

CITEL RES. 92 (VIII-22)¹

MODIFICATIONS TO CITEL STATUTE AND REGULATIONS

The Eighth Regular Meeting of the Assembly of the Inter-American Telecommunication Commission (CITEL),

HAVING SEEN:

The Report of the Assembly Working Committee 1 on the modifications to the CITEL Statute and Regulations proposed by the Member States,

CONSIDERING:

- a) That pursuant to Articles 5, 34 and 35 of the CITEL Statute, all modifications of the Statute subject to the approval of the General Assembly of the Organization of American States (OAS), and CITEL must send all modifications of its Regulations to the OAS General Assembly with its first annual report;
- b) That Article 89 of CITEL Regulations requires that every modification of the Regulations be presented to the OAS General Assembly for its information,

RESOLVES:

1. To approve the modifications to the CITEL Statute contained as Annex 1 of this Resolution, ad referendum of the approval of the OAS General Assembly.
2. To approve the modifications to the CITEL Regulations contained as Annex 2 of this Resolution and inform the OAS General Assembly of these modifications.
3. To request that the OAS General Assembly in its next Regular Period of Sessions approve the modifications to the CITEL Statute set out in the Annex as of the date of this Resolution, by adopting the draft Resolution attached hereto as Annex 3.

ANNEX I TO THE RESOLUTION CITEL RES. 92 (VIII-22)

**REFORM OF THE STATUTE OF THE INTER-AMERICAN TELECOMMUNICATION
COMMISSION**

**CHAPTER ONE
ORGANIZATION, FUNCTIONS AND MEMBERSHIP**

**Article 1
Nature, Mission, and Vision**

¹ CITEL doc. 593/22 rev. 2

The Inter-American Telecommunication Commission (CITEL) is an entity of the Organization of American States (hereinafter "the Organization"), established by the General Assembly, in accordance with Article 53 of the Charter of the Organization.

CITEL has the mission to facilitate and promote the integral and sustainable development of interoperable, innovative and reliable telecommunications/ICTs in the Americas, under the principles of universality, equity and affordability.

The vision of CITEL is the full integration of the American States into the Global Information Society, with a view to enabling and accelerating social, economic and environmentally sustainable development for all the region's inhabitants through the development of telecommunications and information and communication technologies (ICTs).

CITEL enjoys technical autonomy in the performance of its functions, within the limits of the Charter of the Organization, this Statute, and the mandates of the General Assembly of the Organization.

Article 2 Structure

CITEL shall achieve its objectives through the following bodies:

- a. The Assembly of CITEL;
- b. The Permanent Executive Committee (COM/CITEL);
- c. The Permanent Consultative Committees; and
- d. The Secretariat.

Article 3 Objectives and Functions

Objectives

- a. To facilitate and promote, by all means available to it, the continuing development of telecommunications/information and communication technologies (ICTs) (hereinafter telecommunications/ICTs) in the Hemisphere in pursuance of sustainable development.
- b. To promote and foster the existence of appropriate telecommunications/ICTs that contribute to the integral development process in the region, with particular attention to underserved areas.
- c. To organize promote, and evaluate the periodic holding of meetings of technicians and experts to study planning, financing, construction, operation, standardization, technical assistance, maintenance, and other matters related to the use and development of telecommunications/ICTs in the Americas.
- d. To promote the unification of criteria and technical standards for the installation, operation, and maintenance of systems, in order to obtain maximum benefit from the facilities available to each country and to the region in general, in the global standardization framework of the International Telecommunication Union (ITU) and other relevant standardization organizations.
- e. To promote and study technical assistance, in agreement with the governments of the respective countries, giving priority to the needs of developing countries.
- f. To foster the improvement, simplification, and harmonization of administrative, financial, and operational procedures for the planning, installation, improvement, maintenance, and operation of the telecommunications/ICT networks of the Member States of CITEL.

- g. To recommend studies and promote the adoption of official agreements among governments of Member States of the Organization for the planning, installation, maintenance, and operation of telecommunications/ICT systems in the Hemisphere.
- h. To promote and encourage the study and dissemination of the impact of telecommunications on the environment and climate change and their relationship to ICTs, in keeping with policies developed by the ITU and other organizations with competence in this area.
- i. To promote the harmonization, equitable access, and efficient use of the radio spectrum among the Member States, devoting special attention to the needs of developing countries.
- j. To promote and encourage the use and appropriation of telecommunications/ICTs in the Hemisphere, particularly by women, girls, and people with special needs.
- k. To promote capacity-building in the Member States of CITELE to better attain their objectives.
- l. To foster the engagement of the telecommunications/ICT industry, the academia, relevant organization of the civil society or others related to telecommunications/ICT or Internet sector in the work of CITELE.

Functions

- a. To serve as the Organization's leading advisory body in all matters relating to telecommunications/ICTs in the Hemisphere.
- b. To promote or undertake studies and programs for the sustainable development of telecommunications/ICTs
- c. To compile and disseminate to the member states of the Organization information pertaining to the fulfillment of the objectives of CITELE, as well as any other information that may be of interest, including the results of the work of the Commission.
- d. To maintain ongoing contact with the various international governmental and nongovernmental organizations in the field of telecommunications/ICTs, and to promote mutual cooperation and coordination of their activities with those of the OAS Member States and Associate Members of CITELE.
- e. To analyze, propose, and implement different forms of financing to support the approved plans and projects.
- f. To study the technical, legal, economic, policy, and regulatory aspects of telecommunications/ICTs of relevance to the region.
- g. To make recommendations in the area of telecommunications/ICTs to the governments of the Member States of CITELE, taking into account those made by the ITU and by other relevant organizations.
- h. To consider matters related to inter-American cooperation in the field of telecommunications/ICTs assigned to it by the General Assembly and the Summit of the Americas.
- i. To promote the development of new applications that promote the inclusion of the region's countries in the Knowledge-based Society.
- j. To identify mechanisms to encourage participation by all Member States in the meetings of CITELE, and to increase the number of associate members.
- k. To promote the coordination of positions among the Member States for the different international telecommunications/ICT conferences, assemblies, and meetings.

Article 4 **Membership**

The following States can be members of CITELE:

- a. All the Member States of the Organization.

- b. Other American States that are not members of the Organization, whose request for membership in CITEL is favorably decided upon by the CITEL Assembly and the General Assembly of the Organization, because of the special interest shown by those governments in cooperating in the attainment of the purpose and objectives of CITEL.

CHAPTER TWO CITEL ASSEMBLY

Article 5 Purpose and Functions

Purpose

It is the apex body of CITEL and is composed of the Member States of the Organization.

