



## LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION

### REGULATIONS AND RULES

#### I. REGULATIONS

1. Duties of the Commission will be to advise on the formulation of forestry policies and to review and coordinate their implementation at regional level; exchange information and, in general, through its subsidiary bodies, to advise on the most suitable methods and measures for technical problems, and to put forward appropriate recommendations for all of the above.
2. Membership of the Commission is open to all Member Nations and Associate Members of the Food and Agriculture Organization of the United Nations whose territories are totally or partially located in the Latin American Region, as defined by the Organization, or that are responsible for the international relations of one of the non-autonomous territories of the Region. To be considered for membership, those who gather these conditions should notify their interest to the Director-General of the Organization.
3. Any Member State and Associate Member of the Organization that does not belong to the Commission but has special interest on its work, will be able to, asking it to the Director General of the Organization, attend as observer to the sessions of the Commission, to its subsidiary bodies, and special meetings.
4. States which, while not Member Nations or Associate Members of FAO, are members of the United Nations, any of its specialized agencies or of the International Atomic Energy Agency may, on request, and subject to the provisions approved by the Conference of the Organization, be invited by the Commission to be represented by an observer at a sessions of the Commission.
5. Through the Director-General of the Organization the Commission will present its reports and will formulate its recommendations to the Conference, in the intended that copies of these reports, including conclusions and recommendations, will be distributed, as soon as they are available, to Member States and international organizations.
6. If the necessary funds are available in the correspondent section of the budget approved by the Organization, the Commission will be able to create pertinent subsidiary bodies for the fulfillment of its work.
7. The Commission will be able to formulate and reform its own rules, which will come into force once it has been approved by the Director General.

## II. RULES

### Article I. Structure

1. Membership of the Commission is open to all Member Nations and Associate Members of the Food and Agriculture Organization of the United Nations whose territories are totally or partially situated in the Latin America region, as defined by the Organization, or that are responsible for the international relations of one of the non-autonomous territories of the Region. Applicants need to meet these conditions and should notify their interest to the Director-General of the Organization.
2. Members of the Commission must inform the Director General of the Organization, before the opening of the session, the name of their representative

### Article II. Podium

1. At the beginning of each session the Commission will elect among their representatives a Chairperson and three Vice-chairpersons, whose mandate will expire in the next session. Chair and Vice-chairs will be re-elected.
2. The Chairperson, or in his absence a Vice-chairperson, shall preside the sessions of the Commission and shall take the necessary actions to facilitate the work of the Commission. A Vice-chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.
3. The Director-General of the Organization or his/her representative shall act, until new designations as Chairperson in the case neither the Chairperson nor the Vice-Chairperson will not be able to exercise the necessary duties.
4. The Director-General of the Organization shall appoint a Secretary of the Commission, who shall perform such duties as the work of the Commission may require.
5. The Commission will be able to elect, among the delegates, one or more rapporteurs.

### Article III. Executive Committee

1. The Chairperson and the Vice-chairpersons of the Commission, and the Chairperson of the subsidiary bodies of the Commission, constitute the Executive Committee.
2. In the intervals of the sessions of the Commission, the Executive Committee will act on behalf of the Commission as executive body. In particular, the Executive Committee will submit to the Commission proposals related to a general orientation of the programme of work of the Commission, will study special matters, and will collaborate in the application of the programme approved by the Commission.
3. The Chairperson of the Commission shall preside the Executive Committee.

4. With previous consultations with the Chairperson of the Executive Committee, the Director-General of the Organization shall call the Executive Committee with the necessary frequency. The Committee shall meet on the occasion of each session of the Commission.
5. The Executive Committee will present their reports to the Commission.

**Article IV. Meetings**

1. The Commission shall meet as far as it is requested by the majority of its Members or by request from the Director-General of the Organization.
2. With previous consultation with host countries, the Director-General of the Organization will set the date and place of the sessions of the Commission.
3. Notice of the date and place of each session shall normally be communicated at least two months in advance of the session to all Members of the Commission.
4. Each Member of the Commission will have one representative which will be accompanied by one alternate and advisors. The alternate or advisor will only have the right to vote when substitute the representative.
5. Unless the Commission decides the contrary, meetings of the Commission will be public.
6. The most of the Members of the Commission will constitute quorum.

**Article V. Programme**

1. A provisional agenda for each regular session of the Commission shall be drawn up by the Director-General of the Organization, with previous consultation with the Chairperson.
2. The first item of the provisional agenda shall be the adoption of the agenda.
3. Any Member of the Commission may request the Director-General to include an item in the provisional agenda.
4. The Director-General of the Organization shall notify the provisional agenda to all Members of the Commission with at least two months in advance of the session.
5. After the notification of the provisional agenda, any Member of the Commission and the Director-General as well, will be able to propose the insertion of certain urgent items. If there is enough time, these items will be circulated by the Director-General to all the Members of the Commission before the opening of the session. Otherwise, the items shall be communicated to the Chairperson so that he/she should submit it to the Commission.
6. The Commission in session may amend the Agenda, with previous agreement by the majority of two thirds of the votes, by deleting, addition, or modification of any item. Any item submitted to the Commission by the Conference or the Council of the Organization will not be excluded.

7. Documentation that will be submitted to the Commission shall be distributed, jointly with the agenda or as possible in advance of that session, by the Director-General of the Organization to their Members, to other Member Nations of the Organization attending the session, to Member Nations not members of the Commission and to international organizations invited.

