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**ECONOMIC**  
**AND**  
**SOCIAL COUNCIL**

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**CONSEIL**  
**ECONOMIQUE**  
**ET SOCIAL**

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ECONOMIC COMMISSION FOR LATIN AMERICA

Excerpt from the Rapporteur's Report

Document E/840

Rules of Procedure adopted at the  
Fourteenth Meeting held at Santiago,  
Chile, on 23 June 1948

\* This document has been reproduced in New York from the original issued at Havana.





ANNEX II

RULES OF PROCEDURE

Adopted at Fourteenth Meeting

Held at Santiago, Chile, on 23 June 1948

CHAPTER I - SESSIONS

Rule 1

Sessions of the Commission shall be held

- (a) on dates fixed by the Commission, after consultation with the Executive-Secretary, at previous meetings,
- (b) within forty-five days of the communication to the Executive-Secretary of a request to that effect by the Economic and Social Council,
- (c) at the request of the majority of the members of the Commission, after consultation with the Executive-Secretary,
- (d) on such other occasions as the Chairman, in consultation with the Vice-Chairman and the Executive-Secretary, deems necessary.

Rule 2

The Commission shall at each session, with the concurrence of the Secretary-General, decide upon the place of meeting for its next session, with due consideration for the principle that the countries of Latin America be chosen in rotation.

Rule 3

The Executive-Secretary shall, at least twenty-one days before the commencement of a session, distribute a

/notice of the

notice of the opening date of the session, together with a copy of the provisional agenda.

Rule 4

The Commission shall invite any Member of the United Nations not a member of the Commission to participate in a consultative capacity in its consideration of any matter of particular concern to that Member.

Rule 5

The Commission shall invite representatives of specialized agencies to attend its meetings and to participate, without vote, in its deliberations with respect to items on its agenda relating to matters within the scope of their activities; and may invite observers from such other inter-governmental organizations as it may consider desirable in accordance with the practices of the Council.

Rule 6

The Commission shall invite the Inter-American Economic and Social Council to nominate a representative to attend meetings of the Commission in a consultative capacity.

CHAPTER II - AGENDA

Rule 7

The provisional agenda for each session shall be drawn up by the Executive-Secretary in consultation with the Chairman and shall be communicated to the members of the Commission, to the specialized agencies, to the Inter-American Economic and Social Council, to the non-governmental organizations in Category A and to the appropriate non-governmental organizations in Categories B and C, together with the notice convening the Commission.

Rule 8

The provisional agenda for any session shall include:

- (a) items arising from previous sessions of the Commission;
- (b) items proposed by the Economic and Social Council;
- (c) items proposed by any member of the Commission;
- (d) items proposed by a specialized agency in accordance with the agreements of relationship concluded between the United Nations and such agencies;
- (e) items proposed by the Inter-American Economic and Social Council.
- (f) items proposed by non-governmental organizations in Category A; and
- (g) any other items which the **Chairman** or the Executive-Secretary deems fit to include.

Rule 9

Before the Executive-Secretary places an item proposed by a specialized agency, or by the Inter-American Economic and Social Council, or a non-governmental organization in Category A on the provisional agenda, he shall carry out with the agency or organization concerned such preliminary consultations as may be necessary.

Rule 10

After the agenda has been adopted the Commission may amend it at any time.

## CHAPTER III - REPRESENTATION AND CREDENTIALS

Rule 11

Each member shall be represented on the Commission by an accredited representative.

Rule 12

A representative may be accompanied to the sessions of the Commission by alternate representatives and /advisers and,

advisers and, when absent, he may be replaced by an alternate representative.

Rule 13

The credentials of each representative appointed to the Commission, together with a designation of alternate representatives, shall be submitted to the Executive-Secretary without delay.

Rule 14

The Chairman and the Vice Chairman shall examine the credentials and report upon them to the Commission.

CHAPTER IV - OFFICERS

Rule 15

The Commission shall, at the commencement of each session, elect from among the representatives a Chairman, two Vice-Chairmen and a Rapporteur who shall hold office until their successors are elected. They shall be eligible for re-election.

