

Rules of Procedure

European Parliament

1. Establishing the Social Climate Fund
2. Harmonized Rules on Artificial Intelligence

European Parliament Rules of Procedure

European Union Simulation in Ankara (EUROsimA) 2022
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EUROPEAN UNION SIMULATION IN ANKARA 2022

RULES OF PROCEDURE

A. General Rules

Rule 1 Scope

1.1 The EUROsimA 2022 Rules of Procedure (hereinafter referred to as “the Rules of Procedure”) shall apply to the European Parliament and the Council of the European Union in full during the conference, unless stated otherwise by the Secretariat. The Secretariat may amend the rules of procedures that shall prevail in the session.

1.2. General provisions of these Rules of Procedure shall apply to the Joint Crisis Committee: Dissolution of the USSR as a rule; but detailed rules for JCC are outlined in the JCC: Dissolution of the USSR Handbook.

Rule 2 Language

2.1. The official language of EUROsimA 2022 is English.

Rule 3 Rights and Duties of EUROsimA 2022 Team: Secretariat and Organization Team

3.1. The Secretary-General and the Director-General of EUROsimA 2022 shall act with their all capacity throughout the conference.

3.2. Any member of the Secretariat may at any time make oral or written statements in the bodies.

3.3. The Secretariat and the Organization Team shall assist the Secretary-General and the Director-General.

3.4. The Secretariat may deliver a written note or a speech regarding the content of the bodies, the Rules of Procedure, or any aspect of the configuration to the Presidency at any time.

3.5. The Secretariat shall receive, correct and circulate the documents.

3.6. In absence of the Secretary-General, any member of the Secretariat who has consent from the Secretary-General shall act as an acting and authorized figure.

Rule 4 The Presidency

4.1. The Council of the European Union (hereinafter referred to as “the Council”) shall be chaired by a President and Secretary-General

4.2. The European Parliament (hereinafter referred to as “the Parliament”) shall be chaired by a President and a Vice-President.

4.3. The term “Presidency” shall refer to in the Council and the Parliament, either the President, the Secretary-General, the Vice-President, or any of them jointly and shall preside over the body.

4.4. The Presidency shall be responsible for all issues pertaining to the conduct of the debate and the course of the legislative procedures and, in that role shall, among other things open, declare the opening and closing of each sitting, compose the General Speakers’ List, moderate all debates, ensure observance of the Rules of Procedure, accord the right to speak, and announce decisions.

4.5. If questions arise over the interpretation of these Rules of Procedure, the Presidency shall rule on the correct interpretation.

4.6. The Presidency’s interpretation of the EUROsimA 2022 Rules of Procedure shall prevail over the Representatives during the Conference. Yet, the interpretation of the Secretary General, Under Secretaries-General, and Academic Assistants, to be presented to the Presidency orally or in writing, shall have precedence.

4.7. If a conflict between different provisions of these Rules of Procedure becomes apparent, the Presidency shall decide on the proper course of action.

4.8. The Presidency may take any reasonable and appropriate action to ensure the maintenance of order during debates. These actions may include, but are not limited to, calling the offenders to order, refusing them the right to speak or vote, requiring them to apologize, or removing them from the Chamber.

4.9. The Presidency shall have the right to rule out points and motions put forward by Members, unless otherwise provided in these Rules of Procedure.

4.10. During the debates, the Presidency may invite the attendance and participation of non-Members of the body (e.g., representatives of the European Commission, Interest Representatives) in the proceedings. They may be permitted to make presentations, answer questions posed by members of the body, and give interventions during debates, at the discretion of the Presidency.

4.11. The Presidency shall not vote on any issue on the agenda.

Rule 5 The Secretaries

5.1. Both the Council's and the Parliament's Presidencies shall be supported by up to two Secretaries. The Secretaries shall act under the responsibility and guidance of the Presidency and assist it in all matters. At the discretion of the Presidency, the Secretaries may take any measures needed to ensure the smooth running of debates.

Rule 6 Political Groups (Parliament only)

6.1. Members of the European Parliament may be a member of one of the political groups of the Parliament.

6.2. Each group must have a leadership that shall be composed of at least one group leader and of up to two group secretaries. A group may make changes to its leadership if necessary and shall inform the Presidency of the Parliament of all changes to its leadership immediately.

