



# **RULES OF PROCEDURE OF THE INTER-AMERICAN BOARD OF AGRICULTURE**

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**CHAPTER I****THE INTER-AMERICAN BOARD OF AGRICULTURE**

Article 1. The Inter-American Board of Agriculture (hereinafter the Board) is the supreme organ of the Inter-American Institute for Cooperation on Agriculture (hereinafter the Institute)<sup>1</sup> and is governed by the pertinent provisions of the Convention on the Inter-American Institute for Cooperation on Agriculture and by these Rules of Procedure.

Article 2. As stated in Article 8 of the Convention on the Inter-American Institute for Cooperation on Agriculture ("IICA Convention"), the Board shall have the following functions:

- a. To adopt measures related to the policies and actions of the Institute, taking into account the proposals of the Member States and the recommendations of the General Assembly of the Organization of American States and other organs of the Inter-American System<sup>2</sup>;
- b. To approve the biennial program budget and to determine the annual quotas of the Member States, by the affirmative vote of two thirds of its members<sup>3</sup>;
- c. To serve as a forum for the exchange of ideas, information, and experiences related to the improvement of agriculture and rural life<sup>4</sup>;

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<sup>1</sup> Articles 6 and 7, Convention  
<sup>2</sup> Article 8, letter a., Convention  
<sup>3</sup> Articles 8, letter b., 12 and 23, Convention  
<sup>4</sup> Article 8, letter c., Convention

- d. To decide on the admission of Member States in accordance with Article 5(b) of the IICA Convention<sup>5</sup>;
- e. To elect the Member States that will compose the Executive Committee (hereinafter the Committee), in accordance with the principles of partial rotation and equitable geographic distribution<sup>6</sup>;
- f. To elect the Director General and set his remuneration; to remove him by the vote of two thirds of the Member States, whenever the proper functioning of the Institute so demands<sup>7</sup>;
- g. To consider the reports of the Executive Committee and of the Director General<sup>8</sup>;
- h. To encourage cooperation between the Institute and other organizations, agencies and entities that pursue similar purposes<sup>9</sup>;
- i. To adopt its Rules of Procedure and the agendas for its meetings, and also the Rules of Procedure of the Executive Committee and the Rules of Procedure of the General Directorate<sup>10</sup>.

Article 3. To achieve its purposes and carry out its functions, the Board shall be authorized:  
(October 1999)

- a. To take note of the report of the Director General on the status of the development of agriculture and the rural milieu in the Americas. To examine emerging topics of common interest with a view to establishing common ground on policies and agreeing to joint actions;  
(October 1999)

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<sup>5</sup> Article 8, letter d., Convention  
<sup>6</sup> Article 8., letter e., Convention  
<sup>7</sup> Articles 8, letter f., and 12, Convention  
<sup>8</sup> Article 8, letter g., Convention  
<sup>9</sup> Article 8, letter h., Convention  
<sup>10</sup> Article 8, letter i., Convention

- b. To propose actions and policies designed to promote sustainable agricultural and rural development in the hemisphere, within the framework of the Inter-American System and the process of the Summits of the Americas;  
(October 1999)
- c. To facilitate implementation of and compliance with the guidelines established, and obligations and commitments assumed, by the Member States within the framework of the Summits of the Americas and the General Assembly of the OAS and other organs of the Inter-American System, to spur technical cooperation in agriculture and the rural milieu in the hemisphere;  
(October 1999)
- d. To serve as the principal forum of the Inter-American System for the discussion of the sustainable development of agriculture and the rural milieu and other related issues, and to carry out other functions related to policy formulation. To make recommendations to the governments, the General Assembly of the OAS and other organs of the Inter-American System;  
(October 1999)
- e. In accordance with the Contract of the Tropical Agriculture Research and Higher Education Center (“CATIE”), to serve as the Constituent Assembly of CATIE;  
(October 1999)
- f. To propose to the Member States and international agencies that operate in the region, specific measures and actions to facilitate implementation of the technical cooperation of the OAS and of the decisions of the Summits of the Americas related to agricultural development and the rural milieu;  
(October 1999)
- g. To promote meetings aimed at facilitating consensus on and the commitment of the Member States to the analysis and adoption of national policies, for subsequent adoption at the regional and hemispheric levels, in order to promote the sustainable development of agriculture and its rural milieu;  
(October 1999)

- h. To task the Committee and the Director General with the analysis of the key issues to facilitate decision making and consensus building within the framework of the IABA, the General Assembly of the OAS and the Summits of the Americas, that are consistent with the nature, structure and objectives of the Institute under the IICA Convention;  
(October 1999)
- i. To take note of the report of the Director General on the status of the collection of quotas from the Member States and the general financial status of the Institute, and to adopt measures that facilitate the Director General's efforts to collect quotas and generate other income;  
(October 1999)
- j. To entrust the Committee with such duties as it deems pertinent<sup>11</sup>;

