

**RULES OF THE LATIN AMERICAN AND
CARIBBEAN PARLIAMENT**

Approved by the Governing Council

On October 17, 2016

In Quito, Republic of Ecuador

**TITLE I
GENERAL PROVISIONS**

CHAPTER 1

PURPOSE AND SCOPE OF THE RULES

Article 1 – This set of Rules has the purpose of laying down the scope, rules and procedures for the organization, functioning and development of the Latin American and Caribbean Parliament, pursuant to the Institutionalization Treaty, the Bylaws and the Headquarters Agreement between this Body and the Republic of Panama.

Article 2 – The scope of application of these Rules is exclusively limited to the bodies that make up the PARLATINO and their respective members and representatives.
Whenever a matter is going to be put to the vote, quorum shall be previously verified.

Article 3 – To all purposes of these Rules the following shall be deemed synonyms: 1) for “Latin American and Caribbean Parliament”: “PARLATINO”, “Institution”, “Body”, “Organization” and “Entity”, whenever they shall be understood as such within the context; 2) for “institutional members”: “Parliament”, “National Parliament”, “Congress”, “Assembly”, “Legislative Assembly”, “Legislative Body” and “Member”; 3) for “Governing Council”: “Council”; and 4) for “Board of Directors”: “Board”.

CHAPTER 2

NAME AND SYMBOLS

Article 4 – The only official name of the Organization, including its translation into the languages to be agreed upon by the Governing Council, shall be Latin American and Caribbean Parliament, its general use in all communications, documents, printouts, publications and audiovisual materials by all the Entity’s bodies shall be mandatory. To that end, the required trademark registry shall be attained.

Article 5 – The flag of the Latin American and Caribbean Parliament shall be a sky-blue rectangle with a white globe in its center with a green map of Latin America and the Caribbean on top and green laurel branches semi surrounding the white globe from the bottom to the top. The General Secretariat shall preserve the original design, disseminate its use and reproduce said flag or banner from its official design.

Article 6 – The shield, coat of arms, insignia or emblem of the Latin American and Caribbean Parliament shall bear a white globe with the map of Latin America and the Caribbean in its center, laurel branches shall semi-surround the globe, from the bottom to the top and both elements shall be held by a semi-serpentine stripe bearing the caption LATIN AMERICAN AND CARIBBEAN PARLIAMENT. The globe shall be sky blue, the stripe shall be red, while the laurel branches, the map of Latin America and the Caribbean and the caption letters shall be golden yellow. The General Secretariat shall preserve the original design, disseminate its use and reproduce it from its official design.

Article 7 – The official letterhead to be used in all communications, documents, printouts, publications and audiovisual materials by all the bodies of the Latin American and Caribbean Parliament, as well as by its member delegations or national parliamentary groups, shall include the logo that bears an abstraction of the globe with a map of the region on top with the caption LATIN AMERICAN AND CARIBBEAN PARLIAMENT, as described in the relevant Graphic Identity Manual of the Organization. The use of PARLATINO’s name or symbols by third parties, may they be natural or legal persons, shall only be authorized by the Governing Council in consultation with the General Secretariat.

**TITLE II
PRINCIPLES**

Article 8 – The Latin American and Caribbean Parliament’s bodies and members shall promote the principles inspiring the actions of the Organization as provided in Article 2 of its Bylaws.

**TITLE III
PURPOSES**

Article 9 – Delegation or national parliamentary group members that are part of the Latin American and Caribbean Parliament, especially those who hold positions in the Governing Council shall present to their respective Parliaments and in all other relevant public fora, as appropriate, the agreements, recommendations, declarations and statements or resolutions adopted by the Organization on any issues, matters or initiative of regional interest or concern, as provided in its purposes enshrined in Article 3 of the Bylaws.

**TITLE IV
MEMBERSHIP
CHAPTER 1
MEMBERS**

Article 10 – The Latin American and Caribbean Parliament members shall accredit in writing and to the General Secretariat, the names of those who will represent them before the Governing Council, as well as that of their occasional proxies. The credentials of the delegations, their advisors and other accompanying assistants shall be issued by the relevant authorities of each member Parliament and their names, title and positions shall be notified to the General Secretariat.

Members that do not occasionally meet the requirement of being sovereign and independent, pursuant to Article 1 of the Bylaws, shall have the same rights and obligations than the other Members, excepting cases involving pronouncements that exceed their decision-making capacity. In said cases they shall not have voting rights in Assembly, Governing Council and Committee meetings or in any other body meetings. In such cases the vote count and the majority voting required shall be determined on the basis of valid votes cast.

Article 11 – Each Parliament shall seek gender parity within their delegations. In no case, the ratio shall be lower than the existing percentage in their Congress.

**CHAPTER 2
ADMISSION AND SUSPENSION REQUIREMENTS**

Article 12 – All membership applications to the Latin American and Caribbean Parliament shall be submitted in writing to the Governing Council and shall meet the following requirements:

- a) Certificate issued by the Congress seeking admission expressing its will to adhere to the Institutionalization Treaty of the Latin American and Caribbean Parliament;
- b) Expressed acceptance of the Organization’s Rules and Bylaws. If the Governing Council agrees to admit the requesting Congress, it could authorize it under the relevant Resolution to act as member until the next Assembly issues its final decision; Once the requesting Congress has been approved by the Assembly as a new member of the Latin American and Caribbean Parliament, the admitted Congress shall have one year following the acceptance date to ratify or approve the Institutionalization Treaty. In case of failure to ratify said Treaty within the required term, once the reasons preventing its ratification are notified, the Governing Council shall decide whether it extends the deadline or if membership shall be suspended until this requirement is fulfilled.

Article 13 – In case of membership suspension, according to Article 23 c) of the Bylaws, the Governing Council shall forward a copy of the termination notice and of the related evidences to the concerned Parliament through the General Secretariat. Said Parliament shall have the right to an appeal hearing, which shall be held after two calendar months following the date of the termination notice. Within said period, the concerned Parliament may present to the Governing Council the relevant disclaimers and evidences it deems appropriate. Whether a response has been received or not, the General Secretariat shall forward a copy of the termination notice, of the documentary evidence supporting it, of the received response and rebuttal evidence, thus complying with the right of hearing requirement. During the next Assembly a parliamentarian will be able to speak on behalf of the body seeking suspension and another in representation of the Parliament whose suspension is sought and a final decision shall be made thereupon.

The Chair shall have the power to increase the number of speakers equitably up to three for each of the parties.

Article 14 – In suspension cases provided for in Article 23 d) of the Bylaws, the General Secretariat shall notify the member Parliament, at least thirty (30) days in advance to the Governing Council meeting that its membership is to be suspended upon failure to normalize its attendance to body meetings or failure to repay its debt.

TITLE V
BODIES

Article 15 – PARLATINO’s structure shall be based in the interrelation among the bodies listed in Article 9 of the Bylaws.

