



EUropa.S. 2022

EUROPEAN PARLIAMENT
RULES OF PROCEDURE

**Organized by the Institute of Research & Training on European Affairs
| 15/4/2022 - 18/4/2022 | UNIVERSITY OF PIRAEUS**

Table of Contents

A. GENERAL RULES OF SITTING	3
B. THE EUROPEAN PARLIAMENT	5
C. PARTY SESSIONS	8
D. PARLIAMENTARY PROCEDURE	10
E. DEBATE	12
F. POINTS	14
G. MOTIONS	15
H. DRAFT COMMITTEE REPORT AND AMENDMENTS	19
I. VOTING PROCEDURE	23
ANNEX:	26

EUropa.S. 2022
European Parliament Rules of Procedure

A. GENERAL RULES OF SITTING

A.1 Overview

The following rules apply to the Parliamentary Committees of EUropa.S. 2022.

In all Committees, the members of the Board are responsible for the application of the Rules of Procedure and any possible deviations to facilitate the debate lie at their discretion.

The final decision upon the application of the Rules in case of conflict of interpretation is also at the discretion of the Board.

A.2 Language

The official language of EUropa.S. 2022 is English and French. English is the official language of all simulated Committees except for the Committee on Culture and Education (CULT) whose official language is French. The rules of procedure for the CULT Committee are also available in French.

The Opening and the Closing Ceremonies, the Plenary Session, the Session for the Commissioners, and the Political Parties' Sessions will be held in English.

A.3 Credentials

All participants will receive their credentials (badges and placards) from the EUropa.S. staff prior to the opening of the Conference, upon registration.

Everybody should wear their approved credentials at all times during the conference.

Any modification of the credentials can only be initiated in communication with the Organizing Team of EUropa.S. 2022.

EUropa.S. 2022
European Parliament Rules of Procedure

A.4 Intellectual Property

All signs, logos, credentials, documents, and other material related to the conference constitute intellectual property of the conference and cannot be used or reprinted in part or as a whole, without written permission of the Institute of Research & Training on European Affairs (I.R.T.E.A.).

A.5 Code of conduct

Diplomatic courtesy is to be exercised in formal and informal procedures alike. Respect should be shown to all fellow MEPs and Participants, members of the Board, the Secretariat, the Organizing Team, staff members, journalists, translators and all other participants and observers attending the conference.

During all sessions, participants should refrain from engaging in aggressive dialogue and from using insulting or abusive language or gestures of any kind.

Participants should be granted the floor by the Board before speaking and should stand when addressing the House or the Board.

Violation of any of the aforementioned rules may lead to temporary or permanent exclusion from specific proceedings or expulsion from the conference, as a whole. The decision is at the discretion of the Secretariat.

A.6 Dress Code

Formal attire, meaning suit and tie for gentlemen and a similar degree of formality for ladies (e.g., suits/dresses), is required at all times during the conference. Informal clothing (T-shirts, jeans, sneakers etc.) will not be allowed. The use of national costumes and religious symbols is not in order. The dress code is to be respected throughout the duration of the conference.

MEPs not respecting the dress code of the conference may be excluded from the conference at the discretion of the Secretariat.

EUropa.S. 2022
European Parliament Rules of Procedure

B. THE EUROPEAN PARLIAMENT

The European Parliament (EP) is the first part of the EU's legislative branch and consists of 705 Members of Parliament (MEPs), who are elected for five-year mandates. The EP is divided into seven large fractions plus several independent MEPs. It works either in a bog plenary or in its 20 different Committees, each responsible for specific issue areas. The EP shares its legislative competences with the Council of the European Union.

Overview of the Committee Sessions

During Committee Sessions, each Committee of the European Parliament (from now on EP Committee or Committee) discusses the topic of its Agenda and prepares a Draft Committee Report on it.

During the Sessions it is possible that unforeseen events may occur affecting the EU and its policy on the matter under discussion. These events may be real updates on the topic being debated or fictional “crises” prepared by the Crisis Group of the conference. The “crises” shall be announced to the Committees and will be put under discussion. The Committees should respond to the “crises” by short statements or amendments to their Draft Committee Reports.

B.1 EUropa.S. 2022 BOARD

B.1.1 Overview

EUropa.S. 2022 Secretariat shall comprise the President of the European Council, the President of the European Parliament, the Vice President of the European Parliament, and the President of the European Court of Justice. The Board of the European Parliament Committees shall comprise a President and a Vice-President. EUropa.S.

