

COM/CITEL RES.146 (XII-02)¹

AMENDMENTS TO THE REGULATIONS OF CITEL

The XII Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

HAVING SEEN:

The amendments to the Regulations of CITEL approved by Resolution CITEL/RES.34(III-02);

TAKING INTO ACCOUNT:

That during a general revision of the Regulations it was noted that some translations adjustments should be made on certain versions;

CONSIDERING:

That the Department of Legal Services of the OAS suggested that Article 99 should be amended;

ALSO CONSIDERING:

The report and explanation of reasons presented by the Executive Secretariat of the CITEL, with draft proposals to articles 14, 63, 89, 93.9 and 99;

RESOLVES:

To approve the amendments to the Regulations which are attached in the Appendix to this Resolution.

APPENDIX

REGULATIONS OF CITEL

Explanatory Notes

The Regulations of the Inter-American Telecommunication Commission were approved by resolution AG/RES.1259 (XXIV-O/94) and amended by resolutions CITEL RES. 29 (II-98) and CITEL RES. 34 (III-02).

The text indicates the amendments introduced by resolutions CITEL RES. 29 (II-98) and CITEL RES. 34 (III-02).

The Articles of the Regulations have been renumbered taking into account the modifications approved during the III CITEL Assembly. By a footnote we indicate at what meeting modifications have been approved.

Example: The footnote [CITEL-2002] indicates changes introduced to the original text at the Third Assembly of CITEL held in Washington, DC, USA, August 12 to 16, 2002.

¹ Document COM/CITEL/doc. 727/02

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18 December 2002

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REGULATIONS OF THE INTER-AMERICAN TELECOMMUNICATION COMMISSION

CHAPTER I NATURE, ORGANIZATION AND MEMBERSHIP

ARTICLE 1

Nature

1. CITEL is governed by its Statute and these Regulations. The Regulations complement the Statute which was approved by Resolution of the OAS General Assembly, and serve to provide more specific rules for the operation, administration, and procedures of CITEL for the achievement of its purposes and objectives.
2. In case of conflict between the Statute and these Regulations, the Statute shall take precedence.
3. The technical autonomy of CITEL established pursuant to the Statute, includes:
 - a. The capacity and competence to freely program its activities within the scope of Article 1 of the Statute;
 - b. A direct technical relationship with the General Assembly of the Organization of American States (hereafter "the Organization") notwithstanding its obligation to submit its Annual Report of activities to the Permanent Council of the Organization, so that the Council has the opportunity to present its observations and recommendations to the General Assembly pursuant to Article 91(f) of the Charter of the Organization;
 - c. Direct contact with the Secretary General of the Organization for all administrative and budgetary matters;
 - d. Competence to establish relations with other international organizations that participate in the development of telecommunications throughout the American States; and
 - e. Participation in the planning of technical assistance to CITEL members.

ARTICLE 2² Organization

CITEL fulfills its objectives through the following organs: the CITEL Assembly, the Permanent Executive Committee (COM/CITEL), the Permanent Consultative Committees, and the Secretariat. The first three organs shall include such committees, sub-committees, working groups and ad hoc groups, joint working groups and rapporteurs as may be established in accordance with these Regulations.

² [CITEL-1998] [CITEL-2002]

ARTICLE 3

Applications for Membership

Any American State which is not a member of the Organization, must submit its membership request to the Secretary General of the Organization, who shall transmit it to COM/CITEL for study and recommendation before it is considered by the CITEL Assembly and approved by the General Assembly of the Organization.

ARTICLE 4

Liaison

Each Member State shall notify the Executive Secretary of CITEL, in writing, within thirty days of the termination of the Regular Meeting of the CITEL Assembly, the name of the institution and the person within the institution that will serve as the official liaison between CITEL and that Member State with respect to telecommunications. The person appointed shall serve as the official to whom and from whom, official correspondence shall be addressed and exchanged, including all notices, technical contributions to meetings, reports of meetings, and accreditation letters.

CHAPTER II

CITEL ASSEMBLY

A. MEETINGS

ARTICLE 5

Regular Meetings

CITEL shall endeavor to schedule the Regular Meeting of the CITEL Assembly, held every four years, during the first quarter of the year. The Regular Meetings shall be numbered consecutively.

ARTICLE 6

Principle of Rotation

In the application of the principle of rotation in selecting the country where a Regular Meeting of the CITEL Assembly is to take place, it is understood that the Regular Meeting shall not be held in the territory of a Member State if another Member State in which fewer meetings have been held should offer its territory for this purpose. Recognized regional affinities shall also be considered when applying the principle of rotation, e.g. North America, Central America, Andean, Caribbean Region, or other distinguishable regional affinities.

ARTICLE 7

Special Meetings

In special circumstances, at the initiative of the General Assembly of the Organization, on the recommendation of any Council of the Organization, or at the initiative of COM/CITEL, the CITEL Assembly may hold a Special Meeting to consider specific matters, if those matters are of such importance as to preclude waiting for the next Regular Meeting of the Assembly. COM/CITEL will convene and set the date and place for such Special Meeting, subject to available funding.

ARTICLE 8
Alternative Site for the Meetings

If for any reason a Regular or Special Meeting of the CITEL Assembly cannot be held in a selected country, it shall be held at the General Secretariat of the Organization headquarters, unless one of the Member States, with sufficient advance notice, offers to host the Assembly, in which case COM/CITEL may agree to hold the meeting in that country.

ARTICLE 9
Notice of Convocation of Meetings

The Secretary General of the Organization, or by delegation, the CITEL Executive Secretary, shall transmit the notice of convocation of the CITEL Assembly Meeting and the invitations to the participants as soon as the country offering to host the Assembly confirms to the CITEL Secretariat the exact date, city and specific location for the meeting, and that it has available sufficient funds for that purpose. The country offering to host the Assembly shall provide this information to the Executive Secretary, no later than sixty days before the proposed date of the meeting.

B. PARTICIPANTS
Article 10
Delegations

Each head of delegation may delegate his duties to the alternate head, or if there is none, to any other member of his delegation. Each Member State shall endeavor to designate to its delegations representatives who are versed in telecommunications. Delegations shall have the right to participate with voice and vote, in all public and private meetings of the Assembly, including its committees, subcommittees, working groups and ad hoc groups, in accordance with these Regulations and any special Rules of Procedure adopted for such meetings.

ARTICLE 11
Credentials

Accreditation of the members of each delegation shall be made by the respective governments by means of written communications to the Executive Secretary, granting the delegates full powers to participate in the decisions on subjects included in the agenda of the sessions of the Assembly.

ARTICLE 12
Order of Precedence

At the informal session prior to the opening session of the Assembly, the delegations shall establish by lot an order of precedence to be used for the delegations' location in the sessions room, in the voting process and in the use of the floor whenever the delegations are requested to give their opinions on some subject-matter. The host delegation shall not be included in the "by lot" procedure and shall hold last place in the order of precedence.

ARTICLE 13
Permanent Observers to the Organization

1. States that are Permanent Observers to the Organization shall enjoy the same status in the CITEL and any of its organs. They shall accredit their respective representatives to participate in the meetings of the CITEL Assembly, by means of a written communication addressed to the Executive Secretary.
2. The representatives of the Permanent Observers may attend the public sessions of the CITEL Assembly Meetings, and of its principal committees and, when invited by the corresponding presiding officer, the private sessions. With the permission of the presiding officer, Permanent Observers may speak at any meeting.

ARTICLE 14
Observers from Inter-American specialized organizations, Organs of the OAS and from Inter-American intergovernmental regional organizations

Representatives of Inter-American specialized organizations and organs of the OAS, and Inter-American intergovernmental regional organizations may attend the CITEL Assembly as observers. With the permission of the presiding officer, those representatives may speak at the meeting or address the meeting in writing.

