

Rules of Procedure of the Directing Council¹

Proposal by the Secretariat

I. Rule 2 of the Rules of Procedure of PAHO's Directing Council relates to the notice of convocation which is sent by the Secretariat to the Organization's membership 60 days prior to the opening of a Council session. In its current form this Rule does not reflect the fact that the notice of convocation is always sent together with the provisional agenda approved by the Executive Committee. The Working Group on Streamlining Governance Mechanisms of PAHO may wish to consider the following modification:

Rule 2(Rev.)

Notices of convocation **together with the provisional agenda** shall be sent to all Members, Associate Members, and Observer States not less than 60 days before the date fixed for the opening of a session, except in extraordinary circumstances.

II. Rule 33 of the Rules of Procedure relates to the duties and responsibilities of the General Committee of the Directing Council. In recent years the usefulness of this Committee has been called into question given the limited scope of its responsibilities. The General Committee basically decides the place and time of all of the meetings, determines the order of the day, and fixes the time of adjournment. The Working Group may wish to consider expanding the scope of the Committee's role in order to make it a working committee. Therefore, in addition to the above duties, the General Committee could assume additional responsibilities related to the agenda. In this regard, the Secretariat notes the need to clarify the process for handling proposed agenda items submitted in the period between the dispatch of the approved provisional agenda under the current Rule 9 and the opening of the session. Consequently, the Secretariat proposes the following:

Rule 33 (Rev.)

The General Committee shall:

- (a) decide the time and place of all meetings;
- (b) determine the order of the day of each meeting;
- (c) **recommend action to be taken regarding any proposed agenda item submitted after the provisional agenda has been dispatched pursuant Rule 2, and prior to the adoption of the agenda pursuant Rule 10;**
- (d) **propose the deferment of any agenda item to a future Council session;**
- (e) fix the date of the adjournment;
- (f) otherwise facilitate the orderly dispatch of the business of the Council.

¹The corresponding Rules of Procedure of the Pan American Sanitary Conference and Executive Committee may also require amendment.

III. Part III – Agenda, Rules 7 through 13 of the Rules of Procedure relate to the preparation and adoption of the agenda for Council sessions. The following proposal would be required to accommodate the proposed modifications to Rules 2 and 33, above. Additionally,

Rule 9(Rev.)

~~The provisional agenda and~~ [A]ll working documents relating thereto shall be sent to the Members, Associate Members, and Observer States at least 30 days prior to the opening of the session.

Rule 10 (Rev.)

The Council shall adopt its own agenda and, in so doing, may make such additions or modifications to the provisional agenda as it may wish, in accordance with these Rules **and as recommended by the General Committee.**

Rule 12 (Rev.)

~~Whenever possible,~~ **Except in extraordinary circumstances,** a proposal for inclusion of an item in the provisional agenda or agenda shall be accompanied by a working document prepared by the proposer, to serve as a basis for discussion.

IV. The Working Group may consider modifying Rule 23 relating to the role of the Rapporteur in order to reflect the fact that not all proposed resolutions need to be drafted by the Rapporteur.

Rule 23 (Rev.)

The Rapporteur shall be responsible for **presenting and** drafting, **as necessary,** proposed resolutions in light of the deliberations of the Council.

V. Rule 40 regulates, inter alia, the introduction and consideration of resolutions. In order to permit the Secretariat sufficient time to translate and circulate proposed resolutions prior to their consideration and to enable delegates to engage in consultations with their respective governments, the Secretariat would propose the following modification:

Rule 40 (Rev.)

Members and Associate Members may propose, and the Secretary ex officio may recommend, resolutions, amendments, and motions.

Resolutions shall be introduced in writing and shall be handed to the Secretary ex officio, who shall circulate copies to the delegates **within 12 hours**. Amendments which introduce significant changes in a resolution shall also be submitted in writing. No resolution or significant amendment shall be discussed or put to the vote unless copies of it have been circulated to all delegates **at least 24 hours prior to its discussion**. ~~no later than the preceding meeting~~. Under special circumstances, the President may permit the discussion and consideration of such resolutions or amendments even though they have not been circulated previously.

Proposals shall be voted on in the order in which they are presented except when the Council decides to the contrary. Parts of a proposal or an amendment shall be voted on separately if any delegate so requests.