EUropa.S. 2022

European Parliament Rules of Procedure

Secretariat, the Board members of the European Council, the Council of the European Union, the European Commission, and the European Court of Justice (as defined in the Rules of Procedure) along with the Board members of the Parliamentary Committees, constitute the EUropa.S. Board.

The Organizing Team of EUropa.S. 2022 consists of the members of the Simulations Department of the Institute of Research & Training on European Affairs (I.R.T.E.A.).

B.1.2 The EP Presidency

The EP Presidency consists of the EP President and the EP Vice-President who shall hold their positions throughout the conference.

They have the authority to take all necessary steps for the smooth running of parliamentary activities. The EP President presides over the Plenary Session. In case he/she is unable to perform his/her duties, he/she is replaced by the EP Vice-President.

The President and the Vice-President of the European Parliament also reserve the right to chair the committee sessions or make statements during the meetings, whenever they deem it appropriate for the facilitation of the debate.

B.1.2.1 Statements by the EP Presidency

The EP President and the EP Vice-President reserve the right to make regular, verbal, or written statements aiming at facilitating a Committee's work, when necessary.

B.1.3 President of the European Commission

The President of the European Commission represents the Commission in EUropa.S. 2022 and shall hold his/her position throughout the conference. Further details on his/her role are provided in the rules of procedure of the European Commission.

EUropa.S. 2022
European Parliament Rules of Procedure

B.1.4 Board members of the European Council

The President and the Secretary General of the European Council have respectively the aforementioned rights and duties. Further details on their role are provided in the Rules of Procedure of the European Council.

B.1.5 Board members of the Parliamentary Committees

The Boards of the European Parliament Committees shall comprise a President and a Vice President. The competence of the Board may not be questioned by the MEPs.

B.1.5.1 Overview of the role of the Parliamentary Committees' Board members

The Board Members will direct all proceedings (both informal procedures and formal discussions) and, subject to these rules, they shall ensure that the Rules of Procedure are observed, and that order is maintained. They shall accord the right to speak, declare the opening and closing of each meeting and announce the forum's decisions. The Board members may also propose an extension or limitation of the debate or speaker's time at the interest of the conference or call to order a MEP whose speech is irrelevant to the matter under discussion or does not respect diplomatic courtesy. They will also rule on all points and motions as well as on all other procedural matters that arise. When necessary, they shall also provide the interpretation of the Rules. In addition to these powers, the Board members shall exercise the powers conferred upon them elsewhere in these Rules.

B.1.5.2 President of an EP Committee

The President shall exercise ultimate authority over his/her respective Committee proceeding in an equitable and objective manner. He/She is responsible for all procedural matters pertaining to the Committee including, but not limited to, moderating debate, determining the applicability of the Rules and, if necessary, clarifying on the meaning of the existing rules or permitting slight deviations from them without prior approval of the Committee members so as to facilitate the debate.

EUropa.S. 2022
European Parliament Rules of Procedure

B.1.5.3 Vice-President of an EP Committee

The Vice-President shall exercise authority over the Committee in cooperation with the President, support Staff and mainly ensure that the MEPs are accurately representing the position of their parties and countries with respect to substantive issues and topics. The Vice-President shall also be responsible for ensuring relevance of the content and format of the Draft Committee Reports prior to their submission. The Vice-President shall also assist the President in all procedural matters related to the committee proceedings. He/She may replace the President in case the latter is unable to perform his/her duties.

B.1.5.4 Caucus of the Board

The Members of the Board reserve the right to pause the working process of their Committee for a brief Caucus of the Board to discuss an issue that may have occurred. The time of the caucus is at the Board's discretion. Indicated time is up to 2 minutes.

C. PARTY SESSIONS

C.1 Overview

The EP's work commences with a one hour and a half session under Political Party Group formation. Each Party will hold a meeting in order to give a vote of confidence to its President and prepare the Party's General Policy Guidelines on each of the issues of the Agenda.

C.2 Voting Procedure for the Party Leaders

C.2.1 At the beginning of the Party Session, a voting procedure shall begin between the two candidate Presidents of the Political Party. The candidate Presidents shall conduct a 5' speech each. The vote of preference on behalf of the party's MEPs is expressed by

EUropa.S. 2022

European Parliament Rules of Procedure

simple majority (50%+1 of the present members). The candidate receiving simple majority of present MEPs' votes shall be elected as the President of the Political Party.

C.2.2 In case a candidate President does not receive the majority of the party MEPs, MEPs may appoint another MEP as a President candidate, prior to the Party Session, after receiving the approval of the Board and EUropa.S. 2022 Secretariat. In order to appoint another MEP as a President candidate, the Party members should inform the EUropa.S. 2022 Secretariat by the Closing of EUropa.S. 2022 Opening Ceremony requesting for approval.

