

II. GENERAL SECRETARIAT

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Chapter XVI of the Charter describes the functions and attributes of the General Secretariat, the OAS' central and permanent organ headquartered in Washington, D.C. Elected by the General Assembly, the Secretary General directs the General Secretariat, serves as its legal representative and participates in all meetings of the Organization with voice but without vote. The Secretary General has the authority to bring to the attention of the General Assembly or the Permanent Council any matter that, in his judgment, could affect the peace and security of the Hemisphere or the development of the member states. It is the Secretary General's responsibility to establish whatever offices he deems necessary within the General Secretariat, to determine the number of staff members, appoint them, regulate their duties and functions, and fix their remuneration. The Assistant Secretary General, also elected by the General Assembly, is the Secretary of the Permanent Council and an advisory officer to the Secretary General, whose functions he performs during the latter's temporary absence or permanent disability. The Assistant Secretary General also acts as the Secretary General's representative in all matters which the latter entrusts to him.