



directing council

PAN AMERICAN
SANITARY
ORGANIZATION
VI MEETING

*Havana, Cuba
15-24 September 1952*

regional committee

WORLD
HEALTH
ORGANIZATION
IV MEETING



CD6/3, Rev.1 (Eng.)
16 September 1952
ORIGINAL: ENGLISH

RULES OF PROCEDURE OF THE DIRECTING COUNCIL
OF THE PAN AMERICAN SANITARY ORGANIZATION

The text given below is that which was provisionally approved by the Directing Council at its IV Meeting and which appears in Document CD4/5, Rev.1, Corr.1 (Ciudad Trujillo, 22 September 1950), with the following modifications:

1. Article 12 has been modified pursuant to Resolutions VIII and IX of the XIII Pan American Sanitary Conference.

2. The amendments proposed by the Executive Committee in Resolution V of its 17th Meeting (Document CE17/35) and approved by the Directing Council on 15 September 1952 (Documents CD6/20 and CD6/25) have been introduced.

RULES OF PROCEDURE OF THE DIRECTING COUNCIL
OF THE PAN AMERICAN SANITARY ORGANIZATION

PART I

MEMBERSHIP

Art. 1. The Directing Council shall be composed of representatives of Member Governments and territories and groups of territories (hereinafter called territories) as defined in Article 2 of the Constitution.

Art. 2. The order of precedence of representatives shall be based on the alphabetical order of the countries, as expressed in the language of the country where the meeting is held.

PART II

OFFICERS

Art. 3. At each meeting the Directing Council shall elect a Chairman and two Vice-Chairmen who shall hold office until their successors are elected.

Art. 4. The Chairman shall preside over the sessions of the Directing Council and execute any other functions assigned to him under these Rules of Procedure.

Art. 5. In the absence of the Chairman, or when he so delegates, one of the Vice-Chairmen shall preside, and if all these officers should be absent, the Council shall appoint a representative to preside over the session.

*Art. 5A. 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 7A is under discussion.

* Due to a typographical error this article appears as Article 6 in Document CE17/35 which was approved by the Directing Council (Document CD6/25).

SECRETARIAT

Art. 6. The Secretary General of the Pan American Sanitary Bureau shall act as Secretary of the Directing Council and its committees. He may delegate these functions.

PART III

MEETINGS AND AGENDA

Art. 7. The meetings of the Directing Council shall be convoked by the Director of the Pan American Sanitary Bureau acting in conformity with a resolution of the Executive Committee.

Art. 7A. All meetings of the Directing Council shall at the same time be meetings of the Regional Committee of the World Health Organization except when the Directing Council 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. 8. A majority of the representatives of Members participating in the Meeting shall constitute a quorum for the plenary sessions.

Art. 9. Each Member shall have one vote only.

Art. 10. 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, 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. 11. Representatives of territories are entitled to participate 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 7A are under discussion.

Art. 11A. 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. 11B. 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. 12. The meetings of the Directing Council shall be held only in those years in which the Conference does not meet, as follows:

- a. In the odd years between the Pan American Sanitary Conferences, the annual meetings shall be held at the Headquarters of the Pan American Sanitary Bureau.
- b. The Council shall determine the place for its meetings in those even years in which the Conference does not meet.

Art. 13. The Director of the Pan American Sanitary Bureau shall prepare the agenda for each meeting.

Art. 14. The agenda shall include:

- a. Any subject suggested by the Directing Council at its previous meeting.
- b. Any subject proposed by the Executive Committee at its previous meeting.
- c. Any subject proposed not later than 21 days prior to the meeting by Members, Territories or Organizations entitled to propose subjects. The Director of the Pan American Sanitary Bureau may waive this time limitation should such a waiver be justified by special consideration.
- d. Any subject proposed by the Director of the Pan American Sanitary Bureau.

Art. 15. Supplementary items may be added to the agenda during any session of the Council if two thirds of the representatives present and voting approve.

Art. 16. 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. 17. 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. 18. The Directing Council shall adopt an agenda and approve a program at the beginning of each meeting.

Art. 19. The plenary sessions shall be held on the dates set by the approved program; other sessions, however, may take place on dates determined by the Directing Council.

Art. 20. The Director of the Pan American Sanitary Bureau shall report to the Directing Council on the technical, administrative and financial implications, if any, of all agenda items.

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

PART IV

COMMITTEES

Art. 22. A Committee on Credentials consisting of three representatives of as many Members shall be appointed by the Directing Council at its opening session. This Committee shall examine the credentials of representatives of Members and Territories and report to the Directing Council thereon without delay.