C.2.3 Abstention is not allowed in any voting procedure during the party sessions.

C.2.4 The President shall be responsible to prepare the Party Policy Guidelines with the MEPs.

C.3 Role of the Party Leaders

C.3.1 The Party Leaders undertake the leadership of the Party they represent, and they shall hold their position throughout the conference. He/She is responsible for acquainting the MEPs with the Party's views on the agenda topics and to facilitate the application of the Common Policy Guidelines.

C.3.2 He/she holds the right to make one relevant verbal statement (duration: 3' maximum) once per all Committee sessions, after having received the permission of the Committee's Board. Once per session and if the Committee Board approves, the Party Leaders have also the right to gather and discuss with their party's MEPs of each respective Committee, when the Committee is under an unmoderated caucus. In case an MEP considers necessary to call his/her Party Leader for a verbal or written statement, she/he may do so. The Party Leaders might also be called for a statement by the Boards of the Committees if the latter consider it necessary. In any case, the issue lies under the discretion of the Secretariat.

EUropa.S. 2022
European Parliament Rules of Procedure

C.4 Common Policy Guidelines

C4.1 By the end of the election procedure for the Party Leader and the Party Session, each Political Party will have drafted and adopted a document containing the Party's "*Common Policy Guidelines*".

C.4.2 These Guidelines constitute a written declaration of the general policy of the party towards all the topic areas to be discussed during the Committee's work and its format is similar to that of a Working Paper.

C.4.3 In order for the Policy Guidelines to be adopted, simple majority (50% +1) of the present Members of the European Parliament of each political party is required. The "*Common Policy Guidelines*" will be provided to all members of the respective party in order to facilitate their work in the following Committee Sessions.

C.5 Non-attached Members

MEPs who consider themselves not sharing the same beliefs and not following the same political affiliation with the political group they represent, after having exercised any other means of debate and diplomacy and after given approval by the Board of the Party Session and the EP Presidency, may leave their party. These members, who have left their party and, thereby, do not belong to any political group, are known as non-attached Members.

C.6 Formation of a new political party

Non-attached Members who share political affiliation and visions may move to forming a new Political Party for the EP. In order for another party to be formed, a minimum amount of 10% of MEPs representing at least one-third (1/3) of the countries that participate in EUropa.S. 2022, is required. The MEPs should present to the EP Presidency their Party's name, their political affiliation, and their Common Policy

EUropa.S. 2022
European Parliament Rules of Procedure

Guidelines. They should also name their elected Party Leader. The new Party should be approved by the EP Presidency. Any new political party should be formed and presented to the EUropa.S. 2022 Secretariat before the ending of the Political Party Sessions.

D. PARLIAMENTARY PROCEDURE

D.1 Roll Call

D.1.1 At the beginning of each Committee session the Board shall determine the attendance by calling out the names of all MEPs in an alphabetical order. The MEPs shall establish their presence in the Committee by raising their placards and stating “Present” when their names are called out. At the end of the Roll Call procedure, the Board should announce the total number of present Committee MEPs and subsequently the number of votes required for simple majority.

D.1.2 MEPs arriving late at the session (after declared absent during the Roll Call procedure or after the procedure has finished) should send a note to the Board notifying it of their presence. In any other case, they will be considered as absent.

D.2 Quorum and verification of the Quorum

D.2.1 A quorum constitutes the majority of the membership of each forum (at least 2/3 of the total number of MEPs) and is verified through the Roll Call procedure. Proceedings may not commence before the quorum has been established.

D.2.2 If the quorum is not met twenty (20) minutes after the scheduled start time of the Committee Session, the Committee shall start its session with the number of MEPs already present, unless otherwise instructed by the EP Presidency.

EUropa.S. 2022
European Parliament Rules of Procedure

D.3 Substantive and procedural matters

A substantive issue is one that pertains to the substance of a topic area under discussion or to the content of a document being debated (e.g., Draft Committee Reports, Committee Reports, and amendments) as opposed to procedural matters that refer to the procedure followed. No Roll Call vote or abstentions are permitted in voting on procedural issues.

D.4 Decision Making Process

D.4.1 In EUropa.S. 2022 it is desirable that each Committee Report is adopted by the respective Committee *unanimously*. In case unanimity on the issue cannot be achieved, the Committee Report can be adopted by 2/3 majority. In case a 2/3 majority cannot be achieved then the Report can be adopted with a simple majority (50%+1 of the present and voting members). However, at all times, emphasis should be put on the building of a consensus since a unanimous decision usually predetermines a positive outcome in the Plenary Session.