Groups with two group leaders should appoint one male and one female group leader. 6.3. A Member of the Parliament may request to become a non-attached member or to change their group by submitting a reasoned request to the Presidency. In the case of a request for a group change, the request must be accompanied by a signed letter from the leadership of the new group accepting the Member into their group. Taking into account the request, the Presidency will rule on whether to permit the change.

6.4. In order to institute a new group, at least 7 Members of the Parliament representing at least 3 Member States shall submit a soundly reasoned and duly signed request to the Presidency stating, among other things, all the members of the new group, its full English name and leadership. Taking into account the request and the opinion of its Legal Service, the Presidency will rule on whether to permit the establishment of the new group.

Rule 7 Conduct and Behaviour

7.1. All participants shall behave courteously at all times.

7.2. Words, expressions, or other actions which affront human dignity, constitute malicious attacks or discrimination against any other person are forbidden. The Secretariat may take any necessary disciplinary action if a participant engages in such behaviour, including the termination of the individual's participation in the Conference.

7.3. Any words, expressions, or other actions that disrupt the orderly conduct of the debates

are not permitted.

7.4. If a participant consistently engages in the aforementioned behaviour, the Secretariat may decide to end the individual's participation and refrain from granting the certificate of participation.

Rule 8 Communication

8.1. The means of communication during the sessions between the participants and the Presidency is through message papers.

8.2. Except for personal excuses to be delivered to the Presidency, the content of the message shall be relevant to the ongoing discussion in the institution. The message must be in English. In case the note does not fulfill the above-mentioned criteria, the Presidency may halt the communication.

8.3. Participants are not permitted to send message papers directly to any members of the Secretariat.

8.4. The Presidency reserves the right to suspend note-passing if they deem it necessary. This decision is not appealable.

B. Rules Governing the Debate

Rule 9: Roll Call

9.1. At the beginning of each session, the Presidency shall record the status of the Members present and determine the required majorities.

9.2. The roll call shall be performed in the English alphabetical order.

9.3. Members shall state their status as present when they are called upon. 9.4. Members that have not replied to the roll call will be treated as absentees, even if they are physically present, until they send a message paper to the Presidency stating their status. 9.5. Members that have missed more than half of the time allocated for the session cannot alter their statuses from 'absent'. Such Members cannot join the debate, nor exercise their voting rights. Members marked absent may not join the debate or vote until their status is changed by the Presidency.

9.6. Members, who have missed more than 2 sessions without a valid excuse, to be judged by

the Secretariat, cannot receive their Certificates of Participation.

Rule 10 The Ordinary Legislative Procedure for the Council and the Parliament

10.1. The legislative proposals at European Union Simulation in Ankara shall be discussed according to a modified Ordinary Legislative Procedure (hereinafter referred to as “OLP”).

10.2. The European Commission shall submit one proposal to the Council and the other to the Parliament in order to start the OLP. After the submission of the proposals, both institutions shall enter into the first reading of the respective proposals in accordance with the course of the OLP outlined hereinafter.

First reading

10.3. The Commissioner shall be invited to the respective institution to introduce the proposal and a question-and-answer session shall follow.

10.4. The introduction of the proposal by the Commissioner shall be followed in the Council by the opening statements of the Ministers of the Council, and in the Parliament by the opening statement of a representative of each political group. The time for opening statements is limited to 3 minutes per statement.

10.5. The opening statements shall be followed by a general debate on the proposal. During the general debate, members of the respective body may submit amendments to the original proposal until the amendment deadline. The amendments shall be debated in accordance with Rules 11 and 12 respectively. Any amendments accepted during a substantive vote immediately become a part of the legislative proposal.

10.6. Once the voting on amendments is concluded, the proposal as amended by the respective institution shall be sent for deliberations for the second reading in the other institution.

Second reading

10.7. The Commissioner shall be invited to outline the amended proposal. A question-and-answer session shall follow.

10.8. The introduction of the proposal by the Commissioner shall be followed in the Council by the opening statements of the Ministers of the Council, and in the Parliament by the opening

statement of a representative of each political group. The time for opening statements is limited to 3 minutes per statement.