ARTICLE 15
Observers from the United Nations

Representatives of the United Nations and its specialized agencies may attend the Meetings of the CITEL Assembly as observers. With the permission of the presiding officer, they may speak at the meeting or address the meeting in writing.

ARTICLE 16³
Other Observers

1. International and national organizations that are parties to agreements or arrangements establishing relations of cooperation with the Organization, its organs, organizations or agencies may also attend the CITEL Assembly meetings when such agreements or arrangements provide for the participation of observers.
2. Subject to COM/CITEL's approval, the following may send observers to the CITEL Assembly:
 - a. American States that are not Members or Permanent Observers of the Organization who have asked to participate in the meeting.
 - b. Non-American States that are Members of the United Nations or its specialized agencies who have asked to participate in the meeting.
 - c. International, regional, subregional, and national agencies and organizations that are involved in telecommunications activities in the region who have asked to participate in the meeting.

³ [CITEL-2002]

3. The observers referred to in this Article may speak at the plenary session of the CITEL Assembly or at the sessions of its principal committees, only when invited to do so by the corresponding presiding officer, because of special interest or expertise in a specific topic of discussion. Alternatively, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

4. The participation of the observers referred to in this Article, before the CITEL Assembly, is without prejudice to the status that they may have, as Associate Members of the PCCs, in accordance with Article 82 of the Regulations.

ARTICLE 17⁴

Active Associate members may attend the public sessions of the CITEL Assembly as observers. The observers referred to in this Article may speak at the plenary sessions of the CITEL Assembly or at the sessions of its principal committees only when invited to do so by the corresponding presiding officer because of special interest or expertise in a specific topic of discussion. Alternatively, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

ARTICLE 18⁵

Unless otherwise specified by COM/CITEL, any State or entity referred to in Article 16 that wishes to participate in a meeting of the CITEL Assembly as an observer, shall apply to attend, in writing, to the Chairman of COM/CITEL, at least sixty days before the anticipated opening of that meeting. The Chairman of COM/CITEL shall consult such applications with the Members of COM/CITEL, and if they approve, the corresponding invitations shall be extended in accordance with Article 9 of these Regulations.

ARTICLE 19

Observer's participation fee

1. Distribution of documents of the meetings of the CITEL Assembly to the categories of observers identified in Articles 13, 14 and 15 of these Regulations, shall be governed by the applicable principles, practices and rules of the Organization.

2. Distribution of documents of the meetings of the Assembly to the observers identified in Article 16, shall be conditioned upon payment of a fee to cover the administrative cost of that category of observer's participation in the meeting. This fee called "a participation fee" shall be equivalent to 15% of the "contributory unit" corresponding to an Associate member.

3. Notwithstanding the foregoing, COM/CITEL may decide to exempt payment of the participation fee by any observer, covered by article 16, where CITEL is exempted from making similar payments to that observer, on the basis of reciprocity.

⁴ [CITEL-2002]

⁵ [CITEL-1998] [CITEL-2002]

ARTICLE 20

Guests

Subject to COM/CITEL's approval and in consultation with the government of the host country, any person or entity not covered in Article 16, that is a recognized authority or that has a particular interest in the field of telecommunications may attend the meetings of the CITEL Assembly as a guest. COM/CITEL will develop guidelines to determine qualifications for guests.

ARTICLE 21

Individuals or entities wishing to participate as guests to a meeting of the CITEL Assembly, under Article 19, should apply in writing to the Chair of COM/CITEL no later than 45 days prior to the scheduled start of the CITEL Assembly meeting. The Chair of COM/CITEL will consult with COM/CITEL members and, with their consent, extend the corresponding invitations pursuant to Article 9 of these Regulations, unless the Government of the host country objects.

ARTICLE 22

Guests may attend the plenary meetings and the meetings of the committees for the sole purpose of following the discussions. However, they may take part in committee discussions only if they are requested to do so by the Chairman of the Committee and there is no objection from any Member State present. Guests shall not receive copies of contributions, papers or reports of the proceedings, unless COM/CITEL decides to provide the documents to a guest when it approves an invitation.

C. ASSEMBLY OFFICERS

ARTICLE 23

Election of the Chairman and Vice-Chairmen

The Assembly Chairman and both Vice-Chairmen shall be elected in the first plenary session, in accordance with the procedures outlined in Article 8 of the Statute. These officials will remain in office until the Assembly is adjourned.

ARTICLE 24

Duties of the Chairman of the CITEL Assembly.

1. The Assembly Chairman shall:
 - a. Convoke plenary sessions;
 - b. Establish the order of business of the sessions;
 - c. Open and close the plenary sessions and direct their discussions;
 - d. Grant the floor to the participants in the order in which they request it, giving precedence to representatives of the Member States when appropriate;
 - e. Put the topics under discussion to a vote, and announce decisions taken;

- f. Rule on points of order being submitted to the Assembly for consideration;
- g. Establish the working committees, and
- h. Generally, ensure compliance with these Regulations.

2. When any speaker departs from the topic under discussion the Assembly Chairman may draw this to his attention. Likewise, during discussion of a topic, the Chairman may propose limitation of the time to be allowed to speakers, limitation of the number of times a participant may speak, closure of the list of speakers, or closure of discussion. He may also propose the suspension or adjournment of a session, or postponement of discussion of the matter under consideration.

ARTICLE 25

Participation by the Assembly Chairman in Voting and Discussion

The Assembly Chairman shall not participate from the chair in a substantive discussion, nor shall vote on any matter before the plenary sessions of the Assembly.

ARTICLE 26

Duties of the Vice-Chairmen Acting as Chairman

If the Chairman is absent from a session or from part of it, one of the Vice-Chairmen shall take his place, according to the order of precedence, and shall enjoy the same powers and duties as the Chairman.

ARTICLE 27

Absence or Disability of the Chairman and Vice-Chairmen

In the event of the absence or disability of the Chairman and the Vice-Chairmen of the CITEL Assembly, the Meeting shall be presided over by one of the Chairmen of the working committees, according to the order of numbering of those committees.

D. AGENDA

ARTICLE 28

Agenda of the Regular Meetings

1. COM/CITEL shall prepare a preliminary agenda for each Regular Meeting of the CITEL Assembly to be provided to the Member States for their consideration at least three months in advance of the anticipated opening of the Assembly.
2. In preparing the preliminary agenda, COM/CITEL shall take into account the topics proposed by the governments of the Member States, those mandated by the General Assembly of the Organization, and may take into consideration those recommended by other organs of the Organization.
3. The Member States shall have thirty days to present their observations on the preliminary agenda to the Chairman of COM/CITEL. On the basis of these observations, COM/CITEL shall draw-up the agenda for the Assembly meeting.
4. The agenda so approved, may be amended or otherwise modified only during the Regular Meeting of the CITEL Assembly by a vote of two thirds of the participating Member States.

ARTICLE 29
Agenda of Special Meetings

The agenda of each Special Meeting of the CITEI Assembly shall be confined to the subject or subjects for which the Meeting was convoked. The procedures and time periods for the preparation of the agenda of a Special Meeting shall be established in each case by COM/CITEI.

ARTICLE 30⁶
Reports and Proposals

Generally, the CITEI Assembly shall consider two kinds of papers: reports and proposals. Reports shall be informative in nature, while proposals shall be submitted to the Assembly for its consideration. During an Assembly meeting, other forms of work or technical contributions may be solicited. The documents thus submitted shall not include any information of a promotional or commercial nature.