D.4.2 Each MEP has one vote. Abstentions are permitted only on substantive issues and do not count against unanimity. In case a MEP votes against any substantive matter, this would automatically mean that unanimity has not been reached.

D.5 Attendance of Committee Sessions

The Committee Sessions have to be attended by the MEPs and the Board of each Committee. The EP President and the Vice-Presidents may also attend the sessions and make verbal or written statements, if necessary (see relevant paragraph). Staff members, members and members of the Press team have also the right to be present during the Committee Sessions. The President of the European Commission and the Party Leaders may also attend some parts of the sessions, after being given permission by the Committee's Board and the EP Presidency (see relevant paragraph). The Head of

EUropa.S. 2022
European Parliament Rules of Procedure

Crisis may also enter the Committee Sessions, accompanied by a member of the EP Presidency, if a relevant permission is given by the EP Presidency.

E. DEBATE

E.1 Default Form of Debate

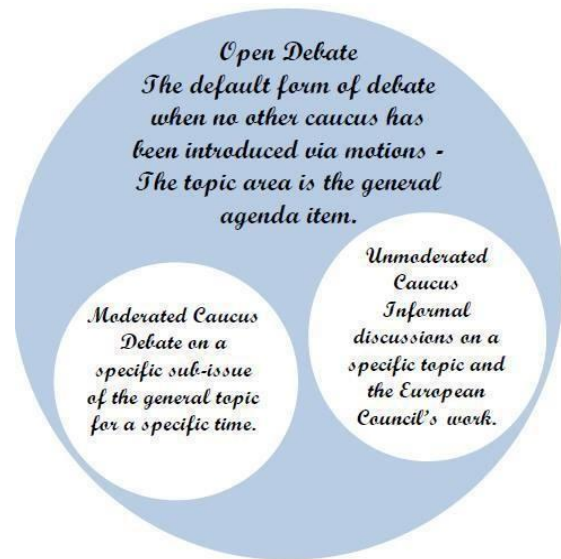
Unless the Board decides otherwise, Open Debate will be the default form of debate during all sessions of the European Parliament Committees. Any MEP wishing to speak should raise his/her placard and be recognized by the Board. The topic of the Open Debate for each Committee will be the agenda item of the Committee, as defined in the EUropa.S. 2022 Agenda. The individual speaker's time during open debate is set through the motion to set individual speaker's time.

EUropa.S. 2022

European Parliament Rules of Procedure

E.2 Moderated Caucus

A MEP or the Board can, at any time the floor is open to points or motions, propose a Moderated Caucus for a specific time and topic in order to limit the discussion to a specific aspect of the topic. A moderated caucus is a “parenthesis” area in sub-questions and debate time accordingly. The MEP proposing the Motion must briefly explain its purpose and specify a time limit for the Caucus and a time limit for individual speeches. Simple majority is required to adopt the motion.



E.3 Unmoderated Caucus

Formal debate (Open Debate and Moderated Caucuses) may be interrupted by a motion for an Unmoderated Caucus, proposed by a MEP or the Board. The MEP making the motion must briefly explain its purpose and propose a total duration for this Caucus. The time limit for the Caucus remains at the Board’s discretion. Simple majority is required to adopt the motion. An Unmoderated Caucus is an informal procedure where MEPs are allowed to move around the room, discuss, negotiate, and start drafting the Committee Report. An Unmoderated caucus may only be proposed for the purpose of discussing substantive issues and is not in order after a motion to close the debate has passed.

During an Unmoderated Caucus, the official language of EUropa.S. is English, and MEPs are not allowed to exit the room without the Board’s permission.

E.4 Personal Statements

At the beginning of the first Committee Session, unless the Board decides otherwise, members shall be given 1 minute each for an introductory personal statement (tour de

EUropa.S. 2022
European Parliament Rules of Procedure

table). Personal Statements shall address matters of political importance or express positions reflecting the policy to be followed by the MEPs during the proceedings. Personal Statements may be applied at any time during the sessions under the discretion of the Board in case it is estimated that it would facilitate the flow of the debate. At the end of the Sessions, it is upon the discretion of the Board to allow any MEPs to briefly comment on the outcome of the sessions for 1 minute by making a Personal Statement.

E.5 Recognition and Interruptions

A MEP may have the floor only if he/she has been recognized by the Board. No points or motions may interrupt a speaker or the Board with the sole exception of a Point of Personal Privilege pertaining to audibility.