10.9. The opening statements shall be followed by an ordinary course of the reading. 10.10. Once the voting on amendments is concluded, the proposal as amended by the respective institution shall be submitted for deliberations for the third reading in both institutions.

Third Reading

10.11. The Commissioner shall be invited to outline the amended proposal prior to the final votes. A question-and-answer session may be held.

10.12. Both institutions shall then hold a short debate on the final version of the proposal. No amendments shall be accepted for discussion during the third reading.

10.13. A final vote shall be taken on the entire amended texts in both institutions. A proposal is only considered adopted if both institutions approve it.

Rule 11 Conduct of the debate

11.1. During the three readings, the discussions may take place in three different types of debates: The General Speakers' List, Moderated Caucus, Unmoderated Caucus.

11.2. General Speakers' List

11.2.1. Any Member wishing to speak shall raise their placard or pass a note to the Presidency to be added to the General Speakers' List. The speaking time is limited to 1 minute, unless otherwise altered.

11.2.2. After the conclusion of a speech, points of information may be raised. A point of information may only be raised if the previous speaker accepts it and must take the form of a question related to the subject matter of the speech held by the previous speaker. The Presidency may limit the number of points. The Presidency may decide to refuse the original speaker the right to answer at its discretion.

11.2.3. The Presidency may limit the number of speakers permitted on the General Speakers' List or suspend the list.

11.2.4. The general debate ends when there are no more speakers on the General Speakers' List for the general debate or when a motion to close the debate has been raised, allowed for a vote, and voted upon. The Presidency may close the General Speakers' List on their own accord if the circumstances so warrant.

11.2.5. A Member can make a request to be removed from the General Speakers' List once added there. This request shall be granted by the Presidency with the exception of the cases when the Member is the next one to speak or the Member is following immediately after the current speaker in the General Speakers' List.

11.3. Moderated Caucus

11.3.1. A Moderated Caucus shall be proposed by a Motion for a Moderated Caucus, which requires a simple majority to pass.

11.3.1.1 A Motion for Moderated Caucus is in order when the floor is open for points and motions.

11.3.1.2 The Member giving the motion must briefly state its topic, specify a total time limit which shall not be less than five minutes nor more than twenty minutes, and also specify an individual speaker time limit.

11.3.1.3 The Presidency may rule the motion out of order and this decision is not subject to appeal.

11.3.1.4 A Member may introduce a Motion to Extend the Moderated Caucus. This motion requires a simple majority to pass.

11.3.2. A Moderated Caucus can be proposed by any MEP/Minister by raising a motion in accordance with Rule 14.1.2. Additionally, a Moderated Caucus can be announced at the discretion of the Presidency.

11.3.3. A Moderated Caucus is moderated by the Presidency. Anyone who wishes to speak shall raise their placard in order to express their wish to do so. The order of speakers shall be determined at the discretion of the Presidency.

11.3.4. Each speaker may speak according to the time limit and on the topic set out in the motion.

11.3.5. Upon entering into a Moderated Caucus, the General Speakers' List shall be suspended and shall be returned to after the conclusion of the Moderated Caucus. 11.3.6. The Caucus may be closed or suspended before its natural conclusion at the discretion of the Presidency, if the circumstances so warrant.

11.4. Unmoderated Caucus

11.4.1. An Unmoderated Caucus shall be proposed by a Motion for an Unmoderated Caucus, which requires a simple majority to pass. Additionally, an Unmoderated Caucus can be

announced at the Presidency's discretion.

11.4.1.1 The Member giving the motion must briefly state its topic and specify a total time limit which shall not be less than five minutes nor more than twenty minutes.

11.4.1.2 The Presidency may suggest a more appropriate Caucus length and put it to vote or may rule the Unmoderated Caucus out of order without the possibility of any appeal.

11.4.1.3 Upon entering into an Unmoderated Caucus, the General Speakers' List shall be suspended, and Members will carry out informal discussion on the topic specified in the motion.

11.4.1.4 A Member may introduce a Motion to Extend the Unmoderated Caucus. This motion requires a simple majority to pass.

