

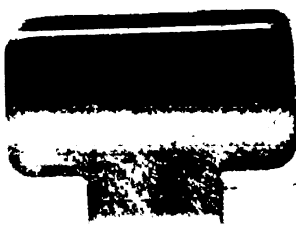
BASE DOCUMENTS
CONVENTION ON THE INTER-AMERICAN INSTITUTE FOR
COOPERATION ON AGRICULTURE
RULES OF PROCEDURE OF THE INTER-AMERICAN BOARD
OF AGRICULTURE, THE EXECUTIVE COMMITTEE AND
GENERAL DIRECTORATE



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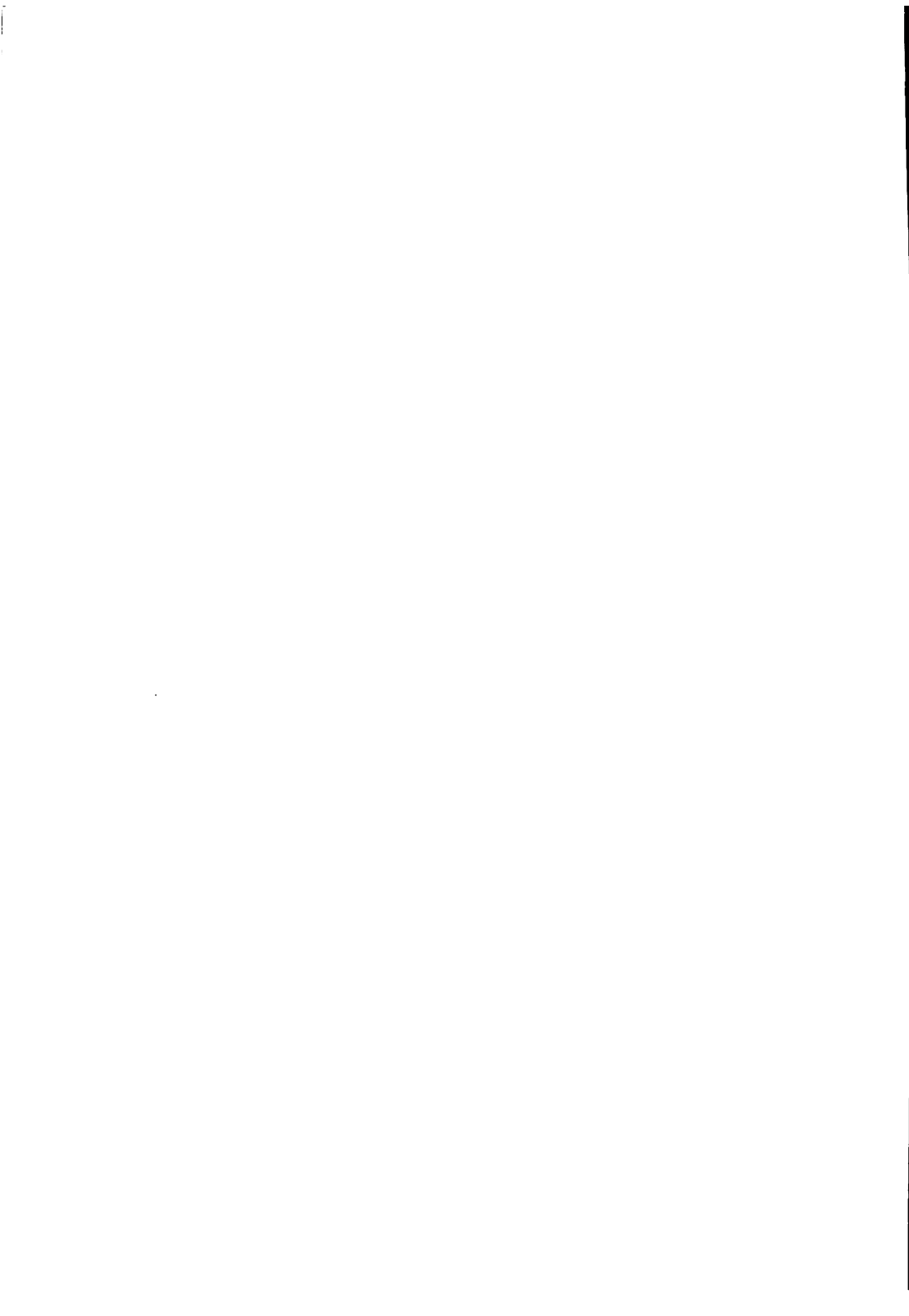


OFFICIAL DOCUMENTS SERIES No. 22 (Rev.)

**BASE DOCUMENTS
CONVENTION ON THE INTER-AMERICAN INSTITUTE
FOR COOPERATION ON AGRICULTURE
RULES OF PROCEDURE OF THE INTER-AMERICAN BOARD OF
AGRICULTURE, THE EXECUTIVE COMMITTEE AND THE GENERAL
DIRECTORATE**



**Central Office of the General Directorate
Inter-American Institute for Cooperation on Agriculture
San Jose, Costa Rica
1987**



12

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INTRODUCTION



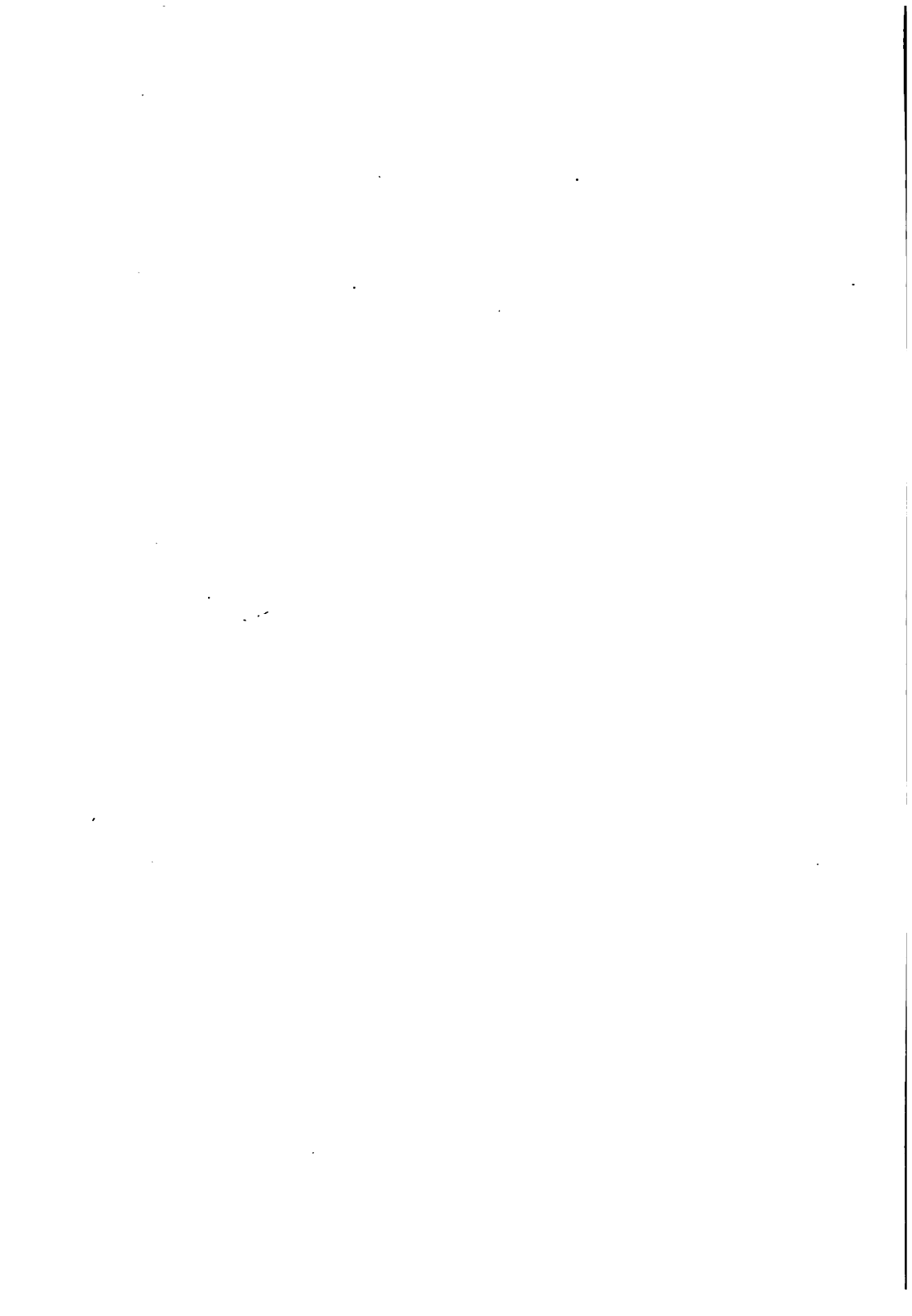
INTRODUCTION

This volume of IICA's Official Documents Series contains the text of the Convention on the Inter-American Institute for Cooperation on Agriculture, opened to the signature of the Member States of the Organization of American States on March 6, 1979, and which entered into force on December 8, 1980. It also contains the texts of the Rules of Procedure of the Institute's governing bodies, the Inter-American Board of Agriculture, the Executive Committee and the General Directorate

These Rules of Procedure were approved on August 11, 1981 in the First Regular Meeting of the Inter-American Board of Agriculture, held in Buenos Aires, in the Republic of Argentina. Following this approval, the Director General was instructed to revise the documents and propose any changes of style and of substance that were needed.

In the Second Regular Meeting of the Inter-American Board of Agriculture, held in Kingston, Jamaica, Resolution IICA/JIA/Res.36 (II-O/83) was passed, approving a number of modifications to the Rules of Procedure of the Inter-American Board of Agriculture, the Executive Committee, and the General Directorate. These changes were based on recommendations made by the Executive Committee following study of the proposal by the Director General.

This volume includes the modifications incorporated into the Rules of Procedure. It is bound in such a way as to facilitate replacement of pages when new changes are made.



**CONVENTION ON THE INTER-AMERICAN INSTITUTE
FOR COOPERATION ON AGRICULTURE**



CONVENTION ON THE INTER-AMERICAN INSTITUTE FOR
COOPERATION ON AGRICULTURE

Opened to signature at the General Secretariat
of the Organization of American States
on March 6, 1979 and
Entry into force on December 8, 1980

This official publication is number 48 of the Series on Treaties and Official Documents, OAS/Ser.-A/25(SEPF) of the General Secretariat of the Organization of American States, Washington, D.C., 1979.

INTRODUCTION

Background

Origin of the Inter-American Institute of Agricultural Sciences goes back to the basic idea of creation of an inter-American Institute on tropical agriculture contained in Resolution XVI of the First Inter-American Conference on Agriculture, held in Washington in 1930. The form and existence of the Inter-American Institute of Agricultural Sciences derives from provisions adopted by the Inter-American Commission on Tropical Agriculture, appointed by the Governing Board of the Pan American Union, in compliance with two resolutions from Section IV of the Eighth American Scientific Congress held in Washington in May, 1940.

By virtue of these provisions, and with the October 7, 1942 approval of the Governing Board of the Pan American Union, the Inter-American Institute of Agriculture Sciences was born. It was incorporated in accordance with the laws of the District of Columbia, United States of America, in order to "encourage and advance the development of agricultural sciences in the American

Republics." The provisions for incorporation added that the existence of the Institute could be altered by the members upon conclusion of a treaty or convention among the governments of the American Republics, for the purpose of establishing and sustaining an organization whose purposes would be analogous with those of the Institute itself.

The Institute was formally inaugurated on March 19, 1943, in Turrialba, Costa Rica.

Later the Institute became an inter-American organization, by virtue of the multilateral Convention open to signature of the American States at the Pan American Union on January 15, 1944. This Convention was first signed by the Representatives of Costa Rica, Nicaragua, Panama and the United States of America, and entered into effect on December 1, 1944.

Several years later, on February 6, 1949, the Council of the Organization of American States recognized the Institute as an Inter-American Specialized Agency, in accordance with the provisions of Chapter XV of the Charter of the Organization.

Ever since it was established as an agricultural research and training center, the Institute has been gradually expanding its scope, programs and activities. It has modified its structure in accordance with the requirements for technical cooperation expressed by the governments of the Member States for promoting agricultural development and for improving rural life.

The New Convention

The progressive evolution of the Institute led to revision of the Convention signed in 1944. The text of the new Convention on the Inter-American Institute for Cooperation on Agriculture is the final product of this process of revision. It was opened to the signature of the Member States of the Organization of American States or of the Inter-American Institute of Agricultural Sciences on March 6, 1979. It may also be signed by other American States if their admission into the Institute is approved by a favorable vote of two thirds of the Member States on the Inter-American Board of Agriculture.

This new instrument introduces important changes into the structure of the Institute. It consolidates and broadens the purposes to "encourage, promote and support the efforts of the Member States to achieve their agricultural development and rural welfare."

The Convention "shall enter into force among the States that ratify it when two-thirds of the States Parties to the 1944 Convention on the Inter-American Institute of Agricultural Sciences have deposited their respective instruments of ratification. It shall enter into force with respect to the remaining States when they deposit their respective instruments of ratification or accession."

The 1944 Convention will cease to hold for those States for which the 1979 Convention goes into force, but it will remain in effect for the others until they have ratified the new Convention.

CONVENTION ON THE INTER-AMERICAN INSTITUTE
FOR COOPERATION ON AGRICULTURE

Opened for signature at the General Secretariat of
the Organization of American States
on March 6, 1979 and

Entry into force on December 8, 1980

The American States, members of the Inter-
American Institute of Agricultural Sciences,

With the intention of strengthening and broad-
ening the action of the Inter-American Institute of
Agricultural Sciences as an organization specialized
in agriculture, an Institute established in compli-
ance with the pertinent resolution adopted by the
Eighth American Scientific Congress, held in
Washington, D.C., in 1940, and in accordance with
the terms of the Convention opened to signature by
the American republics at the Pan American Union on
January 15, 1944,

HAVE AGREED

on the following:

CHAPTER I
NATURE AND PURPOSES

Article 1. The Inter-American Institute of
Agricultural Sciences, established by the Conven-
tion opened to signature by the American republics
on January 15, 1944, shall be called "The Inter-
American Institute for Cooperation on Agriculture"
(hereinafter the Institute), and shall be governed
by the present Convention.

Article 2. The Institute shall be of inter-American scope, shall have international juridical personality, and shall be specialized in agriculture.

Article 3. The purposes of the Institute are to encourage, promote, and support the efforts of the Member States to achieve their agricultural development and rural welfare.

Article 4. To achieve its purposes, the Institute shall have the following functions:

- a. To promote the strengthening of national education, research, and rural development institutions, in order to give impetus to the advancement and the dissemination of science and technology applied to rural progress;
- b. To formulate and execute plans, programs, projects, and activities, in accordance with the needs of the governments of the Member States, to contribute to the achievement of the objectives of their agricultural development and rural welfare policies and programs;
- c. To establish and maintain relations of cooperation and coordination with the Organization of American States and with other agencies or programs, and with governmental and nongovernmental entities that pursue similar objectives;
- d. To act as an organ for consultation, technical execution, and administration of programs and projects in the agricultural sector, through agreements with the Organization of American States, or with national, inter-American, or international agencies and entities.