E.6 Relevance of Speech

The Board may call a MEP to order if his/her speech is not relevant to the topic under discussion, or if he/she is out of policy or not respecting diplomatic courtesy.

F. POINTS

F.1 Overview

Points may not interrupt a speaker or the Board with the sole exception of a point of personal privilege pertaining to audibility. All other points are entertained by the Board when the floor is open or when the Board requests that any existing points shall be stated. Points do not require a second; they are not debatable and are not voted upon.

F.2 Point of Personal Privilege

Whenever a MEP's ability to participate in the Committee proceedings is impaired or is in discomfort, he/she may rise to a Point of Personal Privilege. The Board will request

EUropa.S. 2022
European Parliament Rules of Procedure

that the speaker raise his/her volume or speak more clearly. This is the only point that may interrupt a speaker and it shall refer to the audibility of the speech; for any other discomfort, a MEP shall inform the Board by sending a note.

EUropa.S. 2022
European Parliament Rules of Procedure

F.3 Point of Order

A MEP may raise a Point of Order if a Rule of Parliamentary Procedure is not properly observed by another MEP or by the Board. The President and the Vice - President will rule on the validity of the point. A MEP rising a Point of Order may not comment on the topic of discussion. A Point of Order ruled dilatory by the Board may not be appealed.

F.4 Point of Parliamentary Inquiry

When the floor is open, a MEP may raise a Point of Parliamentary Inquiry requesting an explanation from the Board on the Rules of Procedure in general or their application on a particular circumstance or any other procedural matter.

F.5 Right of Reply

A MEP, whose personal, national, or political party integrity has been impugned by a previous statement, may rise to a Right of Reply. Disagreement with the content of a MEP's speech does not constitute grounds for a Right of Reply. The President will recognize the Right of Reply at his/her discretion as well as decide on how to respond. This point may not interrupt the speaker but should be addressed the moment the speech it refers to has finished. Should the Board rule out the Right of Reply, their decision cannot be appealed. A Right of Reply to a Right of Reply is not in order.

G. MOTIONS

G.1 Overview

Motions are proposals for specific procedural actions to be taken by the EP. Motions may not interrupt a speaker and are entertained by the Board only when the floor is open or when the Board requests that any existing motions be stated. In order for a motion to be entertained it should be firstly ruled in order by the Board. The Board will recognize participants raising motions one by one. In EUropa.S., the Board will not entertain seconds or objections for a motion, but will vote upon all the motions

EUropa.S. 2022
European Parliament Rules of Procedure

proposed, starting from the most disruptive one. In case of several motions having equal priority, the Board shall decide the order of voting. If there are any motions to extend a current caucus, they should be voted upon before any other motions. If a motion passes, all other motions previously raised are removed from the floor.

G.2 Motion to Verify the Quorum

Every session starts with a Motion to Verify the Quorum. The Quorum is verified via a Roll Call.

G.3 Motion to Set the Agenda

Debate starts with a motion to set the agenda. Given that EUropa.S. 2022 has only one topic per Committee, the motion is introduced by a MEP and is automatically adopted by the Committee. It sets the allocated agenda item as the topic of discussion before the Committee. From that point on, the Committee is officially in an Open Debate.

G.4 Motion to Set Speaker's Time

During both Open Debate and Moderated Caucuses there is a limit in individual speaker's time. In open debate, a MEP may move to set individual speaker's time after the agenda has been set. A MEP exceeding the allotted speaker's time will be requested to come to his/her concluding remarks.

G.5 Motion for a Moderated Caucus

A MEP may move for a Moderated Caucus thereby suggesting limiting the discussion in a specific aspect of the topic for a specific time. The MEP who proposes this motion must suggest the total duration, the individual speaker's time, and the proposed sub-topic. The Board may suggest a different Caucus duration or a different phrasing without changing the essence of the sub-topic originally proposed for the sake of the procedure and put it to vote or may rule the Moderated Caucus dilatory without possibility of appeal.

EUropa.S. 2022
European Parliament Rules of Procedure

G.6 Motion to Extend the Moderated Caucus

A MEP may move to extend the Moderated Caucus if he/she feels that additional time would benefit the work of the Committee. The MEP who moves for an Extension of the Moderated Caucus must suggest the duration of the extension, which shall not exceed the duration of the original Moderated Caucus. The Board may suggest a different Caucus duration and put it to vote or may rule the Extension of the Moderated Caucus dilatory without possibility of appeal.

