

**RULES OF PROCEDURE OF THE
EXECUTIVE COMMITTEE**

CONTENTS

CHAPTER		Page
I	The Executive Committee.....	5
II	Participants.....	10
III	Meetings.....	15
IV	Agenda.....	17
V	Officers.....	19
VI	Sessions.....	22
VII	Committees.....	24
VIII	Procedures and Discussions.....	26
IX	Voting.....	29
X	Voting by Correspondence.....	32
XI	Minutes and Final Report.....	33
XII	The Secretariat.....	34
XIII	Amendment of the Rules of Procedure.....	35
XIV	Interpretation of these Rules.....	36

CHAPTER I
THE EXECUTIVE COMMITTEE

Article 1. The Executive Committee (hereinafter the Committee) is governed by the pertinent provisions of the Convention on the Inter-American Institute for Cooperation on Agriculture (hereinafter the Institute), the Rules of Procedure of the Inter-American Board of Agriculture (hereinafter the Board), and these Rules of Procedure.

(October 1983)

Article 2. The Committee, subject to the provisions of Article 14 of the Convention, shall act on behalf of the Board between the meetings of the latter, in the capacity of its executive organ, taking decisions on matter that do not lie exclusively within the competence of the Board.

Article 3. The Committee shall have the following functions:

- a. To perform any functions that may be assigned to it by the Board;¹
- b. To examine the proposed biennial program budget that the Director General submits to the Board and to make such observations and recommendations as it deems appropriate;²
- c. To receive the annual report of the External Auditors and make any observations and recommendations it deems appropriate;
(October 1999)
- d. To authorize the use of resources of the Working Subfund for special purposes;³
- e. To act as the preparatory committee of the Board;⁴

¹ Article 14, letter a., Convention

² Article 14, letter b., Convention

³ Article 14, letter c., Convention

⁴ Article 14, letter d., Convention

- f. To study and formulate comments and recommendations to the Board and to the General Directorate on matters of interest to the Institute;⁵
- g. To recommend to the Board the approval of changes in the Rules of Procedure of the Board, Executive Committee and General Directorate, and any amendments thereto, and to the other rules of the Institute that require Board approval under the Convention;⁶
(October 1999)
- h. To approve or modify the Staff Rules, Financial Rules, the System for the Determination of Remuneration for IICA Personnel and the Classification Standards, the Statute of the Audit Review Committee, and the Regulations of the Inter-American Awards in the Rural Sector provided that such approval or modification is consistent with the Rules of Procedure of the Board, of the Executive Committee or of the General Directorate and would not require a change in a program budget resolution in force;
(October 1999)
- i. To see that the Rules of Procedure and other rules of the General Directorate are observed;⁷
- j. To review the reports of the General Directorate on extra-quota contracts with national and international agencies exceeding US\$500,000, in which the Institute will be providing staff services, including corresponding indirect administrative and technical costs and institutional net rate;
(October 1999)
- k. To appoint the members of the Audit Review Committee ("ARC") and to receive and approve the ARC's reports and recommendations;
(October 1999)
- l. To grant or withdraw, as the case may be, IICA Associate status for Permanent Observers, non-IICA Member States, and

⁵ Article 14, letter e., Convention

⁶ Article 14, letter f., Convention

⁷ Article 14, letter g., Convention

international, regional, and national organizations, in accordance with the Standards for IICA Associates in force at the Institute;
(October 1999)

- m. To study important policy issues and strategic priorities for the sustainable development of agriculture and the rural milieu, and to make the corresponding recommendations to the Board;
(October 1999)
- n. To gather and transmit to the Board the interests, concerns and proposals of other governmental and international institutions, and other public and private organizations and entities;
(October 1999)
- o. To amend provisionally its own Rules of Procedure and those of the General Directorate, and to put those provisional modifications into force, *ad referendum* the Board.
(October 1999)

Article 4. To achieve its purposes and carry out its functions, the Committee is authorized:

