



INSTITUTE OF RESEARCH
& TRAINING ON
EUROPEAN AFFAIRS

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Council of the EU (COMPET)



EUROPA.S.

PROMOTING EXCELLENCE, POLITICAL INNOVATION AND
LEADERSHIP IN EUROPE

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University of Piraeus

Organized by:

Institute of Research &

Training on European

Affairs

RULES OF PROCEDURE

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A. GENERAL RULES OF SITTING

A.1 Overview

The following rules apply to the Council of the European Union of EUropa.S. 2023. In the Council of the European Union¹ (hereafter the COMPET), which consists of the Ministers responsible for Space of each member state, 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 the COMPET in EUropa.S. 2023 is English. The Opening and the Closing Ceremonies will also be held in English.

A.3 Credentials

All participants will receive their credentials (badges and placards) from the Europa.S. 2023 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. 2023.

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

¹ Since, for the purpose of the conference we are going to focus on the COMPET, the configuration of the Council of the EU where the Ministers Responsible for Space meet, it will be further referred to as COMPET.

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

All participants are expected to follow high standards of conduct throughout the duration of the conference. Diplomatic courtesy is to be exercised in formal and informal procedures alike. Respect should be shown to all fellow Ministers responsible for Space, members of the Board, the Secretariat, the Organizing Team, staff members, journalists 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.

Ministers responsible for Space 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.

Ministers responsible for Space not respecting the dress code of the conference may be excluded from the conference at the discretion of the Secretariat.

B. THE COUNCIL OF THE EUROPEAN UNION - COMPET

Also known as “the Consilium”, the Council of the EU is an essential EU decision-maker. It negotiates and adopts new EU legislation, adapts it when necessary, and coordinates policies. It is structured in issue-specific groups (configurations), comprising the respective Ministers of the Member States. The presidency of the Consilium changes every six months and rotates among each member state (Rotating Presidency). The member state that holds the presidency of the Consilium during the six-month period, also chairs the meeting of the Consilium.

For the scope of the conference, we are going to focus on the COMPET, the Council configuration where the Ministers responsible for Space meet.

The Competitiveness Council brings together ministers responsible for trade, economy, industry, research and innovation, and space from all member states. Relevant European Commissioners also participate in meetings. In its role as policymaker, the Council seeks to boost the EU's competitiveness and growth. In so doing, it covers policy areas such as: internal market, industry, research and innovation, and space. On research, innovation and space, the Council aims to strengthen the scientific and technological base of European industry, boosting its international competitiveness and driving growth and jobs. It also works with the European Space Agency to develop European space policy.

Overview of the Council Sessions

The Board of the Council of the European Union shall consist of the President of the COMPET and the Secretary General of the COMPET.

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 synthesis decisions. The Board members may also propose an extension or limitation of the debate or speaker's time in the interest of the conference or call to order a Minister responsible for Space whose speech is irrelevant to the matter under discussion or does not respect diplomatic courtesy. They will also

rule on all points of order and motions as well as on all other procedural matters that arise. When necessary, they shall also provide the interpretation of the Rules.

The Board also has the authority to edit the drafted conclusion of the COMPET and propose alterations to the submitters. In addition to these powers, the Board shall exercise the powers conferred upon them elsewhere in these rules.

B.1 EUropa.S. BOARD

B.1.1 Overview

The EUropa.S. 2023 Secretariat shall comprise the President of the European Council, the 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. The EUropa.S. 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, constitutes the EUropa.S. Board.

The Organizing Team of EUropa.S. 2023 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. 2023 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.

B.1.4 Board members of the Council of the European Union

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

B.1.4.1 President of the COMPET

The President of the COMPET shall ensure the preparation and continuity of the work of the COMPET, in cooperation with the Secretary General of the COMPET. The COMPET shall be represented before the European Parliament by the President of the European Council. The President shall exercise ultimate authority over the COMPET proceeding in an equitable and objective manner. He/ She is responsible for all procedural matters pertaining to the COMPET including, but not limited to, moderating debate, determining the applicability of rules and, if necessary, clarifying on the meaning of the existing Rules or permitting slight deviations from the Rules without prior approval of the Ministers responsible for Space, so as to facilitate the debate. Furthermore, he/she seeks to facilitate cohesion and consensus within the COMPET. The President of the European Council shall present the Conclusions reached by the COMPET during its sessions at the European Parliament's Closing Plenary Session, as the representative of the Consilium.

