

## Regional World Heritage Institute in Zacatecas

### Regulations of the Governing Board

#### CHAPTER I

##### General disposition

**Article 1.-** The principle of this Regulation is to order the operation, celebration and development of the meetings of the Governing Board of the Regional World Heritage Institute in Zacatecas.

**Article 2.-** The Governing Board of the Regional World Heritage Institute in Zacatecas is the highest supervisory body of the Institute. Their integration and functions are established in this Regulation.

#### CHAPTER II

##### Board Integration

**Article 3.-** The Governing Board is constituted by:

- I. One representative of each of the following institutions of the Federal Government:
  - a) Secretariat of Foreign Affairs (SRE);
  - b) Secretariat for the Environment and Natural Resources (SEMARNAT);
  - c) Secretariat of Public Education (SEP);
  - d) Secretariat of Culture (SC);
  - e) The National Institute of Anthropology and History (INAH), and
  - f) The National Institute of Fine Arts and Literature (INBA)
- II. The Governor of the State of Zacatecas or his representative, who will act as the President
- III. The heads of the following agencies of the Government of the State of Zacatecas or their designated representatives
  - a) Secretariat of Education (SEDUZAC);
  - b) Secretariat of Infrastructure (SINFRA);
  - c) Secretariat of Tourism (SECTURZ);
  - d) Secretariat of Water and Environment (SAMA);
  - e) Cultural Institute of Zacatecas "Ramón López Velarde" (IZC), and
  - f) Protection and Preservation of Colonial Monuments and Traditional Places Board (JPCMyZT).



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- IV. Up to nine representatives of Participating States of the Region that are States of the Region of the Convention, on the Protection of the World Cultural and Natural Heritage, held in Paris on 23 November 1972;
- V. One representative of the Director - General of UNESCO, and
- VI. One representative of each of the following advisory bodies to the UNESCO World Heritage Committee, who shall participate as observers:
  - a) International Centre for the study of the Preservation and Restoration of Cultural Property (ICCROM)
  - b) International Council on Monuments and Sites (ICOMOS)
  - c) International Union for Conservation of Nature (IUCN)

**Article 4.-** In order to avoid possible conflicts of interest, they cannot in any case become members of the Governing Board

- I. Spouses and persons related by consanguinity or affinity to the fourth degree or civil with one of the members of the Governing Board.
- II. Persons with outstanding disputes with one of the institutions referred to in Article 3 or their representatives;
- III. Those convicted permanently of property crimes, those who are disqualified from trading or to do a job, Charge or the commission in the public service, and
- IV. Deputies and Senators of the H. Congress of the Union under Article 62 of the Political Constitution of the United Mexican States.

### CHAPTER III

#### Role of the Chairman and the Governing Board

**Article 5.-** The Chairman of the Governing Board shall discharge the following duties:

- I. Shall appoint ordinary and extraordinary meetings Special consultations with members of the Governing Board
- II. Will take protest to the members of the Governing Board
- III. Shall instruct the Technical Secretary to include items on the agenda;



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- IV. Shall make such reports and communications as are to be communicated to the members of the Administrative Board and such communications as they deem appropriate;
- V. Chairs and participates in meetings of the Governing Board
- VI. Will vote on the draft decisions submitted for consideration
- VII. He will present the list to appoint the Director of the Institute;
- VIII. It will issue its quality vote;
- IX. Shall sign the minutes of each meeting, and
- X. The others conferred by the Agreement, the Law of the Institute, the Governing Board and other applicable regulations.

**Article 6.-** The Governing Board shall have the following functions:

- I. It will choose to the Director of the Ternary whereas for this purpose, presents the Chairman of the Governing Board
- II. Approve the annual medium and long-term programs of the Institute;
- III. Approve the staffing plan
- IV. Examine the annual reports submitted by the Director of the Institute including a biennial self- assessment of the Institute's contribution to UNESCO's programme objectives
- V. Adopt the rules and regulations and determine the financial administrative, and personnel management procedures for the Institute in accordance with the applicable Mexican Legislation
- VI. Designate representatives of the Participating States in the Region as members of the Executive Committee
- VII. Convene special consultative sessions to which it may invite, in addition to its own members, representatives of other countries and organizations from the Region; as well as representatives of other Category 2 Centers under the auspices of UNESCO and related to World Heritage, in order to the capacity building draw up proposals to broaden the scope of their services provided by the Institute and the carry out its projects and activities

- VIII.** Decide on the participation of regional intergovernmental organizations and international organization in the work of the Institute;
- IX.** Approve the internal Rules of the Institute and other instruments intended to regulate its operation
- X.** Establish the powers and functions of the Executive Committee and the Advisory Committee in the Institute's Internal Regulations.

**Article 7.-** The members of the Governing Board shall have the following functions:

- I.** They will assistance and participate in the deliberations and vote on the draft decisions to be submitted to the Governing Board;
- II.** They will be re members of the Governing Board to collectively resolve matters within their jurisdiction;
- III.** They shall request a majority of their members to convene an extraordinary meeting in accordance with the provisions of this Regulation and
- IV.** The others that are conferred on them by the applicable regulations

**Article 8.-** The Secretary of the Governing Board shall be the Director of the Institute, who shall have the following functions:

- I.** It shall draw up notices for the ordinary, extraordinary and special consultations of the Administrative Board, with the agreement of its President;
- II.** It must incorporate the matters to be dealt with in the meetings of the Administrative Board;
- III.** Prepare the proposed agenda for items to be presented to the meetings of the Governing Board It shall reproduce and make known, with all the opportunities, among the members of the, Governing Board the documents and appendices necessary for the study and discussion of the items on the agenda.
- IV.** Documents and annexes will preferably be distributed in the digital archive by e-mail;



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- V. He shall attend the meetings and record the minutes of the same series taking his consecutive number;
- VI. Verifying and recording the presence of the members of the Governing Board and verifying the existence of a quorum;
- VII. He will participate in the deliberations;
- VIII. He must take the votes of the members of the board of directors and announce their results;
- IX. Report on compliance with Governing Board decisions;
- X. Maintain a record of the draft decisions, programs and reports;
- XI. Prepare medium-term, long-term and long-term plans of work, as well as the report on the activities of the Institute;
- XII. Give the business affairs of the Governing Board;
- XIII. It must protect the records of the board of directors and
- XIV. The others necessary for the performance of his duties.

