

Rules

Règlement

RULES

1. The Conference is organised under the auspices of the Parliamentary Assembly of the Council of Europe.
2. The Conference meets normally every two years. The venue of its meetings alternates in principle between Strasbourg and a capital of a Council of Europe member state.
3. The Conference is composed of the Speakers and Presidents of parliaments of the member States of the Council of Europe as well as of the Presidents of the Parliamentary Assembly of the Council of Europe and the European Parliament.
4. The Speakers and Presidents of parliaments having special guests, observer as well as partners for democracy status with the Parliamentary Assembly are invited as Observers.
5. Other parliamentary assemblies may be invited by the Host country or Assembly to attend as observers.
6. The Speaker or President of the Parliament or Assembly that hosts the Conference shall act as President. The President or Speaker of the previous Host Parliament or Assembly shall act as Vice President.
7. The President of the Conference shall open, suspend and close the sittings; she/he shall direct the work of the Conference, see that the rules are observed, and call upon speakers. Her/His decisions in these matters shall be final and shall be accepted without debate.
8. The Conference shall adopt its agenda on the basis of the draft provisional agenda drawn up by the President of the Parliamentary Assembly of the Council of Europe taking into account proposals made by members of the Conference.
9. The Conferences do not normally adopt resolutions. However, possible draft resolutions or other texts shall be adopted by consensus. Draft texts must be submitted in writing in English or French and must be deposited with the Conference secretariat at least four weeks before the beginning of the Conference. In case of amendments, the Rules of Procedure of the Parliamentary Assembly of the Council of Europe shall be applicable.
10. Only Speakers and Presidents will have the right to speak.
11. Each delegate shall be entitled to five minutes speaking time.
12. Speakers who were not able to speak for lack of time may submit the text of their speech for inclusion in the record.
13. The procedure for registering speakers for the debate is as follows:
 - a. The registration for the list of speakers will be open as from the reception of the invitation letter by the Host country or Assembly. The request to speak shall be addressed to the Secretariat of the Conference.
 - b. Before the opening of the Conference, the Secretariat will determine by a public drawing of lots the order of speakers who have registered by that time. The list will be made public as soon as possible after the drawing of lots so that delegates will know when they will be called to address the Conference.
 - c. Speakers registering after the drawing of lots will be added to the first list in the order in which they have registered.
 - d. A revised list of speakers will be issued in due time.

RULES

14. Delegates may exchange their place on the list with other delegates. They are requested to inform the Conference Secretariat of any such changes.
15. Speakers may only be interrupted by other delegates on a point of order. The President shall rule immediately without debate on all points of order.
16. A speaker who wishes to make a personal statement in reply to a previous speaker shall be heard at such a time as the President may decide. No debate can arise on a personal statement.
17. The Secretary General of the Host Parliament or Assembly shall be responsible for the organisation of the secretariat of the Conference.
18. The summary record, in English and in French, of the Conference shall be published after the Conference with any possible amendments requested by the speakers.
19. For any other question not covered by these Rules, the Rules of Procedure of the Parliamentary Assembly of the Council of Europe will be applicable.

SPEAKING AND SEATING ARRANGEMENTS

The Conference is composed of the Speakers and Presidents of the Parliaments of the Member States of the Council of Europe and the Presidents of the Parliamentary Assembly of the Council of Europe, the European Parliament and other Inter-Parliamentary Assemblies.

Only Speakers and Presidents will have the right to speak, including observers. In accordance with past practice, oral statements at the Conference will be limited to five minutes in order to give an opportunity to all those who so wish to take the floor.

The Speakers and Presidents of Parliaments enjoying Special Guest, Observer (Canada, Israel and Mexico) and Partner for democracy (Jordan, Kyrgyzstan, Morocco, and Palestinian National Authority) status with the Parliamentary Assembly of the Council of Europe, as well as the Presidents of the OSCE Parliamentary Assembly (OSCE-PA), the Inter-Parliamentary Union (IPU), the Parliamentary Assembly of the North Atlantic Treaty Organisation (NATO-PA), the Inter-parliamentary Assembly of the Commonwealth of Independent States (IPA-CIS), the Nordic Council, the Parliamentary Assembly of the Black Sea Economic Co-operation (PABSEC), the Benelux Assembly, the Parliamentary Assembly of the Mediterranean (PAM), the Union for the Mediterranean (UFM), the Baltic Sea Parliamentary Conference (BSPC) and the Pan-African Parliament are invited to the Conference as observers. The Presidents of the Parliaments of Algeria, Kazakhstan, Tajikistan, Tunisia, Turkmenistan and Uzbekistan are also associated with the Conference.

Simultaneous interpretation will be provided in the official and working languages of the Parliamentary Assembly of the Council of Europe.*

Delegations wishing to provide a written statement addressing one or all of the topics for discussion may send their text of 3-5 pages (in English or French) to the Secretariat of the Conference, preferably in electronic form (Word), in time before the opening of the Conference.

Reserved seating will be allocated in the Assembly Chamber for National Delegations as follows: three seats for unicameral Parliaments and six for bicameral Parliaments. If Delegations include – as would be desirable - the Chairpersons of the National Delegations to the Parliamentary Assembly of the Council of Europe, then one more seat can be reserved for them with advance notice to the Secretariat. All other delegations will be allotted three seats.

* Currently: English, French, German, Italian and Russian.