**CHAPTER II
MEMBERS**

Article 5. The Member States of the Institute shall be:

- a. The Member States of the Organization of American States or of the Inter-American Institute of Agricultural Sciences that ratify this Convention;
- b. Other American states whose admission has been accepted by the affirmative vote of two thirds of the Member States on the Inter-American Board of Agriculture, and which accede to the present Convention.

**CHAPTER III
THE ORGANS**

Article 6. The Institute shall have the following organs:

- a. The Inter-American Board of Agriculture;
- b. The Executive Committee, and
- c. The General Directorate.

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

Article 7. The Inter-American Board of Agriculture (hereinafter the Board) is the highest organ of the Institute, and shall be composed of all the Member States. The Government of each Member State

shall appoint one representative, who shall preferably be connected with agricultural and rural development. Each Government may also appoint alternate representatives and advisers.

Article 8. The Board shall have the following functions:

- a. To adopt measures related to the policy and action of the Institute, taking into account the proposals of the Member States and the recommendations of the General Assembly and the Councils of the Organization of American States,
- 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,
- c. To serve as a forum for the exchange of ideas, information, and experience related to the improvement of agriculture and rural life,
- d. To decide on the admission of Member States, in accordance with Article 5, subparagraph (b),
- e. To elect the Member States that will compose the Executive Committee, in accordance with the principles of partial rotation and equitable geographic distribution,
- 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,

- g. To consider the reports of the Executive Committee and of the Director General,
- h. To encourage cooperation between the Institute and other organizations, agencies, and entities that pursue analogous purposes; and
- i. To adopt its rules of procedure and the agenda for its meetings, and also the rules of procedure of the Executive Committee and the regulations of the General Directorate.

Article 9. The Board shall meet regularly every two years during the period determined by its rules of procedure and at a place selected in accordance with the principle of rotation. At each regular session the date and place of the next regular session shall be determined, in accordance with the rules of procedure. If no site is offered or the regular session cannot be held at the place chosen, the session shall be held at the headquarters of the Institute. However, if one of the Member States should make a timely offer of a site in its territory, the Executive Committee, whether in session, or acting through consultation of its members by correspondence, may agree, by the vote of a majority of its members, that the session be held at that place.

Article 10. In special circumstances, and at the request of one or more Member States, or of the Executive Committee, the Board may hold special sessions, for the convocation of which approval by the affirmative vote of two thirds of the Member States shall be required. In case the Board is not in session, the Director General shall consult the Member States by correspondence, concerning the request and shall convoke the Board if not less than two thirds of them are in agreement.

Article 11. The presence of the representatives of a majority of the Member States shall constitute a quorum. Each Member State is entitled to one vote.

Article 12. Decisions of the Board shall be taken by the vote of a majority of the representatives present, except as provided in Article 19, in which case the vote of a majority of the Member States is required, and also as provided in Articles 5(b), 8(b) and (f), 10, and 35, in which cases the vote of two thirds of the Member States is required.

CHAPTER V THE EXECUTIVE COMMITTEE

Article 13. The Executive Committee (hereinafter the Committee) shall be composed of twelve Member States elected in accordance with Article 8, subparagraph (e), for a two-year term. The Government of each elected State shall designate one representative, preferably connected with agricultural and rural development, it may also designate alternate representatives and advisers.

The Board shall determine, in its rules of procedure, the manner of designating the Member States whose representatives shall make up the Committee. A Member State that has concluded its term may not resume membership on the Committee before a period of two years has elapsed.

Article 14. The Committee shall have the following functions:

- a. To perform the functions that may be assigned to it by the Board,

- b. To examine the proposed biennial program-budget that the Director General submits to the Board and to make such observations and recommendations as it deems appropriate,
- c. To authorize the use of resources of the Working Capital Fund for special purposes;
- d. To act as the preparatory committee of the Board;
- e. To study and formulate comments and recommendations to the Board and to the General Directorate on matters of interest to the Institute;
- f. To recommend to the Board draft rules of procedure to govern its meetings and those of the Committee, as well as the draft regulations of the General Directorate; and
- g. To watch over the observance of the standards of the General Directorate.

Article 15. The Committee shall hold one regular meeting each year, at the headquarters of the Institute or at the place agreed upon at the preceding meeting. It may hold special meetings at the initiative of any Member State or at the request of the Director General, provided the proposal is approved by a majority of the Board, if it is in session, or by two thirds of the Committee, whose members may be consulted by correspondence.

Article 16. The Institute shall defray the travel expenses of one representative of each State that is a member of the Committee to participate in its regular meetings.

Article 17. The presence of the representatives of a majority of the States Members of the Committee shall constitute a quorum. The Committee shall take its decisions by the vote of a majority of its members, except as provided in Article 15. Each member is entitled to one vote.

CHAPTER VI THE GENERAL DIRECTORATE

Article 18. The General Directorate shall exercise the functions established in this Convention and those assigned to it by the Board, and shall also perform the tasks entrusted to it by the Board and the Committee.

Article 19. The General Directorate shall be under the responsibility of the Director General, who shall be a national of one of the Member States, elected by the Board by the vote of a majority of the Member States, for a four-year term. He may be reelected only once and may not be succeeded by a person of the same nationality.

Article 20. The Director General, under the supervision of the Board, shall have the legal representation of the Institute, and the responsibility to administer the activities of the General Directorate in order to carry out its functions and obligations. The Director General shall have the following specific functions, which shall be performed in accordance with the standards and regulations of the Institute and the corresponding budgetary provisions:

- a. To administer the financial resources of the Institute, in accordance with the decisions of the Board,

- b. To determine the number of staff members, to regulate their powers, rights, and duties, to fix their remuneration, and to appoint and remove them, in accordance with the standards established by the Board or the Committee;
- c. To prepare the proposed biennial program-budget and to submit it to the Committee, and with the observations and recommendations of the latter, to the Board;
- d. To present to the Board, or to the Committee in the years in which the Board does not meet, an annual report on the activities and financial condition of the Institute;
- e. To establish the relations for cooperation and coordination provided for in Article 4(c) of this Convention, and
- f. To participate in the meetings of the Board and the Committee with voice but without vote.

Article 21. In selecting the personnel of the Institute, first consideration shall be given to efficiency, competence, and integrity, but at the same time, in the recruitment of international personnel of all ranks, importance shall be given to the necessity of obtaining as wide a geographic representation as possible.

Article 22. In the performance of their duties, the Director General and the personnel of the Institute shall not seek or receive instructions from any government or from any authority outside the Institute, and shall refrain from any action incompatible with their position as officers of an international organization, responsible only to the Institute.

**CHAPTER VII
FINANCIAL RESOURCES**

Article 23. The Member States shall contribute to the maintenance of the Institute through annual quotas established by the Board, in accordance with the system for calculating quotas of the Organization of American States.

Article 24. 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 and the Committee. However, the Board or the Committee 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.

Article 25. The Institute, ad-referendum to the Committee, and through the Director General, may accept special contributions, legacies, bequests, or grants, provided that they are compatible with the nature, purposes, and standards of the Institute.

**CHAPTER VIII
LEGAL CAPACITY, PRIVILEGES, AND IMMUNITIES**

Article 26. The Institute shall enjoy, in the territory of each of its Member States, the legal capacity, privileges, and immunities necessary for the exercise of its functions and the accomplishment of its purposes.

Article 27. The representatives of the Member States at the meetings of the Board and of the Committee, as well as the Director General, shall enjoy the privileges and immunities corresponding to their positions and necessary for the independent performance of their duties.

Article 28. The juridical status of the Institute and the privileges and immunities that should be granted to it and to its personnel shall be determined in accordance with a multilateral agreement to be concluded among the Member States of the Organization of American States, or, when it is deemed necessary, in agreements concluded on a bilateral basis by the Institute with its Member States.

Article 29. In order to carry out its purposes, and in accordance with the laws in force in the Member States, the Institute may enter into and carry out contracts or agreements, hold funds, real property, movable property, and livestock, and purchase, sell, lease, improve, or operate any goods or property.

CHAPTER IX HEADQUARTERS AND LANGUAGES

Article 30. The Institute shall have its headquarters in San Jose, Costa Rica, and may establish offices for purposes of technical cooperation in the Member States. The central office of the General Directorate shall be located in the headquarters of the Institute.

Article 31. The official languages of the Institute shall be English, French, Portuguese, and Spanish.

CHAPTER X
RATIFICATION AND ENTRY INTO FORCE

Article 32. This convention shall remain open for signature by the Member States of the Organization of American States or of the Inter-American Institute of Agricultural Sciences. Any other American State may accede to it, in accordance with the provision set forth in Article 5, subparagraph (b), of this Convention.

Article 33. This Convention shall be ratified by the Signatory States in accordance with their respective constitutional procedures. This Convention as well as the instruments of ratification shall be delivered for deposit in the General Secretariat of the Organization of American States. The General Secretariat shall transmit certified copies of this Convention to the governments of the Signatory States and to the General Directorate of the Institute, and shall notify them of the deposit of each instrument of ratification or accession.

Article 34. This Convention shall enter into force among the States that ratify it when two thirds of the States Parties to the 1944 Convention on the Inter-American Institute of Agricultural Sciences have deposited their respective instruments of ratification. It shall enter into force with respect to the remaining States when they deposit their respective instruments of ratification or accession.

Article 35. Amendments to this Convention shall be proposed to the Board, and for their approval, the affirmative vote of two thirds of the Member States shall be required. The approved amendments shall enter into force among the ratifying States when two thirds of the Member States have deposited their respective instruments of ratification. They

shall enter into force with respect to the remaining States when they deposit their respective instruments of ratification or accession.

Article 36. This Convention is of a permanent nature and shall remain in force for an indefinite period of time, but it may be denounced by any Member State by means of a notice delivered to the General Secretariat of the Organization of American States. The denunciation shall become effective one year after the corresponding notice and the Convention shall cease to be in force with respect to the denouncing State; however, it has to fulfill the obligations that arose from this Convention while it was in force with respect to said State.

Article 37. This Convention, the English, French, Portuguese, and Spanish texts of which are equally authentic, shall be registered with the Secretariat of the United Nations, in accordance with Article 102 of the Charter of the United Nations, through the General Secretariat of the Organization of American States. The General Secretariat of the Organization of American States shall notify the Secretariat of the United Nations of the signatures, ratifications, accessions, amendments, or denunciations concerning the Convention.

CHAPTER XI TRANSITORY PROVISIONS

Article 38. The rights and benefits, as well as the privileges and immunities that have been granted to the Inter-American Institute of Agricultural Sciences and its personnel shall be extended to the Institute and its personnel. The Institute shall take possession of the assets and property belonging to the Inter-American Institute of Agricultural Sciences and shall assume all the obligations the Inter-American Institute of Agricultural Sciences has contracted.

Article 39. The Convention on the Inter-American Institute of Agricultural Sciences, opened to signature by the American States on January 15, 1944, shall cease to be in force with respect to the States among which this Convention enters into force, but they shall remain committed to the fulfillment of any pending obligations that arose from the 1944 Convention. The 1944 Convention shall remain in force with respect to the remaining Member States of the Inter-American Institute of Agricultural Sciences until they ratify this Convention.

IN WITNESS WHEREOF, the undersigned Plenipotentiaries, their full powers having been found in due and proper form, sign this Convention, which is in English, French, Portuguese, and Spanish, in Washington, D.C., United States of America, in representation of their respective States on the dates indicated next to their signatures.

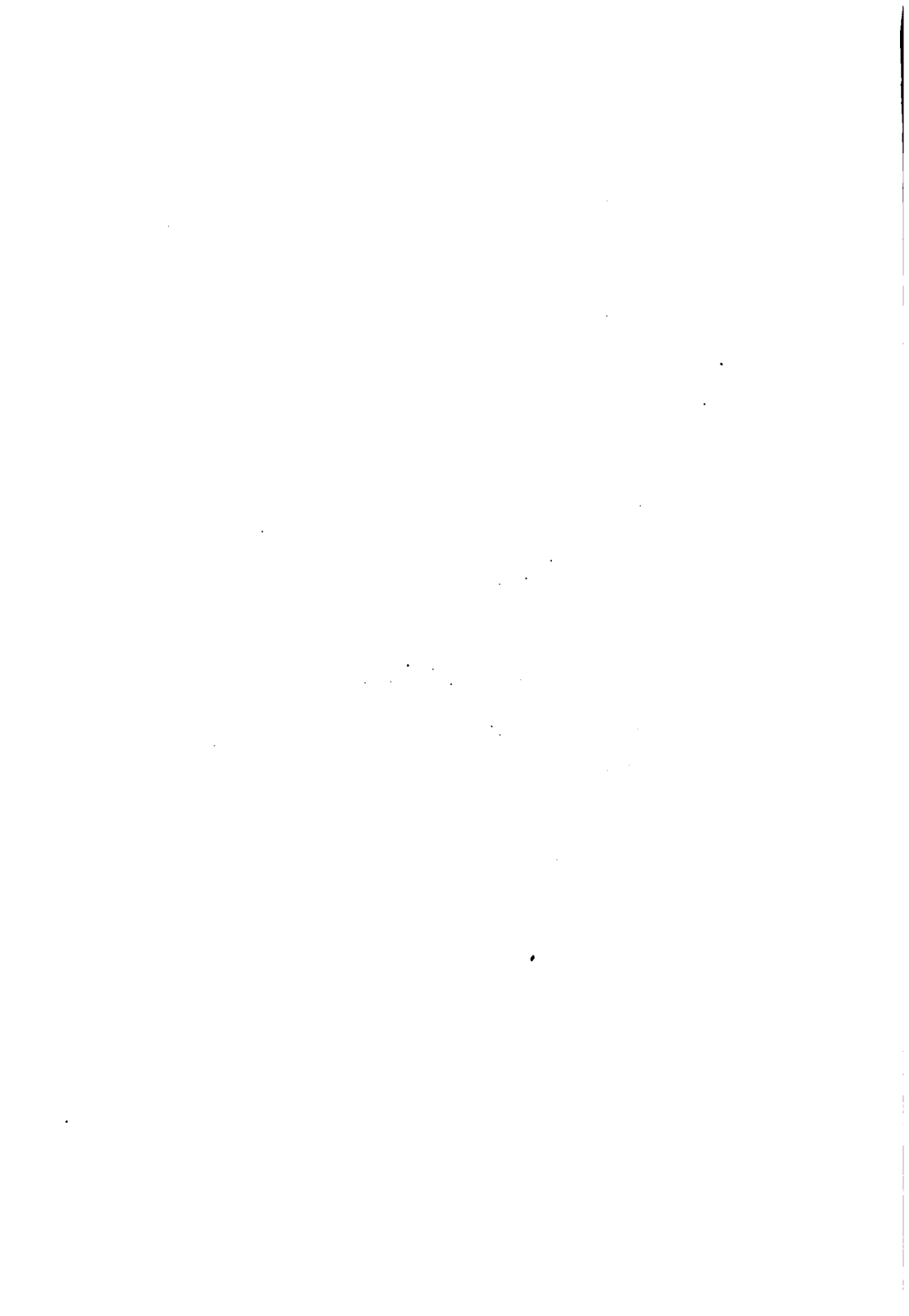
CONVENTION ON THE INTER-AMERICAN INSTITUTE FOR
COOPERATION ON AGRICULTURE

Opened for signature at the General Secretariat
of the OAS on March 6, 1979

Entry into force on December 8, 1980

<u>SIGNATORY COUNTRIES</u>	<u>DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION</u>
Argentina	May 6, 1981
Barbados	October 24, 1979
Bolivia	April 8, 1981
Brazil	October 2, 1980
Canada	July 11, 1979
Chile	February 14, 1980
Colombia	March 6, 1980
Costa Rica	December 8, 1980
Dominica	September 29, 1981
Dominican Republic	March 4, 1982
Ecuador	January 30, 1981
El Salvador	July 10, 1980
Grenada	December 22, 1980
Guatemala	May 27, 1980
Guyana	July 1, 1980
Haiti	March 26, 1980
Honduras	February 27, 1980
Jamaica	May 13, 1980
Mexico	March 6, 1980
Nicaragua	February 12, 1981
Panama	August 13, 1980
Paraguay	May 12, 1980
Peru	July 17, 1980
Sta. Lucia	December 9, 1981
Suriname	November 20, 1981
Trinidad and Tobago	December 5, 1980
United States	October 23, 1980
Uruguay	November 15, 1979
Venezuela	July 31, 1981

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



RULES OF PROCEDURE
OF THE INTER-AMERICAN BOARD OF AGRICULTURE

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)¹ and is governed by the pertinent provisions of the Convention on the Inter-American Institute for Cooperation on Agriculture and by the provisions of these Rules of Procedure.

