

EUROPEAN PARLIAMENT

Rules of Procedure

APRIL 1979

RULES OF PROCEDURE

These Rules of Procedure shall enter into force at the beginning of the first sitting at which Parliament meets without requiring to be convened, pursuant to Article 10 (3) of the Act of 20 September 1976. (Resolution adopted by Parliament on 12 March 1979)

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CHAPTER I
SESSION OF PARLIAMENT

Rule 1

1. Parliament shall hold an annual session.
2. It shall meet, without requiring to be convened, on the second Tuesday in March each year and shall itself determine the duration of adjournments of the session.
3. Parliament shall, moreover, meet without requiring to be convened, on the first Tuesday after expiry of an interval of one month from the end of the period referred to in Article 9 (1) of the Act of 20 September 1976.
4. The enlarged Bureau may alter the duration of such adjournments by a reasoned decision of a majority of its members taken at least two weeks before the date previously fixed by Parliament for resuming the session; the date of resumption shall not, however, be postponed for more than two weeks.
5. Exceptionally, the President may, on behalf of the enlarged Bureau, convene Parliament at the request of a majority of its current Members or at the request of the Commission or the Council.

Rule 2

1. Parliament shall hold its plenary sittings and its committees shall meet at the place fixed as its seat under the provisions of the Treaties.
2. Exceptionally, however, on a resolution adopted by a majority of its current Members, Parliament may decide to hold one or more plenary sittings elsewhere than at its seat.
3. Any committee may decide to ask that one or more meetings be held away from the said seat. Its request, with the reasons therefor, shall be made to the President, who shall place it before the Bureau. If the matter is urgent, the President may take the decision himself. Should the decision taken by the Bureau or the President be unfavourable, the reasons therefor shall be stated.

CHAPTER II

VERIFICATION OF CREDENTIALS

Rule 3

1. Parliament shall verify the credentials of its Members. This shall be done
 - at the sitting provided for under Rule 1 (3), on the basis of a report by a temporary special committee composed of the oldest Member and eight Members appointed by lot;
 - at all other times, on the basis of a report by the Bureau.
2. Any dispute shall be referred to the appropriate committee, which shall report to Parliament as soon as possible.
3. Any Member whose credentials have not yet been verified may provisionally take his seat in Parliament or on its committees, and shall have the same rights as other Members of Parliament.

Rule 4

1. A Member's term of office shall end pursuant to the provisions of the Act of 20 September 1976, on death or on resignation.
2. A Member who fails to gain re-election shall continue to sit until the opening of the first sitting of Parliament following the elections.
3. A Member's resignation shall be notified by him in writing to the President, who shall inform Parliament, which shall establish that there is a vacancy.
4. Incompatibilities resulting from national legislation and appointments by the Member States shall be notified by the latter to the President, who shall inform Parliament, which shall take note thereof. Incompatibilities resulting from appointments by the competent bodies of the European Communities shall be notified by the latter to the President, who shall inform Parliament, which shall establish that there is a vacancy. A vacancy shall exist with effect from the date of a Member's taking up an appointment to a function incompatible with the office of Member of Parliament.

5. When Parliament has established that a vacancy exists, it shall inform accordingly the Member State concerned.

6. Any dispute concerning the validity of the appointment of a Member whose credentials have been verified shall be referred to the appropriate committee, which shall report to Parliament not later than at the beginning of the next part-session.

CHAPTER III
BUREAU OF PARLIAMENT

Rule 5

1. The Bureau shall consist of the President and the twelve Vice-Presidents of Parliament.
2. A member of a national government may not be a member of the Bureau.
3. The enlarged Bureau shall consist of the Bureau and the chairmen of the political groups.

The chairman of a political group may arrange to be represented by a member of his group.

4. Should voting on a decision of the Bureau or enlarged Bureau result in a tie, the President shall have a casting vote.

Rule 6

1. At the sitting provided for under Rule 1 (3), and at any other sitting held for the purpose of electing the President and the Bureau, the oldest Member present shall take the chair until the President has been declared elected.
2. No business shall be transacted while the oldest Member is in the chair unless it is concerned with the election of the President or the verification of credentials.

Rule 7

1. The President and Vice-Presidents shall be elected by secret ballot on the nomination of a political group or at least ten Members; however, when the number of nominations does not exceed the number of seats to be filled, the candidates may be elected by acclamation.

Four tellers chosen by lot shall count the votes cast in a secret ballot; candidates shall not act as tellers.

2. The President shall be elected first. Nominations shall be handed before each ballot to the oldest Member, who shall announce them to Parliament. If after three ballots no candidate has obtained an absolute majority of the votes cast, the fourth ballot shall be confined to the two Members who have obtained the highest number of votes in the third ballot. In the event of a tie the elder candidate shall be declared elected.

3. As soon as the President has been elected, the oldest Member shall vacate the chair.

4. The Vice-Presidents shall then be elected on a single ballot paper. Those who on the first ballot, up to the number of twelve, obtain an absolute majority of the votes cast shall be declared elected in the numerical order of their votes. Should the number of candidates elected be less than the number of seats to be filled, a second ballot shall be held under the same conditions to fill the remaining seats. Should a third ballot be necessary, a relative majority shall suffice for election to the remaining seats. In the event of a tie the oldest candidates shall be declared elected.

5. Subject to the provisions of paragraph 6, second subparagraph below, the Vice-Presidents shall take precedence in the order in which they were elected and, in the event of a tie, by age.

Where they are not elected by secret ballot, the order in which their names are read out to the House by the President of the sitting shall determine the order of precedence.

6. Should it be necessary for the President or a Vice-President to be replaced, his successor shall be elected in accordance with the above provisions.

A newly elected Vice-President shall take the place of his predecessor in the order of precedence.

7. Should the seat become vacant during an adjournment of the session, the political group to which the Member whose seat has become vacant belonged shall nominate a candidate for temporary membership of the Bureau pending the election referred to in paragraph 6.

The nomination shall be placed before the enlarged Bureau for ratification.

A temporary member of the Bureau shall enjoy the same rights as a Vice-President.

Should the President's seat become vacant, the first Vice-President shall act as President.

CHAPTER IV

PRESIDENCY

Rule 8

1. The President shall direct all the activities of Parliament and of its organs under the conditions laid down in these Rules. He shall enjoy all the powers necessary to preside over the proceedings of Parliament and to ensure that they are properly conducted.
2. The duties of the President shall be to open, adjourn and close sittings; to ensure observance of these Rules, maintain order, call upon speakers, close debates, put questions to the vote and announce the results of votes; and to refer to committees any communications that concern them.
3. The President may speak in a debate only to sum up or to call speakers to order. Should he wish to take part in a debate, he shall vacate the chair and shall not resume it until that debate is over.

Rule 9

Should the President be absent or unable to discharge his duties, or should he speak in a debate in accordance with Rule 8 (3), he shall be replaced by one of the Vice-Presidents in accordance with Rule 7 (5).

Rule 10

1. The President shall call to order any Member who creates a disturbance during the proceedings.
2. Should the offence be repeated, the President shall again call the Member to order, and the fact shall be recorded in the minutes of proceedings.
3. In the event of a further offence, the President may exclude the offender from the Chamber for the remainder of the sitting.

4. In serious cases, the President may move that Parliament pass a vote of censure which shall automatically involve immediate exclusion from the Chamber and suspension for two to five days. Any Member against whom such disciplinary action is requested shall be entitled to be heard.

5. The vote of censure shall be taken without debate by sitting and standing.

Rule 11

1. No person may enter the Chamber except Members of the Parliament, members of the Commission or Council, the Secretary-General of Parliament, members of the staff whose duties require their presence there, and experts or officials of the Communities.

2. Only holders of an admission card duly issued by the President or Secretary-General of Parliament shall be admitted to the galleries.

3. Members of the public admitted to the galleries shall remain seated and keep silent. Any person expressing approval or disapproval shall immediately be ejected by the ushers.

CHAPTER V
AGENDA OF SITTINGS

Rule 12

1. On receipt of a preliminary draft agenda prepared by the President after consulting the political groups, the enlarged Bureau shall draw up the draft agenda.

The draft agenda shall specify voting times for all motions for resolutions down for consideration.

The Commission and the Council may attend the enlarged Bureau's deliberations on the draft agenda at the invitation of the President.

