

CONSTITUTION AND STATUTES OF THE

PAN AMERICAN SANITARY BUREAU

Approved and Authorized by the Directing Council  
of the Pan American Sanitary Bureau in its  
Administrative Meeting of May 27 to June 7, 1929

as Approved and Amended by the Ninth Pan American Sanitary Conference,  
held in Buenos Aires, November 12 to 22, 1934.

PREAMBLE

The Directing Council of the Pan American Sanitary Bureau in plenary session hereby officially recognize the fact that their organization, powers, duties, obligations and functions are clearly set forth, as likewise limited by, the resolutions and conventions adopted by the several conferences of American Republics--particularly in resolutions of the Second Conference--in resolutions adopted by several Pan American Sanitary Conferences, and more clearly defined in the Pan American Sanitary Code, which latter has the force and effect of an international treaty.

Article 1

Pan American Sanitary Bureau

Name

Section 1.- The name of the Office, originally called the "International Sanitary Bureau", is now the Pan American Sanitary Bureau (Resolutions: Second International Conference of American States (1901-02) and Fifth International Conference of American States (1923)).

### Mission

Section 2. - The Pan American Sanitary Bureau shall be the central coordinating sanitary agency of the various member Republics of the Pan American Union, and the general collecting and distributing center of sanitary information to and from said Republics (Pan American Sanitary Code (1924) ).

### Powers and Duties

Section 3. - The Pan American Sanitary Bureau shall have such powers and perform such duties as have been, or which may be conferred or imposed upon it by any Pan American Sanitary Conference or by any International Conference of American Republics (Pan American Sanitary Code).

### Seat

Section 4. - The Pan American Sanitary Bureau will be radicated in Washington, D. C. (Second International Conference of American States (1901-02) ).

### Office

Section 5. - The International Bureau of American Republics (Pan American Union) will provide an office for the Pan American Sanitary Bureau in the International Bureau of American Republics (Pan American Union) (Third International Sanitary Conference (1907) and Fourth International Conference of American States (1910) ).

### Funds

Section 6. - The Pan American Sanitary Bureau shall be provided with a fund of not less than \$50,000 yearly, apportioned among the signatory Governments on the same basis as are the funds of the Pan American Union. (Second International Conference of American States (1901-02), First Sanitary Conference of American Republics (1902), Third International Sanitary Conference (1907), Fourth International Conference of American Republics(1910), Pan American Sanitary Code (1924) ).

In order to facilitate the keeping of accounts the rate will be 21.5 cents American gold, for every 1,000 inhabitants until increased by competent authority or changed by fluctuations in population in the respective countries.

The International Bureau of American Republics(Pan American Union) will be responsible for the collection and custody of the funds and the computation of the accounts (Third International Sanitary Conference of American Republics (1907); Fourth International Conference of American Republics(1910)).

Expenditure of the funds will be authorized and certified by the Pan American Sanitary Bureau (Third International Sanitary Conference of American Republics (1907); Fourth International Conference of American Republics (1910)).

The auditing of accounts shall be done by the General Accounting Office of the United States in the same manner as are audited the accounts of the Pan American Union.

The Director will prepare annually, not later than two months prior to the beginning of the fiscal year, a budget of the estimated expenditures for the coming fiscal year.

A copy of the proposed budget shall be sent to each member who shall have the right to offer criticism and to make suggestions relative thereto. The Director shall, of course, have the right to modify this annual budget in accordance with circumstances.

The Director may set up a reserve from the present funds of the Bureau, a sum not exceeding \$50,000, which shall not be available for such expenditures as should have been included in any annual budget.

#### Regulations

Section 7.- The Pan American Sanitary Bureau may formulate new regulations relative to its internal administration or it may modify existing ones, and such regulations or modifications will go into effect immediately, ad interim, but subject to approval or modification by the next succeeding Pan American Sanitary Conference (Sixth Pan American Sanitary Conference (1920)).

#### Languages

Section 8.- The official languages of the Pan American Sanitary Bureau shall be Spanish, Portuguese, English and French.

#### Bulletin

Section 9.- The Pan American Sanitary Bureau shall publish a Bulletin in the official languages (Sixth Pan American Sanitary Conference (1920)).

#### Reports and Publications

Section 10.- The Pan American Sanitary Bureau shall prepare and issue adequate information regarding the best methods to be employed in preventing the international spread of disease, in the form of publications which port health officers may distribute among owners, agents and masters of vessels (Pan American Sanitary Code).

The Pan American Sanitary Bureau shall prepare, print, and distribute to sanitary authorities information relative to the contagious diseases of man, methods for their control, vital statistics, and of sanitary organization and administration (Pan American Sanitary Code).

#### Cooperation with other International Health Bodies

Section 11. - The Pan American Sanitary Bureau shall cooperate with the International Office of Public Hygiene of Paris, and also with other international bodies such as the Health Section of the League of Nations (Third International Conference of American States (1906), and Eighth Pan American Sanitary Conference (1927)).