Article 16 – PARLATINO’s bodies shall meet regularly at its Permanent Headquarters. In special cases and when circumstances so require it, the Assembly, the Governing Council or the Board of Directors shall be able to meet specially at other previously agreed venue. Permanent Committees shall meet at least twice a year, once at Permanent Headquarters. The Board of Directors, at the request of the Committees’ Secretariat, may authorize special meetings,

whenever it is necessary to discuss urgent matters of specific issues of paramount institutional interest, which shall become part of the Body's agenda.

If necessary, the Board of Directors shall make valid decisions using virtual or digital media, provided that the same requirements for face-to-face meetings are fulfilled.

Article 17 – Advisors, technical experts or consultants of each delegation and PARLATINO accredited officials, as well as observers, guests, advisors and technical experts of other Organizations expressly authorized by the Presidency, in consultation with the General Secretariat, may attend meetings of any bodies, but only with speaking rights.

Article 18 – Accreditation requests for observers shall be submitted in writing to PARLATINO's Presidency, which, in consultation with the General Secretariat, shall approve it or not, in case they wish to attend Assembly meetings; if instead the observer seeks to attend a Committee Meeting, the request is then to be submitted to the Committee Secretariat, which shall issue a decision, with the approval of the Chair of the concerned Committee.

Both bodies may establish the terms and conditions for the participation of observers in the agreed meetings.

Article 19 – The Presidency and the General Secretariat may enter into interinstitutional and interparliamentarian agreements with Institutions, Bodies and national, subregional and international Parliaments, whenever they so request it and in accordance with PARLATINO's interests.

When said agreements seek to authorize the participation of permanent observers in Assembly or Committee meetings, before they are signed they shall be put forth to the consideration of the Governing Council members, who will have a thirty-day term to make observations and comments, which shall be analyzed, prior to a final decision by the Governing Council, in their next meeting.

In order to contribute to the maintenance of the Organization, an annual fee shall be established within the text of the Agreement or in a separate note. Said fee shall not be lower than that of member Parliaments.

The Governing Council, at the request of the Presidency, may waive this rule in case of reciprocity or considering the relative importance of the observer entity.

Article 20 – Only the Assembly, the Council and the Board of Directors may issue resolutions. The other bodies shall pronounce themselves through recommendations and statements, excepting the circumstances provided for in Article 32 of the Bylaws related to the exclusive issues under the Committees' competences.

Pursuant to Article 17 1) of the Bylaws, when issues are not related to the principles and purposes of the Latin American and Caribbean Parliament, the Assembly will pronounce itself through statements.

Article 21 – Draft model laws, resolutions, statements, recommendations, opinions, reports and any other proposals made available to the PARLATINO, shall be of the exclusive authorship of the Organization, from the very moment they are received and admitted by any of its bodies.

CHAPTER 1
THE ASSEMBLY
FUNCTIONING

Article 22 – The Assembly is the supreme body of PARLATINO and shall be able to meet regularly and specially. Meetings shall be public, unless, the majority defined by half of the attending members plus one, once the quorum is verified, resolves to move to a private meeting.

The Presidency may order persons disturbing the peace to clear the room or the partial or complete removal of people with the assistance of the police, if necessary.

Article 23 – Calls for each regular Assembly sessions shall be approved by the Board or the Council at least sixty (60) days in advance of the proposed date, specifying the date, place and the issues, topics or drafts to be considered. The Board of Directors shall meet, before the Governing Council meets to convene the Assembly, to verify the compliance of Article 16 of the Bylaws. Consequently, the Governing Council shall only authorize drafts complying with that requirement and shall decide on other matters requested to be included after approval by the Assembly, as well as on matters requiring urgent resolution.

Assembly regular and special sessions shall take place in PARLATINO's Permanent Headquarters, save for exceptional cases to be authorized by the Assembly or the Governing Council.

Within fifteen (15) calendar days following the approval of the meeting called for, the General Secretariat shall forward notice to its members and to the bodies and individuals invited, attaching the agenda and, if necessary, other relevant documents they'd need to know.

Article 24 – Before the Assembly session where Board of Directors members shall be elected begins, the Governing Council shall set up the Credentials Committee, which shall be made up of five of its members.

During the meeting, the Governing Council shall evaluate with the General Secretariat and the Executive Secretariat, the organization of the Assembly, as well as review the documents to be handed out to attending parliamentarians.

Article 25 – The Credentials Committee, together with the General Secretariat, shall report to the Assembly's plenary on verified quorum and authenticity of delegations and credentials granted.

The Committee's decisions shall be adopted by simple majority vote and their resolutions may be appealed against before the Assembly.

Article 26 – The quorum required for the plenary to session is, at least, half plus one of the accredited votes and the attendance of more than half of parliamentarians. All plenary meetings shall begin at the scheduled time and, if the required quorum isn't verified, an attempt to begin thirty minutes later could be made, but only twice. Once that time has passed, if no quorum is verified, the meeting shall be cancelled.

The relevant minutes shall record the names of attending accredited delegates.

Article 27 – At the beginning of each Assembly session, with no need to call the roll publicly, the General Secretariat shall take note of attending parliamentarians and shall report to the Presidency on quorum. If quorum is verified, the Presidency shall order the Secretariat to record the attendance in the minutes and call the meeting to order.

Article 28 – The Presidency shall open the meeting using the phrase “this meeting is now in session” and close it using the words “this meeting is adjourned”. Any actions undertaken before or after said expressions shall be null and void.

Article 29 – Voting shall be by open ballot, delegation by delegation, in strict alphabetical order, save the exception provided for in Article 15 of the Bylaws. The Presidency shall define the time allotted for the debates.

Article 30 – Minutes of the meetings shall be forwarded within the ten (10) following days to the vice-presidents whom shall in turn forward it to attending parliamentarians and they shall be deemed approved if no observations are made within twenty (20) days following their receipt. If observations were made, these shall be resolved by the Governing Council.

Minutes of the meetings shall be kept in PARLATINO’s Record of Meetings and under the custody of the General Secretariat.

Minutes of the Governing Council and Board of Directors’ meetings shall be forwarded to all vice-chairs within a five-day period, attaching all relevant appended documents to the resolutions adopted by said body. Once approved, they shall be made public.

Article 31 – Provisions of this Chapter also apply for Special Assembly Meetings, excepting the deadline provided in paragraph 1 of Article 22 of these Rules, which shall be of thirty (30) days.

CHAPTER 2

GOVERNING COUNCIL AND BOARD OF DIRECTORS

Article 32 – PARLATINO’s Governing Council shall be made up according to Article 18 of the Bylaws and shall have the powers provided in Article 23 of the Bylaws.

The Governing Council shall count on the support and collaboration of all the Secretariats that make up the General Secretariat; description, powers and obligations of which are detailed in TITLE 3, CHAPTER 4 ON COORDINATION SECRETARIATS, Articles 36, 37, 38 and 39 of the Bylaws.

Article 33 – Candidates to the Board of Directors and to the Governing Council must be parliamentarians in office duly accredited before PARLATINO. In all cases, the loss of their position as parliamentarians shall result in the loss of their positions within PARLATINO’s bodies.

