

# RULES OF PROCEDURE OF THE PARLIAMENTARY FRONT AGAINST HUNGER IN LATIN AMERICA AND THE CARIBBEAN

## TITLE I

### GENERAL PROVISIONS

#### CHAPTER 1. OBJECTIVE AND SCOPE OF THE RULES OF PROCEDURE

Art. 1. The objective of the following Rules of Procedure is to regulate the organization and undertakings of the Parliamentary Front against Hunger in Latin America and the Caribbean (hereinafter PFH LAC).

Art. 2. The scope of the Rules of Procedure encompasses strengthening legislative and institutional processes in each of the sub-regional and national Parliaments in Latin America and the Caribbean, respectively, by promoting legislation aimed at developing public policy with adequate budgets, focusing on the fulfilment of the right to food.

#### CHAPTER 2. NAME AND SYMBOLS

Art. 3. The official and sole name, including all corresponding translations, shall be PARLIAMENTARY FRONT AGAINST HUNGER IN LATIN AMERICA AND THE CARIBBEAN (PFH LAC) and its use by members shall be mandatory in all forms of communication, publications, and print and visual media.

Art. 4. The PFH LAC logo is a green circle surrounded by smaller circles over a white background. The Technical Secretariat will be responsible for safeguarding the original image, its distribution and reproduction in its exact form or version.

## TITLE II

### GUIDING PRINCIPLES

Art. 5. The PFH LAC shall be guided by the following principles:

*Non-discrimination.* The criteria established in these Rules of Procedure shall apply to all parliamentarians on the basis of equal treatment and non-discrimination.

*Transparency.* All procedures, requirements and any other circumstance of general interest shall be reported to all parliamentarians involved prior to any decision being made on the matter.

*Publicity.* Decisions made by the PFH LAC shall be communicated to all members through previously agreed channels.

*Participation.* All parliamentarians who are members of the PFH LAC have the right to take part in the Front's overall decision-making process. In addition, mechanisms to ensure the greatest participation possible in joint activities shall be assured.

*Pluralism.* Acknowledging that the fight against hunger and malnutrition is a complex matter that society as a whole must deal with, the PFH LAC defines itself as a pluralistic network of parliamentarians whose Fronts must incorporate the visions and parties represented in their parliaments.

*Gender equity.* All PFH LAC activities shall be governed at all times by the principle of gender equity endeavouring to achieve increasing parity in representation.

*Interculturality.* The worldviews and practices of the indigenous and Afro-descendent peoples shall be respected.

### TITLE III

#### GOALS

Art. 6. Promote legislative support for developing effective laws, regulations and policy for the respect, protection and realization of the right to food in Latin America and the Caribbean in the context of the implementation of the Sustainable Development Goals (SDG).

Art. 7. Promote legislative action that contributes to ensuring the realization of the right to adequate food, including, among other aspects: (i) safeguarding and guaranteeing healthy nutrition, promoting healthy eating habits, responsible consumption, as well as consumer information on the nutritional qualities of products; (ii) fighting malnutrition, focusing particularly on overweight and obesity; (iii) reducing food waste and losses; (iv) the development of school meals programs, and (v) the application of a gender-based approach in every action and activity; (vi) with the objective of strengthening households and the community.

Art. 8. Foster legislative frameworks that promote: (i) family farming in its broader sense (crops, livestock, forests, fishery and aquaculture) as a source of healthy, nutritious food that is properly processed and can be consumed fresh, with the resulting impact on the eating habits of the population; (ii) respect of the traditional eating practices of indigenous and Afro-descendant communities; (iii) mitigation and greater resilience to the impact of climate change, and (iv) rural development as a strategic sector for achieving food and nutrition sovereignty and security and fight hunger.

Art. 9. Share experiences in developing legislation and regulations linked to the application and realization of the right to food among countries in the region and in other regions, supporting the establishment of a global alliance to fight hunger and malnutrition.

### TITLE IV

#### MEMBERSHIP

##### CHAPTER 1. MEMBERS

Art. 10. The PFH LAC is a broad network of parliamentarians in the region who belong to different political parties and legislative committees, permanently and formally established in each parliament that aims to place at the top of the government agenda the human right to adequate food nationally, regionally and internationally in the context of the 2030 Agenda.

Art. 11. PFH LAC members include national, supranational and subnational or district parliamentarians from countries in Latin America and the Caribbean who share the common goal of ensuring that the fight against food insecurity and malnutrition is at the highest level of their country's government agenda.

Art. 12. Any Congress or Parliament in Latin America and the Caribbean can become a member of the PFH LAC provided they abide by the guiding principles contained in these Rules of Procedure and submit a letter from their president addressed to the Executive Coordinating Committee expressing their explicit desire and institutional commitment to join.

