

Rules of Procedure for the  
**General Assembly**  
of the Pan American Institute of  
Geography and History



Approved by the  
**24<sup>th</sup> General Assembly**  
November 2, 2023  
Santo Domingo, Dominican Republic

AUTORIDADES DEL  
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2022-2025

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## **CHAPTER I**

### **NATURE OF THE GENERAL ASSEMBLY**

#### **Article 1.**

The General Assembly is the supreme organ that sets the scientific, administrative, and financial instructions and policies of the Pan American Institute of Geography and History (PAIGH).

#### **Article 2.**

The General Assembly gathers, as a routine, once a year, and may meet through virtual media, as established in Article 16 of the Organic Statute.

For the purposes of these Rules of Procedure, the General Assembly at which the election of Authorities is performed is called the Quadrennial General Assembly.

#### **Article 3.**

The General Assembly may hold extra-ordinary meetings, in accordance with that established in Article 18 of the Organic Statute.

## **CHAPTER II**

### **LOCATION AND ARRANGEMENTS**

#### **Article 4.**

The General Assembly decides the host, location, and date both for the following meeting and for the alternative location, with the prior consent of the respective National Sections.

#### **Article 5.**

The National Section of the country hosting the General Assembly is responsible for naming an organizing committee which, with the cooperation of the General Secretariat of the PAIGH, will prepare the General Assembly concerning logistics issues and will draft the schedule of activities.

The organizing committee is chaired by the president of the host National Section or by whoever that president designates to that position.

#### **Article 6.**

The General Secretariat will prepare the draft agenda and, in conjunction with the organizing committee, the schedule of activities.

**Article 7.**

In preparing the draft agenda, the General Secretariat will consider the following points:

1. Scientific area;
2. Administrative area;
3. Financial area;
4. The items proposed by the Member States, through the National Sections.

**Article 8.**

Four months before the General Assembly, the General Secretariat will send to the Member States the following documents:

1. Draft agenda;
2. These rules of Procedures, with the relevant modifications;
3. Schedule of activities;
4. The call for convening participation in that General Assembly.

## **CHAPTER III PARTICIPANTS**

**Article 9.**

The official delegations for the General Assembly are made up of:

1. President of the delegation;
2. Alternate delegates;
3. Advisors;
4. Any other members who are considered necessary.

All of the members of the delegations will be duly accredited by their respective Ministry of Foreign Relations or its equivalent.

**Article 10.**

The Secretary General of the Organization of American States or his representatives may participate in the deliberations of the General Assembly as Invited Observers, in accordance with that established in Article 11 of these rules of procedure here.

**Article 11.**

Those who may be Observers at the General Assembly are:

1. The Permanent Observers of the PAIGH, convened by the General Secretariat in coordination with the organizing committee. These observers may speak when the President of the General Assembly gives them permission to do so, but they do not have the right to vote; and
2. The Invited Observers, proposed through the General Secretariat in coordination with the organizing committee. These proposals are distributed to the Member States before the General Assembly, being subject to acceptance by consensus before the invitation is sent, except when it is decided to the contrary by consensus. Invited Observers may speak if permitted by the President of the General Assembly, while this is subject to the absence of objections by the Member States. They do not have the right to vote.

**Article 12.**

The Authorities of the PAIGH are ex officio members of the General Assembly, with the right to speak but not to vote.

## **CHAPTER IV AUTHORITIES OF THE GENERAL ASSEMBLY**

**Article 13.**

The authorities of the General Assembly are:

1. President of the General Assembly;
2. Vice-President of the General Assembly;
3. Secretary of the General Assembly.

**Article 14.**

The President of the organizing committee chairs the General Assembly until the President elected by that same assembly takes over.

**Article 15.**

For the meetings of the General Assembly, the President, the Vice-President, and the Secretary General of the PAIGH will be, respectively, the President, Vice-President and Secretary of the General Assembly.

**Article 16.**

For the Quadrennial General Assembly, the President of the General Assembly is elected by half of the votes, plus one, of the Member States present with the right to vote.

If there is no candidate with half–plus one– of the votes cast in the first round of voting, only the two candidates who have received the greatest number of votes will pass to the second round.

**Article 17.**

The President of the General Assembly will have the following faculties:

1. Chair the sessions of the General Assembly and submit for its consideration the various topics listed in the daily agenda;
2. Allow and invite delegates to speak, according to the order in which this is requested;
3. Decide upon issues of order which arise during the deliberations of the Assembly. Nevertheless, in the case of this being requested by one of the delegations, the judgement of the President will be submitted to the General Assembly for the final decision;
4. Submit for voting the matters discussed by the General Assembly and announce the results of the voting;
5. Transmit to the delegates, through the work of the Secretary of the Assembly, the agenda of the day for the plenary sessions, as far in advance as possible;
6. Set up the working committees of the Assembly and chair the resolutions coordinating committee;
7. Take those measures that are necessary to keep the Assembly working at the right rate and to ensure compliance with these Rules of Procedure here.

