

**STANDING RULES  
OF  
THE EXECUTIVE COUNCIL (EC)  
OF THE  
INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH**

(As approved by the Conference of the Parties in June 2012)

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 Executive Director of the names of its Permanent Representative and the Alternate Permanent Representatives to the IAI.

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 sessions of the Council, its committees and working groups.

#### Rule 6

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

#### Rule 7

The list of invitees to the meetings of the Executive Council, in their capacity as observers from States party to the Agreement but not members of the EC, or from national, regional, or international organizations, or as experts, shall be available to the accredited Parties.

#### Rule 8

An observer may take the floor at an Executive Council Meeting only when the Chair invites him to do so; may not propose, second, or oppose motions; and shall not be entitled to vote.

### CHAPTER III - MEETINGS

#### Rule 9

The Executive Council shall hold two regular meetings each year at the location of the Conference of the Parties, one immediately prior to the Conference of the Parties Meeting (pre-CoP Executive Council Meeting), and one immediately after (post-CoP Executive Council Meeting).

#### Rule 10

The Executive Director and the appropriate representative of the host country shall extend joint invitations for the pre-CoP Executive Council

Meeting to the Parties and all other expected participants no later than one-hundred-twenty (120) days prior to the starting date of the pre-CoP Executive Council Meeting. This invitation shall include a list of the key issues to be discussed, with the understanding that this list shall serve as the basis for the provisional agenda for the Executive Council as described in Rule 18.

#### Rule 11

The pre-CoP Executive Council Meeting shall review financial and budgetary matters and any pending items in preparation for the Conference of the Parties.

#### Rule 12

The Directorate shall develop jointly with the Financial and Administrative Committee (see Rule 35) the Plan and Budget for the following year, and make the draft Plan and Budget available to the Executive Council at least thirty (30) days prior to pre-CoP Executive Council Meeting. Executive Council Members shall be invited to comment on the draft Plan and Budget via e-mail within fifteen (15) days of this distribution of the plan and budget. Such comments will be included, as annotations to the proposed Plan and Budget to the pre-CoP Executive Council Meeting. The Executive Council shall make a recommendation concerning the Plan and Budget to the Conference of the Parties immediately following the pre-CoP Executive Council Meeting.

#### Rule 13

The post CoP Executive Council meeting will also meet briefly immediately after the Conference of the Parties. This Meeting shall have as its primary responsibilities the election of the Bureau (as called for in Chapter V) and the consideration of resolutions and actions from the Conference of the Parties to enable the IAI to conduct its intercessional activities in accordance with

the decisions of the Conference of the Parties. The Executive Director shall , within one day of the end of the Conference of the Parties, transmit to the post-CoP Executive Council Meeting the Resolutions and other decisions and results of the Conference of the Parties just completed.

#### Rule 14

The Executive Council, 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 Executive Council is not in session, the Executive Director shall consult the Parties by correspondence regarding such requests and shall convene such meetings if at least two-thirds of the Executive Council members agree.

#### Rule 15

The Party that first tenders an offer shall be the site of the Special Meeting. In the event that no offer of a site is tendered or the Meeting cannot be held at the site agreed upon, the Special Meeting of the Executive Council 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 host the Meeting, 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 16

A request to hold a Special Meeting shall contain an agenda, and the Meeting shall consider only those matters for which the meeting was called.

#### Rule 17

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

### CHAPTER IV - THE AGENDA

## Rule 18

The provisional agenda for each Regular Meeting shall be prepared by the Executive Director in consultation with the Chair of the Executive Council taking into account the decisions of the previous Meeting, the recommendations from the Conference of the Parties, and proposals of the Parties. This provisional agenda shall be made available to the Parties and other participants, together with supporting background documentation sufficient for the analysis of the agenda, at least thirty (30) days before the date of the Meeting. The provisional agenda for the post-CoP Executive Council Meeting should be revised, if and as necessary, by the Executive Director and should be distributed to the Parties and other participants immediately after the adjournment of the Conference of the Parties.

## Rule 19

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; and
- (d) Items proposed by the Parties.

## Rule 20

The proposal to include an item of business on the provisional agenda shall be supported by a working document, which shall serve as a basis for discussion. The Executive Director shall be responsible for receiving, translating, and posting these documents.

## Rule 21

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 22

The Executive Director shall notify the Executive Council regarding the potential programmatic, administrative, and financial implications of the agenda items.

#### Rule 23

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

#### Rule 24

The Executive Director shall transmit to Meeting participants the provisional agenda of each Special Meeting of the Executive Council, together with the documents needed to analyze it, at least twenty (20) days prior to the scheduled starting date of the Meeting.

### CHAPTER V - THE EXECUTIVE COUNCIL BUREAU

#### Rule 25

The Bureau of the Executive Council shall be composed of a Chair; of a first and a second Vice-Chair, who will be elected for a period of two years; and of the Executive Director of the Institute as Secretary of the Council.

#### Rule 26

If a vacancy occurs in the Bureau, its remaining Members should change position(s) as appropriate. The Chair (or Acting Chair) with the support of the Executive Director shall consult with the Executive Council to obtain their approval for a new Member to be elected to serve as Acting Second Vice-

Chair of the Bureau to complete the unexpired term of the vacated Bureau Member.

