

**RULES OF PROCEDURE FOR THE EUROPEAN PARLIAMENT
AND THE COMMITTEES**
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These are the Rules of procedure for the European Parliament and the Committee meetings, adopted for the purpose of EuroSim. The rules are set out to mirror reality as closely as possible while allowing a degree of flexibility to do justice to the special circumstances of the Simulation.

The Committee Meetings

Article 1.

Article 1. §1

The Chair

1. The Committee President shall chair the proceedings of the committee meeting. The President is responsible for the compliance with these rules of procedure and the proper conduct of the negotiations. S/he is supported by the committee's Secretariat.

Chairing the meeting involves the following tasks as laid down in the respective Articles.

- a) Drafting and enacting of the Agenda (Article 6.)
- b) Seating Order (Article 7.)
- c) Speaking rights, speaking time and speakers lists (Article 10.)
- d) Conducting Votes (Article 11. §1 - 2 and Article 12.)
- e) Dealing with motions from the floor and deciding on the format of the debate (Article 8. § 1 - 5)
- f) Overseeing courtesy respectfulness and smooth running of the meetings (Articles 9. and Article 13)

Article 1. §2

The Vice-Chair

1. The Chair has the sole responsibility and power to decide on the proceedings of the meetings. However the Chair may at any point of time delegate powers to the Vice-Chair or seek assistance for chairing the meetings. Hence the Vice-Chair can only perform those tasks which have been explicitly delegated to him/her by the Chair.
2. In case the Chair cannot attend the committee meetings or decides to temporarily leave the meetings the Vice-Chair has to perform the role of the Chair until his return.

Article 2.

The General Secretariat and the Secretary

1. The committee shall be assisted by a Secretariat, under the responsibility of a Secretary-General. In accordance with the Chair, the Secretary shall assist the Chair in performing his/her tasks as summarized in Articles 1, points a.-f. in order to ensure the coherence of the work and the smooth running of the sittings.
2. The primary task of the Secretary is to write the minutes of the committee meetings.

Article 3.

The Rapporteur and the Committee Report

1. The Rapporteur is elected by the conference organizers and shall draft a report on the (legislative) proposal. The rapporteur shall analyze the proposal, consult with specialists in the particular field and with those who could be affected, discuss with other members within the committee and recommend the political “line” to be followed. These considerations shall flow into the report submitted to the committee.
2. The rapporteur may receive practical help from the committee’s staff.
3. In a first step the rapporteur shall prepare a working document which is discussed by the committee. For the most important issues hearings with participation of specialists can be organized to exchange opinions with members of one or more EP committees.
4. Based on the results of the debates, a draft report is drawn up which will be discussed and amended.
5. When the ordinary legislative procedure applies, the parliamentary report serves to prepare Parliament’s position containing suggested amendments and a statement of reasons explaining the proposed amendments to be voted on by the entire Parliament.
6. The rapporteur presents the report which has been adopted by the Parliament’s committees responsible. The reports are named after the personal names of the MEPs who draft and present them (the rapporteurs) i.e “the Spinelli report”.

Article 4.

Members of the Committee and Right to Access

1. The committee is composed of members of the European Parliament (MEP) who have been assigned membership to the respective committee. The delegations of members belonging to the same Party group shall have a joint party group coordinator for the committee.
2. Representatives of the EU Commission may take part in the committee meetings. The Chair can grant them the right to speak, but they are neither entitled to vote nor to submit requests concerning the agenda, the timetable or the conduct of the meetings. The committee may however in special cases decide to deliberate without the presence of the Commission.
3. Members of the Council may take part in committee meetings if invited to do so on behalf of the committee Chair.

4. By special decision of a committee, any other person may be invited to attend and to speak at a meeting. This extra ordinary granting of access to the meetings shall be reserved to special actors like (scientific-) experts, relevant stakeholder, representatives of civil society or other relevant international or national organizations. The chair has to decide on their right to speak and place to sit. These extra actors never have the right to vote.
5. Whereas the right to access may be denied to individual actors under special circumstances, faculty observers may never be denied the right to access the meetings.

Article 5.

Quorum

1. Quorum denotes the minimum number of committee members needed to be present in order to open debate. When at least three-quarter of the members of the committee (as declared at the beginning of the first session) are present, quorum is met, and the Chair declares a committee meeting open to proceed with debate. A quorum will be assumed to be present unless specifically challenged and shown to be absent.
2. Members of the committee who are not present can be represented by another member. A member can only represent one other member at a time during the debate.