B.1.4.2 Secretary General of the COMPET

The Secretary General of the COMPET shall have authority over the COMPET, support staff and mainly ensure that all Ministers responsible for Space are accurately representing the positions of their countries with respect to substantive issues and topics. The Secretary General shall also be responsible for ensuring relevance of the content and format of the Conclusions prior to their submission. The Secretary General of the COMPET shall also assist the President in all procedural matters related to the COMPET proceedings. He/She may replace the President in case the latter is unable to perform his/her duties.

B.1.5 Caucus of the Board

The Members of the Board reserve the right to pause the working process of their Council 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. PROCEDURE**C.1 Roll Call**

C.1.1 At the beginning of each council session the Board shall determine the attendance by calling out the names of all Ministers responsible for Space in the order that the member states are going to take over the Council's Presidency. The Ministers responsible for Space shall establish their presence in the Consilium by raising their placards and stating "Present" when their country's name is called out. This is called a "Roll Call". At the end of the Roll Call procedure, the Board should announce the total number of present Ministers responsible for Space and subsequently the number of votes required for simple majority.

C.1.2 Ministers responsible for Space arriving late at the COMPET (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.

C.2 Quorum and verification of the Quorum

C.2.1 A quorum constitutes the majority of the membership of each forum (at least 1/2 of the total number of Ministers responsible for Space) and is verified through the Roll Call procedure. Proceedings may not commence before the quorum has been established.

C.2.2 If the quorum is not met twenty (20) minutes after the scheduled start time of the council session, the COMPET shall start its session with the number of Ministers responsible for Space already present, unless otherwise instructed by the President of the COMPET.

C.2.3 The Ministers responsible for Space may call at any time for a verification of the quorum. The Board will proceed by initiating a Roll Call, unless the motion is deemed to be dilatory, in which case it will be overruled with no option of appeal.

C.3 Substantive and procedural matters

C.3.1 A substantive issue is one that pertains to the substance of an issue under discussion, or to the content of a document being debated (e.g., Conclusions, 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.

C.4 Decision Making Process

C.4.1 In EUropa.S. 2023 the COMPET Conclusions should be adopted by consensus. After long negotiations on the text, all participants should vote in favour of the document, consenting to the decisions of the group, even if they somehow slightly disagree in some of the points raised. In case consensus cannot be achieved, abstentions will be permitted in order for the document to be adopted unanimously. However, at all times, emphasis should be put on the building of consensus.

C.4.2 Each Minister responsible for Space has one vote. In case a Minister responsible for Space votes against any substantive matter, this would automatically mean that consensus and unanimity have not been reached.

C.4.3 Where the European Council decides by vote, the Board does not take part in the vote.

C.5 Attendance of the Council Sessions / Privacy

The Council Sessions have to be attended by the Ministers responsible for Space and the Board of the COMPET. Although the COMPET has full privacy in its sessions, for the purpose of the conference, entrance will be allowed for accredited visitors. However, the COMPET will have increased privacy in relation to the Parliamentary Committees. All visitors must have permission granted by the Secretary General of the COMPET, in order to enter the room and circulation will be monitored by the administrative staff.

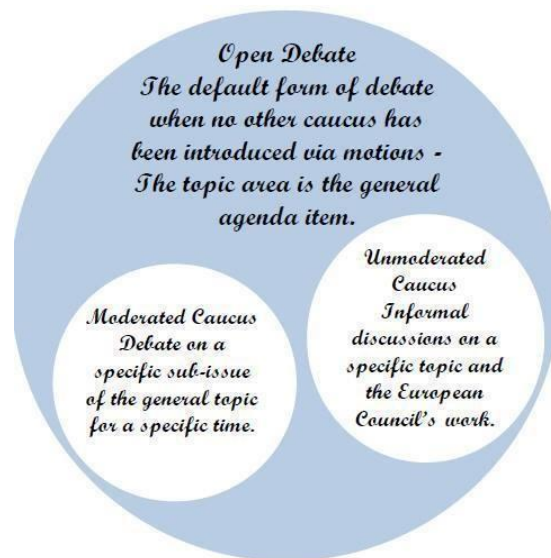
D. DEBATE

D.1 Default Form of Debate

Unless the Board decides otherwise, Open Debate will be the default form of debate during all sessions of the COMPET. Any Ministers responsible for Space wishing to speak should raise their placard and be recognized by the Board of COMPET. The topic of the Open Debate will be the agenda item of the COMPET. The individual speaker's time during open debate is set through the motion to set individual speaker's time.