Article 2. The Board shall have the following functions:

- a. To adopt measures on Institute policies and actions, taking into account the proposals of the Member States and the recommendations of the General Assembly and the Councils of the Organization of American States;²
- b. To approve the biennial program-budget and to set the annual quotas of the Member States, with the affirmative vote of two thirds of its members;³

1. Articles 6 and 7, Convention

2. Article 8, letter a., Convention

3. Articles 8, letter b., 12 and 23, Convention

- c. To serve as a forum for the exchange of ideas, information, and experiences on improving agriculture and rural life,¹
- d. To decide on the admission of American states, in accordance with Article 5, subparagraph (b) of the Convention on the Institute;²
- e. To elect the Member States that shall form the Executive Committee (hereinafter the Committee) in accordance with the principles of partial rotation and equitable geographic distribution;³
- f. To elect the Director General and set his/her remuneration; to remove him/her by a two-thirds vote of the Member States whenever the proper conduct of the Institute so demands;⁴
- g. To consider the reports of the Committee and of the Director General;⁵
- h. To select and appoint external auditors every two years, on the basis of competitive tenders in all the Member States;⁶ (Amended, JIA(II-0/83))
- i. To encourage cooperation between the Institute and other organizations, agencies, and entities that pursue similar purposes;⁷
and

-
- 1. Article 8, letter c., Convention
 - 2. Article 8, letter d., Convention
 - 3. Article 8, letter e., Convention
 - 4. Article 8, letter f., Convention
 - 5. Article 8, letter g., Convention
 - 6. Articles 6, letter a., and 94, Rules of Procedure of the General Directorate
 - 7. Article 8, letter h., Convention

- j. To approve its own Rules of Procedure and the agendas for its meetings, the Rules of Procedure of the Executive Committee and the General Directorate, and the staff rules and financial rules of the General Directorate.¹

Article 3. To achieve its purposes, the Board shall be empowered:

- a. To consider the recommendations on agricultural and rural development made by the General Assembly and the Councils of the Organization of American States, and to report back to them on measures adopted by the Institute for putting them into effect;
- b. To make recommendations to the General Assembly and to the Councils of the Organization of American States on agricultural and rural development;
- c. To propose to the General Assembly of the Organization of American States that Specialized Conferences be held to discuss special technical matters and matters of technical cooperation falling within the purview of the Institute;
- d. To call to the attention of the Member States and international agencies, any matters related to the purposes of the Institute that it deems to be of particular interest;
- e. To promote meetings for considering and proposing measures on matters of regional interest related to the improvement of agriculture and rural life;

1. Article 8, letter i., Convention

- f. To task the Executive Committee and the Director General to take appropriate actions relevant to the nature and objectives of the Institute; (Amended, JIA(II-O/83))
- g. To oversee implementation of the financial, administrative, and technical policies and provisions of the Institute;
- h. To approve the annual reports on the Institute's activities and financial statements¹ for the preceding fiscal year, after reviewing the reports of the Committees and the annual report of the external auditors;
- i. To take note of the report of the Director General on the status of the collection of quotas from the Member States;
- j. To issue an opinion if the Director General should request to resign;
- k. To approve amendments to the Convention on the Institute, by a two-thirds majority vote of the Member States,²
- l. To entrust the Committee with such duties as it deems pertinent,³
- m. To form such ad hoc committees or working groups as it deems necessary for the work of the Institute, determining in each case the mandate and duration;
- n. To convene its own regular and special meetings, and when in session to call special meetings of the Committee; and

1. Article 20, letter d., Convention

2. Articles 32 and 12, Convention

3. Article 14, letter a., Convention

- o. To approve amendments to the Rules of Procedure of the Board, the Committee and the General Directorate by a majority vote of the Member States¹, except for those items for which the Convention requires a vote of two thirds of the Member States.²

Article 4. The Board shall delegate no functions or powers concerned with:

- a. The admission of Member States, in accordance with Article 5, subparagraph (b) of the Convention on the Institute;
- b. The approval of the program-budget and the setting of annual quotas of the Member States;³ (Amended, JIA(II-O/83))
- c. The approval of the Institute's financial statements;
- d. The election of the Member States that are to form the Committee;⁴
- e. The election or removal of the Director General;⁵

1. Article 8, letter i., Convention; Articles 2.b., 2.f., 3.k., 3.o. and 68, Rules of Procedure of the Inter-American Board of Agriculture

2. Article 12, Convention

3. Article 8, letter b., Convention

4. Article 8, letter e., Convention

5. Article 8, letter f., Convention

- f. Recommendations to the General Assembly or to the Councils of the Organization of American States, or to any international organization regarding any matter related to the purposes of the Institute;
- g. The approval of amendments to the Convention on the Institute,¹ and
- h. The approval or amendment of its Rules of Procedure, the Rules of Procedure of the Committee, and the Rules of Procedure of the General Directorate.²

Article 5. In its plenary session, the Board shall be empowered:

- a. To establish any committees it may deem necessary and to assign agenda items to them;
- b. To coordinate the work of the committees and examine the progress of the work, and to make pertinent recommendations. It shall also meet whenever the Chairperson considers it necessary or whenever any of its members so requests; and
- c. (Eliminated, JIA(II-O/83) - See Article 35, Rules of Procedure, Executive Committee)
- d. To agree upon measures conducive to the orderly conduct of the work of the meeting, in accordance with pertinent rules and regulations. (Amended, JIA(II-O/83))

1. Article 35, Convention

2. Article 8, letter i., Convention; Articles 2.b., 2.f., 3.k., 3.o. and 68, Rules of Procedure of the Inter-American Board of Agriculture

CHAPTER II

PARTICIPANTS

Article 6. 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.¹

Article 7. The representatives of each Member State be accredited by their respective governments, by means of a 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. This accreditation shall be for a term of one biennium, unless a replacement is reported.

Article 8. The order of precedence of the Member States for each meeting shall be established by lot by the Board.

Article 8.A 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. (New Article, JIA(II-O/83))

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.²

1. Article 7, Convention

2. The approval of this article was deferred by the Inter-American Board of Agriculture at its First Regular Meeting in Buenos Aires, Argentina, August 10-14, 1981.

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.

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

(Amended, JIA(II-O/83))

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 inter-American specialized agencies 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;
- 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. If they express a request in writing, public or private entities with which the Institute maintains institutional relations may attend the meeting of the Board as special guests.

For the purposes of this Article, the Director General shall extend the appropriate invitation.
(Amended, JIA(II-O/83))

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.

The observers referred to in Article 13 and the special guest 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 representatives of the Member States and the Director General 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 country where the meeting is held, and the provisions contained in international agreements and in accordance with general principles of international law and custom.¹ (Amended, JIA(II-O/83))

1. 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 countries to the Director General.¹

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 Central Office of the Institute's General Directorate. However, if at any time before the call to the meeting is issued, one or more Member States offer 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.²

(Amended, JIA(II-O/83))

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.

Article 20. Under special circumstances and at the request of one or more of the Member States

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1. Article 9, Convention
 2. Idem.

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 mail and shall proceed to convene the Board if at least two thirds are in agreement.¹

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.

1. Article 10, Convention

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 and of the Councils of the Organization of American States and proposals from the Member States. This provisional agenda shall be sent to participating governments and international organizations, together with the documents necessary for analysis thereof, at least 45 days prior to the opening date of the meeting. (Amended, JIA(II-O/83))

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 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.

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 Committee, or his/her representative shall report to the Board on discussions and actions concerning agenda items

with which the Committee has dealt, particularly with reference to the program-budget, and which may be useful for the deliberations of the Board.

Article 28. The Director General shall prepare the provisional agenda for each special meeting of the Board and send it to the participating governments and international organizations, together with the documents necessary for analysis thereof, at least 30 days prior to the opening date set for the meeting.

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.

CHAPTER V

OFFICERS

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

Article 32. At the first plenary session of its meeting, the Board shall elect a Chairperson from among the regular delegates of the Member States, to hold office for the duration of the meeting of the Board. The election shall require a majority vote of the Member States.

Article 33. 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 34. 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 35. 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 speakers 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; and
- i. To establish the date and time for the closing session of the meeting.

Article 36. The Rapporteur shall be elected at the first plenary 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 have the duty of drafting the final report of the meeting.

Article 37. 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 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 38. 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 39. 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 40. 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. If the quorum is broken, the session shall be suspended.¹

Article 41. 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; or (Amended, JIA(II-O/83))
- b. Private: only the representatives of the Member States and the necessary Secretariat staff shall be admitted.

Article 42. The plenary session of the Board and of the special committees shall be public, unless the Board or the committee 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 for approval.

1. Article 11, Convention

The sessions of the Credentials Committee and the Style Committee shall be private, unless the committees determine otherwise.

The sessions of the working groups shall also be private.

Article 43. Immediately following the inaugural session, the Board shall hold a private preparatory session to consider the following agenda:

- a. Agreement on the election of the Chairperson and the Rapporteur of the meeting;
- b. Agreement on the provisional agenda;
(Amended, JIA(II-O/83))
- c. Agreement on the membership of the Credentials Committee and of the Style Committee;
- d. Agreement on the working committees to be set up, and the topics, proposals and reports assigned to them;
- e. Agreement on the deadline for presentation of proposals;
- f. Agreement on the approximate duration of the meeting;
- g. Drawing of lots for the order of precedence of the Member States; and
- h. Other business.

CHAPTER VII

COMMITTEES

Article 44. At the first plenary session of each meeting, the Board shall establish a Credentials Committee and a Style Committee.

(Amended, JIA(II-0/83))

Article 45. The Credentials Committee shall consist of four Member States designated at the first plenary session. The Committee shall examine the credentials of the delegations and submit its report to the Board before voting begins.

Article 46. The Style Committee shall be composed of four Member States designated at the first plenary session, to represent each of the four official languages of the Institute.

The Style Committee shall review the draft resolutions adopted by the committees prior to their submission to the plenary session for consideration and shall make any style changes it deems necessary. If it finds that a draft resolution has defects in style that it cannot correct, the Style Committee shall raise the point with the committee concerned or the plenary session.

Article 47. All Member States may sit on committees. However, for the purposes of reaching a quorum, only those delegations formally registered on the committee concerned shall be counted. Representatives that are not members of a committee or working group shall be entitled to participate in the discussions without a right to vote.

Article 48. Each committee shall appoint a Chairperson, Vice-Chairperson and Rapporteur. The Chairperson of each committee shall have the same powers and obligations with respect to the committee

meetings as the Chairperson of the Board has with respect to the plenary sessions. In the absence of the Chairperson, the Vice-Chairperson of the committee shall preside, with the same powers and obligations as the Chairperson.

Article 49. The Rapporteur of each committee shall submit to the Board, in plenary session, a report on the items assigned to that committee, the conclusions reached and the outcome of the votes taken. The Board shall take cognizance of the report and shall consider the draft resolutions and recommendations contained therein.

Article 50. 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 51. 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 52. The participants shall be informed of the agenda for the sessions sufficiently in advance of the session.

Article 53. 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 54. 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.

Article 55. 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.

Article 56. 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 57. 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. (Amended, JIA(II-O/83))

Article 58. 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 59. 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 60. Except for motions on points of order, the following procedural motions shall have precedence over all other proposals or motions, in the order given:

- 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 61. 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.

Article 62. Reconsideration of any decision taken by the Board shall require approval of the motion by a two-thirds vote of the Member States.

Article 63. English, French, Portuguese and Spanish shall be the official languages of the Board.¹

Article 64. The documents of the Board may, in exceptional cases, be distributed in only one of the official languages, but the resolutions, recommendations, decisions, minutes and reports of the Board must be distributed in the four official languages.

Article 65. The procedural rules contained in this chapter shall apply both to plenary sessions and to the sessions of the committees and the working groups.

1. Article 31, Convention

CHAPTER IX

VOTING

Article 66. When a vote is required, each Member State shall be entitled to one vote.¹ The vote shall be taken by show of hands, roll-call, secret ballot or acclamation.

(Amended, IICA/JIA/Res.61(III-O/85))

Article 67. 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.²

Article 68. 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;

1. Article 11, Convention

2. Article 24, Convention

- 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,
- 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.¹

Article 69. 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 70. Regular voting shall be conducted by show of hands. When a representative requests a roll-call vote, the first vote shall be cast by the delegation of the State whose name is drawn by lot, and voting shall continue in the order of precedence of the Member States. The vote of each delegation taking part in a roll-call vote shall be recorded in the minutes of the session.

Article 71. Votes shall be taken by secret ballot for purposes of electing* 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.

1. Article 12, Convention

* With the exception of that stipulated in Article 103

Article 72. 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 73. 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 74. After discussion is closed, the motions on the floor, together with any amendments thereto, shall immediately be put to the vote. Motions shall be voted on in the order in which they were made, unless the Board decides otherwise.

Article 75. Amendments shall be submitted for discussion and shall be put to the vote prior to the vote on the motion they would affect.

Article 76. 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.

Article 77. 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

upheld 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.

(Amended, JIA(II-O/83))

Article 78. 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 79. 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 80. 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 81. 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 82. Whenever it becomes necessary to use the procedure of voting by correspondence for deciding on matters requiring immediate attention for the Institute, the Director General must first consult with the Member States and may initiate the procedure only when two thirds of the Member States have expressed their agreement, and shall then proceed in accordance with Article 83 below.

Article 83. Once voting by correspondence has been accepted, the Director General shall employ the most rapid means possible to transmit information to the Member States concerning the subject of the 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 and certify the results, to be reported to the Member States. Decisions taken by means of a vote by correspondence shall always require the affirmative vote of two thirds of the Member States.

CHAPTER XI

MINUTES AND FINAL REPORT

Article 84. Minutes shall be kept of the plenary sessions and of the sessions of the committees. They shall be prepared by the Director General, in the capacity of ex-officio Secretary of the Board, who may designate this duty to the Technical Secretary.

Article 85. The Final Report prepared by the Rapporteur shall contain all the resolutions passed by the Board. The Chairperson of the Board and the ex-officio Secretary shall sign the Final Report.

Article 86. Once the originals of the Final Report are signed, they shall be kept in the archives of the Secretariat of the Board. The Secretariat of the Board shall publish and distribute the official version of the minutes and documents as soon after each meeting as possible.