- a. To produce reports on the matters that the Board must consider;
- b. To entrust tasks to the General Directorate;
- c. To assist the Board in monitoring execution of the financial, administrative and technical policies and provisions of the Institute and, subject to the approval of the Board, to take decisions that will facilitate execution of the programs approved for the current fiscal year;
- d. To examine the financial status of the Institute, and upon the Board's request or when a decision by the Board is required under the Convention, to send the corresponding report and recommendations to the Board;
(October 1999)
- e. To approve acceptance of special contributions, legacies, bequests or grants that the Director General may receive on behalf of the

Institute, provided they are compatible with the nature, purposes and standards of the Institute and are beneficial to its interests;⁸
(October 1983)

- f. To receive, analyze, and approve the Annual Report on the activities of the General Directorate, and to take the corresponding action;
(October 1999)
- g. To submit reports on its work to the Board;
- h. To take emergency measures, subject to the approval of the Board, in accordance with the functions and financial resources of the Institute;
(October 1999)
- i. To determine any outstanding obligations of a Member State that withdraws from the Convention, if the Board is not in session;
(October 1999)
- j. To recommend to the Board any requirements and conditions for appointment of the Director General;
- k. To analyze the provisional agenda for the meetings of the Board, submitting a report with its observations, comments, and recommendations to the Board or to the General Directorate;
(October 1999)
- l. To call regular annual meetings;
- m. To call special meetings, at the initiative of any Member State or at the request of the Director General, if the Board is not in session;⁹
- n. To request special meetings of the Board;¹⁰
- o. To decide on the place of the regular meeting of the Board, in the event an offer of a site is received subsequent to the preceding regular meeting.¹¹

⁸ Article 25, Convention
⁹ Article 15, Convention
¹⁰ Article 10, Convention
¹¹ Article 9, Convention

- p. To analyze the provisional agenda for the meetings of the Board, submitting a report with its observations, comments and recommendations to the Board or to the General Directorate;
(October 1983)

- i: Two Member States from each group will be replaced at even-numbered regular meetings;
- ii: One Member State from each group will be replaced at odd-numbered regular meetings.
(October 1989)

Article 7. Each Member State shall designate a regular representative, preferably a person involved in agricultural and rural development; it may also designate alternate representatives and advisers.¹³

Article 8. The representatives of the Member States on the Committee shall be accredited by their respective governments, through a communication addressed to the Director General, authorizing them to participate in decisions included on the agenda of the meeting of the Committee. Such accreditation shall be made through credentials presented by, or on behalf of, the Chief of State, Head of Government, the Minister of Foreign Relations or the authorized Minister, in written form.

(October 1989)

Article 9. The Member States that are not members of the Committee may, at their own expense, send representatives to participate in the discussions of the plenary sessions, committees and working groups without a right to vote, in accordance with these Rules of Procedure.

Article 10. Representatives sent as observers for the Member States shall be accredited by their governments, by means of a communication addressed to the Director General.

Article 11. The Institute shall pay round-trip travel and per diem expenses for one representative of each Member State sitting on the Committee to travel by the most direct route to and from the place of residence, to participate in the regular meetings of the Committee.¹⁴

(October 1983)

Article 12. The Permanent Observers to the Institute and to the Organization of American States, or their alternates, shall be accredited by their respective governments to participate in the meetings of the Committee by means of a communication addressed to the Director General.

¹³ Article 13, Convention

¹⁴ Article 16, Convention

The Director General will inform the Committee and the General Secretariat of the Organization of American States of the accreditations it receives and shall take the necessary steps to provide the Permanent Observers, or their alternates, with: 1) the facilities required to perform their duties, and 2) the minutes of the Committee's public meetings and its other records, with the exception of those which the Committee has decided to restrict.

(October 1989)

Article 13. The Permanent Observers or their alternates, as the case may be, may attend public meetings of the Committee and may address the meeting, provided the presiding Chairperson so decides.

Also, upon the invitation of the corresponding Chairperson, they may attend and address the closed meetings of the Committee and its committees.

