



**RULES OF PROCEDURE OF THE
NETWORK OF WOMEN PARLIAMENTARIANS OF THE
AMERICAS**

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1. RULES OF PROCEDURE FOR ELECTING MEMBERS OF THE EXECUTIVE COMMITTEE OF THE NETWORK OF WOMEN PARLIAMENTARIANS

COMPOSITION OF THE NETWORK’S EXECUTIVE COMMITTEE

- The Network relies on an Executive Committee composed of a President and two representatives from each of the five major regions of the Americas, namely, North America, Central America, the Caribbean, the Andean region, and the Southern Cone, as well as four representatives from all the regional parliaments and interparliamentary organizations of the Americas.
- One parliamentarian from the National Assembly of Québec, which is the founding assembly of the Network of Women Parliamentarians and the headquarter location of the Network Secretariat, shall also sit on the Executive Committee.
- Two representatives of the host assembly of the next General Assembly of the Parliamentary Confederation of the Americas shall sit the Executive Committee of the Network in order to contribute to the organization of the Network’s Annual Meeting. They shall be designated by their own assembly.
- At the end of her term of office, the outgoing President, if she continues to serve as a parliamentarian in her assembly, shall sit on the Network’s Executive Committee for an additional term.

REPRESENTATIVES ELECTED DURING THE ANNUAL MEETING
The President of the Network
The Vice-president of the Network
2 representatives from North America (Canada, United States, and Mexico)
2 representatives from Central America (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, and Panama)
2 representatives from the Caribbean (Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominique, Grenada, Guyana, Haiti, Jamaica, Puerto Rico, Dominican Republic, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Surinam, and Trinidad and Tobago)
2 representatives from the Andean Region (Bolivia, Colombia, Ecuador, Peru, and Venezuela)
2 representatives from the Southern Cone (Argentina, Brazil, Chile, Paraguay, and Uruguay)
4 representatives for all the regional parliaments and interparliamentary organizations of the Americas

REPRESENTATIVES DESIGNATED BY THEIR ASSEMBLY
1 representative from the National Assembly of Québec, which is the founding assembly of the Network and the headquarter location of the Network Secretariat
2 representatives from the Host Assembly of the next General Assembly of the COPA will be designated later by this institution’s competent authorities

THE OUT-GOING PRESIDENT
The outgoing President, if she continues to serve as a parliamentarian in her assembly.

TERM OF OFFICE

- All members of the Executive Committee shall officially enter into office at the end of the Annual Meeting during which their appointment is confirmed.
- Their term of office shall conclude at the end of the second Annual Meeting following the meeting at which they were appointed.
- Terms of office of the President and the Vice-president may not be renewed.
- Terms of office of the other members of the Network's Executive Committee shall be renewable.
- In the event that a representative elected to the Executive Committee dies, resigns, is unable to act or ceases her parliamentary functions, the authorities having jurisdiction at the congress or parliamentary assembly she represents shall designate a person to replace her until the end of her current term of office.

ELECTORATE AND CONDITIONS OF ELIGIBILITY

- The members of the Network's Executive Committee shall be elected by the parliamentarians in attendance at the Annual Meeting.
- The representative from the National Assembly of Québec and the representatives from the Host Assembly of the next General Assembly of the COPA will be designated later by this institution's competent authorities.
- All women parliamentarians from the Americas shall be eligible to become members of the Executive Committee of the Network of Women.
- Only one representative may be appointed per country, regional parliament, and interparliamentary organization.
- The election shall be held at the end of the Annual Meeting.

FILING CANDIDACIES

- A parliamentarian who wishes to stand as a candidate for a position on the Executive Committee must fill out a candidacy form.
- The interested parliamentarians may present their candidacy for only one of the available positions.
- The candidacy forms must be handed in to the Secretariat of the Annual Meeting during the Meeting's break. The candidate's first name and family name, the assembly or organization that she represents, and the seat being sought must be written on the form.

- Members of the Network's Executive Committee who wish to renew their mandate and who are not able to participate in the Network's Annual Meeting must state their intentions in writing to the Network's Secretariat, with a copy being sent to the President, two weeks before the holding of the Annual Meeting.

