

# **GLOBAL PARLIAMENTARIANS ON HABITAT (GPH)**

## **CHARTER**

**APRIL 2011**

## **PREAMBLE**

***Aware of the commitment by UN-HABITAT in building the capacity of member states towards addressing challenges and promoting solutions for sustainable urban development;***

***Recognizing that more than 50 percent of the world's population have little or no access to land, adequate and affordable shelter, water, sanitation and proper waster management, and basic services or infrastructure - resulting in inhuman living conditions;***

***Affirming that all men and women have equal rights to live with dignity, without discrimination, yet lack of proper planning and poor governance coupled with high population growth, land scarcity and rapid urbanization has precipitated poor housing; slums; rise in crime, conflict, corruption, public health problems, and poverty;***

***Acknowledging that without proper legislation and planning including budgetary allocations that address housing, land, environment, water, health, sanitation and human settlements, there can be no economic growth and development;***

***Recognizing that laws and policies and public institutions that deal with human settlement must undergo radical reforms and transformation in order to deliver sustainable development through legal frameworks which empower citizens in resolving problems relating to land, housing, urban planning and poverty alleviation;***

***Considering that Parliaments are vital institutions in promoting good governance and that parliamentarians are mandated to legislate laws that protect the rights of the electorate and hold their Governments accountable on all matters including sustainable urban development;***

***Reaffirming that Parliamentarians are responsible for formulation of policy and legislation that establishes proper urban planning and management, urban governance and protection of basic human rights;***

***Recognizing that there is need to strengthen partnership between Parliamentarians and UN-HABITAT for the purpose of capacity building and training of legislators and relevant parliamentary committees on legislation and best practice in the field of sustainable urban development;***

***We the members of Global Parliamentarians on Habitat dedicate ourselves to advocacy of effective legal and policy frameworks, compliance with international obligations, allocation of budgetary resources, awareness raising and information sharing on critical issues regarding sustainable urban development.***

## **ARRANGEMENT OF CHAPTERS**

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## **CHAPTER I**

### **GENERAL PROVISIONS**

**Article 1.** The Official name of this organization shall be GLOBAL PARLIAMENTARIANS ON HABITAT, hereinafter referred to as the GPH.

### **OFFICE LOCATION**

**Article 2.** The permanent central office of the GPH shall be established at the official address of the President of the Executive Committee in turn or at any other place as may be established by the Executive Committee.

Regional offices may be established by the Regional Councils with the approval of the Executive Committee.

Country offices may be established by Country Groups.

**Article 3.** The GPH may establish alternative addresses for any of its offices with the approval of the Executive Committee.

### **NATURE OF THE ORGANIZATION**

#### **Article 4.**

The GPH is an international and permanent organization, composed of individual legislators, regional and national groups of legislators from the continents and countries of the world. The term of the GPH shall be indefinite.

### **OBJECTIVES**

**Article 5.** The objectives of the GPH are:

- a) To promote the institutionalization of the recommendations in the Declaration of Principles and Commitments of the Global Forum of Parliamentarians on Habitat in 2005, the Istanbul Declaration on Human Settlements in 1996 and the Habitat II Agenda, as adopted at the Second United Nations Conference on Human Settlements in 1996;

- b) To advocate for governments and key political leaders, international organizations, public and private institutions, civil society organizations and others, to implement recommendations in the Declaration of Principles and Commitments of the Global Forum of Parliamentarians on Habitat 2005, of the Second United Nations Conference on Human Settlements 1996, and in the development objectives of the United Nations Declaration of the Millennium 2000;
- c) To work to ensure that highest priority is given to development and improvement of human settlements in national development plans of all countries;
- d) To take a leadership position in promoting political commitment and the financial support of all governments towards improved living conditions of people, human settlements and sustainable urban development;
- e) To advance public policies at local, national, sub-regional, regional and global levels that focus on adequate planning and management of human settlement development and access to adequate shelter and housing for all;
- f) To support reorganization of administrative structures at all levels of government, especially at the local, provincial and county levels, in order to establish authorities that draft, enact and apply public laws and policies on human settlements and housing, and which encourage the participation of civil society;
- g) To work with diverse bodies of national and international governments and institutions to ensure allocation of financial resources, credit, economic and technical assistance that supports investments in urban development, human settlements, and housing;
- h) To facilitate public debate, dialogue and consultations, educative forums, seminars, work shops and investigations which involve governmental authorities, parliamentarians, private sector, and civil society to inform and analyze problems and solutions for sustainable human settlements and housing development at a national, sub-regional, regional and global level;
- i) To strengthen working relationships between Parliaments and local government bodies in order to promote coordinated legal and policy reform for sustainable human settlements development.
- j) To promote the drafting, review and reform of the laws that regulate and strengthen institutions involved in sustainable human settlements development and adequate housing for all;
- k) To strengthen the capacity of Members of Parliament and parliamentary legislative committees/working groups/networks that focus on housing and shelter, water, sanitation, land, energy, transportation, climate change, urban migration, health and other policy issues related to sustainable urban development.