ARTICLE 31⁷

1. Reports and proposals shall normally be presented to the Executive Secretary fifteen days in advance of the date set for the opening of the CITEI Assembly, in order to permit their distribution to the Member States in CITEI working languages, together with the report of COM/CITEI and that of the Secretariat. Documents that do not meet the deadlines set in this article will be presented at the meeting of heads of delegation to determine whether they are to be considered as information or working documents during said meeting. The Executive Secretary shall make such documents available to the Member States as they are received, by the most suitable means, before the start of a meeting.

2. At the beginning of a meeting, the Assembly may establish a period of time in which additional proposals may be submitted to it for consideration.

E. SESSIONS

ARTICLE 32
Informal Meeting of Heads of Delegations

Prior to the inaugural session, the heads of delegations of the Member States or their alternates shall meet informally, upon being called together by the Chairman of COM/CITEI, to agree on the various aspects concerning the organization of the work of the CITEI Assembly.

ARTICLE 33
First Plenary Session

The first plenary session shall be held as soon as possible after the CITEI Assembly Meeting has been inaugurated. At that session, the CITEI Assembly shall elect its officers, and establish the committees referred to in Chapter II section F of these Regulations. Immediately thereafter the working committees shall be installed and their respective officers elected.

⁶ [CITEI-2002]

⁷ [CITEI-1998] [CITEI-2002]

ARTICLE 34
Adoption of Decisions

The CITES Assembly shall adopt its decisions in the form of resolutions, recommendations and declarations, at its plenary sessions. The Secretariat shall distribute those decisions immediately after their adoption.

ARTICLE 35

Decisions with financial repercussions for the Organization shall include an estimate of the corresponding cost.

ARTICLE 36⁸
Public and Private Sessions

1. Plenary sessions at the Assembly and of the working committees shall be public. However, if the chairman so provides or any representative Member State so requests, the session shall be private, and shall so continue unless the members participating in the session decide otherwise.
2. Private Sessions may only be attended by the heads of delegations of the Member States, the members of the delegations designated by those heads and such Secretariat personnel as the Chairman of the respective body may expressly authorize in each case.

ARTICLE 37⁹

All decisions taken by the CITES Assembly in a private plenary session shall be announced at the next public plenary session.

ARTICLE 38

No plenary, committee, subcommittee, ad hoc group, or working group session shall be held unless the place and time have been announced to participants sufficiently in advance to permit them to attend.

F. COMMITTEES

ARTICLE 39
Steering Committee

1. The Steering Committee is made up of the Chairman of the CITES Assembly, who shall preside over it, the two Vice-Chairmen, and the Chairmen of the working committees.
2. The Chairman of the CITES Assembly shall convoke the Steering Committee whenever he deems it desirable for the best performance of the work of the Assembly.

⁸ [CITES-2002]

⁹ [CITES-1998]

3. The task of the Steering Committee is to resolve any difficulties that may arise regarding the functioning of the CITELE Assembly and to suggest appropriate solutions to the committees or to a plenary session. For the effective operation of the CITELE Assembly, it shall coordinate the work of the working committees.

ARTICLE 40

Committee on Credentials

1. The Committee on Credentials is composed of the representatives of three member states elected at the first plenary session of the CITELE Assembly. The Committee shall elect its chairman.

2. The Committee on Credentials shall examine the credentials of the delegations and submit a report to the CITELE Assembly forthwith.

ARTICLE 41

Style Committee

1. The Style Committee is composed of the representatives of four Member States elected at the first plenary session of the CITELE Assembly, each of which shall represent one of the four languages.

2. The Style Committee shall receive the drafts of resolutions and recommendations adopted by committees before they are submitted to a plenary session of the Assembly for its consideration, and shall introduce in them such style changes as it deems necessary. If the Style Committee notes that a draft suffers from defects of form that it can not correct, then it shall raise the question with the committee concerned, or at a plenary session of the Assembly.

ARTICLE 42

Drafting Committee

The Drafting Committee for the working sessions of the Plenary meetings and for the Final Report of the Assembly, shall be designated during the first Plenary Session and shall be composed of the first four delegates by order of precedence who volunteer. The Drafting Committee shall draft the minutes of the meeting of the informal session, of each Plenary session, of the inaugural and closing sessions, as well as the Final Report. The Committee shall present to each Plenary Session a draft report of all preceding sessions.

ARTICLE 43

Working Committees

1. The CITELE Assembly shall establish such working committees as it deems desirable for consideration of the various topics on the agenda.

2. A working committee is made up of the delegations of the Member States that advise the Chairman of the CITELE Assembly before the first working meeting of the committee, that they wish to take part in that committee.

3. The installation meeting of each working committee shall be held with the delegations that up to the time of the meeting, have expressed their desire to form part of it.

4. Each working committee shall elect a chairman, and may also elect a vice-chairman and a rapporteur.

5. Each working committee shall study the topics assigned to it by the CITEI Assembly and shall present to the plenary session a report on its discussions, the draft resolutions or proposals considered, and its recommendations.

ARTICLE 44

Subcommittees and working groups

1. Each working committee may establish such subcommittees and/or working or drafting groups, as it considers advisable. A working committee may also authorize its Chairman to appoint to the subcommittees or groups, members who reflect the different views that have been expressed on the matters which the subcommittee or group is to consider.

2. Each subcommittee may establish such working or drafting groups as it may consider necessary. The Chairman of each such group shall present to the body that established it, its conclusions or recommendations.

3. Delegations that are not members of a subcommittee, working group, or drafting group, shall have the right to participate in the meetings of these bodies with voice but without vote.

G. QUORUM

ARTICLE 45

1. For Plenary Sessions, the presence of more than half of the Member States shall constitute a quorum.

2. For the committees, subcommittees, and working groups of the CITEI Assembly, the presence of more than half of the members of the body concerned shall constitute a quorum.

H. DEBATES AND PROCEDURES

ARTICLE 46¹⁰

Proposals and Amendments

Proposals

1. Proposals must be presented in writing to the Secretariat no later than the day before the session at which they are to be discussed or submitted to a vote, in order to be distributed in the CITEL working languages to participating Member States before deliberation of them begins. However, if no Member State objects, the Chairman of the body that is required to deal with the matter may authorize discussion of a proposal that was not distributed in time.

2. The delegation that presents a proposal shall indicate the working committee that should study it, unless the proposal is one that is required to be submitted to a plenary session for discussion. In case of doubt, the Chairman of the Assembly shall decide.

Amendments

3. Motions to amend a proposal may be made during the deliberations on the proposal.

4. A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of a proposal. A motion that would totally replace the original proposal, or that is not directly related to it, shall not be considered as an amendment.

ARTICLE 47

Withdrawal of Proposals

A proposal or an amendment may be withdrawn by its proponent before it has been put to a vote. Any delegate may present again a proposal or amendment that has been withdrawn.

ARTICLE 48

Reconsideration of Decisions

Proposals concerning decisions that have already been taken may be reconsidered, if a request to do so is made prior to the adjournment of the session at which the proposal was voted upon, or at the session immediately following. In the case of a motion for reconsideration, the floor shall be granted to one speaker to second the motion and to two other speakers to oppose it, after which the motion shall be submitted to a vote. For approval of such a motion, the affirmative vote of two-thirds of the members of the body concerned is required. When the motion for reconsideration has been approved, the discussion and vote on the substance of the matter shall be governed by the applicable provisions of these Regulations.

ARTICLE 49

Points of Order

During the discussion of a matter, any delegation may raise a point of order, which shall be decided upon immediately by the Chairman. Any representative may appeal the decision of the Chairman, in which case the appeal shall be put to a vote. When raising a point of order, a representative may not speak on the substance of the matter under discussion.