11.4.2. Upon entering into an Unmoderated Caucus, the General Speakers' List shall be suspended and shall be returned to after the conclusion of the discussion. 11.4.3. The total duration of the Unmoderated Caucus may not exceed 20 minutes and the Presidency shall alert the Members when the Unmoderated Caucus is reaching its time limit.

11.5. Debate on amendments (First and Second reading only)

11.5.1. Amendments are debated in the order in which they appear in the text. If two or more contradictory amendments relate to the same paragraph, the amendment which differs most from the original text shall have priority over the others and shall be discussed first. The Presidency may decide to discuss amendments relating to the same matter together.

11.5.2. During the debate on an amendment, the author of the amendment shall be invited to introduce the amendment to the respective institution and have a maximum of three minutes. The time allotted can be changed per the Presidency's discretion. After the introduction, the Presidency shall give the floor to Members who wish to speak against and in favour of it, with a maximum of one minute, which can be adjusted by the Presidency if deemed necessary. The proportion of speeches in favour and against shall be equal.

11.5.3. If there is no speaker in favour of an amendment, the Presidency shall ask, "*Are there any speakers in favour of the amendment?*" three times. If there are none, said amendment shall immediately be dismissed without a vote.

11.5.4. If there is no speaker against an amendment, the Presidency shall ask, "*Are there any speakers against the amendment?*" three times. If there are none, said amendment shall immediately become a part of the legislative proposal without a vote.

Rule 12 Amendments

12.1. Amendments may be proposed by any MEP or Minister to make changes to the legislative proposal under discussion. An amendment may delete, alter or add to any substantive part of the legislative proposals.

12.2. Amendments may only be submitted during the First or Second Reading of the legislative procedure.

12.3. The Presidency shall set a deadline for submitting amendments, after which no amendments shall be accepted. In exceptional circumstances, the Presidency may decide to accept late amendments or to change the amendment deadline.

12.4. The Presidency shall inform the Members on the form to be used for submitting amendments.

12.5. All amendments must be signed by at least 3 members of the Council (1 proponent and 2 supporters) or at least 5 members of the Parliament (1 proponent and 4 supporters). 12.6. Any signatory of an amendment may remove their support from an amendment at any point prior to the commencement of its voting procedure.

12.6.1. After the removal of a signature the Presidency shall evaluate whether the amendment still fulfils the criteria of Rule 12.5 and if it does not, the amendment shall be dismissed.

12.7. An amendment may only make changes to one article of the proposal. Exceptions to this are permitted only if the changes to the proposal are intrinsically linked and splitting them would be unreasonable. The decision on whether an amendment to multiple clauses is acceptable shall be made by the Presidency.

12.8. Friendly amendments are amendments that pertain to the language or style of another proposed amendment and may not substantially alter the original amendment. They may be made by the Presidency, or any MEP or Minister. A friendly amendment must be accepted by the proponent of the original amendment.

12.9. Prior to them being accepted for debate, all amendments shall be evaluated with regards to the procedural requirements and their adherence to the primary law of the EU and international law. Any amendment that violates EU or international law shall not be accepted for debate.

12.10. Any amendment violating the procedural requirements may be accepted for debate only on the express authorisation of the Presidency.

Rule 13 Voting arrangements and quorum

13.1. There are two types of votes:

13.1.1. **Substantive votes** pertain to the subject matter of the proposal and include any votes on the acceptance of amendments or the votes on the amended proposals. Other votes may be classed as substantive votes at the discretion of the Presidency. Abstaining is permitted during substantive votes.

13.1.1.1. **In the Council**, a substantive vote must fulfil the requirements of Qualified Majority voting, i.e., at least 55% of the Member States present representing at least 65% of the population of Member States present is required for a “Pass” vote. In order to form a blocking minority, at least four Member States representing at least 35% of the population present voting against or abstaining is required. If the requirements for a blocking minority are not fulfilled, the Council will be considered to have rendered a majority. The population figures used for the calculations are fixed in Annex II of these rules, however, these figures can be adjusted if there are Member States that are not participating. The voting figures published by the General Secretariat of the Council shall be considered the official figures and have primacy.