2. At the beginning of each part-session, Parliament shall decide on the draft agenda submitted to it by the enlarged Bureau without alteration other than such alterations as may be proposed by the President or proposed to him in writing by a political group, or by at least ten Members. Any such proposals must be received by the President at least one hour before the opening of the part-session. On such a proposal only the mover, one speaker in favour and one speaker against may be heard.

Once adopted, the agenda shall not be amended, except in application of Rules 14 and 32 or on a proposal from the President.

If a procedural motion to amend the agenda is rejected, it shall not be tabled again during the same part-session.

3. Before suspending the sitting the President shall announce the date, time and agenda of the next sitting.

Rule 13

Except in the cases of urgency referred to in Rule 14, a debate shall not be opened on a report unless it was tabled not later than twelve days before the beginning of the part-session and distributed at least twenty-four hours previously.

Rule 14

1. A request that a debate be treated as urgent may be made to Parliament by the President, by at least ten Members, or by the

Commission or Council. This request shall be in writing and supported by reasons.

As soon as the President receives a request for urgent debate, he shall inform Parliament of the fact; the vote on that request shall be taken at the beginning of the next sitting.

2. Where a request for urgent debate relates to the placing of a report on the agenda, only the person making the request, one speaker in favour, one speaker against, and the chairman or rapporteur of the committee responsible may be heard, in each case for a maximum of three minutes.

In all other cases the spokesmen of the political groups may also be heard, at their request and for a maximum of three minutes each, unless they have already spoken on that request for urgent debate.

3. Questions to be dealt with by urgent procedure shall be given priority over other items on the agenda, and accorded a place for urgent debate at the discretion of the President. The vote on a motion for a resolution tabled under urgent procedure shall be taken at the voting time following the debate.

4. An urgent debate may be held without a report or on the basis of an oral report by the appropriate committee.

CHAPTER VI
OFFICIAL LANGUAGES

Rule 15

1. All documents of Parliament shall be drawn up in the official languages.
2. Speeches delivered in one of the official languages shall be simultaneously interpreted into the other official languages and into any other language the Bureau may consider necessary.

CHAPTER VII

PUBLICITY OF PROCEEDINGS

Rule 16

Debates in Parliament shall be public unless Parliament decides otherwise.

Rule 17

1. The minutes of proceedings of each sitting, containing the decisions of Parliament and the names of speakers, shall be distributed at least half an hour before the opening of the following sitting.

2. At the beginning of each sitting the President shall place before Parliament, for its approval, the minutes of proceedings of the previous sitting.

The minutes of proceedings of the last sitting of a part-session shall be placed before Parliament for its approval before the sitting is closed, and if no objection is raised they shall be declared approved.

3. If any objections are raised to the minutes of proceedings Parliament shall, if necessary, decide whether the changes requested should be considered.

4. The minutes of proceedings shall be signed by the President and the Secretary-General and preserved in the records of Parliament. They shall be published within one month in the Official Journal of the European Communities.

Rule 18

A summary report of the proceedings of each sitting shall be drawn up and distributed in the official languages.

Rule 19

1. A verbatim report of the proceedings of each sitting shall be drawn up in the official languages.

2. Speakers shall be required to return typescripts of their speeches to the Secretariat not later than the day following that on which they were handed to them.
3. The verbatim report shall be published as an annex to the Official Journal of the European Communities.

CHAPTER VIII
CONDUCT OF SITTINGS

Rule 20

1. The annual general report of the Commission on the activities of the Communities shall be distributed immediately after publication.
2. The various parts of the report shall be referred to the appropriate committees.
3. Committees consulted under paragraph 2 shall not be obliged to submit a report.

Any committee may, where it feels it necessary for Parliament to make known its views on certain essential problems raised by the general report, bring these problems up in plenary sitting by resorting to one of the existing procedures.

Rule 21

1. A motion of censure on the Commission may be handed to the President of Parliament by a political group or one tenth of Parliament's current Members.
2. The motion shall be presented in writing, labelled 'motion of censure' and supported by reasons. It shall be printed and distributed in the official languages as soon as it is received, and be brought to the notice of the Commission.
3. The President shall announce that a motion of censure has been tabled immediately he receives it, if Parliament is sitting, or else at the beginning of the next suitable sitting. The debate on the motion shall not be opened earlier than twenty-four hours after its receipt is announced. The vote shall not be taken on the motion until at least three clear days after such announcement. Voting shall be by open ballot by way of roll call.
4. The motion of censure shall be adopted only if it secures a two-thirds majority of the votes cast representing a majority of the Members of Parliament. The result of the vote shall be notified to the President of the Commission and the President of the Council.

Rule 22

1. Requests from the Commission or Council for an opinion or for advice shall be printed, distributed and referred to the appropriate committees, and a list thereof shall be published in the Bulletin of Parliament.

2. Any decision or resolution adopted by Parliament following a request from an institution for an opinion or for advice shall be forwarded immediately to the President of that institution. Should the request have come from the President of the Council, the decision or resolution shall also be forwarded to the Commission.

Rule 22 A

1. Where, in the case of certain important Community decisions, the Council intends to depart from the opinion of Parliament, a procedure for conciliation with the Council, with the active participation of the Commission, may be initiated by Parliament when delivering its opinion.

2. This procedure shall be initiated by Parliament, either at its own or at the Council's initiative.

3. The delegation which consults with the Council shall consist of nine Members; it shall reflect the political composition of Parliament, care being taken to ensure balanced representation of political tendencies; in principle it shall include the chairmen and the rapporteurs of the committees concerned. The delegation shall be led by the President of Parliament or by one of the Vice-Presidents.

4. The appropriate committee shall report on the results of the conciliation.

Rule 23

Implementing procedures for examination of the general budget of the European Communities and supplementary budgets, in accordance with the Budgetary Provisions of the Treaties setting up the European Communities and the Treaty of 22 July 1975, shall be adopted by resolution of Parliament and annexed to these Rules. (*)

(*) See Annex I, p. 43.

Rule 24

1. Amendments proposed by the Commission and Council under Article 95 of the ECSC Treaty shall be printed at the same time as the assenting opinion thereon delivered by the Court of Justice.

These documents shall be distributed and referred to the appropriate committee. In its report the committee shall recommend either adoption or rejection of the proposed amendment as a whole.

2. No amendment thereto shall be admissible, and voting item by item shall not be permitted. The proposed amendment as a whole shall require for adoption a three-quarters majority of the votes cast representing a two-thirds majority of the Members of Parliament.

3. Any Member may table a motion for a resolution proposing to the Commission and Council amendments to the ECSC Treaty under Article 95 of that treaty.

Such a motion shall be printed, distributed and referred to the appropriate committee. It shall be adopted only if it secures the votes of a majority of the current Members of Parliament.

Rule 25

Any Member may table a motion for a resolution on a matter falling within the sphere of activities of the Communities.

Such a motion shall be printed, distributed and, without prejudice to Rule 14, referred to the appropriate committee, which shall include the text of the motion in its report.

Rule 26

1. The debate shall be based on the report of the appropriate committee. Parliament shall vote only on the motion for a resolution.

2. Reference to committee may be requested at any time. Such a request shall always be granted if it is made in person by the chairman or rapporteur of the committee responsible, or where, pursuant to Rule 33 (3), two votes have been taken with a request that the number of those present be ascertained, without the required number being reached.

Parliament may fix a time-limit within which the committee shall report its conclusions.

3. Once the general debate and consideration of the texts have been concluded, only explanations of vote shall be permitted before the matter as a whole is put to the vote.

Rule 27

1. Committees may, in agreement with the Commission, ask that motions for resolutions contained in their reports be put to the vote without further discussion.

2. The political groups shall be notified of any such request.

3. At the first sitting of each part-session, or at the latest on the day before the sitting on whose agenda they appear, the President shall announce any texts that can be voted on without debate.

4. If no request to speak has been entered when these texts come up for consideration, the President shall put them to the vote immediately.

Rule 27 A

1. The list of requests from the Commission or Council for an opinion or advice shall be sent each week to members of the appropriate committees. This list shall indicate the date on which the request was first received.

2. At each meeting of a committee the chairman shall submit to the committee those requests that in his opinion should be approved without report.

3. With respect to each of the requests made the object of a proposal under paragraph 2, the chairman of the committee responsible shall make available a summary of the document concerned to members of the appropriate committees.

4. The chairman shall put the proposal to the committee for decision and, unless any member objects to its adoption, shall send a statement to the President of Parliament to inform him that it has been adopted.