¹⁰ [CITEL-2002]

ARTICLE 50
Suspension of Discussion

The Chairman or any representative may make a motion that discussion be suspended. Only two representatives may speak briefly in favor of such a motion and two against it, after which it shall be immediately put to a vote.

ARTICLE 51¹¹
Closing Discussion

1. Any representative may make a motion that debate be closed when he/she considers that a topic has been discussed sufficiently. This motion may be opposed by two representatives, after which it shall be declared approved if it receives the vote of two-thirds of the delegations present at the session. The Chairman may limit the time allowed to speakers under this Article.
2. The Chairman may close the debate if he/she considers that it has become repetitive, or if it no longer addresses the issue at hand. In which case, the Chairman shall take into consideration the issues which have up to then obtained consensus and establish the way in which the meeting shall proceed. Two delegations may speak briefly against such a decision, after which it shall be declared approved if it receives the vote of two-thirds of the delegations present at the session.

ARTICLE 52
Suspension or Adjournment of a Session

During the discussion of any topic, a representative may make a motion that the session be suspended or adjourned. Such motions shall be put to a vote immediately, without discussion. The Chairman may limit the length of the remarks of the representative who proposes suspension or adjournment of the session.

ARTICLE 53
Order of Procedural Motions

Except as provided in Article 48, the following motions shall have precedence over all other proposals or motions, in the order set forth below:

- a. Suspension of the session.
- b. Adjournment of the session.
- c. Suspension of discussion of the topic under consideration.
- d. Close of the debate of the topic under consideration.

¹¹ [CITEL-2002]

ARTICLE 54
General Provisions for All the Deliberative Bodies of the CITES Assembly Meeting

The general provisions relating to discussion contained in this chapter shall be applicable to the plenary sessions, and to the committees, subcommittees, and working groups of the CITES Assembly.

I. VOTING

ARTICLE 55
Voting on Proposals

After debate is closed, and if the proposals presented are not approved by consensus, those proposals, together with any proposed amendments, shall be put to a vote. Proposals shall be voted upon in the order in which they are presented, unless the respective body decides to the contrary. After the chairman 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 chairman announces the result.

ARTICLE 56
Abstentions

For the purpose of establishing the necessary majority, abstentions shall be counted as votes cast.

ARTICLE 57
Ties

In the event of a tie, the proposal voted on shall be considered to have been rejected.

ARTICLE 58
Repeat Vote

Should any doubt arise as to the results of a vote, any delegation may request that the vote be repeated immediately. The new vote shall be limited to the same delegations that took part in the original vote.

ARTICLE 59

When an amendment to a proposal is presented, the amendment shall be voted on first. When two or more amendments to a proposal are made, 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 60

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

ARTICLE 61

If any delegation so requests, a proposal or amendment shall be put to a vote by parts. If any delegation is opposed to that request, the body concerned shall decide whether the voting should be by parts. If the request for voting by parts is accepted, the various parts of the proposal or amendment that are accepted shall be voted upon as a whole. If all the operative parts of a proposal or amendment are rejected, it shall be deemed that it has been rejected entirely.

J. ELECTIONS

ARTICLE 62

In cases where only one Member State or one person is to be elected, if no candidate obtains the vote of an absolute majority of the participating Member States on the first ballot, a second, or if necessary a third ballot shall be taken, limited to the two candidates receiving the largest number of votes. If after the third ballot no candidate has obtained the required majority, the election shall be suspended for a period of up to twenty-four hours. When the election is resumed, up to two additional ballots shall be taken. If neither of the two candidates is elected, the balloting procedure established in this article shall be started again, with respect to the candidates who are presented.

ARTICLE 63

When two or more elected posts are to be filled at the same time and under the same conditions, the candidates obtaining the vote of an absolute majority on the first ballot shall be declared elected. If the number of candidates obtaining such majority is less than the number of persons or members to be elected, there shall be additional ballots to fill the remaining posts, the voting being limited to the candidates who have received the most votes on the previous ballot, in such a way that the number of candidates will not be more than twice the number of posts remaining to be filled.

ARTICLE 64

In case of a tie among two or more candidates or Member States, as the case may be, who have received at least the required majority, if the number of places to be filled is less than the number of candidates or Member States who have received the same number of votes, another ballot shall be taken. If the tie is not broken in this second ballot, the elections shall be decided by lot.

K. DOCUMENTS

ARTICLE 65

Summary Minutes

Summary minutes shall be kept of the open plenary sessions and of the open committee meetings of the CITEI Assembly. The Secretariat of CITEI shall distribute the summary minutes to the delegations as promptly as possible. The delegations shall present to the Secretariat, within twenty-four hours following the distribution of the summary minutes, any corrections of style they consider necessary. The minutes so corrected and the appendices shall be published as part of the official documentation of the CITEI Assembly. The appendices of the summary minutes shall contain the complete statement of a delegation if the delegation so requests.

ARTICLE 66
Summary of the Activities

After the termination of the Assembly Meeting, the Secretariat shall prepare and distribute the final report of the Assembly, containing a summary of the activities carried out by it, which shall include background information on the Assembly; the list of officers of the Assembly and of the Committees, Subcommittees, Working groups and ad hoc groups; the official list of participants; a brief summary of the sessions held, and the decisions adopted by the Assembly in their final form. This document shall be prepared in the four official languages. For this purpose, the Secretariat may request the advice of the delegations to the Permanent Council of the Organization that represent the countries where those languages are spoken, and of COM/CITEL.

ARTICLE 67
Filing of Documents

The Secretariat shall be the custodian of the official documents and files of the meetings of the Assembly. The Chairman of COM/CITEL shall keep in his possession copies of all these documents and files.

CHAPTER III
THE PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)

ARTICLE 68
Length of Term

The Officers and members of COM/CITEL shall occupy their positions until the election of the new members at the next Regular Meeting of the CITEL Assembly.

ARTICLE 69
Appointment of Representatives of COM/CITEL

The institution designated to act on behalf of each Member State elected to COM/CITEL, shall appoint a principal representative and an alternate representative, both of them specialized in telecommunications matters, and the Member State may replace them as it deems advisable. The names of the representatives shall be communicated in writing to the Executive Secretary as they are appointed.

ARTICLE 70
Functions

The functions of COM/CITEL are set out in Article 17 of the Statute.

ARTICLE 71¹²

Work Program

1. At each installation session, COM/CITEL shall prepare its work program for the intervening period until its next meeting, and shall set the date and place for its meetings.
2. COM/CITEL may establish technical committees, subcommittees, working groups and ad hoc groups, joint working groups and rapporteurs to perform its functions.

ARTICLE 72

Duties of the Chairman

The Chairman of COM/CITEL is an ex officio member of all committees of CITEL and shall have the following duties in addition to those identified in the Statute:

- a. To preside provisionally over the Regular and Special Meetings of the CITEL Assembly until the Chairman of the Assembly is elected.
- b. To represent CITEL before other organs of the Organization, the governmental telecommunications entities of the CITEL Members, and other organizations that participate in telecommunications development activities in the American States.
- c. To see that the functions of COM/CITEL as provided in Article 17 of the Statute are performed.
- d. In cooperation with the Executive Secretary, to draw up the agendas for the meetings of COM/CITEL, in consultation with the other members.
- e. To speak for COM/CITEL to the Secretary General of the Organization, and to communicate to him the decisions that COM/CITEL has adopted.
- f. To communicate through the Executive Secretary with the governments of the Member States of CITEL and institutions interested in the objectives of CITEL regarding matters relating to the functioning of CITEL.
- g. To represent CITEL, when COM/CITEL so authorizes him, at public functions and at meetings of international organizations, with authority to delegate this representation to another member of COM/CITEL.
- h. Through the Executive Secretary of CITEL, to present to the Secretary General of the Organization an annual progress report on the activities of CITEL to comply with Article 91 (f) of the Charter of the Organization.
- i. With the assistance of the Executive Secretary, to make known and to coordinate on behalf of COM/CITEL, the work of the technical committees, and working groups established by COM/CITEL and see that it is carried out.
- j. To coordinate the work of the Permanent Consultative Committees, and to see that it is carried out.