It serves as an inter-American forum in which the highest telecommunications/ICT authorities of the Member States of the Organization share opinions and experiences and make appropriate decisions to direct their activities towards achieving its assigned objectives and mandates.

Functions

- a. Establishing the policies for achieving the objectives and functions set out in Article 3 of this Statute.
- b. Adopting the Strategic Plan of CITEL.
- c. Establishing the mandates for each of the bodies of CITEL.
- d. Electing the members of COM/CITEL.
- e. Establishing the Permanent Consultative Committees and appointing its chairs.
- f. Approving the request for membership of CITEL of American States that are not members of the Organization, subject to ratification by the General Assembly of the Organization.
- g. Proposing amendments to this Statute for approval by the General Assembly of the Organization.
- h. Approving the CITEL Regulations and presenting them to the General Assembly of the Organization for its information.
- i. Approving the report on the financial situation of CITEL.
- j. Establishing the amount of the fee to be paid by the associate members of the PCCs and the participation fee for observers.

Article 6 Place and Frequency of Meetings

CITEL shall hold a Regular Meeting of the CITEL Assembly every four years, in the place and dates-approved by COM/CITEL in accordance with the principle of rotation set forth in the Regulations.

The CITEL Assembly may hold Special Meetings as provided in the Regulations.

Article 7 Participation in the CITEL Assembly

Delegations

Each Member State is entitled to send a delegation to the CITELE Assembly. The delegation of each Member State may include a head of delegation, an alternate head of delegation, and such delegates and advisors as that State may accredit.

Secretary General of the Organization

The Secretary General of the Organization, or his representative, may participate with voice but without vote in the deliberations of the CITELE Assembly, both in the plenary sessions and in the committees and subcommittees.

Observers

The following may be represented by observers at a meeting of the CITELE Assembly with the right to voice but without vote:

- a. Permanent Observers to the Organization.
- b. Subject to COM/CITELE's approval, those American States that are not Members of the Organization and which have asked to participate in the meeting.
- c. Subject to COM/CITELE's approval, those Non-American States that are Members of the United Nations or its specialized Agencies and which have asked to participate in the meeting.
- d. Inter-American specialized organizations and entities of the Organization, and Inter-American intergovernmental regional organizations.
- e. The United Nations and its specialized agencies.
- f. International and national organizations that are parties to agreements or arrangements establishing relations of cooperation with the Organization, with its organs, organizations or agencies, when such agreements or arrangements provide for participation of observers.
- g. Subject to COM/CITELE's approval, those international, regional, sub regional and national agencies and organizations that are involved in telecommunications/ICT activities in the region and which have asked to participate in the meeting.
- h. The associate members of the Permanent Consultative Committees.

Guests

Subject to COM/CITELE's approval and in consultation with the government of the host country, other persons or institutions not covered in this Article as may be deemed advisable, may attend the CITELE Assembly as guests, as defined in the Regulations.

Article 8 **Officers of the CITELE Assembly**

There shall be a Chair and two Vice Chairs of the CITELE Assembly, elected at the first plenary session, by an absolute majority of the Member States represented at the Assembly. Before the election of the Chair of the CITELE Assembly, the Chair of COM/CITELE shall serve as the provisional Chair.

Article 9 **Agenda**

COM/CITEL shall prepare the preliminary agenda for each CITEL Assembly meeting, and shall submit it to the Member States for consideration, at least three (3) months in advance of the opening of the CITEL Assembly Meeting. The Member States shall have thirty consecutive days to present their observations on the draft agenda to the Chair of COM/CITEL. On the basis of these observations, COM/CITEL shall draw up the final agenda.

The agenda so approved, may be amended or otherwise modified only during the Meeting of the CITEL Assembly by a vote of two thirds of the participating Member States.

Article 10

Sessions and Meetings

Each Meeting of the CITEL Assembly shall consist of such Plenary Sessions as are required to complete the Agenda for the Meeting and the sessions of the Committees of the CITEL Assembly as provided under this Statute.

Article 11

Committees

There shall be a Steering Committee, a Credentials Committee and a Style Committee, as further provided in the Regulations.

The CITEL Assembly may establish such other committees, subcommittees, and working groups when required.

Article 12

Quorum

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

For committees, subcommittees, and working groups of the CITEL Assembly, the presence of more than half of the Member States of the body concerned shall constitute a quorum.

Article 13

Voting

The decisions of the CITEL Assembly shall be adopted at the plenary sessions and consensus shall always be sought. Each delegation of a Member State shall have the right to one vote. The right to vote does not imply an obligation to vote.

In the absence of consensus in the deliberations, the decisions of the CITEL Assembly shall be adopted by the vote of an absolute majority of the Member States participating, except in those cases where a two-thirds vote of the participating Member States is expressly required.

In the committees, subcommittees, and working groups, decisions shall be adopted by a simple majority.

For the purposes of this Statute, the term "absolute majority" means more than half of the votes of the Member States participating in a meeting of the CITEL Assembly. The term "simple majority" means more than half of those present and voting in any given session of a Committee, subcommittee, or working group.

CHAPTER THREE THE PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)

Article 14 Membership

The Permanent Executive Committee (COM/CITEL) is the executive organ of CITEL. It is composed of representatives of thirteen Member States elected at the CITEL Assembly, who shall serve until the next Regular Meeting of the Assembly.

One of the members The Chair shall be the representative of the Member State hosting the meeting of the CITEL Assembly in which the election takes place. The Vice-Chair shall be the representative of the Member State in whose territory the next Regular Meeting of the CITEL Assembly will be held. In the election of the remaining eleven Member States, the principles of rotation and of an equitable geographic representation shall be observed, insofar as possible. The candidacies for membership of the CITEL Permanent Executive Committee must be presented by the OAS Member States at least 30 days before the opening of the CITEL Assembly.

Article 15 Installation Session and Officers

COM/CITEL shall be installed by the Chair of the CITEL Assembly before the closing of the Meeting at which the Member States that are to serve on COM/CITEL are elected.

At the installation session of COM/CITEL, the Chair of the CITEL Assembly shall be appointed Chair of COM/CITEL. The representative of the Member State that has offered to host the next Regular Meeting of the CITEL Assembly shall become the Vice-Chair of COM/CITEL.