Aspiring candidates shall get the majority of votes of Assembly members present, once quorum has been verified and voting has been opened. As of that moment there will be no debate.

CHAPTER 3

GOVERNING COUNCIL AND BOARD OF DIRECTORS MEMBERS

Article 34 – THE PRESIDENCY: PARLATINO’s Presidency shall have the powers bestowed upon it under Article 25 of the Bylaws.

Article 35 – THE ALTERNATE PRESIDENCY: When replacing the Presidency according to Article 27 of the Bylaws, the Alternate Presidency shall have representation of the Board of Directors in every event it were to attend and shall undertake the actions it has been entrusted with by the Council or the Board of Directors.

Article 36 – THE GENERAL SECRETARIAT AND THE ALTERNATE GENERAL SECRETARIAT: The General Secretariat and the Alternate General Secretariat shall have the powers bestowed upon them under Articles 33, 34 and 35 of TITLE III, CHAPTER 4 of the Bylaws.

Article 37 – The Alternate General Secretary, according to Article 34 of the Bylaws shall replace the General Secretary in case of vacancy or temporary absence.

In case of vacancy, the Alternate General Secretary shall take on all the duties of the General Secretariat.

In case of temporary absence, the Presidency or the General Secretary shall request the Alternate General Secretary to take over the position during the concerned period of time taking on all relevant powers.

According to provisions of Article 34 of the Bylaws, the Alternate General Secretary shall perform the duties delegated to him/her by the Governing Council, the Board of Directors, the Presidency or the General Secretariat.

ON COORDINATION SECRETARIATS

Article 38 – According to Article 36 of the Bylaws there are three coordination secretariats, the names and special roles of which, are described in articles 39, 40 and 41 below.

Article 39 – COMMITTEE’S SECRETARIATS AND ALTERNATE COMMITTEE’S SECRETARIATS: According to the provisions of Article 37 of the Bylaws, the Committees’ Secretariat shall:

- a) Draw up the work program or agenda and supervise and control the smooth functioning of permanent, temporary or ad hoc committees according to the guidelines approved by the Assembly and the Council or the Board of Directors in agreement with their respective Chairs and Vice-Chairs;
- b) Keep the Governing Council duly and timely informed on the work and ongoing activities of Permanent or Ad Hoc Committees, and provide attention to their requirements to ensure the proper exercise of their duties;
- c) Circulate the information described in paragraph b) above among the Chairs of the other Permanent or Ad Hoc Committees, in order to maintain and promote a regular and smooth flow of information on their respective work;
- d) Hold meetings with the Chairs of each Committee;
- e) Verify the frequency of committee meetings and report back to the Governing Council on any incidents and suggest corrective measures whenever they fail to abide by the Rules and Bylaws.

- f) Draw up and keep a registry of Parliamentarians in order to keep a record of each committee members, their powers, geographic location and contact information;
- g) Keep a log where incoming and outgoing documents pertaining to matters referred to committees are recorded, avoiding overlapping and duplicity when the concerned matter or matters were under their specific competence;
- h) Report back on decisions made by the Organization to the lawmakers who authored the draft laws sanctioned and to the committees involved;
- i) Record in a log all incoming correspondence and documents before forwarding them to the respective committees, according them a number and specifying the date of entry;
- j) Preserve all documents or background papers related to the issues emanating from each committee, forwarding a copy to the concerned work unit at the Permanent Headquarters;
- k) Decide on expenses committees may occasionally require for the fulfillment of their duties, in consultation with the Board of Directors or the General Secretariat within budget provisions;
- l) Keep an updated Committee Evaluation Matrix (CEM) that provides an annual follow up on the activities carried out by each committee, specifying: members, political parties, attendance, issues addressed, expected results and strategic alliances.

THE ALTERNATE COMMITTEES' SECRETARIAT shall support the Committees' Secretariat in all activities described in subparagraphs a) to l) of this article and replace it in absentia. In case of permanent absence of the incumbent of the Committees' Secretariat, the Alternate Committee Secretary shall take on his/her duties until the end of the term or until the Governing Council decides to appoint a new Committees' Secretary.

Article 40 – INTERPARLIAMENTARY RELATIONS SECRETARIAT: According to article 38 of the Bylaws, the Interparliamentary Relations Secretariat shall also:

- a) Make all the necessary arrangements for the accession or entry into the Organization of all national Parliaments of the region, democratically elected by popular vote, that still have not done so or have not applied for membership; as well as their restoration according to the Bylaws provision, if that were the case and there were no impediments;
- b) Promote and defend the full force of the rule of law, the constitutionality and the democratic institutional framework, the exercise of democracy and, especially, the liberties and guarantees for the proper functioning of the parliamentary institution and strict respect for the human rights of its members.
- c) Link and liaise with the different Latin American Parliament bodies, when during the exercise of their duties, they require its assistance to enter into agreements, treaties and commitments with other parliaments, provided they serve the purposes of the Organization.
- d) Promote and finalize, in a scheduled manner, as many agreements, treaties and commitments with other parliaments as the Organization sees fit, for the development of programs, the betterment of its members, the exchange of experiences and legislative information, technical and specialized assistance,

equipment and resource provision, publications, telecommunications, email, research and others;

- e) Coordinate and oversee the participation of Organization members in interparliamentarian activities, events and functions the Parliament has been invited to or has sponsored according to the guidelines approved by the Governing Council or the Assembly, as well as the instructions given by the Presidency or the General Secretariat;
- f) Keep and preserve a record of all the files and documents related to the Organization's relations of friendship, exchange and cooperation with other parliaments; and
- g) Draw up and maintain a directory of all existing parliamentary institutions, specifying those that have relations with the Latin American and Caribbean Parliament, the type of relationship and whether interinstitutional commitments have been signed with them and the type of commitment.

Article 41 – INTERINSTITUTIONAL RELATIONS SECRETARIAT: Pursuant to Article 39 of the Bylaws, the Interinstitutional Relations Secretariat shall also:

- a) Link and liaise, on a permanent basis, the different bodies of the Latin American and Caribbean Parliament when, during the performance of their duties, they require its assistance to make all necessary arrangements to enter into agreements, treaties and commitments with other institutions, provided they serve the purposes of the Organization;
- b) Promote and finalize, in a scheduled manner, as many interinstitutional agreements, treaties and commitments as the Organization sees fit, especially those aimed at undertaking programs for the development of its members, specialized technical assistance, equipment and resource provision, information, publications, database access, email, research and others;
- c) Coordinate and oversee the participation of the Organization members in interinstitutional activities, events and functions PARLATINO has been invited to or has sponsored according to conditions approved by the Governing Council or the Assembly, as well as the instructions given by the Organization's Presidency and General Secretariat; and
- d) Draw up and maintain a directory of all the international system institutions, specifying those that have relations with the Latin American and Caribbean Parliament and whether interinstitutional commitments have been signed with them and their type.