## CHAPTER 2. ESTADOS PARTE

ART.13. States parties to the PFH LAC are countries in the region that comply with the Rules of Procedure herein contained. Efforts shall be made to ensure all countries in the region join the PFH LAC, focusing on countries that have yet to establish their own national CHAPTER of the PFH or are in the process of creating one.

## CHAPTER 3. JURISDICTION

Art 14. PFH LAC jurisdiction shall be limited only to countries in Latin America and the Caribbean. It shall establish strategic partnerships for the purpose of coordinating actions and, if warranted, share experiences with Parliaments in other regions, institutions or organizations of a different nature that, whether or not they are from the region, are committed to defending human rights, particularly the right to adequate food.

## TITLE V

### ORGANIZATIONAL STRUCTURE

#### CHAPTER 1. EXECUTIVE COORDINATING COMMITTEE

Art. 15. The Executive Coordinating Committee (ECC) is the governing body responsible for coordinating the actions of the PFH LAC, bringing parliamentarians and representatives of national and supranational parliaments together and linking them to the academic community and civil society to support the institutional structures that are heading the fight against hunger and malnutrition in the region by promoting legislative frameworks that guarantee the right to adequate food and/or promoting public policy and ensuring funding for actions aimed at overcoming hunger and malnutrition.

The ECC shall be elected every two years by majority vote of Extended Coordinating Committee (Extended CC) members. Each country shall have one vote, regardless of the number of members of their delegation. To ensure the validity of the vote, at least 50% of the national fronts that are members of the PFH LAC must be present.

Pursuant to the principle of non-discrimination that governs these Rules of Procedure, any member of the PFH is eligible for election to the ECC by expressing their availability and commitment to the position.

Art. 16. The ECC of the PFH LAC is composed of four parliamentarians:

- a) One regional coordinator representing the entire region of Latin America and the Caribbean.
- b) One deputy coordinator representing South America.
- c) One deputy coordinator representing Mesoamerica.
- d) One deputy coordinator representing the Caribbean.

Art. 17. National Parliamentary Fronts can change their representative on the Extended CC. This must be communicated to the regional Coordinator of the PFH for it to take effect in the Committee.

Art. 18. Functions of the regional coordinator:

- a) Speak on behalf of the Parliamentary Front against Hunger in Latin America and the Caribbean.
- b) Chair Coordinating Committee meetings and PHF Forums.
- c) Promote the realization of the “zero hunger” goal through PFH legislators
- d) Call special meetings.
- e) Report on ECC activities at the PFH Forum on a yearly basis.
- f) Represent PFHs in LAC at regional and international political bodies.
- g) Propose amendments to core documents of the Fronts.
- h) Convene special Advisory Council meetings.
- i) Propose Advisory Council tasks.
- j) Propose matters for analysis and discussion by the national PFH.
- k) Head the resource mobilization process through the ECC for the development of PFH LAC and national PFH activities.
- l) Identify and make arrangements for the establishment of partnerships, and build alliances among national PFHs and other institutions and/or bodies as determined by the ECC and Extended CC.
- m) Approve the topics and concept notes of activities carried out by the PFHs LAC for analysis and discussion by national PFHs.
- n) Draft and monitor the Work Plan of the regional PFH.
- o) Monitor the continuity and transition processes of national PFHs.
- p) Ensure compliance of the agreements of the Extended CC, without prejudice to the functions the Rules of Procedure entrusts other PFH members with.
- q) Ensure compliance of commitments made in Forum declarations.
- r) Maintain relations with regional and international parliamentary bodies.

Art. 19. Functions of sub-regional coordinators:

- a) Provide ongoing assistance to the regional coordinator.
- b) Support and monitor the establishment and functioning of existing Parliamentary Fronts or of those in the process of being formed in their sub-region.
- c) Propose amendments to core documents.
- d) Propose matters of interest to each sub-region for analysis and discussion by national PFHs.
- e) Support the resource mobilization process through the ECC for the development of PFH LAC and national PFH activities.
- f) Approve topics and concept notes for activities carried out by PFHs LAC for analysis and discussion by national PFHs.
- g) Propose to the ECC meeting dates for special Advisory Council meetings.
- h) Propose Advisory Council tasks.
- i) Draft and monitor the regional PFH's Work Plan
- j) Identify and make arrangements for the establishment of partnerships, and build alliances among national PFHs and other institutions and/or bodies as determined by the ECC and Extended CC.

