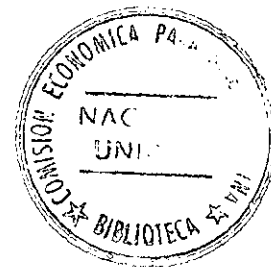


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ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN  
 Subregional Headquarters for the Caribbean  
 CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE  
 CARIBBEAN COUNCIL FOR SCIENCE AND TECHNOLOGY



RULES OF PROCEDURE FOR  
 REGULAR AND/OR EXTRAORDINARY PLENARY SESSION  
 OF THE CARIBBEAN COUNCIL FOR SCIENCE AND TECHNOLOGY  
 AS ADOPTED AT THE FIRST PLENARY SESSION



**UNITED NATIONS**

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RULES OF PROCEDURE FOR REGULAR AND  
EXTRAORDINARY PLENARY SESSION OF THE  
CARIBBEAN COUNCIL FOR SCIENCE AND TECHNOLOGY

(As adopted at its First Plenary Session)

I. PARTICIPATION

Rule 1 - Representatives

Governments who have ratified in accordance with procedures set out in Statutes will be eligible to take part in the meetings of the Council with the right to vote.

Rule 2 - Observers

2.1 The Council may decide to invite Observers from non-member governments and from such other organizations as it considers may assist it in meeting its objectives as listed for collaboration in Article 17 of the Statutes.

2.2 Such Observers will not have voting rights.

II. ORGANIZATION OF WORK

Rule 3 - Elections

The Council shall elect annually a Chairman, Vice Chairman and Honorary Treasurer in accordance with Article 9 of the Statutes; one other Council member will also be elected annually who, together with the above mentioned officers, will form the Executive Committee of the Council, such elections to take place at the end of the Regular Plenary Meeting.

Rule 4 - Specialized Committees and Working Groups

The Council may set up Specialized Committees and Working Groups and appoint the Chairman of each such group. Such specialized Committees or Working Groups shall set their own Rules of Procedure.

Rule 5 - Executive Committee

Unless otherwise noted in these Rules of Procedure, the meetings of the Executive Committee will be governed by these Rules for the Council.

### III. CONDUCT OF BUSINESS

#### Rule 6 - Duties of the Chairman

6.1 In addition to exercising the other powers which are conferred on him by these Rules, the Chairman shall open and close each Plenary Meeting. He shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these Rules, shall control the proceedings.

6.2 If the Chairman is absent during a Meeting, or part thereof his place shall be taken by the Vice-Chairman. A Vice-Chairman, acting as Chairman shall have the same powers and duties as the Chairman.

6.3 The Chairman of a specialized committee or ad hoc working group or in his absence a participant designated by the committee or working group in accordance with Article 24 of the Statutes of the CCST, shall have the same duties and powers, with regard to the subsidiary body over which he is called upon to preside, as the Chairman of the Council.

#### Rule 7 - Quorum

As stated in Article 27 of the Statutes of the Council, a quorum shall be constituted by a half plus one of the member countries.

#### Rule 8 - Observers

Observers referred to in Rule 2 may submit communications or speak with the consent of the Chairman.

#### Rule 9 - Points of Order

9.1 During the discussion, any representative may raise a point of order, which shall immediately be decided upon by the Chairman.

9.2 An appeal may be made against the decision of the Chairman. Such appeal shall be put to the vote immediately and the Chairman's ruling shall stand unless overruled by a majority of representatives present and voting.

12.3 Speakers may however make statements in any language provided they make their own arrangements for the interpretation of their statements into one of the working languages as appropriate in accordance with Rules 12.1 and 12.3.

Rule 13 - Voting

13.1 As stated in Article 27 of the Statutes of the Council, each member country shall have a single vote and all decisions of Meetings shall be taken by a simple majority vote of member countries present and voting.

13.2 The expression "present and voting" shall mean member countries casting an affirmative vote, a negative vote or abstaining.

13.3 Voting shall normally be by a show of hands.

13.4 When the result of a vote by a show of hands is in doubt the Chairman may take a second vote by roll-call. A vote by roll-call may be also taken if it is requested by not less than two members present before the voting takes place.

13.5 When the amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved the Council shall first vote on the amendment deemed by the Chairman to be furthest removed in substance from the original proposal, and then on the amendment deemed by him to be next furthest removed therefrom and so on until all amendments have been put to the vote.

13.7 If one or more of the amendments is adopted the amended proposal shall then be voted upon as a whole.

13.8 A motion will be considered to be an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 14 - Records

14.1 A record of the meeting shall be kept and shall be designated the minutes of that meeting.

Rule 10 - Procedural Motions

10.1 During a discussion any representative may move the adjournment or closure of the debate or the suspension or adjournment of the session.

10.2 Such a motion, if it has been seconded shall be put to the vote immediately. Such motions shall have precedence in the following order over all other proposals or motions before the Council:

- a) suspension of the Session
- b) adjournment of the Session
- c) adjournment of the debate on the question under discussion
- d) closure of the debate on the question under discussion

Rule 11 - Conclusions and Recommendations

11.1 Draft conclusions and draft recommendations and draft amendments to them, may be proposed by the representative and shall be transmitted in writing to the Secretariat of the Council which shall circulate copies to all representatives.

11.2 As a general rule, no draft conclusion, recommendation or amendment shall be examined, and put to the vote unless it has been circulated in advance to all representatives in the working languages of the Council, or unless there is unanimous agreement of the countries referred to in Rule 1 and represented at the Meeting to waive this Rule (11.2), except as provided for in Rule 12.3.

Rule 12 - Working Languages

12.1 The working languages of the Council shall be Spanish, French and English.

12.2 Statements made at meetings of the Council shall be in one of the working languages. If no simultaneous interpretation and/or translation facilities can be provided because of financial constraints then the working language for the particular meeting shall be in English.

14.2 The minutes of each meeting of the Council shall be confirmed at the next Regular Plenary Meeting of the Council.

#### IV. SECRETARIAT OF THE COUNCIL

##### Rule 15 - Secretariat

15.1 The Executive Secretary appointed in accordance with Article 15 of the Statutes of the Council shall participate in the work of the Council as Secretary without the right to vote. The Chairman may also allow participation of any other member of the Secretariat, also without the right to vote.

15.2 In accordance with Article 34 of the Statutes of the Council, until such time as an Executive Secretariat of the Council is established, the CDCC Secretariat shall assist in provision of Secretariat services. For that purpose the Chairman may also allow members of the CDCC Secretariat to participate in meetings of the Council without the right to vote.

15.3 The Secretariat shall receive, translate and distribute all official documents of the Council and ensure the interpretation of the discussions in accordance with these Rules of Procedure.

#### V. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE

##### Rule 16 - Adoption

The Council shall adopt these Rules of Procedure by a decision taken in Regular Plenary Session.

##### Rule 17 - Amendment

The Council may amend these Rules of Procedure by decisions taken in Regular Plenary Session by a two-thirds majority of member countries present and voting.

