



**INTER-AMERICAN COMMITTEE AGAINST TERRORISM (CICTE)**

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**RULES OF PROCEDURE OF THE  
INTER-AMERICAN COMMITTEE AGAINST TERRORISM (CICTE)**

(Adopted at the Third Plenary Session, held on February 17, 2005)

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**Chapter I  
NATURE AND PURPOSES**

Article 1

These Rules of Procedure provide a regulatory framework for the Statute amended by the General Assembly through resolution AG/RES. 2010 (XXXIV-O/04), which contains specific rules for the operation, administration, and procedures of CICTE for the achievement of its purposes and to facilitate its activities.

In the event of conflict between the provisions of the Statute and those of these Rules of Procedure, those of the Statute shall take precedence.

Article 2

The technical autonomy of CICTE established in the Statute includes:

- a. Competence to program its activities within the limits established by the OAS Charter, its own Statute, these Rules of Procedure, and the mandates and decisions adopted by the General Assembly;
- b. Its status as an OAS body directly responsible to the General Assembly of the Organization, notwithstanding the obligation to submit reports on its activities to the competent organs of the OAS; and
- c. Competence to establish cooperative relations with technical bodies, whether governmental, nongovernmental, or intergovernmental, that are engaged in similar activities, subject to prior agreement of the General Assembly or the Permanent Council of the OAS. With respect to cooperative relations with nongovernmental organizations, the Secretariat of CICTE shall be governed by the provisions of Permanent Council resolution CP/RES. 759 (1217/99).

**Chapter II  
COMPOSITION**

Article 3

CICTE shall be composed of all member states of the Organization of American States.

#### Article 4

Each of the member states of the Organization shall designate the competent national authorities, principal representative, alternate representatives, and advisors that it deems appropriate to represent it before CICTE. The principal representative may be the permanent representative or another official whom the chair prefers to designate.

Member states of the Organization must report the designations referred to in the foregoing paragraph of this Article and any change in the composition of their delegation to the OAS Secretary General.

The OAS Secretary General shall forward to the governments of the other member states, through their permanent missions to the OAS, the information he or she receives from member states pursuant to this article.

The principal or alternate representative shall have the right to participate with voice and vote in all public and private meetings of CICTE, including those of its committees, subcommittees, or groups of experts, in accordance with these Rules of Procedure and any special provisions that may be adopted for such meetings.

### **Chapter III NATIONAL POINTS OF CONTACT**

#### Article 5

The national points of contact appointed by the member states shall serve as the principal liaison among governments of the member states and the CICTE Secretariat.

The national points of contact shall have the following functions:

- a. To transmit communications from the CICTE Secretariat to the competent national authorities and to forward replies to the CICTE Secretariat in a timely manner, as appropriate;
- b. To inform the CICTE Secretariat, as appropriate, of counterterrorism-related events within their own countries, as well as of new counterterrorism legislation, the ratification of relevant treaties, the development of best practices, and the identification of experts for inclusion in the CICTE Secretariat database;
- c. To provide the CICTE Secretariat, when it deems it appropriate, with information on the competent national authority selected to coordinate any seminar, workshop, or conference on counterterrorism when the member state is hosting the event;
- d. To inform candidates from the member state who meet the criteria for participation in the training programs coordinated by the CICTE Secretariat;

- e. To collaborate with the CICTE Secretariat on training courses and regional assistance and training programs; and
- f. Such other functions as the member states agree to.

#### **Chapter IV CHAIR AND VICE CHAIR**

##### Article 6

The chair and vice chair shall be elected and shall perform their duties in accordance with the procedures established in Articles 7 and 8 of the Statute of CICTE.

##### Article 7

If, for any reason, a member state should decide to replace the official occupying the position of chair or vice chair of CICTE, it shall notify the OAS Secretary General so that the other member states of the Organization may be informed of the change.

##### Article 8

Should the member state serving as chair or vice chair of CICTE resign, CICTE shall hold special elections to replace it, in accordance with the procedure established in Article 8 of the Statute.

Should the office of chair become vacant, it shall be occupied by the member state serving as vice chair, until the aforementioned special elections have been held.