Article 16 Chair of COM/CITEL

The Chair of COM/CITEL shall have the following specific responsibilities:

- a. To preside over the meetings of COM/CITEL.
- b. To preside initially at the CITEL Assemblies.
- c. To represent CITEL before other Organs of the Organization, the governmental telecommunications/ICTs entities of the CITEL Members, and other organizations that participate in telecommunications/ICT development activities in the Americas.
- d. To supervise and coordinate the fulfillment of the responsibilities of COM/CITEL, especially during the interim between Regular Meetings.
- e. To direct and coordinate the meetings and forums, that COM/CITEL may conduct with other entities of the regional telecommunications/ICT sector, or with other international entities.
- f. To coordinate with the General Secretariat of the OAS in accordance with its internal structure, the process of presenting candidacies for the position of Executive Secretary of CITEL.

Article 17
Functions of COM/CITEL

The following are functions of COM/CITEL:

- a. To carry out the decisions of the CITEL Assembly, taking into consideration the recommendations of the General Assembly of the Organization and the mandates from the Summit of the Americas related to telecommunications/ICTs.
- b. To carry out and enforce the objectives of Article 3 of this Statute.
- c. To set the date for the Regular and Special Meetings of the CITEL Assembly, the site for the Special Meetings of the CITEL Assembly, and to change either or both as necessary.
- d. To prepare the draft agendas for the Regular and Special Meetings of the CITEL Assembly and to submit them to the governments of the Member States of CITEL for consideration, through the Executive Secretary, pursuant to Article 9 of this Statute.
- e. To propose to the CITEL Assembly any amendments it may consider necessary to introduce to this Statute and the Regulations.
- f. To establish a work program for the Secretariat and for the office of the Chair of COM/CITEL for implementation of the decisions of the CITEL Assembly.
- g. To adopt any urgent measures, which cannot be deferred until the next meeting of the CITEL Assembly and which shall remain in force until the CITEL Assembly can consider them.
- h. Through its Chair or some other designated member of COM/CITEL, to represent CITEL at world, regional, or national meetings or conferences on telecommunications/ICTs or related activities.
- i. With the cooperation of the Secretariat, to prepare studies, drafts of inter-American conventions and treaties, and any other documents relating to telecommunications/ICTs in the Hemisphere.
- j. Through the Secretary General and the appropriate Council of the Organization, to present to the General Assembly an annual report on the activities of CITEL.
- k. To establish such technical committees and working groups as it may consider necessary, determining their work programs.
- l. Within the framework of CITEL's objectives, to plan and coordinate inter-American activities in the area of telecommunications/ICTs.
- m. To review and approve a work program based on the program-budget approved by the General Assembly and an annual proposed budget for CITEL in pursuance of the provisions of Article 112 (c) of the Charter of the Organization; ensuring the strictest possible economy, mindful of the obligation upon CITEL to achieve satisfactory results from the work programs undertaken.
- n. To approve the annual training plan and oversee its implementation.
- o. To ensure fulfillment of the Strategic Plan adopted by the Assembly.
- p. To approve the participation of observers and guests in the meetings of the Assembly of CITEL.
- q. To coordinate CITEL's preparatory processes for the ITU's Plenipotentiary Conference and meetings of the Council.
- r. To provide the SG of the OAS the profile and the selection criteria for candidates to occupy the position of Executive Secretary of CITEL and receive nominations from interested Member States.
- s. To select three candidates to occupy the position of Executive Secretary of CITEL and provide the names to the Secretary General for his or her consideration to select one candidate in accordance with the OAS General Standards.
- t. To participate in the process of determining the membership, recruitment, and selection of the Secretariat of CITEL.
- u. If no consensus is reached, Article 20 herein shall apply.

Article 18
Meetings and Headquarters of COM/CITEL

COM/CITEL shall meet at least once a year, in the country represented by its Chair, in another country, or at the headquarters of the General Secretariat of the Organization as the Committee may decide at its preceding meeting. In the event special meetings are held, they may be attendance-based or online.

Any Member State which is not a member of COM/CITEL may participate in the meetings of COM/CITEL and of its working groups, with voice but without vote. In the case of CITEL's preparatory processes for the ITU Plenipotentiary Conferences, they shall have both voice and vote.

In consultation with COM/CITEL members, the Chair may invite representatives of specialized agencies or experts in matters to be considered at the meetings to advise as required.

The Member State elected to preside over COM/CITEL shall organize, at its expense, and under the exclusive responsibility of the Chair, an office in accordance with the Regulations.

Article 19
Quorum

More than half of the members of COM/CITEL shall constitute quorum for a COM/CITEL meeting.

Article 20
Voting

In the deliberations of COM/CITEL, each Member State shall have one vote, and in the absence of consensus, the decisions of COM/CITEL shall be adopted by the vote of an absolute majority of the quorum. However, on questions of procedure, decisions shall be taken by a simple majority of those present and voting. In the latter case, abstentions shall not be counted as votes cast.

Article 21
Travel Expenses

Travel expenses of the Chair of COM/CITEL or some other member acting on his behalf, to attend a meeting of an international agency as the representative of CITEL, shall be defrayed by the Organization as provided in the Organization's Program-Budget.

Travel expenses incurred by the members of COM/CITEL to attend its meetings or those of the CITEL Assembly shall be defrayed by the respective Member States they represent.

CHAPTER FOUR
PERMANENT CONSULTATIVE COMMITTEES (PCCs)

Article 22

Purpose

The purpose of Permanent Consultative Committees is to provide advice to all those entities that constitute the regional telecommunications/ICT sector, in matters relating to their respective areas of competence.

Article 23

Structure of the Permanent Consultative Committees

Organization

The CITELE Assembly shall organize the Permanent Consultative Committees it considers necessary to attain the objectives defined in Article 3 of this Statute and shall elect the host countries of the Permanent Consultative Committees, observing to the extent possible, the principles of rotation and an equitable geographic distribution.

Officers

The representative appointed by the host country of the Permanent Consultative Committee shall be the Chair of the Committee and shall have the duties set forth in the Regulations. Each Permanent Consultative Committee may establish up to three vice chairmanships.

The Member State that presides over the Permanent Consultative Committee shall organize, at its expense, and under the exclusive responsibility of the Chair, an office in accordance with the Regulations.

Meetings

The Permanent Consultative Committees shall meet at least once a year preferably in the country holding the Chair, and those Committees shall decide on the date and place of the meeting. The Vice-Chairs shall be responsible for assisting the Chair in his duties, and may offer to host an additional meeting of the Consultative Committee if deemed necessary.

Each Consultative Committee may set up working groups which shall submit reports concerning their activities to the Consultative Committee.

Papers, studies, decisions, and draft resolutions of the Permanent Consultative Committees that are to be considered by the CITELE Assembly shall be submitted to COM/CITELE at least four months before a meeting of the CITELE Assembly takes place.

