

# STANDING RULES OF THE CONFERENCE OF THE PARTIES OF THE INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

## CHAPTER 1

### PARTICIPANTS

#### RULE 1

These Standing Rules shall apply to all the meetings of the Conference of the Parties, according to Article V of the Agreement.

#### RULE 2

The Conference of the Parties shall consist of all Parties of the Institute. Each Party shall designate one permanent Representative, its alternate Representatives and advisers.

#### RULE 3

The credentials of the Representatives and the names of the alternate Representatives and advisers shall be submitted to the Credentials Committee before said individuals may attend the meeting. Any subsequent change in the composition of a delegation shall also be submitted to said Committee. The credentials shall be issued by the competent diplomatic authority.

#### RULE 4

The list of invitees to the meetings of the Conference of the Parties, in their capacity as observers from States not party to the Agreement, or from national, regional, or international organizations, or as experts, shall be approved by the accredited Parties, according to the voting procedure established by these Rules.

#### RULE 5

The conditions under which observers may attend meetings of the Conference of the Parties shall be as follows:

- (a) An observer may take the floor only when the Chair invites him to do so. He may not propose, second, or oppose motions, and shall not be entitled to vote;
- (b) An observer may receive the documents of the Conference of the Parties.

#### RULE 6

The notification of observer status of those individuals representing States, public international organizations, or other agencies, shall be signed by the appropriate authority of the respective State, public international organization, or agency, and shall be sent to the Director before the session begins.

## CHAPTER II

### MEETINGS

#### RULE 7

The Conference of the Parties shall hold one regular meeting a year, at which the tentative date and site of the next meeting shall be determined in accordance with the written offers tendered by the governments of the Parties to the Director.

#### RULE 8

The Conference of the Parties shall decide on offers of sites according to the principle of rotation and geographical distribution.

#### RULE 9

In the event that no offer of a site is tendered or the meeting cannot be held at the site agreed upon, the meeting of the Conference of the Parties shall be held at the site of the Directorate. Nevertheless, if, at any time before the notice of meeting, one or more Parties offers to have the meeting held within its territory, the Executive Council, whether in session or consulted by correspondence, may agree by a majority vote of its members to have the meeting held at one of the sites offered.

#### RULE 10

The Director shall transmit notices of each Ordinary Meeting of the Conference of the Parties to the Parties and other participants at least sixty days prior to the starting date thereof.

#### RULE 11

The Conference of the Parties, in special instances and at the request of one or more Parties, may hold Special Meetings. These meetings may be held with two-thirds or more favorable vote. If the Conference of the Parties is not in session, the Director shall consult the Parties by correspondence regarding such requests and shall convene such meetings if at least two-thirds agree. The Party that first tenders an offer shall be the site of the Special Meeting, and in the case of no offers, Rule 9 of this Chapter shall apply.

#### RULE 12

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

#### RULE 13

A request to hold a Special Meeting must contain an agenda of which only those items contained therein shall be discussed.

### CHAPTER III

#### AGENDAS

#### RULE 14

The provisional agenda of each Regular Meeting shall be prepared by the Director, taking into account the decisions of the previous Meeting, the recommendations of the Executive Council, and the proposals of the Parties. This provisional agenda shall be sent, together with the notice of meeting, to the Parties and other participants. The necessary documents and background literature shall be sent by the most expeditious means possible at least thirty days prior to the starting date of the meeting.

#### RULE 15

The provisional agenda of a regular meeting shall include the following, inter alia:

- (a) A report of Executive Council proceedings, including:
  - The proposed annual Budget and Plan submitted by the Chair of the Executive Council;
- (b) A presentation by the Director which shall include:
  - The items, reports, and studies that have been agreed upon or requested by the Conference of the Parties at previous meetings;
  - Issues approved or entrusted by the Executive Council;
  - Items proposed by the Parties;

- The Director's Report, which shall include:
  - Reports on the activities and financial situation of the Institute,
  - The Director's proposals, reported to the Conference of the Parties through the Executive Council.

#### RULE 16

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. The Director shall be responsible for receiving, translating, reproducing, and distributing these documents.