D.2 Moderated Caucus

A Minister responsible for Space can, at any time that the floor is open to points or motions, propose a Moderated Caucus for a specific time into a specific aspect of the topic. A moderated caucus is a “parenthesis” to the Open Debate—a way of dividing the general topic area in sub-questions and debate time accordingly. The Minister responsible for Space proposing the Motion must briefly explain the purpose and specify a time limit for the Caucus and a time limit for individual speeches. Simple majority is required to adopt the motion.



D.3 Unmoderated Caucus

Formal debate (Open Debate and Moderated Caucuses) may be interrupted by a motion for an Unmoderated Caucus, proposed by a Minister responsible for Space, or the Board, only when the Board opens the floor. The Ministers responsible for Space 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 the Ministers responsible for Space are allowed to move around the room, discuss, negotiate, and start drafting the COMPET Conclusions. 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.

D.4 Personal Statements

At the beginning of the COMPET sessions on the first day, unless the Board decides otherwise, the Ministers responsible for Space shall be given 1 minute each for an introductory personal statement (tour de table). Personal Statements shall address

matters of political importance or express positions reflecting the policy to be followed by each Minister responsible for Space 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.

D.5 Recognition and interruptions

A Minister responsible for Space 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.

D.6 Relevance of Speech

The Board may call a Minister responsible for Space 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.

E. POINTS

E.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.

E.2 Point of Personal Privilege

Whenever a Minister's ability to participate in the COMPET proceedings is impaired or is in discomfort, he/she may raise a Point of Personal Privilege. The Board will request 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 Minister responsible for Space shall inform the Board by sending a note.

E.3 Point of Order

A Minister responsible for Space may raise a Point of Order if a Rule of Procedure is not properly observed by another Minister responsible for Space or by the Board. The President and the Secretary General will rule on the validity of the point. A Minister responsible for Space raising a Point of Order may not comment on the topic of discussion. A Point of Order ruled dilatory by the President may not be appealed.

E.4 Point of Procedural Inquiry

When the floor is open, a Minister responsible for Space may raise a Point of Procedural 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.

E.5 Right of reply

A Minister responsible for Space, whose personal or national integrity has been impugned by a previous Personal Statement, may raise a Right of Reply. Disagreement with the content of a Minister's speech does not constitute grounds for a Right of Reply. The President may recognize the Right of Reply at his/her discretion as well as decide on how to respond. It is noted that, generally, a right of reply should be used with caution and reserve since such disagreements are not in line with the spirit of cooperation in good faith and the COMPET's aim of consensus-building.

This point may not interrupt the speaker but should be raised 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.

F. MOTIONS

F.1 Overview

Motions are proposals for specific procedural actions to be taken by the COMPET. 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 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.

F.2 Motion to Verify the Quorum

Every session starts with a Motion to Verify the Quorum and a Roll Call.

F.3 Motion to Set the Agenda

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

F.4 Motion to Set Speaker's Time

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

F.5 Motion for a Moderated Caucus

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

F.6 Motion to Extend the Moderated Caucus

A Minister responsible for Space may move to extend the Moderated Caucus if he/she feels that additional time would benefit the work of the COMPET. The Minister responsible for Space 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.

F.7 Motion for an Unmoderated Caucus

A Minister responsible for Space may move for an Unmoderated Caucus thereby suggesting a change from formal to informal debate. The Minister responsible for Space 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 COMPET will proceed to an informal discussion on the topic specified in the Motion inside the COMPET room with the help and coordination of the Board.

F.8 Motion to Extend the Unmoderated Caucus

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

F.9 Motion to Introduce a Draft for the COMPET Conclusions

A Minister responsible for Space may move to a Motion to Introduce a Draft for the Conclusions of COMPET once it has been approved and numbered by the Board and distributed to the COMPET. The introduction of a Draft for the Conclusions of COMPET shall be a procedural matter raised by this motion and shall be limited to the reading of the Draft for the Conclusions of the COMPET as a whole by the Minister responsible for Space whose country holds the Presidency of the Council for the semester when the conference takes place.