In the absence of consensus in the deliberations of the Permanent Consultative Committees, draft resolutions shall be adopted in accordance with the voting procedures set forth in the Regulations. The approval will always require the favorable vote of at least one-third of the Member States.

Article 24
**Participation in the Permanent Consultative Committees: Members,
Associate Members and Observers**

The Member States and associate members of CITELE, whose rights and obligations are defined in this Statute, collaborate with a view to attaining the objectives of CITELE. /

Members

Each CITELE Member State may appoint a representative to each Permanent Consultative Committee. The representative shall be a specialist in telecommunications/ICTs, who may be removed or replaced by the Member State simply by notifying the Executive Secretary of CITELE of its decision to do so.

Associate Members

1. Any academic entity, organization, institution, or industry related to telecommunications/ICTs which has legal personality in one of the Member States and with the approval of any such State, or which has legal personality in a non-Member State and with the approval of three Member States of CITELE, may become an associate member of a Permanent Consultative Committee. The Member States shall notify the Chair of COM/CITELE in writing of the names of the entities, organizations, or institutions they have approved. Any entity, organization, or institution shall cease to be an associate member in the event that any of the Member States withdraws its approval.
2. An international or regional inter-governmental organization with multiple memberships of States of the Americas that is related to telecommunications/ICTs and has legal personality may become an associate member of a Permanent Consultative Committee with the approval of COM/CITELE. This international or regional organization shall cease to be an associate member in the event that approval is withdrawn by COM/CITELE.
3. Associate members of a Permanent Consultative Committee may fully participate in all the activities of that Permanent Consultative Committee, with voice but without vote. They may present technical papers, contributions to CITELE Working Groups, including draft Resolutions, Recommendations and Decisions, with exception to non-informative documents to the CITELE Working Groups on the Preparations of CITELE for ITU Conferences and Assemblies, and receive the documents of the Committee to which they pertain.

Observers

The terms and manner of participation of observers are dealt with in the Regulations.

CHAPTER FIVE
THE SECRETARIAT

Article 25
Purposes and Functions

The Secretariat is the central and permanent administrative organ of CITELE. It shall coordinate the administrative services required for implementing the decisions of the CITELE Assembly, COM/CITELE, and the Permanent Consultative Committees, and it shall perform such other functions as are assigned by those organs.

Article 26

The Executive Secretary of CITELE

COM/CITELE shall propose to the Secretary General a short list of three candidates for the position of Executive Secretary of CITELE, whose functions shall include:

- a. Performance of technical and administrative duties entrusted to the Secretariat, and coordination of the administrative services provided by the Secretariat.
- b. Preparation and submission to COM/CITELE and to the Secretary General of the Organization of the proposed Program-Budget of income and expenditure of CITELE.
- c. Representation of the Secretary General of the Organization, when so authorized, with voice but without vote, in the meetings of the CITELE Assembly, COM/CITELE, and the Permanent Consultative Committees.
- d. Assistance in the coordination and implementation of the work plans of the Permanent Consultative Committees and the working groups of COM/CITELE.
- e. Preparations for holding the Regular and Special Meetings of the CITELE Assembly.

The Executive Secretary of CITELE shall perform those functions in accordance with the General Standards Governing the Operation of the General Secretariat of the Organization ("General Standards") and such other rules and regulations that apply to the General Secretariat and its personnel.

Article 27

Secretariat Services

The General Secretariat of the Organization shall provide secretariat services to CITELE in accordance with the allocation of funds in the Program-Budget of the Organization and the Secretary General shall appoint the technical and administrative personnel provide those services in accordance with the General Standards and such other rules and regulations governing the operations of the General Secretariat of the Organization.

CHAPTER SIX

EXPENSES AND FUNDS OF CITELE

Article 28

CITELE Funding Sources

The resources of CITELE operations will come from:

- a. The Regular Fund of the Organization; and
- b. Specific Funds.

Each Member State of CITELE shall bear the expenses of its representatives.

Article 29
Specific Funds

The General Secretariat shall establish the following Specific Funds, pursuant to Article 74 of the General Standards for the Operations of the General Secretariat of the Organization.

- a. A Supplementary Fund for the Activities of the Permanent Consultative Committees to be funded by voluntary contributions from CITEL Members and by fees from associate members, as determined by the CITEL Regulations.
- b. A Supplementary Fund for Development Activities within CITEL's work program, to be funded by specific gifts, donations, and contributions.
- c. A Supplementary Fund for Support of General Operations, to be funded by voluntary contributions of CITEL Member States.

Accounting for these Specific Funds shall be carried out in accordance with the General Standards and Financial Rules and Regulations of the Organization.

CHAPTER SEVEN
OFFICIAL AND WORKING LANGUAGES

Article 30
Official Languages

English, French, Portuguese, and Spanish are the official languages of the CITEL.

Article 31
Working Languages

Spanish and English shall be the working languages. For the Regular and Special Meetings of the CITEL Assembly, the Executive Secretary shall inquire of the CITEL Members concerned if simultaneous interpretation into French and Portuguese will be necessary. The working documents of CITEL shall be made available in Spanish and English. Delegations may present their proposals to the CITEL Assembly in any of the official languages of CITEL.

Article 32
Documents

The draft resolutions, recommendations and decisions, and any amendments thereto, as well as the decisions of the CITEL Assembly, shall be published in the official languages. The CITEL annual report and the reports of the CITEL Assembly meetings shall be published in the official languages. Other documents emanating from CITEL shall be published in the working languages.

CHAPTER EIGHT
GENERAL PROVISIONS REGARDING THE STATUTE AND RULES OF PROCEDURES

Article 33
Governing Norms

CITEL shall be governed by the present Statute, by its Regulations, and by the resolutions of the General Assembly of the Organization.

Article 34
Amendments

The present Statute, approved by the General Assembly of the Organization, may be amended only by the General Assembly, at its own initiative or upon CITEL's request as provided under CITEL's Regulations.

Article 35
CITEL Regulations

CITEL shall adopt its Regulations in accordance with this Statute and shall submit them to the General Assembly of the Organization with its first annual report.

Article 36
Entry into force

The present Statute shall enter into force on the date of its approval by the General Assembly.

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ANNEX 2 TO THE RESOLUTION CITEL RES. 92 (VIII-22)

**REFORM OF THE 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/information and communication technologies (ICT) (hereinafter telecommunications/ICT) throughout the American States; and
- e. Participation in the planning of technical assistance to CITELE members.

Article 2 Organization

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

Article 3 Applications for Membership

Any American State which is not a member of the Organization and wants to join CITEL 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/ICT. 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 THE CITEL ASSEMBLY

A. MEETINGS

Article 5

Regular Meetings

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

The exact date of the ordinary meeting of the Assembly will be discussed and approved by COM/CITEL at least one year before said Assembly.