(October 1989)

Article 14. The representatives of IICA Associates duly recognized in accordance with the Standards for IICA Associates in force in the Institute may be accredited as participants in the regular and extraordinary meetings of the Executive Committee. At those meetings, IICA Associates shall have the following rights and privileges:

- a. To be accorded precedence over Permanent Observers and all invited guests;
- b. To be seated ahead of Permanent Observers and ahead of all other invited guests, where seating so permits;
- c. To speak and to attend closed sessions, and to be given preference in being recognized to speak and in attending those sessions over Permanent Observers.

(October 1997)

Article 15. The Secretary General of the Organization of American States, or his/her representative, and the representatives of organs of the Organization and of Inter-American Specialized Agencies shall participate, without a right to vote, in the meetings of the Committee.

Article 16. The Director General or his/her representative shall participate in the meetings of the Committee, without a right to vote.

Article 17. The Director General may invite the following to send observers to the meetings of the Committee:

- a. Governments of American states that are not members of the Institute;
- b. Those governments of non-American states that are members of the United Nations;
- c. Inter-American governmental entities and agencies of a regional or subregional nature; and
- d. The specialized organs and agencies of the United Nations and other international organizations.

(October 1989)

Article 18. The public or private entities of civil society with which the Institute maintains institutional relations may also attend meetings of the Committee, as observers, whenever the Director General deems it advisable.

(October 1999)

Article 19. Forty-five days before the call to the meeting is issued, the Director General shall consult the Member States, sending the list of the observers to be invited. If no objections are received before the deadline for calling the meeting, the Director General shall be authorized to extend the corresponding invitations.

(October 1989)

Article 20. The observers referred to in Article 16 and 17 may address the meeting of the Committee or of its committees when invited to do so by the respective Chairperson, if no objections are expressed by the members of the Committee.

(October 1989)

Article 21. During the meetings of the Committee, the duly accredited members of the delegations of the Member States, the Director General and the persons required by the Director General to attend the meeting on behalf of the Institute, shall enjoy the privileges and immunities to which their position entitles them and that are necessary for them to discharge their duties independently,

pursuant to the agreement signed by the Institute with the government of the host country of the meetings.¹⁵
(October 1989)

¹⁵

Article 27, Convention

CHAPTER III**MEETINGS**

Article 22. The Committee shall hold one regular annual meeting.¹⁶ If desired, it may also hold a special meeting during the year. In both cases, the meetings shall generally take place at Institute Headquarters. If it deems necessary, the Committee may also meet immediately prior to the regular meeting of the Board, in the same location as the Board meeting.

(October 1989)

Article 23. Governments of Member States interested in hosting a meeting shall so inform the Director General in writing, before the expiration of the deadline set by the Committee for presentation of offers.

(October 1989)

Article 24. The Committee shall examine the offers to host a meeting in accordance with the principle of rotation and geographic distribution.

(October 1989)

Article 25. If no site is offered in accordance with Article 23, or in the event the regular meeting cannot be held at the place chosen, the Committee shall meet at the headquarters of the Institute. However, if one or more of the governments of the Member States should in due course offer a site in its territory, the Committee may decide, by a majority vote of its members in session or by correspondence, that the regular meeting shall be held at one of the sites offered.

(October 1989)

Article 26. The Director General shall transmit to the Member States and the other participants the call to each regular meeting of the Committee, at least 45 days prior to the opening date thereof.

(October 1983)

Article 27. Under special circumstances, and at the request of one or more of the Member States or of the Director General, the Committee may hold special meetings, convocation of which shall require the favorable vote of a majority of the Board. If the Board is not in session, the favorable vote of two

¹⁶

Article 15, Convention

thirds of the members of the Committee itself shall be required; the members of the Committee may be consulted by correspondence from the Director General.¹⁷

Article 28. The Director General shall issue the call to the special meeting to the Member States and to the other participants at least 30 days prior to the opening date of the meeting.

