



AGENCY FOR THE PROHIBITION OF NUCLEAR WEAPONS IN  
LATIN AMERICA AND THE CARIBBEAN

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10 November 2016

**Rules of Procedure of the General Conference  
(Amended)**

**I. Sessions**

**Art.1.** The General Conference shall meet every two years.

**Art.2** The General Conference shall meet at the headquarters of the Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean, hereinafter referred to as "the Agency", unless an invitation is extended to the Council by a Member State to convene in a different venue.

**Art. 3** The Secretary-General shall notify all Member States of the Agency of the opening date of each Session two months in advance.

**Art. 4** The General Conference may hold Special Sessions whenever it is provided in the Treaty for the Prohibition of Nuclear Weapons in Latin America and the Caribbean, hereinafter referred to as "the Treaty", or every time that the Council deems the circumstances so require. It shall necessarily meet when a definite absence of the Secretary General occurs, in accordance with **Article 61** of these Rules of Procedure.

**Art.5** The Council may decide, or any Member State may request, to convene a Special Session for the purpose of considering the reports resulting from any of the special inspections foreseen in Art. 16 of the Treaty.

**Art. 6** The Secretary General shall notify all Member States of the Agency, of the opening of each Special Session not less than fourteen working days in advance.

## **II. Agenda**

**Art. 7** The Secretary-General shall prepare the Provisional Agenda of each Session and shall transmit it to the Member States of the Agency not less than one month prior to the opening of the Session.

**Art. 8** The Provisional Agenda of each Session shall include;

- a) the reports which the Council shall submit on its work, as well as such Special Reports as it deems necessary or those requested by the General Conference;
- b) the reports which the Secretary General shall submit, or those which the General Conference may request;
- c) Reports, proposals or suggestions related to the Control System;
- d) the items whose inclusion has been decided by the General Conference in a previous Session;
- e) the items proposed by the Council;
- f) Reports submitted by Member States in accordance with **Articles 14** and **15** of the Treaty;
- g) the items that the Secretary General considers necessary to submit to the General Conference;
- h) the items proposed by any Member State of the Agency;
- i) the items related to the Budget of the following financial year and the statement of accounts related to the last financial year;
- j) any item on which the General Conference shall take a decision in that Session.

**Art. 9.** The Agenda of each Special Session shall be communicated to the Member States of the Agency on the same date as the notification referred to in **Art. 6**.

**Art. 10** The Member States and the Secretary-General may propose additional items to the Agenda. They shall be added to the Agenda, if the General Conference so decides by a majority of the present and voting Member States.

**Art. 11** An explanatory memorandum could be submitted with every proposed item for its inclusion in the Agenda.

**Art. 12.** During each Session, the Agenda and the list of supplementary items shall be submitted for the approval of the General Conference as soon as possible after the opening of the Session.

**Art. 13** The General Conference by a majority of the Member States present and voting shall amend or delete items on its Agenda.

### **III. Delegations**

**Art. 14** The Delegation of each Member State shall consist of the Representative serving as Head of Delegation and of the alternate Representatives and advisers which the Government of each State shall determine.

**Art. 15.** Any alternate Representative or adviser may be able to act by designation of the Head of his Delegation.

**Art. 16** The names of the Members of the Delegations shall be communicated to the Secretary-General no less than ten days prior to the opening of each Session, when possible.

### **IV. Participation of Non-Member States of the Agency**

**Art. 17** Any State Party to either of the Additional Protocols may take part in the debates of the General Conference, without the right to vote, when it is considered that the matters being discussed are of particular concern to the interest of the State in question, or that their participation could be particularly useful to the purposes of the Agency.

## **V. Observers**

**Art. 18.** The General Conference shall decide on the admission of Observers from those States which have so requested.

## **VI. Participation of Non-Governmental Organizations**

**Art. 19** It shall be a prerogative of the General Conference to decide on the participation of Non-Governmental Organizations at its Sessions, following a recommendation of the Council.

**Art. 20** The Secretary-General shall be in charge of receiving and evaluating, on a preliminary basis, applications for the accreditation of Non-Governmental Organizations interested in taking part in a Session of the General Conference; said applications shall be submitted for consideration by the Council. In conducting said evaluations, the Secretary-General shall take into account whether the objectives, programmes and activities of said non-governmental organizations reflect a genuine and verifiable interest to contribute to guaranteeing international peace and security, particularly as it relates to supporting the regime of prohibition of nuclear weapons, and the promotion of the use of nuclear energy for peaceful purposes.

**Art. 21** Non-Governmental Organizations accredited by the General Conference may take the floor during Plenary Sessions only, at the discretion of the President of the Conference, who shall consider the respective application depending on the time available to and work of the General Conference. Should Non-Governmental Organizations wish to present written Statements to the General Conference, such Statements shall be distributed by the Secretariat to the Delegations in the quantities and languages provided, as long as such Statements bear relation to the topics being examined by the Conference.

## **VII. President and Vice-Presidents**

**Art. 22** The General Conference shall elect one President and two Vice-Presidents from among the Heads of Delegation.

**Art. 23** At the beginning of each session of the General Conference the delegate from whose delegation the President of the previous session was elected shall preside until the General Conference has elected a President for the session.

