

RULES OF PROCEDURE OF THE DIRECTING COUNCIL

**APPROVED BY THE XXXIX MEETING OF THE DIRECTING COUNCIL
Viña del Mar, Chile, 2006**

RULES OF PROCEDURE OF THE DIRECTING COUNCIL OF THE PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

CHAPTER I

NATURE, COMPOSITION AND DUTIES OF THE DIRECTING COUNCIL

Article 1. Chapter VII, Articles 16 thru 20, of the Organic Statutes of the Pan American Institute of Geography and History establishes the regulations concerning the Directing Council, consequently, it shall be governed by said regulation.

CHAPTER II

QUORUM AND VOTING

Article 2. The quorum for the installation of the Directing Council shall be two thirds of the Member States.

Once installed, a quorum of two thirds of the Member States present shall be required.

Article 3. In a meeting of the Directing Council that requires a formal vote for adoption of decisions, such decision shall be taken by a majority of votes of the members present. The following cases are exceptions which shall require the affirmative vote of two thirds of the Member States:

- 1) Approval of the budget and establishment of annual quotas
- 2) Cases not specifically covered by the Statutes
- 3) The inclusion of new items on the agenda

CHAPTER III

CHAIRMAN, VICE CHAIRMAN AND CHAIRPERSONS OF COMMISSIONS

Article 4. The Chairman shall open and close the sessions, direct the debates, give the floor, submit the matter under discussion to vote, announce the results, decide upon questions of order and in general comply with and see that the present rules are complied with as well as the pertinent stipulations of the Organic Statutes of the Institute.

Article 5. In case of the temporary or permanent absence of the Chairman of the Council, he shall be replaced by the Vice Chairman and in the absence of the latter, the Council shall elect a Chairman for the respective session only in which he will exercise temporarily the chairmanship, and who must be a chairperson of Commission.

In case of the temporary or permanent absence of the Chairman of one of the Commissions of the Institute, he shall be replaced by the Vice Chairman of the Commission, and in the absence of the latter, by the Secretary of the same.¹

CHAPTER IV

AGENDA

Article 6. The draft agenda for each meeting shall be drawn up by the Secretary General of the Institute in consultation with the Chairmen of the Commissions of the Institute and with the respective National Section. The draft agenda shall be transmitted to the Member States and to the National Sections at least two months in advance. For special meetings this period may be shortened.

Article 7. Once the draft agenda has been formulated, any Member State may request the Secretary General to include points not considered; these shall be

¹ Thus amended by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.

transmitted to the Member States and National Sections at least one month in advance.

CHAPTER V

DEBATES IN THE SESSIONS

Article 8. The debates of the Directing Council shall be in accordance with the stipulations of the Organic Statutes and these rules of procedure. Once the debate is opened, the Chairman shall grant the floor to the representatives requesting it and shall do so in the order which it has been requested. The Chairman may call to order any representative when his remarks depart from the point under discussion.

In order that a motion may be submitted for discussion, it must be seconded by another official delegation.

Article 9. The proposal which may arise during the debate may be made orally or in writing to the Secretariat of the Council, in both cases they shall be duly distributed to the representatives. The Council, at the request of a representative, may approve the discussion of a proposal which has not been previously distributed.

Article 10. Any representative may withdraw his proposal, if it has not been voted upon, whether in original text or with amendments. Any representative may again present a proposal that has been withdrawn.

Article 11. Any representative may request that the debate be closed. The Chairman shall give the floor, if requested, to two representatives in favor of the motion and two opposing it, having done this it shall be put to vote immediately.

Article 12. When the debate is closed, the proposals presented and the amendments proposed shall be voted upon immediately.

CHAPTER VI
QUESTIONS OF ORDER AND VOTING PROCEDURE

Article 13. Any member may raise a question of order during the discussion of an item, which shall be immediately decided upon by the Chairman. His decision may be appealed before the Council, and in that case, it shall be immediately put to vote.

Article 14. Motions shall be submitted to vote in the order presented unless the Council decides to the contrary.

Article 15. Voting shall be by a showing of hands, or at the request of one of the representatives, by roll call. In voting, the order of precedence that has been established shall be followed. Voting shall be secret only in the case of elections, if the Council thus decides.