F.10 Motion to Close Debate on a Draft for the Conclusions of the COMPET

A Minister responsible for Space may move to Close Debate on the Draft for the Conclusions of the COMPET, in order to end discussions on the Draft for the Conclusions of the COMPET, and thus, the COMPET will enter immediately the voting procedure on the Draft for the Conclusions of the COMPET. If the Board rules the Motion in order, there can be only one (1) Minister responsible for Space speaking against the Motion and one (1) speaking in favour of it. Two-thirds ($2/3$ of the present Ministers) majority vote is required to pass the Motion to close debate.

F.11 Motion to Divide the Question

This motion is used when the majority of the Ministers responsible for Space wish to vote on the Draft for the Conclusions of the COMPET clause by clause at first and then as a whole. After debate on a Draft for the Conclusions of the COMPET has been closed, a Minister responsible for Space may request that operative parts of the Draft for the Conclusions of the COMPET 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.).

F.12 Motion for a Roll Call Vote

A Minister responsible for Space may move to a Motion for a Roll Call Vote when the Board announces that the COMPET is entering the voting procedure or when entertained to raise this motion by the Board.

A Roll Call Vote is a voting procedure where the Ministers responsible for Space state their vote when their name is called out by the Board without raising placards. This motion passes automatically. The Roll Call Vote takes place following the order in which the member states are going to take over the COMPET Presidency unless the Board decides otherwise in order to facilitate the procedure.

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

After the voting of the Draft for the Conclusions of the COMPET has concluded, a Minister responsible for Space 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) Minister responsible for Space speaking against the Motion. Two-thirds (2/3 of the present Ministers) majority vote is required to pass the Motion to close debate.

F.14 Motion for the Suspension of the Meeting

A Minister responsible for Space may move for the Suspension of the meeting to suspend all the activities of the COMPET, 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.

F.15 Motion for the Adjournment of the Meeting

A Minister responsible for Space may move for the Adjournment of the meeting to suspend all the activities of the COMPET 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 COMPET. Once entertained, it shall not be appealed. After adjournment, the COMPET shall reconvene in EUropa.S. 2024. A simple majority is required to adopt the motion.

G. DRAFT CONCLUSION AND AMENDMENTS

G.1 Working Paper

A Working Paper is an informal document used by Ministers responsible for Space to work on building the Draft for the Conclusions of COMPET. There is no specific format to be applied to a Working Paper. Although, when finalised, 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”.

G.2 Format of the Draft Conclusion of the COMPET

Guidelines for the drafting of the Conclusions will be available on our website in the respective online document and will also be distributed during the sessions.

G.3 Introduction of the Draft of the COMPET Conclusions

A Minister responsible for Space may move to introduce the Draft for the COMPET Conclusions once it has been approved by the Board and distributed to the COMPET. The introduction of the Draft for the COMPET Conclusions is a procedural matter raised by a motion for the introduction of the Draft of the COMPET Conclusions and shall be limited to the reading of the Draft of the COMPET Conclusions as a whole. The Draft of the COMPET Conclusions shall be presented by the Minister responsible for Space whose country holds the Council’s Presidency for the semester, during which EUropa.S. takes place. In order for a Draft of the COMPET Conclusions to be introduced before the COMPET, there should be a number of supporters equal to at least half of the total number of the present Minister responsible for Space.

G.4 Amendments

An Amendment is a proposed alteration to the original text of the Draft for the COMPET Conclusions and it can be introduced by a Minister responsible for Space during Debate on the Draft of the COMPET Conclusions. It proposes to add to, exclude

or modify a part of the Draft for the COMPET Conclusions. The Board will announce during debate that the floor is open to amendments for a specific time. During that time, the Minister responsible for Space can send their amendments to the Board. All Amendments are checked by the Board and if approved, they shall be presented to the COMPET 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 COMPET and voted upon starting from the most disruptive ones. There is no possibility of proposing an Amendment to an Amendment, excluding the possibility it is under the strict discretion of the Board. This facilitates the voting procedure on the Draft for the COMPET Conclusions.

No amendments to the COMPET Conclusions shall be made during the EP's Plenary Session where the COMPET Conclusions will be presented.