#### RULE 17

The provisional agenda, reports, studies, and proposals shall be submitted for the consideration of the Conference of the Parties at the first plenary session of the meeting, following analysis by the Executive Council, which shall submit a report containing its observations, comments, and recommendations.

#### RULE 18

The Director shall notify the Conference of the Parties regarding the potential technical, administrative, and financial implications of the agenda items.

#### RULE 19

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

#### RULE 20

The Director shall transmit the provisional agenda of each Special Meeting of the Conference of the Parties, together with the documents needed to analyze it, at least thirty days prior to the scheduled starting date of the meeting.

### CHAPTER IV

#### THE BUREAU

#### RULE 21

The Bureau of each meeting of the Conference of the Parties shall be composed of a Chair and two Vice-Chairs, and of the Director of the Institute in his/her role as Secretary.

#### RULE 22

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

### CHAPTER V

#### SESSIONS

#### RULE 23

Unless otherwise decided, meetings of the Conference of the Parties shall be open.

#### RULE 24

Plenary sessions and sessions of the Committees shall be convened and shall conduct their proceedings only in the presence of a quorum of a majority of their respective members. In the event the quorum is upset, the session shall be suspended.

### CHAPTER VI

#### COMMITTEES

#### RULE 25

The Conference of the Parties may establish, from among its members, any Committees it may deem necessary, and to assign the various items of business from the agenda to them.

#### RULE 26

The Conference of the Parties shall elect a Credentials Committee, comprised of three Parties, who shall serve for a period of two years.

#### RULE 27

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

#### RULE 28

The Conference of the Parties may, in accordance with Article V, Section 4.k), establish any Advisory Committees it deems necessary and may determine their composition.

#### RULE 29

At the request of an Advisory Committee, and after consulting the Executive Council, the Chair may invite experts to take part in the work of said Committee.

#### RULE 30

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

#### RULE 31

The Committees shall submit their reports for the consideration of the Conference of the Parties.

#### RULE 32

Unless otherwise specified by the Conference of the Parties, the Standing Rules applicable thereto may be applied to the activities of the Committees established in accordance with Rule 26.

## CHAPTER VII

### PROCEDURES AND DEBATES

#### RULE 33

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 a 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.

#### RULE 34

When the individual chairing a session wishes to participate in a debate or in voting on an item of business, the individual must pass the chairmanship to the appropriate individual in accordance with Rule 21.

#### RULE 35

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

#### RULE 36

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. The proposed amendment that differs most from the original shall be considered first.

#### RULE 37

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

#### RULE 38

While an item of business is being discussed, any Representative may raise a point of order, which shall be decided upon immediately by the Chair, whose decision may be appealed. In such cases, the appeal shall be put to a vote immediately, the results of which shall govern.

#### RULE 39

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

#### RULE 40

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. If approved, the date on which the debate is to resume shall be scheduled.

#### RULE 41

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 42

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 43

With the exception of motions regarding points of order, the following procedural motions shall take precedence, in the order indicated below, over other proposals or 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 44

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

#### RULE 45

The working documents, decisions, recommendations, agreements, minutes, and reports of the Conference of the Parties shall be distributed in the four official languages.

### CHAPTER VIII

#### VOTING

#### RULE 46

Each Party is entitled to one vote. Votes shall be cast by a show of hands, by roll call, by secret ballot, or orally.

#### RULE 47

Unless otherwise specified in the Agreement or in the Rules, all decisions of the Conference of the Parties shall be made by a majority vote of the accredited Parties.

#### RULE 48

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 49

Whenever the voting does not result in any candidate obtaining the required majority, the candidate with the fewest votes shall be eliminated and the voting shall proceed.

#### RULE 50

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

#### RULE 51

Votes shall be cast by secret ballot in order to elect the Director or to remove him. Members of the Executive Council and members of the Scientific Advisory Committee shall be elected by secret ballot. Each member entitled to vote shall vote for the number of names equal to the number of vacancies to be filled. Similarly, other business may be decided by secret ballot if the Conference of the Parties so agrees.

#### RULE 52

When votes are cast by secret ballot, the Chair of the Conference of the Parties shall designate two Representatives to serve as tellers, who, when the balloting is for an election, shall be individuals not directly involved 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 53

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

#### RULE 54

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

#### RULE 55

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

#### RULE 56

Any Party may propose that portions of a proposal, document, or amendment be voted on individually. If there are any objections to the request for a division, the request shall be put to a vote. Permission to speak regarding a 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 57

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 58

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.