Article 4. The Board may delegate any function to the Executive Committee that does not require a vote of a majority or more of the Institute's Member States under the express terms of the IICA Convention.  
(October 1999)

Footnotes 12 to 16 eliminated (November 2000)

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<sup>11</sup> Article 14, letter a., Convention

## CHAPTER II

### PARTICIPANTS

Article 5. The Board shall be composed of all the Member States of the Institute. Each Member State shall designate a regular representative, preferably engaged in agricultural and rural development; it may also designate alternate representatives and advisers<sup>12</sup>.

Article 6. The representatives of each Member State shall be accredited by their respective governments, by means of a written communication addressed to the Director General of the Institute granting them full powers to participate in the decisions on subjects included in the agenda of the meetings of the Board. Such accreditation shall be made through credentials presented by, or on behalf of, the Chief of State, the Head of Government, the Minister of Foreign Relations or an authorized Minister, through written communication.

(October 1989)

Article 7. The representatives of IICA Associates duly recognized in accordance with the Standards for IICA Associates in force in the Institute may be accredited as participants in the regular and special meetings of the Board. At those meetings, IICA Associates shall have the following rights and privileges:

- a. To be accorded precedence over Permanent Observers and all invited guests;
- b. To be seated ahead of Permanent Observers and ahead of all other invited guests, where seating so permits;
- c. To speak and to attend closed sessions, and to be given preference in being recognized to speak and in attending those meetings over Permanent Observers.

(October 1997)

Article 8. The governments of states accredited as Permanent Observers to the Organization of American States may be accredited as Permanent Observers to the Inter-American Institute for Cooperation on Agriculture.

(October 1983)

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<sup>12</sup> Article 7, Convention

Article 9. The Permanent Observers to the Organization of American States or the Institute, or their respective alternates, shall be accredited by their respective governments to participate in the meeting of the Board, by means of a communication addressed to the Director General of the Institute<sup>13</sup>.

The Director General will inform the Board and the General Secretariat of the Organization of American States of the accreditations it receives and shall take the necessary steps to provide the Permanent Observers or their alternates with: (1) the facilities required to perform their duties, and (2) the minutes of the Board's public meetings and its other records, with the exception of those which the Board has decided to restrict.

(October 1989)

Article 10. The Permanent Observers or their alternates, as the case may be, may attend the public meetings of the Board and its committees and may address the meetings if the Chairperson so decides.

Also, upon the invitation of the corresponding chairperson, they may attend and address the closed meetings of the Board and its committees.

(October 1989)

Article 11. The Director General or his/her representative shall participate in the meetings of the Board, without a right to vote.

(October 1983)

Article 12. The Secretary General of the Organization of American States or his/her representative, and the representatives of organs of the Organization and of specialized agencies of the Inter-American System shall participate in the meetings of the Board, without a right to vote.

Article 13. The Director General may invite the following to send observers to attend the meetings of the Board:

- a. Governments of American states that are not members of the Institute;
- b. Those governments of non-American states that are members of the United Nations;

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<sup>13</sup> The approval of this article was deferred by the IABA (I-O/81).



- c. Inter-American governmental entities and agencies of a regional or subregional nature; and
- d. The specialized organs and agencies of the United Nations and other international organizations.

Article 14. Public or private entities of civil society with which the Institute maintains institutional relations may attend the meetings of the Board as observers or special guests, whenever the Director General deems it advisable.  
(October 1999)

For the purposes of this Article, the Director General shall extend the appropriate invitations.

The Director General shall send the Member States the lists of other observers and special guests to be invited and of the public or private entities that have expressed an interest in attending. If no objections are received within 45 days of the time the call to the meetings is to be issued, the Director General shall be authorized to extend the invitations.  
(October 1983)

The observers referred to in Article 13 and the special guests referred to in this Article may take the floor at the meetings of the Board or of the principal committees when invited to do so by the Chairperson of the session, if no objections are expressed by the representatives at the meeting.

Article 15. During the meetings of the Board, the duly accredited members of the delegations of the Member States, the Director General and the persons required by the Director General to attend the meeting on behalf of the Institute shall enjoy the privileges and immunities to which their positions entitle them and that are necessary for them to discharge their duties independently, pursuant to the agreement signed by the Institute with the government of the Member State where the meeting is held, and the provisions contained in international agreements and in accordance with general principles of international law and custom<sup>14</sup>.  
(October 1989)

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<sup>14</sup> Article 27, Convention

**CHAPTER III****MEETINGS**

Article 16. The Board shall hold one regular meeting every two years, preferably in the second half of the second year of the Institute's biennium. At each regular meeting of the Board, a tentative date and place for the next meeting shall be determined, in accordance with written offers addressed by the governments of the Member States to the Director General<sup>15</sup>.

