

12. RULES OF PROCEDURE OF THE PAN AMERICAN SANITARY CONFERENCE¹

Note: For the purpose of these Rules only, wherever any of the following terms appears, reference shall be as indicated below:

Member	an American State or a Participating State in the Pan American Health Organization, except as otherwise indicated
Bureau	the Pan American Sanitary Bureau
Director	the Director of the Pan American Sanitary Bureau
Organization	the Members, Associate Members, and the Bureau
Constitution	the Constitution of the Pan American Health Organization
Conference	the Pan American Sanitary Conference
Council	the Directing Council
Committee	the Executive Committee
Observer State	a non-Member State with observer status in the Organization
Delegate	a person accredited to represent a Member or an Associate Member at a session of the Conference

PART I. SESSIONS

Rule 1

The Director shall convene sessions of the Conference in conformity with Article 7, paragraph A, of the Constitution.

Rule 2

Notices of convocation together with the provisional agenda shall be sent to all Members, Associate Members, and Observer States not less than 60 days before the date fixed for the opening of a session, except in extraordinary circumstances.

¹Last amendment approved by the 27th Pan American Sanitary Conference, Resolution CSP27.R1, 1 October 2007.

Rule 3

When Article 7, paragraph B, of the Constitution applies, the Conference shall be held at the Headquarters of the Organization, if, for any reason, it cannot be held in the designated country.

Rule 4

The names of delegates of Members and Associate Members, and representatives of Observer States and invited organizations, should be communicated to the Director at least 15 days before the date fixed for the opening of a session of the Conference.

Rule 5

The credentials of delegates of Members and Associate Members, and representatives of Observer States, shall be delivered to the Director at least 24 hours before the opening of a session of the Conference. Such credentials shall be issued by the Head of State, the Minister of Foreign Affairs, the Minister of Health, or other appropriate national authority.

Rule 6

The presence of a majority of Members and Associate Members shall constitute a quorum for the opening of a session of the Conference.

Rule 7

All sessions of the Conference shall at the same time be sessions of the Regional Committee of the World Health Organization, except when the Conference is considering matters related to the Constitution, the juridical relations between the Organization and the World Health Organization or the Organization of American States, or other questions relating to the Organization as an inter-American specialized organization.

PART II. AGENDA

Rule 8

The provisional agenda of a session of the Conference shall be prepared by the Director and submitted to the Committee for approval.

Rule 9

The provisional agenda shall include:

- (a) any item the inclusion of which has been ordered by the Conference;
- (b) any item the inclusion of which has been ordered by the Council;
- (c) any item proposed by the Committee;
- (d) any item proposed by a Member or an Associate Member;
- (e) any item proposed by the Director.

Rule 10

All working documents relating thereto shall be sent to the Members, Associate Members, and Observer States at least 6 weeks prior to the opening of the session. Such documents shall be concise; any additional information should be attached as an Annex.

Rule 11

The Conference 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 and as recommended by the General Committee.

Rule 12

Supplementary items may be added to the agenda after its adoption, if approved by two-thirds of the Members present and voting.

Rule 13

Except in extraordinary circumstances, a proposal for the inclusion of an item in the provisional agenda or agenda shall be accompanied by a working document prepared by the proposer, to serve as a basis for discussion.

Rule 14

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

PART III. MEETINGS

Rule 15

The meetings shall be public unless the Conference decides otherwise.

Rule 16

A majority of the Members and Associate Members participating in the session of the Conference shall constitute a quorum for a meeting, provided that the number of Members and Associate Members present is not less than seventeen.

PART IV. OFFICERS

Rule 17

The Conference shall elect a Member or Associate Member to the Presidency, the two Vice Presidencies, and the office of Rapporteur, respectively. They shall hold office until their successors are elected. Each elected Member or Associate Member shall designate a person on its delegation to serve in that office for the duration of the session.

Rule 18

The Director shall be Secretary *ex officio* of the Conference and of all committees and working parties established by it. These functions may be delegated.

Rule 19

The President shall preside over the meetings of the Conference and exercise any other duties assigned under these Rules.

Rule 20

The President, or a Vice President while presiding, shall not participate in the discussions, but may vote in the event that person is the sole delegate of the respective Member.

Rule 21

At the opening of a session the head of delegation of the Member or Associate Member elected to the Presidency at the previous session shall preside until the Conference has elected a President for that session. If that Member or Associate Member and the Members or Associate Members elected to both the Vice Presidencies at the preceding session of the Conference are absent, the President of the preceding session of the Council or, if absent, the President of the Committee shall preside. If the President of the Committee is not present, a President *pro tempore* shall be chosen by lot from among the Members and Associate Members.