G.5 Non-Substantive Amendments

Amendments correcting grammatical, spelling, or formatting mistakes are considered Non-Substantive. Non-Substantive Amendments will be automatically adopted at the discretion of the Board without prior voting upon them by the Minister responsible for Space. Following the reading of the initial Draft for the COMPET Conclusions by the Ministers responsible for Space of whose country holds the Council's Presidency for the semester during which EUropa.S. takes place, the Ministers responsible for Space are permitted to point out any such problems to the Board.

G.6 Substantive Amendments

Amendments regarding the content of the Draft of the COMPET Conclusions 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 for the Conclusions of COMPET as a whole.

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

G.7 Withdrawal of an Amendment

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

G.8 Voting on Amendments

All Amendments shall be voted upon in the order in which they were presented before the COMPET. 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. A passed Amendment shall be automatically included in the Draft of the COMPET Conclusions. Once all the Amendments relating to the Draft of the COMPET Conclusions have been voted upon, the COMPET shall vote on the Draft of the COMPET Conclusions as a whole after Closure of the Debate on the Draft of the COMPET Conclusions.

G.9 Division of the Question

After debate on the Draft for the COMPET Conclusions has been closed, a Minister responsible for Space may request that different parts of the Draft for the COMPET Conclusions 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.).

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 Ministers responsible for Space have casted their vote.

The Board will take into consideration all different requests for division of the question and then, if seconded and objected to, put them to vote starting from the most

disruptive one. (The most disruptive division is considered the one which separates the Draft for the COMPET Conclusions 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 for the COMPET Conclusions 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 for the COMPET Conclusions or not. If the division fails to pass, the Draft for the COMPET Conclusions stays intact.

Parts of the Draft of the COMPET Conclusions 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 of the COMPET Conclusions have been rejected, the Draft of the COMPET Conclusions will be considered to have been rejected as a whole.

H. VOTING PROCEDURE

H.1 Overview

Each Minister responsible for Space 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. The COMPET reaches Conclusions by consensus following the decision-making process described above.

H2.Unanimity/Majority

The COMPET reaches its decision unanimously.

H.3 Voting Procedure

When the Board announces that the COMPET is entering voting procedure, no entering or exiting the room will be permitted, note passing will be suspended and

journalists, observers, staff, and guests will have to leave the room, until the procedure has come to an end.

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

The following voting procedure shall apply to the Draft of the COMPET Conclusions:

The Council votes on the Draft of the COMPET Conclusions 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.

H.4 Roll Call Vote

A Roll Call Vote is a voting procedure where the Ministers responsible for Space state their vote when their country's name is called out by the Board without raising placards. It is proposed via a motion by a Minister responsible for Space, or the Board and it passes automatically. The Roll Call vote shall take place by calling out the country names of all the Ministers responsible for Space in the order that the member states are going to take over the Council's Presidency 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.

H.5 Voting Options

During a Roll Call Vote, a Minister responsible for Space may vote in favour or against, in favour or against with rights or abstain.

H.6 Voting with Rights

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

H.7 Passing

During Roll Call Vote, a Minister responsible for Space may choose to pass. The Board will place the country's name of this particular Minister responsible for Space at the bottom of the voting list and ask him/her to vote after the ordinary voting list has finished. A Minister responsible for Space who has passed, may not pass again but must ascertain his/her vote. If a Minister responsible for Space has passed, he/she may vote only in favour or against the Conclusion and has no rights on his/her vote. If more than one Minister responsible for Space has passed, they shall be asked to declare their votes in the order they passed.

H.8 Voting on the Draft of the Conclusions of the COMPET

If there is more than one Draft of the COMPET Conclusions 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).

Once a Draft for the COMPET Conclusions has received Unanimity or simple majority by the Ministers responsible for Space, it is considered to have been adopted by the COMPET and it automatically becomes the COMPET Conclusions.

H.9 EP Closing Plenary Session

At the EP Closing Plenary Session, the Committee Reports of the Parliamentary Committees are voted upon according to the EP Rules of Procedure.

At the EP Closing Plenary Session, the COMPET Conclusions are presented to the EP by the President of the European Council, but they are not voted upon.

ANNEX

ORDER OF DISRUPTIVENESS OF MOTIONS & MAJORITIES

Order	Motion/Point	Purpose	Majority
1	Point of Personal Privilege	When a Minister 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 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
N/A	Verification of the Quorum	To verify that there is an adequate number of present Ministers to start the official procedure	N/A