

ARTICLE 14

Agenda

To insure adequate preparation for forthcoming Inter-American Telecommunications plenipotentiary and administrative conferences, the agenda shall be compiled by the organizing Government on the basis of suggestions submitted to it by the interested governments. For this purpose, it shall, not later than six months prior to the date set by it for the convening of such conference circularize the governments concerned and request their suggestions which shall be filed with it not later than three months prior to the convening date. The agenda so formulated shall immediately be transmitted to the Office of Inter-American Telecommunications which shall prepare it in book form and circulate it to the interested governments by the most expeditious means. The proposals of these governments upon the agenda items, as well as any others they may desire to submit, must be transmitted to the Office of Inter-American Telecommunications (O. I. T.) not later than forty-five days before the convening date. Upon their receipt the Office of Inter-American Telecommunications (O. I. T.) shall immediately circulate them to all the governments of the American Region.

ARTICLE 15

Rules of procedure

If any delegation should propose a topic not included in the agenda, for the consideration of the conference, the new matter should be referred to the Committee on Initiatives and will be referred by it to the respective Committees of the Conference in the following cases:

- a) if the aforementioned propositions refer directly to the agenda;
- b) if the aforementioned propositions arise from the work or studies of the Conference itself.

ARTICLE 16

Secretariat

The Secretariat shall be composed of a Secretary and such assistants as may be required. The Secretary shall be appointed by the Conference for a term of five years, and may be re-elected. He shall be the chief administrative officer of the Conference and shall be responsible for the execution of the decisions of the Conference. He shall also be responsible for the preparation of the agenda and for the circulation of the documents of the Conference. The Secretary shall be assisted by a Deputy Secretary and such other assistants as may be required. The Secretary and Deputy Secretary shall be appointed by the Conference for a term of five years, and may be re-elected. They shall be the chief administrative officers of the Conference and shall be responsible for the execution of the decisions of the Conference. They shall also be responsible for the preparation of the agenda and for the circulation of the documents of the Conference.

ARTICLE 17

The Conference shall meet in regular sessions at least once a year. The sessions shall be held in the country of the Government which has the honor of organizing the Conference. The Conference shall also meet in special sessions when called to order by the Secretary or by a majority of the plenipotentiaries. The Conference shall be convened by the Secretary at least thirty days before the date of the meeting. The Conference shall be opened by the Secretary. The Conference shall elect a President and a Vice-President for each session. The President and Vice-President shall be elected by a majority of the plenipotentiaries. The President shall preside over the Conference and shall be responsible for the execution of its decisions. The Vice-President shall act in the absence of the President. The Conference shall also elect a Secretary and a Deputy Secretary for each session. The Secretary and Deputy Secretary shall be elected by a majority of the plenipotentiaries. The Secretary shall be the chief administrative officer of the Conference and shall be responsible for the execution of its decisions. The Deputy Secretary shall act in the absence of the Secretary. The Conference shall also elect a Committee on Initiatives and a Committee on Proposals. The Committee on Initiatives shall be responsible for the consideration of proposals not included in the agenda. The Committee on Proposals shall be responsible for the consideration of proposals included in the agenda. The Conference shall also elect a Committee on Finance and a Committee on Administration. The Committee on Finance shall be responsible for the preparation of the budget of the Conference. The Committee on Administration shall be responsible for the organization of the Conference. The Conference shall also elect a Committee on Technical Cooperation. The Committee on Technical Cooperation shall be responsible for the promotion of technical cooperation between the governments of the American Region. The Conference shall also elect a Committee on Cultural Cooperation. The Committee on Cultural Cooperation shall be responsible for the promotion of cultural cooperation between the governments of the American Region. The Conference shall also elect a Committee on Economic Cooperation. The Committee on Economic Cooperation shall be responsible for the promotion of economic cooperation between the governments of the American Region. The Conference shall also elect a Committee on Social Cooperation. The Committee on Social Cooperation shall be responsible for the promotion of social cooperation between the governments of the American Region. The Conference shall also elect a Committee on Educational Cooperation. 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The Committee on Women's Cooperation shall be responsible for the promotion of women's cooperation between the governments of the American Region. The Conference shall also elect a Committee on Youth Cooperation. The Committee on Youth Cooperation shall be responsible for the promotion of youth cooperation between the governments of the American Region. The Conference shall also elect a Committee on Sports Cooperation. The Committee on Sports Cooperation shall be responsible for the promotion of sports cooperation between the governments of the American Region. The Conference shall also elect a Committee on Cultural, Educational, Scientific, Health, Labor, Women's, Youth, Sports, and Social Cooperation. The Committee on Cultural, Educational, Scientific, Health, Labor, Women's, Youth, Sports, and Social Cooperation shall be responsible for the promotion of cultural, educational, scientific, health, labor, women's, youth, sports, and social cooperation between the governments of the American Region. The Conference shall also elect a Committee on Economic, Social, Cultural, Educational, Scientific, Health, Labor, Women's, Youth, Sports, and Cultural Cooperation. The Committee on Economic, Social, Cultural, Educational, Scientific, Health, Labor, Women's, Youth, Sports, and Cultural Cooperation shall be responsible for the promotion of economic, social, cultural, educational, scientific, health, labor, women's, youth, sports, and cultural cooperation between the governments of the American Region. The Conference shall also elect a Committee on Economic, Social, Cultural, Educational, Scientific, Health, Labor, Women's, Youth, Sports, and Cultural Cooperation. 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