**Art. 24.** When the President is absent from a meeting or any part thereof, he shall designate one of the Vice-Presidents to take his place during his absence.

**Art. 25** A Vice-President acting as President shall have the same powers and duties as the President.

**Art. 26** In addition to directing the discussions and exercising the powers conferred upon him elsewhere by these Rules, the President shall rule on points of order and shall propose any measure related to the organization of the work of the Session.

**Art. 27.** The President is subject to the authority of the General Conference in the performance of his functions.

**Art. 28** If the President of the General Conference is unable to perform his functions, a new President shall be elected. The same rule shall be applied for Vice-Presidents.

## **VIII. Subsidiary Committees**

**Art. 29** The General Conference may set up the Subsidiary Committees which it deems necessary, and they will be governed by the present Rules unless the General Conference or the subsidiary committees decide otherwise.

## **IX. Secretariat**

**Art. 30** The Secretary General shall act in that capacity in all meetings and in its subsidiary committees. He shall provide and direct the staff required by the General Conference and its subsidiary committees. To appoint the staff of the Secretariat required for service abroad his consent will be necessary.

**Art. 31.** The Secretariat shall undertake all the administrative work, including the custody of the archives and the publication and distribution of documents. It shall also execute the duties recommended by the General Conference.

**Art. 32** The General Conference shall establish the Standards to Govern the Operations of the Secretariat.

#### **X. Official and working languages**

**Art. 33** English, French, Portuguese and Spanish shall be the official languages of the General Conference and its organs.

#### **XI. Report**

**Art. 34** The Secretariat shall prepare the report of each Session, which shall contain a summary account of the Session, the documents, the Resolutions adopted, the interventions in the general debate and the list of participants.

#### **XII. Conduct of the Sessions**

**Art. 35** The Sessions shall be public, unless the General Conference itself or the interested subsidiary committee decide, due to exceptional circumstances, that they should be private.

**Art. 36** The *quorum* shall be half of the Member States plus one.

**Art. 37.** No Representative shall have the right to speak in the General Conference, without previous authorization of the President. The President shall accord the right to speak in the order that the Representatives have requested it. He may call a speaker to order, if his remarks are not relevant to the subject under discussion.

**Art. 38.** The Secretary General or his Representative may make at any time oral as well as written Statements before the General Conference, concerning any question within its competence.

**Art. 39** During the discussion of any matter, any Representative may, at any time, raise a Point of Order and it shall be immediately decided by the President. If this decision is appealed against, the ruling of the President shall stand unless it is overruled by a majority of the Member States present and voting.

**Art. 40** During the course of the debate, the President may announce the list of speakers and with the consent of the General Conference declare the list closed. However, the President may accord the right of reply to any Member State, if a speech delivered after he has declared the list closed, makes it advisable.

**Art. 41** During the discussion of any matter, a Representative may move the postponement of the debate. Permission to speak on this motion shall be accorded only to two speakers opposing the postponement and two in favour.

**Art. 42** A Representative may at any time move the closure of the debate on the item under discussion. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, and the President may limit the time allowed to speak to the Representatives, by virtue of this Article.

**Art. 43** During the discussion of any item, a Representative may move the suspension of the Session. No discussion on such motion shall be permitted, and it shall be immediately put to the vote. The President may limit the time allowed to speak to the Representative who moves the suspension of the Session.

**Art. 44.** Subject to **Art. [39]**, the following motions shall have precedence in the following order over all other proposals and motions:

- a) to suspend the Session;
- b) to postpone the debate on the item under consideration, and
- c) for the closure of the debate on the item under discussion.

**Art. 45** Draft Resolutions and amendments shall normally be submitted in writing and handed to the Secretary General, who shall circulate copies to the Representatives. As a general Rule, no proposal shall be discussed and voted upon without the circulation of these copies. However, another procedure may be proposed by the President.

**Art. 46.** Any motion calling for a decision on the competence of the General Conference to adopt a proposal submitted to it, shall be put to the vote before a vote is taken on the proposal in question.

**Art. 47** A motion may, at any time, be withdrawn by its proposer before voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn, may be reintroduced by any Member State.

**Art. 48.** When a motion has been adopted or rejected, it shall not be discussed in the same Session, unless the General Conference so decides by a two-thirds majority of the present and voting Members. In regard to motions requiring new discussions the right to speak shall be accorded to two speakers opposing the motion, after which the motion shall be immediately put to vote.

### **XIII. Voting**

**Art. 49** Each Member State shall have one vote.

**Art. 50** Decisions of the General Conference on important matters, shall be made by the vote of a majority of two thirds of the present and voting Member States. These matters shall be related to the Control System and the measures referred to in Art. 20 of the Treaty, the admission of new Members, the election and dismissal of the Secretary General, the adoption of the Budget and all matters concerned with it. Decision on other subjects, as well as procedural motions and also to determine the ones that shall be adopted by a two-thirds majority, shall be made by simple majority of the Member States present and voting.