- l) To actively support the issues regarding human settlements, urban development and housing during Parliamentary debates and at other national and international forums;
- m) To promote the equal participation of women and men, youth and minority groups in the development process of human settlements, eliminating legal, cultural and social discriminatory barriers;
- n) To support and promote members to the GPH, and their activities at a national, sub-regional, regional and global levels and to coordinate the regional councils at the continental level with national members of the GPH;
- o) To establish networks for the exchange of information on best practices and lessons learned in legislative, political and institutional experiences; at national, sub-regional, regional and global levels; regarding sustainable urban development;
- p) To strengthen national and international cooperation, as a way of global integration, by contributing to the institutionalization of laws and public policies in the field of urban planning and in the financing of infrastructure, housing, and public services;
- q) To raise funds by any lawful means and to apply the same towards the attainment of the objects of the organization;
- r) To provide professional, advisory and consultancy services in policy, legislation, research, planning and management to any other body or sector that may require such services in order to carry out urban development efforts;
- s) To do all things which are, or may be, deemed incidental or conducive to the attainment of any or all of the objectives of the GPH and exercise any of the organizational powers necessary to meet these goals.

## **CHAPTER II**

### **MEMBERSHIP**

**Article 6.** The membership of the GPH shall be in the following categories:

- I. PARLIAMENTARIANS.** Any individual legislator who is a sitting Member of the National Parliament in his or her country or a Regional Parliament;
- II. FORMER PARLIAMENTARIANS.** Any person, formerly being a legislator but not a sitting member of his or her National Parliament.

**III. GROUPS.** Any group of legislators at a regional or national level that requests its incorporation, whose activities contribute to the accomplishment of the objectives of the GPH.

**Article 7.** The members of the GPH who are Parliamentarians shall have the following rights and obligations:

- I.** To attend sessions of the bodies of the GPH;
- II.** To attend sessions of the GPH General Assembly or, where necessary, to the ones appointed by the bodies of the GPH;
- III.** To accomplish the principles and objectives of the GPH, as well as the functions of committees entrusted to it;
- IV.** To pay subscriptions or any necessary fees to cover expenses inherent to the activities of the GPH;
- V.** To vote as individual members but in the case of member groups only one vote shall be given to each group;
- VI.** To be elected to hold any office in the bodies of the GPH;
- VII.** To propose issues of agreement in the different sessions of the General Assembly or of other bodies of the GPH, and
- VIII.** To give notice of absence where they are not able to attend the sessions of the General Assembly or of any other body of the GPH.

**Article 8.** Members who are former parliamentarians, associates or groups have the following rights and obligations:

- I.** To attend the General Assembly sessions.
- II.** To attend any other meeting of any body of the GPH, where one has been appointed as an office bearer or representative by any of the bodies of the GPH, but having voice without vote. However this provision shall not apply to the President of the Former Parliamentarians Committee and the President of the Consulting Board, who shall have voice and vote at the sessions of the Executive Committee and the General Assembly;
- III.** To cooperate with the member parliamentarians in the performance of their rights and obligations, as well as any other activities that are related to the work of the GPH, or which have been approved by the Executive Committee or the General Assembly in accordance with this Charter.

**Article 9.** All members elected or appointed to offices shall perform their duties as provided for under this Charter or as approved by the General Assembly or the Executive Committee.

Any other rights or obligations of members may be established by the By-laws or may be approved by bodies established herein.