5. The titles of all requests from the Commission or Council for an opinion or for advice to which paragraph 4 applies shall be entered on the agenda of the first sitting of the part-session following the receipt of statements from all appropriate committees.

6. At the last sitting of the same part-session, the President shall declare the proposals to which the statements under paragraph 4 relate to be approved unless, before the opening of the sitting:

(a) any Member has asked leave to speak on the proposals;

(b) amendments have been tabled to them.

7. In these cases the proposals shall be referred back to the appropriate committees.

8. The title of each proposal approved by Parliament under paragraph 6 shall be recorded in the minutes.

Rule 28

1. The President may, after consulting the chairmen of the political groups, propose to Parliament that speaking time be allocated for a particular debate. Parliament shall decide on this proposal without debate.

2. The President shall allocate speaking time in accordance with the following criteria:

(a) a first fraction of speaking time shall be divided equally among all the political groups;

(b) a further fraction shall be divided among the political groups in proportion to the total number of their members;

(c) Members not attached to a political group shall be allocated a total speaking time equal to the fraction allocated to each political group under subparagraph (a).

Rule 29

1. Any Member may table amendments.

On a proposal from the President, Parliament may fix a time-limit for the tabling of amendments.

Parliament shall not deliberate on any amendment unless it is moved during the debate.

2. Amendments shall relate to the text it is sought to alter. They shall be tabled in writing and signed by one or more authors. The President shall decide whether they are in order.

No amendment shall be admissible if it is established that the wording in at least one of the official languages of the text it is sought to alter does not call for amendment; in that case the President shall seek out a suitable linguistic remedy jointly with those concerned.

Unless Parliament decides otherwise, amendments shall not be put to the vote until they have been printed and distributed in the official languages.

3. Amendments shall have priority over the text to which they relate and shall be put to the vote before that text.

4. If two or more mutually exclusive amendments are moved to the same part of a text, the amendment that departs furthest from the text submitted by the committee shall have priority and shall be put to the vote first. If it is adopted the other amendments shall stand rejected. If it is rejected, the amendment next in priority shall be put to the vote and similarly for each of the remaining amendments. In case of doubt as to priority, the President shall decide.

5. Reference of an amendment to committee may be requested at any time. Such a request shall always be granted if it is made in person by the chairman or rapporteur of the committee responsible. Parliament may fix a time-limit within which the committee shall report its conclusions on the amendments referred to it. When an amendment is referred to committee, its discussion and vote in plenary sitting and the vote on the motion for a resolution, but not necessarily the general debate, shall be suspended.

Rule 30

1. No Member may speak unless called upon to do so by the President. Members shall speak from their places and shall address the chair; the President may invite them to come to the rostrum.
2. If a speaker departs from the subject, the President shall call him to order. If a speaker has already been called to order twice in the same debate, the President may, on the third occasion, forbid him to speak for the remainder of the debate on the same subject.
3. Without prejudice to his other disciplinary powers, the President may cause to be deleted from the reports of debates of sittings the speeches of Members who have not been called upon to speak by him or who continue to speak beyond the time allotted to them.
4. A speaker may not be interrupted. He may, however, by leave of the President, give way during his speech to allow another Member, the Commission or the Council to put to him a question on a particular point in his speech.

Rule 31

1. The names of Members who ask leave to speak shall be entered in the list of speakers in the order in which their requests are received.
2. The President shall call upon Members to speak, ensuring as far as possible that speakers of different political views and using different languages are heard in turn.

On request, however, priority may be given to the rapporteur of the appropriate committee and to the chairmen of political groups who wish to speak on their behalf, or to speakers deputizing for them.

No Member may speak more than twice on the same subject, except by leave of the President.

The chairman and the rapporteur of the committees concerned shall, however, be allowed to speak at their request.

A Member who asks to make a personal statement shall be heard at the end of the discussion of the item of the agenda being dealt with.

3. The Commission and Council shall be heard at their request.

Rule 31 A

No Member may speak for more than three minutes on any of the following: the minutes of proceedings, explanations of vote, procedural motions, alterations to the draft agenda or to the agenda, and, unless Parliament decides otherwise, amendments and personal statements.

Rule 32

1. A Member who asks leave to speak for a procedural motion, namely:

- (a) to raise a point of order;
 - (b) to move reference to committee;
 - (c) to move the closure of a debate;
 - (d) to move the adjournment of a debate;
 - (e) to move the previous question;
- shall have a prior right to do so.

2. The above matters shall take precedence over the main question, the discussion of which shall be suspended while they are being considered.

3. Without prejudice to Rule 31 A, only the following shall be heard in debates on the above matters; the mover of the motion, one speaker for and one against the motion, and the chairmen or the rapporteurs of the committees concerned.

CHAPTER IX

VOTING

Rule 33

1. Parliament may deliberate, settle its agenda and approve the minutes of proceedings, whatever the number of Members present.
2. A quorum shall exist when one third of the current Members of Parliament are present.
3. All votes shall be valid whatever the number of voters unless the President, on a request made before voting has begun by at least ten Members, ascertains that a quorum is not present. If a quorum is not present, the vote shall be placed on the agenda of the next sitting.
4. If so requested before the voting has begun by at least thirty Members present, a vote shall be valid only if a majority of the current Members of Parliament have taken part in it. Should this not be the case, the vote shall be placed on the agenda of the next sitting.

Rule 34

The right to vote is a personal right. Voting by proxy is prohibited.

Rule 35

1. Normally Parliament shall vote by show of hands.
2. If the President decides that the result of the show of hands is doubtful, a fresh vote shall be taken by sitting and standing.
3. If the President decides that the result of this last vote is doubtful, the vote shall be taken by roll call.
4. If so requested by at least ten Members before the voting has begun, the vote shall be taken by roll call.
5. The roll shall be called in alphabetical order, beginning with the name of a Member drawn by lot. The President shall be the last to be called to vote.

Voting shall be by word of mouth and shall be expressed by 'Yes', 'No', or 'I abstain'. In calculating whether a motion has been adopted or rejected, account shall be taken only of votes cast for and against. The President shall establish the result of the count and announce it.

Votes shall be recorded in the minutes of proceedings of the sitting in the alphabetical order of Members' names.

6. Without prejudice to Rules 2 (2), 7 (2) and (4), 21 (4), 24 (2) and (3), 41 (5), 54 and the provisions of the Budgetary Procedure, motions put to the vote shall be declared adopted only if they have secured a majority of the votes cast.

In the event of a tie, the motion shall stand rejected.

7. In the case of appointments, voting shall be by secret ballot without prejudice to Rules 7 (1), 37 (2) and 41 (5), second subparagraph. Only ballot papers bearing the names of persons who have been nominated shall be taken into account in calculating the number of votes cast.

CHAPTER X
GROUPS AND COMMITTEES

Rule 36

1. Members may form themselves into groups according to their political affinities.
2. A political group shall be considered to have been set up after the President has been handed a statement to that effect containing the name of the group, the signatures of its members and the composition of its Bureau.
3. This statement shall be published in the Official Journal of the European Communities.
4. A Member may not belong to more than one group.
5. A group shall consist of not less than fourteen members. However, it may consist of not less than ten members where these come from at least three Member States.

Rule 37

1. Parliament shall set up standing or temporary, general or special committees, and shall define their powers. The Bureau of each committee shall consist of a chairman and one, two or three vice-chairmen. A member of a national government may not be a member of the Bureau of a committee.
2. Committee members shall be elected at the beginning of the session which opens each year on the second Tuesday in March. Candidatures shall be addressed to the Bureau of Parliament, which shall place before Parliament proposals designed to ensure fair representation of Member States and of political views.
3. An amendment to the proposals of the Bureau shall be admissible only if it is tabled by at least ten Members. Parliament shall vote on the amendment by secret ballot.

4. The Bureau of Parliament may provisionally decide to fill any vacancy on a committee with the agreement of the persons to be appointed and having regard to paragraph 2.
5. Any such changes shall be placed before Parliament for ratification at its next sitting.

Rule 38

1. Committees shall examine questions referred to them by Parliament or, during an adjournment of the session, by the President on behalf of the Bureau.
2. Should a committee declare itself incompetent to consider a question, or should a conflict arise over the competence of two or more committees, the question of competence shall be placed on Parliament's agenda on a proposal from the Bureau or at the request of one of the committees concerned.
3. Should two or more committees be competent to deal with a question, one committee shall be named as the committee responsible and the others as committees asked for their opinions.