Article 87. The Secretariat of the Board shall adopt a suitable system for numbering the documents, resolutions, minutes and Final Report of the Board.

CAPTER XII

THE SECRETARIAT

Article 88. 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.

(Amended, JIA(II-O/83))

Article 89. 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 advice as may be requested, providing due and permanent services, and carrying out the mandates and assignments entrusted to it.

CHAPTER XIII

ADMISSION AND WITHDRAWAL OF MEMBER STATES

Article 90. 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.¹

Article 91. 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.²

Article 92. The Board shall decide by secret ballot on admission of those American states discussed in Article 91 of these Rules of Procedure. An affirmative vote of two thirds of the Member States shall be required for admission.³

Article 93. The decision of the Board on admission of an American state, as discussed in Article 91, shall be reported by the Director General to the affected state and to the Secretary General of the Organization of American States.

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1. Articles 5, letter a., 33 and 34, Convention
 2. Articles 5, letter b., and 8, letter d., Convention
 3. Article 5, letter b., Convention

Article 94. 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 95. The General Secretariat of the Organization of American States shall notify the governments of the states signatory to the Convention and the Director General of the Institute of the deposit of all instruments of ratification or accession.

Article 96. 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 97. 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 98. 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.¹

Article 99. 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 100. The Director General shall be elected at the meeting of the Board held prior to the expiration of the term of office.

Article 101. 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 102. The Member States shall normally submit nominations 45 days before the date of the election by means of a communication addressed to the General Directorate, which shall immediately forward the nominations to all the Member States as it receives them.

1. Articles 19 and 8, letter f., Convention

Article 103. 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.

(Amended, IICA/JIA/Res.61(III-O/85))

Article 104. 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.

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Article 105. 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.¹

Article 106. The Deputy Director General of the Institute shall serve as acting Director General in the temporary absence of the Director General.

(Amended, JIA(II-O/83))

1. Article 8, letter f., Convention

CAPTER XV

AMENDMENTS TO THE CONVENTION

Article 107. 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 States¹.

Article 108. 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 109. 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 110. 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.

1. Article 35, Convention

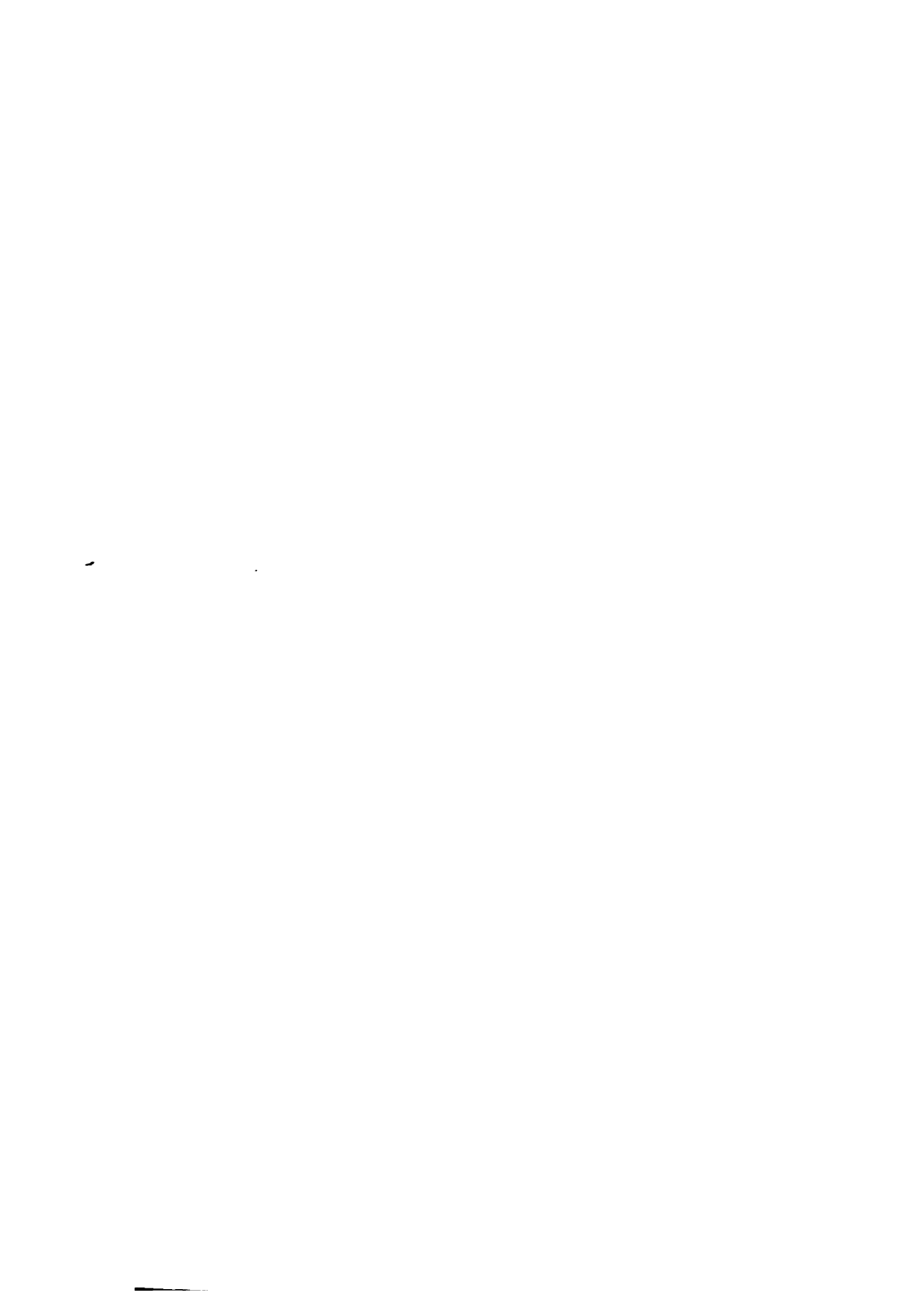
CHAPTER XVI

AMENDMENT OF THE RULES OF PROCEDURE

Article 111. 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.

(Amended, JIA(II-O/83))

RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE



RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE

CHAPTER I

THE EXECUTIVE COMMITTEE

Article 1. The Executive Committee (hereinafter the Committee) is governed by the pertinent provisions of the Convention on the Inter-American Institute for Cooperation on Agriculture (hereinafter the Institute), the Rules of Procedure of the Inter-American Board of Agriculture (hereinafter the Board), and these Rules of Procedure.

(Amended, JIA(II-O/83))

Article 2. The Committee, subject to the provisions of Article 14 of the Convention, shall act on behalf of the Board between the meetings of the latter, in the capacity of its executive organ, taking decisions on matter that do not lie exclusively within the competence of the Board.

Article 3. The Committee shall be empowered:

- a. To perform any functions that may be assigned to it by the Board,¹
- b. To examine the proposed biennial program-budget that the Director General submits to the Board and to make any pertinent observations and recommendations,²
- c. To receive the annual report of the External Auditors and to submit it to the Board with any observations and recommendations it deems appropriate;

1. Article 14, letter a., Convention

2. Article 14, letter b., Convention

- d. To authorize the use of resources from the Working Capital Subfund for special purposes;¹
- e. To act as the Preparatory Committee of the Board;²
- f. To study and make comments and observations to the Board or to the General Directorate on matters of interest to the Institute;³
- g. To recommend draft regulations to govern the operations of the Board, the Committee and the General Directorate,⁴ as well as staff rules and financial rules of the General Directorate, and to submit them to the Board;
- h. To see that the Rules of Procedure and other rules of the General Directorate are observed;⁵ and
- i. To review the reports of the General Directorate on extra-quota contracts with national and international agencies, exceeding US\$250,000, in which IICA would be providing staff services and covering administrative costs.

Article 4. To carry out its purposes, the Committee shall be authorized:

- a. To produce reports on the matters that the Board must consider;
- b. To entrust tasks to the General Directorate;

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- 1. Article 14, letter c., Convention
 - 2. Article 14, letter d., Convention
 - 3. Article 14, letter e., Convention
 - 4. Article 14, letter f., Convention
 - 5. Article 14, letter g., Convention

- c. To assist the Board in monitoring execution of the financial, administrative and technical policies and provisions of the Institute and, subject to the approval of the Board, to take decisions that will facilitate execution of the programs approved for the current fiscal year;
- d. To examine the financial status of the Institute, rendering the corresponding report to the Board;
- e. To approve acceptance of special contributions, legacies, bequests or grants that the Director General may receive on behalf of the Institute, provided they are compatible with the nature, purposes and standards of the Institute and are beneficial to its interests,¹
(Amended, JIA(II-O/83))
- f. To analyze the Annual Report on the activities of the General Directorate and to transmit it to the Board with comments and recommendations;
- g. To submit reports on its work to the Board;
- h. To present reports to the Board on matters on which the Board has requested it to take action, perform study, or conduct research or gather information;
- i. To take emergency measures, subject to the approval of the Board, in accordance with the functions and financial resources of the Institute;

1. Article 25, Convention

- j. To determine any outstanding obligations of a Member State that withdraws from the Convention, if the Board is not in session;
- k. To recommend to the Board any requirements and conditions for appointment of the Director General;
- l. To call regular annual meetings;
- m. To call special meetings, at the initiative of any Member State or at the request of the Director General, if the Board is not in session,¹
- n. To request special meetings of the Board,²
- o. To decide on the place of the regular meeting of the Board, in the event an offer of a site is received subsequent to the preceding regular meeting.³
- p. To analyze the provisional agenda for the meetings of the Board, submitting a report with its observations, comments and recommendations to the Board or to the General Directorate;
- q. To establish any temporary or special committees or working groups it may deem necessary to carry out the work of the Institute, in each case defining the mandate and duration;

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- 1. Article 15, Convention
 - 2. Article 10, Convention
 - 3. Article 9, Convention

- r. To propose amendments to the Convention and to study amendments proposed by Member States, submitting their recommendations to the Board, and

- s. To propose to the Board any amendments to the Institute's standards and regulations that it deems necessary.

CHAPTER II
PARTICIPANTS

Article 5. The Committee shall be composed of twelve Member States of the Institute, elected for a two-year term, according to the principles of partial rotation and equitable geographic distribution, in accordance with the procedures established by the Board. A Member State that has completed its term may not sit on the Committee again until a period of two years has elapsed.¹

Article 6. Each Member State shall designate a regular representative, preferably a person involved in agricultural and rural development; it may also designate alternate representatives and advisers.²

Article 7. The representatives of the Member States on the Committee shall be accredited by their respective governments, through a communication addressed to the Director General, authorizing them to participate in decisions included on the agenda of the meeting of the Committee. It shall be understood that such accreditation shall be for a period of one biennium, unless notification is given of a replacement.

Article 8. The Member States that are not members of the Committee may, at their own expense, send representatives to participate in the discussions of the plenary sessions, committees and working groups without a right to vote, in accordance with these Rules of Procedure.

1. Article 13, Convention
2. Idem.

Article 9. Representatives sent as observers for the Member States shall be accredited by their governments, by means of a communication addressed to the Director General.

Article 10. The order of precedence of the Member States sitting on the Committee shall be established by lot for each meeting.

Article 11. The Institute shall pay round-trip travel and per diem expenses for one representative of each Member State sitting on the Committee to travel by the most direct route to and from the place of residence, to participate in the regular meetings of the committee.¹

(Amended, JIA(II-O/83))

Article 12. The Permanent Observers to the Institute and to the Organization of American States, or their alternates, shall be accredited by their respective governments to participate in the meetings of the Committee by means of a communication addressed to the Director General.

Article 13. The Permanent Observers or their alternates, as the case may be, may attend public meetings of the Committee and may address the meeting, provided the presiding Chairperson decides.

Article 14. The Secretary General of the Organization of American States, or his/her representative, and the representatives of organs of the Organization and of Inter-American Specialized Agencies shall participate, without a right to vote, in the meetings of the Committee.

Article 15. The Director General or his/her representative shall participate in the meetings of the Committee, without a right to vote.

1. Article 16, Convention

Article 16. The Director General may invite the following to send observers to the meetings of the Committee:

- 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;
- 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.

Forty-five days before the call to the meeting is issued, the Director General shall consult the Member States, sending the list of the observers to be invited. If no objections are received before the deadline for calling the meeting, the Director General shall be authorized to extend the corresponding invitations. (Amended, JIA(II-O/83))

The observers referred to in this article may address the meeting of the Committee or of its committees when invited to do so by the respective Chairperson, if no objections are expressed by the members of the Committee. (Amended, JIA(II-O/83))

Article 17. The public and private entities with which the Institute maintains institutional relations may also attend meetings of the Committee, as special guests, if they express interest in

attending. For this purpose, the Director General shall extend invitations according to the procedure established in Article 16 of these Rules of Procedure.

Article 18. During the meetings of the Committee, the representatives of the Member States and the Director General shall be granted the privileges and immunities to which their position entitles them and that are necessary for them to discharge their duties independently, pursuant to the agreements signed by the Institute with the government of the host country of the meetings.¹

1. Article 27, Convention

CHAPTER III

MEETINGS

Article 19. The Committee shall hold one regular annual meeting.¹ If desired, it may also hold a special meeting during the year. In both cases, the meetings shall generally take place at the Central Office of the Institute's General Directorate. If it deems necessary, the Committee may also hold a second session of its regular annual meeting, to be convened immediately prior to the regular meeting of the Board, in the same location as the Board meeting.

Article 20 Member States interested in hosting a meeting shall so inform the Director General in writing, before the expiration of the deadline set by the Committee for presentation of offers.

Article 21. The Committee shall examine the offers to host a meeting in accordance with the principle of rotation and:

- a. Equitable geographic distribution; and
- b. The sites of previous meetings of the Committee.

Article 22 If no site is offered in accordance with Article 20, or in the event the regular meeting cannot be held at the place chosen, the Committee shall meet at the Central Office of the Institute's General Directorate. However, if one or more Member States should first offer a site in its territory, the Committee may decide, by a majority vote of its members in session or by correspondence, that the regular meeting shall be held at one of the sites offered. (Amended, JIA(II-O/83))

1. Article 15, Convention

Article 23. The Director General shall transmit to the Member States and the other participants the call to each regular meeting of the Committee at least 45 days prior to the opening date thereof.

Article 24. Under special circumstances, and at the request of one or more of the Member States or of the Director General, the Committee may hold special meetings, convocation of which shall require the favorable vote of a majority of the Board. If the Board is not in session, the favorable vote of two thirds of the members of the Committee itself shall be required; the members of the Committee may be consulted by correspondence from the Director General.¹

Article 25. The Director General shall issue 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.

1. Article 15, Convention

CHAPTER IV

AGENDA

Article 26 The provisional agenda for each regular meeting of the Committee shall be prepared by the Director General, taking into account decisions made at previous meetings, recommendations of the Board, of the General Assembly and Councils of the Organization of American States, and proposals from the Member States. This provisional agenda shall be sent to the participating governments and international organizations, together with the documents necessary for studying the various items, at least 45 days prior to the opening date of the meeting.

Article 27. The provisional agenda for the regular meetings shall contain at least the following items:

- a. Any subjects on which the Committee must decide and report to the Board;
- b. Any items, reports or studies that have been decided upon or requested by the Board at previous meetings;
- c. Matters which the Committee may have decided to include, after consultation with the Director General;
- d. Items proposed by Member States;
- e. Reports on the activities and the financial condition of the Institute, submitted by the Director General;
- f. The proposed program-budget for the bien-nium, submitted by the Director for consideration by the Board;

- g. Proposals by the Director General; and
- h. The date and place of the next regular meeting of the Committee.