## **SUSPENSION OF MEMBERSHIP**

**Article 10.** A member may be suspended, if he or she acts against the objectives, rules, principles or values of the GPH. The suspension, which may take place only after fair hearing is given to the affected member, shall be declared by the Regional Council of the respective continent, or by the President of the Executive Committee or by any member of the Regional Council with right to vote.

**Article 11.** The re-admittance of a suspended member shall be considered and determined by the Regional Council of the particular Continent and its President shall communicate the request for re-affiliation. The General Assembly shall grant such request at its next regular session after the request of re-affiliation by the suspended member has been made, or by the President of the Executive Committee or by any member of the respective Regional Council with right to vote.

**Article 12.** When resolution from the Regional Council's General Assembly is granted, provisional re-admittance shall be granted by the President of the respective Regional Council, and the re-admitted member shall be eligible to participate in the activities of the GPH but shall only have voice without vote until the definitive re-admittance is confirmed by the General Assembly of the GPH.

## **CHAPTER III**

### **BODIES OF THE GPH**

**Article 13.** The bodies of the GPH are:

- I.** The General Assembly;
- II.** The Executive Committee;



- III.** The Consulting Board;
- IV.** The Regional Councils by continent;
- V.** The Country groups by country;
- VI.** The Permanent, Ad hoc or Special committees;
- VII.** The Former Parliamentarians Committee;
- VIII.** The Secretary-General, and
- IV.** The Technical Secretary.

## **CHAPTER IV**

### **GENERAL ASSEMBLY**

**Article 14.** The General Assembly of the Global Forum of Parliamentarians on Habitat is the supreme body of the GPH and it is composed by the total number of registered members. Special guests or observers are allowed to attend its sessions, if previously proposed by any member of the GPH or by the Executive Committee, or its President.

**Article 15.** The General Assembly shall have the following functions:

- I.** To review and approve any agreements, recommendations, resolutions, or declarations on issues, programmes and projects in connection with the objectives of the GPH;
- II.** To approve and modify its By-laws;
- III.** To elect or appoint the members of the Executive Committee;
- IV.** To appoint the Presidents of the permanent committees and the President of the Former Parliamentarians Committee;
- V.** To approve the fees that the members should contribute for the functioning of the GPH;

- VI.** To approve the activities and financial report, as well as the working schedule and the budget for the bodies of the GPH; with the exception of the budget of the regional and national groups.
- VII.** To ratify the incorporation of special and ad hoc committees approved by the Executive Committee, and
- VIII.** Any other matter related to the above or as provided for by this Charter.

**Article 16.** The General Assembly shall hold its regular session at least every two years in the place appointed by notice of meeting signed by the President of the Executive Committee or as proposed by the majority of its members. The Executive Committee shall have coordination, organization and leadership functions during the sessions of the General Assembly.

**Article 17.** The agenda of the meeting, the issues of agreement, recommendations, resolutions or declarations submitted to the consideration of the General Assembly should correspond to the issues of the agenda approved by the Executive Committee. Any other issues proposed by any member may be considered if notice of such is received by the President of the Executive Committee, not less than 120 days before the regular session. Notwithstanding this provision, the General Assembly may agree to include any new issue by simple majority vote of members present and voting.

**Article 18.** In special circumstances, the Executive Committee may decide on the change of venue and date of the meeting of the General Assembly or may determine to postpone the meeting. In case of emergency the President of the Executive Committee may take this decision; it shall be communicated to the cited Board. However such postponement of meeting should not exceed 120 days from the time of that decision.

**Article 19.** For the General Assembly to validly be in session under special circumstances, notice of meeting should be issued 60 days prior to the event, and any decision at the meeting shall be endorsed by a simple majority of members present and voting.

**Article 20.-** The General Assembly shall appoint its Executive Committee, composed of a President, who shall be the President of the Executive Committee, an Alternate President, who shall be the Alternate President of the Executive Committee, four vice-presidents, who shall be the presidents of the regional councils by continent, Secretary-General

and Technical Secretary-General, who shall be appointed by from amongst members of the Executive Committee of the GPH; or in their absence, by those appointed by the General Assembly.

