



XV Pan American
Sanitary
Conference

San Juan, Puerto Rico
September-October, 1958

X Meeting
Regional
Committee



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RULES OF PROCEDURE
OF THE
PAN AMERICAN SANITARY CONFERENCE
REGIONAL COMMITTEE OF THE WORLD HEALTH ORGANIZATION*

PART I

MEMBERS

Art. 1. The Pan American Sanitary Conference shall be composed of delegates of Member Governments of the Pan American Sanitary Organization.

Art. 2. Delegates of Governments not having their seats within the Western Hemisphere, which

- (a) either by reason of their Constitution consider certain territories or groups of territories in the Western Hemisphere as part of their national territory; or
- (b) are responsible for the conduct of the international relations of territories or groups of territories within the Western Hemisphere,

shall participate in meetings of the Conference in the manner established by these Rules of Procedure.

Art. 3. The Director of the Pan American Sanitary Bureau shall participate ex officio without the right to vote.

Art. 4. The order of precedence of the delegations shall be established by lot during the inaugural plenary session.

* Text approved by the Conference, with the amendments introduced at the eighth plenary session.

PART II

OFFICERS

Art. 5. The Conference shall elect a President and two Vice-Presidents who shall hold office until their successors are elected.

Art. 6. The President shall preside over the sessions of the Conference and execute any other functions assigned to him under these Rules of Procedure.

Art. 7. In the absence of the President one of the Vice-Presidents shall preside, and if all these officers should be absent the Conference shall appoint one of the delegates to preside over the session.

Art. 8. The President or a Vice-President while presiding shall not vote but may appoint another member of his delegation to act as the delegate of his government in plenary sessions, except when he is the sole delegate of his country, in which case he may vote.

Art. 9. If a representative of territories is elected an officer at any meeting, the said representative shall not officiate during a session at which any of the matters enumerated in Article 15 of these Rules of Procedure is under discussion.

Art. 10. In the event that neither the President nor any of the Vice-Presidents are present at the opening of the Conference, the Chairman of the immediately preceding meeting of the Directing Council shall preside.

SECRETARIAT

Art. 11. The Director of the Pan American Sanitary Bureau shall be Secretary ~~ex~~ officio of the Conference and of all committees, subcommittees, and working parties established by it. He may delegate these functions.

PART III

MEETINGS AND AGENDA

Art. 12. The Conference shall meet in the country determined by the Conference or by the Directing Council acting on its behalf.

Art. 13. Should the country chosen for the site of a Pan American Sanitary Conference, because of unforeseen circumstances, be unable to comply with this commitment, the meeting of the Conference will automatically be held at the headquarters of the Pan American Sanitary Bureau.

Art. 14. The meetings of the Conference shall be convoked by the Director of the Pan American Sanitary Bureau not later than six months prior to the date of its opening.

Art. 15. All meetings of the Pan American Sanitary Conference shall at the same time be meetings of the Regional Committee of the World Health Organization except when the Conference is considering constitutional matters, the juridical relations between the Pan American Sanitary Organization and the World Health Organization or the Organization of American States, or other questions relating to the Pan American Sanitary Organization as an Inter-American Specialized Organization.

Art. 16. Each delegation shall have one vote only.

Art. 17. A majority of the members participating and entitled to vote in the Conference shall constitute a quorum.

Art. 18. Representatives of territories are entitled to participate in the debates and vote on the same basis as those of Members, except that they shall not participate or vote when any of the matters enumerated in Article 15 of these Rules of Procedure is under discussion.

Art. 19. The privilege of voting in the plenary sessions on Pan American Sanitary Organization budget matters may be exercised by the representatives of territories, but this privilege shall be contingent on an equitable contribution to the budget of the Pan American Sanitary Organization made on behalf of such territories.

Art. 20. Representatives of territories under the jurisdiction of the same non-American State shall vote as a single unit in the plenary sessions and in the committees whenever they are entitled to vote. Only one vote may be cast on behalf of each such unit.

Art. 21. Unless otherwise determined, the sessions of the Conference shall be public.

Art. 22. Decisions shall be taken by the affirmative votes of the majority of representatives of Members and, in cases where they are entitled to vote, the territories, present and voting. For the purpose of these Rules of Procedure, the phrase "present and voting" means representatives of Members and territories who cast an affirmative or negative vote. Representatives who abstain from voting are considered not voting.

Art. 23. The agenda for the meetings of the Conference shall be prepared by the Director of the Pan American Sanitary Bureau.

Art. 24. The agenda shall include:

- (a) Any subject suggested by the Conference at its previous meeting.
- (b) Any subject proposed by the Directing Council at its previous meetings.
- (c) Any subject proposed, not later than 21 days prior to the meeting, by Members, territories, or organizations entitled to proposed subjects. The Director of the Pan American Sanitary Bureau may waive this 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. 25. Supplementary items may be added to the agenda during any session of the Conference if two thirds of the delegations participating and entitled to vote approve.

Art. 26. The agenda and all documents relating thereto shall be sent to Members, territories, and organizations entitled to representation, at least 30 days prior to the meeting. Copies of these documents shall be forwarded to national health authorities.

Art. 27. To allow for proper discussion of the items on the agenda, the Director of the Pan American Sanitary Bureau shall formulate a program for the sessions.

Art. 28. The Conference shall adopt an agenda and approve a program at the beginning of each meeting.