A question shall not, however, be referred simultaneously to more than three committees, unless it is decided for sound reasons to depart from this rule under the conditions laid down in paragraph 1.

Rule 39

1. A committee shall meet when convened by its chairman or at the request of the President.
2. A committee may, in the interest of its work, appoint one or more sub-committees, of which it shall at the same time determine the composition and competence. Sub-committees shall report to the committee that set them up.
3. Any two or more committees or sub-committees may jointly consider matters coming within their competence but shall not take a decision.

4. Any committee may, with the agreement of the Bureau of Parliament, instruct one or more of its members to proceed on a study or fact-finding mission.

Rule 40

1. Committee meetings shall not be held in public unless the committee decides otherwise.

2. The Commission and Council may take part in committee meetings if invited to do so on behalf of a committee by its chairman.

By special decision of a committee, any other person may be invited to attend and to speak at a meeting.

3. Any member of a committee may arrange for his place to be taken at meetings by another Member of Parliament of his choice. The name of the substitute shall be notified in advance to the chairman of the committee.

4. Substitutes shall be allowed to sit on sub-committees under the same conditions.

5. Without prejudice to Rule 44 (6) and unless a committee decides otherwise, Members may attend meetings of committees to which they do not belong but may not take part in their deliberations.

Such Members may, however, be allowed by the committee to take part in its proceedings in an advisory capacity.

Rule 41

1. Rules 7 (2), 29, 30, 31, 31 A, 32 and 35 (5, 6, 7) shall apply, as appropriate, to committee meetings.

2. A committee may validly vote when one quarter of its current members are actually present. However, if so requested by one sixth of its members before voting begins, the vote shall be valid only if the number of voters represents an absolute majority of the committee members.

3. Voting in committee shall be by show of hands, unless any Member demands a vote by roll call.

4. The chairman may take part in discussions and may vote, but without having a casting vote.

5. Without prejudice to paragraph 2, the Bureau shall be elected by secret ballot without discussion. Its election shall require an absolute majority of the votes cast; where, however, a second ballot proves to be necessary, a relative majority shall suffice.

If the number of nominations corresponds to the number of seats to be filled, the candidate or candidates may be declared elected without holding the ballot referred to in the first subparagraph.

6. The procedure for sub-committees shall be the same as for committees.

7. The minutes of each meeting of a committee shall be distributed to all its members and submitted to the committee for its approval at its next meeting.

8. In addition, a summary report of the proceedings shall be drawn up. Unless the committee decides otherwise, however, such report shall not be distributed but shall be available to all Members of Parliament.

9. Unless the committee decides otherwise, only adopted reports and statements prepared on the responsibility of the chairman shall be made public.

Rule 42

1. Committees may appoint for each subject a rapporteur who shall be responsible for preparing the committee's report and for introducing it in Parliament.

The final report of the committee shall include a motion for a resolution and an explanatory statement.

2. The report shall state the result of the vote taken on the report as a whole. If the committee is not unanimous, the report shall also state the views of the minority.

Rule 43

1. On a proposal from its Bureau, a committee may fix a time-limit within which the rapporteur shall submit his draft report. This time-limit may be extended.
2. Once the time-limit has elapsed, the committee may instruct its chairman to ask for the matter referred to it to be placed on the agenda of one of the next sittings of Parliament. The debates may then be conducted on the basis of an oral report by the committee concerned.

Rule 44

1. Should the committee to which a question was first referred wish to hear the views of another committee, or should another committee wish to make known its views on the report of the committee to which a question was first referred, such committees may request the President that, in accordance with Rule 38 (3), one committee be named as the committee responsible and the other as the committee asked for its opinion.
2. The committee asked for its opinion may communicate the opinion to the committee responsible either orally, through its chairman or rapporteur, or in writing. Its opinion shall relate to the text referred to it.
3. In its report the committee responsible shall set out the views of the committee asked for its opinion, in so far as these differ from its own.
4. If the committee asked for its opinion is unable to deliver the opinion before the report of the committee responsible is finally adopted, it may instruct its chairman or rapporteur to place the opinion before Parliament during the debate on the report, provided that it notifies the President of this intention before the debate is opened.
5. The opinion may include amendments to the text referred to the committee and suggestions for parts of the motion for a resolution submitted by the committee responsible, but shall not include any motion for a resolution as such.
6. The chairman and rapporteur of the committee asked for its opinion may take part in an advisory capacity in meetings of the committee responsible, in so far as these relate to the matter of common concern. In special cases, the committee asked for its opinion may nominate up to five other members who, with the agreement of the chairman of the committee responsible, may take part in an advisory capacity in the meetings of that committee, in so far as these deal with the matter of common concern.

CHAPTER XI

QUESTIONS

Rule 45

1. Questions for written answer may be put by any Member to the Commission, to the Council or to the Foreign Ministers meeting in political cooperation.

These questions shall be brief and relate to specific points, and shall be submitted in writing to the President, who shall communicate them to the institution concerned.

2. Questions to which answers have been given shall be published, together with the answers, in the Official Journal of the European Communities.

3. Questions to which no answer has been given within one month by the Commission, or within two months by the Council or the Foreign Ministers meeting in political cooperation, shall also be published in the Official Journal of the European Communities.

Rule 46

1. Any Member may put questions to the Commission, to the Council or to the Foreign Ministers meeting in political cooperation and ask that they be placed on the agenda of Parliament and dealt with by oral procedure without debate.

Such questions shall be submitted in writing to the President, who shall place them before the enlarged Bureau at the next sitting held for the purpose of drafting the agenda.

The enlarged Bureau shall decide whether the question is to be converted into a question for written answer or for oral answer at Question Time, or whether it is to be dealt with by the procedure provided under this Rule.

The decision of the enlarged Bureau shall be notified immediately to the questioner and to the institutions concerned. If the question is addressed to the Commission such notification shall be made at least one week, and if to the Council, at least five weeks before the opening of the sitting on whose agenda it is to appear.

2. Questions may be put to the Foreign Ministers meeting in political cooperation under the same conditions as laid down in this Rule for questions to the Council.
3. Questions shall be clearly worded and relate to specific points, not to problems of a general nature. Parliament shall set aside not more than half a day during each part-session for oral answers to these questions. Questions that remain unanswered during that period shall be carried forward to the next part-session or converted into questions for written answer, as the questioner may choose.
4. The questioner shall read out his question. He may speak to it for not more than ten minutes. A member of the institution concerned shall give a brief answer. Where the question is addressed to the Commission, the questioner may ask one or two supplementary questions, to which the member of the institution concerned shall give a brief answer.
5. The enlarged Bureau may ask questioners to reword their questions.
6. If the author of an oral question without debate so requests, the question shall be withdrawn.

Rule 47

1. Questions may be put to the Commission, to the Council or to the Foreign Ministers meeting in political cooperation by a committee, a political group or five or more Members for placing on the agenda of Parliament in order that they may be dealt with by oral procedure with debate.

Such questions, which may also relate to problems of a general nature, shall be submitted in writing to the President, who shall place them before the enlarged Bureau at the next meeting held for the purpose of drafting the agenda.

Subject to the provisions below, during each part-session each political group shall have the right to have not more than one question dealt with by the procedure with debate.

Oral questions with debate shall not be included in the agenda of a part-session if that agenda already provides for the subject to be discussed with the participation of the institutions concerned; they will, however, be

included in the debate. If a question relates to a report submitted by a committee but not yet considered by Parliament, Parliament shall vote on whether it shall be placed on the agenda.

The enlarged Bureau shall, taking account of the above requirements, exercise its discretion in deciding the order on the agenda of all oral questions with debate.

2. The enlarged Bureau shall decide whether the Commission or Council is to be consulted. It shall decide whether the question is to be converted into a question for written answer, for oral answer at Question Time, or is to be dealt with either by oral procedure without debate under Rule 46 or by the procedure provided under this Rule.

The decision of the enlarged Bureau shall be notified immediately to the questioner and to the institutions concerned.

The procedure for oral questions with debate may be proposed only where notice of the question can be given within the following time-limits: if the question is addressed to the Commission, at least one week and if to the Council at least five weeks before the opening of the sitting on whose agenda it is to appear.

In urgent cases, the President may propose direct to Parliament that a question which could not be placed before the enlarged Bureau under the foregoing conditions be placed on the agenda. Such questions, together with any that could not be notified within the time-limits specified above, may be placed on the agenda only with the agreement of the institutions to which they are addressed.

