



INSTITUTE OF RESEARCH
& TRAINING ON
EUROPEAN AFFAIRS

EUROPA.S. 2023

European Commission



EUROPA.S.

PROMOTING EXCELLENCE, POLITICAL INNOVATION AND
LEADERSHIP IN EUROPE

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Organized by:

Institute of Research &
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Affairs

RULES OF PROCEDURE

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A. GENERAL RULES OF SITTING

A1. Overview

The following rules apply to the European Commission of EUropa.S. 2023. In all simulated Institutions, 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.

A2. Language

The official language of EUropa.S. 2023 is English and French. English is the official language of all simulated Committees excluding the CULT Committee of the EP, which is simulated 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.

A3. 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. 2023.

A4. 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.).

A5. Code of conduct

Diplomatic courtesy is to be exercised in formal and informal procedures alike. Respect should be shown to all fellow participants, 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.

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.

A6. 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.

B. THE EUROPEAN COMMISSION

Overview of the Committee Sessions

The Board of the Commission shall consist of the President of the Commission.

The Board Member will direct all proceedings (both informal procedures and formal discussions) and, subject to these rules, he/she shall ensure that the Rules of Procedure are observed, and that order is maintained.

He/She shall accord the right to speak, declare the opening and closing of each meeting and announce the synthesis decisions. The Board member 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 Commissioner whose speech is irrelevant to the matter under discussion or does not respect diplomatic courtesy. He/She will also rule on all points of order and motions as well as on all other procedural matters that arise. When necessary, he/she shall also provide the interpretation of the Rules. The Board has also the authority to edit the drafted conclusions of the Commission and propose alterations to the submitters. In addition to these

powers, the Board shall exercise the powers conferred upon them elsewhere in these rules.

B1. EUropa.S. BOARD

B1.1. Overview

EUropa.S. 2023 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. 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.).

B1.2. 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.1.3. 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 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.1.6 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. STRUCTURE OF THE COMMISSION

The Commission consists of four (4) Commissioners and the President of the Commission. They shall act as an "informal" College of Commissioners, discussing upon the agenda set in the Parliamentary Committees simulated. Thus, Commissioners' portfolios for EUropa.S. shall be appointed as following:

1. Commissioner for International Cooperation, Humanitarian Aid and Crisis Response
2. Commissioner for Education, Culture, Youth and Sport
3. Commissioner for Energy
4. Commissioner for Trade

The President is responsible for assigning the Members of the Commission with special fields of activity (related to the EP Committees) regarding the field for which they are specifically responsible. They shall also inform them about the progress of the Commission's meetings.

C.1.1. Overview

The President of the Commission is responsible for the effective work of the Institution.

He/She presides over the institution and has the general overview of its functioning.

The President shall represent the Commission. He shall designate the Members of the Commission to assist him in this task.

He/She is responsible for setting the political guidelines of the Commission that shall guide the work and priorities of the Commissioners.

C.2. Commission Meetings

C.2.1. General Rules

C.2.1.1. The Commission shall be presided by the President of the Commission.

C.2.1.2 The competence of the President may not be questioned by any Commissioner. There will be two functions of the Commission:

a) Open Debate

During the Open Debate, the Commission shall assemble in order to discuss the topic areas of the EP Committees

b) Lobbying

The Members of the Commission can enter the Parliamentary Committees, the European Council and the Consilium when in session. They can be called by the ECJ to testify. The issue lies under the discretion of the Secretariat as a whole and prior to each Committee Board member's approval to enter the Room.

1. *EP Committees:*

As far as the EP Committees are concerned, Commissioners can participate in certain sessions specified by the schedule of the conference. During these sessions they can address the Committee one (1) time per session with a maximum speaker time of two (2) minutes, or they may be open to questions (maximum 3 questions, 45" to answer each). They can also be approached by the MEPs during the unmoderated caucuses. For entering into a Committee's chamber, the Commissioner must notify the Board.

An individual MEP or a Member of the Board may also call a Commissioner in case they need a specialized opinion upon an issue. For a MEP to call a Commissioner, he/she must notify via note the Chair of the Committee and if the Chair accepts the proposal, then the EP Presidency must be notified.

The same notification procedure is applied in case a Chair wishes to call a Commissioner. The reason and the name of a Member of Commission that shall be called must be referred to the President of the European Commission, who retains the ultimate right of granting permission to a Commissioner to enter the EP Committees.