13.1.1.2. **In the Parliament**, a substantive vote requires a simple majority, i.e., more votes in favour than against.

13.1.2. **Procedural votes** are any votes that are not classed as substantive votes. Abstaining is not permitted during procedural votes. A procedural vote requires a simple majority, i.e., more votes in favour than against.

13.2. Votes shall be taken either by a roll call, by raising placards, or electronically. If a vote by raising placards is unclear, the Presidency may decide to hold a subsidiary roll call or electronic vote.

13.2.1. Members may request a roll call vote when conducting substantive voting on amendments. The Motion for a Roll Call Vote requires a simple majority to pass. In a roll call vote, the Presidency will call Representatives in English alphabetical order. Representatives may vote “Yes”, “No”, or “Abstain”.

The Presidency may also decide to conduct a vote by roll call if they deem it necessary.

13.3. During substantive voting MEPs, Ministers, the Presidency, and the Secretaries are permitted to be in the room. No one may enter, exit, or move around the room unless they

receive prior authorisation by the Presidency.

13.4. All note-passing is suspended during substantive voting. No points or motions other than Points of Personal Privilege, Points of Order, or Points of Procedural Inquiry may be raised. 13.5. Quorum is the number of MEPs or Ministers required to be present for the Institution to be permitted to undertake any substantive votes.

13.6. In the Parliament 1/3 of all members must be present for quorum to be reached. 13.7. In the Council more than half of all members must be present for quorum to be reached. 13.8. Quorum should be verified at the beginning of every day of debate and immediately prior to entering the voting procedure of any substantive votes.

Rule 14 Points

14.1. Members may raise any of the following points during the process, where not expressly limited by other measures in these Rules, by raising their placards and stating their point. No point other than the Point of Personal Privilege may interrupt another speaker. A Point of Order may also interrupt the speaker *only* if the speaker exceeds the time limit and the Presidency

does not interrupt.

14.1.1. A **Point of Personal Privilege** may be raised if the proponent is in direct physical discomfort (e.g., unable to hear the speaker) and is unable to take part in the proceedings as a result of said discomfort. Points of Personal Privilege may be raised at any point during the proceedings, other than an Unmoderated Caucus, and may interrupt a speaker.

14.1.2. A **Point of Order** may be raised if the proponent believes that an error in following the Rules of Procedure has taken place. The Presidency will rule on the point's admissibility, and if necessary, take remedial action as soon as possible. Points of Order may be raised at any point during the proceedings other than the Unmoderated Caucus.

14.1.3. **Right of Reply** may be raised at any time if the proponent feels that they or their national honour has been insulted, however, a Right of Reply may not interrupt an ongoing speech. The Presidency shall request the proponent to concisely explain their request, and if the point is admissible, will grant the proponent a short remark to reply to the comment. The Presidency may also require the original speaker to apologise.

The Presidency's decision whether to grant the right of reply is not subject to appeal. A "Right of Reply" to a right of reply is not in order.

14.1.4. A **Point of Parliamentary Inquiry** may be raised if the proponent has a question or a request for clarification about the Rules of Procedure to the Presidency. Points of Parliamentary Inquiry may be raised at any point during the proceedings, other than during an Unmoderated Caucus.

14.1.5. A **Point of Information** may be raised during the General Speakers' List and must take the form of a question related to the subject matter of the speech by the previous speaker. A point of information may also be directed to the Presidency. The point may only be stated if the Presidency permits it and the previous speaker accepts it. The Presidency may decide to limit the amount of time available for the point or the reply.

14.2. The Presidency shall rule on the admissibility and appropriateness of any points raised.

Rule 15 Motions

15.1. Members may raise any of the following motions during the General Speakers' List, where not expressly stated otherwise:

15.1.1. A **Motion to Adjourn the Meeting** may be raised to suspend all the activities of the body until EUROsimA 2022 and requires a two-thirds majority to pass. The Presidency may rule such motions out of order and these decisions shall not be subject to appeal.

15.1.2. A **Motion to Suspend the Meeting** may be raised whenever the floor is open. A Member may give a Motion to Suspend the Meeting in order to suspend all functions of the body until the next meeting.