VOTING PROCEDURE

- The President and the Vice-president shall be elected by all the women parliamentarians in attendance at the Annual Meeting.
- The representatives from each of the five major regions shall be elected by the women parliamentarians from the same region in attendance at the Annual Meeting.
- The representatives of the regional parliaments and interparliamentary organizations shall be elected by all the women parliamentarians representing regional parliaments and interparliamentary organizations who are in attendance at the Annual Meeting, in consideration of the principle of the diversity of said region.
- The representatives shall be elected by secret ballot.

REPRESENTATIVES OF THE NETWORK ON COPA'S EXECUTIVE COMMITTEE

- The President of the Network is one of COPA's eleven Vice-Presidents.
- La vice-présidente siège également au sein Comité exécutif de la Confédération, en tant que deuxième représentante du Réseau au Comité exécutif de la COPA, tel que prévu par les Statuts de la Confédération.

The Vice-president of the Network also has a sit on COPA's Executive Committee, as set out in COPA's Statutes.

These Rules of procedure were adopted on March 24, 2004 and modified on November 16, 2010.

2. RULES OF PROCEDURE CONCERNING THE CHOICE OF MEETING THEMES, DOCUMENT PRODUCTION, AND THE ADOPTION OF RECOMMENDATIONS BY THE NETWORK OF WOMEN PARLIAMENTARIANS OF THE AMERICAS

These rules of procedure concerns the choice of the study themes of the Network and the production of discussion papers and draft recommendations related to such themes.

WORKING THEMES

- The Annual Meeting of the Network of Women Parliamentarians shall deliberate on any subject or working theme in accordance with its objectives, which are to:
 - encourage the representation and action of women in the Parliaments of the Americas, stimulate the sharing of experiences between these women, and promote solidarity among women in general;
 - ensure that parliamentarians, both male and female, take the rights and requests of women into consideration with regard to respect for human rights and a more equitable distribution of wealth;
 - support the participation of women in the Parliaments of the Americas and create mechanisms for communicating the activities of women parliamentarians.
- Parliamentarians that take part in the Network’s meetings may present written proposals regarding the main themes for the workshops to be held during subsequent annual meetings. The proposals shall state the subject and must contain a preliminary description of the issue.
- The members of the Network gathered at the Annual Meeting, on a proposal by the Executive Committee, will rule on the choice of themes to be studied.
- The members of the Network gathered at the Annual Meeting, on a proposal by the Executive Committee, shall determine which of the themes previously studied during prior annual meetings will be followed up on.
- The members of the Network gathered at the Annual Meeting shall appoint rapporteurs for each of the themes of study.

AGENDA

- A draft agenda shall be established according to the proposals originating in the Executive Committee and shall be sent to members at the time of the call to meeting—that is, one month prior to the holding of the Annual Meeting.
- The agenda shall be adopted at the beginning of each Annual Meeting.

BRIEFING PAPERS

- A rapporteur shall prepare a discussion paper accompanied by a draft recommendation with a view to fuelling discussions of the main themes of the Annual Meeting.
- The rapporteurs who work on the themes to be followed up on shall also produce reports for presentation concurrently with the workshop.
- The rapporteurs may set up a drafting committee in order to facilitate their work.
- All the documents that will be discussed at the Annual Meetings shall be sent to the Secretariat. The Secretariat will send those documents to the members of the Executive Committee.

RECOMMENDATIONS ADOPTED BY THE NETWORK

- Recommendations related to the main themes shall be adopted at the Annual Meeting. Recommendations may also be adopted addressing themes to be followed up on insofar as they supplement those previously adopted on the matter.
- The draft recommendations shall be written up by the rapporteurs and must be sent to the Secretariat of the Network for translation and photocopying one week prior to the holding of the Annual Meeting. They shall then be forwarded to the members of the Executive Committee.
- The draft recommendations shall be distributed to the participants at the beginning of the Annual Meeting.
- All participants in the Annual Meeting may table amendments or sub-amendments to the draft recommendations to be studied.
- These amendments must be submitted in writing to the Secretariat during the Annual Meeting.
- Amendments to the draft recommendations may be tabled until such time as the recommendation is adopted.
- Amendments must apply to the text under study and the object of an amendment shall be only to make an addition, deletion or modification to the initial draft recommendation but shall not, however, distort either the spirit or the main contents of such recommendation.
- Where two or more amendments apply to the same set of words in the draft recommendation, the amendment that diverges most from the text under study shall be given priority for the purposes of examination.
- Where two or more amendments are mutually exclusive, the adoption of the first shall automatically entail the rejection of the other amendment(s) concerning the same words of the draft resolution. Where the first amendment is voted down, the next amendment by