2. EC & Consilium:

A Member of the Commission may gain access to the EC & the Consilium only if the respective Chairs call upon his/her advice. The President of the EC may call upon any Commissioner at any time, if deemed necessary. No further permission is required, only an informatory note to the President of the European Commission. The President of the Consilium may also call a Commissioner for consultation, but after the EC President grants permission. If the EC President grants permission an informatory note should be sent to the President of the European Commission.

3. ECJ:

In case the Court needs the testimony of a Commissioner, a member of the Secretariat must be contacted so as to grant access to the Commissioner. The Members of the ECJ Board must also approve of this decision.

D. OPEN DEBATE PROCEDURE

D.1 Roll Call & Quorum

1.1. At the beginning of each session the Board shall determine the attendance by calling out the names of all Commissioners in an alphabetical order. The Commissioners shall establish their presence in the chamber by raising their placards and stating "Present" when their names are called out.

1.2. Commissioners arriving late at the session (after being 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.

1.3. In order for the Commission to commence their work, all members of the Commission must be present. The President must verify the quorum by roll call.

Under extreme circumstances and if deemed necessary, the President may commence the session without the presence of all Commissioners.

D.2. 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 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.3. Decision making process

3.1. The Commission shall produce a recommendation upon the topics that need to be addressed i.e., the agenda items of the EP Committees. In order for a Draft Recommendation to be submitted, a sponsor and a co-sponsor are required.

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

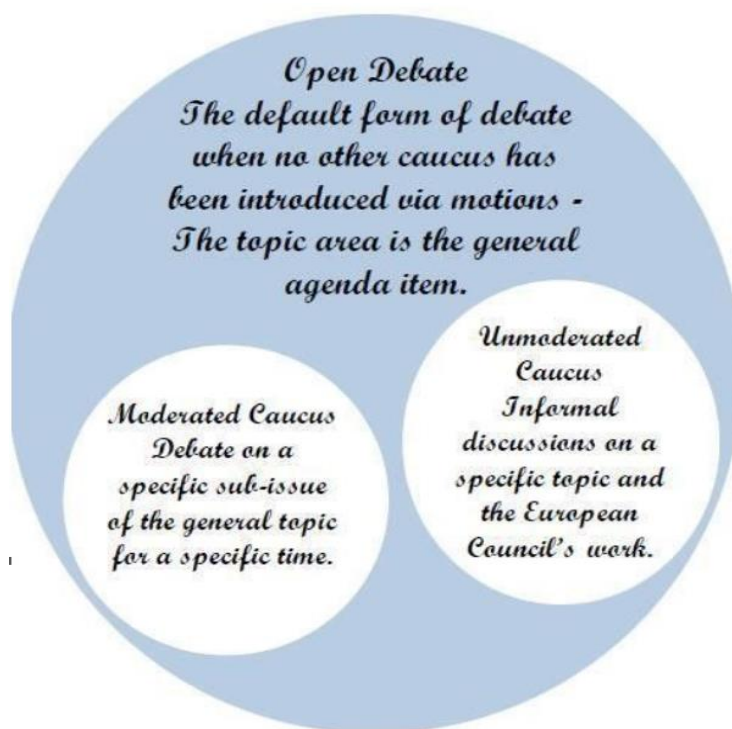
3.1. The European Commission reaches its decision unanimously in order for a recommendation to be adopted.

D.4 Default Form of Debate

Unless the Board decides otherwise, Open Debate will be the default form of debate during all sessions of the European Commission. Any Commissioner wishing to speak should raise his/her placard and be recognized by the Board. The individual speaker's time during open debate is set through the motion to set individual speaker's time.

D.5 Moderated Caucus

A Commissioner or the Board can, at any time the floor is open to points or motions, propose a moderated Caucus for a specific time in order to limit the discussion to a specific aspect of the topic. The Commissioner proposing the moderated caucus shall name the total duration, the individual speaker's time, and the topic of it. A moderated caucus is a "parenthesis" area in sub-questions and debate time accordingly.

**D.6. Unmoderated Caucus**

Formal debate (Open Debate and Moderated Caucuses) may be interrupted, when the floor is open, by a motion for an Unmoderated Caucus, proposed by a Commissioner or the Board. The Commissioner 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 Commissioners 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 used, and Commissioners are not allowed to exit the room without the Board's permission.

D.7. Recognition and interruptions

A Commissioner 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 the Point of Personal Privilege pertaining to audibility.

D.8. Relevance of Speech

The Board may call a Commissioner to order if his/her speech is not relevant to the topic, 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 Commissioner'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 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 Commissioner shall inform the Board by sending a note.

E.3. Point of Order

A Commissioner may raise to a Point of Order if a Rule of Parliamentary Procedure is not properly observed by another Commissioner or by the Board. The President will rule on the validity of the point. A Commissioner rising to 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.