(October 1983)

¹⁷

Article 15, Convention

CHAPTER IV**AGENDA**

Article 29. The provisional agenda for each regular meeting of the Committee shall be prepared by the Director General, taking into account decisions made at previous meetings, recommendations of the Board, of the General Assembly of the Organization of American States (OAS) and of the Councils and other organs of the Inter-American System, and proposals from the Member States. This provisional agenda shall be sent, together with the call to meeting, to the members of the Executive Committee, to all other IICA Member States, IICA Associates, the Permanent Observers, and other participants. The Director General shall send the working documentation to the Member States and IICA Associates for their consideration and review, via electronic media, 30 days prior to the opening date of the meeting.

(October 2010)

Article 30. The provisional agenda for the regular meetings shall contain at least the following items:

- a. Any subjects on which the Committee must decide and report to the Board;
- b. Any items, reports or studies that have been decided upon or requested by the Board at previous meetings;
- c. Matters which the Committee may have decided to include, after consultation with the Director General;
- d. Items proposed by Member States;
- e. Reports on the activities and the financial condition of the Institute, submitted by the Director General;
- f. The proposed program budget for the biennium, submitted by the Director General for consideration by the Board;
- g. Proposals by the Director General; and
- h. The date and place of the next regular meeting of the Committee.

- i. Presentations of candidates for the position of Director General in the year of the election.
(November 2001)

Article 31. Proposals for inclusion of an item on the provisional or final agenda must include a working document that will provide a basis for the discussion. The Secretariat of the meeting shall be responsible for receiving, translating and reproducing these documents, as well as for distributing them at the meeting.

(October 1989)

Article 32. The provisional agenda of each meeting shall be submitted to the Committee for approval at the first plenary session of the meeting. Once the final agenda has been approved, only matters considered urgent and important may be added, with the affirmative vote of two thirds of the members of the Committee.

Article 33. The Director General shall inform the Committee of the possible technical, administrative and financial implications of topics included on the agenda of the meetings.

Article 34. The Director General shall prepare the provisional agenda for each special meeting of the Committee and shall send it, at least 30 days prior to the opening date set for the meeting, to the Members of the Executive Committee, all other IICA Member States, IICA Associates, Permanent Observers and international organizations with whom IICA maintains cooperative relations. The documents necessary for analysis thereof shall be sent to the Member States and the Associates at the same time.

(October 1999)

Article 35. The provisional agenda of a special meeting of the Committee shall be limited to the item or items which were accepted for examination when convocation of the special meeting was approved. For the inclusion of any other item, approval by two thirds of the members of the Committee shall be required.

(October 1983)

Article 36. Procedures for the adoption and amendment of the agenda of the special meeting shall be in accordance with Article 32 of these Rules of Procedure.

(October 1983)

CHAPTER V

OFFICERS

Article 37. The Officers of the meeting of the Committee shall be the Chairperson, the Rapporteur and the Director General.
(October 1989)

Article 38. The Chairperson of the previous Executive Committee meeting, or if he/she is not available, a duly accredited representative from the Member State which he/she represented at that time, shall preside over the meeting until such time as the Committee elects a new Chairperson.
(October 1989)

Article 39. At the preparatory session of the meeting of the Executive Committee, a Member State shall be elected to preside. The regular or alternate representative of the elected state shall hold the position. The elected Member State shall continue to serve in this capacity until such time as the Committee elects a new Chairperson at its next regular meeting. The election shall require a vote of the majority of Member States on the Committee.
(September 1993)

Article 40. The regular representatives of the Member States on the Committee shall be *ex-officio* Vice-Chairpersons of the meeting and shall replace the Chairperson in the event of his/her incapacity, in accordance with the order of precedence of the Member States.

Article 41. At each Committee meeting, the order of precedence shall be determined beginning with the name of the Member State whose representative has been elected Chairperson. This will be done according to the alphabetical order of the names in Spanish of the Member States.
(October 1989)

Article 42. When the presiding officer wishes to take part in the discussion or in the voting on a certain matter, the Chair shall be given to the appropriate successor, in accordance with the above article.