The Regular Meetings shall be numbered consecutively.

Article 6

Meeting Site, Principle of Rotation

In 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 CITELE Executive Secretary, shall transmit the notice of convocation of the CITELE Assembly Meeting and the invitations to the participants as soon as the country offering to host the Assembly confirms to the CITELE 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 at least one year before the next Regular Meeting of the CITELE Assembly.

B. PARTICIPANTS

Article 10 Delegations

“Delegation” means the person or persons designated as representatives of a country to participate in the Assembly. If the delegation is composed of more than one delegate, a head of delegation shall be designated.

Each head of delegation may delegate his duties to the alternate head, or if there is none, to any other member of the delegation. Each Member State shall endeavor to designate to its delegations representatives who are versed in telecommunications/ICT. 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 heads of delegation prior to the opening session of the Assembly, an order of precedence for the delegations shall be established. This order of precedence shall be used for the delegations' location in the meeting 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.

Article 13 Permanent Observers to the Organization

1. States that are Permanent Observers to the Organization shall enjoy the same status in the CITELE and any of its organs. They shall accredit their respective representatives to participate in the meetings of the CITELE 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 CITELE 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 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 CITELE 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 CITELE Assembly as observers. With the permission of the presiding officer, they may speak at the meeting or address the meeting in writing.

Article 16

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 CITELE Assembly meetings when such agreements or arrangements provide for the participation of observers.
2. Subject to COM/CITELE's approval, the following may send observers to the CITELE 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/ICT activities in the region who have asked to participate in the meeting.
3. The observers referred to in this Article may speak at the plenary session of the CITELE 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. Similarly, 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 CITELE Assembly, is without prejudice to the status that they may have, as associate members of the PCC, in accordance with Article 73 of the Regulations

5. 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 Chair of COM/CITEL, at least sixty days before the anticipated opening of that meeting of the CITEL Assembly. The Chair of COM/CITEL shall consult such applications with the Members of COM/CITEL, and if there are no objections, the corresponding invitations shall be extended in accordance with Article 9 of these Regulations.

Article 17

Observers Participation of associate members

Active associate members may attend the public sessions of the CITEL Assembly as observers. The observers 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. Similarly, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

Article 18

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.

Article 19

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/ICT, may attend the meetings of the CITEL Assembly as a guest. COM/CITEL will develop guidelines to determine qualifications for guests.

Individuals or entities wishing to participate as guests to a meeting of the CITEL Assembly, under Article 20, should apply in writing to the Chair of COM/CITEL no later than forty five 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.

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 Chair 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 20

Election of the Chair and Vice Chairs

The Assembly Chair and both Vice Chairs 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 21

Duties of the Chair of the CITEL Assembly

1. The Assembly Chair 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 the decisions taken;
 - f. Rule on points of order being submitted to the Assembly for consideration;
 - g. Establish the working committees, and
 - h. In general, ensure compliance with these Regulations.

2. When any speaker departs from the topic under discussion the Assembly Chair may draw this to his attention. Likewise, during the discussion of a topic, the Chair 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 22

Participation by the Assembly Chair in Voting and Discussion

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

Article 23

Duties of the Vice Chairs Acting as Chair

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

Article 24

Absence or Impediment of the Chair and Vice Chairs

In the event of the absence or impediment of the Chair and the Vice Chairs of the CITELE Assembly, the Meeting shall be presided over by one of the Chairmen of the working committees, in accordance with the order in which those committees are numbered.

D. AGENDA

Article 25

Agendas for Regular Meetings

1. COM/CITEL shall prepare a preliminary agenda for each Regular Meeting of the CITELE 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 Chair 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 CITELE Assembly by a vote of two thirds of the participating Member States.

Article 26

Agendas for Special Meetings

The agenda of each Special Meeting of the CITELE 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/CITEL.

Article 27

Reports and Proposals

In general, the CITEL 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 requested. The documents thus submitted shall not include any information of a promotional or commercial nature.

Reports and proposals shall normally be presented to the Executive Secretary fifteen days in advance of the date set for the opening of the CITEL Assembly, in order to permit their distribution to the Member States in CITEL working languages, together with the report of COM/CITEL 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.

E. SESSIONS

Article 28

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 Chair of COM/CITEL, to agree on the various aspects concerning the organization of the work of the CITEL Assembly.

Article 29

First Plenary Session

The first plenary session shall be held as soon as possible after the CITEL Assembly Meeting has been inaugurated. At that session, the CITEL 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.

Article 30

Adoption of Decisions

The CITEL 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 31

Decisions with financial repercussions

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

Article 32
Public and Private Sessions

1. Plenary sessions at the Assembly and of the working committees shall be public. However, if the Chair 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 Chair of the respective body may expressly authorize in each case.
3. All decision taken by the CITES Assembly in a private plenary session shall be announced at the next public plenary session.
4. No plenary, 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 33
Steering Committee

1. The Steering Committee is made up of the Chair of the CITES Assembly, who shall preside over it, the two Vice Chairs, and the Chairmen of the working committees.
2. The Chair of the CITES Assembly shall convoke the Steering Committee whenever he deems it desirable for the best performance of the work of the Assembly.
3. The task of the Steering Committee is to resolve any difficulties that may arise regarding the functioning of the CITES Assembly and to suggest appropriate solutions to the committees or to a plenary session. For the effective operation of the CITES Assembly, it shall coordinate the work of the working committees.

Article 34
Credentials Committee

1. The Credentials Committee is composed of the representatives of three member states elected at the first plenary session of the CITES Assembly. The Committee shall elect its Chair.
2. The Credentials Committee shall examine the credentials of the delegations and submit a report, before the election of the COM/CITES members and Chairs of the PCCs, to the CITES Assembly forthwith.

Article 35
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 cannot correct, then it shall raise the question with the committee concerned, or at a plenary session of the Assembly.

Article 36
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 of the Assembly. The Committee shall present to each Plenary Session a draft report of all preceding sessions.

Article 37
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 wish to take part in that committee.
3. Each working committee shall elect a Chair, and may also elect a vice-Chair and a rapporteur.
4. Each working committee shall study the topics assigned to it by the CITELE Assembly and shall present to the plenary session a report on its discussions, the draft resolutions or proposals considered, and its recommendations.

Article 38
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 Chair 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 Chair 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 39

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

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

H. DEBATES AND PROCEDURES

Article 40

Proposals and Amendments

1. Proposals must be presented in writing to the Secretariat by the Member State delegations 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 CITELE working languages to participating Member States before deliberation of them begins. However, if no Member State objects, the Chair of the body that is required to deal with the matter may authorize discussion of a proposal that was not duly distributed in time and form.