#### **Article VI. Voting**

1. Each Member of the Commission shall have one vote.
2. Decisions of the Commission will be taken by a majority of the votes cast, unless the Rules stipulate the contrary.
3. Any Member of the Commission shall be able to request a nominal voting, in whose case will record the vote of every Member.
4. In agree with the Commission voting shall be secret.
5. Formal proposals and modifications related to items of the agenda will be presented to the Chairperson, who will send copies to the representatives.
6. For the conduct of the business of the Commission guidance may be sought from the relevant provisions of Rule XII of the General Rules of the Organization.

#### **Article VII. Observers**

1. Any Member Nation or Associate Member of the Organization not member of the Commission can, requesting it to the Director-General of the Organization, attend as observer at the sessions, the subsidiary bodies and the special sessions of the Commission, being able to present memoranda and to participate without vote on deliberations.
2. Member Nations that are not Members or Associate Members of the Organization but are Members of any of the specialized organisms of the United Nations or of the International Atomic Energy Agency, may be invited to attend as observers to the sessions of the Commission and its subsidiary bodies, and to special meetings, adjusting their performance to the dispositions on the matter approved by the Conference.
3. In accordance with the provisions of paragraph 4, Article VI of these Rules, the Director-General of the Organization will be able to invite international organizations to attend the sessions of the Commission as observers.
4. The participation of international organizations in the tasks of the Commission and the relations between the Commission and the organizations will be ruled by the pertinent disposals of the Constitution and of the General Rules of the Organization, as well as by the general rules of the Organization in relation with international organizations. Everything related to such relations will be of the incumbent of the Director-General of the Organization.

**Article VIII. Minutes and Reports**

1. For every session the Commission will approve a report including its points of view, recommendations and decisions, pointing out, when requested, the opinion of the minority. Also, in certain occasions the Commission will be able to agree that notes are written for his internal use.
2. After the closing of the session of the Commission the Director-General of the Organization will be informed of the conclusions and recommendations. This information must be distributed by the Director-General to the Members of the Commission, nations and international organizations represented at the session and, with previous request, to other Member Nations and Associate Members of the Organization.
3. Recommendations that should have political, programme or finance effect to the Organization, will be informed by the Director-General to the Conference or to the Council of the Commission so that they should take the pertinent measures.
4. Based on the previous paragraph, the Director-General of the Organization will be able to request that Members of the Commission notify the Commission of the measurements adopted.

**Article IX. Subsidiary bodies**

1. For the development of its duties the Commission will be able to establish subsidiary bodies.
2. Those subsidiary bodies will be integrated by Members of the Commission that have notified the Director-General of the Organization its desire to be part of them or by agreed Members of the Commission or by individuals named in their personal capacity.
3. It is necessary, as far as possible, to give continuity to the work of the representatives of the Members of the subsidiary bodies and, at the same time, that those representatives be specialists in the fields of activity of the mentioned bodies.
4. In order to prepare long term plans which will require the establishment of a new subsidiary body or to study problems that for its special character could not be discussed during normal sessions of the Commission, the Commission can recommend the Director-General to call for special sessions of the Members of the Commission or by experts named in their personal capacity.
5. The Commission will establish the tasks of the subsidiary bodies and the special sessions and the procedures for presenting the reports.
6. The creation of subsidiary bodies and the call of special sessions will be in agreement with the availability of the necessary funds in the correspondent programme of budget approved by the Organization. Before taking any decision involving expenditure in connection with the establishment of subsidiary bodies, the Commission shall have before it a report from the Director-General on the administrative and financial implications thereof.
7. Each subsidiary body and each special session will elect its own table which will be re-elected.

8. The Rules of the Commission will be applied to subsidiary bodies and special sessions with the adequate modifications.

**Article X. Expenses**

1. Expenses of representatives of the Members of the Commission or their advisors or alternates attending sessions of this body, of the Executive Committee, subsidiary bodies or special sessions, as well as of expenses of observers attending special sessions are to be borne by the respective governments or organizations. Expenses are to be borne by the Organization when experts are invited by the Director-General to attend the sessions of the Commission, the subsidiary bodies, or to the special sessions in their personal capacity.
2. Financial operations of the Commission, its subsidiary bodies and special sessions shall be governed by the appropriate provisions of the Financial Regulations of the Organization.

**Article XI. Languages**

1. Spanish, English and French will be the official languages of the Commission.
2. The official work language will be decided by the Commission at the beginning of each session. Representatives which use a language different from the official one will facilitate the interpretation in one of these.

**Article XII. Suspension and amendments of rules**

1. The Commission will approve, by a two-thirds majority of the votes cast, any reform or addition to the foregoing Rules, providing that notice of the intention has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be made. Modifications or additions shall become effective once approved by the Director-General of the Organization.
2. With the exception of paragraph 1 of Article 1, paragraph 4 of Article II, paragraphs 2 and 6 of Article IV, paragraph 6 of Article V, paragraph 2 of Article VI, Article VII, paragraphs 3 and 4 of article VIII, paragraphs 5 and 6 of Article X and paragraph 1 of Article XII any Article of the Rules may be suspended by a two-thirds majority of the votes cast, providing that notice of the intention has been communicated to the delegates not less than 24 hours before the meeting at which the proposal is to be made. If no Member of the Commission is opposed to it notice is not necessary.