Article 28. 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.

Article 29. The provisional agenda of each meeting shall be submitted to the Committee for approval at the first plenary session of the meeting. Once the final agenda has been approved, only matters considered urgent and important may be added, with the affirmative vote of two thirds of the members of the Committee.

Article 30. The Director General shall inform the Committee of the possible technical, administrative and financial implications of topics included on the agenda of the meetings.

Article 31. The Director General shall prepare the provisional agenda for each special meeting of the Committee and shall send it to participating governments and international organizations, together with the documents necessary for analysis thereof, at least 30 days prior to the opening date set for the meeting.

Article 32. The provisional agenda of a special meeting of the Committee shall be limited to the item or items which were accepted for examination when convocation of the special meeting was approved. For the inclusion of any other item, approval by two thirds of the members of the Committee shall be required.

Article 33. Procedures for the adoption and amendment of the agenda of the special meeting shall be in accordance with Article 29 of these Rules of Procedure. (Amended, JIA(II-O/83))

CHAPTER V

OFFICERS

Article 34. The officers of the meeting of the Committee shall be the Chairperson, the Vice-Chairpersons, the Rapporteur and the Director General.

Article 35. At the first plenary session of the Executive Committee, a Member State shall be elected 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 the succeeding regular meeting of the Committee. The election shall require a vote of the majority of Member States on the Committee.

Article 36. The regular representatives of the Member States on the Committee shall be ex-officio Vice-Chairpersons of the meeting and shall replace the Chairperson in the event of his/her incapacity, in accordance with the order of precedence of the Member States.

Article 37. When the presiding officer wishes to take part in the discussion or in the voting on a certain matter, the Chair shall be given to the appropriate successor, in accordance with the above article.

Article 38. The Chairperson shall have the following duties, in addition to representing the Committee at meetings of the Board:

(Amended, JIA(II-O/83))

- a. To set the order of business for the plenary sessions, in agreement with the Secretariat;
- b. To chair the sessions and submit matters appearing on the order of business to the Committee for consideration;

- c. To recognize speakers in the order in which they ask for the floor;
- d. To call to order any representative who fails to speak to the point under discussion;
- e. To decide on points of order that may arise in the discussions;
- f. To put to a vote those points under discussion that require a decision, and to announce the results;
- g. To set up the committees of the meeting of the Committee;
- h. To enforce the provisions of these Rules of Procedure and propose such other measures as he/she may deem proper for better dispatch of the work; and
- i. To draw up a biennial report on activities conducted by the Committee, to be submitted to the regular meeting of the Board.

(Amended, JIA(II-O/83))

Article 39. The Rapporteur shall also be elected at the first plenary session of the meeting, from among the representatives of the Member States that are members of the Committee. The Rapporteur shall have the duty of writing the final report of the meeting.

Article 40. The Director General, in addition to serving as an Officer of the Meeting in his/her capacity as Director General, shall be ex-officio Secretary of the Committee and shall be responsible for the minutes of its meetings and for preparing and submitting draft resolutions based on the Committee's deliberations. (Amended, JIA(II-O/83))

Article 41. 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 carrying out their duties.

CHAPTER VI

SESSIONS

Article 42. The regular and special meetings of the Committee shall include an inaugural session, a preparatory session, such plenary sessions as may be required, and a closing session.

Article 43. 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. If the quorum is broken, the sessions shall be suspended.

Article 44. The sessions held by the Committee 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; or
- b. Private: only the representatives of the Member States, the necessary Secretariat staff and persons unanimously admitted by the Committee may attend.

Article 45. The inaugural, plenary and closing sessions of the Committee shall be public, unless the Committee decides otherwise.

The preparatory session of the Committee and the meetings of the Credentials Committee and of the Style Committee shall be private, unless the committees determine otherwise. The sessions of committees and working groups shall also be private.

Article 46. A public session may, at the request of any representative, be declared private, and if this is agreed to, it shall continue so for such time as may be determined.

Article 47. Immediately prior to the inaugural session of the meeting of the Committee, a private preparatory session shall be held to consider the following order of business:
(Amended JIA(III-E/86))

- a. Agreement on the election of the Member State to preside over the Committee and the Rapporteur of the meeting;
- b. Agreement on the provisional agenda,
(Amended, JIA(II-O/83))
- c. Agreement on the membership of the Credentials Committee and of the Style Committee;
- d. Agreement on the working committees to be established and the topics, proposals and reports to be assigned to them;
- e. Agreement on the deadline for submitting proposals;
- f. Agreement on the approximate duration of the meeting;
- g. Drawing of lots for the order of precedence of the Member States; and
- h. Other business.

Article 48. The agreements reached at the preparatory session shall be formally endorsed at the inaugural session of the meeting.
(Amended JIA(III-E/86))

CHAPTER VII

COMMITTEES

Article 49 Each meeting of the Committee shall have a Credentials Committee and a Style Committee.

Article 50. The Credentials Committee shall consist of four Member States designated at the first plenary session. Its duty shall be to examine the representatives' credentials and submit a report to the Committee, before voting is begun.

Article 51. The Style Committee shall be composed of four Member States designated at the first plenary session, to represent each of the four official languages of the Institute.

The Style Committee shall review the draft resolutions and other drafts adopted by the committees before they are submitted to the plenary session for consideration, and shall make any stylistic changes it deems necessary. If it finds that any proposal has stylistic defects that it cannot correct, the Style Committee shall raise the question with the committee concerned or the plenary session.

Article 52. At each meeting, the Committee may establish such committees as it deems necessary and shall assign the various agenda items to them.

Article 53. All the Member States that are members of the Committee may sit on these committees. However, for the purposes of reaching a quorum, only those delegations formally registered in the committee concerned shall be counted. Representatives who

are not members of a committee or working group shall be entitled to participate in its discussions without a right to vote.

Article 54. Each committee shall appoint a Chairperson, a Vice-Chairperson and a Rapporteur. The Chairperson of each committee shall have the same powers and obligations with respect to the committee meetings that the Chairperson of the Committee has with respect to the plenary sessions. In the absence of the Chairperson, the Vice-Chairperson of the committee shall preside, with the same power and obligations as the Chairperson.

Article 55 The Rapporteur of each committee shall submit to the Committee, in plenary session, report on the items assigned to that committee, the conclusions reached and the results of the votes taken. The Committee shall take cognizance of the report and shall consider the draft resolutions and the recommendations contained therein.

Article 56. The committees may establish such working groups as they deem necessary for study of the items submitted for consideration. In setting them up, 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 57. The Committee may establish 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 Committee, or the Director General with the authorization of the Committee, shall determine the duties of such committees.

CHAPTER VIII

PROCEDURES AND DISCUSSIONS

Article 58. The participants shall be informed of the order of business for the sessions sufficiently in advance. (Amended, JIA(II-O/83))

Article 59. If an item not listed on the order of business for any of the sessions 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 of the Committee. At the request of any delegations, the consideration of the new item shall be postponed to a subsequent session. (Amended, JIA(II-O/83))

Article 60. At any time during the 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 something 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.

Article 61. A motion or an amendment to a motion may be withdrawn by its proponent before it has been put to a vote. Any representative may present again a motion that has been withdrawn.

Article 62. During discussion, 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 may be sustained by a majority vote of the members of the Committee. A representative raising a point of order may not speak to the substance of the matter under discussion.

Article 63. During discussion of a topic, the Chairperson or any representative may propose suspension of the debate. Only two representatives may make statements in favor of such suspension, and two against, each speaking for not more than five minutes. The motion shall immediately be put to a vote and shall carry if it is supported by a majority of the members present. If it is approved, the date on which discussion will be resumed shall be set immediately.

Article 64. The Chairperson or any representative, believing that the matter has been sufficiently discussed, may propose that discussion be closed. This motion may be opposed by two representatives speaking for not more than five minutes each and shall carry if supported by a majority vote of the members present.

Article 65. 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 discussion, and it shall carry if supported by a majority vote of the members present.

Article 66. Except for motions on points of order, the following procedural motions shall have precedence over all other proposals or motions presented, in the order given:

- 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 67. Once accepted or rejected, a proposal may not be discussed again at the same meeting, unless the Committee 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.

Article 68. Reconsideration of any decision taken by the Committee shall require that the corresponding motion be approved by a two-thirds vote of the Member States on the Committee.

Article 69 English, French, Portuguese and Spanish shall be the official languages of the Committee.¹

Article 70. The documents of the Committee may be distributed in only one of the official languages, but the resolutions, recommendations, agreements, minutes and reports of the Committee must be distributed in the four official languages.

(Amended, JIA(II-0/83))

Article 71. The procedural rules contained in this chapter shall apply both to plenary sessions and to the meetings of the committees and working groups.

1. Article 31, Convention

CHAPTER IX

VOTING

Article 72. When a vote is necessary, each Member State on the Committee shall have the right to one vote. Votes shall be taken by show of hands, roll-call or secret ballot.

Article 73. 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 Committee. However, the Committee 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.¹

Article 74. Decisions of the Committee shall be taken by a majority vote of the members except in cases where the Convention or these Rules of Procedure provide otherwise.²

An affirmative vote of two-thirds of the Member States that are members of it shall be required for calling a special meeting of the Committee.

Article 75. 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 discussion, and if there is again a tie, it shall be considered defeated.

Article 76. Regular voting shall be conducted by show of hands. When a representative requests a roll-call vote, the first vote shall be cast by the

1. Article 24, Convention

2. Article 17, Convention

delegation of the state whose name is drawn by lot and voting shall continue in the order of precedence of the Member States. The vote of each delegation taking part in a roll-call vote shall be recorded in the minutes of the session.

Article 77. Any matter may be decided by secret ballot if the Committee so decides.

Article 78. When the vote is taken by secret ballot, the Chairperson of the Committee 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 79. Once 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 80. After discussion is closed, the motions on the floor, together with any amendments thereto, shall immediately be put to a vote. Motions shall be voted on in the order in which they were made, unless the Committee decides otherwise.

Article 81. Amendments shall be submitted in discussion and shall be put to a vote prior to the vote on the motion they would affect.

Article 82. When two or more 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.

Article 83. 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 upheld 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.

(Amended, JIA(II-O/83))

Article 84. 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 85. Any representative may challenge the result of a vote when the proper procedure has not been followed. In this event, the President shall take a second vote.

Article 86. After the voting is completed, except in the case of a secret ballot, any representative may request the floor to give a brief explanation of his/her vote.

Article 87. The procedures for voting in committee or in working groups shall adhere to the regulations on voting in the plenary sessions.

CHAPTER X

VOTING BY CORRESPONDENCE

Article 88. Whenever it becomes necessary to use the procedure of voting by correspondence for deciding on matters requiring immediate attention for the Institute, the Director General must first consult with the Member States on the Committee and may initiate the procedure only when two thirds of the Member States that are on the Committee have expressed their agreement, and shall then proceed in accordance with Article 89 below.

Article 89. Once voting by correspondence has been accepted, the Director General shall employ the most rapid means possible to transmit information to the Member States concerning the subject of the 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 always require the affirmative vote of two thirds of the Member States that are members of the Committee.

CHAPTER XI

MINUTES AND FINAL REPORT

Article 90 Minutes shall be kept of the plenary sessions and of the meetings of the committees. They shall be prepared by the Director General, in the capacity of ex-officio Secretary of the Committee, who may designate this duty to the Technical Secretary.

Article 91. The final report prepared by the Rapporteur shall contain all the resolutions passed by the Committee. The Chairperson of the Committee and the ex-officio Secretary shall sign the Final Report.

Article 92. The signed originals of the Final Report shall be kept in the archives of the Secretariat of the Committee. This Secretariat shall publish and distribute the official version of the minutes and documents as soon after each meeting as possible.

Article 93. The Secretariat of the Committee shall adopt a suitable system for numbering the documents, resolutions, minutes and Final Report of the Committee.

CHAPTER XII

THE SECRETARIAT

Article 94. The Director General shall be ex-officio Secretary of the Committee and of such committees and working groups as it may establish. The minutes and files of the Committees shall be kept in his/her custody. The Director General may delegate these duties to a Technical Secretary selected for this purpose.

Article 95. The General Directorate, in its capacity as Secretariat of the Committee, shall provide permanent adequate secretarial services to the Committee and to its committees and working groups. For these purposes, it shall organize the meetings, provide such advisory service as may be required and carry out the mandates and commissions entrusted to it. (Amended, JIA(II-O/83))

THE UNITED STATES OF AMERICA
DOES hereby certify that
[Name] is a citizen of the United States of America
and is qualified to hold the office of
[Title]

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the United States of America at the City of [City], this [Date] day of [Month], 19[Year].

CHAPTER XIII

AMENDMENT OF THE RULES OF PROCEDURE

Article 96. These Rules of Procedure may be amended by a majority vote of the members of the Board, either on its own initiative or at the proposal of the Committee, approved by a majority vote of the Member States on the Committee, except for those items for which the Convention requires a vote of two thirds of the Member States.¹

(Amended, JIA(II-0/83))

1. Articles 8, letter i., and 12, Convention

THE
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OF
ARTS
AND
CRAFTS

1910

**RULES OF PROCEDURE OF THE
GENERAL DIRECTORATE**



**RULES OF PROCEDURE OF THE
GENERAL DIRECTORATE**

CHAPTER I

THE GENERAL DIRECTORATE

Article 1. The General Directorate is the executive organ of the Inter-American Institute for Cooperation on Agriculture (hereinafter the Institute). It shall consist of the technical and administrative units through which the activities of the Institute are coordinated and carried out.

Article 2. The General Directorate shall perform the functions indicated in the Convention on the Institute and those assigned by the Inter-American Board of Agriculture (hereinafter the Board) and shall also carry out any tasks the Board or the Executive Committee (hereinafter the Committee) may entrust to it.¹

Article 3. The programs and activities that are adopted to meet the requirements and the priorities of the Member States shall be prepared and carried out by the General Directorate, in accordance with the general policies and decisions adopted by the Board, and taking into account the recommendations that have emanated from the General Assembly and the Councils of the Organization of American States.

Article 4. The Central Office of the General Directorate shall be located on its official site in San Jose, Costa Rica. The functions of technical cooperation shall be carried out through offices established in the Member States to serve one or more countries.² (Amended, JIA(II-O/83))

1. Article 18, Convention

2. Article 30, Convention

CHAPTER II

THE DIRECTOR GENERAL

Article 5. The Director General, under the supervision of the Board, shall have the legal capacity to act in representation of the Institute, and the responsibility for leading and managing the General Directorate. He/she is the highest ranking officer of the Institute and is responsible for the full implementation of all resolutions and tasks entrusted by the Board or the Committee, as well as the effective operation of the General Directorate.¹

Article 6. It is the responsibility of the Director General to carry out the following specific functions, which shall be performed in accordance with the Rules of Procedure and other regulations of the Institute and its organs, and the corresponding budgetary provisions approved by the Board:

- a. To administer the financial resources of the Institute and every two years, to obtain proposals from external auditing firms and present them to the Board,²
(Amended, JIA(II-O/83))
- b. To issue and enforce technical and administrative provisions to determine the number of staff members and regulate their powers, rights, and duties; to determine their remuneration in conformity with the system established for this purpose, and with the budget, both approved by the Board; and to appoint and remove them, pursuant to provisions of these Rules of Procedure and the Staff Rules; (Amended, JIA(II-O/83))

1. Article 19, Convention
2. Article 20, letter a., Convention; Article 2, letter b., Rules of Procedure Inter-American Board of Agriculture; Article 94, Rules of Procedure General Directorate.

