

**CONFERENCE OF THE STATES PARTY OF THE INTER-AMERICAN CONVENTION  
AGAINST THE ILLICIT MANUFACTURING OF AND TRAFFICKING IN FIREARMS,  
AMMUNITION, EXPLOSIVES, AND OTHER RELATED MATERIALS (CIFTA)**

FIRST CONFERENCE OF THE STATES PARTY  
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**RULES OF PROCEDURE OF THE CONFERENCE OF THE STATES PARTY  
TO THE INTER-AMERICAN CONVENTION AGAINST THE ILLICIT MANUFACTURING  
OF AND TRAFFICKING IN FIREARMS AMMUNITION, EXPLOSIVES,  
AND OTHER RELATED MATERIALS**

(Adopted at the First Plenary Session, held on March 8, 2004)

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CHAPTER I  
NATURE AND PURPOSE OF THE CONFERENCE

**Article 1**

The Conference of the States Party is an organ established by the States Party to the Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials (hereinafter “the Convention”), pursuant to Article XXVIII of said Convention.

**Article 2**

The purpose of the Conference of the States Party, according to Article XXVIII of the Convention, is to examine the functioning and application of the Convention.

CHAPTER II  
FUNCTIONS

**Article 3**

To fulfill its purpose, the Conference of the States Party shall have the following functions:

- a. To take such decisions as it deems necessary to guide the States Party and the Consultative Committee with respect to the functioning and application of the Convention.
- b. To set the priorities and point out the objectives needed to achieve effective application of the Convention.
- c. To instruct the Consultative Committee to adopt and develop measures that facilitate the proper functioning and application of the Convention.
- d. To evaluate the outcomes of the measures adopted by the Consultative Committee to facilitate the functioning and application of the Convention.
- e. To request reports by the States Party and the Consultative Committee, whenever it considers that they are needed, to examine the functioning and application of the

Convention and to arrange for studies or analyses to be carried out in order to identify strengths and weaknesses in application of the Convention.

- f. To take any steps needed to strengthen ties between the States Party and the Consultative Committee and global and regional disarmament agencies, with a view to developing joint programs that facilitate application of the Convention and eliciting technical and financial cooperation for executing those programs.

### CHAPTER III COMPOSITION AND ORGANIZATION

#### **Article 4**

The Conference shall be composed of the States Party to the Convention. Each State Party shall appoint a head of delegation and such delegates as it considers necessary.

#### **Article 5**

The Conference of the States Party shall have a President and three Vice Presidents. The President and the Vice Presidents shall be elected at the beginning of each Conference.

The State Party elected President of the Conference of the States Party shall exercise that office until the next Conference.

When the person exercising the Presidency cannot attend all or part of a meeting, the First Vice President shall act as President; if the First Vice President is absent, the Second Vice President shall preside over the meeting. If the Second Vice President is absent, the third Vice President shall replace him.

#### **Article 6**

The State Party presiding over the Conference shall exercise the following functions:

- a. To organize the Conference;
- b. To open and close sessions and direct debates;
- c. To propose the draft agenda for meetings and any other documents it deems necessary;
- d. To rule on points of order arising in the course of deliberations;
- e. To put to the vote items being debated that require a decision and announce the results;

- f. Any other functions conferred by these Rules of Procedure and the Conference of the States Party.

#### **Article 7**

The General Secretariat of the Organization of American States shall provide the administrative and technical secretariat services for the Conference of the States Party.

### **CHAPTER IV MEETINGS**

#### **Article 8**

Pursuant to Article XXVIII of the Convention, once the First Conference of the States Party has met, having been convened for that purpose by the General Secretariat of the Organization of American States (OAS), in its capacity as depository of the Convention, the Conference shall determine the date on which the next conference shall be held.

#### **Article 9**

A special Conference of the States Party may be convened when the Consultative Committee considers it necessary.

The State Party exercising the presidency of the Conference shall promptly notify each State Party of such a decision through its permanent mission to the OAS.

#### **Article 10**

The accreditation of the delegations designated by the States Party to represent them at a Conference of the States Party shall take the form of a notification in writing, addressed to the Secretary General of the OAS.

#### **Article 11**

Drafts and proposals presented by the States Party for consideration at a Conference of the States Party must be received in writing by the OAS General Secretariat at least 48 hours prior to the date of the respective meeting.

Notwithstanding the above, the Conference may authorize discussion of drafts and proposals that have not been presented in writing in the time allowed.

#### **Article 12**

The Conference of the States Party shall meet at the headquarters of the OAS General Secretariat unless a State Party offers to host a Conference.

**Article 13**

The quorum required to hold a Conference of the States Party shall be constituted by a majority of its members.

**Article 14**

The order of precedence of the delegations of the States Party shall be established by lot during the preparatory meeting. In this connection, the alphabetical order of the names of the states in Spanish shall apply.

**Article 15**

In the deliberations of the Conference of the States Party, each State Party shall be entitled to one vote. Decisions shall require the affirmative vote of the majority of the States Party participating in the Conference, except as provided for in Article 22 of these Rules of Procedure.

**Article 16**

States that are not party to the Convention but are members of the OAS may be invited to attend Conferences of the States Party, with voice but without vote. They may speak when the President of the Conference so decides.

**Article 17**

The permanent observers to the OAS may be invited to attend the Conferences of the States Party. They may request the floor and the President will decide in each case.

**Article 18**

International organs and agencies deemed relevant may also be invited to the Conferences. They may take the floor as determined by the President of the Conference.

**Article 19**

Whenever it is deemed useful for the purposes of the Conference, invitations may be extended to representatives of civil society organizations whose work is related to areas addressed by the Convention, in accordance with the "Guidelines for Participation by Civil Society Organizations in OAS Activities" and the "Strategies for Increasing and Strengthening Participation by Civil Society Organizations in OAS Activities," adopted by the Permanent Council.

**Article 20**

The working languages of the Conference of the States Party shall be the official languages of the OAS.

CHAPTER V  
RULES OF PROCEDURE

**Article 21**

The Rules of Procedure shall be adopted at the First Conference of the States Party and shall enter into force on the date they are adopted.

**Article 22**

The Rules of Procedure may be amended by the Conference by a qualified majority of two thirds of the States Party.