

RULES OF PROCEDURE OF THE MEETINGS OF CONSULTATION OF THE COMMISSIONS

**APPROVED BY THE MEETINGS OF CONSULTATION
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The rules of procedure herein printed were approved
in each Commission Meeting of Consultation

RULES OF PROCEDURE OF THE MEETINGS OF CONSULTATION OF THE COMMISSIONS OF THE PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

CHAPTER I NATURE OF THE MEETINGS

Article 1. The Meetings of Consultation on Cartography, Geography, History and Geophysics are held, among other purposes, to elect the Officers and analyze the structure of the Commissions, evaluate the activities carried out during the past quadrennium and establish the scientific policy and the work plan for the next quadrennium.

CHAPTER II PARTICIPANTS

Article 2. The Meetings of Consultation are composed of the delegations designated by the Member States, and each has the right to one vote. The Chairpersons of the Commissions, the National Members who do not head the delegation, the Members of the Committees, Working Groups and the Observers shall only have the right to voice.

Article 3. The Secretary General of the Organization of American States or his representatives may participate in the deliberations of the Consultations as observers, with voice, but without vote.

Article 4. The observers of official or private organizations of the Member States as well as those of international organizations may participate with voice but without vote and present works related to the technical and scientific topics of the Consultations.

Article 5. The Consultations shall be presided by the Chairpersons of the Commissions or in their absence by the Vice Chairpersons of the Commissions.

Article 6. The Consultations shall elect their Secretaries by the favorable vote of one half plus one of the Member States.

CHAPTER III

THE SECRETARIES OF THE CONSULTATIONS

Article 7. The Secretaries of the Consultations shall have the following duties:

- a) Organize, direct and coordinate the work of the Secretaries of the Consultations;
- b) Serve as Secretaries of the Coordinating Committees of the Consultations;
- c) Receive, distribute, and answer the official correspondence of the Consultations;
- d) Prepare the order of the day in accordance with the Chairpersons of the Consultations;
- e) Prepare the summarized acts of the plenary sessions;
- f) Distribute the documents of the Consultations among the participants;
- g) Serve as intermediaries between the participants in the Consultations and the officers of the government of the country, and

- h) Carry out all other functions conferred by these Rules of Procedure, the Consultations and the Chairpersons thereof.

Article 8. The Secretaries of the Consultations shall have the advice and collaboration of the Secretary General of the Institute in the conduct of their duties.

CHAPTER IV SESSIONS OF THE CONSULTATIONS

Article 9. The preliminary draft Calendars of Activities of the Meetings of Consultation should be prepared by the Organizing Committee, in consultation with the Officers of the Commissions to ensure that adequate consideration has been given to the distribution of technical/scientific and administrative sessions.

CHAPTER V QUORUM, QUESTIONS OF ORDER AND VOTING

Article 10. The quorum for the constitution of the Meetings of Consultation shall be one half plus one of the active Member States in plain use of their rights.

Article 11. The quorum for the Plenary Sessions shall be two thirds of the Member States that constituted the Consultation.

Article 12. The decisions of the Meetings of Consultation shall be taken by a majority vote of the delegates present in the sessions, without taking into account the abstentions, except in the following cases which shall require the affirmative vote of two thirds of the representatives of the Member States present:

- 1) Extension of the terms of office of the Chairpersons and Vice Chairpersons of the Commissions;
- 2) Inclusion of new items on the agendas;
- 3) Amendments to these Rules of Procedure.

Article 13. No items that are not on the agenda shall be taken into consideration without the consent of two thirds of the delegations present.

Article 14. In the sessions of the Meetings of Consultation in which aspects related to the administration and functioning of the Commissions are analyzed, the quorum shall be constituted by one half plus one of the National Members of the Commissions or the Delegates accredited by the Member States to substitute them. All delegates shall have the right to voice, but only the National Members or their representatives shall have the right to vote.

The conclusions of the regular Meetings of Consultation shall be submitted to the consideration of the General Assembly and, those of the extraordinary meetings, shall be communicated to the Directing Council.

Article 15. Any Head of Delegation or his accredited representative may abstain from voting and request that this be reflected in the respective minutes.

Article 16. A motion must be seconded by another official delegation in order to be considered by the Consultations.