#### Rule 27

The Chair and the Vice-Chairs shall be elected by the Executive Council as the Executive Council's first item of business in its post-CoP Meeting. The Chair and Vice-Chairs shall be elected separately. Each Party Member of the Executive Council shall vote for only one candidate for each position to be filled.

#### Rule 28

The election of the Chair and the Vice-Chairs is of an individual person. If a Party which substitutes its representative who has been elected to the position of Chair or Vice-Chair, the position must be vacated and Rule 26 will be applied.

### CHAPTER VI - SESSIONS

#### Rule 29

Unless otherwise decided, meetings of the Executive Council shall be open.

#### Rule 30

Plenary sessions shall require the presence of a quorum of one-half of the members. In the event that the quorum is upset, all decisions/actions taken by the Executive Council shall be considered as provisional until consent of a majority of the Parties on the Executive Council is obtained by signed correspondence.

### CHAPTER VII - COMMITTEES

#### Rule 31

The Executive Council may establish any ad hoc Sessional Committee and designate its Chair as it deems necessary; determine its composition; assign to it specific tasks; and establish a deadline for it to complete its work. All EC Members may participate in such a Sessional Committee. The Executive Council or a Sessional Committee it establishes may invite the Executive Director; members of the Directorate staff; representatives of other committees and/or observers to participate in the work of the Sessional Committee.

#### Rule 32

The Executive Council may establish any ad hoc Advisory Committee and designate its Chair, as it deems necessary; determine its initial composition; assign to it specific tasks; and establish a deadline(s) for it to complete its work at which its term ends. All EC Members may participate in such an Advisory Committee. The Executive Council or an Advisory Committee it establishes may also augment the Advisory Committee's initial membership by inviting other EC Members; other Parties; the Executive Director; members of the Directorate staff; and/or experts to participate in the work of the Advisory Committee.

#### Rule 33

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

#### Rule 34

Advisory Committees shall throughout their terms maintain communications with the Executive Council Bureau and the Executive Director.

#### Rule 35

The Executive Council shall elect a Financial and Administrative Committee. Members shall be elected for a renewable term of two years. The Financial

and Administrative Committee develops its own charter for approval by the Executive Council.

#### Rule 36

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

#### Rule 37

A Committee shall submit its report to the Executive Council and make it available to the Directorate in accordance with the deadline(s) established above.

#### Rule 38

The activities of Committees shall be guided by the Rules and Procedures of the Executive Council unless the EC specifies otherwise.

### CHAPTER VIII - PROCEDURES AND DEBATES

#### Rule 39

The Chair of the Executive Council 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 timetable of the sessions in accordance with the approved agenda of the Meeting.

#### Rule 40

When the individual chairing a session wishes to participate in a debate on an item on business, the individual must pass the Chairmanship to the appropriate individual in accordance with Rule 25.

#### Rule 41

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 of the Executive Council in attendance shall decide immediately by a majority vote whether to discuss it.

#### Rule 42

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 43

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

#### Rule 44

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 45

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

#### Rule 46

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

#### Rule 47

The Chair or any Representative may propose that the debate be closed when he/she 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 48

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 49

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 50

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 51

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

### CHAPTER IX - VOTING

#### Rule 52

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

#### Rule 53

Decisions of the Executive Council shall normally be made by consensus. In case consensus is not reached, decisions shall be made by a majority vote of the Parties of the Executive Council in attendance.

#### Rule 54

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 55

When the voting does not result in enough candidates being elected to fill all of the vacancies, a runoff election shall be held from the remaining candidates eliminating from the ballot the candidates with the lowest number of votes, but retaining two candidates more than the number of vacancies to be filled.

## Rule 56

When it becomes necessary to choose between candidates who have received the same number of votes, a second round of voting shall be conducted among the tied candidates.

## Rule 57

When votes are cast by secret ballot, the Chair of the Executive Council 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 58

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

## Rule 59

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

## Rule 60

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 61

Any member 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 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 62

Once 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 63

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

#### Rule 64

The Chair may avail himself/herself 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 correspondence procedure.

#### Rule 65

Having obtained consent according to Rule 64 of these Rules, the Executive 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 Executive Director shall tally the votes and report the result to the Parties.

### CHAPTER X - THE MEETING MINUTES AND THE REPORT

#### Rule 66

Before a day's session, the Secretary shall produce a list summarizing the actions taken at the previous day's session for approval by the Executive Council. The list of actions for the last day of the Meeting shall be approved before the close of the last session of the Meeting.

#### RULE 67

The approved action lists shall be signed by the Bureau of the Executive Council.

#### Rule 68

The Meeting Reports of the two Executive Council Meetings preceding and following the Conference of the Parties shall contain all the approved resolutions, the action lists for each day, the minutes of the Executive Council and the annexes, and shall be prepared by the Directorate; posted for review and comment by meeting participants; and then approved, with any changes needed, at the beginning of the next pre-CoP Executive Council Meeting.

### CHAPTER XI - THE SECRETARIAT

#### Rule 69

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

### CHAPTER XII - AMENDING THE RULES

#### Rule 70

These 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.