

**STANDING RULES
OF
THE CONFERENCE OF THE PARTIES (CoP)
OF THE
INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH**

(English version as approved by the Conference of the Parties, May 2009, [with changes proposed by the Chair of the Standing Committee on Rules and Procedures, May 24, 2012, based on consultations with the Committee and with the Directorate](#))

CHAPTER 1 - PARTICIPANTS

Rule 1

The Conference of the Parties shall be governed by the relevant provisions of the Agreement Establishing the Inter-American Institute for Global Change Research (IAI) and of these Rules.

Rule 2

Each Party shall designate one Permanent Representative and one or more Alternate Permanent Representatives to the IAI. Each Party shall submit such designations to the Director through its competent diplomatic authority (Ministry of Foreign Affairs, Embassy or Consulate). The note of designation shall bear an expiration date.

Rule 2a

The Conference of the Parties shall be open to all Parties to the Agreement. Upon invitation to a Conference of Parties, a Party that has not designated a Permanent and/or Alternate Permanent Representatives shall accredit through its competent diplomatic authority, prior to each Conference of Parties, a Conference Representative and/or Alternate Conference Representative to represent the Party.

[Rule 2b](#)

[Designations and/or accreditations referred to in Rules 2 and 2a above, as well as all other notifications, document distributions, and other correspondence related to the work of the Conference of the Parties shall normally be conducted electronically and the targets/deadlines in the appropriate rules below. Any official correspondent may request that electronic correspondence be confirmed in written form, but any such requests shall not result in any changes or delays in the targets/deadlines set forth in these rules.](#)

Rule 3

The designations called for under Rule 2 above and the accreditations provided for under Rule 2a above shall be referred to the Credentials Committee (to be established under Rule 28) for its review and approval. If the Credentials Committee questions such a designation or accreditation, it shall request the Director to work with the submitting Party to resolve these questions before the meeting is adjourned. In the event these questions cannot be resolved to the satisfaction of the Credentials Committee, the Committee shall refer these questions to the next Conference of the Parties for its decision.

Rule 4

All Representatives of Parties and invited observers should register electronically fourteen (14) days in advance of a CoP in which they plan to participate. The Directorate will then post a list of all expected participants on the CoP website.

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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. An observer may not propose, second, or oppose motions, and shall not vote;

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(b) An observer may receive all public documents of the Conference of the Parties.

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Rule 6

The appropriate authority of a State, public international organization, or other agency that is interested in attending a Conference of the Parties as an observer shall so inform the Director no later than forty-five (45) days prior to the Conference.

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Rule 6B

The Director shall inform the Chair of the Executive Council regarding all such expressions of interest. The EC Chair will decide, in consultation with the Director, as to whether invitations should be extended to such applicants and, if so, the Director shall extend invitations to such applicants no later than twenty-one (21) days prior to the Conference.

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Rule 6C

The Director shall distribute to all possible Conference of the Parties' participants logistical information regarding the Conference and a registration form. All those who expect to participate in a Conference of the Parties will be strongly encouraged to register for the

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[Conference via electronic correspondence no later than fourteen \(14\) days prior to the Conference to facilitate Conference planning.](#)

CHAPTER II - MEETINGS

Rule 7

The Conference of the Parties shall [meet regularly once each year on a date \(normally in June\) and at a site to be determined in accordance with offers tendered by 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 Conference of the Parties shall meet 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 Conference of the Parties, whether in session or consulted by correspondence, may agree to have the meeting held at one of the sites offered.

Rule 10

The Director and the appropriate representative of the host country shall extend joint invitations for each Conference of the Parties to the Parties and all other expected participants no later than [ninety \(90\) days prior to the starting date of the Conference.](#) 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 Conference as described in Rule 14.

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 [when such a request is made,](#) the Director shall consult the Parties by correspondence regarding such requests and shall convene such meetings if at least two-thirds of its [active](#) members 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.