**Article 21.** Each country group shall appoint a national coordinator who shall be the liaison with the General Assembly and the Executive Committee of the GPH, with the regional councils by continent and with the bodies of the group. The group of all national coordinators shall have a sitting just before the General Assembly to nominate their two representatives on the Executive Committee.

**Article 22.-** Any voting in the General Assembly shall be by simple majority, except when the Charter is amended, in which case it is required to have votes cast in favor of the amendment by three quarters of the members present. In case of a tie the vote shall be taken again for one more time, and if the outcome is still a tie the President of the Executive Committee shall cast the deciding vote.

**Article 23.-** The voting shall be held following alphabetical order by country, then by member groups in the same way, or all members with voting rights.

## **CHAPTER V**

### **EXECUTIVE COMMITTEE**

**Article 24.-** The Executive Committee is the highest authority when the General Assembly is not in session and it is the executive body of the GPH.

**Article 25.-** The Executive Committee shall have the following functions:

- I.** To convene the regular and special sessions of the General Assembly;
- II.** To authorize the participation of special guests or observers to the sessions of the General Assembly, as well in the activities of the bodies of the GPH, with the right only to voice but not to vote;
- III.** To approve the Secretary-General's draft working documents including agenda for meetings and ensure timely distribution of the same;

- IV.** To approve activities and financial report by the Technical Secretary, as well as the working schedule and the budget proposed by the GPH for its approval by the General Assembly;
- V.** To support the efficiency and assess the performance of the bodies of the GPH;
- VI.** To maintain close ties with the legislative and governmental bodies, as well as with those individuals and corporations, national and international with whom the GPH is related;
- VII.** To promote the dissemination and information of the activities, works and decisions taken by the GPH;
- VIII.** To approve or advise on any amendments to the By-laws proposed by any member or body of the GPH, and to submit it to the decision of the General Assembly;
- IX.** To incorporate and compose the ad hoc and special committees necessary for the attainment of the objectives of the GPH and to appoint their Presidents, subject to ratification by the General Assembly, and
- X.** To appoint the Secretary-General and the Technical Secretary of the GPH.

**Article 26.-** The Executive Committee is composed by:

- I.** A President;
- II.** An Alternate President;
- III.** **Four** Vice-presidents, who shall be the presidents of the regional councils by continent;
- IV.** The President of the Consulting Board;
- V.** The President of the Former Parliamentarians Committee;
- VI.** The Presidents of the permanent, special and ad hoc committees;
- VII.** Two representatives from the National Country groups or coordinators
- VIII.** Secretary General;

**IX.** Technical Secretary;

**X.** Treasurer

**XI.** Deputy Treasurer.

The members of the Executive Committee should belong to different countries; however Committee shall have a limit of not more than three members from one country.

**Article 27.-** A properly constituted session of the Executive Committee must have a quorum of at least one third of all its members, and any agreements, recommendations, resolutions or declarations shall be adopted by a simple majority of those present.

**Article 28.-** Any vacancies that may occur in the Committee before a session of the General Assembly shall be filled by the corresponding regional or national legislative body and such replacement shall conclude the term as it would have been served by the original nominee.

**Article 29.-** The Executive Committee shall hold a regular session at least once a year, provided that notice is given for the meeting by the President at least 60 days prior to the event. A special session of the Committee may be held upon the request of its President or by a minimum of one half of its members. All minutes of Executive Committee meetings and related records shall be kept by the Secretary-General.

**Article 30.-** Eligibility requirements for election to the office of President or Alternate President of the Executive Committee are:

- I.** To be a member parliamentarian of the GPH with all rights of voice and vote, and/or
- II.** To belong to a Committee or Committees on human settlements, urban development, housing or its equivalent in his or her country's National parliament.

The President of the Executive Committee shall be elected for a 2 year term, and may serve a further two consecutive terms. The rest of the members of the Executive Committee may also be reelected to the same position up to two consecutive times. In event that a member vies for a different position than one held previously, the Member can be elected without limit.