G.7 Motion for an Unmoderated Caucus

A MEP may move for an Unmoderated Caucus thereby suggesting a change from formal to informal debate. The MEP who proposes this motion must suggest the total duration and the purpose of the Unmoderated Caucus. The Board may suggest a different caucus duration for the sake of the procedure and put it to vote or may rule the Unmoderated Caucus dilatory without possibility of appeal. Once the Motion has passed, the Committee will proceed to an informal discussion on the topic specified in the Motion inside the Committee room with the help and coordination of the Board.

G.8 Motion to Extend the Unmoderated Caucus

All the aforementioned for the extension of a Moderated Caucus apply in this case respectively.

G.9 Motion to Introduce a Draft Committee Report

MEPs may move to a Motion to Introduce a Draft Committee Report once it has been approved and numbered by the Board and distributed to the Committee. The introduction of a Draft Committee Report shall be a procedural matter raised by this motion and shall be limited to the reading of the Draft Committee Report as a whole by the Rapporteur. The Rapporteur of the Draft Committee Report shall be granted the floor as the first speaker on the Draft Committee Report for 3 minutes.

G.10 Motion to Close Debate on a Draft Committee Report

EUropa.S. 2022
European Parliament Rules of Procedure

A MEP may propose a motion to Close Debate on a Draft Committee Report, in order to end discussions on a Draft Committee Report, and thus, the Committee shall enter immediately the voting procedure on the Draft Committee Report. If the Board rules the Motion in order, there can only be one (1) MEP speaking in favour and one (1) MEP speaking against the Motion. Two-thirds (2/3 of the present committee members) majority vote is required to pass the Motion to close debate.

G.11 Motion to Divide the Question

This motion is used when the majority of MEPs wish to vote on the Draft Committee Report clause by clause at first and then as a whole.

After debate on a Draft Committee Report has been closed, a MEP may request that operative parts of the Draft Committee Report shall be voted upon separately. Therefore, the division of the question is in order right before the voting procedure has started and should specify the proposed division (clause by clause, vote on some of the clauses separately etc.)

G.12 Motion for a Roll Call Vote

A MEP may move to a Motion for a Roll Call Vote when the Board announces that the Committee is entering the voting procedure or when entertained to raise this motion by the Board. A Roll Call Vote is a voting procedure where MEPs state their vote when their name is called out by the Board without raising placards. The Roll Call Vote takes place in alphabetical order unless the Board decides otherwise in order to facilitate the procedure.

G.13 Motion to Close Debate on the Topic Area under Discussion

After the voting on the Draft Committee Report has concluded, a MEP may move to Close Debate in order to end Debate on the Topic Area under Discussion. If the Board rules the Motion in order, there will be only one (1) MEP speaking in favour and one (1) speaking

EUropa.S. 2022
European Parliament Rules of Procedure

against the Motion. Two-thirds (2/3 of the present Committee members) majority vote is required to pass the Motion to close debate.

G.14 Motion for the Suspension of the Meeting

A MEP may move for the Suspension of the meeting to suspend all Committee activities until the next scheduled meeting time. Simple majority is required to adopt this motion. The Board may rule out the Motion without possibility of appeal or put it to vote.

G.15 Motion for the Adjournment of the Meeting

A MEP may move for the Adjournment of the meeting to suspend all Committee activities until the next scheduled meeting time. The Board may rule out the Motion without possibility of appeal or put it to vote.

This motion will not be entertained by the Board until the end of the last session of the Committee. Once entertained, it shall not be appealed. After adjournment, the Committee shall reconvene in EUropa.S. 2023. A simple majority is required to adopt the motion.

H. DRAFT COMMITTEE REPORT AND AMENDMENTS

H.1 Working Paper

A Working Paper is an informal document used by Committee MEPs to work on building a Draft Committee Report.

There is no specific format to be applied to a Working Paper. Although, when finalized, in a sense that all ideas and questions raised during the sessions are addressed, its format has to be more “official”, thus the working paper is transformed into a “Draft Conclusion”.

EUropa.S. 2022
European Parliament Rules of Procedure

H.2 Draft Committee Report Format

Guidelines for the drafting of the Committee Report will be available on the website of EUropa.S. in the respective online document and will also be distributed to each MEP through their conference material.

H.3 Rapporteur

The main submitter of a Draft Committee Report is called the Rapporteur. The Rapporteur is responsible for presenting the Draft Committee Report when introduced before the Committee and if it becomes the Committee Report, he/she also presents it at the Plenary Session. The “Rapporteur” is usually determined by the Committee MEPs votes.

