

## 14. RULES OF PROCEDURE OF THE DIRECTING COUNCIL<sup>1</sup>

**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 Directing Council

### PART I. SESSIONS

#### *Rule 1*

The Director shall convene sessions of the Council in conformity with Article 12, 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.

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

*Rule 3*

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 Council.

*Rule 4*

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 Council. 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 5*

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

*Rule 6*

All sessions of the Council shall at the same time be sessions of the Regional Committee of the World Health Organization, except when the Council 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 7*

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

*Rule 8*

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 Associate Member;
- e) any item proposed by the Director.

*Rule 9*

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 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 and as recommended by the General Committee.

*Rule 11*

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

*Rule 12*

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 13*

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

## PART III. MEETINGS

*Rule 14*

The meetings shall be public unless the Council decides otherwise.

*Rule 15*

A majority of the Members and Associate Members participating in the session of the Council 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 16*

The Council shall elect a Member or an 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 17*

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

*Rule 18*

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

*Rule 19*

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 20*

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 Council 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 Council are 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 21*

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 Council shall designate a President pro tempore.

*Rule 22*

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

*Rule 23*

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

*Rule 24*

Participating States elected to office shall not officiate during a meeting at which any of the matters enumerated in Rule 6 of these Rules are under discussion.

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

*Rule 25*

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

*Rule 26*

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

*Rule 27*

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

*Rule 28*

Nongovernmental organizations in official relations with the Organization or the World Health Organization, and other invited organizations, may attend sessions of the Council, 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 29*

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

*Rule 30*

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

PART VII. COMMITTEES AND WORKING PARTIES

*Rule 31*

A Committee on Credentials consisting of three Members or Associate Members shall be appointed by the Council 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 Council thereon without delay.

*Rule 32*

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

*Rule 33*

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 10;
- d) propose the deferment of any agenda item to a future Council session;
- e) fix the date of the adjournment;
- f) otherwise facilitate the orderly dispatch of the business of the Council.

*Rule 34*

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

*Rule 35*

Committees and working parties shall elect their own officers.

**PART VIII. CONDUCT OF BUSINESS AND VOTING***Rule 36*

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

*Rule 37*

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 38*

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 39*

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 40*

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

Resolutions shall be introduced in writing and shall be 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 Council decides to the contrary. Parts of a proposal or an amendment shall be voted on separately if any delegate so requests.

*Rule 41*

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 42*

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 43*

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 44*

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 45*

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Council, 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 46*

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 an 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. 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 47*

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 48*

The Council 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 49*

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

*Rule 50*

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 Members present and voting.



*Rule 51*

Elections shall normally be held by secret ballot. Except as concerns the election of an ad interim 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 52*

Except as concerns the election of an ad interim 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 53*

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 52. If the number of candidates obtaining such a 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 54*

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 AN AD INTERIM DIRECTOR

*Rule 55*

The Council shall elect an ad interim Director by secret ballot, when required, in conformity with Article 21, paragraph A, of the Constitution, Rule 56 of the Rules of Procedure of the Conference and the Rules Governing the Election Process for the Post of Director, as approved by the Directing Council. However, should there be insufficient time prior to the date fixed for the opening session of the Council to permit full compliance with the timeframes outlined in the election process, the President of the Executive Committee shall adjust such timeframes and inform the Members and Associate Members accordingly.

## PART X. ELECTION OF THE COMMITTEE

*Rule 56*

The Council 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 57*

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 58*

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

## PART XII. RECORDS AND FINAL REPORT

*Rule 59*

The Final Report shall include a report on the proceedings and all resolutions and decisions adopted by the Council. 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 60*

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

*Rule 61*

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 62*

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

PART XIII. AMENDMENT OF THE RULES OF PROCEDURE

*Rule 63*

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 64*

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