- c. To establish such offices of the General Directorate as may be necessary to accomplish the purposes of the Institute, and discontinue those that become unnecessary;
- d. To redistribute the functions of the existing units, combining them or subdividing them whenever necessary to maximize the efficiency of the services and the performance of activities, provided no increase in budgetary expenditures is involved;
- e. Whenever advisable, to contract the special or technical services of individuals or companies;¹
- f. To prepare the proposed biennial program-budget of the Institute and submit it to the Committee, adding any resulting observations and recommendations for submission to the Board;²
- g. To prepare an annual report on the activities and financial condition of the Institute, and submit it to the Board when it meets, or to the Committee in years the Board does not meet, and to the General Assembly of the Organization of American States;³
- h. To establish and maintain cooperative relations with national, inter-American or international organizations and programs, and with governmental or private entities that pursue objectives included in the purposes of the Institute;⁴

1. Article 29, Convention

2. Article 20, letter c., Convention

3. Article 20, letter d., Convention

4. Articles 20, letter, e., and 4, letter c., Convention

- i. To establish and maintain relations with the Organization of American States, in accordance with the terms of the agreements concluded with the General Secretariat;
- j. To conclude agreements on privileges and immunities with the Member States, with prior authorization by the Board,¹
- k. To conclude agreements that determine the institutional relations that should exist between the Institute and national, inter-American or international organizations;
- l. To serve as the ex-officio Secretary of the Board and the Committee;
- m. To participate in the meetings of the Board and the Committee, without a right to vote; and
- n. To issue the letter of convocation to the regular and special meetings of the Board and the Committee.

Article 7. The Director General may delegate functions and grant powers to other employees of the Institute when he/she deems this advisable, assuming full responsibility for such delegations.

Article 8. The Director General shall appoint a Deputy Director General and any necessary Assistant Deputy Directors General. The Deputy Director General shall perform the duties inherent to his/her office and act as the delegate of the Director General in all matters so entrusted. In case of temporary absence or disability of the Director General, the Deputy Director General shall

1. Article 28, Convention

perform the duties of the Director General. In the event that the office of the Director General becomes vacant, the Deputy Director General shall assume the duties of the office until the Board elects a new Director General and the person elected takes office, in accordance with Article 101 of the Rules of Procedure of the Inter-American Board of Agriculture. (Amended, JIA(II-O/83))

Article 9. In the performance of his/her duties, the Director General shall seek or receive no instructions from any government or from any authority outside the Institute, and shall refrain from any action incompatible with the position of an international officer responsible only to the Institute.

Article 10. The Director General shall observe the following standards on conflicts of interest, real or apparent:

- a. During his/her term of office, the Director General may not solicit or accept, directly or indirectly, any gift, gratuity, loan, favor, or any other thing or object of monetary value, from any person, association, corporation or business entity that has, or is seeking to obtain, a contractual or other business or financial relationship with the Institute.
- b. The Director General must refrain from using, or appearing to use, his/her office for the purpose of private gain for himself or any other persons.
- c. The Director General may have no direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with the proper discharge of his/her duties in the interest of the

Institute, or with the responsibilities prescribed by the Convention of the Institute and by these Rules of Procedure.

- d. The Director General shall avoid any action, whether or not specifically prohibited by these Rules of Procedure, which might result in, or create the appearance of:
- i. Giving preferential treatment to any organization or person;
 - ii. Losing independence or impartiality of action;
 - iii. Making administrative decisions without observing established procedures;
 - iv. Adversely affecting the good name and integrity of the Institute.

If the Committee believes that any specific matter could give rise to a possible conflict of interest, the Director General shall: (1) disqualify himself/herself from involvement in any matter that is directly or indirectly related to the entity concerned; or (2) eliminate the conflict by divesting himself/herself of the interest, at his/her option.

- e. At the beginning of the term of office for which he/she was elected or reelected, the Director General shall submit to the Board a sworn statement containing the following information:

- i. A list of all business associations, enterprises, companies, and other entities with which he/she is connected, directly or indirectly, with an indication of the nature of any existing connection, together with a statement of the amount of his/her financial or business participation in these associations, enterprises or companies;
- ii. A list of creditors, other than those to whom he/she may be indebted by reason of a mortgage on property occupied as his/her private residence, or to whom he/she may be indebted for ordinary household and living expense, such as household furnishings, automobiles, education, vacation, and similar expenses; and
- iii. A statement of his/her net worth.

(Amended, JIA(II-O/83))

Article 11. The Director General shall enjoy the privileges and immunities corresponding to his/her office that are necessary for the independent performance of his/her duties.

Article 11.A. The Director General, after informing the Board and the Committee, shall determine the classification, description and placement of positions in the hierarchical structure of the Institute, stipulating the job title, the objectives and functions of the position, the requirements for the job, and the salary range. The classifications of the positions shall be reviewed periodically, on the basis of the needs of the Institute.¹ (New Article, JIA(II-O/83))

1. Article 20.b., Convention; Article 6.c. and d., Rules of Procedure of the General Directorate.

Article 11.B. The Director General, when he/she deems necessary, may hire persons, internationally or locally, with high academic qualifications and broad professional experience, as consultants for brief periods of up to one year, to provide special technical services. These persons shall not be considered Institute staff, and therefore their rights and obligations, as well as the terms of reference for the activities they are to perform, shall be as specified in the particular contract.

(IICA/JIA/Res.64(III-O/85))

CHAPTER III

PERSONNEL

Article 12. The personnel of the Institute shall be classified in the following categories:

- a. INTERNATIONAL PROFESSIONAL - made up of persons with high academic standing and broad professional experience, appointed or hired on contract as international staff to perform their duties in any of the Member States. It shall include:
 - i. REGULAR - persons with appointments covering an indefinite period of time, subject to a satisfactory performance appraisal at least every two years and based on precepts contained in Articles 14 and 36 herein, and further specified in the Staff Rules. Only persons who have served as temporary or trust international professionals under the terms of these Rules for at least three years and who have demonstrated superior competence, efficiency, experience and integrity as staff members are eligible for regular appointments.

(Amended, IICA/JIA/Res. 106(III-E/86))
 - ii. TEMPORARY - persons with contracts for a fixed term of up to two years and renewable for successive terms of up to two years each. Although a temporary appointment is renewable, it carries no right to renewal.

(Amended, IICA/JIA/Res. 106(III-E/86))

- iii. TRUST - persons appointed and removed at the discretion of the Director General to hold the positions defined as positions of trust in Article 31 of these Rules. Such appointments shall not extend beyond the term of office of the Director General and are subject to immediate termination at any time, without right of indemnity.
(Amended, IICA/JIA/Res.106(III-E/83))
- iv. ASSOCIATE - appointed to perform functions of a professional, technical or scientific nature, in accordance with agreements or contracts concluded with other institutions coparticipating in programs of common interest; or to provide services ad-honorem, with authorization of the institution to which they belong.
- b. LOCAL PROFESSIONAL - specialists with professional degrees, associated with the Institute by work contracts that are in accordance with the labor laws and practices of the countries in which they are provide their services, and with all pertinent stipulations of Institute Rules of Procedure and regulations which do not contradict local laws and practices.
(Amended, JIA(II-0/83))
- c. GENERAL SERVICES - persons performing tasks for which specific technical training may or may not be necessary, but that do not necessarily require a professional degree hired locally to perform functions of an administrative nature or to provide secretarial or auxiliary services. They shall be hired in accordance with the labor laws and practices of the countries in which they provide their services, and with

all pertinent stipulations of Institute Rules of Procedure and regulations which do not contradict local laws and practices.
(Amended, JIA(II-O/83))

Article 13. The Board may confer appointment and title of:

- a. Director Emeritus - a person who has served as Director General of the Institute, showing outstanding technical ability and an outstanding spirit of service; and
- b. Emeritus - at its own initiative or by proposal of the Director General, to staff members with high professional personnel classification, who have made outstanding contributions, have completed thirty years of professional practice, have been linked to the activities of the Institute for the past fifteen years, and have completed ten years at its direct service.

(Amended, JIA(II-O/83))

Article 14. The regular international professional personnel shall be governed, as a minimum, by the following principles:

- a. Appointment, hiring, and promotion on the basis of background, competition and evaluation;
- b. Preferential treatment for filling higher-level openings, other conditions being equal. For this, training, experience and capabilities demonstrated in the past performance of duties shall be taken into account;
- c. Encouragement and support to improve training; and
- d. Participation in the Retirement and Pension Plan of the Organization of American States.

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Article 15. Persons holding temporary or temporary appointments are entitled to participate in the Retirement and Pension Plan of the Organization of American States. At their option, however, they may elect instead to participate in the Provident Plan of the Organization of American States.

(Amended, IICA/JIA/Res.106(III-E/86))

Article 16. Staff members, in the discharge of their duties, are responsible only to the Institute. In accepting an appointment or a contract they shall undertake to perform their duties and to regulate their conduct in accordance with the character, purposes, and interests of the Institute.

Article 17. Upon receiving an appointment or contract, each staff member shall be given a document signed by the Director General, or by an officer acting in his/her behalf, stating the nature and conditions of the appointment or contract.

Article 18. In the performance of their duties staff members shall neither seek nor receive instructions from any government or any authority outside the Institute.

Article 19. Staff members shall refrain from any action that may be incompatible with their position as employees of an international organization. In this regard, they may conduct no activity that the Director General considers undesirable, from the standpoint of the effective performance of their duties or of the good name of the Institute.

Article 20. Staff members shall not act or express themselves publicly in any way that might be detrimental to the Member States or to the Institute.

Article 21. Staff members shall exercise the most discretion with respect to all matters of official business. They shall communicate no restricted information to anyone, except in the course of their duties and in accordance with the procedure or so doing established by the Director General. They shall at any time use such information to private advantage. These obligations do not cease on separation from service.

Article 22. No staff member shall render services to any government or agency under conditions other than those specially approved by the Director General. (Amended, JIA(II-O/83))

Article 22.A. No staff member may accept a nomination, honors, awards, remuneration, favor, or gift from any government or institution, when the Director General considers that this is incompatible with his/her status as an officer of an international organization or with the interest of the Institute. (New Article, JIA(II-O/83))

Article 23. The acceptance by a staff member of a nomination to elective public office of a political nature shall imply resignation from the Institute. (Amended, JIA(II-O/83))

Article 24. The acceptance by a staff member of an appointment to a government post shall imply resignation from the Institute. (Amended, JIA(II-O/83))

Article 25. A staff member may accept no other employment or occupation that the Director General considers incompatible with the proper performance of his/her duties to the Institute.

Article 26. No Director General seeking re-election, nor any employee of the Institute that have been nominated to the position of Director General, may make direct or indirect use of their positions to further their candidacies.

Article 27. Before beginning work, every staff member shall sign a declaration, identical for all categories, committing himself/herself to perform all duties loyally, discreetly, and conscientiously and in accordance with the provisions of the Convention, these Rules of Procedure, and other pertinent provisions. (Amended, JIA(II-O/83))

Article 28. No staff member may seek the influence or support of a representative on any organ of the Institute, or of any government, in matters affecting administration or discipline in the Institute. All questions regarding these matters shall be settled in accordance with the pertinent regulations in force.

Article 29. The privileges and immunities granted to the staff members of the Institute, necessary for the performance of their duties, shall be determined in accordance with a multilateral agreement to be concluded among the Member States of the Organization of American States or, when deemed necessary, in bilateral agreements concluded by the Institute with its Member States.¹

1. Article 28, Convention

Article 30. The Director General, in accordance with the standards approved by the Board or the Committee, shall issue administrative provisions for the classification of personnel in the Professional and General Services categories, in accordance with criteria based on the person's curriculum vitae, and the type and quality of services rendered to the Institute. Personnel classifications shall be reviewed at least every two years.

Amended, IICA/JIA/Res.64(III-O/85))

Article 30.A. The Director General shall appoint staff members to occupy positions in the Institute's organizational structure, and shall assign duties, responsibilities and remuneration for each case. He/she may also transfer them to other positions, in accordance with service needs and the Staff Rules. (New Article, JIA(II-O/83))

Article 30.B. The level of remuneration for Institute personnel shall be determined on the basis

- a. The classification of the position;
- b. The personal classification; and
- c. A temporary variable premium to occupy administrative positions classified higher than his/her current present classification, as stipulated in the Staff Rules and the Remuneration System.

(Amended, IICA/JIA/Res.64(III-O/85))

Article 31 The following positions are positions of trust under the Director General: Deputy Director General, Assistant Deputy Directors General, Advisors to the Director General, the IICA representative in the country of which the Director General is a citizen, and all "D" level positions.

All persons occupying these positions shall have trust appointments as described in Article 12 of these Rules.

(Amended, IICA/JIA/Res.106(III-E/86))

Article 32. The following provisions shall govern appointments to positions of trust:

(Amended, IICA/JIA/Res.106(III-E/86))

- a. The Director General may appoint to a position of trust any staff member or anyone from outside the General Directorate provided that person satisfies the standards of high academic standing and broad professional experience stipulated Article 12 (a) of these Rules.
- b. Any regular international professional staff member who is appointed to a position of trust, upon leaving the position of trust, shall have the right to return to the position where he will be accorded the classification he had in his previous nontrust assignment, with the added step for merit that he has earned.
- c. Any temporary international staff member appointed to a position of trust shall have the right, upon leaving that position, to complete the term of the temporary contract he held prior to appointment to the position of trust, provided that the term has not expired prior to his leaving the position of trust. For purposes of this Rule, the term of the staff member's temporary contract shall be deemed to have expired on the termination date stated in the contract.

- d. A staff member removed from a position of trust has no right whatsoever to indemnity in relation to said removal.
- e. Subject to the notice provisions set out in Article 53 of these Rules, a person appointed from outside the Institute to a position of trust shall cease to be an Institute employee immediately upon his removal from the position of trust.
- f. Appointments to positions of trust are made at the discretion of the Director General.

Article 33. Periodically, at least every two years, a review and evaluation of the work performed by staff members shall be made, and the results of this evaluation shall be conveyed to them promptly and fully in due form.

(Amended, IICA/JIA/Res.64(III-O/85))

Article 34. The salary of the Director General shall be set by the Board.

Article 35. The salaries, allowances, and other benefits of the staff members in the international professional category shall be set by the Director General in accordance with these Rules of Procedure and the Staff Rules.

(Amended, JIA(II-O/83))

Article 36. Staff members shall be appointed or promoted fairly, with no discrimination whatsoever as to race, creed or sex. Only competence, experience, efficiency and integrity shall be taken into account together with the need for staff members to be selected with a view to as broad a geographical representation as possible among nationals of the Member States, except in special cases where the needs of the service require that nationals of other States be appointed.

(Amended, IICA/JIA/Res.64(III-O/85))

Article 37. In the performance of their duties, members of the Regular International Personnel shall normally remain no less than three years or more than nine years in the same country, except for technical or administrative positions inherent in the operations of the Central Office of the General Directorate.

