

Proposal for the
**Rules of Procedure for the Pan American Award
of the Pan American Institute of Geography and History**



In accordance with resolution number 11, issued by the 23rd General
Assembly of the PAIGH

**PROPOSAL FOR THE
RULES OF PROCEDURE FOR THE PAN AMERICAN AWARD
OF THE PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY**

**CHAPTER I
CONCERNING THE NATURE OF THE PAN AMERICAN AWARD**

Article 1.

These rules of procedure establish the standards for the assignment of the «Pan American Award» of the Pan American Institute of Geography and History (PAIGH), also the elements making up the award itself.

Article 2.

The Pan American Award is an annual honorific commendation, that recognizes the career, the merits and the contributions of persons and institutions, who have, with their labors, assisted in the development of the PAIGH and of the areas of interest to it, these being Cartography, Geography, History, Geophysics and related sciences for the benefit of America.

**CHAPTER II
CONCERNING THE CANDIDACIES AND THE REQUIREMENTS FOR THEM**

Article 3.

To receive the Pan American Award, candidates are:

1. Persons whose career, merits and scientific contributions, aligned with the principles of this institution, have cooperated for the development of the related sciences and, thus, for the original purpose of the PAIGH, which is to contribute to peace in America;
2. Persons whose career, merits, and contributions in the field of the administrative work within the PAIGH, have benefited the protection and fulfilment of the mission, vision and institutional principles; and
3. Institutions aligned with the mission, vision and institutional principles, which have contributed to the development and performance of sciences related to the PAIGH in America.

Article 4.

The Pan American Award will accept candidacies in the following way:

1. Each Member State of the PAIGH will be able to submit a candidate every four years through their National Section or their official representatives in the country that hosts the central office of the General Secretariat; and
2. Annually, the meeting of the PAIGH Authorities will be able to propose a candidate for the Pan American Award.

Article 5.

The candidates, whether they are persons or scientific institutions, may be of any nationality, of America or not; while that might not necessarily match the country that submitted the candidacy.

Article 6.

The members of the Meeting of PAIGH Authorities who are responsible for exercising these functions are ineligible to be considered as candidates for receiving the Pan American Award.

Article 7.

The people who submit applications for the Pan American Award should demonstrate that they have a career that has lasted for at least 10 years in the field of scientific research or of administrative management, in accordance with that determined in Article 3, points 1 and 2, of these rules of procedure here. This career and background will be checked and verified as set by the procedures established by the PAIGH.

Article 8.

The institutions submitting applications for the Pan American Award should demonstrate that they have collaborated with the PAIGH during at least 6 years in the field of scientific research, training and dissemination or publications, in accordance with that established in Article 3, point 3, of these rules of procedure here. Checking and verifying this cooperation will be done by means of the procedures determined by the PAIGH.

CHAPTER III CONCERNING THE CALL FOR SUBMISSIONS

Article 9.

The General Secretariat of the PAIGH will carry out the publication and distribution of the annual call for applications for the Pan American Award, to the Member States through the official channels of the organization, on the date 7th of February. The deadline for the closure of the call for submissions will be, preferably, the 5th of May, with the objective of having the results analyzed during the Meeting of PAIGH Authorities of the first six months of the corresponding year.

Article 10.

As a governing collegiate body, the PAIGH Authorities will select their candidate, in accordance with the requirements established in the rules of procedure here, during the meeting of the Authorities held in the first half of the corresponding year. This will be put into effect with the purpose of completing the group of five candidates who will be submitted to the General Assembly.

The selection of a candidate by the Meeting of Authorities may occur at the same time as the choice made by a Member State.

Article 11.

The call for applications for the Pan American Award will present, in legible form, the following points:

1. The requirements for the candidacies, in accordance with these rules of procedure here;
2. Limit in time for receiving candidacies, in accordance with the schedule that governs the offices of the General Secretariat;
3. Official electronic mail for receiving submitted applications; and
4. Details about the format and content of the materials used in the nomination, in accordance with Article 12 of these Rules of Procedure.

Article 12.