Rule 16

If the Chairman does not attend a meeting, or absents himself from a meeting, one of the Vice-Chairmen shall preside. If, at a following meeting, the Chairman should again be absent, the other Vice-Chairman shall preside, the succession alternating in Spanish alphabetical order. The provisions of this Rule apply only to a single meeting or to a part thereof.

Rule 17

If the Chairman ceases to represent a member of the Commission or is so incapacitated that he can no longer hold office, one of the Vice-Chairmen shall be elected as Chairman for the unexpired portion of the term. The other Vice-Chairman shall continue to act in the capacity prescribed in the Rules of Procedure.

Rule 18

The Vice-Chairman acting as Chairman shall have the same powers and duties of the Chairman.

Rule 19

The Chairman or the Vice-Chairman acting as Chairman shall participate in the meetings of the Commission as such and not as the representative of the member by whom he was accredited. The Commission shall admit an alternate representative to represent that member in the meetings of the Commission and to exercise its right to vote.

## CHAPTER V - SECRETARIAT

Rule 20

The Executive-Secretary shall act in that capacity at all meetings of the Commission and of its subsidiary bodies. He may appoint another member of the staff to take his place at any meeting.

Rule 21

The Executive-Secretary or his representative may at any meeting make either oral or written statements concerning any question under consideration.

Rule 22

The Executive-Secretary shall direct the staff provided by the Secretary-General and required by the Commission and any subsidiary bodies thereof.

Rule 23

The Executive-Secretary shall be responsible for the necessary arrangements being made for meetings.

Rule 24

The Executive-Secretary in carrying out his functions shall act on behalf of the Secretary-General.

## CHAPTER VI - CONDUCT OF BUSINESS

Rule 25

A majority of the members of the Commission shall

/constitute a quorum

constitute a quorum.

Rule 26

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Commission, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, put questions to the vote and announce decisions. The Chairman may also call a speaker to order if his remarks are not relevant to the subject under discussion.

Rule 27

During the discussion of any matter a representative may raise a point of order. In this case the Chairman shall immediately state his ruling. If it is challenged, the Chairman shall forthwith submit his ruling to the Commission for decision and it shall stand unless overruled.

Rule 28

During the discussion of any matter a representative may move the adjournment of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one representative shall be allowed to speak in favour of and one representative against the motion.

Rule 29

A representative may at any time move the closure of the debate whether or not any other representative has signified his wish to speak. Not more than two representatives may be granted permission to speak against the closure.

Rule 30

The Chairman shall take the sense of the Commission on a motion for closure. If the Commission is in favour of the closure, the Chairman shall declare the debate closed.



Rule 31

The Commission may limit the time allowed to each speaker.

Rule 32

Upon a request of any member any motion and amendment thereto made by any speaker shall be given to the Chairman in writing and shall be read by him before any further speaker is called upon and also immediately before a vote is taken on such motion or amendment. The Chairman may direct that any motion or amendment be circulated to the members present before a vote is taken.

This rule shall not apply to formal motions such as one for closure or adjournment.

Rule 33

Principal motions and resolutions shall be put to the vote in the order of their submission unless the Commission decides otherwise.

Rule 34

When an amendment revises, adds to or deletes from a proposal, the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then be put to the vote.

Rule 35

If two or more amendments are moved to a proposal, the Commission shall vote first on the amendment furthest removed in substance from the original proposal, then, if necessary, on the amendment next furthest removed and so on, until all the amendments have been put to the vote.

Rule 36

The Commission may, at the request of a representative, decide to put a motion or resolution to the vote in parts. If this is done, the text resulting from the series of votes shall be put to the vote as a whole.

CHAPTER VII - VOTING

Rule 37

Each member of the Commission shall have one vote.

Rule 38

Decisions of the Commission shall be made by a majority of the members present and voting.

Rule 39

The Commission shall normally vote by show of hands. If any representative requests a roll call, a roll call shall be taken in the Spanish alphabetical order of the names of the members.

Rule 40

All elections shall be decided by secret ballot.

Rule 41

If a vote is equally divided upon matters other than elections, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

CHAPTER VIII - LANGUAGES

Rule 42

The final text of the Commission's Report to the Economic and Social Council and of its Resolutions shall be prepared in Spanish, French, English and Portuguese. The first three languages mentioned shall be the official and working languages of the Commission.\*

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\* It will be necessary for this decision of the Commission regarding the use of Portuguese to be approved by the Economic and Social Council. The Commission's report to the Council should make specific mention of this proposal. A financial estimate will be prepared by the Secretariat and submitted to the Council in connection with this item.

