



Organization of  
American States



## REGULATIONS OF THE INTER-AMERICAN COMMISSION OF WOMEN<sup>1</sup>

### CHAPTER I. NATURE AND GOVERNING INSTRUMENTS

Article 1. The Inter-American Commission of Women (the “CIM”) is an inter-American specialized organization, of a permanent and inter-governmental nature governed by the Charter of the Organization of American States (the “Charter”) (the “Organization”), by the Statute of the CIM (the “Statute”), by these Regulations, and by the Rules of Procedure of the Assembly of Delegates of the CIM (the “Rules of Procedure”).

### CHAPTER II. FUNCTIONS OF THE DELEGATES

Article 2. The Principal Delegates shall act as representatives of their countries before the Executive Committee, and as liaison between the different authorities of their governments, and other organizations that relate to matters that concern the CIM, seeking in this way to foster the development of joint programs and projects.

Article 3. The Principal Delegates to the Commission shall have the following duties and authority:

- a) To attend the Assembly of Delegates of the CIM (the “Assembly”) and special Assemblies, and to chair the delegation of her or his country to these meetings;
- b) To promote the implementation of the instruments governing the CIM, declarations, resolutions and agreements adopted by the Assembly of Delegates, special Assemblies and the Sessions of the Executive Committee of the CIM;
- c) To promote in their States, as appropriate, the signature and/or ratification of, or accession to, international treaties and conventions for the protection and promotion of women’s human rights;
- d) To promote the aims of the CIM with officials of the appropriate government institutions in her country, seeking in this way to foster the development of joint programs and projects;
- e) To inform their respective governments, at the proper time, regarding the Plans and Programs of Work of the CIM and the program-budget of the CIM in order to seek their support in obtaining approval of these documents by the General Assembly of the Organization (the “General Assembly”) and its related bodies;

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<sup>1</sup> The Member States of the OAS retain their sovereignty with regard to the designation of the Principle and Alternate Delegates to the CIM. Accordingly, the use of the feminine in articles that refer to the authorities of the CIM does not imply the exclusion of other sexes.

- f) To answer any questions on which they are consulted by the President or the Executive Committee concerning the implementation of the Programme of Work and specific functions of the CIM, and to make any suggestions they deem advisable;
- g) To transmit periodically to the Executive Secretariat of the CIM updated information on developments in their respective countries that are of particular interest to the mission and functions of the CIM;
- h) To transmit to the CIM, at each Assembly, with data and other information on the topics indicated by the agenda of such Assembly;
- i) To make timely suggestions to the President of the CIM on the topics that, in their opinion or that of their governments, should be included in the agenda of the Assembly;
- j) When traveling to other countries, establish contact, whenever possible, with the corresponding Delegates in order to coordinate their activities;
- k) To cooperate with the government authorities responsible for women's rights and gender equality issues and to promote the establishment of such authorities where they do not exist.

Article 4. The Alternate Delegates to the CIM shall collaborate with the Principal Delegate and, if they reside in the area of the headquarters of the CIM, shall participate in its activities.

Article 5. Principal and Alternate Delegates shall remain in office until the CIM is informed of their resignation or replacement.

### **CHAPTER III. REGULAR AND SPECIAL ASSEMBLIES**

Article 6. The Assembly is the supreme organ of the CIM and as such approves its Plans and Programmes of Work, which are prepared by the Executive Committee in consultation with the Member States of the Organization (the "Member States").

Article 7. As stipulated in Article 9 of the Statute of the CIM, the CIM shall hold regular Assemblies every three years and special Assemblies on the dates and under the conditions determined by the Executive Committee.

Article 8. As stipulated in Article 12 of the Statute of the CIM, the site for the Assemblies of Delegates shall be set by the Assemblies themselves, in accordance with offers received by the Member States or, failing that, by the Executive Committee.

Should such an invitation not be issued, the Assembly shall be held at the headquarters of the CIM.

Article 9. The government of the Member State that has offered to host an Assembly shall confirm its offer at least eight months prior to the holding of the Assembly.

Article 10. The Assembly shall set the time for holding the next Assembly at its regular meetings. The exact date of the meeting shall be determined by the Executive Committee, in consultation with the government of the host country and with the Secretary General of the Organization of American States.

If it is necessary to postpone a regular Assembly, such postponement may not exceed ninety days following expiration of the three-year period following the previous regular Assembly.

Article 11. If the regular Assembly has not taken place within the ninety days established in the preceding article, the Executive Committee, in consultation with the Member States, shall decide on the place and date for holding it.

Article 12. Under special circumstances, the Executive Committee may request the Member States to agree to hold a special Assembly.

When the Executive Committee decides to hold a special Assembly, it shall ask the Secretary General to take the necessary steps to provide the pertinent funds. The special Assembly shall take place not more than ninety days after the date of convocation.

#### **CHAPTER IV. THE PRESIDENT OF THE CIM**

Article 13. The President shall be elected in accordance with Articles 14 and 15 of the Statute. Ten months before the Assembly at which the election is to take place, the President shall send a communication to the governments of the eligible Member States inviting them to submit their candidacies for the offices of CIM President, Vice-President or Executive Committee member.

The list of candidates resulting from this process shall be distributed among the CIM Delegates prior to the session of the Assembly at which the voting takes place.

The election of the President, Vice Presidents and Members of the Executive Committee shall be by secret ballot.

Article 14. The duties of the President terminate upon expiration of the term for which she has been elected, upon her resignation from office or as a Delegate for her Member State, or upon revocation of her appointment by her government.

The Secretary General of the Organization shall be informed of resignations or revocations.

