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ECONOMIC COMMISSION FOR LATIN AMERICA
Office for the Caribbean

CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND
CULTURAL ORGANIZATION (UNESCO)
Division for Science and Technology Policies

First Plenary Session of the Caribbean
Council for Science and Technology



DRAFT RULES OF PROCEDURE FOR
CARIBBEAN COUNCIL FOR SCIENCE AND TECHNOLOGY



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DRAFT RULES OF PROCEDURE FOR
CARIBBEAN COUNCIL FOR SCIENCE AND TECHNOLOGY

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, United Nations agencies, international agencies, and non-governmental organizations (NGO's)

2.2 Such Observers will not have voting rights and their participation in meetings will be at the discretion of the Chairman.

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.

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.

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.

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 representatives 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).

Rule 12. Working Languages

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

12.2 Speeches made at meetings of the Council shall be in one of the working languages.

12.3 This Rule shall only apply if the financial resources are available for its implementation.

12.4 If there are financial constraints then the working language for a particular meeting shall be English.

12.5 Speakers may however speak in any language provided they make their own arrangements for the interpretation of their speeches into one of the working languages as appropriate in accordance with Rules 12.1 and 12.4.

Rule 13. Voting

13.1 Voting shall be in accordance with Article 27 of the Statutes of the Council.

13.2 The expression "present and voting" shall mean members 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 also be taken if it is requested by not less than two members present before the voting takes place.

13.5 In accordance with Article 5 of the Statutes of the Council, each member country may designate one or two representatives. Nevertheless in accordance with Article 27 each member country shall have only one vote.

13.6 When an 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 vote.

13.7 If one or more 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.

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 appointed, the CDCC Secretariat shall assist in provision of Secretariat services. 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 Council may decide to appoint a Secretary for each meeting until such time as an Executive Secretary is appointed.

15.4 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 Plenary Session.

Rule 17. Amendment

The Council shall amend these Rules of Procedure by a decision taken in Plenary Session by a two-thirds majority of members present and voting.