Article 43. The Chairperson shall have the following duties, in addition to representing the Committee at meetings of the Board:

- a. To set the order of business for the plenary sessions, in agreement with the Secretariat;
- b. To chair the sessions and submit matters appearing on the order of business to the Committee for consideration;
- c. To recognize representatives in the order in which they ask for the floor;
- d. To call to order any representative who fails to speak to the point under discussion;
- e. To decide on points of order that may arise in the discussions;
- f. To put to a vote those points under discussion that require a decision, and to announce the results;
- g. To set up the committees of the meeting of the Committee;
- h. To enforce the provisions of these Rules of Procedure and propose such other measures as he/she may deem proper for better dispatch of the work.

(October 1989)

Article 44. The Chairperson of the Executive Committee immediately preceding a meeting of the Board, or if he/she is not available, a duly accredited representative from the Member State which he/she represented at that time, shall represent the Committee at the Board meeting and submit a report on the activities carried out by the Committee, particularly with reference to the program budget, since the last meeting of the Board.

(October 1989)

Article 45. The Rapporteur shall be elected at the preparatory session of the meeting, from among the Member States that are Members of the Committee; and shall not be of the same nationality as the Chairperson. The Rapporteur shall be responsible for presenting the Provisional Report of the Meeting and, if the Committee deems it advisable, shall have the duty of reading out in the plenary sessions the proposed motions, resolutions and minutes.

(September 1993)

Article 46. The Director General, in addition to serving as an officer of the meeting in his/her capacity as Director General, shall be *ex-officio* Secretary of

the Committee and shall be responsible for the minutes of its meetings and for preparing and submitting draft resolutions resulting from the Committee's deliberations.

(October 1989)

Article 47. The Director General shall appoint a Technical Secretary to assist the officers in conducting the work of the meeting and to cooperate with the Rapporteur and with the Director General in carrying out their duties.

CHAPTER VI

SESSIONS

Article 48. The regular and special meetings of the Committee shall include a preparatory session and such plenary sessions as may be required.
(October 1999)

Article 49. The plenary sessions and the meetings of the committees and working groups shall be called to order and shall conduct their work only when a quorum is present, consisting of a majority of their respective members. If the quorum is broken, the sessions may continue, but no vote or binding decision may be taken without a quorum present.
(October 1999)

Article 50. The sessions held by the Committee shall be:

- a. Public: representatives of the Member States, the Permanent Observers and other observers, special guests, representatives of the press and the general public shall be admitted; or
(October 1983)
- b. Private: the representatives of the Member States, the necessary Secretariat staff, and persons unanimously admitted by the Committee may attend.
(September 1993)

Article 51. The plenary sessions of the Committee shall be public, unless the Committee decides otherwise.

The preparatory session of the Committee and the sessions of committees and working groups shall be private, unless they determine otherwise.
(October 1999)

Article 52. A public session may, at the request of any representative, be declared private, and if this is agreed to, it shall continue so for such time as may be determined.

Article 53. The Committee shall hold a private preparatory session with the regular representatives of the Member States, their alternates and advisors, and the necessary secretariat staff, to consider the following order of business:

(October 1999)

- a. Agreement on the election of the Member State to preside over the Committee and of the Rapporteur of the meeting;
- b. Agreement on the provisional agenda;
- c. Agreement on the working committees to be established and the topics, proposals and reports to be assigned to them;
(October 1999)
- d. Agreement on the deadline for submitting proposals;
(October 1999)
- e. Agreement on the approximate duration of the meeting;
(October 1999)
- f. Other business.
(October 1999)

CHAPTER VII

COMMITTEES

Article 54. The Director General, through the Technical Secretariat, shall review and certify the credentials in accordance with the provisions of Articles 8 and 9 of these Rules of Procedure. The Technical Secretary shall make the credentials available for review by any Member State that so requests it.

(October 1999)

Article 55. All the Member States that attend the meeting of the Committee may participate in the committees. However, for the purposes of reaching a quorum, only those Member States that are formally registered in the committee concerned shall be counted.

