

RULES OF PROCEDURE OF THE INTER-AMERICAN COUNCIL FOR INTEGRAL DEVELOPMENT (CIDI)

I. PURPOSE AND COMPOSITION

Article 1. The purpose of the Inter-American Council for Integral Development (CIDI) is to promote cooperation among the member states in order to further their integral development and, in particular, to help eliminate poverty. It is composed of one principal representative from each member state, at the ministerial or equivalent level.

II. CHAIR AND VICE CHAIR

Officers

Article 2. A Chair and Vice Chair shall be elected during the first plenary session of CIDI and shall hold office until the closing of the meeting. The election shall require the vote of a majority of the member states.

The Chair and Vice Chair of CIDI may not be reelected for the meeting immediately following.

Article 3. The government of the host country shall be designated as a temporary Chair who will preside until the meeting of CIDI elects its Chair.

When CIDI meets at the headquarters of the General Secretariat, the Chair shall be temporarily held by the head of the delegation that is first in the order of precedence established in accordance with Article 18, until the election of the Chair.

Replacement of the Chair

Article 4. In the case of the temporary or permanent absence of the Chair, he or she shall be replaced by the Vice Chair, who shall have the same powers and duties.

Article 5. In the absence of the Chair and Vice Chair, the Meeting of CIDI shall be presided over temporarily by the principal representative of the member state that is first in the order of precedence established for the meeting in which both were elected.

Powers of the Chair

Article 6. The Chair shall convoke the plenary sessions, establish their order of business, open and adjourn the plenary sessions, direct the debate, grant the floor to the representatives in the order of their requests, put to a vote the points under discussion and announce the results; rule on points of order in compliance with Article 36, install the committees, perform any other task CIDI may assign him or her, and, in general, observe and enforce the provisions of these Rules of Procedure.

III. MEETINGS

Article 7. CIDI may hold regular, specialized or sectoral, and special meetings when so convoked by the General Assembly, the Meeting of Consultation of Ministers of Foreign Affairs, on its own initiative, or on the initiative of CEPCIDI.

Regular Meetings

Article 8. CIDI shall hold at least one regular meeting each year, before the regular session of the General Assembly, at the ministerial or equivalent level, to consider matters of a general nature concerning the promotion of partnership and integral development and, in particular, to perform the functions set forth in Articles 3 and 23 and those that may be pertinent in Article 31 of the Statutes.

Specialized or Sectoral Meetings

Article 9. CIDI may hold specialized or sectoral meetings at the ministerial or equivalent level on those topics it considers pertinent, for the purpose of performing the functions stipulated in Article 24 of the Statutes.

Special Meetings

Article 10. CIDI may hold special meetings to consider specific issues or for those cases provided for in Article 37 of the Charter of the Organization.

Agenda of the Regular and Specialized or Sectoral Meetings

Article 11. The draft agenda for the regular and specialized or sectoral meetings of CIDI shall be prepared by CEPCIDI and sent with a report to the governments of the member states so that they may make pertinent observations or propose the inclusion of additional items within a time frame established by CEPCIDI. In preparing the draft agenda, CEPCIDI shall take into account the provisions of the Charter and the Statutes of CIDI, as well as those items proposed by the governments of the member states, those agreed upon by CIDI in previous meetings, pertinent mandates of the General Assembly, and, if applicable, those proposed by the Meeting of Consultation of Ministers of Foreign Affairs and those recommended by other bodies of the Organization.

Article 12. CEPCIDI shall submit the draft agenda to the member states 45 days prior to the date of the meeting. It shall recommend that certain items, in accordance with their importance, be considered preferentially at the beginning of the respective meeting. The draft agenda shall be accompanied by a report, which shall contain complete background data and, when deemed appropriate, other relevant factors that may facilitate consideration of the items.

Agenda of the Special Meetings

Article 13. The agenda for each special meeting of CIDI shall be limited to that issue or issues that have prompted its convocation. The procedures and deadlines for the preparation of the agenda and its transmission to the member states shall be established in each case by CEPCIDI.

Site and Date

Article 14. The meetings of CIDI shall be held, taking into account the offers made by the member states, at the site and on the date agreed upon when convoking the respective meeting. When there is no offer of a site for the meeting or when it can not be held at the place agreed upon,

CIDI shall meet at the headquarters of the General Secretariat. Offers of a site shall be made at least three months prior to the established date, except in the case of special meetings.

IV. PARTICIPATION IN MEETINGS

Delegations

Article 15. The delegations of the member states shall be composed of the representatives, advisers, and other members accredited by the governments. Each delegation shall have a principal representative or head of delegation, who may delegate his duties to any other member of the delegation.

