

STANDING RULES OF THE EXECUTIVE COUNCIL OF THE INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

CHAPTER I

GENERAL RULES

RULE 1

The Executive Council shall be governed by the relevant provisions of the Agreement Establishing the Inter-American Institute for Global Change Research and of these Rules.

RULE 2

The Executive Council shall act on behalf of the Conference of the Parties between the sessions thereof as its executive organ.

CHAPTER II

PARTICIPANTS

RULE 3

The Executive Council shall be composed of up to nine members elected by the Conference of the Parties for two-year terms, taking into account the need for balanced geographic representation.

RULE 4

Each Party elected to serve on the Executive Council shall notify the Director of the names of its permanent representative and the alternate.

RULE 5

Parties that are not on the Executive Council may send representatives to participate, with the right to speak, but without the right to vote, in the sessions of Committees and Working Groups.

RULE 6

The representatives sent as observers on behalf of the Parties shall be accredited by their governments by a notification to the Director, who shall take the necessary measures to provide them with all the documents that are distributed to the members.

RULE 7

Forty-five days before the notice of meeting is sent, the Director shall consult the Parties and send a list of the observers to be invited. If no objections are received before the deadline for the notice of meeting, the Director shall be authorized to extend the appropriate invitations.

Observers may take the floor at sessions of the Executive Council when invited by the Chair.

CHAPTER III

MEETINGS

RULE 8

The Executive Council shall hold two regular meetings each year. In special cases, it may meet as a special meeting. In either event, the meetings shall take place at different locations, offered as sites by one of the Parties, if possible. If deemed necessary, the Executive Council may also meet immediately prior to the regular meeting of the Conference at the same site as that chosen for the meeting of the Conference of the Parties.

RULE 9

The Parties that wish to tender offers of sites should report this in writing to the Director in order to submit proposals.

RULE 10

The Executive Council shall decide on the offers of sites in accordance with the principle of rotation and geographical distribution.

RULE 11

In the event there has been no offer of a site in the manner indicated in Rule 10, or in the event the meeting cannot be held at the agreed site, the Executive Council shall hold the meeting at the headquarters of the Directorate. Nevertheless, if one or more governments of the Parties offer a site within their territory on a timely basis, the Executive Council, regardless of whether it is in session or consulted by correspondence, may agree, by a majority vote of its members, to hold the meeting at one of the sites offered.

RULE 12

The Director shall transmit the notice of each regular meeting of the Executive Council to the Parties and other participants at least 30 days prior to the starting date thereof.

RULE 13

The Executive Council, in special circumstances, at the request of one or more of the Parties, may hold special meetings, whose notices shall require a favorable vote from two-thirds of the members of the Executive Council. If the Executive Council is not in session, the Director shall consult the Parties by correspondence regarding the above-mentioned notice of meeting, if at least two thirds of Executive Council members agree. The member state that first tenders the offer shall be the site of the special meeting, or in the event that no offer of a site is tendered, the site will be chosen in accordance with Rule 12 of these Rules.

RULE 14

The Director shall transmit notices of Special Meetings to the Parties and other participants at least 30 days prior to the starting date thereof.

RULE 15

The notice of a special meeting shall include the corresponding agenda, and the meeting shall consider only those matters for which the meeting was called.

CHAPTER IV

THE AGENDA

RULE 16

The provisional agenda for each regular meeting of the Executive Council shall be drawn up by the Director according to agreements reached at previous meetings, recommendations from the Conference of the Parties, and proposals from the Parties. This provisional agenda shall be sent to the Parties, along with supporting background documentation sufficient for the analysis of the agenda, at least 30 days before the date of the meeting.

RULE 17

The provisional agenda of each regular meeting shall include the following:

- (a) Matters which the Executive Council must settle and about which the Conference of the Parties should be informed;
- (b) Topics, reports, and studies agreed upon or requested by the Conference of the Parties at previous meetings;
- (c) Items of business which the Executive Council has agreed to include;
- (d) Items proposed by the Parties;

- (e) Reports on activities and the financial position of the Institute, submitted by the Director;
- (f) The proposals of the Director;
- (g) The date and site of the next regular meeting of the Executive Council; and
- (h) Other business.

RULE 18

The proposal to include an item of business on the provisional or final agenda shall be supported by a working document, which shall serve as a basis for discussion. It is the responsibility of the Director to receive, translate, reproduce, and distribute these documents.

RULE 19

The provisional agenda of each meeting shall be submitted for the consideration of the Executive Council at the first plenary session of the meeting.

RULE 20

The Director shall notify the Executive Council regarding potential implications of a technical, administrative, and financial nature involving the items included on the meeting agenda.

RULE 21

Once the final agenda has been approved, items of business considered urgent and important may be added only through approval by a majority vote of the Parties of the Executive Council.