(October 1999)

Article 56. Each committee shall decide, pursuant to its specific mandate, the working methodology to be used, and shall assign responsibilities for the efficient conduct of its sessions.

(October 1999)

Article 57. Each committee shall submit to the Executive Committee, in plenary session, a report on the items assigned to it and the conclusions reached.

(October 1999)

Article 58. At each meeting, the Committee may establish such committees as it deems necessary and shall assign the various agenda items to them.

Article 59. The committees may establish such working groups as they deem necessary for study of the items submitted for consideration. In setting them up, an effort shall be made to represent the various opinions that have been expressed on the respective items. Each working group shall appoint a Chairperson, who shall submit a report to the corresponding committee, with the conclusions reached by the working group.

Article 60. The Committee may establish temporary or special committees, establishing their mandate and duration, to examine questions related to the nature and purposes of the Institute and make any relevant recommendations.

The Committee, or the Director General with the authorization of the Committee, shall determine the duties of such committees.

CHAPTER VIII
PROCEDURES AND DISCUSSIONS

Article 61. The participants shall be informed of the order of business for the sessions sufficiently in advance.

Article 62. If an item not listed on the order of business for any of the sessions is submitted for consideration, an immediate decision as to whether discussion of it is in order shall be taken by majority vote of the Member States of the Committee. At the request of any delegations, the consideration of the new item shall be postponed to a subsequent session.

Article 63. At any time during the consideration of a proposal, motions may be made to amend it. A motion shall be treated as an amendment only when it deletes or changes part of the proposal, or adds something to it. A motion that would totally replace the original proposal, or that is not directly related to it, shall be viewed, not as an amendment, but as a different proposal.
(October 1983)

Article 64. A motion or an amendment to a motion may be withdrawn by its proponent before it has been put to a vote. Any representative may present again a motion that has been withdrawn.
(October 1983)

Article 65. During discussion, any representative may raise a point of order, on which the Chairperson shall give an immediate ruling. The Chairperson's decision may be appealed, in which case the appeal shall be put to immediate vote, and may be sustained by a majority vote of the members of the Committee. A representative raising a point of order may not speak to the substance of the matter under discussion.

Article 66. During discussion of a topic, the Chairperson or any representative may propose suspension of the debate. Only two representatives may make statements in favor of such suspension, and two against, each speaking for not more than five minutes. The motion shall immediately be put to a vote, and shall carry if it is supported by a majority of the members present. If it is approved, the date on which discussion will be resumed shall be set immediately.

Article 67. The Chairperson or any representative, believing that the matter has been sufficiently discussed, may propose that discussion be closed. This motion may be opposed by two representatives speaking for not more than five minutes each, and shall carry if supported by a majority vote of the members present.

(October 1983)

Article 68. During discussion of any topic, the Chairperson or any representative may propose that the session be suspended or adjourned. The motion shall be put to a vote immediately, without discussion, and it shall carry if supported by a majority vote of the members present.

Article 69. Except for motions on points of order, the following procedural motions shall have precedence over all other proposals or motions presented, in the order given:

(October 1983)

- a. Suspension of the session;
- b. Adjournment of the session;
- c. Suspension of debate on the topic under discussion; and
- d. Close of debate on the topic under discussion.

Article 70. Once accepted or rejected, a proposal may not be discussed again at the same meeting, unless the Committee decides otherwise by a majority vote of its members. If a motion is made to return to consideration of a topic, the floor shall be given to only two representatives opposing it, after which it shall immediately be put to the vote.

(October 1983)

Article 71. Reconsideration of any decision taken by the Committee shall require that the corresponding motion be approved by a two-thirds vote of the Member States on the Committee.

Article 72. English, French, Portuguese and Spanish shall be the official languages of the Committee.¹⁸

¹⁸

Article 31, Convention

Article 73. The working documents, informational documents and visual aids for presentations for meetings of the Committee shall be prepared in Spanish and English. Draft resolutions, recommendations, agreements and other documents shall be distributed in the official languages of the Member States sitting on the Committee. The Final Report of the Committee shall be prepared in the four official languages.