(October 1989)

Article 17. The Board shall deliberate on offers of a site in accordance with the principles of rotation and geographic distribution.

Article 18. If no site is offered, or if the regular meeting cannot be held at the site agreed upon, the Board shall meet at the headquarters of the Institute. However, if at any time before the call to the meeting is issued, one or more Member States offers to host the meeting, the Committee may decide by majority vote of its members, either in session or by correspondence, that the regular meeting of the Board shall be held at one of the sites offered<sup>16</sup>.

Article 19. The Director General shall transmit to the Member States and the other participants the call to each regular meeting of the Board at least 60 days prior to the opening date thereof.

(October 1983)

Article 20. Under special circumstances and at the request of one or more of the Member States or of the Committee, the Board may hold special meetings, convocation of which shall require the affirmative vote of two thirds of the Member States of the Institute. If the Board is not in session, the Director General shall consult the Member States on this request by correspondence and shall proceed to convene the Board if at least two thirds are in agreement<sup>17</sup>.

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<sup>15</sup> Article 9, Convention

<sup>16</sup> Idem

<sup>17</sup> Article 10, Convention

Article 21. The Director General shall transmit the call to the special meeting to the Member States and to the other participants at least 30 days prior to the opening date of the meeting.  
(October 1983)

## CHAPTER IV

### AGENDA

Article 22. The provisional agenda for each regular meeting of the Board shall be prepared by the Director General, taking into account decisions made at previous meetings, recommendations of the General Assembly, Councils and other organs of the Organization of American States, and proposals from the Member States. This provisional agenda shall be sent, together with the call to meeting, to the Member States, IICA Associates, the Permanent Observers, and other participants. The Director General shall send the working documents by electronic media to the Member States, IICA Associates and Permanent Observers, for analysis, at least 30 days prior to the opening date of the meeting.  
(October 2011)

Article 23. The provisional agenda of a regular meeting shall contain at least the following items:

- a. Any topics, reports or studies that may have been agreed upon or requested by the Board at previous meetings;
- b. Matters approved or recommended by the Committee;
- c. Items proposed by the Member States;
- d. An examination of the current status of agriculture and rural development in Latin America and the Caribbean in light of the reports prepared by the General Directorate to emphasize matters requiring consideration by the Board, or that may be the subject of recommendations to the Member States or to the General Directorate;
- e. Reports on the activities and financial status of the Institute;
- f. The Director General's message;
- g. Proposed program budget for the biennium submitted by the Director General, together with the observations and recommendations of the Committee;
- h. Proposals by the Director General;

- i. The report of the Committee on its activities; and
- j. Date and place of the next regular meeting of the Board.

Article 24. Proposals for inclusion of an item on the provisional or final agenda must include a working document that will provide a basis for the discussion. The Secretariat of the meeting shall be responsible for receiving, translating and reproducing these documents, as well as for distributing them in the meeting room.

(October 1989)

Article 25. The provisional agenda and the reports, studies and proposals shall be submitted to the Board for consideration at the first plenary session of the meeting, having undergone examination by the Committee, which shall submit a report with its observations, comments and recommendations. Once the final agenda has been approved, only matters considered to be urgent and important may be added, and for this purpose the approval of two thirds of the Board shall be required.

Article 26. The Director General shall inform the Board of the possible technical, administrative and financial implications of items included on the agenda for the meeting.

Article 27. The Chairperson of the Executive Committee immediately preceding a meeting of the Board, or if he/she is not available, a duly accredited representative from the Member State which he/she represented at that time, shall represent the Committee at that Board meeting and submit a report on the activities carried out by the Committee, particularly with reference to the program budget, since the last meeting of the Board.

(October 1989)

Article 28. The Director General shall prepare the provisional agenda for each special meeting of the Board and send it to the Member States, IICA Associates, Permanent Observers and international organizations with which IICA maintains cooperation links, at least 30 days prior to the opening date set for the meeting. The necessary background documentation shall be sent to the Member States and IICA Associates at the same time.

(October 1999)

Article 29. The provisional agenda for a special meeting of the Board shall contain:

- a. Any item or items accepted for study when convocation of the special meeting was approved; and
- b. Any items proposed by the Committee, following consultation with the Director General.

Article 30. Adoption and amendment of the agenda of the special meeting shall be done in accordance with Article 25 of these Rules of Procedure.  
(October 1983)

## CHAPTER V

### OFFICERS

Article 31. The officers of the meeting of the Board shall be the Chairperson, the Rapporteur, and the Director General of the Institute.