¹² [CITEL-1998]

ARTICLE 73¹³
Order of Succession

In the event of temporary impediment of the Chair of COM/CITEL to serve, the Vice-Chair shall replace him/her. In the event of impediment of both, the eldest of the Chairs of the Permanent Consultative Committees shall exercise the duties of the Chair while the impediment lasts.

ARTICLE 74
Headquarters of COM/CITEL

1. The Member State elected to preside over COM/CITEL shall organize and maintain during its term, at its sole expense, and under the exclusive responsibility of the Chairman, an office composed of a full-time assistant to the Chairman, and all necessary technical and administrative personnel. In addition, that Member State shall provide premises for the office and for meetings, as well as other suitable work facilities for the best possible performance of COM/CITEL's duties and responsibilities. For all purposes, the office shall be responsible exclusively to the Chairman of COM/CITEL, and shall not be dependent upon the General Secretariat of the Organization.

2. The Chairman of COM/CITEL shall maintain close cooperative and working relations with the Executive Secretary for purposes of coordination and liaison, as well as for the best possible performance of the various tasks of COM/CITEL. The Chairman of COM/CITEL shall send copies of all official correspondence sent or received by him to the Executive Secretary.

ARTICLE 75

When COM/CITEL establishes a technical committee, subcommittee, a working group, or an ad hoc group, that committee, subcommittee or group shall have its headquarters in the country selected to preside over it. As in the case of the headquarters of COM/CITEL, the country concerned shall provide, at its expense, the staff and the necessary facilities for the performance of its functions.

ARTICLE 76¹⁴

Rules governing COM/CITEL meetings, quorum, voting and travel expenses are as contained in Articles 18 to 21 of the Statute.

ARTICLE 77¹⁵

1. The COM/CITEL shall adopt its decisions in the form of resolutions, recommendations, or decisions at its plenary sessions.

2. In order to ensure their due deliberation, all draft resolutions, recommendations or decisions presented must be distributed in writing in the CITEL working languages to participating delegations, before the start of the session in which they are to be debated or submitted to a vote. However, if there is not objection on the part of any COM/CITEL Member State present at the meeting, a proposal written in only one of the working languages of CITEL may be discussed and decided upon.

¹³ [CITEL-2002]

¹⁴ [CITEL-1998]

¹⁵ [CITEL-2002]

3. If for any reason a regular Meeting of COM/CITEL cannot be held in the country of the Chairperson, it shall be held at the General Secretariat of the Organization headquarters, unless one of the Member states, with sufficient advance notice, offers to host the meeting, in which case COM/CITEL may agree to hold the meeting in that country.

4. The General Secretary of the Organization, or by delegation, the CITEL Executive Secretary, shall transmit the notice of the convocation of the Meeting and the invitations to the participants as soon as the country offering to host a meeting confirms to the CITEL Secretariat the exact date, city and specific location for the meeting, and that it has available sufficient funds for that purpose. The country offering to host the meeting shall provide this information to the Executive Secretary no later than 60 days before the proposed date of the meeting.

5. Observers in the categories stipulated in Articles 13, 14, 15, and 16 may attend COM/CITEL meetings as observers on the same conditions as those established in the Regulations for their participation in the CITEL Assembly meetings.

ARTICLE 78¹⁶

When, in view of their urgency, matters to be resolved cannot be left until its next meeting, COM/CITEL may approve resolutions, recommendations, or decisions by correspondence. Such resolutions, recommendations, or decisions shall be approved in keeping with such procedures as may be adopted by COM/CITEL for that purpose. The CITEL Secretariat shall keep a written record of the consultation made and its results, and shall inform the Chair and the other members COM/CITEL thereof.

ARTICLE 79¹⁷

COM/CITEL may invite representatives of Associate Members to participate in its Working Groups because of a special interest or expertise in a specific on a topic pertaining to the mandate of the working group.

¹⁶ [CITEL-2002]

¹⁷ [CITEL-2002]

CHAPTER IV
PERMANENT CONSULTATIVE COMMITTEES (PCCS)

A. ORGANIZATION AND OFFICERS

ARTICLE 80¹⁸

1. The CITEL Assembly shall establish the Permanent Consultative Committees (PCCs) that it considers necessary to attain the objectives defined in Article 3 of the Statute together with specific terms of reference for each PCC. For the selection of countries to host meetings of the PCCs, an equitable geographic distribution shall be observed to the extent possible. A PCC shall continue in force until such time as the CITEL Assembly itself, or COM/CITEL, deems its functions and purpose to be concluded. The names of the PCCs are listed in Annex 1 of these Regulations.

2. Each PCC shall be presided over by a Chairman who shall be the representative appointed by the government of the host country for the PCC. The PCC may establish one or two Vice Chairman positions to assist the Chairman in the performance of his duties. The Chairman of each PCC shall recommend to the PCC the number of Vice Chairmen he deems appropriate, taking into account insofar as possible an equitable geographical distribution. The country from which a Vice Chairman is appointed, may host an additional meeting of the PCC in a given year, and in such case, will be responsible for providing meeting sites, personnel, and administrative support for the meeting.

ARTICLE 81¹⁹

Duties of the Chairman of a PCC

The Chairman of a PCC shall:

- a. Convene through the Executive Secretary the PCC at least once a year and designate the place and date for the meeting.
- b. Direct the work of the PCC, prepare the material for meetings, as well as studies, decisions, and draft resolutions, and send them to the Chairman of COM/CITEL for information and to the Executive Secretary for processing.
- c. Report PCC work results, in writing, every six months, to the Executive Secretary and to the Chairman of COM/CITEL.
- d. Report to the CITEL Assembly on matters within the competence of the PCC.
- e. Ensure that the Working Groups, Ad Hoc Groups, and Rapporteurs established as well as the coordination tasks assigned operate in accordance with the working procedures that govern PCC activities, as provided in Article 93.
- f. Seek to ensure that all decisions taken by the PCC Plenary are consensus decisions.
- g. Confirm that the quorum provided for in the regulations is present at the meeting.

¹⁸ [CITEL-2002]

¹⁹ [e,f, g correspond to CITEL-2002]

ARTICLE 82
Chairman's Office

The Member State elected to preside over a PCC shall organize, and maintain at its sole expense, and under the exclusive responsibility of the Chairman, an office composed of the necessary technical and administrative personnel. For all purposes, this office shall be responsible exclusively to the Chairman of the PCC and shall not be dependent in any way upon the General Secretariat of the Organization.

ARTICLE 83²⁰
Working groups and ad hoc groups

1. Each PCC may establish working groups and ad hoc groups in accordance with Article 93. Those groups shall submit reports of their activities to the PCC.
2. PCCs shall also appoint rapporteurs for their working groups and ad hoc groups in order to deal with the issues entrusted to said groups. The rapporteurs shall submit their reports to the working groups or ad hoc groups to which they belong.

B. PARTICIPATION IN THE PCC

ARTICLE 84
Members

Each CITEL Member State may appoint a representative who is a specialist in telecommunications to a PCC in accordance with the method set out in Article 4. A Member State may remove or replace its representative by notifying the Executive Secretary, in writing, of its decision to do so.