Article 42 – EXECUTIVE SECRETARIAT: Aside from the terms of reference provided for in article 40 of the Bylaws, the Executive Secretary shall also:

- a) Take on all duties related to the Permanent Headquarters, including all the administrative, technical, operational and service support required, hiring the indispensable staff and establishing their emoluments according to approved standards and the relevant budget item, managing and safeguarding the assets,

resources, documents and the overall property of the Latin American and Caribbean Parliament.

- b) Be in charge of all other budget-related issues, from drawing up budget estimates to budget implementation, the presentation of account statements and financial performance reports, acting as delegatee of the Presidency and the General Secretary.
- c) Fulfill all other duties entrusted upon it and approved by the General Assembly, the Governing Council and the Board and provided for in the Staff Rules and their employment contracts.

The position of Director at Headquarters shall be created, which will be under the Executive Secretariat and shall have all the powers and obligations described in paragraph a) of this article after partial or total delegation by the Executive Secretariat.

Article 43 – ON THE VICE-PRESIDENTS: these positions shall be taken on by those, who in their respective Congresses are the representatives of the Organization and shall preside over the national representation groups before the Latin American and Caribbean Parliament. They may be replaced for any meeting by the Governing Council, via previous official notice by the National Parliament addresses to the Presidency.

Vice-Presidency incumbents shall also keep members of their Congress, especially those who make up the PARLATINO, abreast of the agendas, programs, elections, appointments, decisions and activities related to the functioning of the Organization; as well as promote within their respective Congresses the proposed statements, agreements, recommendations, resolutions and Model Laws approved by PARLATINO.

Article 44 – A “Legal Advisory” Working Group shall be created to review and assess PARLATINO’s Institutionalization Treaty, Bylaws, General Rules and specific regulations. It shall also provide legal advice on law harmonization and electoral regimes and, at the request of PARLATINO’s bodies, on the proper implementation and relevance of laws.

That Group shall be established by agreement of the Governing Council, and shall be made up of five parliamentarians with renowned legal background or political experience. Subregional and gender representation shall be considered. Their recommendations, shan’t be binding, but their analysis shall be mandatory.

CHAPTER 4 ON STANDING COMMITTEES

Article 45 – Standing Committees, in charge of issues described in Articles 29 and 30 of the Bylaws, are the following:

- 1. Agriculture, Livestock and Fisheries;
- 2. Economic Affairs, Social Debt and Regional Development;
- 3. Labor Affairs and Social Security;
- 4. Political, Municipal and Integration Affairs;
- 5. Human Rights, Justice and Penitentiary Policies;
- 6. Education, Culture, Sciences, Technology and Communications;
- 7. Energy and Mining;

8. Gender Equity, Children and Youth;
9. Environment and Tourism;
10. Indigenous peoples and Ethnic Groups;
11. Healthcare;
12. Public Safety, and Combat and Prevention of Drug Trafficking, Terrorism and Organized Crime; and
13. Public Services, User and Consumer Protection.

Article 46 – If a delegation would wish to propose the creation of a new Standing Committee, it shall present said proposal to the Governing Council, which shall, in case of approval, submit it to the consideration of the Assembly.

For its approval by the Governing Council it shall get a two-third qualified majority. In the Assembly it may be approved by half plus one of the votes of attending members.

Subsequently, the new Committee shall be included in these Rules.

Article 47 – The Committees shall have the following competences:

1st COMMITTEE ON AGRICULTURE, LIVESTOCK AND FISHERIES

It shall address issues related to the agricultural, agroindustrial, forest, and aquaculture development, the use of the land and natural resources like rivers, lakes, lagoons, seas and other sources of water, in each of the countries or in the Region. It shall recommend State policies in benefit of farmers that are environmentally friendly and do not harm ecosystems. Food production shall be timely and technology-based.

2nd COMMITTEE ON ECONOMIC AFFAIRS SOCIAL DEBT AND REGIONAL DEVELOPMENT

It shall analyze all issues related to the economic structures of the region and its countries, including their production processes, the distribution and consumption of goods and services in their different economic sectors; their development, growth and welfare policies; their economic integration processes; and national development plans for their economic structures at all levels (regional, subregional, provincial, state or departmental, local, urban or rural), per sectors (primary, secondary and tertiary) and socio-economic actors (public, private, community and others).

It shall also study and propose legislative instruments for the identification, analysis, development and implementation of planning programs for the eradication of poverty (critical poverty, absolute poverty, destitution, etc.). Therefore, it shall make reference to issues like redistribution of wealth, infrastructure and social equipment policies, addressing areas within this committee's competence, namely: employment, healthcare and housing.

3rd COMMITTEE ON LABOR AFFAIRS AND SOCIAL SECURITY

The Committee shall familiarize itself with labor, employment, salary and universal social security policies. This shall include issues related to trade unions, professional organizations and other workers' and employers' organizations. It shall also ponder the role of the State and public and private stakeholders in the realization of labor rights. It shall pay special attention to elders, persons with disabilities, women and child and youth labor.

4th COMMITTEE ON POLITICAL, MUNICIPAL AND INTEGRATION AFFAIRS

It shall deal with the stability, evolution and development of the democratic regime in Latin America and the Caribbean, its integration processes; international relations; as well as political agenda, law-making and governmental decisions and actions, both at regional and local levels. It shall address issues like local governments, dialogue channels between the State and the civil society, decentralization and deconcentration. It shall likewise study and deal with integration between municipalities and their links with their respective state and departmental Assemblies and their National Parliament. It shall study, analyze and draw up regional integration proposals, with the purpose of establishing a Community of Latin American and Caribbean States.

5th COMMITTEE ON HUMAN RIGHTS, JUSTICE AND PENITENTIARY POLICIES

It shall study and analyze all issues pertaining to the promotion, safeguarding, protection and defense of people's universally enshrined fundamental rights and integral development. Whenever necessary, it shall design more updated and advanced organizational methods and procedural instruments. It shall advocate for a more expeditious and effective justice of improved quality that promotes the rehabilitation of persons deprived of liberty proposing alternative sentences and legal plurality and full reparation for the victims. It shall draw up policy proposals on crime prevention, the humanization of criminal justice, the treatment of offenders and prison regimes, without prejudice to public and private safety citizens are entitled to, issues on which draft model laws shall be drawn up, as relevant.

6th COMMITTEE ON EDUCATION, CULTURE, SCIENCES, TECHNOLOGY AND COMMUNICATIONS

It shall develop competences on a) the creation and development of cultural values, production and access to cultural goods, as well as the defense of the cultural heritage of peoples and the protection of indigenous cultural diversities; b) recommendation-making on the development of national identities and the emergence of a Latin American and Caribbean cultural identity; c) the development of educational systems in the Region, including school, alternative, formal and informal education, in all areas and at all levels, as well as the eradication of illiteracy; d) fostering links between the academic, research, scientific and technological sectors and the media and the productive sectors; e) the development of science and technology; f) encouraging the creation, adaptation, emulation and transfer of technology; g) the promotion of cultural, educational, scientific, technological and sports exchange among Latin American and Caribbean countries and with the rest of the world; h) all issues related to the study of mass media in Latin America and the Caribbean, the protection of the right to privacy, the right of reply, the ethical work by the media and the broadcast of programs that reinforce democracy, the respect for pluralism, tolerance and the right to be different in Latin America and the Caribbean.

