

directing council



PAN AMERICAN
HEALTH
ORGANIZATION

XIX Meeting

regional committee

WORLD
HEALTH
ORGANIZATION

XXI Meeting



Washington, D.C.
September-October 1969

Provisional Agenda Item 6

CD19/13 (Eng.)
13 August 1969
ORIGINAL: ENGLISH

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

In compliance with Resolution XV of the XVIII Meeting of the Directing Council the Director submitted Document CE61/11 (attached hereto as an annex) for consideration at the 61st Meeting of the Executive Committee. Included in this document are proposed changes to the Rules of Procedure of the Executive Committee, the Directing Council, and the Conference. After studying the proposed changes the Executive Committee adopted Resolution I which reads as follows:

"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; and

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)."

Should the Directing Council concur with the recommendations of the Executive Committee it may wish to consider a resolution along the following lines:

Proposed Resolution

THE DIRECTING COUNCIL,

Having considered the report of the Director (Document CD19/13) prepared in implementation of Resolution XV of the XVIII Meeting of the Directing Council;

Taking into consideration that similar changes have already been implemented in the Rules of Procedure of the Executive Committee;

Bearing in mind the recommendation adopted in Resolution I of the 61st Meeting of the Executive Committee; and

Bearing in mind the provisions of 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 Directing Council as they appear in Document CE61/11, (Annex II).

2. To transmit to the XVIII Pan American Sanitary Conference Document CE61/11 and to recommend its favorable consideration of the proposed changes in the Rules of Procedure of the Conference (Annex III).

*executive committee of
the directing council*

PAN AMERICAN
HEALTH
ORGANIZATION



*working party of
the regional committee*

WORLD
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61st Meeting
Washington, D. C.
June-July 1969

Provisional Agenda Item 14

CE61/11 (Eng.)
28 May 1969
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

Current Text

Proposed Text

Remarks

Rules 1-8

Rules 1-8

No changes are proposed.

Rule 9

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.

Rule 9

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).

Rule 10 (New)

In the event that the Chairman is absent, the Vice-Chairman shall serve as Chairman pro tempore and one of the Representatives shall be elected to serve as Vice-Chairman pro tempore. In the absence of both the Chairman and the Vice-Chairman the Executive Committee shall elect from among its members the Chairman pro tempore and the Vice-Chairman pro tempore.

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.

Rule 11 (New)

In the absence of the Rapporteur, a Rapporteur pro tempore 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.

Rule 10

Rule 12

Renumbering; no changes in the current text.

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<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.	<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.	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.
	<u>Rule 14 (New)</u> 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.	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.
	<u>Rule 15 (New)</u> 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.	This rule defines the function of the Rapporteur.
<u>Rules 12 and 13</u>	<u>Rules 16 and 17</u>	Renumbering; no changes in the current text.

Current Text

Proposed Text

Remarks

Rule 14

A drafting committee composed of the Chairman, the Vice-Chairman, and the Director of the Bureau shall be established.

It is suggested that this rule be **suppressed** since with the appointment of a Rapporteur a drafting committee becomes redundant.

Rules 15 to 29

Rules 18 to 32

Rule 30

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.

Rule 33

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.

Renumbering; no changes proposed in the present text.

The expansion of this rule covers a possibility not provided for in current Rule 30.

Rule 31

Rule 34

Rule 32

The texts of all the resolutions and other decisions adopted by the Executive Committee shall be included in a final report.

Rule 35

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.

Renumbering; no change in the current text.

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.

Rules 33 to 37

Rules 36 to 40

Renumbering; no changes proposed in the current text.

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

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

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 any one 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

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<u>Rule 1</u> 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.	<u>Rule 1</u> 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.
<u>Rules 2 - 14</u>	<u>Rules 2 - 14</u>	No changes proposed.
<u>Rule 15</u> 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.	<u>Rule 15</u> 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>Rule 24 (New)</u> The Rapporteur shall be responsible for drafting proposed resolutions in the light of the deliberations of the Conference. These proposed resolutions and those presented by committees, any delegate, or the Secretary shall be submitted to the General Committee where they will be dealt with in accordance with the provisions of Rule 32.	This rule defines the functions of the Rapporteur and brings it into line with the provisions of Rule 32 (New).
<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.