Article 17. The amendments shall be submitted for debate and shall be voted upon prior to the proposal which they intend to modify.

CHAPTER VI

WORKING COMMITTEES OF THE MEETINGS OF CONSULTATION

Article 18. The following Working Committees shall be created: Committee on Technical and Scientific Affairs and Coordinating Committee of the Consultations.

Article 19. The Committee on Technical and Scientific Affairs shall be composed of the National Members of each Member State, the Coordinators and Members of the Pan American Committees and Working Groups. The Chairpersons, Vice Chairpersons and Secretaries shall be elected from the members.

They shall have the responsibility of:

- a) Preparing the Technical-Scientific policy of the Commissions for the quadrennium.
- b) Structuring these programs that will cover the activities of the Commissions during the quadrennium, in accordance with these policies.
- c) With all this preparing the Work Plans for the Commissions: detailed for the first year and global for the remaining years of the quadrennium, fixing clear priorities of the proposed activities.

Article 20. The Coordinating Committees of the Consultations shall be composed of the Chairpersons and Vice Chairpersons of the Commissions, the Chairpersons of the Committees on Technical and Scientific Policy and the Secretaries of the Consultations. They shall receive the draft recommendations emanating from the First Plenary and the Working Committees on Technical and Scientific Policy and shall be responsible for the review of the decisions adopted in order to avoid duplications or contradictions among them. They shall likewise consider the conclusions and recommendations de rigueur and present them for the consideration of the Consultations.

Article 21. The Consultations are empowered to establish other Special Technical Committees it deems necessary.

Article 22. The Working Committees, with the support of the Secretaries of the Consultations, shall present their reports to the plenary. These should contain a brief statement of the manner the items referred to them were handled, a list of the documents studied and the persons who participated in the meetings and the draft recommendations.

CHAPTER VII

WORKING DOCUMENTS

Article 23. The official delegations shall be empowered to present to the Meetings of Consultation:

- a) Information documents that shall consist of technical studies and reports concerning any topic on the agendas of the Consultations, and
- b) Motions, declarations, conclusions, recommendations, agreements, etc., which refer to the topics presented to the Consultations.

The observers from scientific organizations or institutions may only present documents of an informative nature concerning technical or scientific matters.

Article 24. The information documents, draft declarations, conclusions or recommendations shall be delivered to the Secretaries of the Consultations.

Article 25. Each document shall refer to the items on the agendas with which these are concerned. Documents not clearly related with an agenda items will first be considered by the Coordinating Committees which shall report on them to the Consultations.

CHAPTER VIII

TECHNICAL CONFERENCES

Article 26. In the afternoon the Consultations shall have technical meetings with the presentation of works that could be:

- a) Invited speakers
- b) Reports of the Pan American Committees and Working Groups
- c) Reports of those responsible for projects
- d) Presentations on projects proposed for the quadrennium
- e) Scientific presentations and progress reports

These meetings shall be chaired by the Chairpersons of the Commissions or by the Chairpersons of the Pan American Committees concerned with the subject matter.

Article 27. The Pan American Committees and Working Groups may hold separate meetings. The Chairpersons of the Commissions will open the meeting and these will be chaired by the Chairperson of the group that is meeting. Should there not be any officer of the groups present, chairpersons shall be elected from among those delegates present.

CHAPTER IX OFFICIAL LANGUAGES

Article 28. The official languages of the Consultations are those of the Institute. The summarized minutes of the plenary sessions as well as the daily minutes of the meetings of the Working Committees shall be prepared in Spanish.

CHAPTER X ACTS AND PUBLICATIONS OF THE MEETINGS OF CONSULTATION

Article 29. The summarized minutes and proceedings of the plenary sessions of the Consultations shall be prepared by the Secretaries of the Consultations.

CHAPTER XI THE ACTS

Article 30. The Acts shall contain the declarations, conclusions, and recommendations approved by the Consultations. The text shall be signed in Spanish during the closing session by a representative of each of the official delegations and officers and observers.

CHAPTER XII AMENDMENTS TO THE RULES OF PROCEDURE

Article 31. These Rules of Procedure may be amended by the affirmative vote of two thirds of the Member States accredited to the Consultations.

