



CARIBBEAN ORGANISATION OF SUPREME AUDIT INSTITUTIONS – CAROSAI

XII CONGRESS – 15 to 19 May, 2022

ARUBA

CONGRESS RULES OF PROCEDURE

1. In Accordance with Article 6.2 of the CHAPTER of the Caribbean Organisation of Supreme Audit Institutions (CAROSAI), each CONGRESS shall approve and follow Rules of Procedure.

Congress Objectives

2. The objectives of the XII Congress of CAROSAI are:
 - To promote the exchange of ideas and experiences among Supreme Audit Institutions (SAIs) of CAROSAI in the sphere of public auditing and financial management;
 - To prepare conclusions and recommendations in relation to the Topics of the Congress for the guidance of individual SAIs;
 - To decide on matters of general business as may be submitted to it consistent with Article 6.2 of the CAROSAI CHARTER; and
 - To pursue opportunities for training in the region leading to further institutional strengthening of SAIs.
3. The following Rules of Procedure for the XII Congress are presented to the First General Plenary for approval.

Participation

- All member SAIs of CAROSAI are eligible to participate as delegates of the XII Congress.
- Heads of SAIs may be accompanied by one or more delegated to participate in the Congress.
- Institutions and individuals that are not members of CAROSAI may be approved by the Executive Council of CAROSAI for invitation as Observers.

Host SAI



- The Host for XII Congress of CAROSAI shall be the SAI of Aruba.

Chairman

- The Chairman of the XII Congress of CAROSAI shall be the SAI of Aruba.
- An Interim Secretariat will be established by the Host of SAI Aruba and shall be responsible for the conduct of the Congress, acting in co-operation with the Executive Council and the CAROSAI Secretariat.

Venue and Duration

- The venue of the XII Congress shall be the Renaissance Wind Creek Aruba Resort, Aruba.
- The XI Congress shall commence on Sunday 15 May 2022 and conclude on Thursday 19 May, 2022.

Language

- The Official Language of the XII Congress shall be English.

Theme

4. The general Theme for the XII Congress is:
“Targeting Superior Audit Impact”

The paper on the Theme - **“Targeting Superior Audit Impact”** shall be presented by SAI Jamaica.

5. Rapporteurs and Moderators shall be appointed in consultation with the presenters of the Papers.

Sessions of the Congress

6. A presentation on each Paper shall be made by the Head of the SAI / or the authorized representative who will present the Paper within the sixty-minute period. Discussions of the Paper will follow.

General Plenaries

First General Plenary

7. The First General Plenary shall convene in order:
 - i. To approve Rules of Procedure for the XII Congress;
 - ii. To elect a Vice Chairman for the Congress;
 - iii. To receive the Administrative Report of the Secretary General for the period 2019 to 2021;
 - iv. To receive the Report of the Secretary General on the Financial Statements of CAROSAI for the years 2019 to 2021;
 - v. To receive the Auditor's Report on the Financial Statements for the years 2019-2021;
 - vi. To receive the report from CAROSAI's representative on the Governing Board of the International Organisation of Supreme Audit Institutions (INTOSAI);
 - vii. To receive questions, comments and suggestions on matters above.
 - viii. To vote on the proposed amendments to the Charter.
 - ix. To hand over the Chairmanship to SAI Aruba.

Second General Plenary

8. The Second General Plenary shall convene in order to:
 - a) Elect from among themselves members of the Executive Council as required under Article 7.1 of the Charter.
 - b) Entrust the Executive Council with the tasks it deems necessary.

- c) Consider matters referred to it by the previous Executive Council and to take decisions and make recommendations as deemed necessary.
- d) Make recommendations for inclusion in the work programme of the new Executive Council.
- e) Approve the triennial financial budget of the Organization broken into annual budgets.
- f) Decide venue for the XIII Congress of CAROSAI.
- g) Elect the Auditors for the next triennium 2021-2023.
- h) Elect CAROSAI's representative on the Governing Board of the International Organization of Supreme Audit Institutions (INTOSAI).
- i) Consider applications for membership.
- j) Discuss the proposed Strategic Business Plan.

9. Speaking and Voting Rights of Delegates

- i. Delegates may speak during the Plenary and discussion sessions, after being recognized by the Chairman of the Congress.
- ii. The Chairman shall be entitled to limit the time allocated to each speaker so that requests may be honoured.
- iii. Each member SAI of CAROSAI shall have the right to a single vote, regardless of the number of its delegates at the session. The right to vote may not be transferred from one SAI to another SAI.
- iv. Congress resolutions shall be carried by a simple majority of votes.
- v. Resolutions on amendments to the CHARTER of CAROSAI or the Rules of Procedure of the Plenary also require a simple majority of votes.
- vi. In the event of a tied vote, the Chairman shall cast the deciding vote.
- vii. The general arrangement of sessions shall be within the approved Agenda.

10. Rights of Observers



- i. Observers do NOT have a right to vote on any matter put before the Plenary.
- ii. Observers may take part in group discussions as if they were delegates.
- iii. Observers may speak at the Plenary with the prior approval of the Chairman.

11. Report of Congress Proceedings

- i. The host SAI shall forward a copy of the verbatim proceedings and draft summarized proceedings to the Secretariat as soon as possible after the Congress.
- ii. The CAROSAI Secretariat shall make these draft summarised proceedings available to member SAIs within six (6) to nine (9) months of the Congress and at the next Congress.

12. Dress Code

- i. Delegates and Observers must be appropriately attired at all times during the duration of the Congress.

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