RULE 22

The Director shall send to the Parties and other participants of each special meeting of the Executive Council the necessary documents at least 20 days prior to the established starting date of the meeting.

CHAPTER V

THE BUREAU

RULE 23

The Bureau of the Executive Council shall be composed of a Chair and two Vice-Chairs, who will be elected for a period of two years, and of the Director of the Institute as Secretary of the Council, and of the past Chair ex officio as a non-voting member for a period of two years following the completion of his/her final full term as Chair.

RULE 23-A

Interim Arrangement: The current Vice-Chair and the Rapporteur will complete their period of office as the First Vice-Chair and the second Vice-Chair, respectively.

RULE 24

The election of the Chair and the Vice-Chairs shall be carried out separately for each position. Each Party shall vote for only one candidate for each position to be filled.

RULE 25

The election of the Chair and the Vice-Chairs is of an individual person. The Party which substitutes its elected representative for the position of Chair or Vice-Chair shall lose the position. In such a case, a new election will be held to complete that position's term of office in the next meeting in which the Executive Council acknowledges the substitution.

CHAPTER VI

SESSIONS

RULE 26

Unless otherwise decided, the Executive Council shall meet in open session.

RULE 27

Plenary sessions and sessions of the Committees shall convene and carry out their work only in the presence of a quorum consisting of a majority of their respective members. In the event the quorum is upset, the session shall be suspended.

CHAPTER VII

COMMITTEES

RULE 28

The Executive Council may establish from among its members the Committees which it deems necessary and shall assign to them the various items of business from the agenda.

RULE 29

The Executive Council shall choose a Credentials Committee, formed by three Parties whose terms would last two years.

RULE 30

All of the Parties may participate on the Committees. Nevertheless, for the purposes of the quorum, only delegations officially registered on the corresponding Committee, or, with regards to the Credentials Committee, those appointed to serve on it, shall be counted.

RULE 31

Based on Article V, Number 4, Clause K of the Agreement, the Executive Council may create ad-hoc Committees which it considers necessary and shall determine their membership.

RULE 32

At the request of an ad-hoc Committee and then in consultation with the Executive Council, the Chair may invite experts to take part in the work of the Advisory Committee.

RULE 33

Insofar as possible, the ad-hoc Committees shall carry out their work by correspondence.

RULE 34

The Committees shall submit their reports for consideration by the Executive Council.

RULE 35

Unless otherwise specified by the Executive Council, the applicable Standing Rules may be applied to the activities of the Committees established in accordance with Rule 30 of these Rules.

CHAPTER VIII

PROCEDURES AND DEBATES

RULE 36

The Chair shall be authorized to open and close the meetings, lead the discussions, ensure observance of the provisions of the Agreement and of these Rules, grant permission to take the floor, put items of business to vote, and announce decisions. The Chair shall ensure that order is maintained at the sessions. The Chair shall rule on points of order and shall, in particular, be authorized to propose the postponement or closure of a debate, or the postponement or suspension of the sessions. The Chair shall also set the agenda of the sessions, and shall make the items known within an appropriate time.

RULE 37

When the individual chairing a session wishes to participate in a debate on an item on business, he shall pass the Chairmanship to the appropriate individual in accordance with Rule 23.

RULE 38

If an item of business included on the overall agenda, but not included on the agenda for the particular session, is submitted for consideration, the Parties of the Executive Council in attendance shall decide immediately by a majority vote whether to discuss it.

RULE 39

While a proposal is under consideration, proposals to amend it may be submitted. A motion shall be considered an amendment only when it adds, deletes, or changes part of the proposal. Motions that completely replace the original proposal or have no clear relationship therewith shall be considered separate proposals, rather than amendments. In this case, the proposal that is furthest from the original shall be considered first.

RULE 40

A proposal or an amendment to a proposal may be withdrawn by its sponsor before being put to a vote.

RULE 41

While an item of business is being discussed, any representative may raise a point of order which must be immediately decided upon by the Chair, whose decision may be appealed. In this case, the appeal may be put immediately to a vote, and the result of that voting shall prevail.

RULE 42

A representative who raises a point of order may not speak to the substance of the matter under discussion.

RULE 43

While any item of business is being discussed, any Representative may propose that the discussion be postponed until an agreed-upon time. This proposal shall not be debated, but shall be put to a vote immediately. In order to be approved, the date on which the debate is to resume shall be scheduled.

RULE 44

The Chair or any Representative may propose that the debate be closed when he considers the matter to have been discussed sufficiently. If this motion is opposed, the Chair shall give the floor to one Representative in favor and one against, who shall be allowed no more than five minutes each to speak. The matter shall then be put to a vote.

RULE 45

During the discussion of an item of business, the Chair or any Representative may propose that the session be suspended or adjourned. The proposal shall be put to a vote immediately without debate.

