

**IICA**



**RULES OF PROCEDURE  
OF THE SPECIAL ADVISORY  
COMMISSION ON  
MANAGEMENT ISSUES**

Inter-American Institute for Cooperation on Agriculture (IICA)

# **SPECIAL ADVISORY COMMISSION ON MANAGEMENT ISSUES**

## **RULES OF PROCEDURE**

### **ARTICLE I**

#### **SCOPE AND PURPOSE**

- 1.1 These rules, together with the Statute of the Special Advisory Commission on Management Issues ("the Commission Statute"), govern the meetings of the Special Advisory Commission on Management Issues ("the Commission").
- 1.2 The purpose of these Rules is to assure that due process and fairness is achieved in the conduct of the Commission's meetings.

### **ARTICLE II**

#### **ALTERNATE MEMBERS**

- 2.1 Each member may appoint Alternate Members to serve in the place of the Member when the Member is unavailable to attend the Commission's meetings.
- 2.2 Alternate Members should be appointed with due regard for the same considerations which apply to the appointment of Members under Article 4.3 of the Commission Statute.

### **ARTICLE III**

#### **NOTICE AND AGENDA**

- 3.1 The Chairperson, in accordance with Article VI of the Commission Statute, shall convoke the regular meetings of the Commission with at least thirty days' advance written notice to the duly designated Members. Special meetings are to be convoked with at least fifteen days' advance written notice. Such written notice to the Members may be given by way of E-mail or other written electronic media for which receipt may be verified.
- 3.2 The notice of convocation shall include a proposed agenda and may include any working papers prepared by the General Directorate on the proposed agenda items. The notice shall also include a request for comments on the agenda. Finally, it shall request that those comments be circulated to all the Members by E-mail or other written means that will assure that they are received by the Director General and all Members at least seven days prior to the meeting date.

- 3.3 Based on the comments and observations received, the Director General shall prepare and circulate a revised draft agenda among the Members no later than five days before the meeting. That revised draft agenda shall be circulated by E-mail or other written means which assures that it will be received by the Members in a timely fashion.
- 3.4 The Commission shall approve the final agenda in the opening session of the corresponding meeting. At any time during the course of the meeting, the Commission may amend the agenda with the consensus or majority vote of its Members.

#### ARTICLE IV

##### MEETINGS

- 4.1 The meetings of the Committee shall be private, as defined in Article 43 of the Rules of Procedure of the Inter-American Board of Agriculture. Nonetheless, by consensus or a majority vote of the Members, the Committee may exclude any and all staff members of the General Directorate and other meeting support personnel, except the Director General.
- 4.2 As required under Article 42 of the Rules of Procedure of the Inter-American Board of Agriculture, the meetings of the Commission shall be called to order and shall formally conduct its work only when a quorum is present. A quorum consists of five Members.
- 4.3 A Member shall be deemed present if the Member is participating by way of tele-video conferencing and other electronic media which enable the member's full active participation in the corresponding session, as provided under Article 5.3 of the Commission's Statute.

#### ARTICLE V

##### PROCEDURES AND DISCUSSIONS

- 5.1 As provided under Article 75 of the Rules of Procedure of the Inter-American Board of Agriculture, the rules set out in Chapter VIII of those Rules shall apply.
- 5.2 In the event of any conflict between the Rules set out in Chapter VIII of the Rules of Procedure of the Inter-American Board of Agriculture and Article X of the Commission Statute, the Commission Statute shall govern.

#### ARTICLE VI

##### VOTING

- 6.1 The Commission shall attempt to make its recommendations and take procedural decisions by consensus. In those cases in which consensus cannot be achieved, a vote may be taken upon the request of any Member.

- 6.2 In the event a vote is taken, the position of the majority (five or more) of the Members shall prevail.
- 6.3 Members who disagree with the majority recommendation may have included in the minutes of the meeting an explanation of their position.

## ARTICLE VII

### MINUTES AND REPORTS

- 7.1 The Technical Secretary of the Meeting, who shall be appointed by the Chairman, shall prepare the minutes of the meeting.
- 7.2 The Minutes shall contain the Commission's recommendations and a summary of the observations of participants. Any Member or Alternate Member may request that their remarks not be recorded in the minutes; however, that request must be received by the Technical Secretary within twelve hours of the close of the session in which they were made.
- 7.3 The Technical Secretary shall transmit draft copies of the minutes to the Members by E-mail or other suitable electronic means within seven days of the close of the meeting. The Members may submit their comments and observations on the minutes within the following fourteen days. The Technical Secretary shall take into account those comments and observations in preparing the final minutes.
- 7.4 The Technical Secretary shall transmit final minutes to all the Members and IICA's Member States no later than forty-five days following the close of the Meeting.
- 7.5 The Report of the Commission to the Executive Committee presented by the Chairman, pursuant to Articles 6.1 and 3.1(d) of the Commission Statute, shall contain the Minutes, a summary of the Commission's recommendations, and any other information which the Chairman deems appropriate.

## ARTICLE VIII

### GENERAL PROVISIONS

- 8.1 These Rules of Procedure may be modified by consensus or by a majority vote of the Members.
- 8.2 For purposes of interpretation, the original language of these Rules, which is English, shall govern.
- 8.3 In the absence of an applicable Rule under these Rules of Procedure, the Commission may adopt ad hoc Rules as may be necessary for the conduct of its business. To that end, it shall

look first to analogous provisions in the Rules of Procedure of the Inter-American Board of Agriculture and next to generally accepted principles of due process.

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