7th COMMITTEE ON ENERGY AND MINING

It shall attend to the study and make recommendations on the activities of exploration, exploitation, generation, transmission, transportation, storage, distribution, consumption, efficiency, import and export and all others related to electricity, coal, gas, oil and petroleum products, nuclear energy, geothermal, wind and solar energy as well as other energy sources,

conventional or non-conventional. It shall also focus on the study of activities linked to all forms of mining exploration and exploitation to allow for the advance of public policies aimed at improving the contribution of mining to the development of countries in the region, in order to use available resources in a way that is sustainable and appreciated by people; it shall also concentrate on the study of integration in the areas of energy and mining and on the interconnection of electric transmission; and on all things related to sustainable energy and mining public policy-making and implementation in Latin American and the Caribbean.

8th COMMITTEE ON GENDER EQUITY, CHILDREN AND YOUTH

It shall hold discussions on the need to achieve women's full participation in the life of nations, with equal opportunities and rights. Subsequently, it shall address issues like women and labor; women and education; women and politics (decision-making and full participation in power structures); maternity and family law. It shall review issues related to the youth and their rights, organization, mobilization and their participation in development and integration processes. The Committee shall also promote policies, plans, programs and projects for the protection of children, especially concerning their swift entry into the educational system.

9th COMMITTEE ON ENVIRONMENT AND TOURISM

It shall advocate for the promotion, safeguarding and preservation of Latin American and Caribbean biodiversity; it shall also supervise the ecological balance in the sustainable development perspective of our nations without excluding our spiritual and cultural values and traditions, as well as in the research, inventory and study of renewable and non-renewable natural resources, their development and rational use for the common good, bearing in mind the previously mentioned environmental considerations. It shall also encourage peoples' training in natural disaster prevention, the promotion and defense of the right to a clean atmosphere, the eradication and reduction of hazardous toxic products, including radioactive, biological products and chemicals and in the promotion of clean development mechanisms. The Committee shall also concentrate on all global warming related issues and its most notable consequences like water shortage, climate change and the ozone layer depletion with severe implications like draughts, floods, melting glaciers, the increase of diseases, hunger, etc. It shall also be concerned with the share of tourism and leisure in national economies, international efforts in the area of tourism, ecotourism, social tourism; tourism as an integration driving factor and the consideration of cultural and artistic heritage as a special tourism activity.

10th COMMITTEE ON INDIGENOUS PEOPLES AND ETHNIC GROUPS

It shall contribute to the full participation of indigenous communities and other ethnic groups in development and integration processes of Latin American countries. To that end, it shall prioritize actions geared at: promoting comprehensive studies (socio-economic, political and cultural) of indigenous communities and other ethnic groups in the countries of the region; b) fostering activities aiming at the organization and social mobilization of those actors seeking community self-management; and c) rescuing and developing cultural expressions of the indigenous communities and ethnic groups, namely: their view of the world, habits, customs and values (including languages and dialects), arts, crafts, folklore and cultural goods in general.

11th COMMITTEE ON HEALTHCARE

It shall address all aspects concerning the promotion, prevention and restoration of health of the Latin American and Caribbean population. It shall cover all things related to public healthcare and environmental sanitation, as well as research and development. On the basis of disease, epidemics and morbidity statistics it shall propose solutions, healthcare system reforms and the improvement of the quality of life; it shall assess the food situation in the region and hold meetings, workshops, fora and seminars to analyze the reality of health in Latin America and the Caribbean and steps to be taken to improve it.

12th COMMITTEE ON PUBLIC SAFETY, COMBAT AND PREVENTION OF DRUG TRAFFICKING, TERRORISM AND ORGANIZED CRIME

It shall make recommendations on public policies and laws promoting the fight against the illegal production, trade and consumption of narcotic drugs and psychotropic substances and their consequences, as well as the fight against all forms of organized crime and their various expressions like trafficking in persons, the illicit manufacturing of and trafficking in firearms, their parts and components and ammunition; piracy, money laundering, illegal trafficking in and transporting of migrants, as well as all other forms that may arise in the future. It shall likewise recommend the adoption of measures to prevent and combat terrorist acts, methods and practices in all their forms and to fight corruption. Lastly, it shall promote public policies to prevent and counter urban violence.

Public safety entails the full exercise of human rights, the effectiveness of public institutions' response to various social demands and ultimately the supremacy of the rule of law in all the areas of life of organized communities. It shall promote the design and development of crime prevention and control measures member States may implement, through close coordination between national, local and intermediate governments.

13th COMMITTEE ON PUBLIC SERVICES, USER AND CONSUMER PROTECTION

It shall discuss all aspects linked to the development of structures that, within the framework of public life, tend to ensure the provision and regulation of basic services.

It shall make proposals and draw up communications to inform a bigger number of people in Latin America and the Caribbean on the existence of a new generation of human rights, specifically in the interest of users and consumers. It shall strive towards the adoption by member congresses, of a single consumer code in Latin America, to serve as the legal framework that shall provide the principles, criteria, rights and obligations to be considered by public authorities.

It shall make proposals for public services dispute resolution and consumer policy recommendations for integration and free trade agreements. It shall pay special attention to access to safe drinking water and proper sanitation by all citizens, as well as to the energy infrastructure and the collection of excessive charges.

Article 48 – In order to be deemed quorate, any of the committees above, requires the participation of at least one third of member Congresses and to function, the presence of half plus one of accredited member Parliaments is needed.

In case no quorum is verified, it may meet to deliberate; but no decisions shall be adopted.

Article 49 – Member Parliaments shall join the Committees they wish to participate in, with two representatives, prior notice and accreditation to the Committees’ Secretariat. Said representatives shall stay in office for at least two years and shan’t be removed by their respective Parliaments, unless special circumstances so require it. They may be reelected or continue to serve as representatives if no notice stating otherwise is received.

Committee members shall be appointed by their Parliaments, within sixty (60) days from the Regular Assembly, or within thirty (30) days following the changes made in the national Parliament that require the replacement of Committee members.

Each Congress may, if their rules of procedure permit it and circumstances make it advisable, appoint more than two committee members, but their voting rights shall be limited to two.

If only one delegate was accredited or if only one delegate attends, it shall accumulate two votes.

Article 50 – The voting criteria shall be simple majority, i.e. half plus one of Committee members present at the time of voting.

As most committee issues are crosscutting, joint meetings or the participation of representatives of one or more committee members in other committee meetings shall be promoted, whenever necessary.

Committees wishing to hold joint meetings shall require the participation of at least one-third of their member Congresses to be deemed quorate and function validly.

Article 51 – Committee agendas shall be drawn up, especially, on the following basis:

- a) Annual work plan presented to the Committee’s Chair;
- b) Minutes of the previous meeting; and
- c) Initiatives to address crosscutting issues or draft model laws and resolutions by the Board, the Governing Council or PARLATINO’s Presidency, in coordination with the Committees’ Secretariat.