<u>Current Text</u>	<u>Proposed Text</u>	<u>Remarks</u>
<u>Rules 27-35</u>	<u>Rules 28-36</u>	Renumbering; no changes proposed in the current text.
<u>Rule 36</u> 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.	<u>Rule 37</u> 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).
<u>Rules 37-48</u>	<u>Rules 38-49</u>	Renumbering; no changes proposed in the current text.
<u>Rule 49</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 48.	<u>Rule 50</u> 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.

directing council



PAN AMERICAN
HEALTH
ORGANIZATION

XIX Meeting

regional committee

WORLD
HEALTH
ORGANIZATION

XXI Meeting



Washington, D. C.
September-October 1969

Agenda Item 6

CD19/13, ADD. (Eng.)
30 September 1969
ORIGINAL: ENGLISH-SPANISH

RULES OF PROCEDURE OF THE DIRECTING COUNCIL OF THE PAN AMERICAN
HEALTH ORGANIZATION¹

PART I - MEETINGS OF THE COUNCIL

Rule 1

The Director of the Bureau shall convene the Council to meet in conformity with Article 12, paragraph A, of the Constitution and pursuant to a resolution of the Executive Committee. The meeting shall be held at the Headquarters of the Organization or at a place chosen by the Conference or the Council. Whenever the meeting is not held at the Headquarters of the Organization, the Director shall fix the date of the meeting in consultation with the Host Government.

Rule 2

If for any reason the Council cannot be held in the country chosen, the meeting shall take place at the Headquarters of the Bureau.

Rule 3

Notices of convocation shall be sent not less than 60 days before the date fixed for the opening of the meeting to all Governments, and to organizations entitled to be represented at the Council.

Rule 4

The inaugural plenary session shall be held at the place set by the Host Government in consultation with the Director of the Bureau.

¹Text approved by the Directing Council at its XIII Meeting, Resolution XXXVII (1961) and modified pursuant to Resolution I of its XVIII Meeting (1968) and Resolution I of its XIX Meeting (1969).

Rule 5

The presence of the representatives of a majority of the Governments shall constitute a quorum for the opening of a meeting of the Council.

Rule 6

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

PART II - AGENDA OF COUNCIL MEETINGS

Rule 7

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

Rule 8

The provisional agenda shall include:

- (a) Any item the inclusion of which has been ordered by the Conference at a preceding meeting;
- (b) Any item the inclusion of which has been ordered by the Council at a preceding meeting;
- (c) Any item proposed by the Governments, or by organizations entitled to propose agenda items;
- (d) Any item which the Executive Committee wishes to submit;
- (e) Any item which the Director of the Bureau wishes to submit.

Rule 9

The provisional agenda and all available documents relating thereto shall, whenever possible, be sent to the Governments, and to organizations entitled to representation, at least 30 days prior to the meeting. Copies of these documents shall be forwarded to national health authorities.

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 of Procedure.

Rule 11

Supplementary items may be added to the agenda after its adoption, if two thirds of the representatives present and voting approve.

Rule 12

Whenever possible, a proposal for the inclusion of an item in the provisional agenda or agenda should be accompanied by a working document to serve as a basis for discussion.

Rule 13

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

PART III - PLENARY SESSIONS OF THE COUNCIL

Rule 14

The sessions shall be public unless the Council otherwise decides.

Rule 15

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 twelve.

Rule 16

The names of representatives, including all alternates and advisers, of each Government, as well as of observers of organizations entitled to be represented at the Council and of invited nongovernmental organizations, shall be communicated to the Director of the Bureau not less than 15 days, if possible, before the date fixed for the opening of the Council.

Rule 17

The credentials of representatives and observers shall be delivered to the Director of the Bureau not less than 24 hours, if possible, before the opening of the meeting of the Council.

PART IV - OFFICERS OF THE COUNCIL

Rule 18

At each meeting the Council shall elect a President, two Vice-Presidents, and a Rapporteur who shall hold office until their successors are elected.

Rule 19

The President shall preside over the sessions of the Council and exercise any other duties assigned to him under these Rules of Procedure.

Rule 20

In the absence of the President, or when he delegates his duties, one of the Vice-Presidents shall preside. In the absence of the President and both Vice-Presidents, the Council shall appoint one of the representatives to preside temporarily.

Rule 21

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 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

Representatives of Participating Governments who are elected officers shall not officiate during a session at which any of the matters enumerated in Rule 6 of these Rules of Procedure is under discussion.

Rule 23

The Rapporteur shall be responsible for drafting proposed resolutions in the light of the deliberations of the Council. These proposed resolutions, as well as those submitted by any Representative or by the Secretary, shall be

distributed to the Representatives not later than the plenary session immediately preceding that at which they are to be considered by the Council, save as provided for in Rule 31.