Article 6

Agenda

1. The Chair shall set the agenda and the timetable of the meetings. The timetable shall include the order in which items are to be taken and determine the duration of discussions on them.
2. The Chair has the power to change the time table of the meeting s/he is chairing, in order to improve the discussions and working of the deliberations, by making an announcement at the beginning of the meetings. Such changes may take the form of adding extra breaks or extending official breaks and the like. However these changes may not affect the time table of the general meetings such as the plenary session, lunch break or other collective meetings.
3. When the ordinary legislative proposal applies, the provisional agenda shall be divided into two parts, dealing respectively with deliberations on legislative acts and non-

legislative activities. The first part shall be entitled ‘Legislative deliberations’ and the second ‘Non-legislative activities’.

Article 7.

Seating Order

1. The members of committee (Parliament) shall sit together with their party families. The order of the party families shall be the following, starting counting from the right to the left: *Non-ATTACHED, ID, ECR, EPP, RN, S&D, GREENS/EFA, GUE-NGL*

Articles 8.

Rules governing the working of the debate

Articles 8. §1

Procedure

1. At the beginning of the meeting the Chair will present the agenda to be dealt with, in the perspective meeting and sets out the time table.
2. The rapporteur will present his/her work on the report depending on the stage of the process. After the rapporteur has been given the opportunity to inform the committee about the possible amendments and compromises, the Commission shall be given the opportunity to react in a brief statement.
3. In the following, the members of the committee will be given time to react to the work of the rapporteur and discuss the topic itself.
4. Whereas the Chair will be responsible for leading the debate, the rapporteur shall be approached by members of the committee in case they want to propose an amendment, compromise amendment etc. so that the written contribution can be included into the draft report.

Articles 8. §2

Tabling and moving amendments

1. Any member may table amendments for consideration in the committee responsible. Amendments for consideration in Parliament may be tabled by the responsible committee, a political group, or two thirds of non-attached members. Amendments shall be tabled in writing and signed by their authors.

2. An amendment may seek to change any part of a “Be it hereby resolved” clause, and may be directed to deleting, adding or substituting words or figures.
3. An amendment may be moved during the debate by its author or by any other member appointed by the author to replace him or her.
4. Where an amendment is withdrawn by its author, it shall fall.
5. The Chair shall set out a deadline for handing in amendments in due time.

Articles 8. §3

Temporal adjournment of the Meetings

1. At his own request or at the request of at least five members the Chair may adjourn the meetings (for example to permit informal talks), therefore a vote is not necessary.

Articles 8. §4

Un-moderated¹ Caucus²

1. A delegate may motion for an un-moderated caucus at any time when the floor is open, prior to closure of debate.
2. The delegate making the motion must specify a time limit and a topic of discussion for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote and will pass given a simple majority.
3. In the case of multiple un-moderated caucuses, the Chair will rank the motions in descending order of length, and the committee members will vote accordingly.

Articles 8 §5

Moderated Caucus³

1. The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the Speakers

¹ Definition Un-moderated Caucus: A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort actors into blocs and to write working papers and draft resolutions.

² Definition Caucus: A break in formal debate in which actors can more easily and informally discuss a topic, by temporarily (for the time of the caucus) departing from the formal negotiation rules.

³ Definition moderated Caucus: A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

List and call on delegates to speak at his/her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate.

2. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage.
3. In the case of multiple moderated caucuses, the Chair will rank the motions in descending order of length, and the committee members will vote accordingly. The Chair may rule a motion dilatory, and his/her decision is not subject to appeal.
4. No motions are in order between speeches during a moderated caucus. A delegate can and will be ruled out of order if the delegate's speech does not address the topic of the moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end.

Articles 9

Courtesy

1. Every delegate will be courteous and respectful to the committee staff and to other delegates. The Chair will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Chair, who will then take the appropriate action

Article 10.

Rules governing the Rights to Speak in the Committee meetings

1. The Chair issues the right to speak. The names of members who ask to speak shall be entered in the list of speakers in the order in which their requests are received. If a member of the committee wants to take the floor in the debate s/he has to raise the name plate. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor. Once a draft resolution has been introduced, it remains on the floor and may be debated until it fails, the committee postpones debate on it, or the committee moves to the next Topic Area.
2. No member may speak unless called upon to do so by the Chair. Members shall speak from their places.

3. The Chair may limit the time allotted to each speaker. The implementation of this limit is monitored by the Chair. When a delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought in order to account for the varying fluency of English among conference attendees.
4. If a speaker departs from the subject, the Chair shall call him or her to order. If a speaker has already been called to order twice in the same debate, the Chair may, on the third occasion, forbid him or her to speak for the remainder of the debate on the same subject.
5. A speaker may not be interrupted except by the Chair. S/He may, however, by leave of the Chair, give way during his or her speech to allow another member to put a question to him or her on a particular point in his or her speech.

