

Rules of Procedure

Approved on 19 May 2006



Brazilian Committee on
Human Rights and
Foreign Policy

Members

- » The Committee is comprised of State agencies and non-governmental organizations;
- » Other types of institutions may have observer status;
- » Membership to the Committee is institutional, not individual;
- » Members must work with human rights and/or international policy. In the case of NGOs, this must be expressly stated in their by-laws or proven through the activities they conduct.

Integration of new members and exclusion or suspension

- » The founding members of the Committee (in alphabetical order) are: Baha'i do Brasil Community, Brazilian Institute of Social and Economic Analysis (Ibase), Conectas Human Rights, Forum of National Human Rights Organizations (FENDH), Friedrich Ebert Foundation (FES), Human Rights Studies Center of UNIEURO, Institute for Socioeconomic Studies (Inesc), Global Justice, Lower House Commission on Human Rights and Minorities (CDHM), Migrations and Human Rights Institute (IMDH), National Human Rights Movement (MNDH), National STD/AIDS Program (Ministry of Health), National Union of Finance and Control Analysts and Officers (UNACON), Office of Congressman Orlando Fantazzini, Office of the Federal Prosecutor for the Rights of the Citizen (Public Prosecution Service), PPS Party Leadership in the Lower House and the Staff of Congressman Geraldo Thadeu, Senate Commission on Human Rights and Participative Legislation. In addition to these organizations, the United Nations Development Program (UNDP) in Brazil agreed to provide logistical support during the initiative's first year. The updated list of Committee members can be found at www.dhpoliticaexterna.org.br;
- » Organizations wishing to serve on the Committee should submit a written request to the Executive Board (contato@dhpoliticaexterna.org.br);
- » The Executive Board will examine the request and put it to the vote by members;
- » New members will be accepted or refused once every 12 months or, under exceptional circumstances, when an organization nominated by the Executive Board is approved by an absolute majority of members in an email ballot;
- » Observers will be accepted by majority vote of Committee members, similarly once every 12 months;
- » The Committee may, in a plenary session, justifiably decide to exclude or suspend any of its members.

Functions and Responsibilities of members

- » Circulate relevant information about foreign policy and human rights in Brazil among Committee members;
- » Propose annual themes for Committee action, justifying them in writing;
- » Propose, based on solid grounds, urgent actions related to monitoring Brazilian human rights foreign policy;
- » Participate in at least two meetings each year or in at least 50% of meetings should extraordinary meetings be held, and justify absences;
- » Monitor the role of Brazil in international human rights protection and promotion organizations.

Executive Secretariat

- » The Executive Secretariat will be composed, in principle, of 2 (two) individual Committee members, 1 (one) representing a civil society organization and 1 (one) from a State agency.
- » The election will be conducted by secret ballot, being considered valid those candidates representing civil society organizations and State agencies who announce their own candidacy or those who accept a nomination made by other members of the Committee;
- » The length of an Executive Secretariat mandate will be 1 year, renewable only once;

The Executive Secretariat shall:

- 1) Suggest the agenda of ordinary and extraordinary meetings;
- 2) Prepare the minutes of the meetings;
- 3) Keep the list of members updated;
- 4) Document the work of the Committee;
- 5) Circulate information among members;
- 6) Propose the annual schedule of meetings;
- 7) Facilitate urgent actions related to monitoring Brazilian human rights foreign policy;
- 8) Prepare a draft report on candidates for new membership;
- 9) Represent the Committee, at the behest of its members or through an agreement made by them.

Deliberations

- » The Committee deliberates in its periodic ordinary meetings or, in exceptional circumstances, through email consultations in cases that are urgent or that need the participation of the vast majority of members, which would be difficult to achieve in a face-to-face meeting;
- » The minimum quorum for deliberation by the Committee is 50% of members;
- » Decisions are passed by a simple majority of those present;
- » Urgent actions may be discussed and agreed upon by a majority of members by email. The Executive Board will coordinate this type of action.

Workings

- » Ordinary meetings will be held quarterly and extraordinary meetings may be called by the Executive Secretariat or by a majority of Committee members;
- » The Committee will meet, in principle, in Brasilia;
- » The meetings will be public (although the right to speak and vote will be reserved for members);
- » The Committee will, at the start of each year, prepare an annual plan and select a theme or priority field of action;
- » Working groups may be created when proposed by at least two Committee members. These proposals must be put to the vote.

For more information, go to:

www.dhpoliticaexterna.org.br

or write to:

contato@dhpoliticaexterna.org.br