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 Chair of the Assembly shall decide.

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 41

Withdrawals of Proposals

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

Article 42
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 43
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 Chair. Any representative of a delegation may appeal the decision of the Chair, 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.

Article 44
Suspension of Discussion

The Chair or any representative of a delegation may make a motion that discussion be suspended. Only two such 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 45
Close of Discussion

1. Any representative of a delegation 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 of delegations, after which it shall be declared approved if it receives the vote of two-thirds of the delegations present at the session. The Chair may limit the time allowed to speakers under this Article.

2. The Chair may close the debate if he/she considers that it has become repetitive, or if it no longer addresses the issue at hand. In this case, the Chair 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 46
Suspension or Adjournment of a Session

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

Article 47
Order of Procedural Motions

Except as provided in Article 42, 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.

Article 48
General Provisions for All the Deliberative Bodies
of the CITELE 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 CITELE Assembly.

I. VOTING

Article 49
Voting on Proposals

Once 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 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 50
Abstentions

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

Article 51
Ties

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

Article 52
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 53
Voting on amendments

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 CITELE Assembly shall take a vote 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.

When the adoption of an amendment 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.

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 54
Rules of procedure

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.

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.

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 55 Summary Minutes

Summary minutes shall be kept of the open plenary sessions and of the open committee meetings of the CITELE Assembly. The Secretariat of CITELE 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 CITELE Assembly. The appendices of the summary minutes shall contain the complete statement of a delegation if the delegation so requests.

Article 56 Summary of the Activities

After the close 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/CITELE.

Article 57 Filing of Documents

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

CHAPTER III THE PERMANENT EXECUTIVE COMMITTEE (COM/CITELE)

Article 58 Length of Term

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

Article 59 Appointment of Representatives of COM/CITELE

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/ICT 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 soon as they are appointed.

Article 60

Functions

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

Article 61

Work Program

1. COM/CITEL shall prepare, at each meeting, 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 rapporteurships to perform its functions.

Article 62

Duties of the Chair

The Chair 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 Chair of the Assembly is elected.
- b. To represent CITEL before other organs of the Organization, the governmental telecommunications/ICT entities of the CITEL Members, and other organizations that participate in telecommunications/ICT 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.

Article 63

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 64

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 Chair, an office composed of a full time assistant to the Chair, 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 Chair of COM/CITEL, and shall not be dependent upon the General Secretariat of the Organization.

2. The Chair 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 Chair of COM/CITEL shall send copies of all official correspondence sent or received by him to the Executive Secretary.

Article 65

Rules of procedure

1. The main rules governing COM/CITEL meetings, quorum, voting and travel expenses are those contained in Articles 18 to 21 of the Statute

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

3. In order to ensure their due deliberation, all draft resolutions, recommendations or decisions presented must be distributed in writing in the CITELE 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 no objection on the part of any COM/CITELE Member State present at the meeting, a proposal written in only one of the working languages of CITELE may be discussed and decided upon.

4. If for any reason a regular Meeting of COM/CITELE 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/CITELE may agree to hold the meeting in that country. In the event special meetings are held, they may be attendance-based or on-line.

5. The General Secretary of the Organization, or by delegation, the CITELE 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 CITELE 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 sixty days before the proposed date of the meeting.

6. Observers in the categories stipulated in Articles 13, 14, 15, 16 and 17 may attend COM/CITELE meetings as observers on the same conditions as those established in the Regulations for their participation in the CITELE Assembly meetings.

Article 66 **Approval by electronic methods**

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

Article 67 **Working groups and Committees of COM/CITELE**

When COM/CITELE established 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/CITELE, the country concerned shall provide, as its expense, the staff and the necessary facilities for the performance of its functions.

COM/CITELE may invite representatives of associate members to participate in its Working Groups because of a special interest or expertise in a specific topic pertaining to the mandate of the working group.

CHAPTER IV **PERMANENT CONSULTATIVE COMMITTEES (PCCs)**

A. ORGANIZATION AND OFFICERS

Article 68

Establishment and chairmanship of a PCC

1. The CITELE 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 mandates for each PCC. For the selection of countries to chair meetings of the PCCs, the principles of rotation and equitable geographic distribution shall be observed to the extent possible. A PCC shall continue in force until such time as the CITELE Assembly itself, or COM/CITELE, deems its functions and purpose to be concluded. The names of the PCCs are listed in Annex 1 of these Regulations.
2. The countries of the PCCs may submit their candidacy for one re-election only. A Member State may not submit its candidacy for a second re-election, if another Member State – which has been elected fewer times – should present its candidacy.
3. Each PCC shall be presided over by the representative appointed by the government of the elected country. Each PCC may establish up to three vice chairmanships to assist the Chair in the performance of his duties. The Chair of each PCC shall recommend to the PCC the number of Vice Chairs he deems appropriate, taking into account insofar as possible an equitable geographical distribution. The countries from which a Vice-Chair 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.
4. Each PCC shall determine its internal work structure, which must fully comply with the provisions of the Statute and these Regulations.

Article 69

Duties of the Chair of a PCC

The Chair of a PCC shall:

- a. Convene the PCC through the Executive Secretary 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 Chair of COM/CITELE 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 Chair of COM/CITELE.
- d. Report to the CITELE Assembly on matters within the competence of the PCC.
- e. Ensure that the Working Groups, Ad Hoc Groups, and Rapporteurships established, as well as the coordination tasks assigned, operate in accordance with the working procedures that govern PCC activities, as provided in Article 8⁵⁴.
- 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.
- h. Inform the Executive Secretary and the Chair of COM/CITEL about the contribution of the PCC's work to the Strategic Plan of CITEL.
- i. Finalize and publish the final report of each CCP meeting up to four weeks from the end of each meeting.

Article 70
Chair'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 Chair, an office composed of the necessary technical and administrative personnel. For all purposes, this office shall be responsible exclusively to the Chair of the PCC and shall not be dependent in any way upon the General Secretariat of the Organization.

Article 71
Working Groups, Ad Hoc Groups and Rapporteurships

- 1. Each PCC may establish working groups and ad hoc groups in accordance with Article 854. Those groups shall submit reports of their activities to the corresponding PCC.
- 2. PCC shall also establish rapporteurships and 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.
- 3. The PCC shall elect the Chairs, Vice Chairs, and Rapporteurs from among those candidates who represent a Member State or an associate member. If the representative designated as Chair, Vice-Chair, or Rapporteur is no longer able to represent the corresponding Member State or associate member, the aforementioned Member shall designate another representative for the rest of the term.