3. Questions may be put to the Foreign Ministers meeting in political cooperation under the same conditions as laid down in this Rule for questions to the Council.

4. One of the questioners may speak to the question for not more than ten minutes. One member of the institution concerned shall answer. Other Members of Parliament may speak for not more than five minutes, and may do so only once.

One of the questioners may, at his request, comment for not more than five minutes on the answer given.

5. In order to wind up the debate on a question under this Rule, any committee or political group, or five or more Members, may place before

the President a motion for a resolution with a request that an early vote be taken on it.

As soon as the motion for a resolution has been distributed, Parliament shall first decide, if necessary after hearing one of the movers, whether an early vote is to be taken.

Should an early vote be decided upon, the motion for a resolution shall be put to the vote at the voting time on the next sitting day without reference to committee. Only explanations of vote shall be permitted.

6. The enlarged Bureau may ask the authors of questions to reword them.

7. At the request of the author of an oral question with debate acting in agreement with any co-authors, the question may be withdrawn by them, but may be immediately taken over by any other Member, under the conditions set out in paragraph 1 above, with the agreement of Parliament deciding by vote without debate.

Rule 47 A

1. Question Time shall be held at each part-session at such times as may be decided by Parliament on a proposal from the enlarged Bureau.

2. Questions shall be submitted in writing to the President, who shall decide whether they are admissible; he shall determine the order in which they will be taken, and how they will be grouped.

The questioner shall be notified immediately of the President's decision.

3. During Question Time any Member may put oral questions to the Commission or Council, in accordance with the provisions of this Rule.

4. Questions may be put to the Foreign Ministers meeting in political cooperation under the same conditions as laid down in this Rule for questions to the Council.

5. Questions put to the Council and the Foreign Ministers meeting in political cooperation, shall be taken first on the second day of Question Time.

6. At each part-session, any Member may put only one question respectively to the Commission, the Council, and the Foreign Ministers meeting in political cooperation.

7. The procedure for the conduct of Question Time shall be governed by guidelines. (*)

Rule 47 B

1. Before the close of Question Time, any political group or at least five Members may request that a debate be held immediately thereafter on the answer given by the Commission, the Council or the Foreign Ministers meeting in political cooperation on a specific matter of general and topical interest.

2. A debate as referred to in paragraph 1 may be requested only after the Commission, the Council or the Foreign Ministers meeting in political cooperation has or have replied to all supplementary questions on the specific matter concerned.

3. The decision as to whether to hold a debate on request shall be taken by the President only at the close of Question Time and shall not be subject to debate. If he receives more than one request for such a debate, he shall decide thereon, without debate.

4. The debate shall be limited to one hour, excluding speaking time set aside for the Commission, the Council and the Foreign Ministers meeting in political cooperation. No Member shall speak for more than five minutes.

5. The order of speaking shall be governed by Rule 31 of the Rules of Procedure, the first speaker being a spokesman for the political group or the Members who requested the debate.

(*) See Annex II, p. 49.

CHAPTER XII

PETITIONS

Rule 48

1. Petitions to Parliament shall show the name, occupation, nationality and permanent address of each signatory.

2. Petitions shall be entered in a register in the order in which they are received if they comply with the conditions laid down in paragraph 1; those that do not shall be filed without further action, and the petitioner shall be informed of the reason therefor.

3. Petitions entered in the register shall be referred by the President to one of the committees set up under Rule 37 (1), which shall first ascertain whether they fall within the sphere of activities of the Communities; those that do not shall be filed without further action.

4. At the request of the appropriate committee, petitions declared admissible shall be filed without further action or forwarded by the President, together with the committee's opinion, to the Commission or Council.

The committee consulted may report to Parliament.

5. Notice shall be given in open sitting of the petitions entered in the register referred to in paragraph 2, and of the decision to file, forward or report on them.

Such announcements shall be entered in the minutes of proceedings. The petitioner shall be notified of the decision taken and the reasons therefor.

6. The texts of petitions entered in the register, together with the texts of committee opinions forwarded with them, shall be preserved in the records of Parliament, where they shall be available for inspection by any Member.

CHAPTER XIII
SECRETARIAT OF PARLIAMENT
ACCOUNTING

Rule 49

1. Parliament shall be assisted by a Secretary-General appointed by the Bureau.

The Secretary-General shall give a solemn undertaking before the Bureau to perform his duties conscientiously and with absolute impartiality.

2. The Secretary-General shall head a Secretariat the composition and organization of which shall be determined by the Bureau.

3. The Bureau, after consulting the appropriate committee of Parliament, shall decide the number of staff and lay down regulations relating to their administrative and financial situation.

The Bureau shall also decide to what categories of officials and servants Articles 12 to 14 of the Protocol on the privileges and immunities of the European Communities shall apply in whole or in part.

The President of Parliament shall inform the appropriate institutions of the European Communities accordingly.

Rule 50

1. The Bureau shall draw up a first preliminary draft of the estimates of Parliament on the basis of a report prepared by the Secretary-General, and shall consult the appropriate committee on the subject.

2. After receiving the opinion of that committee, the enlarged Bureau shall adopt the preliminary draft estimates.

3. The President shall forward the preliminary draft estimates to the appropriate committee, which shall draw up the draft estimates and report to Parliament.

4. The President shall fix a time-limit for the tabling of amendments to the draft estimates.

The appropriate committee shall give its opinion on these amendments.

5. Parliament shall adopt the estimates.
6. The President shall forward the estimates to the Commission and Council.
7. The foregoing provisions shall also apply to supplementary estimates.

Rule 50 A

1. The President shall incur and settle, or cause to be incurred and settled, the expenditure covered by the internal financial regulations issued by the Bureau after consulting the appropriate committee.
2. The President shall forward the draft annual accounts to the appropriate committee.
3. On the basis of a report by its appropriate committee, Parliament shall pass its accounts and decide on the giving of a discharge.

CHAPTER XIV

MISCELLANEOUS PROVISIONS

Rule 51

1. Passes to allow Members to circulate freely in the Member States shall be issued by the President as soon as their appointment has been notified to him.
2. Any request addressed to the President by the appropriate authority of a Member State that the immunity of a Member be waived shall be communicated to Parliament and referred to the appropriate committee.
3. Should a Member be arrested or prosecuted after having been found in the act of committing an offence, any Member of Parliament may request that the proceedings be suspended or that he be released.
4. The appropriate committee shall consider such a request without delay but shall not go into the merits of the case. It shall hear the Member concerned, should he so wish. If he is in custody, he may have himself represented by another Member of Parliament.
5. The report of the committee shall be placed at the head of the agenda of the first sitting following the day on which it was laid upon the Table.

Discussion shall be confined to the reasons for or against the waiver of immunity.

6. The President shall immediately communicate Parliament's decision to the appropriate authority of the Member State concerned.

Rule 52

1. At the beginning of the session which opens on the second Tuesday in March each year, the Presidential Committee shall appoint a rapporteur to prepare a report to the Parliamentary Assembly of the Council of Europe on the activities of Parliament.
2. After this report has been approved by the Presidential Committee and by Parliament, it shall be forwarded direct by the President of Parliament to the President of the Parliamentary Assembly of the Council of Europe.

Rule 53

Parliament shall be represented in international relations, on ceremonial occasions, and in administrative, legal or financial matters by the President, who may delegate his powers.

Rule 54

1. Motions for resolutions amending these Rules shall be printed and referred to the appropriate committee.
2. Such motions shall be adopted only if they secure the votes of a majority of the Members of Parliament.
3. The Bureau shall lay down, through internal rules drawn up after consulting the appropriate committee, procedures for applying, interpreting and implementing these Rules of Procedure; these internal rules shall be incorporated in a single document published as an annex to the Rules of Procedure and entitled 'General Instructions of the Bureau'.

**IMPLEMENTING PROCEDURES
FOR EXAMINATION OF THE GENERAL BUDGET
OF THE EUROPEAN COMMUNITIES
AND SUPPLEMENTARY BUDGETS**

(At its sitting of 11 September 1978, the European Parliament extended to the budget for the 1979 financial year the validity of the internal Rules of Procedure adopted on 17 September 1976, having brought them into line with the Treaty of 22 July 1975.)