### CHAPTER IX

#### THE MEETING MINUTES AND THE REPORT

#### RULE 59

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 Conference of the Parties 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 59-A

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

#### RULE 60

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 Conference of the Parties.

## CHAPTER X

### THE SECRETARIAT

#### RULE 61

The Director of the Institute shall be the ex-officio Secretary of the Conference of the Parties.

## CHAPTER XI

### ELECTION OF MEMBERS OF THE SCIENTIFIC ADVISORY COMMITTEE

#### RULE 62

In the event there is more than one vacancy to be filled, voting shall be conducted separately, starting with the vacancies for which the candidates are proposed by the Parties, followed by the vacancies for which the candidates are proposed by the Scientific Advisory Committee itself, and ending with the vacancy corresponding to the Associates of the Institute. During the election of the members of the Scientific Advisory Committee, the Conference of the Parties shall take into account equitable geographic distribution.

#### RULE 63

For each vacancy for which the candidates are nominated by the Parties, each Party may propose up to two candidates.

#### RULE 64

The Scientific Advisory Committee shall submit a slate of no less than twice and not more than four times the number of vacancies to be filled.

#### RULE 65

At the request of the Conference of the Parties, the Associates of the Institute shall submit, by mutual consent, a slate of four candidates for their corresponding position on the Scientific Advisory Committee.

#### RULE 66

All candidates nominated must have a curriculum vitae that fulfills at least the requirements set forth by the Agreement.

#### RULE 66-A

Should a position on the Scientific Advisory Committee become vacant prior to the scheduled end of term, the Executive Council may elect a substitute to complete the term, according to Rules 63 through 67.

## CHAPTER XII

### ELECTION AND REMOVAL OF THE DIRECTOR

#### RULE 67

The Director shall be elected in accordance with the provisions of Rule VIII, Sections 4 and 6 of the Agreement, and in accordance with Rule 50.

#### RULE 68

The Parties shall nominate candidates 45 days prior to the date of the election by communication addressed to the Director, who shall immediately circulate the nominations to all Parties, as received.

#### RULE 69

The Director shall be elected at the meeting of the Conference of the Parties preceding the expiration of the incumbent Director's term.

#### RULE 70

When the position of the Director becomes vacant before the term has been completed, said position shall be occupied on an interim basis by the individual designated by the Executive Council for a maximum period of up to six months. The Conference of the

Parties shall elect a new Director at the regular meeting following the date on which the position became vacant, or at a special meeting convened for that purpose. The meeting of the Conference of the Parties at which the election of the Director is to be held shall be called with advance notice of at least 90 days.

#### RULE 71

The Conference of the Parties shall determine the terms of employment of the Director, including the appropriate remuneration for the position.

#### RULE 72

The Conference of the Parties shall have exclusive authority to remove the Director, by a secret ballot of two-thirds of the Parties, when sound operation of the Institute so demands.

### CHAPTER XIII

#### AMENDING THE RULES

#### RULE 73

These Rules may be amended by the Conference of the Parties. The proposed amendments shall be adopted by a majority vote of the Parties, except as otherwise provided for in the Rules concerning business for which the Agreement requires a majority of two-thirds of the votes of the Parties.

#### RULE 74

Amendments to these Rules shall enter into force on the date established by the Conference of the Parties.

### CHAPTER XIV

#### AMENDING THE AGREEMENT

#### RULE 75

Amendments may be proposed to the Conference of the Parties by notifying the Director, who shall transmit them to all Parties at least 120 days prior to the opening of the meeting of the Conference of the Parties at which they are to be considered.

#### RULE 76

The Parties shall deposit their instruments of ratification regarding amendments to the Agreement with the Depositary, which shall inform the Director accordingly.

#### RULE 77

Amendments approved by a vote of two-thirds of the Conference of the Parties shall enter into force 60 days after the date on which two-thirds of the Parties have notified the Depositary, through diplomatic channels, that the applicable internal legal requirements have been completed pursuant to Article XV, Section 3 of the Agreement.