(October 1989)

Article 32. The Chairperson of the previous meeting of the Board, or if he/she is unavailable, a duly accredited representative from the Member State which he/she represented at the time, shall preside over the meeting until such time as the Board elects a new Chairperson.

(October 1989)

Article 33. At the preparatory session of its meeting, the Board shall elect a Member State to preside. The regular or alternate representative of the elected state shall hold the position. The elected Member State shall continue to serve in this capacity until such time as the Board elects a new Chairperson at its next regular meeting. The election shall require a majority vote of the Member States. In the event that the meeting of the Board is held at the Institute's Headquarters, the Chair shall be elected taking into account the principle of geographical rotation.

(October 2017)

Article 34. At each meeting of the Board, order of precedence shall be determined beginning with the name of the Member State whose representative has been elected Chairperson. To this end, the alphabetical order of the names of the Member States in Spanish shall be followed.

(October 1989)

Article 35. The regular representatives of the Member States shall be *ex-officio* vice chairpersons of the meeting and shall replace the Chairperson in the event of his/her incapacity, following the order of precedence.

Article 36. When the presiding officer of a session wishes to take part in the discussion or in the voting on a certain matter, the Chair shall be given to the appropriate successor, according to the above article.

Article 37. The Chairperson shall have the following duties:

- a. To establish the date, place and time, and set the agenda, for the plenary sessions;
- b. To preside over the sessions and submit agenda items to the Board for consideration;
- c. To recognize representatives in the order in which they request the floor;
- d. To call to order any representative who fails to adhere to the subject under discussion;
- e. To decide on points of order that may arise during the discussions;
- f. To put to the vote those points under discussion that require a decision, and to announce the outcome to be recorded in the minutes;
- g. To set up the committees of the meeting of the Board;
- h. To enforce the provisions of these Rules of Procedure and propose such other measures as may be deemed appropriate to improve the progress of the work.

Article 38. The Rapporteur shall be elected at the preparatory session of the meeting from among the representatives of the Member States, and shall not be of the same nationality as the Chairperson. The Rapporteur shall be responsible for presenting the Final Report of the Meeting, and if the Board deems it advisable, shall have the duty of reading out in the plenary sessions the proposed motions, resolutions and minutes.

(September 1993)

Article 39. The Director General of the Institute, in addition to serving as an officer of the meeting in his/her capacity as Director General, shall be *ex-officio* Secretary of the Board, and shall be responsible for the minutes of its sessions and for presentation of the draft resolutions that emerge from the deliberations of the Board.

Article 40. The Director General shall appoint a Technical Secretary to assist the officers in conducting the work of the meeting and to cooperate with the



Rapporteur and with the Director General in preparing the documents of the meeting.

## CHAPTER VI

### SESSIONS

Article 41. The regular and special meetings of the Board shall include an inaugural session, such plenary sessions as may be required, and a closing session.

Article 42. The plenary sessions and the meetings of the committees and working groups shall be called to order and shall conduct their work only when a quorum is present, consisting of a majority of their respective members<sup>18</sup>. If the quorum is broken, the session shall be suspended.

Article 43. The meetings held by the Board shall be:

- a. Public: representatives of the Member States, the Permanent Observers and other observers, special guests, representatives of the press, and the general public shall be admitted;  
(October 1983)
- b. Private: the representatives of the Member States, and the necessary Secretariat staff shall be admitted.  
(September 1993)

Article 44. The plenary session of the Board and of the special committees and working groups shall be public, unless the Board or the committee or working group in question decides otherwise.

Any representative may request that a public session or part thereof be declared private, and the request must be submitted to the Board or the respective committee or working group for approval.  
(October 1999)

Article 45. Prior to the first plenary session, the Board shall hold a private preparatory session to consider the following agenda:  
(October 1999)

- a. Agreement on the election of the Chairperson and the Rapporteur of the meeting;

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<sup>18</sup>

Article II, Convention

- b. Agreement on the provisional agenda;
- c. Agreement on the working committees to be set up, and the topics, proposals and reports assigned to them;
- d. Agreement on the deadline for the presentation of proposals;
- e. Agreement on the approximate duration of the meeting;
- f. Other business.  
(October 1999)

## **CHAPTER VII**

### **COMMITTEES**

Article 46. The Board may:  
(October 1999)

- a. Establish any committees it may deem necessary and assign agenda items to them.
- b. Coordinate the work of the committees, examine their progress and make pertinent recommendations.