Article 1

(Working documents)

1. The following documents shall be printed and distributed:
 - (a) the communication from the Commission of the Communities on the maximum rate laid down in paragraph 9 of Article 78 of the ECSC Treaty, Article 203 of the EEC Treaty, and Article 177 of the EAEC Treaty;
 - (b) the proposal from the Commission or the Council fixing a new rate;
 - (c) a summary by the Council of its deliberations on the amendments and modifications adopted by Parliament to the draft budget;
 - (d) the modifications made by the Council to the amendments adopted by Parliament to the draft budget;
 - (e) the Council's position on the fixing of a new maximum rate;
 - (f) the new draft budget drawn up in pursuance of paragraph 8 of Article 78 of the ECSC Treaty, Article 203 of the EEC Treaty and Article 177 of the EAEC Treaty;
 - (g) the draft decisions on the provisional twelfths laid down in Article 78 b of the ECSC Treaty, Article 204 of the EEC Treaty and Article 178 of the EAEC Treaty.

2. These documents shall be referred to the committee responsible. Any committee concerned may deliver an opinion.
3. Where other committees wish to deliver opinions, the President shall fix the time-limit within which these shall be communicated to the committee responsible.

Article 2

(Rate)

1. Subject to the conditions set out below, any Member may table and speak in support of proposals for decisions fixing a new maximum rate.
2. Such proposals shall be admissible only if they are presented in writing, bear the signatures of at least five Members or are table on behalf of a political group or committee.
3. The President shall fix the time-limit for the tabling of such proposals.
4. The committee responsible shall report on these proposals before they are discussed in plenary sitting.
5. Parliament shall then vote on the proposals.

The European Parliament shall act by a majority of its Members and three-fifths of the votes cast.

Where the Council has informed the Parliament of its agreement to the fixing of a new rate, the President shall declare in plenary sitting that the amended rate has been adopted.

If this is not the case, the Council's position shall be referred to the committee responsible.

Article 3

(Consideration of the draft budget — first stage)

1. Subject to the conditions set out below, any Member may table and speak in support of:
 - draft amendments to the draft budget;
 - proposed modifications to the draft budget.

2. Draft amendments shall be admissible only if they are presented in writing, bear the signatures of at least five Members or are tabled on behalf of a political group or committee, specify the budget heading to which they refer and ensure the maintenance of a balance between revenue and expenditure. Draft amendments shall include all relevant information on the remarks to be entered against the budgetary heading in question.

The same provisions shall apply to proposed modifications.

3. The President shall fix the time limit for the tabling of draft amendments and proposed modifications.

4. The committee responsible shall deliver its opinion on the texts submitted before they are discussed in plenary sitting.

5. Draft amendments to the estimates of the European Parliament which are similar to those already rejected by Parliament at the time the estimates were drawn up shall be discussed only where the committee responsible has delivered a favourable opinion.

6. Notwithstanding Rule 26 (1) of the Rules of Procedure, Parliament shall take separate and successive votes on:

- each draft amendment and each proposed modification,
- each section of the draft budget,
- the draft budget as a whole,
- a motion for a resolution concerning the draft budget.

7. Articles, chapters, titles and sections of the draft budget in respect of which no draft amendments or proposed modifications have been submitted shall be deemed adopted.

8. Draft amendments to the expenditure for the 1979 financial year shall require for adoption the votes of a majority of the current Members of Parliament.

Proposed modifications shall require for adoption an absolute majority of the votes cast.

9. If Parliament has adopted draft amendments that would raise the expenditure shown in the draft budget above the maximum rate laid down, the committee responsible may submit to Parliament a proposal laying down a new maximum rate as provided for in the last subparagraph of

paragraph 9 of Article 78 of the ECSC Treaty, Article 203 of the EEC Treaty and Article 177 of the EAEC Treaty. The proposal shall be put to the vote after the various sections of the draft budget have been voted on. The European Parliament shall act by a majority of its Members and three-fifths of the votes cast. Where the proposal is rejected, the draft budget as a whole shall be referred to the committee responsible.

10. If Parliament has not amended the draft budget, adopted proposed modifications or adopted a proposal rejecting the draft budget, the President shall declare in plenary sitting that the budget has been finally adopted.

If Parliament has amended the draft budget or adopted proposed modifications, the draft budget thus amended or accompanied by proposed modifications shall be forwarded to the Council.

11. The minutes of proceedings of the sitting at which Parliament delivered its opinion on the draft budget shall be forwarded to the Council and the Commission.

Article 4

(Final adoption of the budget
after the first reading)

Where the Council has informed Parliament that it has not modified its amendments and that it has accepted or not rejected its proposed modifications, the President shall declare in plenary sitting that the budget has been adopted. He shall arrange for its publication in the Official Journal of the Communities.

Article 5

(Consideration of the Council's deliberations — **second stage**)

1. If the Council has modified one or more of the amendments adopted by Parliament, the text thus modified by the Council shall be referred to the committee responsible.

2. Subject to the conditions set out below, any Member may table and speak in support of draft amendments to the text as modified by the Council.

3. Such drafts shall be admissible only if they are presented in writing, bear the signature of at least five Members or are tabled on behalf of a political group or committee and ensure the maintenance of a balance between revenue and expenditure.

Draft amendments shall be admissible only if they refer to the text modified by the Council.

4. The President shall fix the time limit for the tabling of draft amendments.

5. The committee responsible shall pronounce on the texts modified by the Council and deliver its opinion on the draft amendments to the modified texts.

6. Draft amendments to the texts modified by the Council shall be put to the vote. The Parliament shall act by a majority of its Members and three-fifths of the votes cast. If the draft amendments are adopted, the text modified by the Council shall be deemed rejected. If they are rejected, the text modified by the Council shall be deemed adopted.

7. The Council's summary of the results of its deliberations on the proposed modifications adopted by Parliament shall be debated and a motion for a resolution may then be put to the vote.

8. Upon completion of the procedure provided for in this Article, and subject to the provisions of Article 6, the President shall declare in plenary sitting that the budget has been finally adopted. He shall arrange for its publication in the *Official Journal of the Communities*.

Article 6

(Total rejection)

1. Five Members, a political group or a committee may, for important reasons, table a proposal to reject the draft budget as a whole. Such a proposal shall be admissible only if it is accompanied by a written justification and tabled within the time limit set by the President. The reasons for rejection may not be contradictory.

2. The committee responsible shall deliver its opinion on such a proposal before it is put to the vote in plenary sitting.

The European Parliament shall act by a majority of its Members and two-thirds of the votes cast. If the proposal is adopted, the draft budget as a whole shall be referred back to the Council.

New Article 7

(Provisional twelfths system)

1. Subject to the conditions set out below, any Member may submit a proposal for a decision different from that taken by the Council authorizing expenditure in excess of the provisional one-twelfth for expenditure other than that necessarily resulting from the Treaty or from acts adopted in accordance therewith.
2. Proposals for decisions shall be admissible only if they are presented in writing, bear the signature of at least five Members or are tabled by a political group or committee and state the grounds on which they are based.
3. The committee responsible shall deliver its opinion on the texts submitted before they are discussed in plenary sitting.
4. The European Parliament shall act by a majority of its Members and three-fifths of the votes cast.

Article 8

(Community VAT rate)

On the occasion of the adoption of the budget Parliament shall also fix the VAT rate.

**GUIDELINES FOR THE CONDUCT OF QUESTION TIME
UNDER RULE 47 A**

1. Questions shall be admissible only where they
 - are concise and are drafted so as to permit a brief answer to be given;
 - fall within the competence and sphere of responsibility of the Commission, the Council, or the Foreign Ministers meeting in political cooperation, and are of general interest;
 - do not require extensive prior study or research by the institution concerned;
 - are clearly worded and relate to specific matters;
 - do not contain assertions or opinions;
 - do not relate to strictly personal matters;
 - are not aimed at procuring documents or statistical information;
 - are interrogatory in form.
2. Questions shall not be accepted for Question Time at any part-session if the agenda already provides for the subject to be discussed with the participation of the institution concerned.
3. Should the President decide that the question is inadmissible, the questioner may challenge the decision, in which case it shall be for the enlarged Bureau to rule on the matter. This ruling shall be notified immediately to the questioner.

Supplementary Questions

4. Each Member may put only one supplementary question to each question at Question Time.
5. Supplementary questions shall be subject to the rules of admissibility laid down in these Guidelines.

