

RULES OF PROCEDURE OF THE COMMISSIONS

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RULES OF PROCEDURE OF THE COMMISSIONS

CHAPTER I OF THE COMMISSIONS

Article 1. The Commissions are charged with designing and executing the scientific and technical programs approved by the General Assembly or by the Directing Council, and for coordinating the development of their respective fields of action in the Member States.

The Commissions are organs of the PAIGH and have their base in the country of its elected Authorities. Commissions are:

- 1) That of Cartography, created under Resolution X adopted in the 3rd General Assembly celebrated in Lima, Peru, in April, 1941.
- 2) That of Geography, created under Resolution IV adopted in the 4th General Assembly celebrated in Caracas, Venezuela, in August, 1946.

- 3) That of History, created under Resolution XXVII adopted in the 4th General Assembly celebrated in Caracas, Venezuela, in August, 1946.
- 4) That of Geophysics, created under Resolution I, adopted at the 9th General Assembly celebrated in Washington, DC, USA, in June, 1969.
- 5) Those that in the future may be established by the General Assembly with a two thirds favorable vote.

CHAPTER II

THE PURPOSES OF THE COMMISSIONS

Article 2. The Commissions, within their fields, shall elaborate and execute the scientific and technical programs of the PAIGH approved by the General Assembly or the Directing Council that will be oriented to the promotion and the coordination of the activities proper to their tasks, thus:

Cartography Commission

- 1) Promote the upkeep and extension of the existing cartographic infrastructure.
- 2) Aid in the transfer and exchange of technology and education in the disciplines of the area.
- 3) Stimulate the efficient use of technology, the cartographic processes and products, in combination with any other adequate type of information.
- 4) Develop the normalization of procedures and techniques in all activities of cartographic production.
- 5) Promote the automation of cartography to make it adequate for the real needs of Member States.
- 6) Promote the coordination and the development of georeferenced systems of information.

- 7) Promote the formation of high-level specialists in the diverse fields of cartography.
- 8) Promote cooperation among and between institutions dedicated to cartographic studies in the Americas and with related international organizations.
- 9) Promote the formulation and presentation of “Technical Assistance Projects” among the Committees and Working Groups, for the development of regional level specialized studies, via the different disciplines incorporating cartographic works.

Geography Commission

- 1) To establish the spatial impact of the processes of urbanization in the continent and its effect on economic, social and environmental development.
- 2) To generate methods of geographic analysis that allow the measurement of the quality of life of the urban settlements and recommend orientations destined to prioritize the actions of spatial planning.
- 3) To undertake studies that lead to an improvement in the quality of life of the continent’s inhabitants based on the rational and harmonic use of natural resources.
- 4) To investigate regional development at its diverse spatial scales and their relations with the processes of economic, social and cultural integration.
- 5) Search for the means of improving the teaching of geography at all levels, especially the formation and training of specialists at the higher level.
- 6) To promote cooperation between the institutions dedicated to the geographical studies in America and with related international organizations.

History Commission

- 1) To study the different processes that the American peoples have followed, their current realities and their repercussions for the future.

- 2) To promote the preservation and study of archaeological remains and historical monuments in the American continent.
- 3) To contribute to the study and dissemination of the objects and documents relative to the History of America that are conserved in other parts of the world.
- 4) To sponsor research, contests and publications of scientific value, as well as the re-edition of scarce works and of evident interest for Member States.
- 5) To develop mutual knowledge and collaboration among the peoples of the American Continent.
- 6) To promote the formation of high-level specialists in the different branches of the historical sciences.
- 7) To contribute to the academic-scientific interchange among specialists of the Member States and their link to organizations of an international character.
- 8) To promote cooperation among the institutions dedicated to historical studies in America and with related international organizations.

Geophysics Commission

- 1) To study the physical properties and dynamics of the Earth, especially those that tend to mitigate the damages that the natural phenomena could bring to the settlements of Member States.
- 2) To promote the development of knowledge in the field of geophysics and seek its application for the economic and social wellbeing of Member States.
- 3) To promote the formation of specialists at a high level in the diverse fields of geophysics.
- 4) To contribute to the academic-technical exchange among geophysicists of Member States and their link to organizations of an international character.