ARTICLE 85²¹
Associate Members

1. Associate Membership on a PCC is open to:
 - a. Any recognized operating agency, scientific or industrial organization, or financial or development institution related to the telecommunications industry, that has legal personality (hereinafter "entity"), provided that the entity's Associate Membership is approved by the corresponding Member State of CITEL. The expression "corresponding Member State of CITEL" means the country where the "entity" was constituted or has its principal office.
 - b. An international or regional inter-governmental organization with multiple membership of States of the Americas that is related to telecommunications and has legal personality (hereinafter "the organization"), with the approval of COM/CITEL.
2. Applications from entities wishing to become Associate members of a PCC must be forwarded to the corresponding Member State, together with an indication of the elected contributory unit and the pertinent

²⁰ [CITEL-1998]

²¹ [CITEL-1998] [CITEL-2002]

information of a contact person to whom procedural information may be sent. The corresponding Member State shall be responsible for examining and approving such applications based on such criteria or procedures for sponsoring Associate members as it deems appropriate.

3. In the case of an organization, the application procedures for acquiring the status of Associate member of a PCC will be made to COM/CITEL

4. Where appropriate, the corresponding Member State or COM/CITEL will notify the Executive Secretary of its approval of an application received from an entity or organization, indicating the elected contributory unit and the pertinent information of the contact person appointed by the entity or the organization to whom procedural information may be sent.

5. The Executive Secretary will notify the requesting entity or organization of the decision taken with respect to its application and the procedures which Associate Membership entails.

6. The Executive Secretary will notify the Chairman of COM/CITEL and the Chairman of the respective PCC about the admission of the entity referred to in number 5 of this Article. In the case of the admission of an organization, the notification shall be sent only to the Chairperson of the respective PCC.

7. A list of all entities and organizations granted Associate membership in each PCC shall be compiled and maintained by the Executive Secretary. The Executive Secretary shall provide the Secretary General of the Organization, all Member States of CITEL and the Chairs of the PCCs with a copy of that list.

8. An entity shall cease to be an Associate member in the event that approval is withdrawn by the corresponding Member State. An organization shall cease to be an Associate member in the event that approval is withdrawn by COM/CITEL.

ARTICLE 86²²

Participation of Associate Members

1. Each Associate member has the right to participate in any of the meetings of the PCCs to which the Associate member is affiliated by sending one or more representatives. To that end, Associate members shall provide in writing to the Executive Secretary the names of their representatives before the opening of each PCC meeting.

2. Associate members of a PCC may fully participate in all the activities of that PCC with voice but without vote. They may present technical papers and receive the documents of that PCC. An Associate member of any PCC shall also be entitled to participate in the work of any joint working group to which its PCC belongs, without being requested the payment of additional fees.

3. In order for an Associate member to speak on behalf of and in representation of the corresponding Member State, he shall:

- a. Have been previously accredited as part of that Member State delegation, and
- b. Be presented by his/her delegation, before speaking, indicating that his/her verbal statements are as a representative of that member State.

²² [CITEL-1998] [CITEL-2002]

ARTICLE 87²³
Associate Membership Fee

1. Associate members shall share in the costs of operation of the PCC in which they participate by voluntarily choosing a contributory level. The minimum contribution shall be "one" unit, which may be increased in levels of half a unit, as a minimum.
2. The monetary value of the unit, stated in U.S.A. dollars, shall be established by the CITEL Assembly, and shall cover membership payment for one calendar year or, as the case may be, for the prorated corresponding part.
3. Associate members shall have until October of each year to notify the Executive Secretary of CITEL of any change in the level of their contributions, which must comply with the provisions of this article. Any such change shall take effect as of the year immediately following. Associate members that do not indicate any change shall continue to be considered as being at the previously selected contributory level.
4. Funds derived from Associate membership fees shall be allocated to the budget of the corresponding PCC and used as directed by the respective PCC Chairman to defray expenses of PCC meetings, their groups, and relevant activities of the corresponding PCC.
5. Associate Members shall pay their annual contribution in advance. The due date for the payment of the annual membership fee is January 1 of the corresponding year; however, for a new Associate member, the due date during the first year of membership is thirty days after that Member receives notice of its acceptance as an Associate member. Associate members who pay their membership fees within 60 days after the due shall be deemed active Associate members. Those who do not pay within this time without informing the Executive Secretary on the reasons for such delay shall be deemed passive Associate members, and shall have their membership privileges suspended by the Executive Secretary until such time as their accounts are paid up to date. If the Executive Secretary is satisfied with the justification of the delayed payment of fees by a Member, he may extend the deadline for payment up until June 30 of the corresponding year.
6. Any Associate member may renounce membership in any PCC by written notification of such intention to the Executive Secretary. Such renunciation will become effective 90 days from the date of notification. In such a case, membership fees will be prorated on a yearly basis.
7. In case of resignation, Associate members shall be liable for their fees up until the effective date of renunciation, and likewise, those who are up to date in their fees shall be considered active Associate members up until that same effective date.

ARTICLE 88²⁴
Observers and Guests

Observers

1. Observers in the categories set out in Articles 13, 14, 15, and 16, paragraph 1 may participate as observers to the PCCs on the same terms as prescribed in Regulations for their participation in the meetings

²³ [CITEL-1998] [CITEL-2002]

²⁴ [CITEL-1998] [CITEL-2002]

of the CITEL Assembly, by appointing their representatives in a written notice addressed to the Executive Secretary, who will inform the Chairman of the corresponding PCC.

2. Observers in the categories referred to in Article 16, paragraph 2 may participate as observers of the PCCs, subject to the approval of their request to participate by the Chair of the corresponding PCC. The request to participate shall be presented in writing to the Executive Secretary of CITEL fortyfive days in advance of the corresponding meeting.

3. Observers referred to in Article 16, paragraphs 1 and 2 may speak at the PCC meetings only when invited to do so by the corresponding presiding officer, because of a special interest or expertise in a specific topic of discussion. Alternatively, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

Guests

4. An entity involved in telecommunications or a person with a specific interest in telecommunications may attend as a guest the meetings of PCCs, its Working Groups, and Ad Hoc Groups under the following conditions:

- a. The person or entity must request the Executive Secretary in writing their interest to participate in a meeting at least 45 days before the meeting.
- b. The Executive Secretary shall inform the corresponding Chairman and the Member States that participate in the group.
- c. If there is no objection and on the instructions of the respective Chairman, the Executive Secretary will extend the corresponding invitation.

5. The guests, with the authorization from the Chair, and if there is no objection from a Member State attending the meeting, may receive copy of the documents of the meeting and make verbal or written presentations at the meeting.

C. MEETINGS

ARTICLE 89²⁵

1. Each PCC shall meet at least once a year at a time and place determined by its respective Chairman. The meetings of a PCC shall be conducted in accordance with the provisions of these Regulations corresponding to the CITEL Assembly, to the extent that such provisions are applicable.
2. Papers, studies, decisions, and draft resolutions of a PCC which require the consideration of the CITEL Assembly shall be submitted to COM/CITEL at least four months before a meeting of the CITEL Assembly is held.
3. A PCC may hold private sessions restricting participation solely to Members and Associate members. The Chairman of a PCC, a Working Group, or an Ad Hoc Group may convene private sessions during a meeting at his discretion or at the request of a Member State. However, on the basis of reciprocity, observer organizations may be invited by the Chairman to attend these private sessions, if there is no objection from a Member State.
4. If for any reason a Regular Meeting of a Permanent Consultative Committees cannot be held in the country chosen by the Chairperson, it shall be held at the seat of the General Secretariat of the Organization, unless one of the Member States, with sufficient advance notice offers to host the meeting, in which case the Chairman of COM/CITEL may agree to hold the meeting in that country.
5. The Secretary General of the Organization, or by delegation, the CITEL Executive Secretary, shall transmit the notice of convocation of the meeting and the invitations to the participants as soon as the country offering to host the meeting confirms to the CITEL Secretariat the exact date, city and specific location for the meeting. The country offering to host a meeting shall provide this information to the Executive Secretary, no later than 60 days before the proposed date of the meeting.