Art. 29. The inaugural plenary session shall be held at the place and on the date set by the government of the host country.

Art. 30. The plenary sessions shall be devoted to matters of general interest and to the discussion and approval of the reports of the various committees. The rapporteur of each committee shall be limited to thirty minutes in the presentation of his report.

Art. 31. The Director of the Pan American Sanitary Bureau shall report to the Conference on the technical, administrative, and financial implications, if any, of all agenda items.

PART IV

COMMITTEES

Art. 32. A Committee on Credentials, consisting of three delegates of as many Members, shall be appointed by the Conference at its opening session. This Committee shall examine the credentials of delegates of Members and territories and report to the Conference thereon without delay.

Art. 33. The Conference shall establish at each meeting a General Committee and such main committees as it may consider necessary for the study of the appropriate items on the agenda. The Chairmen of the main committees shall be elected by the Conference.

Art. 34. The General Committee shall consist of the President of the Conference (who shall serve as Chairman of the General Committee), the two Vice-Presidents, the Chairmen of the main committees, and additional delegates of two Members not already represented on the General Committee. The Director shall serve as Secretary of the General Committee without the right to vote, and he may delegate these functions.

Art. 35. The General Committee shall:

- (a) Decide the time and place of all plenary sessions and of all sessions of committees established at plenary sessions during the meetings;
- (b) Determine the order of business at each plenary session;
- (c) Propose to the Conference the allocation to committees of items on the agenda;
- (d) Coordinate the work of all committees established at plenary sessions;
- (e) Fix the date of adjournment;
- (f) Otherwise facilitate the orderly dispatch of the business of the meeting.

Art. 36. Each delegation shall be entitled to be represented on each main committee.

Art. 37. Each main committee shall elect a Vice-Chairman and a Rapporteur, who shall submit to the plenary session for discussion the report and conclusions reached by the committee.

Art. 38. Representatives of territories shall be entitled to participate, with the right to vote, in the committees of the Pan American Sanitary Conference, except that they shall not have the right to vote when matters enumerated in Article 15 of these Rules of Procedure are under discussion.

Art. 39. The Conference or any main committee 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. 40. The reports of all committees, before being submitted to a plenary session for final disposition, shall be referred to the General Committee for coordinating and editing. Such reports, including draft resolutions, shall, after being examined by the General Committee, be circulated, insofar as practicable, at least 24 hours in advance of the plenary session at which they will be considered.

PART V

DEBATES

Art. 41. Any delegation may request a roll-call vote. The vote of each Member participating in any roll-call vote shall be inserted in the record of the meeting.

Art. 42. All elections shall be held by secret ballot; in other cases a secret ballot may be taken if the Conference so decides; in both events two tellers selected from among the delegations present shall assist in the counting of votes.

Art. 43. When only one Member is to be elected 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, and a majority is required, the President shall decide between the candidates by drawing lots.

Art. 44. 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 persons or Members to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not more than twice the places remaining to be filled; provided that, after the third inconclusive ballot, votes may be cast for any eligible person or Member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots, to a number not more than twice the places remaining to be filled, and the following three ballots thereafter shall be unrestricted, and so on until all the places have been filled.

Art. 45. Parts of a proposal shall be voted on separately if any Member so requests.

Art. 46. 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 amendments have been put to a vote.

Art. 47. An amendment shall be voted on first and if it is adopted the amended proposal shall then be voted on.

Art. 48. During the discussion of any subject any delegate may rise to a point of order, which shall be resolved immediately by the President.

Art. 49. A Member may at any time move the closure of the debate. His motion shall be given priority and submitted to a vote immediately after one Member has been given the opportunity to speak in favor of and another against the motion.

Art. 50. 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.

Art. 51. The Conference may limit the time allotted to each speaker.

Art. 52. The right to speak shall be limited to delegates of Members and territories, to observers for organizations entitled to participate, and to the Director of the Pan American Sanitary Bureau. However, the President may grant the right to speak to alternates and advisers of delegates or to the officers of the Pan American Sanitary Bureau for information regarding the subject under discussion.

PART VI

ELECTION OF THE DIRECTOR

Art. 53. In accordance with Article 4-E of the Constitution of the Pan American Sanitary Organization, the Conference shall elect the Director of the Pan American Sanitary Bureau by a two-thirds vote of the Members present and voting. Acting as a 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 VII

FINAL REPORT AND MINUTES

Art. 54. The Final Report shall include all resolutions adopted by the Conference.

Art. 55. The President and the Secretary ex officio shall sign the Final Report.

Art. 56. The Pan American Sanitary Bureau shall send copies of the Final Report to each Member and territory.

Art. 57. Verbatim minutes of the plenary sessions and précis minutes of the committee sessions shall be prepared and distributed as soon as practicable.

Art. 58. As soon as possible after the closing of the Conference, the minutes of the sessions, the reports and the Final Report shall be reproduced and the Director shall transmit copies thereof to Members and territories and to organizations represented at the Conference.

PART VIII

OFFICIAL LANGUAGES

Art. 59. The official languages of the meetings shall be English, French, Portuguese, and Spanish.

PART IX

AMENDMENT OF RULES OF PROCEDURE

Art. 60. These Rules of Procedure may be amended by resolution of the Conference on 24-hour notice or by a two-thirds majority vote at any time.

Art. 61. All matters not provided for in these Rules of Procedure shall be resolved directly by the Conference.