Rule 43

Speeches made in any of the working languages shall be interpreted into the other working languages.

## CHAPTER IX - RECORDS

Rule 44

Summary records of the meetings of the Commission shall be kept by the Secretariat. They shall be sent as soon as possible to the representatives of members and to the representatives of any other government agency or organization which participated in the meeting concerned. Such representatives shall inform the Secretariat not later than seventy-two hours after the circulation of any summary records of any changes they wish to have made.

Rule 45

The corrected version of the summary records of public meetings shall be distributed as soon as possible in accordance with the usual practice of the United Nations. This shall include distribution to Associate Members if and when admitted, to the Inter-American Economic and Social Council, and on appropriate occasions to governments admitted in a consultative capacity.

Rule 46

The corrected version of the summary records of private meetings shall be distributed as soon as possible to the Members of the Commission, to Associate Members if and when admitted, to any government participating in a consultative capacity in the meeting concerned, to the specialized agencies, and to the Inter-American Economic and Social Council. They shall be distributed to all the Members of the United Nations if and when the Commission so decides.

/Rule 47

Rule 47

As soon as possible the text of all reports, resolutions, recommendations, and other formal decisions made by the Commission, its sub-commissions or other subsidiary bodies and its committees shall be communicated to the Members of the Commission, to Associate Members if and when admitted, to all other Members of the United Nations, to the specialized agencies, to the Inter-American Economic and Social Council, to non-governmental organizations in Category A, and to the appropriate non-governmental organizations in Categories B and C.

CHAPTER X - PUBLICITY OF MEETINGS

Rule 48

The meetings of the Commission shall ordinarily be held in public. The Commission may decide that a particular meeting or meetings shall be held in private.

CHAPTER XI - RELATIONS WITH NON-GOVERNMENTAL ORGANIZATIONS IN CATEGORIES A, B AND C

Rule 49

Non-governmental organizations in Categories A, B and C may designate authorized representatives to sit as observers at public meetings of the Commission.

Non-governmental organizations in Category A may circulate to the members of the Commission written statements and suggestions on matters within their competence.

Non-governmental organizations in Categories B and C may submit such statements and suggestions to the Executive-Secretary. The Executive-Secretary will prepare and distribute at each session of the Commission a list of such communications received, briefly indicating the substance of each of them. On the request of any Member

/of the Commission

of the Commission the Executive-Secretary will reproduce in full and distribute any such communication.

#### Rule 50

The Commission may at its discretion consult with non-governmental organizations in Categories A, B and C on matters in which the Commission regards these organizations as having special competence or knowledge. Such consultations may be arranged on the invitation of the Commission or on the request of the organization. In the case of non-governmental organizations in Categories B and C consultations might be effected either directly or through ad hoc Committees.

### CHAPTER XII - SUB-COMMISSIONS, OTHER SUBSIDIARY BODIES AND COMMITTEES

#### Rule 51

The Commission may after discussion with any specialized agency concerned and with the approval of the Economic and Social Council, establish such continually acting sub-commissions or other subsidiary bodies as it deems appropriate for facilitating the carrying out of its responsibilities and shall define the powers and composition of each of them. Such autonomy as may be necessary for the effective discharge of the technical responsibilities laid upon them may be delegated to them.

#### Rule 52

The Commission may establish such committees and sub-committees as it deems necessary to assist it in carrying out its tasks.

#### Rule 53

Sub-Commissions or other subsidiary bodies shall adopt their own rules of procedure unless otherwise decided by the Commission.

CHAPTER XIII - REPORTS

Rule 54

The Commission shall submit to the Economic and Social Council once a year a full report on its activities and plans, including those of any subsidiary bodies, and shall make interim reports at each regular session of the Council.

CHAPTER XIV

AMENDMENTS AND SUSPENSIONS

Rule 55

Any of these Rules of Procedure may be amended or suspended by the Commission provided that the proposed amendments or suspensions do not attempt to set aside the terms of reference laid down by the Economic and Social Council.

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