- 5) To develop regional research projects in which the common problems of Member States are identified and which contribute to the standardization of observations and geophysical studies.
- 6) To promote cooperation among the institutions dedicated to geophysical studies in America and with related international organizations.

Article 3. In the execution of their works the Commissions will be assisted by the General Secretariat of the PAIGH and the National Sections.

Article 4. The Commissions shall not tackle any work of a political or sectarian nature. In controversial questions by Member States, the studies of the PAIGH shall in no case have probative value.

Article 5. The Commissions may carry out fieldwork that is of interest of Member States, with the consent of the interested States and always when they provide the funds and materials for the case.

CHAPTER III OF THE MEMBERS

Article 6. The Commissions are constituted by the National Members designated by the Governments of Member States, to those who will correspond to name the respective substitute. These National Members must be of recognized competence in one of the specific specialties of the Commission and, whenever possible, they will be chosen from among the persons who, in their country, discharge duties related to the task. Their nomination shall be for four years and they may be re-elected.

Article 7. It is within the competence of National Members of each Commission to:

- a) Advise their respective governments in matters proper to their specialty related to the Institute;
- b) Serve as a link between the Commission and the government of their respective country;
- c) Procure the carrying out of the recommendations of the corresponding Commission in their respective country;

- d) Diffuse the findings of the Commission via governmental organizations and corresponding entities of their specialty in the respective country;
- e) Coordinate the activities, within their National Section, of the Active and Substitute Members of the Committees and Working Groups of their Commission;
- f) Promote national meetings (congresses, workshops, symposia, seminars, etc.);
- g) Maintain the chairmanship of the Commission informed of the development of the respective national programs and coordinate them in their own country, in order to facilitate the international work of the Commission;
- h) Offer advice and help to the members of the Committees and Working Groups of the Commission in their respective country, to facilitate the completion of the missions that have been commended to them;
- i) Form part of the National Section in their respective country, providing for that all that is convenient for the ends of the Commission and its Committees and Working Groups;
- j) Direct the activities of the corresponding Commission in their respective country, integrated by the Active and Substitute National Members of each Committee, who shall collaborate in the carrying out of the recommendations, thus facilitating the scientific-technical work of the Commission, and
- k) Propose to the National Section in their respective country for its transfer to the chairmanship of the Commission and the Secretary General, the list of the Active and Substitute Members of each of the Committees and Working Groups of which their country wish to form a part.

Article 8. In each Member State those who comprise the National Section shall act as organs of the Commission.

CHAPTER IV

OF THE CHAIRPERSON AND VICE-CHAIRPERSON OF THE COMMISSION

Article 9. Each Commission shall elect its Chairperson and Vice-Chairperson from among the nationals of the same Member State for the period of two ordinary meetings of the General Assembly, who may not be re-elected, nor succeeded by persons of the same nationality. Those who aspire to occupy the Chairmanship of the Commission must prepare a proposed plan of work for the corresponding quadrennial which should be sent to the Secretary General to be distributed together with the documentation of the Consultative Meeting.

Exceptionally, and when it meets the interests of the PAIGH, by a vote of two thirds of the parts of Member States, the period of a Chairperson and Vice Chairperson of each Commission may be extended until the next General Assembly.

The office of Chairperson shall be incompatible with any other within the National Section of the Member State to which they belong. In the proper functions of their office, they will act in the name of the PAIGH and for the performance of such functions they will receive no salary whatever.

Article 10. The Vice Chairperson shall be an obligated collaborator of the Chairperson in exercising his or her functions and shall assume the duties and responsibilities with which he or she is charged and that are delegated to him or her. In case of default or absence of the Chairperson he or she or she shall be replaced by the Vice Chairperson.

In case of permanent absence of the Vice Chairperson or serious non-compliance of the functions that were assigned that were assigned to him or her, the Chairperson of the Commission shall request the National Section of his or her country to present a new candidate for the position, whose name shall be transmitted to the General Secretariat, through the respective Foreign Office and must be accompanied by a curriculum vitae. The General Secretariat shall officially notify the governments of the Member States of the replacement.