(July 2007)

Article 74. Discussions shall be held in the official languages of the Member States who make up the Committee, and simultaneous interpretation shall be provided in those languages.

(October 1989)

Article 75. The procedural rules contained in this chapter shall apply both to plenary sessions and to the meetings of the committees and working groups.

However, the committee and working groups may use only one language, provided that their members are in agreement on this.

(October 1989)

CHAPTER IX

VOTING

Article 76. When a vote is necessary, each Member State on the Committee shall have the right to one vote. Votes shall be taken by show of hands, roll-call or secret ballot.

Article 77. A Member State that is in arrears in the payment of its quotas for more than two complete fiscal years shall have its right to vote suspended in the Committee. However, the Committee may permit the Member State to vote if it considers that the failure to pay is due to circumstances beyond the control of that State.¹⁹

Article 78. Quotas are deemed to fall due on the first day of each fiscal year.
(October 1989)

Article 79. Decisions of the Committee shall be taken by a majority vote of the members except in cases where the Convention or these Rules of Procedure provide otherwise.²⁰

An affirmative vote of two thirds of the Member States that are members of it shall be required for calling a special meeting of the Committee.
(October 1983)

Article 80. A motion shall carry if it obtains the required majority of votes. In the case of a tie, the motion shall be put to the vote a second time, immediately and without further discussion, and if there is again a tie, it shall be considered defeated.

Article 81. Regular voting shall be conducted by show of hands. When a representative requests a roll-call vote, the first vote shall be cast by the delegation of the state whose name is drawn by lot, and voting shall continue in the order of precedence of the Member States. The vote of each delegation taking part in a roll-call vote shall be recorded in the minutes of the session.

¹⁹ Article 24, Convention
²⁰ Article 17, Convention

Article 82. Any matter may be decided by secret ballot if the Committee so decides.

Article 83. When the vote is taken by secret ballot, the Chairperson of the Committee shall appoint two representatives as tellers. In the case of an election, the persons selected as tellers must have no direct interest in it. The tellers shall be responsible for supervising the voting, counting the ballots, deciding when a ballot is void and certifying the results of the vote.

Article 84. Once voting has begun, no representative may interrupt it except to raise a point of order as to the manner in which the voting is being conducted. The voting shall end when the Chairperson has announced the result.

Article 85. After discussion is closed, the motions on the floor, together with any amendments thereto, shall immediately be put to a vote. Motions shall be voted on in the order in which they were made, unless the Committee decides otherwise.

(October 1983)

Article 86. Amendments shall be submitted for discussion and shall be put to a vote prior to the vote on the motion they would affect.

(October 1983)

Article 87. When two or more amendments to a motion are submitted, the vote shall be taken first on the one that, in the Chairperson's view, departs farthest from the text of the original motion. The remaining amendments shall be voted on in like order. If the distinction is unclear, they shall be voted on in the order in which they were submitted.

(October 1983)

Article 88. When any delegation so requests, motions and amendments shall be voted on article by article. If there is opposition to this request, the objection shall be put to a vote and may be upheld only by a majority vote of the members present. If any article-by-article vote is accepted, the motion or amendment thus adopted shall be put to a final vote in its entirety.

(October 1983)

Article 89. Abstentions shall be recorded:

- a. On a show-of-hands vote, only for those representatives raising their hands when the Chairperson expressly indicates that such a desire be shown;

- b. On a roll-call vote, only for those representatives who answer "abstain"; and
- c. On a secret ballot, only for ballot slips deposited in the ballot box that are blank or bear the word "abstention".

Article 90. Any representative may challenge the result of a vote when the proper procedure has not been followed. In this event, the President shall take a second vote.

Article 91. After the voting is completed, except in the case of a secret ballot, any representative may request the floor to give a brief explanation of his/her vote.

Article 92. The procedures for voting in committee or in working groups shall adhere to the regulations on voting in the plenary sessions.