#### Ex-Officio Representatives

Section 12. - The officials of the national health services may serve as ex-officio representatives of the Pan American Sanitary Bureau and may be authorized to act as representatives of one or more of the signatory governments, provided always that they shall have been duly appointed and accredited (Article 62, Pan American Sanitary Code (1924)).

#### Traveling Representatives

Section 13. - The Pan American Sanitary Bureau is authorized to appoint from time to time representatives who will visit and confer with the sanitary authorities of the various signatory governments and discuss with them matters pertaining to public health (Article 55, Pan American Sanitary Code (1924)).

The Director may appoint traveling representatives from among the members of the sanitary departments of the various republics for such periods of time as he may deem necessary (Eighth Pan American Sanitary Conference (1927)).

The salaries of the traveling representatives shall be paid by their respective Governments (Eighth Pan American Sanitary Conference (1927)).

### Conferences

Section 14.- The Pan American Sanitary Bureau shall take charge of the preparations for Pan American Sanitary Conferences until such time as the government of the country in which the Conference is to be held shall assume charge. After consulting with the signatory countries, it shall arrange a program of subjects for discussion which shall be sent to the member governments for study one year before the assembling of the pending conference (Eighth Pan American Sanitary Conference (1927)).

### Conferences of Directors of Health

Section 15.- The Pan American Sanitary Bureau shall call the directors of the national public health services to meet in conference in Washington in the intervals between the Pan American Sanitary Conference, at such times as it may deem necessary (Fifth International Conference of American States(1923)).

### Article 2 Directing Council

Section 1.- The Pan American Sanitary Bureau shall be governed by a Directing Council which shall be elected at each Pan American Sanitary Conference (Second International Conference of American States (1901-02)).

### Personnel

Section 2.-<sup>1</sup> The Directing Council of the Pan American Sanitary Bureau shall be composed of nine voting members, namely, an Honorary Director, a Director, a Vice Director, a Secretary, the provisional president of the next Pan American Sanitary Conference, and four members, all of whom shall be elected at each Pan American Sanitary Conference.

<sup>1</sup>As amended at the Ninth Pan American Sanitary Conference.

There shall also be an Assistant to the Director who shall be appointed by the Director and whose duties and responsibilities and whose tenure of office shall be determined by the Director. The Assistant to the Director shall be an ex-officio member of the Directing Council.

For each elective member of the Directing Council with the exception of the Director and the Honorary Director, there shall be each time elected an alternate from the same country as the regularly elected member. This alternate may be selected from among the officials of the National Department of Health or from among men of prominence in the medical profession of the country in which he resides.

Traveling Representatives of the Pan American Sanitary Bureau, while acting as such, shall be ex-officio members of the Directing Council.

#### Vacancies

Section 3.- Should a vacancy arise through resignation, death or disability of an active member who is not the Honorary Director or the Director, the Director shall call the respective alternate to fill the place, informing the other active members of the occurrence. If the alternate is unable to fill the vacancy, another person shall be designated by a majority of votes of the remaining active members.

#### Traveling Expenses

Section 4.- The actual traveling expenses of the members of the Board, incurred during official duty abroad, when approved by the Director, shall be paid from the funds of the Pan American Sanitary Bureau (Eighth Pan American Sanitary Conference (1927)).

#### Director .

Section 5.- The Director shall preside over the sessions of the Executive Board and will be in charge of the Sanitary Bureau and will represent it in its

official capacities.

#### Annual Report

Section 6.- The Director shall send to each member of the Board of the Sanitary Bureau, as soon after June 30 of each year as possible, a resumé of the work accomplished by the Office during the year, accompanied by a statement containing the following information:

- (a) A statement of quotas received and expenditures made, the latter properly separated in groups.
- (b) A Statement of quotas due from the various countries.
- (c) A statement regarding number of employes and the positions occupied by them and the salaries and benefits received by each one.

#### Vice Director

Section 7.- In case of prolonged absence, resignation, death or incapacity of the Director, the Vice Director will assume charge in the place of the Director, with the same rights. If the Vice Director resides at a distance from Washington the Assistant to the Director will undertake his duties ad interim until he can assume charge himself.

#### Secretary

Section 8.- The Secretary shall record the acts of each session and will form a protocol of all the resolutions which have been approved, furnishing the necessary personnel for this purpose.

In the absence of the Secretary, a member may be elected to replace him temporarily.

#### Members

Section 9.- Upon accepting their nominations, members of the Pan American

Sanitary Bureau, undertake ipso facto the obligation of collaborating in matters relating to the activities of the Bureau.

In case a member is not able to attend any session of the Directing Council, he will at once inform his alternate in order that the latter may fill the place temporarily, and will at the same time notify the Director of the Pan American Sanitary Bureau by cable of his action.

### Article 3 Sessions

Section 1. - The sessions of the Directing Council of the Pan American Sanitary Bureau shall take place on the dates and at the places determined by the Director, in accordance with a resolution adopted by the Eighth Pan American Sanitary Conference or with any resolution approved by any subsequent conference.