Credentials

Article 16. The members of each delegation and the permanent observers to the Organization shall be accredited to CIDI by their respective governments, by means of a communication addressed to the Secretary General of the Organization.

Article 17. The Secretary General shall receive the credentials presented to him and shall submit a report to the plenary of CIDI, which shall rule on the matter.

Precedence

Article 18. The order of precedence of the delegations for each meeting of CIDI shall be established by CEPCIDI according to alphabetical order, in Spanish, once the first place has been drawn by lot. The order of precedence of the permanent observers shall be established in the same way.

Organs and Agencies of the Inter-American System

Article 19. The representatives of the organs and agencies of the inter-American system may attend the meetings of CIDI with the right to speak.

Permanent Observers

Article 20. Permanent observers to the Organization, or their respective alternates, as the case may be, may attend the meetings of CIDI and of its committees. Permanent observers may also speak at meetings when it is so decided by the corresponding Chair.

Other Observers

Article 21. Observers to the meetings of CIDI may also be sent by:

1. Governments of the member states of the United Nations or its specialized agencies that have expressed an interest in attending, subject to prior authorization by CEPCIDI;
2. Inter-American governmental entities and agencies of a regional or subregional nature that are not included among the organs and agencies of the Organization, subject to prior authorization by CEPCIDI;

3. Specialized agencies related to the United Nations or other international organizations, when so provided in their current agreements with the Organization or, in the absence of such agreements, subject to prior authorization by CEPCIDI.

The observers referred to in this article may speak in the meetings of CIDI or its committees when invited to do so by the respective Chair.

For the purpose of this article, the Secretary General of the Organization will send the corresponding communications.

Special Guests

Article 22. Subject to prior authorization by CEPCIDI and with the consent of the government of the host country, national or international governmental organizations or entities and persons of recognized standing in the matters to be considered may attend the meetings of CIDI as special guests, provided they express an interest in doing so.

The special guests referred to in this article may speak in the meetings of CIDI when invited to do so by the respective Chair.

Requests to attend the meetings of CIDI as special guests shall be presented to the General Secretariat of the Organization at least 15 days prior to the opening of the Meeting of CIDI.

For the purposes of this article, the Secretary General of the Organization will extend the corresponding invitations.

General Secretariat

Article 23. The Secretary General and the Executive Secretary for Integral Development participate with voice but without vote in the meetings of CIDI and of its subsidiary bodies.

V. SESSIONS

Article 24. Each meeting of CIDI shall hold a preparatory session, an inaugural session, the plenary sessions that may be required, and a closing session. In the case of a special meeting, the inaugural session may be omitted.

Article 25. The preparatory session shall be closed and will be attended by the heads of delegation, with the participation of the Secretariat. In this session, the following agreements shall be adopted:

1. Election of the Chair and Vice Chair;
2. Constitution of the Style Committee;
3. Final agenda of the meeting;
4. Appointment of the working committees;
5. Agreement on the deadline for the presentation of proposals;

6. Duration of the meeting;

7. Other matters.

Article 26. At the first plenary session of CIDI, the agreements reached at the preparatory session shall be approved.

Article 27. Except as provided for in Article 25, the plenary sessions of CIDI and its committees shall be open, unless the respective meeting decides otherwise.

The sessions of the working groups shall be closed, unless said groups decide otherwise.

VI. COMMITTEES AND WORKING GROUPS OF THE MEETINGS

Style Committee

Article 28. At each meeting, a Style Committee comprised of four delegations which represent respectively each of the four official languages of the Organization, shall be established.

Article 29. The Style Committee shall receive the resolutions and declarations approved by CIDI, shall correct any defects of form, and shall ensure equivalency among the versions in the official languages. Should it note any defects of form that cannot be corrected, the Committee shall submit the matter to CEPCIDI for its decision.

Other Committees and Working Groups

Article 30. At each meeting, CIDI may also establish committees or working groups, which shall elect their own officers. The recommendations that are adopted or the conclusions reached shall be presented to the plenary sessions of the meetings in a report that must be approved by the respective committee or working group. Any member of a committee or working group may request that his or her position be recorded in the report of that committee or working group. CIDI shall take note of these reports and shall make the pertinent decisions.

Article 31. The committees may establish such working groups as they consider necessary for study of the topics submitted to them for consideration.

Article 32. All delegations may be members of the committees established during a CIDI meeting and may participate in the working groups.

The working groups shall be established at the proposal of the chairs of the respective committees or at the express request of the interested delegations.

VII. QUORUM AND DEBATE

Article 33. A majority of the representatives of the member states shall constitute a quorum for the plenary sessions of the meetings of CIDI.