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A request to hold a Special Meeting shall identify the matter(s) to be addressed and the meeting shall consider only the matter(s) for which the meeting was called.

Rule 13

The Director shall transmit notices of Special Meetings to the Parties and other participants at least sixty (60) days prior to the starting date thereof.

CHAPTER III - AGENDAS

Rule 14

The Director shall, in consultation with the Bureau of the Executive Council, prepare a provisional agenda for each Regular Meeting of the Conference of the Parties taking into account the decisions of the previous Meeting, the recommendations of the Executive Council, and the proposals of the Parties. The Director shall make this provisional agenda available to the Parties and other participants at least thirty (30) days before the date of the meeting. The provisional agenda shall be supported by background documentation sufficient for analysis of the agenda. This background documentation may include comments and advice from the Director as to the potential programmatic, administrative, and financial implications of agenda items.

Rule 15

The provisional agenda of a regular meeting shall include: reports of the previous Conference of the Parties and of the EC Meetings that preceded and followed this Conference; the annual report of the Directorate; the Plan for future activities of the Institute proposed to be conducted over the next year; and the proposed Budget for these activities. The Director will make supporting information available to the Parties at least thirty (30) days before the Meeting. The Director will submit to the Conference of the Parties immediately prior to the Conference of the Parties any revisions to the Plan and Budget for the next year that are recommended to the Conference of the Parties by the Executive Council at the pre-CoP Executive Council meeting.

Rule 16

Every proposal to include a matter on the provisional agenda shall be supported by a working document which shall serve as a basis for discussion of the matter. Each such proposal shall be submitted to the Director no later than sixty (60) days prior to the Conference of the Parties.

Rule 17

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The Director shall also make the provisional agenda and all related proposals and supporting documents available to the Executive Council for their review at their Meeting that precedes the Conference of the Parties no later than twenty (20) days prior to the Executive Council Meeting. The Executive Council shall present its observations, comments and recommendations to the Conference of the Parties, at the first plenary session of the Conference.

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Rule 19

Once the final agenda has been approved, only business considered urgent and important may be added.

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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, as far in advance of the Special Meeting as possible, but in no case later than ten (10) days prior to the scheduled starting date of the meeting.

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CHAPTER IV - THE MEETING BUREAU

Rule 21

The Meeting Bureau of each meeting of the Conference of the Parties shall be composed of a Chair, a first and a second Vice-Chair, and of the Director of the Institute in his role as Secretary to the Conference of the Parties.

Rule 22

The election of the Chair and the Vice-Chairs shall be carried out separately for each position at the beginning of the Conference of the Parties meeting. 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.

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All Parties shall be strongly encouraged to participate in the Conferences of the Parties through accredited/designated representatives. If a Party has not participated in any of the three previous Conferences of the Parties and the Party has not over this three-year period designated a Permanent Representative for the IAI, that Party shall be considered to be not active. The IAI, especially through cooperation between the Executive Council, its Bureau, and the Directorate shall make every effort to encourage inactive Parties to become active in the IAI. If and when a Party participates in a Conference of the Parties or designates a representative for interaction with the IAI, it shall be considered to be active.

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Rule 24a:

Plenary sessions shall require the presence of a quorum of accredited/designated Representatives of one half of the active IAI Parties. Accreditation shall be validated by the Credentials Committee in accordance with the provisions of Rules 2a and 3. If, after a quorum has been achieved, the quorum is upset, all decisions/actions taken by the Conference of the Parties shall be considered as provisional until the quorum is restored.

(1) In the event that one half of the IAI Parties are present, but accreditation of Representatives from less than one half of the IAI Parties has been validated, all decisions/actions taken by the Conference of the Parties shall be considered as provisional until accreditations sufficient for a quorum are received.

(2) If such accreditation has not been completed before the Conference of the Parties is completed, the Directorate shall seek submission and validation of the credentials of the unaccredited Members who were present at the Conference of the Parties. Decisions or actions taken by the Conference of the Parties shall be considered final when accreditation of a quorum has been achieved.