The submission of candidacies will be by means of an electronic note sent to the General Secretariat of the PAIGH, signed by the leading authority of the National Section or the representative of the Meeting of PAIGH Authorities supporting the candidacy, in conjunction with the following:

1. Indicate the category of the application submitted, in accordance with the list in Article 3 of these rules of procedure here;
2. Summary curriculum that corroborates the background and career of the candidate, in accordance with Articles 7 and 8 of these rules of procedure here;
3. Files or electronic links in which the documents supporting the career, merits and contributions are found; and
4. A brief biographic sketch or summary of the person or institution submitted as candidate.

Article 13.

Candidacies will not be accepted when submitted past the deadline stipulated in the call for applications or when the documentation required is not complete.

CHAPTER IV CONCERNING THE AWARD PROCESS

Article 14.

The Authorities of the PAIGH will submit their opinion about the proposals for candidates to the General Assembly, in accordance with Article 29 of the Organic Statute.

If there are more candidates making their applications than could possibly be given awards in one single General Assembly, those who have not been chosen for the award of one specific year will be considered for the following year. The National Sections or representatives of the nation submitting the applications will be told of the year in which their candidate will be given the award.

Article 15.

The General Assembly will approve, through the majority of the Member States with the right to vote, of the winners of the Pan American Award.

Article 16.

The Pan American Award will be conferred officially by a resolution approved by the General Assembly, at a maximum of five prize medals, and handed over to the representative of the delegation of the respective Member State, present at the General Assembly.

In the case of the representative of the delegation of the Member State not being present at the General Assembly, the General Secretariat of the PAIGH will undertake to ensure that the medal of the award reach its destination through either the official representation in the country hosting the PAIGH headquarters or an authorized channel that is considered appropriate.

Article 18.

In conjunction with the Pan American Award, a recognition statement will be provided; this will be signed by the Authorities and will state the reasons for which the award has been conferred.

Article 19.

The conferment of the Pan American Award to the person or the representative of the winning institution will take place preferably at the headquarters of the respective National Section, during a ceremony especially set up for this occasion.

In exceptional situations, when there are circumstances that justify it, the conferment of the Pan American Award may take place during the General Assembly in the case that the winner is physically present.

Article 20.

The corresponding National Section will report to the General Secretariat for the appropriate communication purposes.

Article 21.

The General Secretariat will make the granting of the Pan American Award widely known through its official means of communication, and it will keep a record of the persons and institutions given the award.

CHAPTER V CONCERNING THE FEATURES OF THE PAN AMERICAN AWARD

Article 22.

The Pan American Award will be made in accordance with the design approved by the 23rd General Assembly of the PAIGH, with the following elements:

1. Medal made with gold-colored die-cast metal, five centimeters in diameter and with a width of four millimeters;

2. Bar of three blue-colored stripes alternating with two white stripes; and
3. Clasp of gold-colored metal with low relief design, with the initials «PAIGH» or «IPGH», in accordance with the official languages of the PAIGH.

Article 23.

The medal which constitutes the Pan American Award will have the following features on its obverse side:

1. On the upper side, the initials «IPGH» or «PAIGH», in accordance with the official languages of the PAIGH;
2. At the center, the logo of this institution; and
3. At the margin, going around the logo, a wreath of laurels.

Article 24.

The medal which constitutes the Pan American Award will have the following features on its reverse side:

1. In the center, the motto of the institute: “Science in the Service of Peace”, in accordance with the official languages of the PAIGH;
2. At the edge, going all round the center, the full name of the PAIGH, considering the official languages; and
3. At the center, the graphic features that the General Secretariat considers representative or necessary in the Pan American Award.

Article 25.

The Pan American Award may be modified in terms of its features and components by a majority of the Member States with the right to vote.

CHAPTER VI CONCERNING GENERAL RULES

Article 26.

These rules of procedure will be published in the four official languages of the PAIGH: Spanish, English, Portuguese and French.

Article 27.

In those cases not foreseen by these current rules of procedure, also concerning any point involved in the interpretation of those rules, these will be resolved by the General Assembly with a vote in favor, from two thirds of the Member States with the right to vote.

Article 28.

These current rules of procedure will enter into force immediately upon the date of their approval by the General Assembly.