For sessions of the committees and working groups constituted to meet during CIDI meetings, one third of the members that have registered to participate in any such committee or working group shall constitute a quorum. However, for purposes of adopting decisions, at least a majority of said delegations must be present in the corresponding session.

Proposals

Article 34. Proposals that are submitted to CIDI for consideration shall be presented in writing to the Secretariat, which shall deliver copies to the representatives at least 24 hours prior to the meeting in which the matter will be discussed. However, a two-thirds vote of the member states shall be required for CIDI to authorize discussion of a proposal for which the established procedure could not be followed because of its urgent nature.

Withdrawal of Proposals

Article 35. A proposal may be withdrawn by its proponent before the original text or any amendment thereto has been put to a vote. Any other representative may introduce a proposal that has been withdrawn.

Points of Order

Article 36. During the discussion of a matter, any representative may raise a point of order regarding the application of these Rules of Procedure, which shall be ruled upon immediately by the Chair. When raising a point of order, a representative may not go into the substance of the matter under discussion. The decision of the Chair may be appealed. The appeal shall be put to a vote immediately and shall be declared approved if favored by a majority vote of the members present.

Suspension of Debate

Article 37. The Chair or any representative may request that debate be suspended. Only two representatives may speak in favor of, and two against, a motion to suspend debate. It shall then be put to a vote immediately and shall be declared approved if favored by a majority vote of the members present.

Suspension or Adjournment of the Meeting

Article 38. During any debate, the Chair or any representative may propose that the meeting be suspended or adjourned. Such a motion shall be put to a vote immediately without discussion, and it shall be declared approved if favored by a two-thirds vote of the members present.

Closing of Debate

Article 39. The Chair or any representative, when he or she considers that a matter has been sufficiently discussed, may propose that debate be closed. This motion may be opposed by two representatives and shall be declared approved if favored by a two-thirds vote of the members present.

Order of Procedural Motions

Article 40. The following motions shall have precedence over all other proposals or motions, in the order set forth below:

1. Suspension of the meeting;
2. Adjournment of the meeting;
3. Suspension of debate of the topic under consideration;
4. Closure of debate of the topic under consideration.

Reconsideration of Decisions

Article 41. A motion for reconsideration of a decision taken by CIDI or its committees must be approved by a vote of two thirds of the delegations that are members of the body in question.

VIII. VOTING

Right to Vote

Article 42. The representative of each member state has the right to one vote.

Majority Required

Article 43. In plenary sessions of CIDI and its committees, decisions shall be taken by a majority vote of the member states, except as otherwise provided in various provisions of the Charter of the Organization, decisions of the General Assembly, the Statutes of CIDI, or these Rules or Procedure.

Matters having budgetary implications shall require the approval of two thirds of the member states.

Recommendations of the working groups that function during meetings of CIDI shall be adopted, preferably, without a vote. However, if necessary, they may be adopted by a majority vote of the members present.

Voting Procedure

Article 44. Votes shall be taken by a show of hands, but any representative may request a roll-call vote, which shall be taken beginning with the delegation of the state whose name is drawn by lot and continuing thereafter in the alphabetical order of the Spanish names of the member states.

In roll-call votes, the name of each member state shall be called and the representative shall give his or her vote in favor, in opposition, or of abstention.

Votes shall be by secret ballot only in the case of elections. However, if it is so agreed, CIDI may adopt a different procedure.

Two-thirds Majority of the Members of CIDI

Article 45. The affirmative vote of two thirds of the members of CIDI shall be required:

1. To convoke a special meeting o CIDI, except when the meeting is being convoked pursuant to Article 37 of the Charter;
2. To establish inter-American committees;
3. To take decisions no budgetary matters;
4. To reconsider a decision of CIDI;
5. To adopt amendments to these Rules of Procedure when the articles involved stipulate a two-thirds majority of the members of CIDI;
6. To authorize the discussion of a proposal that has not gone through the procedure set forth in Article 34 of these Rules of Procedure.

Two-thirds Majority of Members Present

Article 46. The affirmative vote of two thirds of the members present shall be required to:

1. Approve appeals to rulings by the chair on points of order;
2. Suspend or close debate;
3. Approve a motion to deny a request to close the debate;
4. Approve a motion to deny a request that a vote be taken by parts;
5. Decide that proposals shall be put to the vote in an order other than that in which they were presented;
6. Adopt amendments to these Rules of Procedure when the articles involved stipulate a two-thirds majority of the members present.

Voting on Proposals

Article 47. After debate is closed, decisions shall be taken on the proposals presented, together with any proposed amendments.