**Article 18.**

A Vice-President of the General Assembly will be elected; this Vice-President will act as such when the President is absent.

This election requires half of all the votes, plus one, of the votes of those Member States present with the right to vote.

**Article 19.**

At the General Assembly, its Secretary will be the Secretary General of the PAIGH.

For the Quadrennial General Assembly, its Secretary will be elected, through the favorable votes of half, plus one, of the Member States present with the right to vote.

**Article 20.**

The Secretary of the Assembly has the following faculties:

1. Receive, distribute and respond to the official correspondence of the General Assembly;



2. Draft the agenda of the day, in accordance with the instructions of the President of the General Assembly;
3. Draft the summary minutes of the plenary sessions;
4. Serve as intermediary between the participants in the General Assembly and the authorities of the government of the host country;
5. Collaborate and coordinate with the PAIGH Secretary General in everything involving the work of the Secretary;
6. Perform all of the other functions that are conferred by the Rules of Procedure, the General Assembly and the President of the General Assembly.

**Article 21.**

The Secretary of the General Assembly will have available the advice of the Secretary General of the PAIGH for the performance of his/her functions.

## **CHAPTER V SESSIONS OF THE GENERAL ASSEMBLY**

**Article 22.**

The General Assembly consists of:

1. A preparatory meeting and the inaugural session;
2. Two plenary sessions;
3. The closing session;
4. The meetings of those working committees that are established.

**Article 23.**

Before holding the inaugural session of the General Assembly, a preparatory meeting will be run; those attending will be:

1. The presidents of the delegations,
2. Authorities of the PAIGH,
3. A representative of the organizing committee.

The order of the agenda for the day of the preparatory meeting is the following:

1. Start of the meeting by the President of the PAIGH;
2. Presentation of the organizing committee report and about credentials;
3. Assigination, by drawing lots, of the order of precedence for the delegations;

4. Consideration of the Rules of Procedure, agenda and work calendar;
5. Election of the President, the Vice-President and the Secretary of the Assembly;
6. Establishment of the working committees.

## **CHAPTER VI**

### **QUORUM, ISSUES OF ORDER AND VOTING**

#### **Article 24.**

The quorum for calling the General Assembly to order is two thirds of the Member States with the right to vote.

Once the General Assembly has been called to order, the quorum for running a session will be two thirds of those Member States with the right to vote who were at that initial setup.

#### **Article 25.**

The decisions of the General Assembly are taken by the majority of votes of the Member States present with the right to vote.

For the following cases, the affirmative vote of two thirds of the Member States present with the right to vote is required:

1. Approval of the Budget and setting the annual quotas;
2. Re-election of Authorities;
3. Creation or elimination of Commissions;
4. Cases not covered in the PAIGH Statutes or in its rules of procedure;
5. Modification of the Organic Statute.

#### **Article 26.**

The draft agenda requires the approval of a majority of the Member States present with the right to vote.

The General Assembly attends to and processes only those points included in the final agenda. To extend the scope of the agenda, after it has been adopted, would require the approval of two thirds of the Member States present with the right to vote.

#### **Article 27.**

The delegation of each Member State has the right to a vote, in conformance with that established in Article 32 of the Financial Rules of Procedure.

In the plenary sessions and in the meetings of the Committees, votes will be taken by show of hands, or by a roll-call vote, if one of the delegates requests this. The voting will be in the order of the list, as per the order of precedence for the delegations.

**Article 28.**

Those delegations who abstain from voting may request that their abstention be recorded in the relevant minutes or proceedings.

**Article 29.**

The plenary sessions of the General Assembly and the meetings of its working committees are public, but the General Assembly and the working committees are empowered to decide, whenever this is requested by a delegation, that a session or a meeting be held completely or partly behind closed doors. All motions of this type by one of the delegations will receive preferential consideration and will be submitted to a vote without discussion.

**Article 30.**

For a motion to be submitted to the consideration of the General Assembly, it will have to be supported by another official delegation.

**Article 31.**

Modifications to the agenda are subjected to debate and will be voted on before the vote on the proposal itself that it is intended to modify.

**Article 32.**

Proposals are submitted to the vote in the order in which they were submitted, except when there is a decision to the contrary of the General Assembly.