6. (1) The President shall rule on the admissibility of supplementary questions and shall limit their number so that each Member who has put down a question may receive an answer to it and so as to afford an opportunity for a debate to be requested on the answer given to any question or supplementary question.
(2) The President shall not be obliged to declare a supplementary question admissible, even where it satisfied the foregoing conditions of admissibility —
 - (a) if it is likely to upset the normal conduct of Question Time, or
 - (b) if the main question to which it relates has already been adequately covered by other supplementary questions, or
 - (c) if it has no direct bearing on the main question.
7. The institution concerned shall ensure that answers are concise and are relevant to the subject of the question.
8. If the content of the questions concerned permits it, the President may decide, after consulting the questioners, that the Institution concerned should answer them together.

Answers to questions

9. A question may be answered only if the questioner is present or has notified the President in writing, before Question Time begins, of the name of his substitute.
10. If neither the questioner nor his substitute is present, the question shall be answered in writing by the Institution concerned, and published together with the answer in the Report of Proceedings.
11. The same procedure shall be applied to questions that remain unanswered for lack of time, unless the questioner withdraws his question before Question Time is over or asks that the question be deferred until the next Question Time.
12. The procedure for answers in writing shall be governed by Rule 45 (2) and (3).

Time limits

13. (1) Questions shall be tabled at least one week before Question Time begins.

Questions not tabled within this time limit may be taken during Question Time with the consent of the Institution concerned.

- (2) Questions declared admissible shall be distributed to Members and forwarded to the Institutions concerned.

(Bureau Decision of 28 April 1976)

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**GENERAL INSTRUCTIONS
OF THE BUREAU
AND
SELECTED TEXTS**
**relating to the application
of certain provisions of the Rules of Procedure**

Rule 1

Session of Parliament

The President may convene Parliament so as to enable it to deliver its opinion within the time-limit laid down in the Treaties.

(Sitting of 8 January 1968)

A list of attendance shall be prepared for Members for each day of plenary sitting or meeting of an organ of Parliament.

On each day that a plenary sitting is held, this list will be displayed in the Chamber for the entire duration of the sitting.

(Decisions of the Bureau of 18 July 1963 and of the President of 13 May 1974)

Rule 7 A

The number of Quaestors shall be 5.

(Resolution of 26 September 1979).

Rule 8

The opening or resumption of the sitting shall be announced by a bell pealing continuously for about one minute.

The suspension or closure of the sitting shall be announced by three short peals.

The taking of a vote shall be announced by two short peals rung as soon as the last speaker begins his speech.

(Decisions of the Bureau of 16 November 1964 and 27 January 1977)

Rule 9

It is the custom for the President to decide, in agreement with the Vice-Presidents, in what order they are to take over the chair at plenary sittings.

Rule 11

Access to Chamber and distribution of seats

Entry into the Chamber shall be supervised by ushers. Only Members may occupy places in the area reserved for Members. When a vote is announced all persons who are not Members shall withdraw from this area.

(Decision of the enlarged Bureau of 9 February 1977, announced at sitting of 10 February 1977)

The Bureau shall decide how seats in the Chamber are to be distributed among Members of Parliament and the institutions of the Communities.

(Decisions of the Bureau of 18 July and 21 September 1967)

Members belonging to the same political group shall sit together in the Chamber.

Within their own group, Members shall be seated in alphabetical order.

(Resolution of 21 March 1958)

Members of the Bureau of a group shall, however, sit in front of the other members.

Rule 12

Plenary sittings of Parliament held on the same day shall be deemed to be a single sitting.

(Sitting of 22 March 1968)

If a Member tables a procedural motion to amend the agenda, that motion shall be adopted only if it secures a two-thirds majority of the votes cast.

(Decision of the Bureau of 14-15 September 1972, announced at sitting of 12 October 1972, and adopted at the meeting of the enlarged Bureau of 23, 24 and 25 June 1975)

Rule 13

Tabling and distribution of reports

If the time-limit for tabling and distribution is not complied with, the committee responsible shall request that the report be dealt with by urgent procedure (Rule 14).

Rule 17

Minutes of proceedings

As the proposals on which Parliament is consulted are regularly published by the Commission in the Official Journal before the minutes of proceedings are published, the minutes shall include only those parts of texts submitted to Parliament for its opinion to which it has requested amendments.

(Decision of the Bureau of 26 March 1965)

Rule 19

Verbatim report

As proposals on which Parliament is consulted are regularly published by the Commission in the Official Journal before the verbatim reports are published, verbatim reports shall include only the debates, together with a reference to texts already published in the Official Journal for further details of resolutions, regulations, directives, etc.

(Decision of the Bureau of 18 July 1967)

A speaker who has been unable to read through the transcript of his speech may submit to the Secretariat any corrections for the final edition within twenty-four hours.

Rule 20

Procedure for reviewing the Commission's general report on the activities of the Communities

If a committee feels that it should submit to Parliament an oral or written report on a substantive problem raised by the general report, it must obtain prior authorization to do so from the Bureau.

(Decision of the enlarged Bureau of 6 February 1975, confirmed at the meeting of 23, 24 and 25 June 1975)

Rule 21

Motion of censure

For the method of calculating the majorities referred to in Rule 21(4) see under 'Rule 24' below.

Rule 22 A

Conciliation procedure

At the end of conciliation, two reports shall be drawn up on the results of this procedure:

- one by the President of Parliament – who may instruct a member of the delegation to draw up the report – for the enlarged Bureau, dealing essentially with the results of the conciliation insofar as interinstitutional relations are affected,
- the other by the appropriate parliamentary committee, for Parliament and dealing with the technical results of the conciliation.

(Decision taken by the enlarged Bureau at its meeting of 23, 24 and 25 June 1975)

Rule 23

Discussion of the budget

The period within which Parliament is required to deliver its opinion on the draft budgets shall not begin until the Council has made the requisite number of copies available to the Members of Parliament (1).

(Sitting of 17 May 1960)

Rule 24

Amendment of the ECSC Treaty

In calculating the three-quarters majority, account shall be taken of votes for and against but not of abstentions.

Should the result of the calculation include a fraction, the required majority shall be considered to have been attained only if the number of votes is at least equal to the number rounded up to the next higher unit.

(Sittings of 29 March 1960 and 19 October 1967 – Discussion of report by Mr Bech, Doc. 131/67, sec. 60)

(1) This decision of Parliament confirms the decision of the Bureau of 14 January 1959 notified to the Councils by the President on 16 January 1959.

Rule 25

Motions for resolutions

The committee responsible shall:

1. deal in its report with the motion for a resolution and expressly mention it in the title of the report;
2. express its views on the original motion for a resolution and, should it wish to amend it, express its views on each point of it in the explanatory statement.

(Decision of the Bureau of 25 May 1965)

Withdrawal of a motion for a resolution by the mover shall be announced during the sitting. Such withdrawal shall close the procedure.

(Sitting of 11 June 1971, minutes of proceedings, p.67)

Rule 26

Voting procedures in plenary sittings

Pursuant to Rule 26 and the practice deriving therefrom, which has been confirmed by Parliament on many occasions, the voting procedure in plenary sitting for resolutions embodying Parliament's opinion on matters on which it has been consulted can be summarized as follows:

1. consideration of the text on which Parliament has been consulted on the basis of the text proposed by the parliamentary committee responsible ('right-hand column');
2. at this stage, a vote is taken only on amendments tabled to the text of the parliamentary committee and not on the text itself, which is adopted by virtue of the subsequent vote on the resolution expressly referring to it; thereafter,
3. vote on each paragraph of the resolution, preceded by vote on any amendment tabled to that paragraph; where an amendment is rejected, a formal vote on the paragraph in question; thereafter,
4. any explanation of vote; thereafter,

5. vote on the resolution as a whole and thereby on the entire matter on which Parliament was consulted.

(Sitting of 3 April 1974)

Motions for resolutions shall not be voted at the end of the debate on them but at a specific time, set by Parliament when fixing the agenda, during each sitting (with the exception of the Monday sitting when, in principle, there is no vote).

When the vote is held, the only Members permitted to speak shall be the rapporteur, who shall have the opportunity of expressing, briefly, his committee's views on the amendments put to the vote, or those wishing to raise points of order.

This system of voting does not apply to motions of censure, budgets, votes on urgency as provided for in Rule 14(1) of the Rules of Procedure or to decisions on requests for a vote provided for in Rule 47(5) of the Rules of Procedure (motion for a resolution with request for vote without reference to committee tabled to wind up the debate on an oral question).

(Decision of the enlarged Bureau of 22 June 1977, amended during its meeting of 7 July 1977 and announced at the sitting of 12 September 1977).