In the case of the resignation or permanent and simultaneous absence of the Chairperson and the Vice Chairperson of the Commission, as per Article 28 of the Organic Statutes regarding the commitment to maintaining the headquarters, the Member State, through its Foreign Office, will designate, in a period no greater than

60 calendar days, a Chairperson and Vice Chairperson of recognized competence in the particular specialties of the Commission who will hold the position until the next meeting of the General Assembly or the Directing Council, as is pertinent. The General Secretariat shall officially notify the governments of the Member States of the temporary replacement.

If the country that headquarters the Commission does not submit any candidates at its next meeting the Directing Council shall elect, from among the candidates registered by the Member States, the Chairperson and Vice Chairperson of the Commission who will complete the term, according to the call issued by the General Secretariat to that end.

The new Chairperson and Vice Chairperson of the Commission may run as candidates for a new term, unless dealing with the extension of a term and if they are nationals of the Member State originally responsible for the headquarters, as established in article 27 of the Organic Statutes.¹

Article 11. In the cases in which the election of the Authorities may be included in the agenda of the Consultative Meeting, the Secretary General shall invite the governments to propose candidates for Chairperson and Vice-Chairperson for the Commission under discussion, indicating the commitment pertaining to a government in taking charge of the transfer and maintenance of the Commission's base.

Article 12. The attributions of the Chairperson are the following:

- a) To extend the call for Technical Meetings of the Commission;
- b) To promote the necessary measures so that the Commission carries out the recommendations of the meetings, of the General Assembly and of the Directing Council;
- c) To prepare, in collaboration with the Coordinators of Committees and Working Groups the biennial plans of the Commission's work;

¹ Thus amended by the 43 Meeting of the Directing Council, Santo Domingo, Dominican Republic, 2011.

- d) To approve the work programs of the respective Committees and Working Groups of the Commission;
- e) To manage technical and scientific national and international advice as well as help with sources of financing for the Commissions' projects;
- f) To promote relationships with specialized international organizations in related sciences, to stimulate exchange at the continental and global levels;
- g) To present to the Directing Council of the Institute reports on the works undertaken by the Commission which shall contain an analysis of the results obtained in each project;
- h) When the case arises, to receive and administer, according to that established in the Financial Regulation, the funds destined to the internal costs of the Commission, and to render accounts with the accompanying original receipts in the name of the PAIGH, that justify the expenditures incurred;
- i) To propose to the Directing Council, via the General Secretariat, the creation of new Committees and Working Groups;
- j) To designate and substitute members of the Working Groups, prior consultation with the respective National Section, taking into account the respective National Members;
- k) To designate or substitute in the case of absence of deficient attention of their obligations, the Coordinators of Committees and Working Groups;
- l) To maintain a close relationship with the Coordinators of Committees and Working Groups as well as with the National Members of the Commission in order to achieve the creation of agile mechanisms of communication, coordination, evaluation and exchange;
- m) To propose to the Directing Council, by way of the General Secretariat, the dates and places of the programmed meetings of the Commission;
- n) To suggest to the Secretary General the representation of the Commission in international meetings;

- o) To designate the Secretary of the Commission;
- p) To designate the editor and members of the editorial board of the periodic publications of the Commission;
- q) When it becomes necessary, to name and remove technical and administrative personnel who with honorary title collaborate with the progress of the Commission;
- r) To carry out the remaining functions that are assigned by the Organic Statutes and the regulations of the PAIGH.

CHAPTER V OF THE SECRETARY

Article 13. The Secretary of the Commission, designated by the Chairperson of the Commission, shall be a technician and will not hold the office of National Member. He/she will work in direct collaboration with the Chairperson of the Commission and with the Secretary General of the Institute and will inform him in the times and forms indicated by the Organic Statutes about the workings of the Commission, with prior approval of the Chairperson of the same.

Article 14. To the Secretary of Commission corresponds the following:

- a) To serve as a link between the National Members and the dependent organs of the Commission;
- b) To render to the Chairperson of the Commission, when the case arises, the regulatory reports on incomes and expenditures;
- c) To take the convenient measures for the best adjustment of the administration of the Commission, in accordance with the Chairperson of the same;
- d) To assume all responsibilities assigned to him in the regulations of the Commission.