CHAPTER X**VOTING BY CORRESPONDENCE**

Article 93. Whenever it becomes necessary to use the procedure of voting by correspondence for deciding on matters requiring immediate attention for the Institute, the Director General must first consult with the Member States on the Committee and may initiate the procedure only when two thirds of the Member States that are on the Committee have expressed their agreement, and shall then proceed in accordance with Article 94 below.

Article 94. The Director General shall transmit to the Member States belonging to the Committee, by the most rapid means possible, information concerning the subject of the consultation, together with a pertinent proposal. At the same time, he/she shall request the vote of the Member States and shall inform them of the deadline for the receipt of votes. When the deadline has expired, the Director General shall count the votes, certify the results and report to the Member States belonging to the Committee. Decisions taken by means of a vote by correspondence shall always require the affirmative vote of two thirds of the Member States that are members of the Committee.

(October 1989)

CHAPTER XI**MINUTES AND FINAL REPORT**

Article 95. Minutes shall be kept of the plenary sessions and of the meetings of the committees. They shall be prepared by the Technical Secretary.
(October 1989)

Article 96. The Technical Secretary shall record each session and prepare the draft summary minutes based on the respective recordings. The summary minutes shall include only the main items discussed, as well as the resolutions and other decisions adopted. After the meeting, the Technical Secretary shall review in detail the contents of the summary minutes, based on the recordings and the observations received in due course from the members of the Committee. The Technical Secretary shall deliver to the Delegates of the Member States of the Institute a compact disc with the recordings in standard digital format.
(July 2007)

Article 97. The Final Report shall contain all the resolutions, recommendations and agreements adopted by the Committee, the summary minutes, speeches and annexes. Prior to its publication, the document shall be edited and translated into the other official languages of the Institute. The Technical Secretariat shall ensure that the text of the Final Report is stylistically correct, is consistent in the four official languages of the Institute and is delivered to the Member States of the Institute. The Chairperson of the Committee and the *ex-officio* Secretary shall sign the approved Final Report.
(July 2007)

Article 98. The originals of the Final Report shall be kept in the archives of the Institute, which shall publish and distribute the official version of the Final Report of each meeting as soon as possible.
(October 1989)

Article 99. The Secretariat of the Committee shall adopt a suitable system for numbering the documents, resolutions, minutes and Final Report of the Committee.

CHAPTER XII
THE SECRETARIAT

Article 100. The Director General shall be *ex-officio* Secretary of the Committee and of such committees and working groups as it may establish. The minutes and files of the Committees shall be kept in his/her custody. The Director General may delegate these duties to a Technical Secretary selected for this purpose.

Article 101. The General Directorate of the Institute shall serve as Secretariat of the Committee, as well as of its committees and working groups. In that capacity, it shall be responsible for organizing meetings, providing such advisory services as may be required, receiving, translating and distributing documents, reports, and resolutions of the meeting, its committees and working groups, preparing the minutes of the discussions, and performing such other tasks as may be entrusted to it by the meeting, its commissions and working groups.

(October 1989)

CHAPTER XIII**AMENDMENT OF THE RULES OF PROCEDURE**

Article 102. These Rules of Procedure may be amended by a majority vote of the members of the Board, either on its own initiative or at the proposal of the Committee, approved by a majority vote of the Member States on the Committee, except for those items for which the Convention requires a vote of two thirds of the Member States.²¹

(October 1983)

Article 103. Amendments to these Rules of Procedure shall enter into force on a date specified by resolution of the Board, or if no date is so specified, on the day they are approved by the Board. Nonetheless, amendments to these Rules proposed by the Executive Committee, upon a two-thirds vote of its Members, shall provisionally enter into force immediately, *ad referendum* the Board.

(October 1999)

Article 104. The Director General may correct typographical errors in these Rules of Procedure and may arrange for the translation of these Rules from the original text to the other official languages of the Institute.

(October 1989)

²¹ Articles 8, letter i. and 12, Convention

CHAPTER XIV

INTERPRETATION OF THESE RULES

Article 105. For purposes of interpretation of these Rules, the language of origin shall govern.
(October 1989)