ARTICLE 90²⁶ **Decisions**

1. In the absence of consensus in the deliberations of the PCCs, draft resolutions shall be adopted in accordance with the Regulations on voting established in Article 94 of these Regulations. In order to approve a resolution, decision or recommendation by vote or consensus, the PCC meeting must have a quorum of one third of the Member States of CITEL.
2. The approval of any PCC resolution will require the affirmative vote of at least one third of all CITEL Member States.
3. In addition, PCCs may adopt resolutions, decisions, or recommendations by correspondence provided there are no negative responses from the CITEL Member States and applying such procedures as may be established by COM/CITEL.

²⁵ [CITEL-1998] [CITEL-2002]

²⁶ [CITEL-2002]

CHAPTER V THE SECRETARIAT

ARTICLE 91

The Secretariat shall be composed of the Executive Secretary, appointed by the Secretary General of the Organization, in consultation with the members of COM/CITEL, and the professional and administrative staff that the Secretary General appoints in accordance with the General Standards to Govern the Operations of the General Secretariat of the Organization of American States.

ARTICLE 92²⁷

The Executive Secretary of CITEL

1. The Executive Secretary of CITEL shall be a person highly versed in the subject matter. The post of Executive Secretary of CITEL is a position of trust, regulated by the General Standards to Govern the Operations of the General Secretariat of the Organization of American States.
2. In addition to the functions established in the CITEL Statute, the Executive Secretary shall have the following duties:
 - a. To prepare the technical documents assigned to him by the organs of CITEL and the working documents for CITEL meetings.
 - b. To serve as Technical Secretary of the meetings of the CITEL Assembly and of COM/CITEL.
 - c. To see that the minutes, decisions, papers, and draft resolutions of all the organs of CITEL are in accordance with the provisions of the Charter of the Organization, the mandates of the General Assembly, the Statute of CITEL, and these Regulations.
 - d. To receive official correspondence relating to CITEL, to deal with it appropriately, and to handle communications regarding the work of the Secretariat, informing the Secretary General of the Organization thereof. Copies of such correspondence shall be sent to the Chairman of COM/CITEL.
 - e. To carry out the decisions and tasks that the different organs of CITEL may request.
 - f. To cooperate with the Chairman of COM/CITEL in the preparation of the draft agenda for each CITEL Assembly Meeting, as well as in the preparation of the agenda for each COM/CITEL meeting.
 - g. To prepare documents, studies, and reports necessary for each CITEL Assembly and COM/CITEL meetings, taking into account the guidelines established in this regard by COM/CITEL.
 - h. Once COM/CITEL has decided upon the date and place for the regular and special meetings of the Assembly, to so inform the Member States immediately in writing.
 - i. To prepare notices of convocation for the meetings of all CITEL organs.

²⁷ [CITEL-1998] [r, t correspond to CITEL-2002]

- j. To cooperate with COM/CITEL in the preparation of the annual report of CITEL to be presented through the Secretary General to the Permanent Council of the Organization for its consideration.
- k. To keep CITEL Member States permanently informed of technical activities in the telecommunications field, in accordance with the instructions received from the Chairman of COM/CITEL and taking into account the information received by COM/CITEL.
- l. To provide information on the resolutions and decisions of the CITEL Assembly on telecommunications matters to world or regional governmental or non governmental agencies specializing in telecommunications, for which purpose a periodic newsletter may be utilized.
- m. To provide a periodic information service, with widespread coverage on the progress of telecommunications and their development in the American States.
- n. To maintain custody of the files containing the official documentation of all the meetings of the CITEL organs.
- o. To represent the Chairman of COM/CITEL at public or private functions and at meetings of international organizations, when the Chairman so decides.
- p. After consultation with the Chairmen of the Permanent Consultative Committees, to prepare and submit to COM/CITEL an annual preliminary draft budget taking into account the directions given by the previous CITEL Assembly Meeting.
- q. To supervise the staff of the CITEL Secretariat, in order to ensure the most effective use of personnel.
- r. To prepare and make available to the Member States and Associate members by electronic means the resolutions, recommendations, decisions, and declarations of the organs of CITEL.
- s. To prepare annually, for submission to and approval by COM/CITEL, a schedule of meetings covering the coming two-year period. In preparing the schedule of meetings, the Secretariat should take into consideration the schedule of pertinent OAS, ITU and Regional Organizations meetings, and should also coordinate beforehand with the chairpersons of the various committees.
- t. Regularly to prepare and distribute to the Chairman of COM/CITEL and the Chairpersons of PCCs a report on the expenditures paid with CITEL financial resources, including Associate membership fees.

CHAPTER VI GENERAL PROVISIONS

A. TRAVEL EXPENSES

ARTICLE 93

Travel expenses for staff members of the General Secretariat of the Organization attending any meeting of the CITEL organs, in order to be charged to CITEL's budget, must be expressly provided for and approved in that budget.

B. WORKING METHODS OF CITEL

ARTICLE 94

Schedule of meetings and agendas

1. Meeting dates should be set well in advance.
 - a. COM/CITEL shall set and distribute a calendar of proposed meetings for all CITEL organs, including specific dates and venue.
 - b. The calendar of proposed meetings should be drawn up to minimize conflict with major activities of the ITU, and as appropriate, with regional meetings of related standards or development organizations.
 - c. To the extent practicable, meetings of CITEL organs provided for in the Statute should be regularized. Additional meetings may be scheduled at the discretion of the Chairmen.
2. Information about the calendar meetings and meeting notices should appear regularly in the "Newsletter".
3. COM/CITEL shall prepare a draft preliminary agenda for each Regular Meeting of the CITEL Assembly one year in advance.
4. Chairmen of the PCCs, with the assistance of the Executive Secretary, shall send proposed agendas for the PCC meetings to all participants of the respective committees at least two months prior to the meeting.

ARTICLE 95²⁸

Conduct of meetings and administrative support

1. The Secretariat shall provide administrative support to prepare for, conduct, and follow up on all the meetings of the CITEL Assembly, COM/CITEL and each of the PCCs in accordance with the budget, and taking into account the level of support provided by the host country to the meetings.
2. The Chairman's reports and the technical contributions or proposals to be considered at each PCC Plenary meeting should be made available to all members as they are received, by the most suitable means, prior to the meeting. Additional technical contributions may be submitted up to the date of the meeting at the discretion of the Chairman.
3. The Chairman may limit the time for the presentation and discussion of documents, taking into account whether they are information documents or proposals. Information documents shall not be submitted for discussion, but rather comments will be requested thereon which will also be subject to a time limit. The Chairman will have to respect at all times the right to speak of the Member States and the Associate Members.
4. All documents for meetings of the CITEL Assembly and COM/CITEL are to be translated and distributed by the Secretariat to members in final reproducible form, if possible in English and Spanish, as soon as they are available.

²⁸ [CITEL-2002]

5. Members are encouraged to use modern means of communication to conduct business to the extent possible. This should be the normal way for working groups and ad hoc groups to work to minimize the number of meetings.
6. Seminars, ad hoc groups and working groups meetings of each PCC should be scheduled in as much as possible, in conjunction with a relevant PCC Plenary meeting.
7. Member States or Associate Members who host seminars, ad hoc groups or working groups that meet independently of a regular PCC meeting shall bear the costs of such meetings, if there are not resources approved for that purpose in the CITEL program-budget.