##### Article 9

The functions of the chair shall be, among others:

- a. To convene and preside over the sessions of CICTE, pursuant to its Statute and these Rules of Procedure;
- b. To plan, convene, and direct preparatory meetings to determine, among other matters, the draft agenda for its sessions and its working or reference documents;
- c. To submit to CICTE for its consideration the agenda for its sessions;
- d. To rule on any points of order raised during the course of CICTE's deliberations;
- e. To put matters to a vote, in accordance with the CICTE Statute and these Rules of Procedure, and to announce the decisions;
- f. To represent CICTE at conferences and meetings of the organs, agencies, and entities of the Organization and of other national and international institutions; and

- g. To present the draft annual report for consideration and adoption at the appropriate session, and to transmit that report to the Permanent Council for the purposes of Article 91.f of the OAS Charter.

The chair may delegate to the vice chair such functions established in the CICTE Statute and in these Rules of Procedure as he or she deems appropriate.

## **Chapter V SECRETARIAT**

### Article 10

The Secretary General, under the authority conferred in Article 113 of the OAS Charter, shall appoint the Secretary of CICTE and the technical and administrative staff who will support the CICTE Secretariat, taking into account the civilian nature of the functions of the Committee.

Staff appointed by the Secretary General shall fulfill their functions in accordance with the provisions of the CICTE Statute, these Rules of Procedure, and the General Standards to Govern the Operations of the General Secretariat of the OAS.

### Article 11

The CICTE Secretariat shall have the following functions, in keeping with those established in Articles 13 and 17 of the CICTE Statute:

- a. To discharge the mandates assigned to it by CICTE or its chair;
- b. To prepare, in consultation with the chair, the draft agenda for each session;
- c. To prepare CICTE's draft annual work plan in consultation with the chair;
- d. To advise the chair, the vice chair, and the members of CICTE on the performance of their functions, when so requested;
- e. To present a written annual report to CICTE, in consultation with the chair, on the activities of the Secretariat contained in its work plan and on its budgetary execution, in accordance with the guidelines established by the General Assembly;
- f. To keep a register of National Points of Contact provided by the member states of CICTE;
- g. In consultation with the chair, to inform the permanent missions to the OAS and the National Points of Contact of the activities or significant events relating to the fight against terrorism in the Hemisphere;

- h. To propose cooperation programs to CICTE within the framework of the CICTE Work Plan for their approval and, when appropriate, to discuss them with the national points of contact;
- i. To report all communications to the national points of contact simultaneously to the permanent representatives of the member states to the OAS;
- j. To provide technical and secretariat services at preparatory meetings and sessions of CICTE;
- k. To provide technical and secretariat services at meetings held, with the prior consent of the chair of CICTE, by the National Points of Contact; and
- l. To provide technical and secretariat services, upon request, at periodic meetings of consultation of States Parties to the Inter-American Convention against Terrorism.

The activities of the CICTE Secretariat shall be carried out using the resources allocated in the program-budget of the Organization and other resources.

## **Chapter VI QUORUM AND VOTING**

### Article 12

The quorum for meetings of the Committee, committees, subcommittees, and working groups shall be one third of the representatives of the member states making up those bodies. The quorum for adopting decisions shall be a majority of the representatives of the member states making up those bodies.

### Article 13

Each member state of CICTE shall have the right to one vote. In the absence of a consensus, it shall take decisions by the vote of a simple majority of the member states present, except when the General Assembly disposes otherwise.

### Article 14

Votes shall be taken by a show of hands. Also, any representative may request a roll-call vote, which shall be taken beginning with the delegation of the state chosen randomly by the chair and continuing thereafter in alphabetical order according to the names of the member states in Spanish.

In roll-call votes, the name of each member state shall be called out and its representatives shall issue a vote in favor or against, or an abstention.

Voting may not be interrupted by any representative, except on a point of order regarding application of these Rules of Procedure, which shall be resolved immediately by the chair.

#### Article 15

Once voting has concluded, any representative may ask to take the floor to give a brief explanation of his or her vote, except in the case of the secret ballots contemplated in Article 8 of the Statute.