**Art. 51** For the purpose of these Rules of Procedure, it will be understood that the phrase "Member States present and voting" means Member States casting an affirmative or negative vote. Member States which abstain from voting are considered as not voting.



**Art. 52** The General Conference shall normally vote by show of hands or standing, but any Representative may request a roll-call. The roll-call shall be taken in the Spanish alphabetical order of the names of the Member States, beginning with the Member whose name is drawn by lot. The name of each Member State shall be called in any roll-call, and the Representative shall answer “yes”, “no” or "abstention". The result of the voting shall be inserted in the report in the alphabetical order in Spanish of the names of the Members.

**Art. 53** After the President has announced that voting has commenced, no Representative shall interrupt the voting except on a Point of Order in connection with the actual conduct of the voting. Statements by Member States consisting solely of explanations of their votes may be permitted by the President, except when the vote is secret. The President shall not allow the author of a proposal or an amendment to explain his vote on his own proposal or amendment.

**Art. 54** Any Representative may request that the parts of a proposal or an amendment shall be voted separately. If any Member State opposes the motion of division, such motion shall then be put to the vote. Two Representatives in favour and two against the motion or division shall be granted the right to speak. If the motion of division is adopted, those parts of the proposal or amendment which have been approved, shall then be put to the vote as a whole. If all the operative parts of a proposal or an amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

**Art. 55** When an amendment is moved to a proposal the amendment shall be voted on first. When two or more amendments are moved to a proposal, the General Conference shall first vote on the amendment furthest from the original proposal, therefrom on the amendment which, after this voting, is furthest from said proposal, thereon until all the amendments have been put to the vote. But, when the adoption of an amendment necessarily implies the exclusion of another, the latter will not be put to the vote. If one or more amendments are adopted, the modified proposal shall be put to the vote. A motion is considered as an amendment to a proposal if it adds to, deletes from or revises that proposal.

**Art. 56.** When two or more proposals relate to the same question, the General Conference shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. After each vote on a proposal, the General Conference may decide whether to vote on the next proposal.

**Art. 57** When a person or a Member State is to be elected, if no candidate obtains in the first ballot the majority required, a second ballot shall be taken, confined to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided and a majority is required for its validity, the President shall decide between the candidates by drawing lots. When a two-thirds majority is required, the ballots shall continue until one of the candidates obtains two-thirds of the votes, however, after the third ballot without a decisive result, it shall be possible to vote for any eligible person or Member State. When two or more places have to be filled at the same time and under the same conditions, the candidates who obtained the required majority during the first voting, shall be declared elected. If the number of candidates obtaining such majority is less than the number of places or Member States to be filled, there shall be held additional ballots to fill the remaining places, restricting the voting to candidates who have obtained the greatest number of votes in the previous ballot, who shall number not more than twice the places to be filled; however, after the third ballot is inconclusive, it shall be possible to vote for any eligible person or Member State.

**Art. 58** If a vote is equally divided on matters other than elections, a second ballot shall be taken. In case of a tie, the proposal shall be regarded as rejected.

#### **XIV. Election of the Secretary General**

**Art. 59.** The election of the new Secretary General by the General Conference shall be decided by secret ballot.

**Art. 60.** The term of office of the Secretary General shall be four years; he may be re-elected for a single additional term. He may not be a national of the country in which the Agency has its headquarters. A Member State submitting a candidacy for the office of the Secretary General shall have no outstanding debt with the Agency neither at the moment of the submission or at the election. Member States having outstanding debt with the Agency which have negotiated with the Secretary General a specific program for its full payment, may submit a candidacy to the office of the Secretary General provided it punctually complied with said specific program of payments.

**Art. 61** In case of absolute absence of the Secretary General a new election shall be held to fill the office for the remainder of the term. The General Conference shall hold a Special Session called for

by the Member State who presided during the last Session, this shall take place before ninety days of such vacancy has elapsed.

#### **XV. Council**

**Art. 62** The General Conference shall elect five Members of the Council from among the Member States, due account being taken of equitable geographic distribution.

**Art. 63** The Member States of the Council shall be elected for a term of four years and shall not be re-elected for the immediately subsequent term.

**Art. 64** If a Member State ceases as a Member of the Council before the expiration of its term, a partial election shall take place at the following Session to elect a new Member State for the remaining term.

#### **XVI. Administrative and Budgetary Matters**

**Art. 65.** The General Conference shall establish the Financial Regulations for the administration of the Agency, and shall elect an External Auditor who shall hold office for a term of four years.

**Art. 66.** The General Conference shall adopt the Budget of the Agency and shall fix the Scale of Financial Contributions to be paid by Member States, taking into account the systems and criteria used for the same purpose by the United Nations.

**Art. 67** The Secretary-General shall submit to the General Conference or to the subsidiary committees established according to Article **29**, information on the administrative and budgetary consequences of any proposal involving expenditure. The General Conference or the subsidiary committees shall take into account such information before taking a decision on the proposal.

#### **XVIII. Amendments to the Rules of Procedure**

**Art. 68** These Rules of Procedure may be amended by the General Conference by the vote of at least a simple majority of the Member States.