CHAPTER VI
OF THE COMMITTEES AND WORKING GROUPS

Article 15. Each Commission may establish Committees and Working Groups that are necessary for the success of its activities, subject to the approval and ratification of the Directing Council.

Article 16. The Committees of each Commission shall have as their object the facilitation of the technical-scientific work of the same, becoming occupied with the themes that are assigned to them.

Article 17. Each Committee shall be constituted with the National Members of those Member States that show themselves to be interested in forming part of one or more of the same, having to gain the approval of the respective National Section. Their nomination shall extend for four years and they may be reelected for a period. The Active Member shall have voice and vote. Alternate Members shall have only voice, except in the case of them replacing an Active, in which case they will have voice and vote. Both the Active and Alternate Members shall be nominated by the Chairperson of the Commission, prior recommendation of the National Section.

Article 18. Each Committee shall have a Coordinator and if necessary a secretary. The Coordinator shall be nominated from among the Active Members by the Commission Chairperson. Each Working Group that is established shall also have a Coordinator who will facilitate things for the effective carrying out of the specific work charged by the Commission Chairperson, or in his shortcoming, by the Coordinator of the respective Committee.

Article 19. The Coordinators of Committee have the responsibility of preparing biennial work plans in which they must follow the guidelines of policy established in the meetings of the Commission or by the Chairperson of the Commission. The said plans will detail the activities to be undertaken, the objectives that are hope to be obtained and the cost of their execution.

Article 20. Those responsible for approved projects as part of the Technical Assistance Program of the PAIGH shall be considered Active Members of the Commission in question and of the respective National Section.

Article 21. The Chairperson of the Commission, based on the technical-scientific capacity of the Active and Alternate Members of each

National Section and the help that they might bring to the work program, shall select the members of each Committee and, if it were necessary, of each Working Group.

Article 22. The Committee Coordinators shall communicate directly with the members of the same for the execution of the work program. The participants will have the responsibility of keeping the National Member of each country informed of the development of the works of the Committee.

Article 23. The Coordinators of the Committees shall render accounts of the expenditures made, in those cases in which they receive funds to administer.

Article 24. The Working Groups that are formed for a specific task shall have a Coordinator designated by the Chairperson of the Commission, and will comprise of specialists designated by the Chairperson of each Commission or in their absence, by the Committee Coordinator, in consultation with the respective National Sections.

The approval of the said Working Groups corresponds in the first instance to the Chairperson of the Commission who shall present the same to the Directing Council, by way of the Secretary General, for its definitive approval.

CHAPTER VII OF THE MEETINGS

Article 25. Each Commission shall establish its program of activities by way of the following instances:

- a) Meeting of Authorities of the PAIGH
- b) Consultative Meeting
- c) Technical Meeting, and
- d) Meeting of Committees and Working Groups

Article 26. Each Commission shall celebrate ordinary Consultative Meetings every four years in the country where the Assembly General is held, for among other things, to elect the Authorities of the Commission, to review the structure of the Commission, to evaluate the activities completed during the quadrennial ending, and to establish

the scientific policy and the plan of work for the following quadriennial. There shall be extraordinary Consultative Meetings when half plus one of the Member States in the Directing Council meeting agrees to it, the same shall establish the site of that meeting. In the case of no country offering itself as the site, the meeting shall be held in the country where the Commission is based.

Article 27. The Consultative Meeting will be formed by the delegations designated by the Member States, to each one corresponds one vote. The Chairperson of the Commission, the National Members who do not head the delegation, the members of Committees and Working Groups and Observers shall only have the right to voice.

Article 28. The government of the country where the said meeting is to take place shall name an Organizing Committee that will be charged, in coordination with the Chairperson of the Commission and the Secretary General, with undertaking the preparations of a national order relative to that meeting.

Article 29. The projected program of the Consultative Meeting must be prepared by the Chairperson of the Commission, prior consultation with National Members of the Commission and with the Coordinators of the Committees and Working Groups. The said projected program shall be communicated by the Chairperson of the Commission, by way of the Secretary General, for its consideration, to the Directing Council. Once approved, the Secretary General will send it to Member States.