#### **CHAPTER V. THE VICE-PRESIDENTS OF THE CIM**

Article 15. The Vice-Presidents of the CIM shall be elected in accordance with Articles 16, 18 and 19 of the Statute in accordance with Article 13 of these Regulations.

Article 16. The duties of the Vice-Presidents terminate for the same reasons as those indicated in Article 14 of these Regulations.

Article 17. The costs of travel and per diem for the President of the CIM, or for any of the Vice-Presidents in her stead, on official missions other than the regular and special meetings of the CIM, shall be included in the Programme of Work and Budget of the CIM, approved by the Assembly, and incorporated into the draft program-budget of the Organization prepared by the General Secretariat, in accordance with Article 15 of the Agreement signed between the OAS and the CIM and Article 25 of the Statute of the CIM.

## CHAPTER VI. REGULAR AND SPECIAL MEETINGS

Article 18. Pursuant to Article 25 of the Statute of the CIM, the Executive Committee shall hold regular virtual or on-site sessions at least twice a year, at the headquarters of the CIM, or in any Member State.

It may hold special meetings when the President of the CIM or at least five of its members so request.

The meetings of the Executive Committee of the CIM shall be numbered consecutively, differentiating between regular and special ones.

Article 19. The Executive Secretary of the CIM, and any staff member or expert whose presence may be required for the discussions, may participate with voice but without vote in the deliberations of the Executive Committee.

Article 20. The meetings of the Executive Committee shall be open, but at the request of any of its members it may meet in closed session, with only its members present.

After hearing the reasons advanced by the proponent, it shall be decided by a simple majority whether the meeting is to continue closed, and if so, neither the Executive Secretary nor the personnel under her supervision may participate therein.

Article 21. A meeting of the Executive Committee requires the presence of at least five of its members, and decisions shall be adopted by vote of an absolute majority of the members of the Committee.

Article 22. The President of the CIM shall convene the Executive Committee and, with the cooperation of the Executive Secretary, shall prepare the order of business that is to be considered at each meeting.

The notice of convocation shall include this order of business and shall be transmitted by the Executive Secretary to the members of the Committee thirty days in advance. This deadline may be shortened in the case of special meetings.

The President shall inform the Secretary General of the Organization of this convocation.

Article 23. In preparing the agenda and the order of business, the President shall take into account any requests and proposals that may be made to her sufficiently in advance by the members of the Executive Committee and by the Delegates on the Commission.

Article 24. At the start of each meeting, the Executive Committee shall approve the order of business. The members of the Committee may propose the inclusion of any additional topic. The Committee shall decide by an absolute majority whether or not to include the topic proposed. At special meetings, additional topics may be included in the order of business prepared by the President only after it has been so decided by an absolute majority of the members of the Committee.

Article 25. The Executive Secretary shall arrange for summary minutes to be taken at the meetings of the Executive Committee. These minutes shall include a list of the participants in the meeting, topics considered and agreements adopted.

Article 26. Agreements of the Executive Committee shall be distributed to the Committee members, and the Delegates to the Commission, within five (5) and fifteen (15) working days of each meeting, respectively.

Article 27. The minutes of the meetings of the Executive Committee shall be signed by the President and by the Executive Secretary. Provisional minutes shall be circulated to the Committee members within fifteen (15) working days following the date of the respective meeting.

The Delegates may submit any stylistic changes they deem advisable within thirty (30) working days of distribution of the minutes. If the President considers that a change affects the substance rather than the form of the minutes, she shall so inform the person who requested the change. The latter shall have the right to raise a point of order on the matter at the next meeting of the Committee.

Article 28. The minutes of each meeting shall be submitted to the Committee for approval at its next meeting, and upon approval, shall be sent to all the Delegates.

## **CHAPTER VII. GOVERNANCE**

Article 29. The Executive Secretariat of the CIM is governed by Articles 28 through 30 of the Statute and by the pertinent provisions of the *Agreement between the General Secretariat of the Organization of American States and the Inter-American Commission of Women* (1978) and the provisions of these Regulations.

The functions of the Executive Secretariat are defined in Article 30 of Statute.

Article 30. The Executive Secretariat of the CIM functions in the offices of the General Secretariat of the Organization.

The staff of the Executive Secretariat forms part of the staff of the General Secretariat of the Organization and, consequently, is subject to the rules and regulations governing the operations of the General Secretariat in accordance with Articles 13 and 14 of the *Agreement between the General Secretariat of the Organization of American States and the Inter-American Commission of Women* (1978).

Article 31. The Executive Secretary of the CIM is the head of the Executive Secretariat and is responsible to the President and the Executive Committee of the CIM and to the Secretary General of the Organization for its operations.

## **CHAPTER VIII. AMENDMENT AND INTERPRETATION OF THE REGULATIONS**

Article 32. Modifications to these Regulations must be approved by the Assembly of Delegates. Amendments must be adopted by a two-thirds majority of the Delegates accredited to the Assembly at which such vote takes place.

Article 33. Draft amendments to these Regulations proposed by one or more governments of the Member States must be duly transmitted to the other governments by the President of the CIM.

Article 34. The Executive Committee shall present a preliminary draft Statute to the Assembly of Delegates, taking into account any amendments proposed by the Member States.

Article 35. Any amendments adopted shall be transmitted by the President to the governments of the Member States and to the Permanent Council of the Organization.

Article 36. Modifications to these Regulations shall enter into force on the date on which they are adopted by the Assembly, unless said amendment stipulates otherwise.

Article 37. Cases not provided for in these Regulations shall be decided by the Assembly, by a majority of the votes of participating States. When the Assembly is not in session, the decision shall be taken by the Executive Committee, by a majority vote of its members. Should the Executive Committee not be in session, the decision shall be taken by the President after consulting with the Delegates.