Article 16. When various amendments are presented to a motion, the one that differs most substantially from the original proposal, shall be voted upon first, and thus successively. No amendment shall be considered to a motion that tends to replace the original proposal completely, or which does not have a direct relation with it.

Article 17. When one of the representatives so requests, the motion shall be voted upon by parts. The text thus approved, shall be submitted in its totality to a final vote.

Article 18. When the principal parts of a proposal have been rejected, it shall be considered rejected in its totality.

Article 19. The voting, once initiated, may not be interrupted, except for a question of order concerning the manner in which it is being carried out.

Article 20. Once the voting has been completed, any representative may explain or give a basis for the vote cast, except in the case of secret ballot.

CHAPTER VII
GENERAL STIPULATIONS

Article 21. The Directing Council shall function through plenary sessions and meetings of the Working Committees that are established.

Article 22. The plenary sessions shall be devoted to matters of general interest and to the consideration and decisions concerning the reports of the Working Committees that are established.

Article 23. The Council shall establish the following Working Committees: on Scientific Affairs, Administrative Affairs and Financial Affairs, as well as a Coordinating Committee.

Article 24. The Committee on Scientific Affairs shall be responsible for the study of those items which, because of their nature, are referred to it by the plenary. This Committee especially should review, and if necessary, propose changes in the standards and regulations for the preparation, evaluation, approval and supervision of the activities and projects of the Institute, according to the direction the scientific policy of PAIGH is to take.

Article 25. The Committee on Administrative Affairs shall be responsible for those matters which because of their nature, are referred to it by the plenary. The Committee should especially review the systems of action of the Institute, and if necessary, propose amendments to the Organic Statutes and the rules of procedure of the General Assembly, the Directing Council, the General Secretariat, the Commissions, Personnel Regulations, Publications, etc., and seek to make the working procedures of the Institute more dynamic.

Article 26. The Committee on Financial Affairs shall be responsible for those matters which, because of their nature are referred to it by the plenary. The Committee should especially review the Auditor's Report, the Financial Report and the Draft Program-Budget, and shall propose necessary amendments in the Financial Regulations.

Article 27. The Coordinating Committee shall be responsible for the review of the decisions of the three Working Committees, to avoid duplications or contradictions. The Coordinating Committee shall be composed of the Vice-President of PAIGH, who shall preside, the Secretary General, the Chairmen of the Committees on Scientific Affairs, Administrative Affairs and Financial Affairs.

Article 28. The Working Committees, with the support of the Secretariat of the Council, shall present their reports to the plenary. These should contain a brief statement of the manner the items referred to them were handled, a list of the documents studied and of the persons who participated in the meetings, and the draft resolutions necessary for the plenary to define the scientific, administrative and financial policy of PAIGH, in accordance with the stipulations of Article 8 and 16 of the Organic Statutes.

Article 29. In the interval between two consecutive meetings of the Council, it may establish *ad-hoc* Committees considered necessary to resolve upon matters that may have been submitted to the Council.

Article 30. The representatives, who are not members of the Advisory Committees, may participate in the debates, with voice, but without vote, unless they are replacing the members from their countries.

Article 31. With regards to the activities concerning the Directing Council, the Secretary General shall have the following calendar:

- a) Eight months prior to the meeting of the Directing Council, the Secretary General shall request the Member States, Officers of the Institute and Chairmen of the Commissions to inform him of the items they wish to be included on the agenda.
- b) Six months prior to the Meeting of the Directing Council, the Secretary General shall request the Chairmen of the Commissions to prepare the program-budget for the following year.
- c) Six months prior to the meeting, he shall remind the Chairmen of the National Sections to send the reports of activities carried out in their countries during the previous year, requesting that these reports be sent directly to the Organizing Commission of the respective Directing Council at least one month before the meeting or that they be delivered personally by the respective delegation.
- d) Six months in advance, he shall request the Chairmen of the Commissions to prepare the Reports of Activities of the previous year, and have it sent to the Organizing Commission of the respective Directing Council at least one month before the event or that they be delivered personally by the Chairman of the Commission.
- e) Four months prior to the meeting, he shall convoke the Directing Council in the name of the President of PAIGH, at which time he shall dispatch the draft agenda and rules of procedure of the Directing Council to the governments.
- f) Two months prior to the meeting, he shall dispatch the Draft Program-Budget, the Auditor's Report and the Financial Report which shall be reviewed at the Meeting of the Directing Council.