

§ 2.° Upon the convening of a plenary session, the minutes of the preceding meeting, except in the case of the inaugural plenary session, will be read and submitted for approval, unless by unanimous consent the delegations agree to omit this reading.

§ 3.° The minutes of the Plenary Sessions will be drafted by the personnel of the General Secretariat. Only the opinions and propositions with their salient points, in a brief form, will appear in the minutes, together with a brief statement of the debates and the texts in full of the agreements. Any Delegate may, however, request the insertion "in extenso" into the minutes of any declaration he has made; but in this case, he shall furnish the Secretariat with the corresponding text immediately after the closing of the Plenary Session.

§ 4.° The delegates may submit to the conference their opinions in writing on matters under discussion, and request that they be added to the minutes of the session or meeting at which they are submitted.

§ 5.° The Plenary Sessions of the conference shall be of a public character. On motion of any delegate the sessions may be declared private by a majority vote. Such motion shall have precedence and is not debatable.

§ 6.° By a vote of two thirds of the delegations present possessing voting powers the conference may dispense with the usual procedure and proceed to consider a question, except in the case of new matter, when the rules of procedure promulgated in article 13 shall, under all circumstances, be observed.

§ 7.° Amendments shall be submitted for discussion and be voted upon before the motion which they purport to amend.

§ 8.° The minutes of Plenary sessions shall be signed by the President and Secretary General.

§ 9.° At the closing plenary session the agreements and resolutions adopted by the different committees of the Conference shall be signed.

§ 10.° The country and approximate date of the next administrative conference shall be designated at the closing plenary session.

This shall not be applicable to administrative conferences with limited agenda which may be called at any time under the provisions of Article 10 of the Convention.

ARTICLE 12

Committee Meetings

§ 1.° The procedure for plenary sessions shall also be followed in the committee meetings as far as practicable.

§ 2.° Minutes of the committee meetings shall be signed by the Chairman and Secretary.

§ 3.° Reports of the committees shall be signed by the respective chairman and secretaries.

ARTICLE 13

Procedures for limited administrative conferences

A limited administrative conference may consider the adoption of rules which will simplify any of the procedures of Articles 2 to 12 inclusive of the Regulations, using the provisions of these articles as a guide.