Where a vote is required and once the Chair has announced the start of the voting, no representative may interrupt it, except for a point of order relating to the manner in which the voting is being conducted.

The process of voting and vote-counting shall end when the Chair announces the result.

Article 48. Proposals shall be voted on in the order in which they are presented, except when CIDI, by a two-thirds vote of the members present, decides otherwise.

Voting on Amendments

Article 49. Amendments shall be submitted for discussion and put to a vote before the voting on the proposal they are intended to modify. A proposal that would totally replace the original proposal, or that is not directly related to it, shall not be considered as an amendment.

Article 50. When several amendments to a proposal are presented, the vote shall be taken first on the one that departs furthest from the original text. The other amendments shall be voted upon in like order. In case of doubt in this regard, they shall be voted upon in the order of their presentation.

Article 51. When the adoption of one amendment necessarily implies the exclusion of another, the latter shall not be put to vote. If one or more amendments are adopted, the complete proposal as amended shall be put to a vote.

Voting by Parts

Article 52. Any representative may request that a proposal or amendment be put to the vote by parts. If any representative opposes such a request, the motion to deny it shall be put to a vote and a two-thirds majority of the members present shall be required for approval. Only two representatives may speak in favor of, and two against, a request for voting by parts. When voting by parts is accepted, any proposal or amendment thus approved must be put to a final vote as a whole. If all the operative parts of a proposal or amendment have been rejected, it shall be considered to have been rejected as a whole.

Explanation of Vote

Article 53. Before the voting process has begun, or after it has ended, any representative may request the floor to explain his or her vote, except in the case of secret ballots.

IX. MINUTES AND OTHER DOCUMENTS

Minutes and Summaries of the Sessions

Article 54. The Secretariat shall prepare minutes of the plenary sessions, which shall be distributed as quickly as possible. It shall also prepare summaries of the committee sessions, as well as of the working group sessions if those groups so request.

Article 55. During committee sessions, representatives may request to have the opinions they expressed in a session recorded in the corresponding summary. They may also request to have statements that they made appended to the summary.

Minutes shall not be kept of discussions in closed sessions of CIDI, nor shall summaries of the closed committee sessions, but the Secretariat shall record the names of the representatives present at such sessions and the decisions adopted.

Final Documents of the Meetings

Article 56. The resolutions, recommendations, and other agreements adopted at each CIDI meeting shall be recorded in a final report.

X. THE GENERAL SECRETARIAT

Article 57. The General Secretariat shall:

1. Provide technical and logistical services to CIDI and its organs;
2. Provide support for policy discussions of the various fora of CIDI;
3. Prepare studies and supporting documents for CIDI meetings and
4. Perform other mandates and functions entrusted to it by CIDI and its organs.

XI. SUBSIDIARY BODIES

Permanent Executive Committee of CIDI (CEPCIDI)

Article 58. The functioning of CEPCIDI shall be governed by its own Rules of Procedure, approved by CIDI.

Article 59. CEPCIDI shall be responsible for performing the duties assigned to it in the Statutes of CIDI and its own Rules of Procedure. In addition, when CIDI is not in session, CEPCIDI shall:

1. Coordinate the activities of the other subsidiary bodies of CIDI;
2. Receive the reports and recommendations of all other subsidiary bodies of CIDI for transmittal to that body accompanied, when appropriate, by its observations and recommendations thereon;
3. Adopt, ad referendum of CIDI, those administrative, budgetary and regulatory measures that would normally require a decision by CIDI but that, by virtue of their urgency, cannot be delayed;
4. Carry out the mandates from the General Assembly to CIDI that are in CEPCIDI's sphere of competence and carry out any duties expressly delegated by CIDI.

Nonpermanent Specialized Committees

Article 60. The activities and operation of the nonpermanent specialized committees established in accordance with Article 13 of the CIDI Statutes shall be governed by the provisions of the CIDI resolutions by which they are established and by the corresponding Rules of Procedure.

Inter-American Committees of CIDI and Other Bodies and Agencies Established by CIDI

Article 61. The inter-American committees of CIDI and other subsidiary bodies of CIDI envisioned in Articles 17 to 20 and 21 of the CIDI Statutes, respectively, shall be governed by the provisions of the CIDI resolutions by which they are established and by the corresponding Rules of Procedure.

XII. AMENDMENT OF THE RULES OF PROCEDURE

Article 62. Amendments to these Rules of Procedure shall be adopted by a majority vote of the members of CIDI, except for articles requiring a two-thirds majority, in which case a like majority shall be required for amendment.

Article 63. Procedural matters not provided for in these Rules of Procedure shall be resolved by CIDI itself.