(Amended, JIA(II-O/83))

Article 38. When it becomes necessary to transfer members of the Regular International Professional Personnel to their own countries, the Director General shall take into consideration only technical and professional criteria.

Article 39. When openings are to be filled, first preference shall be given, if other conditions are equal, to personnel in the same category; second preference shall be given to other staff members. The Director General shall determine whether applicants meet the qualifications required for the position. For these purposes, he/she shall make certain that all staff members have an equal opportunity to apply for openings that occur.

Article 40. To be appointed to a position or employed on contract, an applicant must first undergo a medical examination to demonstrate that he/she meets the physical and health requirements for the duties.

Article 41. Members of the international professional staff shall accrue annual leave at the rate of twenty-six working days per year and may accumulate unused annual leave up to a maximum of fifty-two working days.

Article 42. Local professional and general services staff members shall accrue annual leaves in accordance with the labor laws and practices of the countries in which they are working.

Article 43. The Director General may authorize special leave in exceptional cases, in keeping with pertinent Staff Rules.

Article 44. The Staff Rules of the Institute shall establish a system of social security for staff members hired in accordance with Article 12 paragraph a., to include provisions for health protection, sick leave and maternity leave, and compensation in the event of illness, accident, or death resulting from the performance of official duties in the service of the Institute.

(Amended, JIA(II-O/83))

Article 45. Staff members appointed or hired on contract in accordance with Article 12.b. and shall participate in the social security and insurance system of the countries in which they serve. If a particular Member State has no social security and insurance system, or the system does not include benefits that the Institute considers should be enjoyed by all its staff members, the Institute shall then provide full or supplementary coverage.

(Amended, IICA/JIA/Res.64(III-O/85))

Article 46. The Institute shall pay travel installation, and repatriation expenses for international staff members and their dependents, in accordance with pertinent Staff Rules.

Article 47. Staff members shall enjoy other services and benefits to which they are entitled under the provisions or rules issued by the competent organs of the Institute.

Article 48. In order to maintain continuing contact between the staff and the Director General a Staff Association shall be set up of the staff members of the Institute. Its officers may make proposals and discuss them with the Director General or with the representative he/she designates, concerning all matters that are of common interest to the staff members or that affect their general well-being, including working conditions.

(Amended, JIA(II-O/83))

Article 49. In accordance with pertinent regulatory provisions, the Director General may adopt disciplinary measures for unsatisfactory performance of work or for conduct not in conformance with the Rules of Procedure.

Article 50. Disciplinary measures shall include oral or written admonitions, written censure, suspension or dismissal.

Article 51. The Director General shall establish an advisory group of members designated by him/her and by the Staff Association to advise him/her on disciplinary measures and the enforcement thereof.

Article 52. The Director General may terminate the appointment of a staff member:

- a. In case of prolonged illness, in accordance with the pertinent Staff Rules;
- b. When it becomes necessary to eliminate a post, as a result of a reduction in staff or the reorganization of a unit of the Institute, taking into account the provisions of Articles 14(b) and 39 of these Rules of Procedure;
- c. For repeatedly unsatisfactory work;
- d. When he/she fails to fulfill the requirements of service contained in these Rules of Procedure; and
- e. When he/she reaches the age of 65.

Article 53. In any case governed by Article 52, the staff member affected shall be given at least sixty days written notice.

Article 54. The Director General may summarily dismiss any staff member for serious misconduct in accordance with the pertinent rules and regulations. (Amended, JIA(II-O/83))

Article 55. A staff member may resign from the Institute personnel by tendering a written resignation to the Director General, giving the notice stipulated in the appointment.

(Amended, JIA(II-O/83))

Article 56. Regardless of the reason for separation from service, the provisions for retirement and pension adopted by the Board shall apply to international staff. For members of the local professional and general services staff, the labor or social security laws of the country in which they serve shall be applied.

Article 57. The Institute shall give recognition of services to every staff member whose services are terminated after completing a period of employment of at least two years. This recognition shall consist of a note of appreciation and a bonus to be paid in accordance with the pertinent rules.

(Amended, IICA/JIA/Res.64(III-O/85))

Article 58. Recognition of services shall not apply to a staff member when:

(Amended IICA/JIA/Res.106(III-E/86))

- a. Services are terminated during the first period of employment;
- b. He/she abandons the post;

- c. He/she is dismissed for serious misconduct,
- d. He/she has deliberately falsified information with a view to gaining employment in the Institute, or has made false statements that could affect the Institute.

(Amended, IABA Proceedings III-E(86))

Article 59. Every staff member shall be entitled to a hearing with respect to disciplinary measures taken or other matters of an administrative nature that may affect his/her interest.

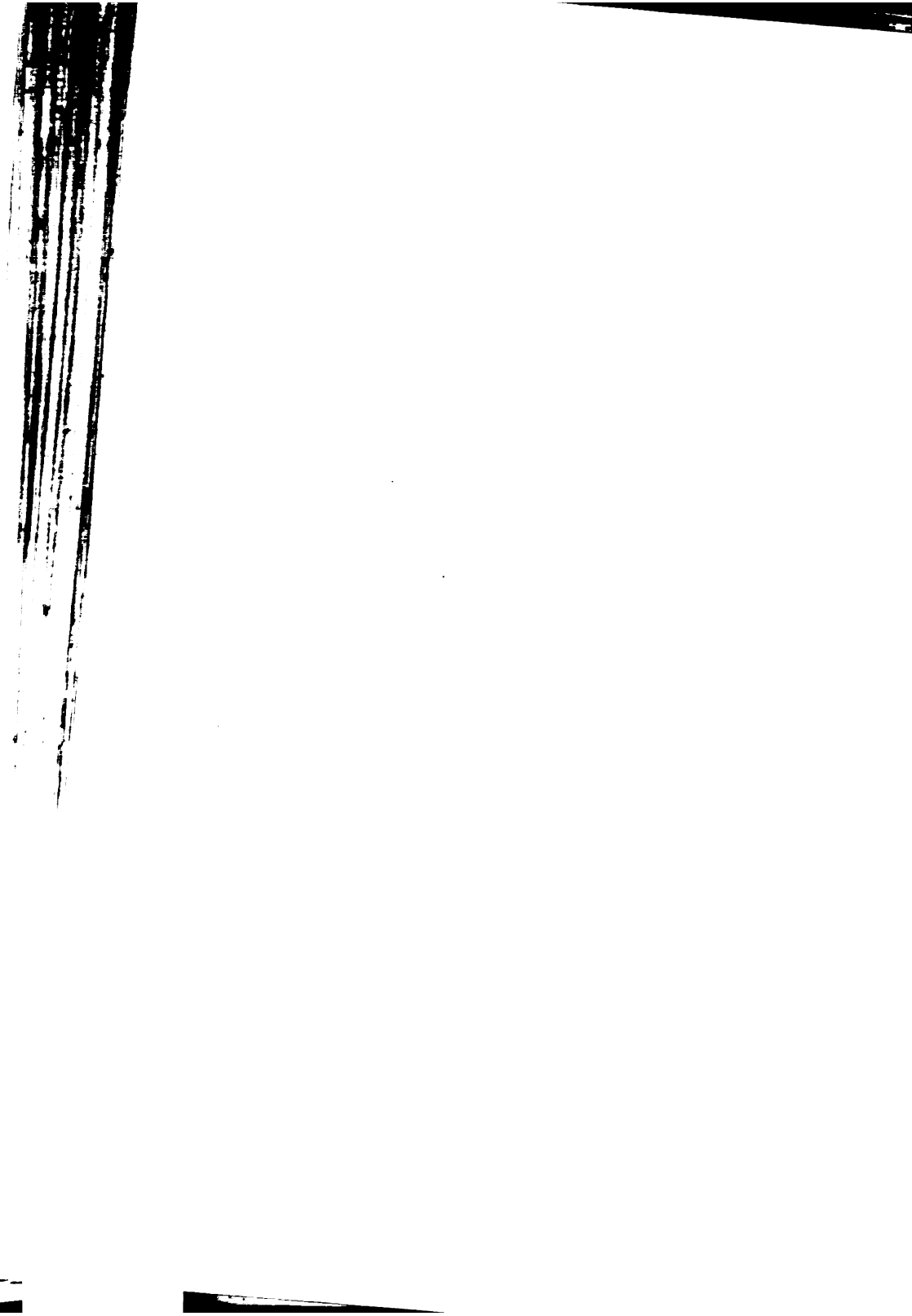
Article 60. Every staff member shall be entitled to request the Director General to reconsider a disciplinary measure affecting him/her, or any administrative measure for which he/she alleges non-compliance with the conditions set forth in his/her appointment or with any pertinent provision of these Rules of Procedure or of the Staff Rules.

(Amended, JIA(II-O/83))

Article 61. The Director General shall establish an advisory group, composed of members designated by the Director General and by the Staff Association, to advise him/her on cases of reconsideration referred to in the above article.

Article 62. When the procedures set forth in these Rules of Procedure and in other provisions in force in the Institute have been exhausted, an interested party who considers himself/herself aggrieved shall have the right of last resort to the Administrative Tribunal of the Organization of American States, in accordance with the Statutes of that Tribunal. (Amended, JIA(II-O/83))

Article 63. For the purposes of this chapter, the term "staff members" shall be understood to include the Director General, in any matters that may be applicable to him/her.



CHAPTER IV

STANDARDS ON THE PROGRAM-BUDGET

Article 64. The program-budget of the Institute is biennial, but the fiscal year shall cover the calendar year from January 1 through December 31 of the same year. Quotas for the Regular Fund shall be annual and shall be paid each year.

(Amended, JIA(II-O/83))

The accounts shall be closed at the end of each fiscal year and shall be audited by external auditors.

Article 65. The Director General shall prepare the proposed program-budget of the Institute for each biennium and submit it first to the Executive Committee and then to the Board, with the observations and recommendations of the former, 45 days before the date set for the next meeting of the Board.

Article 66. The proposed program-budget shall include all allocations necessary for carrying out the programs approved by the Board and the mandates and resolutions in force. The requirements and priorities indicated when the programs were adopted shall be observed. The proposed program-budget shall be divided into chapters and sections and shall be presented by categories of activity, classified by object of expenditure, in such a manner as to:

- a. Allow for effective control over budgetary implementation, in accordance with the decisions of the Board;
- b. Facilitate the review and follow-up of programs and projects included and the identification of their specific sources of financing, including special voluntary contributions from the countries;

- c. Provide and explain the analytical and comparative data on each program and center, which clearly indicate the projects planned, objectives, staff, working methods to be used, cooperating institutions, if any, and resources required,
(Amended, JIA(II-O/83))
- d. Indicate the comparative relationship between the cost of the programs and centers approved for the previous fiscal year, and the cost of those proposed for the new one and indicate tentative allocations by programs and centers projected for the succeeding fiscal year; and
(Amended, JIA(II-O/83))
- e. Clearly establish the operational unit responsible for carrying out each project
(Amended, JIA(II-O/83))

Article 67. The proposed program-budget shall be based on the following categories of activities

- a. Direct Services of Technical Cooperation (programs and others);
(Amended, JIA(II-O/83))
- b. General Directorate costs; and
- c. General costs and provisions.

Article 68. The Proposed Program-Budget, as submitted, shall be broken down into the following objects of expenditure: international professional personnel, local professional personnel, and general services personnel; scholarships; official IICA staff member travel; documents and supplies; plant equipment and furniture; general services; performance contracts; and other costs.

(Amended, IICA/JIA/Res.64(III-O/85))

Article 69. For each program, the proposed program-budget shall include:

- a. A summarized description of the objectives, strategy, significant changes included, and other basic elements of the program-budget;
- b. A list of the projects included in each program, indicating the possible allocation of operating costs for each one;
- c. A comparative summary of the allocations, classified by object of expenditure and source of financing; and
- d. A note about the background and the mandate through which the programs came about.
(Amended, JIA(II-O/83))

Article 70. The Director General shall submit the proposed program-budget, together with the following:

- a. A statement indicating the general orientation of the program-budget;
- b. A list of the quotas assigned to the Member States;
- c. A list of any other resources from public or private funds that have been offered to finance programs or projects of the Institute;
- d. An estimate of non-cash contributions;
- e. A financial report covering the following points:

- i. The status of the quota payments and of voluntary contributions by the Member States and other projected income
 - ii. A report on the status of the Working Subfund of the Regular Fund and of the approved revolving funds, (Amended, IICA/JIA/Res.64 (III-O/85)) and
 - iii. Status of implementation of the previous budget and of the progress made implementing the first year of the current budget,
- f. A summarized report on activity evaluation and the resulting changes, and
 - g. Any other information that the Board may request.

The statement and other points mentioned in this article shall be brought up to date by the Director General, if any changes are necessary, for presentation to the meeting of the Board or the Committee.

Article 71. An affirmative vote of two-thirds of the Member States shall be required for approval of the budget by the Board.

Article 72. Once the program-budget is approved by the Board, the Director General shall be authorized to contract obligations and make expenditures in accordance with the appropriations authorized. The Director General shall take any measures necessary to see that the expenditures do not exceed the income from quotas and contributions paid by the Member States.

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Article 73. During the course of a fiscal year, the Director General may, in exceptional cases, request from the Board such special appropriations as he/she deems necessary, and shall propose their sources of financing.

Article 74. Appropriations shall be available to meet the payment of all obligations incurred during the fiscal year for which they were approved.

They shall also be available to pay those obligations approved before the closing date of a fiscal year but which are carried over for payment in subsequent years. Such appropriations shall remain available for these purposes up to two years after the closing date of the fiscal year in which an obligation was incurred and approved. At the end of that time, the appropriations shall expire, and all remaining obligations shall be deobligated and the associated funds transferred to the Working Subfund of the Regular Fund as uncommitted.

(Amended, IICA/JIA/Res.64(III-O/85))

For the purposes of this article, obligations shall be understood as those emanating from any agreement, contract, purchase order, or other document that has entered into force prior to the close of the fiscal year and by which the Institute commits itself to make the corresponding expenditures.

Article 75. The Director General may transfer funds between chapters, in accordance with any resolution the Board may have approved on the program-budget.

Article 76. Appropriations shall be financed with the quotas and voluntary contributions of the Member States and income from other sources. The Board shall set the annual quotas, pursuant to the scales indicated in Article 23 of the Convention.

Article 77. Pending receipt of expected income, expenditures shall be met with resources from the Working Subfund.

Article 78. Income from quotas and voluntary contributions shall be credited against the balance receivable pending from the earliest year for which money is owed to the corresponding fund, in the case of voluntary contributions, and as an exception, the Member States may specify that the payment should be applied to another year.

Article 79. The Director General must have the authorization of the Board to negotiate and contract loans.

Article 80. Within thirty days following approval of the program-budget, the Director General shall transmit the corresponding resolution to the governments of the Member States, with a list of the annual quotas attached, and request that these quotas be paid on schedule. The annual quotas shall

be assigned and paid in United States dollars. They shall fall due as of the first day of the corresponding fiscal year.

Article 81. The General Directorate shall receive all resources for the Institute and must take all necessary steps to receive such contributions on schudele. Voluntary contributions for special funds may be made partially in the local currency of the respective Member State as agreed upon between the Institute and the donor, bearing in mind the needs of the programs.