RULE 46

With the exception of motions regarding points of order, the following procedural motions shall take precedence in the order indicated below over other proposals and motions submitted:

- (a) Postponement of the session;
- (b) Suspension of the session;
- (c) Postponement of debate on the item under discussion;
- (d) Closure of debate on the item under discussion.

RULE 47

In order to reconsider a decision adopted by the Executive Council, the appropriate motion shall be approved by a two-thirds vote of the Parties of the Executive Council.

RULE 48

Working documents of the Executive Council shall be distributed in at least two of the official languages of the Institute. Decisions, recommendations, agreements, minutes, and reports shall be distributed in the four official languages.

CHAPTER IX

VOTING

RULE 49

Each Party of the Executive Council has the right to one vote. Votes shall be cast by a show of hands, by roll call, by secret ballot, by voice, or by correspondence.

RULE 50

Unless otherwise specified in the Agreement or in the Rules, all decisions of the Executive Council shall be decided by a majority vote of the Parties of the Executive Council in attendance.

RULE 51

Ordinary votes shall be cast by a show of hands. When any Representative requests a roll-call vote, voting shall proceed in the order in which the Parties notified the Depository. The vote of each Representative participating in the roll call vote shall be noted for the record in the minutes of the session.

RULE 52

In any voting in which no candidate receives the required majority, the candidate with the fewest votes shall be eliminated and the voting shall proceed.

RULE 53

If at any time it becomes necessary to choose among candidates who have received the same number of votes, separate voting shall be conducted.

RULE 54

When votes are cast by secret ballot, the Chair of the Executive Council shall designate two Representatives to serve as tellers, who are not directly interested therein. The tellers shall be responsible for monitoring the voting, counting the ballots, deciding when a vote is null and void, and certifying the results of the voting.

RULE 55

Once the debate has been closed, votes shall be cast immediately on the proposals submitted, with the corresponding amendments, where appropriate.

RULE 56

Proposals shall be put to a vote in the order in which they were submitted, except when otherwise stipulated by the Executive Council.

RULE 57

Amendments shall be submitted for discussion and shall be put to a vote prior to voting on the proposal they are designed to amend.

RULE 58

Any member may propose that portions of a proposal, document, or amendment be put to a separate vote. If there are any objections to the request to divide them, the request shall be put to a vote. Permission to speak regarding the request for division shall be granted to only one speaker in favor and one opposing speaker. If the request for division is approved, the portions of the proposal, document, or amendment that have been approved individually shall be put to a vote in their entirety. If all portions of the proposal, document, or amendment have been rejected, the proposal, document, or amendment shall be regarded as having been rejected in its entirety.

RULE 59

Once the voting has begun, no Representative may interrupt it, except to raise a point of order concerning the manner in which the voting is being conducted. The voting shall end when the Chair has announced the results thereof.

RULE 60

Once the voting has ended, any representative may ask for the floor to explain or justify his vote, for a period not to exceed five minutes.

RULE 61

The Chair may avail himself of the procedure of voting by correspondence to decide on urgent business, except in instances where a secret ballot is necessary. Voting may be requested on the item of business in question only after two-thirds of the Parties of the Executive Council have expressly indicated their agreement with the above-mentioned procedure.

RULE 62

Having obtained consent according to Rule 63 of these Rules, the Director shall solicit a vote of the member Parties of the Executive Council and shall inform them of the deadline for receiving the votes. Once the established period has expired, the Director shall tally the votes and report the result to the Parties.

CHAPTER X

THE MEETING MINUTES AND THE REPORT

RULE 63

At the end of each day, the Secretary shall produce a simplified set of minutes containing the issues discussed and the decisions taken, to be approved by the Council at the beginning of the first session of the following day. The simplified minutes of the last day of the Meeting shall be approved before the close of the last session of the Meeting.

RULE 63-A

The approved resolutions shall be signed, in their final version, by the Bureau of the Executive Council.

RULE 64

The Meeting Report shall contain all the approved resolutions, the final minutes, based on the simplified minutes, and the annexes, and shall be prepared by the Secretary for approval in the next Meeting of the Executive Council.

CHAPTER XI

THE SECRETARIAT

RULE 65

The Director of the Institute shall be the ex-officio Secretary of the Executive Council.

CHAPTER XII

AMENDING THE RULES

RULE 66

These Standing Rules may be amended by a majority vote of the members of the Conference of the Parties, either at its own initiative, or at the initiative of the Executive Council, approved by a

majority vote of the Parties on the Executive Council, except for those items for which the Agreement requires a two-thirds vote of the Parties.

RULE 67

Amendments to these Rules shall enter into force on the date established by decision of the Conference of the Parties, or, if the latter fails to establish such a date, on the date of their approval thereby.