Article 11. §1

Voting

1. The committee shall vote on the initiative of its Chair. The Chair shall, furthermore, be required to open a voting procedure on the initiative of a member of the committee, provided that a majority of the committee's members so decides.
2. The presence of a majority of the members of the committee who are, under the Treaties, entitled to vote is required to enable the committee to vote. When the vote is taken, the Chair, assisted by the Secretariat, shall check that there is a quorum.
3. Voting in the committee shall be by show of hands, unless a quarter of the committee's members request a vote by roll call⁴.

Article 11. §2

Disputes on voting

1. The Chair shall declare votes open and closed.
2. Once the Chair has declared a vote open, no one except the Chair shall be allowed to speak until the vote is declared closed.
3. Points of order concerning the validity of a vote may be raised after the Chair has declared it closed.

⁴ Definition Roll call vote: In a roll call vote the Chair calls upon each individual member of the meeting to express his voting decision (agreement/abstention/rejection). Thereby each member is given the chance to show his/her position and allows sufficient time for the other members to take account of the respective positions.

4. The Chair shall decide whether the result announced is valid. His or her decision shall be final.

Articles 12.

Straw Polls⁵

1. The Chair has the right to carry out straw polls on individual issues. For this purpose, s/he may submit proposals which s/he considers to be the basis for a consensus.

Articles 13.

The Chair and the smooth conduct of discussions

1. The Chair shall be responsible for the application of these Rules of Procedure and for ensuring that discussions are conducted smoothly. In particular, the Chair shall ensure that the provisions of Articles 7, 8, 10 and 11 concerning the committee's working methods are complied with.

To ensure that discussions are conducted properly it may also, unless the committee decides otherwise, take any appropriate measure necessary to achieve the best possible use of the time available during meetings by the following means:

- a) At the start of a meeting, the Chair shall give any further information necessary regarding the handling of the meeting and in particular indicate the length of time s/he intends to be

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⁵ Definition Straw Poll: Straw Polls are carried out to clarify the positions of the members on a specific issue during the deliberations. Straw poll votes can be carried out by a simple show of hands. The results of this vote are non-binding and only serve the purpose to check for majority positions in the room.

devoted to each item. S/He shall refrain from making lengthy introductions and avoid repeating information which is already known to delegations.

- (b) When discussing texts, delegations shall make concrete drafting proposals, in writing, rather than merely express their disagreement with a particular proposal. This includes to ask delegations to present in writing their proposals for amendment of a text under discussion before a given date, together with a brief explanation if appropriate.
- (c) In combination with points a.) and b.) delegations which have identical or similar positions on a particular item, on a text or on part of a text shall be asked to choose one of them to express their shared position at the meeting or in writing before a given time or meeting.
- (d) The Chair shall give as much focus as possible to discussions, in particular by requesting delegations to react to compromise texts or specific proposals.
- (e) Delegations shall avoid repeating points made by previous speakers. Their interventions shall be brief, substantive and to the point.
- (f) Like-minded delegations shall be encouraged to hold consultations with a view to the presentation by a single spokesperson of a common position on a specific point.
- (g) Unless indicated otherwise by the Chair, delegations shall refrain from taking the floor when in agreement with a particular proposal; in this case silence shall be taken as agreement in principle.

Articles 14.

Rules of Procedure

1. Every member may submit a general question or a request concerning the Rules of procedure and matters related to the negotiations.
2. Procedural issues are decided by simple majority of all members present.

Articles 15.

Alter egos

1. It is not possible to switch alter egos (chair, vice chair, party group leader, rapporteur, etc.) during or before the Simulation without the special permission of the conference organizers (faculty), represented by the student directors.

The Plenary Sitings

When the simulation involves Plenary Sitings, the rules of the Committee set out in Articles 7,8 (esp. § 3-5), 10,11,13 and14 shall also apply for the Plenary Sitings.

Article 15.

1. The Plenary Sitings are Chaired by the President of the European Parliament supported by the Secretariat to be chosen from the committee Secretariats.
2. Political Group leaders should be charged to represent the opinion of the party family towards the Plenary
3. The rapporteur for the legislative proposal to be dealt with shall bring forward the current status on the discussions and present the different opinion present in the committee. At an appropriate stage the rapporteur shall present the compromise amendments and present an outlook on his/her final report.