#### CHAPTER IV Governing Board Meetings

**Article 9.-** Meetings of the Administrative Board may be ordinary, extraordinary and special consultations:

- I. These are ordinary and must be held periodically in accordance with the timetable approved by the Governing Board and, if necessary, at least once a year;
- II. Extraordinary meetings shall be convened by the Chairman of the Governing Board on his own initiative or at the Director-General of UNESCO or at the request of a majority of the members of the Administrative Board;
- III. Special consultations are those held to address specific World Heritage, cultural and natural heritage issues.

**Article 10.-** To accredit the personality and powers of the members of the Governing Board, as the case may be, It will be sufficient to present a record of his appointment or mandate at the respective meeting. The institutions of the Federal Government and

the offices of the Government of Zacatecas shall do so by an official communication addressed to the Chairman of the Governing Board.

Representatives of participating States in the Region will do so through notifications to the SRE.

For each representative, an alternate representative will be appointed, who may participate in meetings in the absence of the first representative.

**Article 11.-** The representative of the owner, who for any reason cannot attend a duly convened meeting, is responsible for doing so in a timely manner from the knowledge of his alternate, to replace him at the meeting.

**Article 12.-** The positions of the members of the Governing Board are honorary, so that the persons who execute them will not receive any economic reward for this fact.

**Article 13.-** Expenses arising from meetings of the Governing Board shall be borne by the institutions of the Federal Government, the offices of the Government of Zacatecas and the participating States of the Region which respectively conferred representation.

**Article 14.-** The meetings shall preferably take place at the Institute, at the Secretariat of Foreign Affairs of the City of Mexico or at any other place determined by the Administrative Board and may carry out such meetings by videoconference.

**Article 15.-** Meetings of the, Governing Board for its validity, will be subject to the following:

- I. The quorum for the session shall consist of half plus one of the members of the Board of Directors, including at least three participating States in the Region;
- II. Decisions will be taken, in principle, by consensus. If this is not possible, a majority of the votes of the members of the Board of Directors present shall be required. Decisions shall be binding on the Institute and its staff.

The secretary of culture, INAH and INBA, as well as the offices of the government of Zacatecas, will vote in a collegial way.

In the event of equality, the President of the Governing Board shall vote by roll-call in accordance with the provisions of Article 5, Section VIII, of these Rules of Procedure;

- III. Meetings of the Governing Board shall require the presence of the Chairman of the Governing Board or his alternate and
- IV. Decisions will be recorded in the respective minutes.



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**Article 16.-** The meetings of the Governing Board are private or public, when they are established by the majority of the members.

**Article 17.-** The agenda of meetings of the Governing Board shall include at least the following points:

- I. Attendance list and quorum declaration;
- II. Presentation and, if appropriate, approval of the agenda;
- III. Presentation and, where appropriate, approval of the minutes of the previous session;
- IV. Report on progress and conformity with previous decisions, adopted by the Governing Board
- V. Presentation by the Director on the management report for the corresponding financial period, according to the periodicity of the sessions;
- VI. Reading of commitments and, where applicable, decisions taken by the Governing Board and
- VII. Closing

**Article 18.-** At special meetings, only the specific issues considered in the appeal will be dealt with.

**Article 19.-** Special consultative meetings shall be held on specific questions relating to the protection and preservation of the world cultural and natural heritage, in which specialists shall preferably be invited in each field.

**Article 20.-** Meetings of the Governing Board shall begin on the date and time indicated in the call.

If the meeting at which it is convened cannot be held on the scheduled date, it will be held between the next three working days in the case of ordinary meetings and up to ten subsequent working days in the case of extraordinary meetings.

**Article 21.-** Documents which have already been distributed by electronic or documentary means to the members of the Governing Board may be exempted from reading at meetings.

**Article 22.-** The absence of the Chairman of the Governing Board at meetings shall be covered by the alternate appointed by him.

## CHAPTER V Minutes of meetings

**Article 23.-** At each meeting, a register shall be established, which shall contain the identification data of the meeting, the agenda, the names of the members of the Governing Board who attended and the interventions of the same, As well as the meaning of the vote of each of them.

**Article 24.-** The draft minutes of each meeting shall be sent by e-mail to the members of the Board, through the Secretary, within a period not exceeding fifteen working days after its conclusion.

The members of the Administrative Council may ask for corrections to their interventions, provided that they do not change the meaning of their participation or make any observations that they consider relevant to the general text of the minutes.

## CHAPTER VI Reforms to regulation

**Article 25.-** The Governing Board may modify the content of this regulation when required or when amendments to the law of the Institute appear.

**Article 26.-** Members of the Administrative Council may submit proposals for amendments to this Regulation.

Approved by the Governing Board, at a meeting held in the city of Zacatecas, Zacatecas, at the 23 days of the august, year two thousand and seventeen and effective from that date.

Signature