The Presidency may rule such motions out of order and these decisions shall not be subject to appeal.

15.1.3. A **Motion to Close the Debate** may be raised to close the general debate or the debate on amendments. This motion can be overruled by the Presidency and this decision is not subject to appeal.

When a motion for the closure of debate is introduced, the Presidency may recognize up to two speakers against the motion. No speaker in favor of the motion shall be recognized.

Once a motion to close the debate has passed, the debate shall be closed immediately and none of the speakers still on the list of speakers shall have the possibility to give their speech.

15.1.4. A **Motion to Limit/Extend Speaking Time** may be raised if the proponent wishes to alter the speaking time of the General Speakers' List. The proponent must specify the

requested new speaking time.

15.1.5. A **Motion for a Moderated Caucus** may be raised to have the institution move into Moderated Caucus for a proposed amount of time. The proposer must specify the requested duration of the Caucus, the speaking time, and the topic of the Caucus. The total duration of the Caucus may not exceed 20 minutes.

15.1.6. A **Motion to Extend the Moderated Caucus** may only be raised during a Moderated Caucus to extend its total duration. The final total duration of the Caucus may not exceed 20 minutes.

15.1.7. A **Motion for an Unmoderated Caucus** may be raised to have the institution move into an informal discussion for a proposed amount of time. The proposer must specify the requested duration of the Caucus that may not exceed 20 minutes. 15.1.8. A **Motion to Extend the Unmoderated Caucus** may only be raised during an Unmoderated Caucus to extend its total duration. The total duration of the extension may not exceed the duration of the original Unmoderated Caucus.

15.1.9 A **Motion to Terminate the Caucus** is in order during a Moderated and Unmoderated Caucus unless there is any already an entertained speaker for the related motion at that particular moment.

The Presidency may either put this motion immediately to vote or recognize up to two speakers against the motion.

If speakers are entertained then following the relevant speeches have been delivered a motion to close the debate will be in order, which requires a two-thirds majority to pass. After the debate is closed, a simple majority is required to terminate the caucus.

15.2. For a motion to be accepted it needs to pass a procedural vote. For a motion to close the debate and for a motion to adjourn the meeting to pass, a two-thirds majority in favour is necessary.

15.3. The Presidency may request for any motion to be seconded by another Member for it to be voted upon.

15.4. The Presidency may call for objections to the motion and if no objections are made, may consider the motion to be accepted unanimously.

15.5. The Presidency may grant or may refuse a motion at their discretion.

Rule 16 Order of precedence

16.1. If multiple points and/or motions are raised simultaneously, they will be resolved in the

order in which they appear in Annex I.

16.2. If two points or motions of the same type are raised, the most disruptive one will be put to vote first; should they not differ in their disruptiveness, the Presidency will decide on the order in which they are resolved.

Annex I Order of precedence of points and motions

The order of precedence of points and motions is as follows (highest to lowest): • Point of Personal Privilege

- Point of Order
- Right of Reply
- Point of Parliamentary Inquiry
- Point of Information
- Motion to Adjourn the Meeting
- Motion to Suspend the Meeting
- Motion to Close the Debate
- Motion to Limit/Extend Speaking Time
- Motion to Terminate the Caucus
- Motion to Extend the Previous Caucus
- Motion for an Unmoderated Caucus
- Motion for a Moderated Caucus

Annex II Population figures for Council Qualified Majority Voting (QMV)

The population figures for the Qualified Majority voting standard in the Council of the European Union in reference to 13.1.1.1. are as follows:

Member State	Population	Member State	Population
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Germany 18.54% Bulgaria 1.55% France 14.97% Denmark 1.30% Italy 13.58% Finland 1.23% Spain 10.56% Slovakia 1.22% Poland 8.47% Ireland 1.11% Romania 4.31% Croatia 0.91% Netherlands 3.91% Lithuania 0.62% Belgium 2.58% Slovenia 0.47% Greece 2.39% Latvia 0.43% Czech Republic 2.35% Estonia 0.30% Portugal 2.30% Cyprus 0.20% Sweden 2.30% Luxembourg 0.14% Hungary 2.18% Malta 0.11% Austria 1.98%