B. PARTICIPATION IN THE PCC

Article 72
Members

Each CITEL Member State may appoint to a PCC the delegation that it deems relevant, whose members are specialists in telecommunications/ICT in accordance with the method set out in Article 4. A Member State may remove or replace the members of that delegation by notifying the Executive Secretary, in writing, of its decision to do so.

Article 73
Associate Members

- 1. Associate membership on a PCC is open to:

- a. Any entity, organization or institution, or academic institution, related to the telecommunications/ICT industry that has legal personality (hereinafter "entity"), provided that the entity's associate membership is approved by the corresponding Member State of CITEL where the "entity" was constituted or has its principal office.
 - b. Any entity related with the telecommunications/ICT industry with legal personality in a non-Member State, whose associate membership is approved by a minimum of three Member States.
 - c. An international or regional inter-governmental, or private, academic, or civil society organization related to telecommunications/ICT 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, if any, must be forwarded to the corresponding Member State, together with an indication of the elected contributory unit and the pertinent 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 made with respect to its application and the procedures which associate membership entails.
6. The Executive Secretary will notify the Chair of COM/CITEL and the Chair 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, and shall publish it in available electronic media.
8. An entity shall cease to be an associate member of a PCC if at least one Member State withdraws its approval of that entity. An organization shall cease to be an associate member in the event that COM/CITEL withdraws its approval of that entity.

Article 74

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 submit technical documents and receive documents from the Committee they belong to, as provided in Article 24 of the Regulations. An associate member of any PCC shall be entitled to participate in the work of any joint working group of the PCC to which that associate member belongs, without being requested the payment of additional fees. The active associate members, as provided in Article 75.4 of the Regulations, can be nominated as spokespersons, rapporteurs, or coordinators.

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.

Article 75 **Associate Membership Fee**

1. Associate members shall contribute to the funding of their respective PCC, voluntarily choosing the level of contribution. The minimum contributory level shall be “one quarter” of a unit for Associate Members from the academia, “one” unit for associate members with legal personality in one of the Member States and “one and one half” units for the others. All these contributions may be increased in minimum “one half” unit levels, with the exception of Associate Members from the academia, whose minimum increment may be “one quarter” (1/4) of a unit

2. The monetary value of the unit, stated in U.S.A. dollars, shall be established by the CITELE 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 CITELE 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. 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 sixty days after the due date 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. [Passive associate members cannot attend CITEL meetings.](#) 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.

5. Any associate member may renounce membership in any PCC by written notification of such intention to the Executive Secretary. Such renunciation will become effective ninety days from the date of notification. In such a case, membership fees will be prorated on a yearly basis. Passive associate member that is more than two years in arrears in the payment of membership fees shall be deemed to have implicitly renounced membership effective immediately.

6. 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.

7. The Executive Secretary shall make all reasonable efforts to collect past due membership fees and shall report on those efforts annually to COM/CITEL. Membership fees past due for more than three years shall be considered uncollectible and shall be treated accordingly on CITEL's financial statements.

8. Fees incomes shall be credited against the outstanding balance of the earliest fiscal year, as is the practice in the OAS.

Article 76 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 of the CITEL Assembly, by appointing their representatives in a written notice addressed to the Executive Secretary, who will inform the Chair 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 forty-five 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. Similarly, 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/ICT or a person with a specific interest in telecommunications/ICT 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 forty-five days before the meeting.

- b. The Executive Secretary shall inform the corresponding Chair and the Member States that participate in the group.
 - c. If there is no objection and on the instructions of the respective Chair, 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 77

Meetings

1. Each PCC shall meet at least once a year at a time and place determined by its respective Chair. The meetings of a PCC shall be conducted in accordance with the provisions of these Regulations corresponding to the CITELE 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 CITELE Assembly shall be submitted to COM/CITELE at least four months before a meeting of the CITELE Assembly is held.
3. A PCC may hold private sessions restricting participation solely to Members and associate members. The Chair 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 Chair 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 Chair, 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.
5. The Secretary General of the Organization, or by delegation, the CITELE 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 CITELE 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 sixty days before the proposed date of the meeting.

Article 78

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 865 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 CITELE.

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.

CHAPTER V

THE SECRETARIAT

Article 79

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 80

The Executive Secretary of CITEL

1. The Executive Secretary of CITEL shall be a person highly versed in the subject matter.

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 Chair of COM/CITEL.
- e. To carry out the decisions and tasks that the different organs of CITEL may request.
- f. To cooperate with the Chair 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.
- 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/ICT field, in accordance with the instructions received from the Chair of COM/CITEL and taking into account the information received by COM/CITEL.
- l. To provide information to and keep world and regional, governmental and nongovernmental entities specializing in ICT abreast of the resolutions and decisions of the CITEL Assembly on telecommunications/ICT matters, for which purpose a periodic newsletter may be utilized.
- m. To provide a periodic information service, with widespread coverage on the progress of telecommunications/ICT 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 Chair of COM/CITEL at public or private functions and at meetings of international organizations, when the Chair so decides.
- p. After consultation with the Chairmen of the PCCs, 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 Chair of COM/CITEL and the Chairs of the PCCs a report on the expenditures paid with CITEL financial resources, including associate membership fees.

- u. Maintain the CITEL website updated with current information on the structure, the chair and vice-chairs, the instruments and the meetings of the CITEL Committees and Working Groups.

CHAPTER VI

GENERAL PROVISIONS

A. TRAVEL EXPENSES

Article 81

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 82

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 venues.
 - 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 be published regularly.
3. COM/CITEL shall prepare a draft preliminary agenda for each Regular Meeting of the CITEL Assembly one year in advance.
4. The 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.

INSTRUMENTS

Article 83

A. Resolution

- a. Definition. It is a manifestation of the will of an organ, acting within the scope of its jurisdiction, by which it approves measures or actions relating to any of the functions assigned to the corresponding provisions of the Statute of CITEL, Regulations or other resolutions from competent bodies as a result of the review and judgments made on the issue or issues subject of the resolution. Its application can be either transient or permanent.
- (i) The Resolutions of the Assembly of CITEL may refer, as appropriate, to any of the objectives of CITEL indicated in Article 3 or the functions of the Assembly indicated in Article 5 of the Statute of CITEL;
 - (ii) The Resolutions of COM/CITEL may refer, as appropriate, to any of the objectives of CITEL indicated in Article 3 or the functions of the indicated in Article 17 of the Statute of CITEL;
 - (iii) The Resolutions of the PCC focus on measures or actions of internal application concerning one or more aspects of a specific topic, within the scope of the jurisdiction assigned to it by the Assembly of CITEL.
- b. Format. The format of the Resolutions must consist of a descriptive text and an operative text.