- k) Monitor the continuity and transition processes of national PFHs in their sub-region.
- l) Ensure compliance of commitments made in Forum declarations.
- m) Take the place of the coordinator in case of illness, leave, absence or if temporarily unable to exercise his/her functions, with full privileges in this case as Chairperson.
- n) Maintain relations with sub-regional parliamentary bodies

Art. 20. The Executive Coordinating Committee of the Front shall meet:

- a) On a monthly basis on-site or online.
- b) If unable to attend, ECC members may designate a non-voting alternate for the meetings.
- c) To the extent circumstances allow, it will hold an on-site meeting at least once a year.
- d) Should core documents need to be reviewed or amended, the ECC will act as ruling committee. The ECCs decision shall be delivered to the Extended CC for discussion and approval, as the case may be.

Art. 21. Notice of upcoming sessions may be sent by any ECC member or by the Technical Secretariat (TS) no later than one week prior to the meeting. ECC members may add any matter they consider relevant no later than 24 hours after notice has been received.

The Technical Secretariat may suggest matters for the agenda and take minutes of the meeting, which shall be approved by the regional Coordinator of the PFH and ECC members, and later sent to the rest of the members of the Parliamentary Front.

Art. 22. Members are entitled to sit on the ECC for a period of two years. The period will begin immediately following appointment to the respective Forum.

Should the legislative term of an elected official of a member country come to an end, he/she will immediately cease to be a member of the ECC. In the absence of an ECC member for the abovementioned reason, a new deputy Coordinator or Coordinator may be elected at the Forum for remainder of the term.

## CHAPTER 2. EXTENDED COORDINATING COMMITTEE (Extended CC)

Art. 23. The Extended CC shall be comprised of the National Front Coordinators.

Each national Parliamentary Front (NPF) will designate a national coordinator in accordance with their respective internal parliamentary assembly rules of procedure. NPFs shall be ratified as per the mechanism each national parliament has autonomously determined.

NPFs shall inform the ECC of the names of the parliamentarians that are members of their respective fronts, and name of the coordinator, copied to their parliamentary authorities.

Members of the NPF may resign in writing, with notice to the ECC. NPF coordinators will report all changes and/or resignations to the regional coordinator and the ECC, copied to the TS and parliamentary authorities, for their knowledge.

National PFH coordinators shall submit their Annual Work Plan to the ECC and may suggest amendments to the Rules of Procedure, copied to the TS.

Art. 24. Parliamentary Fronts against Hunger established in supranational parliaments, such as PARLATINO, PARLANDINO, PARLACEN and FOPREL will have voice and vote within the CC. (Approved by the CEC during its meeting within the framework of the IX Forum of the FPH, in Madrid - 2018).

Art. 25. The Extended CC is composed of the respective PFH coordinators of standing national Chapters and must submit a report on the main activities and achievements during the year.

Art. 26. The Extended CC will perform the following tasks:

- a) Approve documents and amendments to the core documents of the Fronts.
- b) Ensure compliance of the agreements of the Extended CC, without prejudice to the functions the Rules of Procedure entrusted to other PFH members.
- c) Convene special Advisory Council meetings
- d) Propose Advisory Council tasks
- e) Ensure compliance of commitments made in Forum declarations
- f) Elect ECC members every two years

Art. 27. Meetings

Paragraph 1. Regular: The Extended CC shall hold regular meetings twice a year: at the Planning Meeting during the first quarter of the year, and at the Forum of the PFH during the last quarter.

Paragraph 2. Special: When determined by the ECC and can be held in the context of an activity that has already been scheduled.

### CHAPTER 3. TECHNICAL SECRETARIAT

Art. 28. FAO, through the Technical Secretariat (TS), will provide support for activities carried out by the Extended CC and Executive CC.

Art. 29. The TS shall perform the following tasks:

- a) Organize Executive CC and Extended CC meetings, the PFH Planning Meeting, the annual Forum of the Parliamentary Front against Hunger, and other regional or international gatherings.
- b) Suggest items for discussion on the agenda or propose activities to the ECC and Extended CC after consulting the Regional PFH LAC Coordinator.
- c) Assist the Regional Coordinator in coordinating and communications with existing national PFs and those in the process of being formed, and with supranational parliaments that are members of the Front, promoting coordination among them and the participation of organizations, members and representatives of civil society.
- d) Receive and submit to the ECC the requirements, progress reports and information provided by the national chapters of existing PFHs and of those in formation. Its mandate shall be to verify the accuracy of the documents received, reviewed and approved at preparatory meetings, as well as make public information of the ECC, Extended CC and PFH available to the general population.
- e) Support the systematization and knowledge management processes developed by PFHs.
- f) Gather and disseminate information regarding regulations, policy, field experiences in matters regarding food security and sovereignty and the right to food in countries in the continent.
- g) Provide support in drafting and monitoring the Work Plan for the Regional PFH.

- h) Provide support in identifying new partners and building alliances among NPFHs and other institutions and/or organizations, as determined by the Executive CC and Extended CC.

