

# **RULES OF PROCEDURE OF THE GENERAL SECRETARIAT**

**APPROVED BY THE XXXI MEETING OF THE DIRECTING COUNCIL  
Quito, Ecuador, 1995**

**LAST MODIFIED AT THE XVIII GENERAL ASSEMBLY  
Caracas, Venezuela, 2005**



**RULES OF PROCEDURE OF THE GENERAL SECRETARIAT  
OF THE  
PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY**

**CHAPTER I  
THE GENERAL SECRETARIAT**

*Article 1.* The purpose of the General Secretariat is to carry out the administrative functions for the successful operation of PAIGH, to coordinate the activities of the other organs and to lend the necessary assistance for their operation, to carry out such other functions as may be assigned to it, and to see to compliance with decisions taken (Article 21 of the Organic Statutes).

*Article 2.* The General Secretariat has its headquarters in Mexico City, occupying the building that the Mexican Government constructed specifically for PAIGH to carry out its activities.

*Article 3.* The General Secretariat shall be under the charge of a Secretary General, who shall reside in Mexico City.

**CHAPTER II**  
**FUNCTIONS AND STRUCTURE OF THE GENERAL SECRETARIAT**

*Article 4.* The functions of the General Secretariat are those determined by the Organic Statutes, inter-American Agreements, the General Assembly and those included in these regulations; it shall comply with the mandates of the General Assembly, the Directing Council and the meeting of Officers and shall comply with or see to the implementation of the regulations in effect.

*Article 5.* When the General Assembly or the Directing Council so determines, the General Secretariat shall provide the appropriate personnel and the secretarial services required for PAIGH meetings. In any case, at statutory meetings of the Organization, the support personnel shall depend administratively on the Secretary General.

*Article 6.* The General Secretariat shall be constituted by the departments deemed necessary for its good functioning.

**CHAPTER III**  
**THE SECRETARY GENERAL**

*Article 7.* The Secretary General shall be elected by the General Assembly for the period between two regular meetings and may not be reelected or succeeded by a person of the same nationality.

Exceptionally and if it is to the benefit of PAIGH, to do so, the General Assembly may extend the term of the Secretary General for one period only. This decision must be adopted by two thirds of the Member States.

*Article 8.* The Secretary General directs the General Secretariat and is responsible before the General Assembly, the Directing Council and the meeting of Officers for the proper fulfillment of the obligations and functions of the General Secretariat.

*Article 9.* The functions of the Secretary General are:

- 1) To serve as a liaison between the organs of PAIGH, the Member States, and the Permanent Observers, keeping their officers informed concerning the progress of PAIGH.

- 2) To appoint the personnel necessary for the operation of the General Secretariat, within the budgetary allocations established for this purpose by the Directing Council. In making said appointments consideration shall first be given to competence, efficiency and honesty, but should seek to ensure that these appointments fall to nationals of the various Member States.
- 3) To prepare the draft agenda and draft program for the meetings of the Directing Council, in accordance with Article 19 of the Organic Statutes of PAIGH.
- 4) To invite the Permanent Observers to appoint delegates to the meetings of the General Assembly and Directing Council.
- 5) To submit to the Directing Council an annual report on the activities of the General Secretariat, which shall include the financial statement of PAIGH, for the year immediately preceding. Likewise, he shall submit all reports that may have been requested of him by the General Assembly, Directing Council, meeting of Officers or that may be stipulated in the regulations.
- 6) To submit the draft annual budget to the General Assembly or Directing Council pursuant to Article 40 second paragraph of the Organic Statutes of the Institute.
- 7) To have the accounts and financial statements of PAIGH and its Commissions reviewed annually by external auditors, pursuant to the Financial Regulations.
- 8) To implement the resolutions and agreements of the General Assembly, the Directing Council, the meeting of Officers and the requests presented by the Commissions and, to encourage the Member States to comply with the recommendations of these organs.
- 9) To compile and transmit to the governments and National Sections the proceedings of the General Assembly, the Directing Council and those of the various Commissions. Likewise, to publish the documents that arise from those organs.

- 10) To cooperate with the government of the host country, in the arrangements for the meetings of the General Assembly, Directing Council and the various Commissions. Prior to each statutory meeting, the Secretary General shall consult with the Officers of the Institute and the organizers of the meeting, concerning the mechanics of the meeting and the respective calendar.

To furnish the Officers, at least seven days prior to the holding of their meeting, with a copy of the agenda and the corresponding documentation.

- 11) To collaborate with the Commissions and National Sections in the supervision of the activities of Committees, Working Groups, and those responsible for projects. This, in order to avoid duplications in the technical and administrative area and to seek the best utilization of the available resources.
- 12) To submit to the pertinent body of the Organization of American States an annual report on the development of the activities of PAIGH, including a report on its financial situation.
- 13) To maintain contacts with national and international organizations and to refer the technical problems derived from these contacts to the respective Commissions.
- 14) To enter into agreements with governments, international organizations or private institutions, which must subsequently be ratified by the General Assembly or the Directing Council.
- 15) To issue the diplomas and credentials that accredit the designations of PAIGH Officers by the General Assembly.
- 16) To issue the credentials that will accredit PAIGH representatives at international meetings.
- 17) To keep the documents and archives of PAIGH, safe, ensuring their selective preservation in accordance with established guidelines.
- 18) The Secretary General is the representative for legal affairs juridical and extrajudicially of PAIGH.