**Article 31.-** The President of the Executive Committee shall have the following functions:

- I.** To be the legal representative of the GPH and, where necessary, give directives and instructions on its behalf;
- II.** To convene and chair regular and special sessions of the General Assembly and of the Executive Committee;
- III.** To address the official communications, especially those related to the legal representation of the GPH;
- IV.** To propose the activities and financial report, as well as the working program and budget for their approval by the General Assembly;
- V.** To ensure strict adherence of the By-laws and internal regulations of the bodies of the GPH;
- VI.** To implement agreements, recommendations, resolutions or declarations of the General Assembly;
- VII.** To establish coordination between the GPH and the regional councils by continent and the country groups;
- VIII.** To act as authorized spokesperson of the GPH;
- IX.** To exercise all powers and functions delegated to him by the General Assembly, the Executive Committee or established under the By-laws.

**Article 32.-** In case of absence, temporary separation, resignation, cessation of his or her being a sitting member of parliament, or upon the death of the President, his or her functions shall be performed by the Alternate President, and in his or her absence, by one of the five Vice-presidents of the Executive Committee, being elected by simple majority among the members. Such decision shall be communicated to the General Assembly.

The Alternate President of the Executive Committee shall have the functions established under this Charter, with the support of the President.

**Article 33.-** The Vice-presidents of the Executive Committee shall have the following functions:

- I.** To act as legal representatives of GPH;

- II.** To act as authorized spokespersons for the dissemination of the agreements, recommendations, resolutions or declarations as approved by the General Assembly and by the Executive Committee;
- III.** To negotiate among the members the adequate and timely fulfillment of the agreements, recommendations, resolutions or declarations from the bodies of the GPH;
- IV.** To represent the GPH, in agreement with the President, the Alternate President and the rest of the members of the Executive Committee, in official presentations;
- V.** To participate at the sessions and in the work of permanent, ad hoc or special committees;
- VI.** To represent the President and the Alternate President of the Executive Committee during any absence and to chair meetings, as may be confirmed through an election, among the members of the Executive Committee;
- VII.** To chair the General Assembly where the President of the Executive Committee, the Alternate President is absent unless another member is so appointed by the majority of members.
- VIII.** Any other function or power delegated to them by the General Assembly, the Executive Committee or by the President.

It shall be an eligibility requirement to be a sitting member of Parliament in order to serve in the position of Vice President.

**Article 34.-** The Secretary-General and the Technical Secretary of the Executive Committee shall have similar functions to those referred by articles 54 and 56 of this Charter, under the direction of the Executive Committee.

**Article 35.-** The Treasurer of the Executive Committee shall have the following functions:

- I.** To administer, in agreement with the President of the Executive Committee and with the Technical Secretary, the financial resources of the GPH, as approved by the General Assembly;
- II.** To coordinate, prepare and disseminate budgets and financial reports of the GPH and present the same to the Executive Committee and the General Assembly;

- III.** To follow the expenditure for programmed budgets of the GPH and propose any adjustments or modifications necessary for the delivery of scheduled activities, to the President of the Executive Committee and the Technical Secretary for approval;
- IV.** To coordinate, prepare and disseminate, with the support of the Technical Secretary, the rules and procedures of the budget of the GPH and present the same to the Executive Committee and the General Assembly;
- V.** To establish, in coordination with the President of the Executive Committee and the Technical Secretary, the financial management regulations, controls and procedures for proper accounting, audit and control of expenditure in the budget of the GPH, and the implementation of such regulations, controls and procedures, and
- VI.** To establish and operate, with the support of the Technical Secretary, files for managing accounting documentation.

**Article 36.-** The Deputy Treasurer shall work in coordination with the Treasurer and, where necessary, act in his absence.

## **CHAPTER VI**

### **CONSULTING BOARD**

**Article 37.-** The Consulting Board is the advisory and guiding body of the activities of the GPH.

The Consulting Board shall be composed exclusively of the former Presidents and former Alternate Presidents of the Executive Committee, as well as those former Presidents of the Regional Councils by continent of the GPH.

The Consulting Board shall have a President, four Vice-Presidents corresponding to each one of the continents, a Technical Secretary and a Deputy Technical Secretary.

**Article 38.-** The Consulting Board shall have the following functions:



- I.** To support the GPH and its bodies, in reaching their objectives and exercise of their functions;
- II.** To give advice and support to the GPH and its bodies;
- III.** To hold conferences, seminars and studies related to the principles and objectives of the GPH;
- IV.** To draft publications related to its works, as well as to promote and disseminate the principles and objectives of the GPH;
- V.** To coordinate and exchange experiences with the regional councils by continent and with the national groups of parliamentarians on HABITAT, and
- VI.** All other functions that relate to its role as an advisory and consulting body of the GPH.

