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ECONOMIC COMMISSION FOR LATIN AMERICA
Office for the Caribbean

CARIBBEAN DEVELOPMENT AND COOPERATION COMMITTEE

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PROPOSED STATUTES
OF THE
CARIBBEAN CONGRESS OF INFORMATION PROFESSIONALS

Note by the Secretariat

21 JUN 1980

Having reviewed the Proposed Statutes of the Caribbean Congress of Information Professionals, the following alterations (underlined), in the view of the Secretariat are desirable:

CHAPTER IV - OFFICERS

Article 13

The Officers of the Congress shall be

- The Chairman: elected from the Government representatives, annually at the end of the year's Regular Plenary Session.
- The Vice-Chairman: elected annually at Regular Plenary Session.
- The Honorary Treasurer: elected at Regular Plenary Session for three years and eligible for re-election.

In electing the officers of the Congress, members shall be guided by the principle of equitable geographic distribution.

Article 17

The Vice-Chairman and the Honorary Treasurer, in that order, shall replace the Chairman in all his duties if the latter should be unable to exercise his functions.

Article 18

Meetings of the Executive Committee shall be convened by the Executive Secretary provided for in Article 19. In the event that any member of the Executive Committee cannot attend, a Congress member will be co-opted by the Executive Secretary in consultation with the Chairman on the basis of seniority of appointment to the Congress.

CHAPTER V - SECRETARIAT

Article 19

The Congress shall establish an Executive Secretariat staffed by paid full-time personnel as might be authorized by succeeding Regular Plenary Sessions. The Secretariat shall be headed by a duly qualified Executive Secretary and shall be responsible to the Congress and its Committees.

Article 21

The Secretariat shall be responsible for:

- i. The day-to-day technical, financial and administrative affairs of the Congress;
- ii. The relations of the Congress with international governmental and non-governmental organizations as approved by the Congress in Regular Plenary Session;
- iii. The maintenance of the accounts of the Congress mentioned under Article 35 hereinafter;
- iv. The submission to the Executive Committee at least one month before its presentation for acceptance by a Congress Plenary Session, of the Annual Balance Sheet mentioned in Article 35 hereinafter;
- v. The preparation of the draft Annual Report and draft Annual Programme and Budget;
- vi. The convening and technical organization of all meetings held under the auspices of the Congress.

CHAPTER IX - OPERATIONAL MECHANISMS

Article 33

To enhance its functioning, the Congress shall:

- i) Institutionalize its operations and draw up an Annual Report and an Annual Programme and Budget;
- ii) Conclude appropriate agreements with governments of CDCC Members;
- iii) Conclude agreements or establish close working relations with other interested Caribbean regional bodies, universities, libraries or related institutions, professional associations and societies and Councils of the CDCC;
- iv) Make arrangements for co-operation with the United Nations, its Specialized Agencies, other entities of the United Nations system, and other appropriate national or international organizations;
- v) Make regulations for the conduct of its business;
- vi) Institute such other mechanisms as may be consistent with its aims and objectives.

Article 35

The Congress shall keep proper books of accounts and prepare an Annual Balance Sheet, properly audited. Funds received and disbursed under the Special Fund referred to in Article 34 (b) shall be presented in a separate account.

Article 40

Until such time as the Congress is in a position to establish its own Executive Secretariat, as provided under Article 19 the CDCC Secretariat shall assist in provision of the secretariat services in collaboration with any government or organization specified in Article 33 (ii), (iii) and (iv) that the Congress may designate. The requirement in Article 19 that the Executive Secretary shall be the Secretary of the Congress and of all its committees and that in Article 18 with respect to meetings of the Executive Committee shall not apply until appointment of the Executive Secretary.