Article 47. The Director General, through the Technical Secretariat, shall review and certify the credentials, in accordance with the provisions of the articles of these Rules of Procedure. The Technical Secretary shall make the credentials available for the review of any Member State that so requests.  
(October 1999)

Article 48. All Member States may participate in the committees. However, only those delegations formally registered on the committee concerned shall be counted for purposes of reaching a quorum.  
(October 1999)

Article 49. Each committee shall decide, pursuant to its specific mandate, the working methodology to be used, and shall assign responsibilities for the efficient conduct of its sessions.  
(October 1999)

Article 50. Each committee shall submit to the Board, in plenary session, a report on the items assigned to that committee and the conclusions reached.  
(October 1999)

Article 51. The committees may establish such working groups as they deem necessary for study of the items submitted for consideration. An effort shall be made to represent the various opinions that have been expressed on the respective items. Each working group shall appoint a Chairperson who shall submit a report to the corresponding committee, with the conclusions reached by the working group.

Article 52. The Board may set up temporary or special committees, establishing their mandate and duration, to examine questions related to the nature and purposes of the Institute and make any relevant recommendations. The Board or the Director General shall, with the authorization of the Board, determine the duties of such committees.

**CHAPTER VIII**  
**PROCEDURES AND DISCUSSIONS**

Article 53. The participants shall be informed of the agenda for the sessions sufficiently in advance of the session.

Article 54. If an item not listed on the agenda for any of the sessions of the Board is submitted for consideration, an immediate decision as to whether discussion of it is in order shall be taken by majority vote of the Member States. At the request of any delegation, the consideration of the new item shall be postponed to a subsequent session.

Article 55. At any time during consideration of a proposal, motions may be made to amend it. A motion shall be treated as an amendment only when it deletes or changes part of the proposal, or adds to it. A motion that would totally replace the original proposal, or that is not directly related to it, shall be viewed not as an amendment, but as a different proposal.

(October 1983)

Article 56. A proposal or amendment to a proposal may be withdrawn by its proponent before it has been put to a vote. A proposal that has been withdrawn may be submitted again by any representative.

(October 1983)

Article 57. During discussion of an item any representative may raise a point of order, on which the Chairperson shall give an immediate ruling. The Chairperson's decision may be appealed, in which case the appeal shall be put to immediate vote and shall be sustained if supported by a majority vote of the Member States. A representative raising a point of order may not, at that point, speak to the substance of the matter under discussion.

Article 58. During discussion of a topic, the Chairperson or any representative may propose suspension of the debate. Only two delegations may make statements in favor of such suspension, and two against, speaking for not more than five minutes each. The motion shall be put to a vote immediately, and shall carry if it is supported by a majority vote of the members present. If approved, the date on which debate will be resumed shall be set immediately.

(October 1983)

Article 59. The Chairperson or any representative, believing that the topic has been sufficiently discussed, may propose that the debate be closed. This motion may be challenged by two representatives speaking for not more than five minutes each and shall carry if supported by the majority vote of the members present.

Article 60. During discussion of any topic, the Chairperson or any representative may propose that the session be suspended or adjourned. The motion shall be put to a vote immediately, without debate, and shall carry if supported by a majority vote of the members present.

Article 61. Except for motions on points of order, the following procedural motions shall have precedence over all other proposals or motions, in the order given:

(October 1983)

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

Article 62. Once accepted or rejected, a proposal may not be discussed again at the same meeting, unless the Board decides otherwise by a majority vote of its members. If a motion is made to return to consideration of a topic, the floor shall be given to only two representatives opposing it, after which it shall immediately be put to the vote.

(October 1983)

Article 63. Reconsideration of any decision taken by the Board shall require approval of the motion by a two-thirds vote of the Member States.

Article 64. English, French, Portuguese and Spanish shall be the official languages of the Board<sup>19</sup>.

Article 65. The working documents, informational documents and visual aids for presentations for meetings of the Board shall be prepared in Spanish and English. Draft resolutions, recommendations, agreements and other documents shall be distributed in the four official languages. The Final Report of the IABA shall be prepared in the four official languages.

(July 2007)

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<sup>19</sup> Article 31, Convention

Article 66. Discussions at the meeting of the Board shall be conducted in the four official languages of the Institute, and simultaneous interpretation shall be provided in those languages.

(October 1989)

Article 67. The procedural rules contained in this chapter shall apply both to plenary sessions and to the sessions of the committees and the working groups. However, the committees and working groups may use a single language, providing their members are in agreement.

(October 1989)



**CHAPTER IX****VOTING**

Article 68. When a vote is required, each Member State shall be entitled to one vote<sup>20</sup>. The vote shall be taken by show of hands, roll call, secret ballot or acclamation.