ARTICLE 96²⁹

Working Procedures governing the activities of the PCCs

1. The process that determines areas of priority interest among the participants involves holding seminars on topics of interests, and forming ad hoc groups to explore areas that may be subject of permanent working groups. This process should be used at the PCC level.
2. Seminars and discussions on topics of interest should be held in conjunction with PCC meetings, with the meetings of Working Groups or Ad Hoc groups, or whenever necessary as agreed with the PCC.
3. For a Working Group to be created, at least six Member States should undertake to actively participate in its work. The establishment of the Working Group shall be approved by a PCC resolution indicating its scope of interest and mandate.
4. For an ad hoc group to be created, at least three Member States shall undertake to actively participate in its work. The establishment of an ad hoc group shall be approved by a resolution indicating its specific tasks, its mandate, its duration, and its working schedule. The same resolution shall include the proviso that the findings of the group shall be reflected in a technical report attaching a draft resolution, decision, or recommendation.
5. Ad hoc groups shall work up to two consecutive years, their term may be exceptionally extended by the corresponding Committee or by the Assembly when applicable, for a limited period to allow for the completion of tasks. Eventually, the PCC may transform the ad hoc group into a Working Group, pursuant to the procedure described in paragraph 3 above.
6. Every Working Group and ad hoc group shall have a Chairman and one or more Vice-Chairmen appointed by the Chairman of the PCC. The Chair and Vice-Chair may be held by either a Member State or an Associate Member. In the selection of a Chair or Vice-chair, equitable geographic distribution should be taken into account in as far as possible.
7. All PCC members may attend the meetings of the Working Groups and the ad hoc groups. However, only those that specifically register as members of the Working Group or ad hoc group may be assured of getting working documents and would be expected to participate actively in the work of the group. The discussions on the working documents and the reports arising there-from shall take place within the meetings held by the Group and shall at all times observe the provisions of the mandate.

²⁹ [CITEL-1998]

8. The Chairpersons of the Working Groups and Ad Hoc Groups must provide reports in writing and/or verbally at each PCC meeting. The final report presented by any Group shall reflect its results and must be distributed by the Executive Secretariat to the PCC members. The final report cannot be amended by the PCC. Nevertheless, any proposal for action that might arise as a result of the report must be dealt with by the PCC.

9. Any actions proposed to the PCC in the form of resolutions, recommendations, or decisions from a Working Group or Ad Hoc Group must be clearly identified and supported in the Group report. The report shall state whether the action being proposed has received approval from all the participating members of the Group.

10. With a view to ensuring their due consideration by the Member States, all draft resolutions, recommendations, or decisions presented to the PCC Plenary meeting by a Working Group or Ad Hoc group shall be distributed, in the working languages of CITEL, to the Member States present at the PCC meeting before the start of the meeting, where they shall be discussed or submitted to a vote.

11. The plenary of the PCC shall adopt the resolutions or recommendations of the Working Groups by consensus and with the presence of one third of the Members; those measures can be adopted also by correspondence provided that there are not negative answers.

12. PCCs are allowed to change and adapt their work methods to most efficiently meet the needs of their members, provided they do not contravene the provisions of the CITEL Statute and Regulations.

13. COM/CITEL shall routinely review the work programs of PCCs and provide advice to the PCC chairmen regarding areas where there is overlap or redundancy and where more coordination among the PCCs is required. In this regard, the chairmen of the PCCs should routinely coordinate to avoid duplication and to identify areas where formal cooperation between or among PCCs would be useful. Likewise, efforts should be made to ensure that new Working Groups or Ad Hoc groups do not duplicate the work that is being performed by already existing groups. This may be achieved by reviewing the mandates of the existing groups and taking such actions as may be necessary to effectively coordinate the work of the corresponding Working Groups, Ad Hoc Groups, or PCCs.

14. PCCs shall regularly evaluate the need to retain their Working Groups and *Ad Hoc* groups depending on their activities and on the effectiveness of their work, in particular those having failed to submit their report at two consecutive meetings of the PCC. This evaluation may result in a draft resolution whereby:

- a. The group is required to continue its tasks.
- b. The group's work is terminated.
- c. The group's scope of activities, mandate or duration is changed.
- d. A new Chairman and/or Vice-Chairman are/is appointed for the group.
- e. Any other action is taken to contribute to achieving the goals sought.

15. Work shall be performed, insofar as possible, with the use of electronic documents transmission systems.

16. Both the CITES Assembly and COM/CITES may apply the above procedures or any part thereof in establishing their Working Groups or Ad Hoc Groups.

C. VOTING RULES

ARTICLE 97

1. Where the Statute or these Regulations requires that a decision be taken and a consensus is not reached, there shall be a vote by secret ballot. The secret ballot rule may be suspended temporarily on a case by case basis, provided that, before the secret vote is begun, a motion is made to suspend the rule, and an absolute majority of the participating Member States approves that motion by a show of hands.

2. The Chairman may permit a delegate to explain his vote, either before or after the voting, and he may limit the time for such an explanation.

D. RELATIONS WITH OTHER ORGANIZATIONS

ARTICLE 98

1. With a view to maximizing cooperation and coordination in its activities and work, CITES shall collaborate, through such agreements as it deems pertinent, with technical, governmental, nongovernmental and intergovernmental agencies engaged in activities similar to those contemplated in the objectives and functions of CITES, set out in Article 3 of the Statute.

2. When the activities of CITES are germane to the technical competence of an inter-American specialized organization, the subsidiary organs, agencies, and other entities of the inter-American System, CITES shall request their cooperation in carrying out those activities.

E. OTHER PROVISIONS

ARTICLE 99

Entry into Force

These Regulations shall enter into force on the date of their approval by the CITES Assembly and shall govern all meetings of all CITES organs.

ARTICLE 100

Amendments to the Regulations

1. Proposals to amend these Regulations shall be submitted to the CITES Assembly for adoption. Adoption of amendments shall be by an absolute majority of the participating Member States.

2. When COM/CITES determines that an amendment is urgent, it may decide to apply that amendment provisionally pending final decision by the CITES Assembly at its next Regular or Special meeting, in accordance with Article 17(g) of the Statute.

3. Amendments to these Regulations, once adopted by the CITELE Assembly, shall be presented to the General Assembly of the Organization at its next regular session for its information.

ARTICLE 101

Suspension of provisions from Chapter II

The provisions of Chapter II of these Regulations shall apply to all meetings of the CITELE Assembly. However, in exceptional circumstances, the Assembly may decide by a two-thirds majority vote of the participating Member States to suspend temporarily any provision of Chapter II of these Regulations for the more efficient functioning of the Assembly. This suspension shall not contravene any provision of the Statute.

ARTICLE 102

Unregulated matters

Situations and matters not provided for in these Regulations shall be decided by COM/CITELE by an absolute majority vote of the Member States participating in the CITELE Assembly or COM/CITELE members if the Assembly is not in session. Should the Assembly or COM/CITELE not be in session, they shall be dealt with provisionally by the Chairman, after consulting with the other members of COM/CITELE, until COM/CITELE ratifies this decision at its next meeting. COM/CITELE shall report all decisions adopted under this Article, to the next Regular Meeting of the CITELE Assembly. No decision adopted under this Article can contradict the provisions of the CITELE Statute.

ANNEX³⁰

NAMES OF THE PCC

In reference to Article 77 of these regulations, CITELE has the following Permanent Consultative Committees (PCCs):

Permanent Consultative Committee I (PCC.I):	Telecommunication Standardization
Permanent Consultative Committee II (PCC.II):	Radiocommunications including Broadcasting

³⁰ [CITELE-2002]