The descriptive text may contain one or more “Whereas” sections that mention the documents, resolutions or legal provisions that have been taken into account as background for the resolution, with one or more "Considering" or "Recitals" being mentioned, in which the facts and rules that justify or necessitate the adoption of the operative text of the resolution are discussed.

The operative text must contain one or more paragraphs on decisions to be made. When deemed necessary, a Resolution may also include in its operative text one or more recommendations and/or instructions either for the Executive Secretary or any other party to which it corresponds.

B. Recommendation

- a. Definition It is a manifestation of the will of an organ, acting within the scope of their competence, by which it invites the Administrations of Member States or other deliberative organs of CITEL and the OAS, to accept the opinion and judgment made by the recommending body on different aspects of a specific issue, or to implement it, as appropriate. Its application can be either transient or permanent.
- (i) The recommendations of the Assembly of CITEL may be addressed to the General Assembly of the OAS or any other organ of the OAS, when appropriate, to the authorities of the Member States or any deliberative organ of CITEL;
 - (ii) The recommendations of COM/CITEL may be addressed to the Administrations of the Member States, the Assembly of CITEL or to other deliberative organs of CITEL; and where applicable, to the General Assembly of the OAS or any other organ of the OAS, to present CITEL’s position.
 - (iii) The recommendations of a PCC may be addressed to its Working Groups or Ad Hoc Groups, to another PCC, to COM/CITEL or to the Assembly of CITEL, through COM/CITEL.

- b. Format. The format of the Recommendations must consist of a descriptive text and an operative text.

The descriptive text must have the same characteristics indicated for the descriptive text of the resolutions.

The operative text must contain one or more recommendations. In addition, where applicable, it may contain one or more instructions for the Executive Secretary or any other party to which it corresponds.

C. Decision

- a. Definition. It is a manifestation of the will of a body by which it approves, within the scope of its competence, the execution of a specific purely administrative activity. This category includes tasks such as requests for information, the submission of forms to national Administrations, or other similar activities.

- b. Format. Decisions do not require descriptive text. In the case of decisions by the PCC, they will be found in the text of the minutes of the meetings; they will also be published in a table in the Final Report of each meeting, numbered consecutively. The Decisions of the Assembly of CITELE and the Permanent Consultative Committee of CITELE will be maintained in the current format.

D. Inter-American Proposals

Preliminary Proposal (PP):

Definition: That which is presented for debate for the purpose of having it acquire the nature of a Draft Inter-American Proposal and then Inter-American Proposal.

Draft Inter-American Proposal (DIAP):

Definition: That Proposal which, after being presented for consideration and debate by the Member States, has the support of more than 1 (one) Administration.

Inter-American Proposal (IAP):

Definition: This is a Preliminary Proposal or Draft Inter-American Proposal about which the Office of Rapporteur for the Preparation of the WTSA/WCIT has finalized its consideration and debate, and has been supported by at least 6 (six) Administrations, and which is not opposed by more than 50% (fifty per cent) of the total number of backings obtained.

E. Inter-American Contributions

An Inter-American Contribution (IAC) is a document that has received the required support, based on the exercise of procedures established by the related PCC, to be approved for submission to an ITU Study Group, Working Party or Advisory Group.

Article 84
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 CITELE Assembly, COM/CITELE 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 Chair'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 Chair.
3. The Chair 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 nor translated, but rather comments will be requested thereon which will also be subject to a time limit. The Chair 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 CITELE Assembly and COM/CITELE 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.
5. Members are encouraged to use modern means of communication to conduct business to the extent possible. This should be the normal way of operation for the working groups, and ad hoc groups to work to minimize the number of meetings.
6. Seminars, and meetings of ad hoc groups and working groups of each PCC should be scheduled, as much as possible, in conjunction with a relevant PCC Plenary meeting.
7. Member States or associate members who host seminars or meetings of, 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 CITELE program-budget.

Article 85

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. 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.

5. Every working group, rapporteurship, and ad hoc group shall have a Chair and one or more Vice Chairs . 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.

6. All PCC members may attend the meetings of the working groups, rapporteurships, 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.

7. The Chairpersons of the working groups and ad hoc groups, as well as the rapporteurs must provide reports in writing and/or verbally regarding the progress made 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.

8. 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.

9. 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 CITELE, 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.

10. The plenary of the PCC shall adopt the resolutions or recommendations of the Working Groups by consensus and with the presence of at least one-third of its members; those measures can be adopted also by electronic means provided that there are not negative answers.

11. 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 CITELE Statute and Regulations.

12. COM/CITELE 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, rapporteurships, ad hoc groups or PCCs.

13. PCCs shall regularly evaluate the need to retain their working groups, rapporteurships 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 Chair and/or Vice-Chair are/is appointed for the group.
 - e. Any other action is taken to contribute to achieving the goals sought.
14. Work shall be performed, insofar as possible, with the use of electronic documents transmission systems.
15. Both the CITELE Assembly and COM/CITELE may apply the above procedures or any part thereof in establishing their Working Groups or Ad Hoc Groups.

C. VOTING RULES

Article 86

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 Chair 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 87

1. With a view to maximizing cooperation and coordination in its activities and work, CITELE 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 CITELE, set out in Article 3 of the Statute.
2. When the activities of CITELE are germane to the technical competence of an inter-American specialized organization, the subsidiary organs, agencies, and other entities of the inter-American System, CITELE shall request their cooperation in carrying out those activities.

E. OTHER PROVISIONS

Article 88

Entry into Force

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

Article 89
Amendments to the Regulations

1. Proposals to amend these Regulations shall be submitted to the CITEL Assembly for adoption. Adoption of amendments shall be by an absolute majority of the participating Member States.
2. When COM/CITEL determines that an amendment is urgent, it may decide to apply that amendment provisionally pending final decision by the CITEL 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 CITEL Assembly, shall be presented to the General Assembly of the Organization at its next regular session for its information.

Article 90
Suspension of Provisions from Chapter II

The provisions of Chapter II of these Regulations shall apply to all meetings of the CITEL 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 91
Unregulated Matters

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

ANNEX I
NAMES OF THE PERMANENT CONSULTATIVE COMMITTEES

In reference to Chapter IV of these Regulations, CITEL has the following Permanent Consultative Committees:

Permanent Consultative Committee I (PCC.I): Telecommunications/Information and Communication Technologies (ICT)

Permanent Consultative Committee II (PCC.II): Radiocommunications

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