H.4 Introduction of a Draft Committee Report

MEPs may move to introduce a Draft Committee Report once it has been approved and numbered by the Board and distributed to the Committee. The introduction of a Draft Committee Report shall be a procedural matter raised by a motion for the introduction of the Draft Committee Report and shall be limited to the reading of the Draft Committee Report as a whole. The Rapporteur of the Draft Committee Report shall be granted the floor as the first speaker on the Draft Committee Report for 3 minutes. In order for a Draft Committee Report to be introduced before the Committee, there should be a number of supporters equal to at least $\frac{1}{4}$ of the total number of the present Committee members.

H.5 Amendments

An Amendment is a proposed alteration to the original text of the Draft Committee Report, and it can be introduced by a MEP during the Debate on a Draft Committee Report. It proposes to add to, strike out or modify a part of the Draft Committee Report.

EUropa.S. 2022

European Parliament Rules of Procedure

The Board will announce during debate that the floor is open to the submission of amendments for a specific time (indicatively 20'). During that time, MEPs can send their Amendments to the Board. All Amendments are checked by the Board and if approved, they shall be presented to the Committee and voted upon, once a Motion for Introducing the Amendments has passed. However, under exceptional circumstances, an Amendment may also be presented by the Board prior to the Motion for Introducing the Amendments, in order to facilitate the flow of discussion.

Amendments are introduced to the Committee and voted upon, according to the discretion of the Board. There is no possibility of proposing an Amendment to an Amendment unless and only under the strict discretion of the Board this facilitates the voting procedure on a Draft Committee Report.

No amendments to the Committee Reports shall be made during the Plenary Session.

H.6 Non-Substantive Amendments

Amendments correcting grammatical, spelling, or formatting mistakes are considered as non-Substantive. Non-Substantive Amendments will be adopted automatically at the discretion of the Board without prior voting upon them by the MEPs. Following the reading of the initial Draft Committee Report by its Rapporteur, MEPs are permitted to point out any such problems to the Board.

H.7 Substantive Amendments

Amendments regarding the content of the Draft Committee Report are considered substantive. All Amendments require approval from the Board to be introduced. Amendments will be put to a vote prior to the vote on the Draft Committee Report as a

EUropa.S. 2022
European Parliament Rules of Procedure

whole. During the voting procedure, at least simple majority is required in order for the amendments to pass. The issue lies at the discretion of the Board.

H.8 Withdrawal of an Amendment

Any submitter of an Amendment may request its withdrawal at their discretion before its adoption by the Committee.

H.9 Voting on Amendments

Amendments shall be voted upon according to the order decided by the Board of the Committee, if approved by the latter. Regarding conflicting amendments, the Board will decide upon its discretion. If one Amendment implies the rejection of a second Amendment, it is at the Board's discretion to encourage the forum to discuss both together and therefore the second Amendment will not be voted upon. Each amendment requires qualified majority (2/3 of the present members) to pass.

A passed Amendment shall be automatically included in the Draft Committee Report. Once all the Amendments relating to a Draft Committee Report have been voted upon, the Committee shall vote on the Draft Committee Report as a whole after Closure of the Debate on the Draft Committee Report.

H.10 Division of the Question

After debate on a Draft Committee Report has been closed, a MEP may request that operative parts of the Draft Committee Report shall be voted upon separately. Therefore, the division of the question is in order right before the voting procedure has started and should specify the proposed division (clause by clause, vote on some of the clauses separately, etc.).

EUropa.S. 2022
European Parliament Rules of Procedure

Preambulatory clauses may not be removed by division of the question. The request to divide the question must be stated in the form of a motion right after the voting procedure has been introduced and right before the MEPs have cast their vote.

The Board will take into consideration all different requests for division of the question and put them to vote starting from the most disruptive one. (The most disruptive division is considered the one which separates the Draft Committee Report into the greatest number of divisions).

It is at the discretion of the Board to introduce a maximum of 2 speakers in favour and against the division.

If the division receives the 2/3 majority required to pass, the Draft Committee Report will be divided accordingly. A separate procedural vote will be taken on each divided part to determine whether it will be included in the final Draft Committee Report or not. If the division fails to pass, the Draft Committee Report stays intact.

Parts of the Draft Committee Report that have passed will be recombined into a final document and will be put to substantive vote as a whole. If all the operative parts of the Draft Committee Report have been rejected, the Draft Committee Report will be considered to have been rejected as a whole.

I. VOTING PROCEDURE

I.1 Overview

Each MEP of the Committee has one vote and must demonstrate his/her voting intentions by raising his/her placard at the Board's request unless a motion for a Roll Call Vote has passed. MEPs must vote in favour, against or abstain.

