



ADDITIONAL PROVISIONS RELATING TO ASSEMBLY DEBATES (adopted by the Bureau of the Assembly on 25 March 2002¹)

i. ORGANISATION OF DEBATES

In accordance with Rule 38, the modalities for the organisation of Assembly debates are as follows:

1. The time allotted for debating – as well as voting – in the order of business in respect of each report or group of reports should be adhered to. Therefore, the general debate will have to be interrupted somewhat earlier, so as to leave time for consideration of amendments and final voting of all texts. The President may allow the sitting to continue beyond the indicative closing times agreed by the Assembly if this is necessary to complete the business the Assembly has agreed to take at those sittings.

2. So that it may be known in advance how long voting is likely to take, unless the Bureau decides otherwise, all amendments shall have to be tabled 24 hours before the opening of the sitting at which the debate will begin. For the first day of a part-session starting at 3 p.m. amendments should be tabled at the latest by 12 noon and for debates on the morning of the second day, amendments should not be tabled later than 4 p.m. on the first day of the part-session.

Unless the Bureau decides otherwise, sub-amendments must be tabled at least two hours before the opening of the sitting at which the relevant debate will begin.

3. When amendments are being considered, unless the Assembly decides otherwise, the only members who may speak shall be one of the authors of the amendment, or another member speaking in its favour, one member opposed to the amendment and the Rapporteur or the Committee Chairperson. No speech on amendments may last for more than one minute and no representative may speak more than once on a particular amendment.

4. If speakers whose names have been duly entered on the list and who are actually present, are not able to speak for lack of time, they shall be authorised to hand in the text of their speech in writing, in a final and legible form at the end of the debate, in one of the official or working languages, for publication in the Official report, provided that it does not exceed the speaking time they would have been allowed. A 5 minutes speech is normally equal to 1 ½ single-spaced typed pages, i.e. some 625 words. The text shall be submitted within twenty-four hours of the interruption of the speakers' list (Rule 30.2. of the Rules of Procedure).

5. To ensure that the time limits are respected, a white light will appear on the left and the right of the presidential rostrum when the speaker has two minutes left, and will turn red when 30 seconds are left. A bell will ring when the speaking time ends.

ii. LIST OF SPEAKERS

In pursuance of Rule 35.2 of the Rules of Procedure (Right to speak) the following criteria will be applied for drawing up the list of speakers:

¹ On 26 March 2002 the Standing Committee approved these provisions.

1. Names will be entered in the register in chronological order of the arrival date and time of the request.
2. As soon as the draft order of business has been published names may be entered solely by fax (+333 88 41 27 33) or e-mail (table.office@coe.int) addressed to the Table Office of the Parliamentary Assembly. These registrations must reach the Table Office before midnight on the Friday preceding the opening of the forthcoming part-session. The income time will be used as criteria for the chronological position of the registration.
3. As from the first day of the part session, names will be entered only by members of the Assembly themselves, secretaries of national delegations or secretaries of Political Groups.
4. Any subsequent modification of a previous registration will be considered as a new registration and the name concerned will be placed at the end of the list.
5. The list of speakers for a debate shall be closed one hour before the scheduled end of the previous sitting preceding that in which the debate begins. The list for the first sitting of the part-session shall be closed two hours before the opening of that sitting.

iii. ORDER OF SPEAKERS

The order of speakers on the list for each sitting will be determined according to the following criteria:

1. In a first round all established Political Groups have the possibility to speak in the order based on the number of members affiliated to their Group. In the case of two or more Political Groups having the same number of members, the order of members speaking on behalf of these groups will be established on the basis of the membership of groups in the last year before this situation has occurred.
2. A rotation between the Political Groups will be ensured for the opening of each debate. This rotation will be started anew at each part-session.
3. After the first round, the d'Hondt system will be applied taking also into account the other criteria mentioned hereafter.
4. The order of speakers will be governed by the d'Hondt system based on the same criteria as those used for the distribution of chairmanships in Assembly committees.
5. A maximum of two speakers from the same national delegation (even if belonging to a different Political Group) shall follow each other on the list. This does not apply to members speaking on behalf of Political Groups, to rapporteurs and to the end of the list of speakers when no alternation is possible.
6. If a member's name appears amongst the first 10 speakers after the first round for more than one debate, the member shall appear further down the list the other times.
7. During one part-session, members shall be entitled to enter their name on the register for a maximum of five debates only, indicating an order of priority and shall be allowed to address the Assembly during one Part-session not more than three times. This does not apply to Rapporteurs, committee chairpersons as part of their function and to members speaking on behalf of Political Groups.
8. In the case of a debate on a report particularly relevant to a member country, a Special Guest or Observer country, the list shall be drawn up in such a way as to allow for politically balanced contributions from the countries concerned.
9. For the establishment of the d'Hondt calculation for the order of speakers, Non Registered members will be treated like a Political Group and inserted accordingly.
10. Members of Special Guest and Observer delegations shall follow on the list of speakers each time (with the exception of the first round) after a member of the smallest Political Group has taken the floor.
11. If a speaker whose name is on the list is prevented from taking the floor during the debate, and he/she has notified the Chair before he/she has been called, the next speaker of the same Group will be moved up in his/her place.

12. The drawing up of the final list for a debate shall be the responsibility of the President of the Assembly himself. The occupant of the Chair shall take responsibility for any changes in the list, which become necessary during the debate.

IV. SPEAKING TIME

1. Speakers enrolled for a debate shall speak for a maximum of 5 minutes.
2. Rapporteurs shall have 8 minutes to present the report and 4 minutes (possibly to be shared with rapporteurs for Opinion) to reply to the debate.
3. Rapporteurs for opinion shall be allowed 3 minutes to present their opinion to a report.
4. For the chairpersons of committees submitting a report, the time for reply shall be 2 minutes.
5. For statements concerning an amendment or a procedural motion, 1 minute.