### **Chapter VII HEADQUARTERS AND MEETINGS**

#### Article 16

CICTE shall hold one annual regular session, preferably in the first half of the year, and bearing in mind offers of member states to host the session, in accordance with the principle of rotation.

Both the session's time and site shall be determined by CICTE. If, for any reason, the regular session of CICTE cannot be held in the place chosen, it shall be held at the headquarters of the General Secretariat.

The member states of the Organization shall seek to provide to the CICTE Secretariat, at least seven days prior to the start of the corresponding session, for purposes of accreditation, the names of the members of the delegation that will represent their governments at each session.

The chair of CICTE shall transmit the notice of convocation for each regular session to the member states at least 30 days prior to the date it is due to begin.

#### Article 17

The General Assembly or the Meeting of Consultation of Ministers of Foreign Affairs of the Organization, or the Permanent Council, may instruct CICTE to convene a special session to consider specific matters only if they determine, under special circumstances, that the matters to be considered are of such importance and urgency as to preclude waiting for the next regular session.

The chair of CICTE shall convene a special session of CICTE to be held within no more than 30 days of its convocation.

#### Article 18

The order of precedence for the regular and special sessions shall be that of the Permanent Council. It shall be used for voting and for determining the speaking order of delegations whenever they are all requested to express their views on a particular subject.

#### Article 19

Permanent observers accredited to the OAS or their alternates may attend the public meetings of CICTE and, when invited to do so by the chair, may also attend closed meetings. Permanent observers may speak provided the chair so decides.

#### Article 20

Said permanent observers may maintain cooperative relations with the Committee, as provided in the Statute of CICTE and these Rules of Procedure and in keeping with the provisions of Permanent Council resolution CP/RES. 407 (573/84).

#### Article 21

Representatives of the organs, agencies, and entities of the Organization, as well as organs created by virtue of treaties, and with competence in areas related to topics that are to be discussed in CICTE meetings, may attend meetings, unless they are closed, and may take the floor when invited to do so by the CICTE chair.

#### Article 22

Representatives of international, regional, and national organizations or of civil society organizations concerned with preventing, punishing, and eliminating terrorist acts and activities, including those organizations concerned with respect for international human rights law, international humanitarian law, and international refugee law, may attend CICTE meetings as special guests, when the Committee's member states so decide and with the approval of the country that will host the session.

Representatives of international, regional, and national organizations and of civil society organizations shall not have the right to speak, nor shall they have the right to vote; they may, however, take the floor with the authorization of the chair of CICTE. Said representatives may not attend closed meetings.

#### Article 23

Civil society participation in conferences or sessions of CICTE shall be governed by the provisions of resolution CP/RES. 759 (1217/99), "Guidelines for the Participation of Civil Society Organizations in OAS Activities."

#### Article 24

With the assent of the host country and the authorization of the member states of CICTE, professionals and technical experts on the topics to be discussed may be invited and may make presentations on those topics.

Article 25

The CICTE chair shall convene preparatory meetings to consider, *inter alia*, the draft agenda for each session. The notice of convocation shall be transmitted by the CICTE Secretariat to the member states through its permanent missions to the OAS, with a copy to the National Points of Contact.

Article 26

The CICTE Secretariat shall draw up the minutes of its regular and special sessions.

Summary minutes may also be kept in the committees or working groups that the plenary sessions decide to install.

The minutes shall record the day and time of the meeting, the names of the representatives of the member states present, and a summary of the matters discussed, the decisions taken, and statements delegations may make on topics discussed, when they expressly request that such statements be placed on record.

The CICTE Secretariat shall distribute the minutes, and the summary minutes if any, in a timely manner.

**Chapter VIII  
FINAL PROVISIONS**

Article 27

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

These Rules of Procedure shall take effect on the date of their adoption by CICTE.

These Rules of Procedure may be amended by the vote of an absolute majority of the member states of CICTE.

The amendments to the Rules of Procedure shall be submitted to the General Assembly pursuant to Article 28 of the CICTE Statute.