(October 1985)

Article 69. A Member State that is in arrears in the payment of its quotas for more than two complete fiscal years shall have its right to vote suspended in the Board. However, the Board may permit the Member State to vote if it considers that the failure to pay is due to circumstances beyond the control of that State<sup>21</sup>.

Article 70. Quotas are considered to fall due on the first day of each fiscal year.

(October 1989)

Article 71. Decisions of the Board shall be taken by a majority vote of the members present, unless the Convention or these Rules of Procedure provide otherwise. To elect the Director General, to convene special meetings of the Committee and to resume discussion of a proposal previously accepted or rejected, an affirmative vote of the majority of the Member States shall be required. A two-thirds vote of the Member States shall be required to decide on:

- a. Admission to the Institute of those American states that are not members of the Organization of American States or of the Inter-American Institute of Agricultural Sciences;
- b. Approval of the biennial program budget and the scale of annual quotas;
- c. Removal of the Director General;
- d. Convocation of special meetings of the Board;
- e. Inclusion in the agenda of urgent and special matters, after it has been adopted as final;

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<sup>20</sup> Article II, Convention

<sup>21</sup> Article 24, Convention

- f. Reconsideration of a decision already taken by the Board;
- g. Amendments to the Convention on the Institute;
- h. Use of the method of voting by correspondence; and
- i. Approval of any issue for which voting by correspondence is used<sup>22</sup>.

Article 72. A motion shall carry if it obtains the required majority of votes. In the case of a tie, the motion shall be put to the vote a second time, immediately and without further debate, and if there is again a tie, it shall be defeated.

Article 73. Regular voting shall be conducted by show of hands. When a representative requests a roll call vote, voting shall be conducted in order of precedence. The vote of each representation taking part in a roll call vote shall be recorded in the minutes of the session.

(October 1989)

Article 74. Votes shall be taken by secret ballot for purposes of electing<sup>23</sup> or removing the Director General and for admitting States to membership in the Institute. Other matters may also be decided by secret ballot if the Board so agrees.

Article 75. When the vote is taken by secret ballot, the Chairperson of the Board shall appoint two representatives as tellers. In the case of an election, the persons selected as tellers must have no direct interest in it. The tellers shall be responsible for supervising the voting, counting the ballots, deciding when a ballot is void and certifying the results of the vote.

Article 76. Once the voting has begun, no representative may interrupt it except to raise a point of order as to the manner in which the voting is being conducted. The voting shall end when the Chairperson has announced the result.

Article 77. After discussion is closed, the motions on the floor, together with any amendments thereto, shall immediately be put to the vote.

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<sup>22</sup> Article 12, Convention

<sup>23</sup> With the exception of that stipulated in Article 103

Motions shall be voted on in the order in which they were made, unless the Board decides otherwise.

(October 1983)

Article 78. Amendments shall be submitted for discussion and shall be put to the vote prior to the vote on the motion they would affect.

(October 1983)

Article 79. When several amendments to a motion are submitted, the vote shall be taken first on the one that, in the Chairperson's view, departs farthest from the text of the original motion. The remaining amendments shall be voted on in like order. If the distinction is unclear, they shall be voted on in the order in which they were submitted.

(October 1983)

Article 80. When any delegation so requests, motions and amendments shall be voted on article by article. If there is opposition to this request, the objection shall be put to a vote, and may be up held only by a majority vote of the members present. If any article by article vote is accepted, the motion or amendment thus adopted shall be put to a final vote in its entirety.

(October 1983)

Article 81. Abstentions shall be recorded:

- a. On a show of hands vote, only for those representatives raising their hands when the Chairperson expressly indicates that such a desire be shown;
- b. On a roll-call vote, only for those representatives who answer "abstain;" and
- c. On a secret ballot, only for ballot slips deposited in the ballot box that are blank or bear the word "abstention."

Article 82. Any representative may challenge the result of a vote when the proper procedure has not been followed. In this event, the Chairperson shall take a second vote.

Article 83. After the voting is completed, except in the case of a secret ballot, any representative may request the floor to give an explanation of his/her vote, not to exceed five minutes.

Article 84. The procedures for voting in committees or in working groups shall adhere to the regulations on voting in the plenary sessions.

**CHAPTER X****VOTING BY CORRESPONDENCE**

Article 85. The Director General may resort to the procedure of voting by correspondence to decide on matters of urgent concern to the Institute. Prior to commencing the procedure set out in Article 86 above, the Director General must first consult with the Members of the Executive Committee. He may proceed to request a vote on the matters at issue only once two thirds of the Members of the Executive Committee have expressly agreed that the procedure be initiated.