(Amended, IICA/JIA/Res.64(III-O/85))

CHAPTER V

FINANCIAL RESOURCES

Article 82. The following funds are administered by the Institute, classified according to their source and purpose:

- a. **REGULAR FUND** - Consisting principally of the quotas of the Member States, in addition to reimbursements from the administration of contracts with other institutions and other miscellaneous income. The purpose of this fund is to finance the regular operations of the Institute, including administration and management;
- b. **SPECIAL FUNDS** - Made up of voluntary contributions by the Member States or received from other sources to finance special programs or projects approved by the Board;
- c. **TRUST FUNDS** - Made up of voluntary contributions or bequests for specific purposes, and maintained in trust in accordance with the pertinent provisions and acts. The Director General may establish these funds, in accordance with the specific purposes set forth in each agreement and with resolutions approved by the Board, and maintain them in separate accounts;
(Amended, JIA(II-O/83))

- d. REVOLVING FUNDS - Established with the approval of the Board as "reimbursable funds" for accounting purposes connected with specific internal operations. With the prior authorization of the Board, the Director General may establish these funds. Each will have its own account, in accordance with the specific standards approved by the Board in each case.

(Amended, JIA(II-O/83))

- e. FIXED ASSET FUND- Made up of the cash value of the fixed assets and personal property (furniture, equipment, vehicles, buildings, building improvements, real estate, and any other kind of property) owned by the Institute. Separate accounts must be kept, entitled "Fixed Asset Investments", within the Regular Funds, the Special Funds, the Trust Funds, and the Revolving Funds, for the purchase of assets within these Funds. All inheritances and donations of fixed assets shall be considered as investments by the Regular Funds, unless otherwise indicated.
(New, IICA/JIA/Res.64(III-O/85))

Each of these funds shall be maintained in a separate account and shall comply with specific standards approved for each one, and with these Rules of Procedure.

Funds received for unspecified purposes shall be credited to the Regular Fund as miscellaneous income.
(Amended, JIA(II-O/83))

Article 83. The Regular Fund includes the following subfunds:

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- a. GENERAL SUBFUND - The following shall be credited to this subfund: quotas paid by the Member States, miscellaneous income, unless the Board has approved it for specific purposes, reimbursements for costs of administration of contracts with other institutions, and funds advanced by the Working Subfund, and
(Amended, IICA/JIA/Res.64(III-O/85))
- b. WORKING SUBFUND - The purpose of this fund is to ensure normal financial operation of the Institute. Its amount shall not exceed 15 percent of the total annual quotas approved for the corresponding fiscal year, unless the Board specifically provides otherwise. Its income shall derive from the balance of uncommitted appropriations outstanding at the end of each fiscal year and with additional funds specifically allotted to it by the Board.

Article 84. The Working Subfund may be used only on a temporary basis to meet:

- a. Budgeted expenditures financed by the Regular Fund pending full receipt of anticipated income, and
- b. Special expenditures authorized by the Board and not provided for in the program-budget.

The amounts used for the purposes set forth in this article shall be restored to the Working Subfund as follows: in cases covered by subparagraph

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(a), above, as soon as the pending income permits, and in those covered by subparagraph (b), by means of equivalent appropriations in the program-budget for the next fiscal year, in such manner as may be determined by the Board when it provides for use of the funds.

Article 85. The Special Funds include two sub-funds:

- a. OPERATING SUBFUND - to meet expenses authorized by the Board in the corresponding program-budget. It is made up of voluntary contributions of the Member States and other miscellaneous income, and in accordance with the standards approved by the Board for the operation of such funds, and
- b. SPECIAL WORKING SUBFUND - primarily to finance the expenses approved in the program-budget, pending receipt of the corresponding contributions.

The overall total budgeted for special subfunds shall not exceed 20 percent of the regular quota budget.

Article 86. The Director General, with prior approval of the Executive Committee, may accept special contributions, inheritances, gifts, or bequests on behalf of the institution, provided they conform to the nature, purposes, and standards of the Institute and are suited to its interest.

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Article 87. The Director General shall designate the banking institutions in which the funds of the Institute shall be deposited.

Article 88. The Director General may make short-term investments of funds not essential to meet immediate needs, and also short- or long-term investments of resources from other funds or sub-funds. The interest received on these deposits shall be regarded as miscellaneous income of the General Subfund, unless the Board stipulates otherwise.

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CHAPTER VI

ACCOUNTING AND FINANCIAL CONTROL

Article 89. The accounts of the Institute and its financial reports shall be kept and presented in United States dollars. Nevertheless, in order to facilitate local operations in the Member States, the Director General may authorize accounts in the currency of the individual countries, with the corresponding conversions. (Amended, JIA(II-O/83))

Article 90. The Director General shall establish suitable provisions and procedures, in accordance with these Rules of Procedure, to ensure efficient and economical financial management, and shall inform the Board thereof. These procedures shall include an accounting system, based on generally accepted principles, to ensure precise and timely information on the financial status of the Institute.

Article 91. The General Directorate shall keep such accounting records as are necessary, and its financial reports shall show the following:

- a. The income and expenditures of all funds;
- b. The status of the appropriations, in a format that facilitates comparison with the approved program-budget, by fiscal year, programs, and other headings, and by object of expenditure. It shall also show the following: (Amended, JIA(II-O/83))
 - i. Original budget appropriation;
 - ii. Appropriations that have been changed by transfers of any kind;

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- iii. Credits, if any, other than the appropriations authorized by the Board; and
 - iv. The amounts charged, allocated, committed, or spent against these appropriations or other credits;
- c. The assets and liabilities of the Institute.

The Director General shall provide whatever other information may be necessary to indicate the financial status of the Institute.

Article 92. The purchase of equipment, office furniture and materials, general supplies, and service jobs shall be conducted by competitive methods.
(Amended, JIA(II-O/83))

The Director General may authorize exceptions for purchases of materials valued at less than US\$10,000 when he/she considers that the bidding method does not serve the interest of the Institute.

When the value of the purchases is US\$10,000 or more, the Director General may make exceptions to the use of the bidding method only under the following circumstances:

- a. Emergencies, such as disaster aid, repairs, and other actions that are urgently needed to protect lives or property; or
- b. Purchase of technical and scientific material to be used for projects approved by the Board and that are to be carried out in the Member States. In these cases, and

according to the wishes of the Member States or the institutions, the purchases may be made by the General Directorate or, if the purchase will not be more expensive, by the national institution participating in the project.

The Director General shall inform the Committee of all purchases totalling US\$10,000 or more, for which the bidding method has not been used.

All purchases shall later be checked by the Office of Internal Auditing.

CHAPTER VII

AUDITING

Article 93. The Director General shall establish suitable internal auditing procedures to check for compliance with the standards and regulations in force, especially through systematic and selective examination of official transactions and operational procedures affecting the resources managed by the Institute.

Article 94. The accounts of the General Directorate shall be examined through external auditing. External auditors shall be designated by the Board to perform the tasks described in detail in the following articles of this chapter and to submit their observations.¹ (Amended, JIA(II-O/83))

Article 95. The Director General shall grant any requests by the auditors for access to the financial records, and cooperate with them as needed, so that they may perform their work expeditiously.

Article 96. The Director General shall present to the Committee and to the Board any observations and comments he/she deems appropriate in connection with the report of the external auditors.

Article 97. The external auditors shall examine the accounts and certify to the following:

-
1. Article 2, letter h., Rules of Procedure of the Inter-American Board of Agriculture; Art. 6, letter a., Rules of Procedure of the General Directorate.

- a. That the annual accounts presented by the Director General agree with the books, records, documents, and vouchers of the General Directorate;
- b. That the transactions reflected in the financial statements are in accord with the general standards, the financial regulations, and other applicable provisions.
(Amended, JIA(II-O/83))
- c. That the securities and cash on deposit have been checked by means of certifications from the depositories of the General Directorate, and the cash on hand has been verified. (Amended, JIA(II-O/83))

Article 98. The external auditors may check the effectiveness of the internal accounting and shall submit to the Board any reports they consider pertinent.

Article 99. The external auditors shall have access at all times to any books, records, documents and vouchers that they feel are necessary for the audit.

Article 100. The external auditors, after satisfying themselves that the officials of the General Directorate have examined the books, records, documents, and vouchers and have certified them as correct, may, at their discretion, and bearing in mind the nature of the examination, accept such certifications in whole or in part.

Article 101. The external auditors shall not be empowered to alter the accounts, but they shall report to the Board any transaction about whose legality or correctness they have any doubt.

(Amended, IICA/JIA/Res.64(III-O/85))

Article 102. In addition to certifying the financial statements, the external auditors may make any observations they believe necessary as to the internal fiscal regulations, the accounting system, the efficiency of the internal auditing, control procedures, and the financial consequences of the General Directorate's administration.

Article 103. The auditors shall call attention in their report to any irregularity or deficiency they have noted during the course of their work, and they shall immediately inform the Director General, to give him/her an opportunity to explain and correct it.

(Amended, IICA/JIA/Res.64(III-O/85))

Article 104. In their report, the external auditors shall state the extent and nature of their examination of the certified financial statements and the accuracy and correctness thereof and they shall also note any other matters that should be brought to the attention of the Board, especially the following:

- a. Misuse of funds, notwithstanding the correctness of the bookkeeping,
- b. Cases of fraud or presumed fraud,
- c. Expenditures likely to lead to extensive further outlays,
- d. Expenditures that do not comply with the provisions authorizing them, or excessive expenditures,
- e. Expenditures that exceed the amount appropriated, taking into account changes resulting from transfers duly authorized by resolution of the Board in its approval of the program-budget, and

- f. Any shortcoming in the general system governing the management of income and expenditures or supplies and equipment, or in the corresponding administrative services.

Article 105. The external auditors shall submit their annual audit report directly to the Inter-American Board of Agriculture no later than June 30 of the year following the fiscal year audited, or at least sixty days prior to the Executive Committee meeting, whichever is first. Copies of the report shall be provided at the same time to the Director General. The Committee shall send the report to the subsequent meeting of the Board with its observations and recommendations.

(Amended, IICA/JIA/Res.64(III-O/85))

OFFICIAL DOCUMENTS SERIES

Doc. No.

- 1 General Plan of IICA
 (1970 - English and Spanish)
- 2* Advisory Committee
 (1970 - English and Spanish)
- 3* CIES Resolutions on Rural Develop-
 ment
 (1971 - Spanish)
- 4 Eleventh Annual Meeting of the Board
 of Directors - San Salvador, El
 Salvador, May 5 to 9, 1972
 (English and Spanish)
- 5 Sixth Inter-American Conference on
 Agriculture - Lima, Peru, May 27 to
 June 2, 1971
 (Spanish)
- 6* Twelfth Annual Meeting of the Board
 of Directors - Santiago, Chile, May
 10 to 13, 1973
 (English and Spanish)
- 7 Principal Resolutions of the Board
 of Directors - Washington, D.C.
 1962-1972
 (English and Spanish)

* Out-of-print

Doc. No.

- 8 Thirteenth Annual Meeting of the Board
of Directors - Caracas, Venezuela, May
16 to 18, 1974
(English and Spanish)
- 9* Fourteenth Annual Meeting of the Board
of Directors - Ottawa, Canada, May 6 to
9, 1975
(English and Spanish)
- 10 * Implementation of IICA's General Plan
(Elements for Analysis)
(1976 - English and Spanish)
- 11 Fifteenth Annual Meeting of the Board
of Directors - Washington, D.C., May 6
to 12, 1976
(English and Spanish)
- 12* Simon Bolivar Fund - Rules and Regula-
tions
(1977 - English and Spanish)
- 13* Sixteenth Annual Meeting of the Board
of Directors - Santo Domingo, Dominican
Republic, May 11 to 19, 1977
(English and Spanish)
- 14* Seventh Inter-American Conference on
Agriculture - Tegucigalpa, Honduras,
September 5 to 10, 1977
(English and Spanish)

* Out-of-print

Doc. No.

- 15* Medium-Term Indicative Plan. IICA: The Next Five Years (1977 - English and Spanish)
- 16 Seventeenth Annual Meeting of the Board of Directors - Asunción, Paraguay, May 22 to 24, 1978 (English and Spanish)
- 17* Eighteenth Annual Meeting of the Board of Directors - La Paz, Bolivia, May 14 to 16, 1979 (English and Spanish)
- 18 Nineteenth Annual Meeting of the Board of Directors - Mexico, D.F., September 22 to 26, 1980 (English and Spanish)
- 19 Principal Resolutions of the Board of Directors. Washington, D.C. 1973-1980 (English and Spanish)
- 20 First Special Meeting of the Inter-American Board of Agriculture - San José, Costa Rica, February 17 to 19, 1981 (English and Spanish)

* Out-of-print

Doc. No.

- 21 Eighth Inter-American Conference on
Agriculture - Santiago, Chile, April 6
to 11, 1981
(English and Spanish)
- 22rev. Base Documents: Convention on the Inter-
American Institute for Cooperation on
Agriculture; Rules of Procedure of the
Inter-American Board of Agriculture,
the Executive Committee and General
Directorate
(1984 - English, Spanish, French and
Portuguese)
- 23
- 24 First Regular Meeting of the Executive
Committee and the Inter-American Board
of Agriculture - San José, Costa Rica,
June 9 to 12, 1981 and Buenos Aires,
Argentina, August 7 to 13, 1981
(English and Spanish)
- 25 Second Regular Meeting of the Executive
Committee - San José, Costa Rica,
September 12 to 17 and October 25 to
26, 1982
(English, Spanish, French and Portuguese)

Doc. No.

- 26 Second Special Meeting of the Inter-American Board of Agriculture - San Jose, Costa Rica, October 27 to 29, 1982
(English, Spanish, French and Portuguese)
- 27 General Policies of IICA
(1982, English, Spanish, French and Portuguese)
- 28 Medium-Term Plan 1983-1987
(1982 - English, Spanish, French and Portuguese)
- 29 Second Regular Meeting of the Inter-American Board of Agriculture - Kingston, Jamaica, October 24 to 28, 1983
(English, Spanish, French and Portuguese)
- 30 Fourth Regular Meeting of the Executive Committee - San Jose, Costa Rica, December 2 to 7, 1984
(English, Spanish, French and Portuguese)
- 31 Fifth Regular Meeting of the Executive Committee - San Jose, Costa Rica, July 29 to August 2, 1985
(English, Spanish, French and Portuguese)
- 32 Third Regular Meeting of the Inter-American Board of Agriculture - Montevideo, Uruguay, October 21 to 25, 1985
(English, Spanish, French and Portuguese)

Note: The available publications may be ordered to:

Dirección para la Comunicación y
Apoyo Institucional
Oficina Central del IICA
Apartado Postal 55
2200 Coronado
San José, Costa Rica

CHAPTER VIII

AMENDMENT OF THE RULES OF PROCEDURE

Article 106. These Rules of Procedure may be amended by a majority vote of the members of the Board, either on its own initiative, on the initiative of the Committee in a proposal approved by a majority of the Member States on the Committee, or on the initiative of the General Directorate, except for those items for which the Convention requires a vote of two thirds of the Member States.

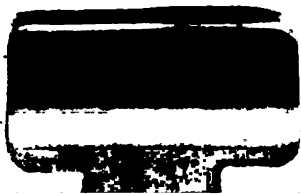
(Amended, JIA(II-O/83))

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In October 1985, the Third Regular Meeting of the Inter-American Board of Agriculture, held in Montevideo, Uruguay, adopted amendments to the Rules of Procedure of the IABA and the General Directorate.

The pages containing these amendments bear the date "January 86".





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