## **CHAPTER VII**

### **THE WORKING COMMITTEES OF THE GENERAL ASSEMBLY**

**Article 33.**

The working committees of the General Assembly are:

1. Scientific Policy Committee;
2. Administrative Policy Committee;
3. Financial Policy Committee;
4. Coordinating Committee.

**Article 34.**

The Scientific Policy Committee is responsible for studying all those matters which, due to their nature, are transferred to it from the plenary. In particular, it checks the standards and regulations for the preparation, assessment, approval and supervision of the activities and projects of the PAIGH; for certain cases, it proposes reforms to these standards and regulations. All of this is in accordance with the guidance that it wishes to give to the PAIGH Scientific Policy.

**Article 35.**

The Administrative Policy Committee is responsible for studying all those matters which, due to their nature, are transferred to it from the plenary. In particular, it checks the mechanisms for the actions of the PAIGH; for certain cases, it proposes reforms to the Organic Statute and to the regulations and standards that govern the PAIGH; it will seek to make working procedures more efficient and rapid.

**Article 36.**

The Financial Policy Committee is responsible for studying all those matters which, due to their nature, are transferred to it from the plenary. In particular, it checks the audit and financial reports and the draft budget; it also proposes the reforms necessary for the “Financial Rules of Procedure”.

**Article 37.**

The Resolutions Coordinating Committee is responsible for checking the decisions of the three working committees to prevent duplicated efforts or discrepancies among them.

**Article 38.**

For the meetings of the General Assembly, the Coordination Committee is made up by:

1. The Vice-President of the PAIGH, who chairs this Committee;
2. The Secretary General;
3. The Presidents and rapporteurs of the Scientific, Administrative and Financial Policy Committees.

**Article 39.**

For the meetings of the Quadrennial General Assembly, the Coordination Committee is made up by:

1. The President of the General Assembly;
2. The Secretary of the General Assembly;

3. The Presidents and rapporteurs of the Scientific, Administrative and Financial Policy Committees;
4. The President of the PAIGH; and
5. The Secretary General of the PAIGH.

**Article 40.**

The Scientific, Administrative and Financial Policy Committees will each elect their respective President, Vice-President and Rapporteur; this last named will prepare the report.

**Article 41.**

The committees will be empowered to establish sub-committees or working groups when they consider it necessary, and they clearly set their powers and functions.

**Article 42.**

The working committees submit their reports to the plenary with the support of the Secretary of the General Assembly.

The reports of the working committees contain:

1. A brief explanation about how the matters they have been entrusted with have been handled;
2. A list of the documents studied;
3. A list of the persons who have participated in its meetings;
4. The draft resolutions necessary for the plenary to be able to define the scientific, administrative, and financial policy of the PAIGH.

**Article 43.**

The working committees provide their reports to the Secretary of the General Assembly sufficiently ahead of time, before the plenary session at which they will be discussed.

## **CHAPTER VIII WORKING DOCUMENTS**

**Article 44.**

The official delegations of the Member States present are empowered to submit to the General Assembly:

1. Documents of an informative nature that will consist of technical studies or reports about any issue of the agenda of the General Assembly; and
2. Motions, declarations, resolutions, agreements, among other documents, that refer to the matters presented at the General Assembly.

The Observers of the General Assembly may present documents only of an informative type about matters of a scientific or technical nature.

**Article 45.**

Documents of an informative type, motions, also draft declarations, resolutions or recommendations will be delivered to the Secretary of the Assembly.

**Article 46.**

All working documents make reference to the matter or topic of the agenda to which it is linked.

## **CHAPTER IX THE OFFICIAL LANGUAGES**

**Article 47.**

The official languages of the General Assembly are the same as those of the PAIGH, which are established in Article 63 of the Organic Statute.

The summary proceedings of the plenary sessions, also the daily minutes of the meetings of the working committees, are drafted in Spanish; they will then be translated to English. Where doubts arise, preference will be given to the language of the original document.

## **CHAPTER X THE FINAL PROCEEDINGS**

**Article 48.**

The Final Proceedings contains the declarations, resolutions and recommendations approved by the General Assembly, which will be drafted by the General Secretariat.

## **CHAPTER XI GENERAL PROVISIONS**

**Article 49.**

These Rules of Procedure can be modified by the affirmative vote of two thirds of the Member States present with the right to vote and with accreditation for the General Assembly.

**Article 50.**

These Rules of Procedure enter into force immediately upon their approval by the General Assembly.



# **Pan American Institute of Geography and History**

Specialized Agency of the  
Organization of American States