(October 1989)

Article 86. The Director General shall transmit to the Member States, by the most expeditious means possible, information concerning the subject of consultation, together with a pertinent proposal. At the same time, he/she shall request the vote of the Member States and shall inform them of the deadline for the receipt of votes. When the deadline has expired, the Director General shall count the votes, certify the results and report to the Member States. Decisions taken by means of a vote by correspondence shall be governed by Article 12 of Convention.

(October 1989)

**CHAPTER XI****MINUTES AND FINAL REPORT**

Article 87. The Technical Secretary, designated by the Director General, shall record each session and shall deliver to the Delegates of the Member States the recordings in standard digital format. The summary minutes of the plenary sessions and the sessions of the committees shall be prepared by the Director General in his capacity as ex-officio Secretary of the Board, or by the Technical Secretary, and shall include the main items discussed in each session, for incorporation into the Final Report of the meeting.

(July 2007)

Article 88. The Final Report shall contain all the resolutions, recommendations and agreements adopted by the Board, the summary minutes, the speeches and annexes. Prior to its publication, the document shall be edited and translated into the other official languages of the Institute. The Technical Secretariat shall ensure that the text of the Final Report is stylistically correct, is consistent in the four official languages of the Institute, and is delivered to the Member States of the Institute. The Chairperson of the Board and the ex-officio Secretary shall sign the approved Final Report.

(July 2007)

Article 89. The originals of the Final Report shall be kept in the archives of the General Directorate, which shall publish and distribute, as soon as possible, the official version of the Final Report of each meeting.

(October 1989)

Article 90. The Secretariat of the Board shall adopt a suitable system for numbering the documents, resolutions, minutes and Final Report of the Board.

**CHAPTER XII**

**THE SECRETARIAT**

Article 91. The Director General of the Institute shall be *ex-officio* Secretary of the Board and of such committees and working groups as it may establish. The minutes and files of the Board shall be kept in his/her custody, and these duties may be delegated to a Technical Secretary.

(October 1983)

Article 92. The General Directorate of the Institute shall serve as the Secretariat of the Board and of its committees and working groups. In this capacity, it shall be responsible for organizing the meeting, providing such advisory services as may be required; receiving, translating and distributing the documents, reports and resolutions of the meeting, its committees and working groups; preparing the minutes of the discussions and carrying out any other task that may be entrusted to it by the meeting, its committees and working groups.

(October 1989)

**CHAPTER XIII****ADMISSION AND WITHDRAWAL OF MEMBER STATES**

Article 93. The Member States of the Organization of American States or of the Inter-American Institute of Agricultural Sciences shall become Member States of the Institute, pursuant to Article 5, subparagraph (a) of the Convention, once they have deposited their instruments of ratification of the Convention with the General Secretariat of the Organization of American States, and have accepted all the obligations that membership entails<sup>24</sup>.

Article 94. Other American states that wish to be admitted to membership under Article 5, subparagraph (b) of the Convention must so state in a note addressed to the Director General of the Institute, indicating their intention to accede to the Convention and to accept all the obligations entailed in membership. The notes shall be transmitted immediately by the Director General to the Member States and must be included in the agenda of the meeting of the Board to begin at least 30 days after the date on which the note was received<sup>25</sup>.

(October 1983)

Article 95. The Board shall decide by secret ballot on admission of those American states discussed in Article 94 of these Rules of Procedure. An affirmative vote of two thirds of the Member States shall be required for admission<sup>26</sup>.

Article 96. The decision of the Board on admission of an American state, as discussed in Article 94, shall be reported by the Director General to the affected state and to the Secretary General of the Organization of American States.

Article 97. The Board shall set the quota for the new Member State. The quota for the first year of membership in the Institute shall be calculated on the basis of the number of full months remaining in the current fiscal year, after the date of deposit of the instrument of ratification or accession.

Article 98. The General Secretariat of the Organization of American States shall notify the governments of the states signatory to the Convention and the

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<sup>24</sup> Articles 5, letter a. 33 and 34, Convention

<sup>25</sup> Articles 5, letter b, and 8, letter d, Convention

<sup>26</sup> Articles 5, letter b, Convention



Director General of the Institute of the deposit of all instruments of ratification or accession.

Article 99. Subsequent to a report by the Committee, the Board shall take cognizance of notices of withdrawal submitted by Member States through the General Secretariat of the Organization of American States and shall determine the obligations outstanding, pursuant to Article 36 of the Convention on the Institute. If the Board is not in session, the Director General may submit the determination of outstanding obligations of the withdrawing state to the Committee for consideration, either at the subsequent meeting or through correspondence with Member States.

Article 100. The Director General shall transmit the decision of the Board or of the Committee concerning outstanding obligations of the withdrawing state to the Secretary General of the Organization of American States.