#### CHAPTER 4. ADVISORY COUNCIL (AC)

Art. 30. The Advisory Council (AC) draws on the capacities and experience of former parliamentarians who have been members of the PFH LAC and have expressed an ongoing commitment to its causes and objectives. The AC shall contribute with its knowledge and dedication in the tasks entrusted by the Extended CC, primarily in an advisory capacity.

Art. 31. The Mission of the Advisory Council is to provide assistance and collaborate in matters defined specifically by the Executive CC and Extended CC as determined in an action plan, with clearly defined targets, objectives and timeframes, and with the necessary resources for the effective fulfilment of the tasks the AC is requested to perform and is willing to carry out.

Art. 32. The functions of the AC shall be considered expert input in aspects defined by the Executive CC and Extended CC, in an advisory capacity, and not simply an honorary appointment.

Art. 33. The Advisory Council of the Regional PFH shall have a maximum of 5 (five) members whose nomination is based on criteria of relevance to the Extended CC with respect to experience, knowledge and commitment to defending the Right to Adequate Food, Food and Nutrition Security and Food Sovereignty, the development and empowerment of the regional PFH and national PFHs, and support to relevant international initiatives. Key qualifications for members of the AC are as follows:

- a) Extensive experience in human rights and their defense, in particular the human right to adequate food.
- b) Experience in the area of food security and sovereignty.
- c) If possible, experience working with civil society and social movements.

Art. 34. Advisory Council nominations shall be presented and approved by the Extended Coordinating Committee by majority vote. The Council will renew two members each year, ensuring regional and gender parity is maintained.

Art. 35. AC Members shall stand on the council for a period of one year, renewable for an additional year from the date of their appointment and commencement of duties.

These appointments shall be reported to all members of the PFH within 15 days. Regional food sovereignty and security specialists may exceptionally be invited to stand on the AC upon request of the Executive CC with the endorsement of the Extended CC.

Art. 36. The powers and duties of the AC of the PFH are as follows:

- a) Advise the Executive CC and Extended CC on all issues submitted for their knowledge.
- b) Carry out actions as required by the Extended CC under the provisions of the Rules of Procedure herein.
- c) Collaborate in the systematization of processes developed by the Fronts based on the specific requirements established by the Extended CC.
- d) Attend regular and special meetings of the PFH upon request of the Extended CC.
- e) Participate in national and international fora in the context of PFH activities upon request of the Executive CC or Extended CC.

- f) In the performance of their duties, act in accordance with the agreements adopted in the foundational statements of the PFH in Latin America and the Caribbean, as well as those derived from regional Fora declarations.
- g) Support the establishment of new fronts and the organization of their members upon requested of the Extended CC.

The Technical Secretariat will be available to provide support in carrying out these duties and technically monitor these requirements.

Art. 37. The Advisory Council shall draft a proposal for the Executive CC on ways to address the Extended CC's requirements, identifying which council member will be responsible for what, irrespective of whether other Council members are involved. The requirements approved by the Extended CC shall be limited in its objectives to the time and resources available for its development.

Art. 38. The Executive CC shall ensure the objectives and time and resource requirements are monitored. Work plans shall be drafted drawing on these elements to guide the delivery of the outputs requested to the AC.

Art. 39. Council outputs shall be submitted to the Executive CC, which will pass them on together with any observations to PFH coordinators for their knowledge.

## TITLE VI

### COMMON PROVISIONS

#### CHAPTER 1. REPORTING

Art. 40. The ECC of the PFH LAC shall submit a report containing the main achievements, challenges and progress attained during the current year, particularly those relevant to the declaration of the Forum held the previous year. These shall be presented annually at the Forum of the PFH. A declaration of commitments will be drafted at the end of the Forum that will be binding on all.

#### CHAPTER II. OBSERVERS AND GUESTS

Art. 41. The PFH LAC may invite observers to their regional meetings and other activities if deemed necessary, provided a request for accreditation is submitted and formally accepted by the ECC, which will establish the terms and conditions of their participation.

Art. 42. The ECC may establish inter-institutional and inter-parliamentary agreements aimed at ensuring the participation of strategic guests and partners of the PFH in its activities, such as international organizations, academic institutions, civil society, and members of national, sub-regional and international Parliaments, upon request and in accordance with the interests of the PFH.

#### CHAPTER 3. LANGUAGES

Art. 43. The official languages of the PFH LAC are Spanish, Portuguese and English.

#### CHAPTER 4. AMENDMENTS TO THE RULES OF PROCEDURE

Art. 44. The Executive CC may propose amendments to the Rules of Procedure herein and submit them to the Extended CC. The Extended CC shall seek approval of these amendments by consensus. Should



consensus not be reached, the amendment proposal will require a two thirds majority vote of the members present at the Extended CC meeting.

## TRANSITIONAL CHAPTER

Art. 45. These Rules of Procedure shall enter into force the day following their adoption.