Rule 24

The Director of the Bureau shall be Secretary ex officio of the Council and of all committees, subcommittees, and working parties established by it. He may delegate these functions.

PART V - COMMITTEES OF THE COUNCIL

Rule 25

A Committee on Credentials consisting of three representatives of as many Governments shall be appointed by the Council at the beginning of the first plenary session. This Committee shall examine the credentials of representatives and observers and report to the Council thereon without delay.

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.

Rule 27

The General Committee shall:

- (a) Decide the time and place of all plenary sessions and of all sessions of working parties;
- (b) Determine the order of the day for each plenary session;
- (c) Fix the date of adjournment;
- (d) Otherwise facilitate the orderly dispatch of the business of the meeting.

Rule 28

The Council may establish such working parties as it considers necessary for the orderly dispatch of the business of the meeting. The reports of all working parties, however, shall be submitted to a plenary session for final disposition. Alternates and advisers may serve on any such working parties.

Rule 29

Governments not represented on working parties may participate thereon without vote.

Rule 30

The working parties shall elect their own officers.

PART VI - CONDUCT OF BUSINESS AT PLENARY SESSIONS

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.

Rule 32

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 33

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 34

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 35

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 representative.

Rule 36

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

Rule 37

The Council may limit the time allotted to each speaker.

Rule 38

Any representative may make a point of order during the discussion of any matter, and the point of order shall be resolved immediately by the President.

Rule 39

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

PART VII - VOTING IN PLENARY SESSIONS

Rule 41

For the purpose of these Rules, "Governments present and voting" means Governments casting an affirmative or negative vote; or, in an election, a vote for a person or a Government eligible in accordance with the Constitution or these Rules of Procedure. In computing a majority, any fraction shall be counted as a whole number.

Rule 42

Motions shall be considered adopted when they have received the affirmative vote of a majority of the Governments present and voting, except when the Constitution or these Rules of Procedure provide otherwise. If the votes are equally divided, the motion shall be regarded as rejected.

Rule 43

The Council shall normally vote by show of hands except that any representative may request a roll-call vote, which shall then be taken in the alphabetical order of the Governments as expressed in the language of the country where the meeting is held. The Government to vote first shall be determined by lot.

Rule 44

The vote of each Government participating in any roll call shall be inserted in the record of the session.

Rule 45

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 Governments present and voting.

Rule 46

Elections shall normally be held by secret ballot. Except as concerns the election of members of the Executive Committee and of a Director ad interim of the Bureau, 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 representatives.

Rule 47

Except as concerns the election of the Director ad interim of the Bureau, 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 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 a 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.

Rule 49

The Council shall elect a Director ad interim of the Bureau, when required, in conformity with Article 21, paragraph A, of the Constitution.

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 VIII - CONDUCT OF BUSINESS AND VOTING IN COMMITTEES
AND WORKING PARTIES

Rule 50

The procedure governing the conduct of business and voting by committees and working parties shall conform as far as practicable to the rules relative to the conduct of business and voting in plenary sessions.

PART IX - ELECTION OF THE EXECUTIVE COMMITTEE

Rule 51

The Council shall elect the Member Governments to serve on the Executive Committee by secret ballot, in conformity with Article 15, paragraph A, of the Constitution.

Rule 52

The term of office of Member Governments elected to the Executive Committee shall begin immediately after their election and they shall hold office until their successors are elected.

PART X - OFFICIAL LANGUAGES

Rule 53

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

PART XI - FINAL REPORT AND RECORDS

Rule 54

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.

Rule 55

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

Rule 56

The signed original of the Final Report shall be deposited in the archives of the Bureau and be available for examination upon request.

Rule 57

Provisional summary records of the plenary sessions shall be prepared at the meeting and distributed as soon as possible.

Rule 58

As soon as possible after the closing of the Council the records of the sessions, the Final Report, and other Council documents shall be reproduced, and the Director of the Bureau shall transmit copies thereof to the Governments, as well as to the organizations represented at the Council.

PART XII - AMENDMENT OF THE RULES OF PROCEDURE

Rule 59

These Rules of Procedure may be amended on 24-hour notice by the affirmative vote of a majority of the Governments present and voting or at any time by the affirmative vote of two thirds of the Governments present and voting.

Rule 60

All matters not provided for in these Rules of Procedure may be resolved directly by the Council.