To the effects of subparagraph b) above, minutes shall include issues to be addressed in the future and members responsible for each.

Article 52 – The Chair of each Standing Committee shall be made up of a Chairperson and two Vice-Chairs, first and second, appointed by the Governing Council, for a period of at least two years, at the proposal of the national Parliament chosen by the Governing Council for that position. It shall also have a Committee Secretariat appointed by the Governing Council, after previous consultation with the national Parliaments to ensure they have the required knowledge on the issues and matters pertaining to the concerned committee. Each committee shall also have one or more rapporteurs, to be elected by majority vote at their establishment. The Committee Chair shall be autonomous concerning the organization, distribution, follow-up and assessment of the works and tasks approved or commissioned, as well as the design and implementation of the agreed agenda.

The person entrusted with the Secretariat should be familiar with and have all the required information and documents pertaining to the agenda items. During the debates, the Secretary shall take note of deletions, changes, substitutions and additions of proposals put to the vote.

At the end of debates he/she shall draw up a rapporteur's report on all issues discussed during the meeting, which shall be signed by all participants.

If more detailed minutes of the meeting were deemed convenient, the Committee Chair may decide one is drawn up within a reasonable timeframe.

The Rapporteur shall have the same duties concerning the projects entrusted upon him/her by the Committee or the Chair.

Article 53 – Each Committee Chair shall be able to create as many working groups as deemed necessary, after previous consultation with the Committees' Secretariat; change meeting hours and the order in which issues submitted to its consideration shall be discussed; commission any of its members with tasks like research, consultation and drafting; and require and facilitate the attendance of persons or special guests who may significantly contribute to further achieve the Committee's objectives.

Each Committee Chair shall be represented by at least one of its members in Standing Committees' plenary meetings convened by the Board or the Governing Council. To be deemed quorate and duly sit, at least half plus one of the national Parliaments accredited to said committees shall be represented.

Taking into account provisions of Article 16 of these Rules, each Committee Chair may decide when special meetings are to be held, which shall be ratified by the Committees' Chair or, in absence thereof, by the Chair or the General Secretariat.

Each Committee shall abide by the drafting, discussion and approval procedures of draft Model Laws provided for in these Rules. Before a draft Model Law proposal is processed, it shall be reviewed by the Legal Advisory Working Group, which will determine its legality and relevance. Without detriment to Article 17 of these Rules, invitations to experts on crosscutting issues may be arranged in forms of fora, to be held jointly by one or more committees in order to exploit those events as brainstorming opportunities that could give rise to new draft model laws, statements, agreements or recommendations.

Article 54 – Committee meetings shall always be held on the fixed date, time and place. In case of absence of the Committee Chair, the first and second Vice-Chairs shall preside over the meeting, in that order, and in their absence, the Secretary; in the latter case, the rapporteur shall temporarily take on the duties of the Secretariat. Finally, in case all Chair members are absent and quorum is verified, the Committee shall elect an ad hoc Chair and Secretariat.

Committee Chairs that have decided to create working groups shall see they meet the same day and in the same place the plenary Committee meets.

Committee meetings shall be convened by the Committees' Secretariat at least thirty (30) calendar days in advance, including the agenda of the meeting and, whenever possible, the documents pertaining to the issues to be discussed.

In the last Committee meeting of the year the issues to be addressed the following year shall be defined and recorded in the minutes thereof.

Article 55 – The Committees' Secretariat shall circulate in each committee an attendance list including the name, country, political party and email of each member in order to keep a record of that information in the Committee Evaluation Matrix (CEM).

Article 56 – At the end of each meeting, the Committees’ Secretariat shall get the following documents: attendance list, signed minutes, support material presented by lawmakers, draft model laws, statements and recommendations with the proposed amendments.

Article 57 – Within a week after the meeting, the Committees’ Secretariat shall forward the relevant minutes accompanied by the approved documents to participants.

Article 58 – Initiatives presented, regardless of their nature, shall be forwarded to the Committees’ Secretariat, which in turn shall forward it to the competent Committee or Committees.

Article 59 – Draft model laws, agreements, recommendations and statements shall be handed out to the Committees’ Secretariat in editable form to make the documents available to the Committee in case amendments are proposed.

Article 60 – The Committees’ Secretariat shall hand out materials in digital form leaving it up to lawmakers to print them out if they so desire.

Article 61 – Committees’ documents shall also be published in PARLATINO’s website, as they are forwarded by parliamentarians.

Article 62 – Committee meetings minutes shall only be valid if they are signed by attending committee members at the end of the meeting. Substantial changes made afterwards shall be deemed null and void.

Minutes’ review requests may be admitted, within ten days after their receipt, provided applicants argue just cause or force majeure for failure to timely check or sign the minutes.

Article 63 – Committees shall seek to document their meetings in audio or video recordings, which shall be kept in the Secretariat’s files.

Article 64 – Committees’ proposals may be submitted to the consideration of the Governing Council, if the Committee Chair and Secretariat deem it fit.

When conclusions were not adopted by consensus, the note forwarded to the Governing Council shall include a detailed account of the votes, vote explanations and votes against, if any.

In turn, if the Governing Council deems it appropriate, it may put to the consideration of the Assembly, matters discussed by the committees, namely agreements, statements, recommendations, resolutions or draft model laws.

Article 65 – Any Committee member may explain his/her vote at the end of each document or in a written annex or request that it is recorded in the minutes, provided that he/she took part in the deliberations and voting. If he/she did not take part in the voting he/she may request his/her vote be placed on record later.

Article 66 – If national Parliaments fail to designate one of its members for the Committee Chair position(s) they were appointed for within the first sixty (60) days, or despite having done so fail to attend two meetings in a row, the position(s) shall be filled by other requesting Parliament. In case more than one parliament requests it, the Board shall decide.

If the Parliament originally chosen normalizes its situation, the Board shall decide whether it shall be reinstated in the concerned position(s).

The Board of Directors may authorize two national Parliaments to swap their positions by mutual written agreement, for whatever reasons.

When granting an unfilled position to another national Parliament, the Board shall prioritize Congresses with less representation, provided they have expressed their will, in writing, of normalizing their attendance. The Board shall strive to make the new distribution among the countries of the same subregion.

Article 67 – Parliamentarians who are not members of a Committee may attend meetings with speaking rights; but in case they were members of non-accredited Parliaments, their attendance may be deemed as if they had registered themselves in that committee, if they so request it, and shall participate on equal terms than those already accredited. Speaking rights may also be authorized for advisors, assistants of delegations or of PARLATINO's, as well as for observers or special guests, according to provisions of articles 17, 18 and 19 of these Rules. Parlatino's Vice-Chairs, representing member national Parliaments, may attend standing committee meetings only with speaking rights. Their attendance shall be recorded in the relevant minutes.

Article 68 – Standing Committees' work procedures shall also apply for special and ad hoc committees.

