order to expedite business. The General Committee will continue to be constituted of seven Members.

Rules 26-29

Rules 27-30

Renumbering; no changes in the text are proposed.

Current Text

Rule 30

Resolutions, amendments, and substantive motions shall normally be introduced in writing and handed to the Director, 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 session preceding the meeting. The President may, however, under special circumstances, permit the discussion and consideration of such resolutions, amendments or substantive 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.

Rules 31-46

Rule 47

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 elected places to be filled, ballot shall then be taken separately for each of the remaining places in accordance with Rule 46.

Proposed Text

Rule 31

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.

Rules 32-47

Rule 48

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 47. If the number of candidates obtaining such 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.

Remarks

Editorial changes only.

Renumbering; no changes proposed in the current text.

This is an expansion of the current rule to provide for a possibility not covered in the current Rule 47.

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<u>Rules 48-52</u>	<u>Rules 49 - 53</u>	Renumbering; no changes proposed in the current text.
<u>Rule 53</u> The Final Report shall include the text of all resolutions adopted by the Council.	<u>Rule 54</u> 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.	Since resolutions and other decisions adopted at the Meeting are an essential part of the Final Report and since the Rapporteur is responsible for drafting them, he should be responsible for the draft of the Final Report.
<u>Rules 54 - 59</u>	<u>Rules 55 - 60</u>	Renumbering; no changes proposed in the current text.

RULES OF PROCEDURE OF THE CONFERENCE

Current Text

Proposed Text

Remarks

Rule 1

The Director of the Pan American Sanitary Bureau shall convoke the Conference to meet at the time and place determined in conformity with Article 7 of the Constitution. Notices of convocation shall be sent not less than three months before the date fixed for the opening of the meeting to all Governments and to all organizations entitled to be represented at the Conference.

Rule 1

The Director of the Pan American Sanitary Bureau shall convoke the Conference to meet at the time and place determined in conformity with Article 7 of the Constitution. Notices of convocation shall be sent not less than two months before the date fixed for the opening of the Conference to all Governments and to all organizations entitled to be represented at the Conference.

It is considered that the period of two months authorizing the Director of the Bureau to convoke meetings of the Conference is sufficient and permits flexibility in fixing the dates of the Executive Committee and the Conference.

Rules 2 - 14

Rules 2 - 14

No changes proposed.

Rule 15

A majority of the delegations participating in the Conference, with the right to vote, shall constitute a quorum in a plenary session provided that the number of delegations present is not less than ten.

Rule 15

A majority of the delegations participating in the Conference, with the right to vote, shall constitute a quorum in a plenary session, provided that the number of delegations present is not less than twelve.

The proposed changes take into account the increase in the number of Member Governments of the Organization.

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<u>Rules 16 and 17</u>	<u>Rules 16 and 17</u>	No changes proposed.
<u>Rule 18</u> The Conference shall elect a President and two Vice-Presidents who shall hold office until their successors are elected.	<u>Rule 18</u> The Conference shall elect a President, two Vice-Presidents, and a Rapporteur who shall hold office until their successors are elected.	It is considered that the appointment of a Rapporteur will expedite the conduct of business. His functions are defined in Rule 24 (New).
<u>Rules 19-23</u>	<u>Rules 19-23</u>	No changes proposed.
<u>Rules 24 and 25</u>	<u>Rules 25 and 26</u>	Renumbering; no changes are proposed in the current text.
<u>Rule 26</u> The Conference shall establish a General Committee consisting of the President of the Conference, the two Vice-Presidents, the Chairmen of such main committees as are established, and two delegates. These delegates shall represent two Governments and shall be elected by the Conference from among those Governments not already represented on the General Committee. The President of the Conference shall serve as Chairman of the General Committee.	<u>Rule 27</u> The Conference shall establish a General Committee consisting of the President of the Conference, the two Vice-Presidents, the Rapporteur, the Chairmen of such main committees as shall be established, and one delegate of a Government elected by the Conference from among those Governments not already represented on the General Committee. The President of the Conference shall serve as Chairman of the General Committee.	In view of the functions of the General Committee it should have the benefit of the opinion of the Rapporteur in order to expedite business. The General Committee will continue to be constituted of seven members.

Current Text

Proposed Text

Remarks

Rules 27-35

Rules 28-36

Renumbering; no changes proposed in the current text.

Rule 36

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 of an amendment shall be voted on separately if any delegate so requests.

Rule 37

Amendments to resolutions, submitted in accordance with the provisions of Rule 32 and motions shall normally be introduced in writing and handed to the Secretary who shall circulate copies to the delegates. As a general rule, no proposal shall be discussed or put to the vote unless copies have been circulated to all delegates at least 24 hours in advance of the plenary session at which they are to be considered. Nevertheless, in special circumstances, the President may permit the discussion and consideration of such resolutions, amendments, or motions 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.

The proposed change regularizes the practice adopted by the other Governing Bodies of the Organization. It is proposed that a period of at least 24 hours shall elapse between the submission of a motion and the time it is voted on, as established in Rule 32 (New).

Rules 37-48

Rules 38-49

Renumbering; no changes proposed in the current text.

Rule 49

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 48.

Rule 50

When two or more elective places are to be filled at one time under the same circumstances, those candidates obtaining in the first ballot a majority required shall be elected. If less than 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 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.

This is an expansion of the current Rule 49 to cover a possibility not provided for in it.

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<u>Rules 50-55</u>	<u>Rules 51-56</u>	Renumbering; no changes are proposed in the current text.
<u>Rule 56</u> The Final Report shall include the text of all resolutions adopted by the Conference.	<u>Rule 57</u> The Final Report shall contain the text of all resolutions and other decisions adopted by the Conference. The Rapporteur, with the assistance of the Secretariat, shall prepare the draft of the Final Report.	Since the resolutions and other decisions adopted at the Meeting are an essential part of the Final Report and the Rapporteur is responsible for drafting them, he should be responsible for preparing the draft of that report.
<u>Rules 57-62</u>	<u>Rules 58-63</u>	Renumbering; no changes are proposed in the current text.