CHAPTER VI - COMMITTEES

Rule 25

The Conference of the Parties may establish, from among its members, any ad hoc Sessional Committees it may deem necessary; assign to them specific tasks; and establish deadlines for committees to report to the Conference.

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All Parties may participate in Committees. Sessional Committees may also invite the Director, members of the Directorate staff, and observers to participate in the Committees' work.

Rule 26 (move to Rule 28 below)

Rule 26 (formerly Rule 27)

The Conference of the Parties shall elect a Standing Committee for Rules and Procedures of three (3) individuals.

Rule 27 (formerly Rule 28)

The Conference of the Parties shall elect a Credentials Committee, comprised of three (3) Parties, who shall serve for a period of two years.

Rule 28 (replaces former Rule 26 and former Rules 29, 30, 31, and 32))

The Conference of the Parties (CoP) may also establish any CoP ad hoc Advisory Committee 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 it term ends.

All CoP Members may participate in such an Advisory Committee. An Advisory Committee may invite the Director and/or members of the Directorate staff to participate in their work.

A Committee may also augment its initial membership by inviting other Parties, and/or experts to participate in its work.

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

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

Any such Advisory Committee shall submit its report to the CoP and make it available to the Directorate in accordance with the deadline(s) established under the first Paragraph of this Rule above.

The activities of Advisory Committees shall be guided by the Rules and Procedures of the CoP unless the CoP specifies otherwise.

CHAPTER VII - PROCEDURES AND DEBATES

Rule 33

The Chair of the Conference of the Parties 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

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

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Rule 29

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

Rule 30

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

Rule 31

The Advisory 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.

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 in accordance with the approved agenda of the meeting.

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/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 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 [made available](#) in at least two official languages of the IAI.

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CHAPTER VIII - VOTING

Rule 46

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

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

~~Votes shall ordinarily be cast by a show of hands. However, any Representative may request a roll-call vote on any matter. A roll-call vote shall proceed in the order in which the Parties notified the Depositary of their accession to the Agreement.~~ 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

When ~~voting for multiple vacancies is being undertaken and~~ the voting does not result in enough candidates being elected to fill all of the vacancies, a runoff election shall be held ~~between~~ 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 50

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. ~~If such a second round of voting also results in a tie, the winner shall be selected by the toss of a coin by the Director, with the Chair of the Conference of the Parties calling "heads" or "tails".~~

Rule 51

~~Voting to elect or remove the Director shall be conducted by secret ballot.~~

Rule 51A

~~The~~ members of the Executive Council and of the Scientific Advisory Committee shall be elected by secret ballot. ~~In such elections, each accredited/designated representative shall vote for the~~ number of names equal to the number of vacancies to be filled.

Rule 51B

Other business may be decided by secret ballot if the Conference of the Parties so agrees.

Rule 52

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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/her vote, for a period not to exceed five minutes.

CHAPTER IX - THE MEETING MINUTES AND THE REPORT

Rule 59

After each day's session, the Secretary shall produce a list summarizing the actions taken at that session for approval by the Conference of the Parties at the beginning of the next day's session. The list of actions for the final day of the Conference meeting shall be approved by the Conference before the close of the last session of the Conference.

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Rule 59-A

After all discussions have been completed and all actions have been agreed, the Directorate, in consultation with the Meeting Bureau, shall prepare draft resolutions needed to implement the actions taken by the Conference of the Parties and shall submit these to the Executive Council following the Conference of the Parties for signature by the Bureau of the Executive Council.

Rule 60

The Directorate shall prepare a draft Meeting Report for each Conference of the Parties. This draft report shall include all approved resolutions and action lists for each day, the minutes of the Conference and annexes as needed. The Directorate shall make the draft Meeting Report available to all Conference participants no later than sixty (60) days following the end of the post-Conference Executive Council Meeting for the participants' review and comment. All such comments shall be submitted to the Directorate within thirty (30) days of the distribution of the draft Report.