**CHAPTER XIV****ELECTION AND REMOVAL OF THE DIRECTOR GENERAL**

Article 101. The Board is exclusively empowered to elect the Director General by affirmative vote of the majority of the Member States of the Institute. The Director General shall be a national of one of the Member States and shall serve a term of office of four years. He/she may be reelected only once and may not be succeeded by a person of the same nationality<sup>27</sup>.

Article 102. The Board shall determine the conditions of employment of the Director General, including the salary and other emoluments for the post, and may take into account pertinent recommendations by the Committee.

Article 103. The Director General shall be elected at the meeting of the Board held prior to the expiration of the term of office.

Article 104. If the position of Director General becomes vacant before the completion of a term of office, the post shall be filled temporarily by the Deputy Director General for up to a maximum of six months. The Board shall proceed to elect a new Director General either at the regular meeting following the date on which the position becomes vacant, or at a special meeting convened for that purpose. The call for the meeting of the Board at which the Director General is to be elected shall be issued at least 90 days in advance.

Article 105. The Member States shall submit nominations in accordance with the Protocol Governing the Election of the Director General of the Institute, approved by the Executive Committee. The nominations shall be submitted by means of a communication addressed to the General Directorate, which shall immediately forward them to all the Member States as it receives them. A Member State which has nominated a candidate may also withdraw that nomination by a written communication addressed to the General Directorate, which shall immediately forward it to all the other Member States. No candidate's name may be on the election ballot on the day of the election, unless the Member State that nominated the candidate reaffirms the nomination in the Preparatory Session of the meeting in which the election is to be held.

(October 2009)

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<sup>27</sup>

Articles 19 and 8., letter f., Convention

Article 106. The election will take place by secret ballot. The candidate obtaining the majority required by Article 19 of the Convention will be designated Director General of the Institute.

If no candidate obtains the required majority during the first round of voting, as many votes as necessary shall take place until such majority is obtained, and shall be limited to those candidates who received the two highest relative majorities in the immediately previous round.

If no candidate obtains the required majority in any round of voting, the Board may suspend the session for the time it deems necessary.

In the event that there is a sole candidate, the election can take place by acclamation, provided that a majority of the Member States composing the Board is present.

(October 1985)

Article 107. Acceptance or rejection of the resignation of the Director General shall be determined by the Board, if it is in session or if it is to meet within a reasonable time. If the Board does not meet, the resignation shall be reported to all the Member States of the Institute, and it shall fall to the Committee to rule on it. Acceptance by the Committee shall require the affirmative vote of two thirds of its members, which vote may be taken by correspondence.

Article 108. The Board has the exclusive authority to remove the Director General in a secret ballot vote receiving affirmative votes from two thirds of the Member States, whenever the proper conduct of the Institute so requires<sup>28</sup>.

Article 109. The Deputy Director General of the Institute shall serve as acting Director General in the temporary absence of the Director General.

(October 1983)

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<sup>28</sup>

Article 8, letter f., Convention

**CHAPTER XV****AMENDMENTS TO THE CONVENTION**

Article 110. Subsequent to a report by the Committee, the Board may amend the Convention. Approval of these amendments shall require a majority vote of two thirds of the Member States<sup>29</sup>.

Article 111. Amendments shall be proposed to the Board by the Committee or by one or more Member States by means of a communication to the Director General. These amendments shall then be transmitted to the Member States at least 120 days prior to the opening of the meeting of the Board at which they are to be considered.

Article 112. The Member States shall deposit their instruments of ratification on amendments to the Convention with the General Secretariat of the Organization of American States, and shall so inform the Director General.

Article 113. Approved amendments shall enter into force for ratifying states when two thirds of the Member States have deposited their respective instruments of ratification with the General Secretariat of the Organization of American States. For the remaining Member States, they shall go into effect in the order in which the respective instruments of ratification or accession are deposited.

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<sup>29</sup>

Article 35, Convention

**CHAPTER XVI**

**AMENDMENTS TO THE RULES OF PROCEDURE**

Article 114. These Rules of Procedure may be amended by the Board, either on its own initiative or at the proposal of the Committee, subject to a report by the latter. Proposed amendments must be approved by a majority vote of the Member States, except for those items for which the Convention requires a vote of two thirds of the Member States.

(October 1983)

Article 115. Amendments to these Rules of Procedure shall enter into force on a date specified by Resolution of the Board, or, if no date is so specified, on the date they are approved by the Board.

(October 1989)

Article 116. The Director General may correct typographical errors in these Rules of Procedure and may arrange for translation of these Rules from the language of the original text to the other official languages of the Institute.

(October 1989)

**CHAPTER XVII**

**INTERPRETATION OF THESE RULES**

Article 117. For purpose of interpretation of these Rules, the language of origin shall govern.

(October 1989)



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