TITLE VI

LEGAL PERSONALITY AND PREROGATIVES

Article 69 – The Presidency and the General Secretariat mandated by the Governing Council shall propose to the Government of the Republic of Panama the amendments, that time and circumstances have rendered necessary, to the "Headquarters Agreement" between the Latin American Parliament and the Government of the Republic of Panama, signed on August 27, 2007.

Article 70 – The Presidency and the General Secretariat shall, in due course, request Foreign Ministries of member countries to make a statement on the legal personality of PARLATINO, which shall be kept in their files, as well as on the privileges and immunities Congress delegates and Organization's officials shall have in their respective national territories.

TITLE VII

BUDGET AND FUNDING

Article 71 – The Latin American and Caribbean Parliament shall pursue an accountable and efficient budgetary policy. In this regard, the Organization shall guide its administration and performance along three lines:

- a) Budget administration and implementation;
- b) Accounting and finances; and
- c) Management and asset control.

Article 72 – Incumbents of the Presidency and the General Secretariat shall be the Governing Council members entrusted with the direct and shared responsibility of controlling the Organization’s budgetary policy, while the Executive Secretariat, in consultation with and as delegated by them, shall be responsible for the budget design and implementation.

The Board of Directors shall be able to manage non-refundable financial support by national, international, public, private and non-governmental organizations. Said financial supports may be implemented provided the grantor does not impose any conditions on PARLATINO, other than the elementary acknowledgement of the fact.

In exceptional cases, PARLATINO may obtain conventional credits from financial or banking institutions, provided that the Governing Council approves it.

Article 73 – The budget of the Latin American and Caribbean Parliament shall be drawn up and proposed every year by the Governing Council and once it has been approved by the Assembly, its implementation shall enter into force in the following period.

Article 74 – The Organization’s budget shall have the determination of its items, as well as the requirements for amounts allocation, its implementation and the following basic structure:

- a) Income budget; and
- b) Expense and investment budget.

Article 75 – The criteria informing the rules for the operational management of the budget, income, expenditure and disbursement controls, as well as its accounting records and auditing shall be the following:

- a) Impersonal, concerted, shared and programmed budget management;
- b) Use of the operational and financial capacities of the international banking system, which will allow for the opening of accounts, keeping reserve funds, having interests and income insured in stable or hard currencies; increased collection capacity, and overdrafts as credit and investment alternatives; and
- c) Open and public access to budget management and implementation, as well as the guarantee of qualified auditing and consultancy.

Article 76 – In order to preserve its institutional autonomy, PARLATINO shall require member Parliaments to fulfill their financial obligations, to extent possible, during the first half of the current year.

Article 77 – In order to protect and safeguard the Organization’s assets, the Governing Council shall create an in-house internal audit office at the Latin American and Caribbean Parliament Headquarters, which shall control the budget management on the basis of specific rules.

The Presidency and the General Secretariat shall make all necessary arrangements for the internal audit to comply with its task, and shall also endeavor to have an annual outside audit, if financial resources allow it.

**TITLE VIII
HEADQUARTERS**

Article 78 – PALATINO’s Permanent Headquarters are located at Avenida Principal de Amador, Edificio Parlamento Latinoamericano. It’s P.O. Box is:
Ministerio de Relaciones Exteriores de Panamá – Casilla N°1527 – Parlamento Latinoamericano – San Felipe, Calle 3ª , Palacio Bolívar, Edificio 26 – Panamá 4, Panamá

Article 79 – The Headquarters shall be governed by an Organizational Manual, Staff Rules, Procurement/Acquisition and Contracting Rules, and a Code of Ethics. Others that may be required shall be approved by the Governing Council.

**TITLE IX
COMMON PROVISIONS
CHAPTER 1**

AUTHORITY ELECTIONS AND VOTING PROCEDURES

Article 80 – To adopt decisions at Assembly meetings, half plus one of accredited votes are required.

Pursuant to articles 4, 11 and 13 of the Bylaws, on the composition of member Congresses delegations, the Organization’s General Secretariat shall be notified about the way in which they shall exercise an eventual vote accumulation. In convening a vote, the General Secretariat shall advise member congresses of compliance with the provisions of Article 13 of the Bylaws.

Article 81 – PARLATINO’s Board of Directors members shall be elected every two years, in regular Assembly meeting.

Interested national Parliaments shall forward the Presidency any nominations requests in favor of one of their members for any positions on the Board of Directors. The Presidency shall report the list of candidates to the Assembly and put it to its consideration. If necessary, the Board may previously make one or more candidates’ list to present to the Assembly. Before voting begins the Tally Committee shall be established with three attending delegates from different member Parliaments who are not included in the list of candidates, in order to count the ballots and report back to the plenary.

To be part of a candidates’ list, nominees shall be delegates and have at least the support of one third of their Congress delegation. Two or more delegates of the same member parliament cannot be included on the same list.

The election of Board of Directors members described in this article may be done per position or positions when aspiring candidates requesting it have the support of at least a quarter of attending delegations and provided provisions of the previous subparagraph are observed at all times.

Article 82 – Pursuant to Article 15 of the Bylaws, “voting shall be by open ballot, delegation by delegation, in strict alphabetical order”. Each Chair or the person he/she delegates shall cast and announce their respective votes, whether unanimous or divided, according to the decision previously made within the delegation or exercising the powers given by their respective Congresses concerning accumulated voting powers.

When there's a vote accumulation, the procedure provided in Article 80 of these Rules shall apply.

Article 83 – The quorum required for valid Board of Directors and Governing Council meetings shall be the attendance of half plus one of its members and decisions shall be adopted by simple majority of present votes. In case of tie vote, the Presidency shall resolve. Votes cannot be delegated. Voting is generally by show of hands.

Article 84 – In case of vote explanation, each voter or the representative of his/her delegation shall have up to two minutes to speak.

Article 85 – If there were doubts concerning voting results or if at least ten accredited parliamentarians so request it, voting shall be by roll-call, which shall be verified asking delegations to cast their vote one by one. In case of elections, they shall state the last name of the candidate they vote for.

In case of voting on agreements which to be adopted require simple majority vote, abstentions shall be deemed as not cast votes. In case of voting that requires special quorum, in the first round votes in favor, against and abstentions shall be accepted while in the second round only votes in favor or against shall be cast, abstentions shan't be accounted for, if there were any. In this case the roll-call vote shall be in strict alphabetical order of the names of member Parliament countries.

Article 86 – Proposals shall be voted on following the same order they were presented in, once approved all other alternative proposals shall be discarded.

In case of tie vote, the voting shall be repeated; in case the tie vote persists, the Presidency or whoever is chairing the meeting during the vote shall decide.

In all votes, the number of parliamentarians who have cast their vote in favor or against each candidate or have abstained, as appropriate, as well as the total number of attending parliamentarians, shall be announced.

Provisions of this chapter shall also apply to the meetings of other bodies, as relevant.