- 19) To coordinate, in agreement with the Commissions, a program of publications; to supervise the organizations and work of the library and the map library; to ensure the preservation of the material possessions of PAIGH.
- 20) To carry out all other functions that may be entrusted to him by the General Assembly, the Directing Council and the meeting of Officers.<sup>1</sup>

*Article 10.* The Secretary General shall participate with voice but without vote in every statutory meeting of PAIGH, except in the meeting of Officers, of which he is a full member.

*Article 11.* Respecting the basic structure indicated in the regulations in effect and the approved budgetary items, the Secretary General may create or eliminate offices; appoint or separate personnel; contract services; redistribute functions, dictate and see to compliance with the dispositions of an internal administrative nature of the General Secretariat, that are required for its proper functioning.

*Article 12.* The working conditions for the Secretary General, regarding salary, benefits, incentives, retirement fund and other recognitions, for the following quadrennium, shall be established at the meeting of Officers prior to the General Assembly, in which he shall be elected or should it be the case, his term of office extended. In the second case, the Secretary General shall abstain from participating in the meeting.

No ex-Secretary General of PAIGH may carry out remunerated functions within the organization within four years following the completion of his term, without the direct approval of the Directing Council.

*Article 13.* In case of temporary absence of the Secretary General, he shall be substituted exclusively for administrative functions, by the employee of the General Secretariat designated by the Secretary General on each occasion.

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

In case of illness or transitory incapacity of the Secretary General, lasting more than three months, the meeting of Officers shall designate an interim Secretary General.

In case of resignation, permanent illness and incapacity, or death of the Secretary General, the Directing Council shall designate the Secretary General to complete the term of mandate; meantime the meeting of Officers shall designate an interim Secretary General.

Only in the last case (resignation, illness or permanent impossibilities, or death) can the person designated by the Directing Council as replacement for the Secretary General be elected for a new and immediate complete period of office.<sup>2</sup>

#### **CHAPTER IV PERSONNEL**

*Article 14.* The members of the staff of the General Secretariat are international personnel and in the fulfillment of their duties shall only be responsible to the Secretary General and subject to his Authority.

Upon accepting the appointment for a post within the General Secretariat, they shall commit themselves to carry out their functions putting forth their best effort, and to conduct themselves in accordance with the nature, objectives and interests of the organization.

*Article 15.* In the fulfillment of their duties, members of the staff shall not request nor receive instructions from any government nor from any Authority outside the Institute.

*Article 16.* The members of the staff shall abstain from acting in any manner that is not compatible with their position as personnel of an international organization. In this regard, they may not undertake activities that the Secretary General deems inadvisable, either for the efficient accomplishment of their duties, or for the prestige of the Institute.

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<sup>2</sup> Thus amended by the XXXVII Meeting of the Directing Council, Guatemala, Guatemala, October 6-10, 2003.

*Article 17.* The members of the staff may not act or speak in a manner that may harm or offend the Member States.

*Article 18.* The staff members shall observe maximum discretion concerning official matters. They shall abstain from communicating to anyone whomsoever any restricted information or information known to them through the fulfillment of their functions. Neither shall they utilize that type of information for their own benefit. These obligations do not conclude upon the termination of their services in the Institute.

*Article 19.* The staff members may not request the influence or support of PAIGH Officers or Chairmen of National Sections, in the organs of the organization, nor from any government in matters that affect the administration or discipline of the General Secretariat. Any matter of this nature shall be subject to the pertinent administrative dispositions.

*Article 20.* The privileges and immunities that should be granted to the staff members of the General Secretariat, that are necessary for the fulfillment of their functions, shall be determined in multilateral agreements among the Member States or in bilateral agreements between the General Secretariat and the Member States.

*Article 21.* The Secretary General shall determine the administrative orders for the classifications of the posts. These shall be reviewed periodically.

*Article 22.* The Secretary General shall carry out a periodic evaluation of the work performed by all the staff members.

*Article 23.* The Secretary General shall set salary scales, gratuities, subsidies and other benefits for the staff of the General Secretariat, in conformity with the budgetary allocations approved by the Directing Council. He may also grant special bonuses for productivity, attendance, special services, etc.

*Article 24.* The letter of appointment of the staff members shall include the conditions of this appointment which shall be within the provisions of these regulations and the dispositions in effect.

**CHAPTER V**  
**CONDUCT OF THE SECRETARY GENERAL AND OF THE PERSONNEL**  
**OF THE GENERAL SECRETARIAT**

*Article 25.* Service to PAIGH is an obligation which requires all personnel to place loyalty to the Institute, and therefore, should refrain from using their post for personal benefit.

*Article 26.* All PAIGH personnel shall carry out their functions without discrimination regarding race, color, religion, sex, origin, age or handicap.