Article 30. The projected calendar of activities of the Consultative Meeting must be prepared by the Organizing Committee, with prior consultation with the Commission's Authorities to ensure that an adequate distribution of sessions have been arranged, between technical-scientific and administrative ones.

Article 31. The draft program and calendar of activities must be distributed by the General Secretariat of the PAIGH at least two months before the Consultative Meeting.

Article 32. No matter that does not figure on the program shall be taken into consideration, save that with the agreement of two thirds of the parts of Member States represented they approve to incorporate them into the work agenda.

Article 33. The Consultative Meeting shall be presided over by the Commission Chairperson; it will elect its Secretary and will follow its

internal regulation in conformity with the Organic Statutes of the Institute and the regulation of the Commission.

Article 34. The Secretary General, in common accord with the Chairperson of the Commission, shall announce to the Member States and Permanent Observers the call for Consultative Meetings, and shall extend the same to all National Members of the Commission, to Members of Committees and Working Groups. Likewise he will invite official and private organizations of Member States, with notice to the National Section. Invitations will also be extended to regional international organizations to be represented by Observers.

Article 35. The Technical Meetings of the Commission shall be held in the period included between two General Assemblies, with the purpose of evaluating on the one hand, the progress of the projects of the Commission, for which the Chairperson of the Commission and the Coordinators of the Committees and Working Groups must present reports of what has been accomplished in the previous biennial and the work plans for the following biennial. Nevertheless, the decisions of the Technical Meeting cannot go against that established by the Consultative Meeting for the quadrennial. On the other hand, via the participation of highly qualified specialists, an attempt will be made to obtain real contributions of the PAIGH to resolve problems or fill gaps in the field of sciences related to each Commission. The Chairperson of the Commission and the Secretary General will arrange before Member States, the site of the said meetings.

Article 36. The Consultative Meetings and the Technical Meetings will not imply extraordinary financial obligations for the country that organizes them, with the exception of costs that the local organization involves, thus the delegations of Member States must cover the costs associated with their participation. The Chairperson of the Commission and the Secretary General will include in the corresponding budget year the funds necessary for its undertaking. Priority will be given in the invitations with funding to the Coordinators of Committees and Working Groups, as well as those responsible for projects. The meetings of Committees and Working Groups shall be proposed by the respective coordinators, their financing shall be requested in accordance with the procedures established in the Annual Call for Technical Assistance Projects. Priority will be given to the development of those meetings that can count on important contributions of National Sections and specialized organisms.

CHAPTER VIII
OF THE QUORUM AND VOTING

Article 37. The Commissions will be controlled in relation to the quorum and voting by that established in Articles 6 and 7 of the Organic Statutes.

Article 38. In the sessions of the Consultative Meetings in which they analyze matters related to the administration and functioning of the Commission, the presence of half plus one of the National Members of the Commission shall be required or, in default, of the delegates specially accredited by the Member States to substitute for them. Nevertheless, all the delegates shall have rights to voice, but the exercise of the right to the vote corresponds only to the National Members or those who represent them.

The conclusions of the ordinary Consultative Meetings shall be passed for the consideration of the General Assembly and, when they are extraordinary, the conclusions shall be communicated to the Directing Council.

Article 39. Any Head of Delegation or their accredited representative may abstain from voting and request that note be taken of it in the respective act.

CHAPTER IX
OF THE PUBLICATIONS

Article 40. By means of the editors named by the Chairperson, each Commission shall exercise technical supervision over the publications in the care of the General Secretariat of the Institute and shall attend to their own technical publications that may be of a periodic or occasional nature.

CHAPTER X
OF THE REFORMS AND MODIFICATIONS

Article 41. This regulation shall enter into force from the date on which it is approved by the Directing Council and may only be modified by that entity or by the General Assembly after a prior diffusion with two months anticipation of the proposals of amendments to the

Member States, attempting to obtain the observations that the National Sections formulate.

Article 42. In matters not foreseen in the present regulation procedures shall be in conformity with the applicable norms of the Organic Statutes.