CHAPTER 2 SPEAKING REGIME

Article 87 – Parliamentarians wishing to address the meeting shall be registered in the list of speakers in the same order they have requested to speak and shall wait for the Presidency/Chair to give them the floor. Each parliamentarian may speak for five minutes in the debate on each of the proposed matters. The second time they take the floor they will only be allowed to speak for three minutes. The Presidency/Chair of the meeting shall be able to adopt different criteria for just cause.

Any parliamentarian may propose the Assembly to extend the time limit in which they are allowed to speak, decision which shall be adopted without discussion by simple majority vote.

Article 88 – No parliamentarian may take the floor without the previous authorization of the Presidency/Chair. The speaker shall address the Presidency/Chair, introducing itself stating his/her name and the delegation it represents. Delegates shall speak from their seats and shall refrain from using personal expressions that are contrary to human dignity or irrelevant to the

matter under discussion. In case of incidents of this nature, the Presidency/Chair may call the speaker to order and even suspend his right to continue addressing the meeting. In the second case, if the speaker insisted his remarks are relevant to the matter at hand, the Presidency/Chair shall put the item to the vote by the Assembly without debate.

Article 89 – The Presidency/Chair shall immediately grant the floor to parliamentarians requesting it to address a previous matter or a point of order, once whoever is speaking concludes. The delegate shall have three minutes to support the motion.

Article 90 – The speaking regime provided for PARLATINO Assembly meetings shall also apply to the rest of its bodies.

CHAPTER 3 MOTIONS OF ORDER

Article 91 – Motions of order are proposals seeking to:

- a) Adjourn meetings;
- b) Adjourn meetings temporarily;
- c) Close the debate;
- d) Change the agenda;
- e) Forward or return a matter to the body that produced it;
- f) Postpone the consideration of outstanding issues for indefinite time;
- g) Avoid a trivial debate because it is irrelevant to the matter under discussion, because the body considering the issue lacks competence, on account of a legal misinterpretation, the need to know a previous report or document or for any other circumstances that make that motion appropriate.

Article 92 – Motions of order shall precede all other matters, even that under discussion, and shall be taken into consideration in the order of precedence provided in the previous article. Motions of order shall be put to the vote with no discussion excepting circumstances described in subparagraph f) above, in which case parliamentarians may only speak about it once and for three minutes only, excepting the proposer of the motion who may speak twice.

Article 93 – If a parliamentarian makes in his/her address a reference that is offensive or tarnishes the reputation of a country or of another parliamentarian, the latter or a representative of the concerned country shall have the right of reply and to take the floor with precedence, for up to five minutes at any time during that same meeting or any other meeting.

CHAPTER 4 AGENDA AND CONVOCAATION NOTICES

Article 94 – The agenda shall include the list, order and timetable of the issues to be put to the consideration of any of PARLATINO's bodies in a given meeting.

Article 95 – The General Secretariat, under instructions of the Presidency, shall draw up the agenda for regular and special Assembly meetings, which shall be put to the consideration of the Governing Council.

Assembly meetings shall be convened sixty (60) days in advance.

Article 96 – The General Secretariat, under instructions of the Presidency, shall draw up the agenda for Board of Directors meetings, according to Bylaws and Rules provisions and member requests made before the meeting is convened and previously considered and approved by the Board of Directors.

The General Secretariat shall forward the agenda within thirty days in advance to the date set for the meeting and it shall only be changed by affirmative vote of two-third of attending members.

Article 97 – Committee meetings shall be convened by the General Secretariat, which shall also draw up their respective agendas, after previous consultation with Committee Chairs and according to relevant Committee decisions, if any.

Convocation notices to Committee members may only be forwarded by the General Secretariat or by Committee Chairs or acting Vice-Chairs, who won't be able to delegate that task.

Article 98 – Matters admitted for discussion by two-thirds of attending members in a given meeting shall be deemed urgent matters.

CHAPTER 5 DISCUSSIONS

Article 99 – Issues shall be discussed in general debates and in specific debates, in case of drafts with several articles.

During the general debate participants shall deliberate on the importance, convenience or inconvenience of the matter at hand.

Once the general debate has concluded, the Assembly shall decide whether it shall move to specific discussion of each article, section or item in which the draft document under discussion is divided, in which case parliamentarians shall only be allowed to speak about each one of them for up to five minutes.

The rapporteur(s) shall have a total of ten minutes to deal with each article, section or item and five minutes to comment on the changes, replacements or additions proposed to each one of them.

Approval of drafts that only have one article or documents that only have one section or item during the general debate shall be deemed as approved in specific debate.

Article 100 – Matters to be put to the vote without discussion shall be decided by the Assembly by simple majority of accredited present votes.

Article 101 – Unless otherwise provided by expressed Assembly resolution, the discussion shall be based in:

- a) Opinion of the majority; and
- b) Opinion of the minority.

Article 102 – The Latin American and Caribbean Parliament shall seek citizen participation for the adoption of its decisions. Through new technologies it shall disseminate its activities,

creating spaces for public hearings and consultations. To that effect and in order to promote interparliamentarian cooperation, it shall develop the appropriate platform to provide better access to information, a better interface and broader dissemination of its documents, proposals, resolutions and laws.

CHAPTER 6

PARLIAMENTARIAN CODE OF ETHICS

Article 103 – PARLATINO shall issue a Code of Ethics that shall govern the actions of the representatives of its different bodies, as relevant.

CHAPTER 7

LANGUAGES

Article 104 – Pursuant to provisions of Article 49 of the Bylaws, PARLATINO bodies' working language shall be Spanish; however, meetings may also be conducted in English, French and Portuguese. If it deems it convenient and with the authorization of the General Secretariat, the Presidency/Chair of the body meeting may decide to procure simultaneous interpretation for the speakers and translation for the documents into other languages, as possible, prioritizing PARLATINO's other three official languages, namely: English, French and Portuguese.

CHAPTER 8

CHANGES

Article 105 – The norms that govern the bodies of the Latin American and Caribbean Parliament are the Treaty, the Bylaws, the General Rules and all other approved regulations and manuals. Therefore, PARLATINO's bodies cannot make up their own rules.

Matters related to the name and structure of each Committee cannot be changed by Committees themselves. In those cases, the Committee Chair shall forward an application to PARLATINO's Governing Council. The application must be approved by half plus one of the members who made up the quorum of the meeting where it was put to the vote.

CHAPTER 9

VALIDITY

Article 106 – These Rules entered into force on July 17, 1993. It has had the following amendments: São Paulo, Brazil, 15th Regular Assembly, December 9, 1995; São Paulo, Brazil, Governing Council meeting, October 3, 1997; Caracas, Venezuela, Governing Council meeting, August 20, 1999; São Paulo, Brazil, Governing Council meeting, March 15, 2000; São Paulo, Brazil, Governing Council meeting, August 22, 2003; São Paulo, Brazil, Governing Council meeting, December 9, 2004; São Paulo, Brazil, Governing Council meeting, December 7, 2006; Santo Domingo, Dominican Republic, Governing Council meeting, October 7, 2007; and Quito, Republic of Ecuador, Governing Council meeting, October 17, 2016.