E.4. Point of Parliamentary Inquiry

When the floor is open, a Commissioner 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.

E.5. Right of reply

A Commissioner whose personal or national integrity has been impugned by a previous Personal Statement, may rise to a Right of Reply. Disagreement with the content of a Commissioner'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 European Commission's aim of consensus-building.

This point may not interrupt the speaker but should be addressed the moment the speech it refers to has finished. If the Board rules out the Right of Reply, their decision cannot be appealed.

F. MOTIONS

F.1. Overview

Motions are proposals for specific procedural actions to be taken by the forum. 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. The agenda for the European Commission is automatically set to all the agenda topics discussed by the EP Committees.

F.4. Motion for a Moderated Caucus

A Commissioner may move for a Moderated Caucus thereby suggesting limiting the discussion in a specific aspect of the topic for a specific time. The Commissioner 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.5. Motion to Extend the Moderated Caucus

A Commissioner may move to extend the Moderated Caucus if he/she feels that additional time would benefit the work of the Committee. The Commissioner 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.6. Motion for an Unmoderated Caucus

A Commissioner may move for an Unmoderated Caucus thereby suggesting a change from formal to informal debate. The Commissioner 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's room with the help and coordination of the Board.

F.7. Motion to Extend the Unmoderated Caucus

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

F.8. Motion to Introduce a Draft Recommendation

Commissioners may move to a Motion to Introduce a Draft Recommendation once it has been approved and numbered by the Board and distributed to the Commission. The introduction of a Draft Recommendation shall be a procedural

matter raised by this motion and shall be limited to the reading of the Draft Recommendation as a whole by the President.

F.9. Motion to Close Debate on a Draft Recommendation

A Commissioner may propose a motion to Close Debate on a Draft Recommendation, in order to end discussions on a Draft Recommendation and either introduce the other Draft Recommendations which may have been submitted or to close debate on Topic Area under discussion. This motion requires $2/3$ majority in order to pass.

F.10. Motion to Close Debate on Topic Area under discussion

A Commissioner may propose a motion to Close Debate on Topic Area under discussion, in order to end all discussions on the aforementioned Topic Area. This motion requires $2/3$ majority to pass and if it is voted for, the Commission shall immediately enter Voting Procedure.

Voting Procedure:

When the President of the Commission announces that the forum is entering voting procedure, no entering or exiting from the room will be permitted, unless there is an emergency or until the voting procedure has come to an end. All auxiliary personnel are required to immediately exit the room. The Board may or may not allow the Administrative Staff to remain in the chamber. Note passing is suspended.

F.11. Motion for a Roll Call Vote

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

A Roll Call Vote is a voting procedure where Commissioners state their vote when their name is called out by the Board without raising their placards. The Roll Call Vote takes place in alphabetical order unless the Board decides otherwise in order to facilitate the procedure.

F.12. Motion to Divide the Question

Prior to the start of the voting procedure on a Draft Decision, a Commissioner may rise to a Motion to Divide the Question, in order to vote on an individual operative clause, a group of operative clauses or clause by clause. The Motion requires 2/3 majority in order to pass.

F.13. Motion for the Suspension of the Meeting

A Commissioner may move to the suspension of the meeting to suspend all committee activities until the next scheduled meeting time. 2/3 majority is required to adopt this motion. The Board may rule out the Motion without possibility of appeal or put it to vote.

F.14. Motion for the Adjournment of the Meeting

A Commissioner may move for the Adjournment of the meeting to cease permanently all committee activities. The Board may rule out the Motion without possibility of appeal.

ANNEX: ORDER OF DISRUPTIVENESS OF MOTIONS & MAJORITIES

Order	Motion/Point	Purpose	Majority
1.	Point of Personal Privilege	When a Participant 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 Participant if insulted	N/A
6.	Unmoderated Caucus	To move to informal debate (most disruptive one based on duration)	1/2
7.	Moderated Caucus	To move to formal debate (most disruptive one based on duration and speaker's time)	1/2
8.	Suspension of the Meeting	To recess	1/2
9.	Adjournment of the Meeting	To end all procedure (last committee session)	1/2
10.	Close Debate	To close debate and proceed to roll call vote	2/3
11.	Set the Agenda	Sets the agenda topic	N/A
12.	Division of the Question	To vote upon each clause or group of clauses separately	2/3
13.	Introduce Draft Conclusion	To introduce draft conclusion	1/2
14.	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. 2023

European Commission - Rules of Procedure

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