**Article 39.-** The office bearers of the Consulting Board shall be elected for two years term that may be renewed successively.

## **CHAPTER VII**

### **REGIONAL COUNCILS BY CONTINENT**

**Article 40.-** The Regional Councils by continent of the GPH are:

- I.** Regional Council for Africa
- II.** Regional Council for the Americas;
- III.** Regional Council for Asia and the Pacific;
- IV.** Regional Council for Europe;

**Article 41.-** The bodies of the regional councils by continent are:

- I.** The General Assembly of Members;
- II.** The Executive Committee;
- III.** The Consulting Board;

- IV.** The permanent, ad hoc and special committees;
- V.** The Former Parliamentarians Committee;
- VI.** The National groups.
- VI.** The Secretary-General, and
- VII.** The Technical Secretary.

**Article 42.-** The Presidents of the Executive Committee of the regional councils by continent, shall be the Vice-Presidents of the Executive Committee of the GPH.

**Article 43.-** The incorporation, composition, objectives, organization and functioning of the regional councils by continent shall be ruled by their respective By-laws.

## **CHAPTER VIII**

### **PERMANENT COMMITTEES**

**Article 44.-** The permanent committees compose the technical specialized bodies of the GPH, with unlimited term of existence and shall address issues within their dockets, as well as any analysis, study and decisions in relation to agreements, recommendations, resolutions or declarations within their mandates.

The permanent committees shall be composed by member parliamentarians that request such membership to the Executive Committee of the GPH or to the Presidency of the corresponding Permanent Committee.

**Article 45.-** The permanent committees of the GPH shall be the following:

- I.** Land and Housing
- II.** Urban Planning ,Development and Management
- III.** Urban Economy and Finance

IV. Water, Sanitation and Infrastructure

V. Environment and Climate Change

VI. Risk and Disaster Management

VII. Social Inclusion

**Article 46.** - The board of the permanent committees shall be elected by the General Assembly of the GPH and shall be composed of:

**I.** A President;

**II.** Four Vice-Presidents, corresponding to each one of the Presidents of the permanent committees of the regional councils by continent;

**III.** A Technical Secretary;

**IV.** A Deputy Technical Secretary, and

**V.** All those members of the GPH invited by the committees or that have requested to join them.

**Article 47.-** The meetings of the permanent committees shall be held at least once a year, in public or *in camera*. The Committee may host informative hearings, attend other meetings, or meet representatives of groups, advisors, experts or any person which the committees considers has relevant knowledge or experience on a respective matter.

All records and minutes of Committee meetings and sessions shall be submitted to the Executive Committee of the GPH.

**Article 48.-** The Permanent Commissions shall each, through their respective presidents, table an annual report during the regular session of the General Assembly of the GPH.

## **CHAPTER IX**

### **AD HOC AND SPECIAL COMMITTEES**

**Article 49.-** Any ad hoc and special committees, shall be set up by resolution of the Executive Committee. Where it considers it appropriate to study or perform a specific task, a Board of such a Committee shall be appointed to perform such function.

The composition and functioning of these committees shall correspond to the provisions of those of permanent committees.

**Article 50.-** The Ad hoc and special committees shall present their periodical reports to the Executive Committee, which shall evaluate the performance of the special committee; where it considers it appropriate to end its mandate, a resolution of the Executive Committee shall be communicated to the respective committee.

## **CHAPTER X**

### **FORMER PARLIAMENTARIANS COMMITTEE**

**Article 51.-** The Former Parliamentarians Committee shall have the following functions:

- I.** To support the GPH and its bodies in order to reach their objectives;
- II.** To serve as advisor and consultant at request filed by the GPH or by any of its bodies;
- III.** To undertake investigations, seminars and studies related to the principles and objectives of the GPH;
- IV.** To publish its works, and to promote and disseminate the principles and objectives of the GPH;
- V.** To exchange experiences with the former parliamentary committees of the regional councils by continent and with the national groups of parliamentarians on HABITAT; and
- VI.** All other functions relevant for advice and consultation of the GPH and its bodies.