Art. 23. The Directing Council shall establish at each meeting a General Committee and such main committees as it may consider necessary for the study of appropriate items on the agenda. The Chairman of the main committees shall be elected by the Directing Council.

Art. 24. The General Committee shall consist of the Chairman of the Directing Council (who shall serve as the Chairman of the General Committee), the two Vice-Chairmen, the

Chairmen of the Main Committees and additional representatives from two members not already represented on the General Committee. The Secretary of the Directing Council shall serve as Secretary of the General Committee, without the right to vote. The Director of the Pan American Sanitary Bureau shall serve in an ex officio capacity without right to vote.

Art. 25. 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 Directing Council 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. 26. Each Member shall be entitled to be represented on each main committee. Representatives may be accompanied at sessions of committees by alternates and advisers.

Art. 27. 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. 28. Representatives of territories shall be entitled to participate, with the right to vote, in the committees of the Directing Council, except that they shall not have the right to vote when matters enumerated in Article 7A are under discussion.

Art. 29. The Directing Council 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. 30. The reports of all committees, before being submitted to a plenary session for final disposition shall be

referred to the General Committee for coordination and editing. Such reports, including draft resolutions, shall, after being examined by the General Committee, be circulated, in as far as practicable at least 24 hours in advance of the plenary meeting at which they will be considered.

PART V

DEBATES

Art. 31. Any representative may request a roll-call vote. The vote of each Member participating in any roll-call shall be inserted in the record of the meeting.

Art. 32. All elections shall be held by secret ballot; in other cases a secret ballot may be taken if the Directing Council so decides; in both events two tellers selected from among the representatives present shall assist in the counting of votes.

Art. 33. 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 Chairman shall decide between the candidates by drawing lots.

Art. 34. 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 Members. 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. 35. Parts of a proposal shall be voted on separately if any representative so requests.

Art. 36. 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. 37. An amendment shall be voted on before the original proposal and if it is adopted the amended proposal shall then be voted on.

Art. 38. During the discussion of any subject any representative may rise to a point of order, which shall be resolved immediately by the Chairman.

Art. 39. A representative may at any time move the closure of the debate. His motion shall be given priority and submitted to a vote immediately after one representative has been given the opportunity to speak in favor of and another against the motion.

Art. 40. The Chairman may at any time call for a vote to close the debate. If this motion is approved, the Chairman shall declare the debate closed.

Art. 41. The Directing Council may limit the time allotted to each speaker.

Art. 42. The right to speak shall be limited to representatives, to Observers of Organizations entitled to representation, and to the Director of the Pan American Sanitary Bureau serving in an ex officio capacity. However, the Chairman may grant the right to speak to alternates and advisers of representatives and officers of the Pan American Sanitary Bureau and of the World Health Organization.

PART VI

FINAL REPORT AND MINUTES

Art. 43. The General Committee shall prepare the Final Report which shall include the resolutions taken in regard to all agenda items.

Art. 44. The representatives, the Director and the Secretary General shall sign the Final Report.

Art. 45. The Director shall send copies of the Final Report to each of the Members and Territories.

Art. 46. The minutes of the sessions and the original Final Report of the Council shall be kept on file in the Bureau Headquarters and made available upon request for inspection.

PART VII

OFFICIAL LANGUAGES

Art. 47. The official languages shall be English, French, Portuguese and Spanish.

PART VIII

AMENDMENT OF RULES OF PROCEDURE

Art. 48. These Rules may be amended by resolution of the Directing Council on 24-hour notice or by a two-thirds majority vote at any time.

Art. 49. All matters not provided for in these Rules may be resolved directly by the Directing Council.



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*Havana, Cuba
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CD6/3 (Eng.)
7 August 1952
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The topic of amendments to the Rules of Procedure of the Directing Council is included in the agendas of the 17th Meeting of the Executive Committee and the VI Meeting of the Directing Council, and is the subject of a report of the Permanent Committee on the Revision of the Constitution.

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Art. 5. In the absence of the Chairman, or when he so delegates, one of the Vice-Chairmen shall preside, and if all these officers should be absent, the Council shall appoint a representative to preside over the session.

SECRETARIAT

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MEETINGS AND AGENDA

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Art. 24. The General Committee shall consist of the Chairman of the Directing Council (who shall serve as the Chairman of the General Committee), the two Vice-Chairmen, the Chairmen of the Main Committees and additional representatives form two members not already represented on the General Committee. The Secretary of the Directing Council shall serve as Secretary of the General Committee, without the right to vote. The Director of the Pan American Sanitary Bureau shall serve in an ex officio capacity without right to vote.

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