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Rule 60B

The Directorate will make the Meeting Report available to all Parties and other Conference participants no later than one-hundred-twenty (120) days following the end of the post-Conference Executive Council Meeting. The Directorate shall also make the Meeting Report widely available as soon as possible thereafter via the IAI website.

CHAPTER X - THE SECRETARIAT

Rule 61

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

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CHAPTER XI - ELECTION OF MEMBERS OF THE SCIENTIFIC ADVISORY COMMITTEE (SAC)

Rule 62

The Conference of the Parties will normally hold elections to fill vacancies on the Scientific Advisory Committee no earlier the second (2nd) day of the Conference. 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 candidates are proposed by the Scientific Advisory Committee itself, and ending with the vacancy for which candidates are proposed by the Associates of the Institute.

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Rule 62-A

The Parties, the Scientific Advisory Committee and the Associates, in considering potential candidates for the SAC, and the Conference of the Parties, in its election of SAC members, shall take into account the need to ensure representation within the Scientific Advisory Committee from a variety of disciplines relevant to global change research and equitable geographic distribution. The Scientific Advisory Committee Chair will make available to the Parties at least sixty (60) days in advance of each Conference of the Parties (at which a SAC election is to be held?) an assessment of the SAC's needs for disciplinary representation.

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Rule 63

Each Party may propose up to two candidates twice the number of candidates for the number of SAC vacancies to be filled from nominees by the Parties. Rule 64

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The Scientific Advisory Committee may propose up to twice the number of candidates for the number of SAC vacancies to be filled from nominations from the Scientific Advisory Committee itself.

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Rule 65

The Associates of the Institute may submit up to four (4) candidates for the vacancy on the Scientific Advisory Committee to be filled by nominations from the Associates. If no candidates are presented, the Conference of the Parties may fill this vacancy taking into account nominations made earlier by the Parties and/or the Scientific Advisory Committee itself.

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Rule 66

All nominations for candidates must be submitted to the Directorate in time for the Directorate to make them available at least thirty (30) days prior to the election date. Nominations must be accompanied by curricula vitae that fulfill at least the requirements set forth by the Agreement.

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Rule 66-A

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When the Conference of the Parties elects members of the Scientific Advisory Committee, the newly constituted Committee shall take office immediately after the Conference of the Parties has been adjourned.

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[Rule 66-B](#)

Should a position on the Scientific Advisory Committee become vacant prior to the scheduled end of term, the Conference of the Parties may fill this vacancy [via electronic communications, taking into account nominations made earlier by the Parties and/or the SAC.](#)

CHAPTER XII - ELECTION AND REMOVAL OF THE DIRECTOR

Rule 67

The Director shall be elected in accordance with the provisions of Article VIII, Sections 4 and 6 of the Agreement, and in accordance with Rule 51.

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

[If the position of Director becomes vacant before the term has been completed, the Executive Council shall select an Interim Director to serve until the next Regular Meeting of the Conference of the Parties at which time the Conference of the Parties shall elect a new Director.](#)

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Rule 71

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

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Rule 72

The Conference of the Parties shall have exclusive authority to remove the Director when sound operation of the Institute so demands. The CoP may do so at a Regular Meeting, at a Special Meeting, or via electronic correspondence.

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Any Party may propose such action to the EC Bureau ninety (90) days in advance of the proposed action.

The Bureau shall decide whether such action should be pursued and, if so, shall make all arrangements necessary for the CoP to take such action by one of the means identified above. The Bureau may call directly on members of the Directorate to provide administrative assistance in making these arrangements.

Removal of the Director requires a two-thirds majority vote of the CoP and the vote shall be by secret ballot.

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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 for those items for which the Agreement requires a two-thirds vote 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 ninety (90) days prior to the opening of the meeting of the Conference of the Parties at which they are to be considered.

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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.