**Article 52.-** The Former Parliamentarians Committee shall have similar structure as the Consulting Board of GPH But its office bearers shall be appointed by their President, with the exception of the vice-presidents,

which shall have similar requirements and functions as provided under this Charter.

## **CHAPTER XI**

### **TECHNICAL SECRETARY**

**Article 53.-** The Technical Secretary is the administrative support body that implements recommendations and resolutions the GPH. The Technical Secretary may be a member parliamentarian, former parliamentarian or any person distinguished in the accomplishment of the principles and commitments of the GPH and shall be appointed by the Executive Committee upon proposal of its President for a period of two years with the possibility of another successive term.

**Article 54.-** The Technical Secretary shall have the following functions:

- I.** To support the President of the Executive Committee in the performance of his functions, as well those of the bodies and officers of the GPH;
- II.** To draft the working program, the budget and the activities report, with the support of the Technical Secretary and the Treasurer of the Executive Committee, and to present it to the President of the Executive Committee;
- III.** To manage, in coordination with the President of the Executive Committee and the Treasurer, the financial resources of the GPH;
- IV.** To receive and distribute among its members, in coordination with the Executive Committee, the issues of agreement, recommendations, resolutions or declarations proposed for the analysis or debate;
- V.** To prepare the issues, in coordination with the President of the Executive Committee, that shall be examined during the sessions of the General Assembly and the Executive Committee;
- VI.** To advise the General Assembly, the Executive Committee and the bodies of the GPH in the preparation of their agenda, and in the drafting of the working documents of the issues to be discussed;
- VII.** To draft the minutes of the General Assembly and to register them in the corresponding minutes book, previous authorization of the Executive Committee;

- VIII.** To follow, in coordination with the Executive Committee, the agreements, recommendations, resolutions or declarations from the bodies of the GPH, and
- IX.** All other functions that may be delegated by the Executive Committee or the General Assembly for the purposes of technical administration of the GPH.

## **CHAPTER XII**

### **SECRETARY-GENERAL**

**Article 55.-** The Secretary General is the Secretarial support body of the GPH and shall be appointed by the Executive Committee upon nomination by its President for a period of two years, being a term which may be renewed successively.

The Secretary General may be a parliamentarian, former parliamentarian or person distinguished in the accomplishment of the principles and objectives of the GPH.

**Article 56.-** The Secretary-General shall have the following functions:

- I.** To support the President of the Executive Committee in the exercise of his functions, as well as the rest of the bodies and officers of the GPH;
- II.** To be the custodian of files of the GPH and supervise preparation of documentation required for business during regular and special sessions;
- III.** To verify the accreditation of special guests and observers who participate at the sessions of the General Assembly;
- IV.** To implement, in coordination with the Executive Committee and the Secretary-General, the agreements, recommendations, resolutions or declarations adopted by the bodies of the GPH and to promote their dissemination among its members;
- V.** To supervise recruitment, discipline and management of members and keep an updated Registry of all members of the GPH;

- VI.** To assist the Technical Secretary and the Treasurer of the GPH in the performance of their functions;
- VIII.** To register the attendance of the members of the General Assembly of the GPH, and supervise management of all nominations, elections and appointments as stipulated under this Charter.
- IX.** Any other function that may be delegated by the Executive Committee or provided under this Charter.
- X.** In the absence of the Secretary-General, the Technical Secretary shall undertake his functions.

## **CHAPTER XIII**

### **TRANSITORY**

- I.** This Charter immediately repeals the By-laws of the Global Parliamentarians on Habitat adopted at the Global Parliamentarians on Habitat Conference on Human Settlements and Development held in Cancun, Quintana Roo, Mexico, on January 30<sup>th</sup>, 1998.
- II** The Consulting Board referred by articles 40 to 42 of this Charter, shall be progressively incorporate former presidents and alternate presidents of the Executive Committee, as well as the former presidents of the regional councils of the Continents.
- III.** At its first meeting of the General Assembly, GPH, the Consulting Board shall be represented by the first former President of the Executive Committee of the GPH, who shall be its President.
- IV.** This Charter shall come immediately into force from the date of their approval by the General Assembly of the Global Parliamentarians on Habitat, on .....??