Rule 22

If the President is absent from a meeting, or any part thereof, one of the Vice Presidents shall preside. In the absence of the President and both Vice Presidents, the Conference shall designate a President *pro tempore*.

Rule 23

If the Rapporteur is absent from a meeting, or any part thereof, the President shall designate a Rapporteur *pro tempore*.

Rule 24

The Rapporteur shall be responsible for presenting and drafting, as necessary, proposed resolutions in light of the deliberations of the Conference.

Rule 25

Participating States elected to office shall not officiate during a meeting at which any of the matters enumerated in Rule 7 of these Rules are under discussion.

PART V. PARTICIPATION OF ASSOCIATE MEMBERS,
OBSERVER STATES, AND INTERGOVERNMENTAL, AND
NONGOVERNMENTAL ORGANIZATIONS

Rule 26

Associate Members participate equally with Members in sessions of the Conference, but without the right to vote.

Rule 27

Observer States may attend sessions of the Conference and participate, by leave of the President, in its deliberations, but without the right to vote.

Rule 28

Invited intergovernmental organizations may attend sessions of the Conference and participate, by leave of the President, in its deliberations, but without the right to vote.

Rule 29

Nongovernmental organizations in official relations with the Organization or the World Health Organization, and other invited organizations, may attend sessions of the Conference, but without the right to vote. By leave of the President, they may make a brief statement of an expository nature on an item before the session, and may be invited to make a brief additional statement for the purpose of clarification.

PART VI. PARTICIPATION OF REPRESENTATIVES
OF THE COMMITTEE

Rule 30

The Committee shall be represented at a session of the Conference by such persons serving on the Committee as the Committee may determine.

Rule 31

The representatives of the Committee shall attend meetings of the Conference and may participate without the right to vote.

PART VII. COMMITTEES AND WORKING PARTIES

Rule 32

A Committee on Credentials consisting of three delegates of Members or Associate Members shall be appointed by the Conference at the beginning of the first meeting. This committee shall examine the credentials of the delegates of Members and Associate Members and representatives of Observer States and report to the Conference thereon without delay.

Rule 33

The Conference shall establish a General Committee consisting of the President of the Conference, the two Vice Presidents, the Rapporteur, and three delegates elected by the Conference from among those Members or Associate Members not already represented on the General Committee. The President of the Conference shall serve as President of the General Committee.

Rule 34

The General Committee shall:

- a) decide the time and place of all meetings;
- b) determine the order of the day for each meeting;
- c) recommend measures to be taken regarding any proposed agenda item submitted after the provisional agenda has been dispatched pursuant to Rule 2, and prior to the adoption of the agenda pursuant to Rule 11;
- d) propose the deferment of any agenda item to a future Conference;
- e) fix the date of the adjournment;
- f) otherwise facilitate the orderly dispatch of the business of the Conference.

Rule 35

The Conference may establish such committees and working parties as it considers necessary for the orderly dispatch of the business of the Conference. The reports of the committees and working parties, however, shall be submitted to a meeting of the Conference for final disposition.

Rule 36

Committees and working parties shall elect their own officers.

PART VIII. CONDUCT OF BUSINESS AND VOTING*Rule 37*

The President shall give precedence to the Members and Associate Members to speak, and may limit the time allotted to each speaker.

Rule 38

A delegate may make a point of order during the discussion of any matter, and the point of order shall be resolved immediately by the President. If a delegate requests that the ruling of the President be put to a vote, the President shall do so immediately, and the issue shall be decided by the affirmative vote of a majority of the Members present and voting.

Rule 39

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

Rule 41

Members and Associate Members may propose, and the Secretary ex officio may recommend, resolutions, amendments, and motions.

Resolutions shall be introduced in writing and handed to the Secretary ex officio, who shall circulate copies to the delegates within 12 hours. Amendments which introduce significant changes in a resolution shall also be submitted in writing. No resolution or significant amendment shall be discussed or put to the vote unless copies of it have been circulated to all delegates at least 24 hours prior to its discussion. Under special circumstances, the President may permit the discussion and consideration of such resolutions or amendments 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.

Rule 42

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 43

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 44

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 45

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 delegate.

Rule 46

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

Rule 47

Each Member shall have the right to one vote.

For the purpose of these Rules, “Members present and voting” means Members casting an affirmative or negative vote or, in an election, a vote for a person or a Member or Associate Member eligible in accordance with the Constitution or these Rules. Likewise, “majority” means any number of votes greater than half the votes cast by the Members present and voting or, in the case of the election of the Director, any number of votes greater than half the number of the Members of the Organization. Members who abstain from voting or who cast blank ballots or invalid votes shall be regarded as not voting. In computing a majority, any fraction shall be counted as the next higher whole number.