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European Parliament Rules of Procedure

I.2 Unanimity/Majority

The Committee preferably reaches its decision **unanimously** or if unanimity cannot be achieved, by simple majority. This depends on the voting results of the MEPs.

I.3 Voting Procedure

When the Board announces that the Committee is entering voting procedure, no entering or exiting the room will be permitted, note passing will be suspended and Journalists, Staff Members and Guests will have to leave the room, until the procedure has come to an end.

At this time, a Motion for a Roll Call Vote is in order.

The following voting procedure shall apply to a Draft Committee Report:

The Committee votes on the Draft Committee Report as a whole (with all the amendments that have passed incorporated in the original text) or by dividing it – in case a motion to divide the question has passed.

I.4 Roll Call Vote

A Roll Call Vote is a voting procedure where MEPs state their vote when their name is called out by the Board without raising placards; the decision is not subject to appeal. The Roll Call vote shall take place in alphabetical order unless the Board decides otherwise in order to facilitate the procedure. A motion to Divide the Question supersedes a motion for a Roll Call Vote.

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I.5 Voting Options

During a Roll Call Vote, a MEP may vote in favour or against, in favour or against with rights, abstain or pass.

I.6 Voting with Rights

A MEP may request a right of explanation after voting. Upon completion of voting, the MEP will be permitted to explain the reason for choosing to vote in a certain way. The Board may limit the speaker's time at their discretion.

I.7 Passing

During Roll Call Vote, a MEP may choose to pass. The Board will place the name of this particular MEP at the bottom of the voting list and ask him/her to vote after the ordinary voting list has finished. A MEP who has passed, may not pass again but must ascertain his/her vote. If a MEP has passed, he/she may vote only in favour or against the Draft Committee Report and has no rights on his/her vote.

I.8 Voting on a Draft Committee Report

If there are more than one Draft Committee Reports on the table, they will be voted upon in the order that they were numbered by the Board. The result of the voting procedure is defined by the process outlined in the sections above (**Unanimity or Simple Majority**).

Once a Draft Committee Report has received Unanimity or Simple Majority by the Committee MEPs, it is considered to have been adopted by the Committee and it automatically becomes a Committee Report.

I.9 Voting at the Closing Plenary Session

If a Committee Report has been adopted unanimously by the respective Committee, then it needs simple majority (50% +1) to be adopted by the EP. The Rapporteur will

EUropa.S. 2022
European Parliament Rules of Procedure

read out the operative clauses in the Plenary session of the EP and then, a speaker in favour shall be entertained. The voting shall be conducted via raise of placards.

If a Committee Report has been adopted by 2/3 majority by the respective Committee, then the Committee Report is put to Simple Majority Vote by the MEPs. The EP Presidency will entertain one speaker in favour and one speaker against the Committee Report and then the voting procedure will follow. The voting shall be conducted via raise of placards.

If a Committee Report has been adopted by simple majority by the respective Committee, then the Committee Report is put to 2/3 Majority Vote by the MEPs. The EP Presidency will entertain one speaker in favour and one speaker against the Committee Report and then the voting procedure will follow. The voting shall be conducted via roll call.

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European Parliament Rules of Procedure

ANNEX:

ORDER OF DISRUPTIVENESS OF MOTIONS & MAJORITIES

Order	Motion/Point	Purpose	Majority
1	Point of Personal Privilege	When a Minister of Environment is unable to participate or follow the discussion	N/A
2	Point of Order	To correct an error in the procedure	N/A
3	Point of Parliamentary Inquiry	To pose a question about the procedure to the Board	N/A
4	Right of Reply	To address another Minister of Environment if insulted	N/A
5	Unmoderated Caucus	To move to informal debate (most disruptive one based on duration)	1/2
6	Moderated Caucus	To move to formal debate (most disruptive one based on duration and speaker's time)	1/2
7	Suspension of the Meeting	To recess	1/2
8	Adjournment of the Meeting	To end all procedure (last committee session)	1/2
9	Close Debate	To close debate and proceed to roll call vote	2/3
10	Set the Agenda	Sets the Agenda Topic	N/A
11	Division of the Question	To vote upon each clause or group of clauses separately	2/3
12	Introduce Draft Conclusion	To introduce draft conclusion	1/2
13	Introduce Amendments	To introduce amendments, provided that a draft conclusion is already introduced	1/2
N/A	Roll Call Vote	To vote without specific order	N/A

EUropa.S. 2022
European Parliament Rules of Procedure

N/A	Verification of the Quorum	To verify that there is an adequate number of present Ministers to start the official procedure	N/A
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