- In the event of any doubt, the President shall decide on the order of priority.
- The President shall determine the length of the debate concerning an amendment and the number of speakers who may take part in the said debate.
- Where necessary, the President may mandate a drafting committee to consider the draft amendments thus tabled so that it may propose a revised version of the text.

A consensus shall be required in order to adopt any recommendation.

RULES OF PROCEDURE REGARDING EMERGENCY MATTERS

- The participants in the Annual Meeting may, with the prior approval of the Executive Committee, enter an emergency matter on the agenda for discussion.
- Where applicable, the draft recommendation addressing the emergency matter shall also be submitted to the Executive Committee and forwarded to the Secretariat of the Network two weeks prior to the holding of the Annual Meeting so that it may be translated and distributed.

These Rules of procedure were adopted on March 24, 2004 and modified on November 16, 2010.

3. RULES OF PROCEDURE CONCERNING THE PARTICIPATION OF THE NETWORK IN SEMINARS, EVENTS AND MEETINGS

SEMINARS AND TRAINING SESSIONS OFFERED BY THE NETWORK

A workshop focusing on a working theme established by members of the Network gathered at the Annual Meeting shall be organized as part of each Annual Meeting of the Network.

CRITERIA FOR PARTICIPATING IN SEMINARS OR TRAINING SESSIONS OFFERED BY OTHER ORGANIZATIONS

As the Secretariat of the Network does not have enough staff to directly organize events other than those that are part of the mandatory programming of the Network, it is important to define the criteria for the participation of the Network in events organized by other organizations.

- The theme of the seminar or training session must correspond to the priority working themes and to the objectives of the Network.
- Proposals for participating or collaborating in seminars or training sessions offered by other organizations must be presented in writing to the Network's Executive Committee, which shall assess the value of being associated with the event and must endorse it before the Network officially commits to it. A preliminary program must be enclosed with the proposal.
- The seminars or training sessions must be implemented by organizations able to provide complete funding for them, considering that the resources of the Network are limited.
- The organizers of the seminar or training session must assume responsibility for logistical organization and assign to it the resource personnel required to fully develop the contents of the event.
- The Executive Committee must appoint one of its representatives to liaise with the organizers. This representative must make a report at the next Annual Meeting and produce an assessment of the event.
- In cases where the event is a local activity directly conducted by a representative of the Network, the Executive Committee must be kept informed of the activity in advance and a report on the event must be presented during the next Annual Meeting.
- The Secretariat of the Network shall disseminate information on its website regarding the training sessions and seminars in which the Network participates.
- At the request of the President, the Secretariat of the Network shall send a letter of invitation to representatives of the Executive Committee if the event is of a multilateral nature. The representatives of the Executive Committee will not automatically be invited to local activities.

- Interpretation in the four official languages of the Network and of COPA must be provided and managed by the organization responsible for holding the activity if it is an event to which all the representatives of the Executive Committee have been invited.
- A partnership agreement must be signed between all of the organizations that collaborate on the staging of the event. This agreement shall specify the roles and responsibilities of each partner, particularly in relation to funding, translation, conference interpretation in the four languages of the Network and document production prior to, during and after the event, as well as in relation to any other aspect that requires such specification.

MEETINGS OF OTHER ORGANIZATIONS

- The responsibility for representing the Network at the international level falls to the President.
- Where the President is unable to attend an international meeting, she shall appoint a member of the Executive Committee to represent the Network in her place.
- The members of the Executive Committee shall perform the duties of representation at meetings and events occurring within their respective regions. They shall produce an assessment of their representation activities during the next Annual Meeting.
- In cases where the representative is already involved in an international organization or body, she shall inform the Executive Committee thereof, and the Committee shall subsequently authorize her to also act on behalf of the Network within said organization or body.
- Where a representation engages further commitment on the part of the Network, it must receive the approval of the Executive Committee.

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