Rule 48

A motion shall be considered adopted when it has received the affirmative vote of a majority of the Members present and voting, except when the Constitution or these Rules provide otherwise. If the votes are equally divided on a matter other than an election, the motion shall be regarded as not adopted.

Rule 49

The Conference shall normally vote by show of hands, except that any delegate may request a roll call vote; in that event the Member to vote first shall be determined by lot and thereafter the vote shall be taken in the alphabetical order of the names of the Members represented as expressed in the language of the country in which the session is held.

Rule 50

The vote of each Member participating in a roll call vote shall be inserted in the record of the meeting.

Rule 51

In addition to the cases expressly provided for elsewhere in these Rules, the Conference may vote on any matter by secret ballot if it has been previously so decided by a majority of the Members present and voting.

Rule 52

Elections shall normally be held by secret ballot. Except as concerns the election of the Director, 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 delegates.

Rule 53

Except as concerns the election of the Director, 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 54

When two or more elective places are to be filled at one time under the same circumstances, 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 53. 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.

Rule 55

In an election each Member, unless it abstains, shall vote for that number of candidates equal to or less than the number of elective places to be filled. Any ballot on which there are more names than there are elective places to be filled, or on which the name of any candidate appears more than once, or which is illegible or signed or which reveals the identity of the voter, shall be considered null and void.

PART IX. ELECTION OF THE DIRECTOR

Rule 56

The Conference shall elect the Director by secret ballot, in conformity with Article 21, paragraph A, of the Constitution and the Rules Governing the Election Process for the Post of Director, as approved by the Directing Council. The election process shall begin at least six months prior to the date fixed for the opening session of the Conference or by 1 March, which ever comes first, with a notification from the President of the Executive Committee to the Members and Associate Members, inviting nominations for the post of Director to be submitted to the President of the Executive Committee. Such notification shall include a copy of the Rules Governing the Election Process for the Post of Director.

Each Member and Associate Member may submit the name of only one national from a country within the Region as a candidate for the post of Director in accordance with the referenced Rules Governing the Election Process for the Position of Director. The nomination will be sent in a sealed, confidential envelope addressed to the President of the Executive Committee, c/o Legal Counsel, Pan American Health Organization, Washington, D.C., at least four months prior to the opening session of the Conference or by 1 May, which ever comes first, after which time the nomination period shall be closed. All nominations received shall be compiled by the Bureau, translated into the four official languages of the Organization, and forwarded by the President of the Executive Committee to the Members and Associate Members at least three months prior to the opening session of the Conference or by 1 June, which ever comes first.

In accordance with the Rules Governing the Election Process for the Position of Director, the President of the Executive Committee shall invite nominated candidates to make a presentation to all Members and Associate Members wishing to attend a Candidates' Forum to be held on the margins of the Executive Committee session preceding the session of the Conference.

The Conference shall elect the Director from among the candidates nominated by the Members and Associate Members in accordance with the Rules Governing the Election Process for the Position of Director. 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.

Rule 57

Acting as Regional Committee of the World Health Organization, and in conformity with Articles 49 and 52 of the Constitution of the World Health Organization, the Conference shall submit to the Executive Board of the World Health Organization the name of the person so elected, for appointment as Regional Director.

PART X. ELECTION OF THE COMMITTEE

Rule 58

The Conference shall elect by secret ballot the Members to serve on the Committee, in conformity with Article 15, paragraph A, of the Constitution. Participating States and Associate Members are not eligible for election to the Committee.

Rule 59

The term of office of the Members elected to the Committee shall begin immediately after their election and shall continue until their successors are elected, in accordance with Article 15, paragraph A, of the Constitution.

PART XI. OFFICIAL AND WORKING LANGUAGES

Rule 60

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

PART XII. RECORDS AND FINAL REPORTS

Rule 61

The Final Report shall include a report on the proceedings and all resolutions and decisions adopted by the Conference. The Rapporteur, with the assistance of the Secretary ex officio, shall draft the Final Report. An audio record of the verbatim proceedings shall be retained in the archives of the Organization and on request a copy shall be made available to a Member or Associate Member. On request, a transcript of any part of the proceedings shall be made available to a Member or Associate Member.

Rule 62

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

Rule 63

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

Rule 64

The Director shall transmit copies of the Final Report to the Members, Associate Members, Observer States, and organizations represented at the session of the Conference.

PART XIII. AMENDMENT OF THE RULES OF PROCEDURE

Rule 65

Proposed amendments to these Rules shall be submitted in writing and shall be adopted on 24-hour notice by the affirmative vote of a majority of the Members present and voting or at any time by the affirmative vote of two-thirds of the Members present and voting.

Rule 66

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