### Presiding Officer

Section 2. - The sessions of the Executive Board shall be presided over by the Director, or, in his absence, by the Vice Director. In case of the absence of both, a temporary president may be elected by a majority of votes of the active members.

### Classification of the Members

Section 3. - The members of the Directing Council shall be divided into active and ex-officio members.

### Active Members

Section 4. - The active members of the Pan American Sanitary Bureau shall consist of the Honorary Director, the Director, the Vice Director, the Secretary and the active members elected in the manner prescribed by the Sanitary Conferences.

All active members shall have the right to voice their opinions and to vote.

#### Ex-Officio Members

Section 5.- Members ex-officio of the Pan American Sanitary Bureau shall have the right to attend its sessions and to participate in the discussions of the Directing Council, but shall not have the right to vote.

#### Quorum

Section 6. -The resolutions adopted by the Directing Council of the Pan American Sanitary Bureau shall be legal only when a quorum is present. One half of the active members of the Pan American Sanitary Bureau shall constitute a quorum.

#### Rules of Procedure

Section 7.- The rules of procedure to be followed at the meetings of the Pan American Sanitary Bureau shall be those of ordinary parliamentary practice, but special rules may be adopted by a majority vote of the members, a quorum being present.

#### Program

Section 8.- The Director will present a program for the day which will contain the matters which in his opinion should be the object of discussion by the Directing Council, but the Council may determine by a majority of votes which subjects it wishes to discuss.

#### Votes

Section 9.- Votes shall be viva voce unless some member requests that they be in writing.

### Majority

Section 10.- No resolution or proposition shall be considered approved unless it be affirmatively voted upon by the majority of the active members present. In case of a tie a new vote shall be taken. If the vote is still tied, the Director will cast a double vote.

### Signature of Records

Section 11.- Each member shall sign the final draft of the acts at the close of the last session of the Directing Council.

### Disposition of Records

Section 12.- Each member shall be furnished with a copy of the final acts of the session and a copy shall be filed in the archives of the Pan American Sanitary Bureau. In addition, copies shall be furnished to the following persons:

- (1) The Director General of the Pan American Union.
- (2) Chiefs of the diplomatic missions of the countries concerned, without prejudice, however, of the right to transmit directly copies to each Directing Head of the Department or Service of Health of the countries represented in the Bureau.
- (3) To each delegate to the Pan American Sanitary Conference next following the session just concluded.

### Article 4 Personnel

Section 1.- The Pan American Sanitary Bureau shall employ under authority of the Director a staff composed of personnel competent to undertake the duties entrusted to it by the Pan American Sanitary Code, the various Pan American Sanitary conferences, and the International Conferences of American States (Third International Sanitary Conference (1907) and Article 60, Pan American Sanitary Code).

## Health of Employces

Section 2.- Before being designated for employment in the Pan American Sanitary Bureau, candidates shall submit to the Director satisfactory evidence that they are not suffering from any disease or condition which might affect their usefulness.

### Office Regulations, Hours and Conditions of Work

Section 3.- The hours and working conditions of the personnel of the Pan American Sanitary Bureau shall be determined by the Director, who may, if he desires, adopt the rules in force relative to these matters, of the Pan American Union, in whole, or in part, or modified, to the extent which he deems expedient.

### Salaries

Section 4.- The salaries of the employces shall be determined by the Director and shall be paid out of the funds of the Pan American Sanitary Bureau.

### Retirement and Pension Plan

Section 5.- The benefits of the Retirement and Pension Plan adopted by the Governing Board and approved by the Director of the Pan American Sanitary Bureau may be extended to permanent employees of the Pan American Sanitary Bureau. The acceptance of the benefits of this plan by any employee and the payment of the monthly rate of five percent of his salary by the Pan American Sanitary Bureau shall constitute a waiver of all claims which the employee might conceive to lay against the Pan American Sanitary Bureau both for his own contributions to the pension fund and the contributions made by the Pan American Sanitary Bureau.

In the future each new employee shall state in writing at the time of employment whether or not he desires his (or her) term of employment to be con-

sidered temporary or permanent. Persons rated as temporary employees shall sign in writing at the time of their employment a waiver of the benefits of retirement and pension.

#### Life Insurance

Section 6.- Such employees of the Pan American Sanitary Bureau as have already contracted for life insurance under the plan which has been adopted for the employees of the Pan American Union; may continue this insurance, and the Director is authorized in his discretion to continue payments from funds of the Bureau of corresponding amounts of the premiums of such policies, but no new policy nor any increase in the amount for which any employee is insured will be authorized in the future.

#### Property Record

Section 7.- There shall be kept in the office of the Sanitary Bureau, in convenient form, a record of its non-expendable property which shall be checked over in January and July of each year, and the condition of each article noted.

#### Pay Roll

Section 8.- A transcript or a copy of its monthly or semi-monthly pay roll shall be kept in the archives of the Pan American Sanitary Bureau.

#### Final Article

The Directing Council delegates to its Director full authority to act on matters not covered in the present statutes, but the Director shall inform the other members of the action taken in each case.