Rules 14(1) and 47(5) should therefore be applied as follows:

- (a) the President shall inform Parliament of the tabling of the motion for a resolution;
- (b) Parliament shall decide on the request for urgent debate or for a vote without reference to committee at the beginning of the next sitting;
- (c) the vote on the motion for a resolution as such shall be taken during 'voting time'.

(Decision of the enlarged Bureau of 15 September 1977)

As regards votes on amendments (Rule 29(1), third subparagraph), the effects are as follows:

- amendments distributed after the end of the debate may not be put to the vote except on a decision by the President when they are compromise amendments or when they could not be distributed earlier for technical reasons;

- before closing the debate, the President shall establish that there is no objection to the amendments tabled being put to the vote; these amendments shall be considered as having been moved within the meaning of the Rules of Procedure unless this is contested.

(Sitting of 13 February 1978)

Reference back to committee

A vote rejecting amendments proposed by the committee responsible to a regulation shall not lead to adoption of the text proposed by the Commission but shall entail reference back to committee.

(Sitting of 10 March 1970)

Where, after the various votes have been taken, inconsistencies are found in the text adopted, it shall be referred back to committee.

(Sitting of 10 March 1970)

If, after a report has been referred to it, a committee submits a supplementary report whose conclusions differ from those of the first report, the supplementary report shall replace the first report on the agenda.

(Sitting of 7 June 1971)

Rule 27

Vote without debate

Where a consultation or request for an opinion is referred to a committee, the President or the Bureau may propose that the report be dealt with in plenary sitting without further discussion.

Unless the committee expressly decides to request a different procedure, this proposal shall be deemed to have been endorsed by it and shall be placed before Parliament for its approval.

(Decision of the Bureau of 22 September 1969, announced at sitting of 6 October 1969)

At all events, the committee responsible shall state, when a report is being drafted, what procedure – with or without debate – it proposes should be adopted for dealing with it in plenary sitting.

(Decision of the Bureau of 22 September 1969, announced at sitting of 6 October 1969)

Rule 29

Amendments

An amendment may be aimed at replacing the whole or part of a motion for a resolution.

(Sittings of 16 April 1959 and 8 January 1968)

An amendment may be moved by its author or by another Member.

(See also Rule 26: vote on amendments)

Rules 30 and 31

Right to speak

With a view to livelier debates, the reading out of speeches shall be avoided as far as possible.

(Decisions of the Bureau of 26 April 1967 and 22 September 1969, announced at sittings of 11 May 1967 and 6 October 1969)

Requests for entry in the list of speakers of the names of Members who wish to speak on behalf of political groups, and one of whom per group is to have priority over other speakers, shall be made in writing to the President or to the president of the sitting and be signed by the chairman of the group concerned.

(Decisions of the Bureau of 26 April 1967 and 22 September 1969, announced at sitting of 6 October 1969)

The oral presentation of a report distributed within the prescribed time-limit shall in principle be dispensed with unless new circumstances require it or a fundamental explanation is essential.

(Decisions of the Bureau of 26 April 1967 and 22 September 1969, announced at sittings of 11 May 1967 and 6 October 1969)

Rapporteurs and draftsmen of opinions may, if they so request, be given priority over other speakers to present their reports or opinions. Priority shall not, however, be given to a chairman of a committee unless he is deputizing for the rapporteur or draftsman.

(Decision of the Bureau of 22 September 1969, announced at sitting of 6 October 1969, and decision of the Bureau of 21 October 1971)

Following explanations or statements made in plenary sitting by Members of the Council or Commission, the chairman of the committee concerned shall be given the opportunity to speak for 5 minutes.

Moreover, Members of Parliament may then avail themselves of a period of up to 15 minutes in which to put brief and concise questions with a view to clarifying specific points in such explanations or statements, without, however, engaging in debate on the subject.

(Decision of the Bureau of 24 May 1973, announced at sitting of 5 June 1973)

Rule 35

Modes of voting

The President shall ascertain whether there is any objection to the adoption of a text, except in the case of a vote:

- a) on amendments, or
- b) on the text as a whole of a motion for a resolution to which amendments have been tabled but have not been unanimously adopted.

(Decision of the Bureau of 13 May 1964)

A vote by sitting and standing shall not be taken as a matter of course.

It shall be for the President to decide whether such a vote is to be taken if he considers the result of the show of hands is doubtful.

(Decision of the Bureau of 13 May 1964)

The names of Members who have taken part in a secret ballot shall be recorded in the minutes of proceedings of the sitting at which the ballot was held.

(Sitting of 8 May 1972)

Rule 37

Number and composition of committees

Parliament has decided to set up, as of the July 1979 part-session:

I

the following committees:

1. the Political Affairs Committee;
2. the Committee on Agriculture;
3. the Committee on Budgets;
4. the Committee on Economic and Monetary Affairs;
5. the Committee on Energy and Research;
6. the Committee on External Economic Relations;
7. the Legal Affairs Committee;
8. the Committee on Social Affairs and Employment;
9. the Committee on Regional Policy and Regional Planning;
10. the Committee on Transport;
11. the Committee on the Environment, Public Health and Consumer Protection;
12. the Committee on Youth, Culture, Education, Information and Sport;
13. the Committee on Development and Cooperation;
14. the Committee on Budgetary Control;
15. the Committee on the Rules of Procedure and Petitions;

Committees 1 and 2 shall be composed of 39 members, committee 3 of 37 members, committees 4 to 6 of 35 members and the other committees of 27 members (1).

II

the following delegations:

1. to the Joint Parliamentary Committee of the EEC-Greece Association;
2. to the Joint Parliamentary Committee of the EEC-Turkey Association;

These delegations shall be composed of 18 members.

(Resolution of 20 July 1979)

(1) By subsequent decision of Parliament, taken that same 20 July, the composition of the committees is in fact as follows:

Committee 1 shall be composed of 41 members, committee 2 of 39 members, committees 3 and 4 of 37 members, committee 5 of 34 members, committee 6 of 36 members, committees 7, 10 and 12 of 25 members, committees 8, 11, 13, 14 and 15 of 27 members and committee 9 of 29 members.

Rule 38

Competence of committees

Apart from the normal procedure laid down in Rule 38(1), committees may, without informing the Bureau, carry out studies and prepare working documents; such studies and working documents shall, however, be distributed only to members of the committee concerned and to Members of Parliament who ask for copies of them.

(Report by Mr Fischbach, Doc. 13/62-63, p.5)

Rule 39

I. Convening of committees

1. Committees shall not meet during plenary sittings without the prior consent of the President or of the president of the sitting.

(Decision of the Bureau of 24 April 1964)

2. Committees shall fix the dates of their meetings sufficiently in advance and state whether they intend to sit all day or only in the morning or afternoon.

(Decision of the Bureau of 26 April 1967)

II. Study and fact-finding missions

1. Composition

- a) The membership of a mission shall not exceed 9 in the case of large committees and 6 in the case of small committees.

(Decision of the Bureau of 21 September 1961)

- b) Members may be replaced only by members of the same committee.

Their replacement shall be the responsibility of the chairman of the group concerned.

(Decisions of the Bureau of 21 September 1961 and 15 June 1962)

- c) Members of missions to the Associated African States and Madagascar ⁽¹⁾ organized by the Committee on Development and Cooperation shall be members of that committee.

Where substitutes cannot be found within that committee, they shall be chosen from among European members of the Conference ⁽²⁾.

(Decision of the Bureau of 27 February 1967)

2. Summary report

- a) After each mission a 'summary report' shall be submitted to the enlarged Bureau.

This report shall first give the names of the persons appointed members of the mission, of members who actually took part in the various stages of the mission, of members who attended the various meetings held during the mission, and of officials who accompanied the mission. It shall also set forth the programmes carried out and the practical problems dealt with.

(Decisions of the Bureau of 15 June 1962 and 5 November 1962)

- b) After each mission by a delegation from Parliament the list of the members who actually took part in it shall be submitted to Parliament.

(Decision of the Bureau of 15 June 1962)

III. General

1. Invitations to Members of Parliament to attend conferences organized by the Commission shall be addressed by the latter no longer to the chairmen of the committees but directly to

⁽¹⁾ Now: ACP States.

⁽²⁾ Now: Consultative Assembly.

the President of the European Parliament, so that the Bureau can take decisions in good time and in full knowledge of the facts.

(Decision of the Bureau of 23 November 1961)

2. It is not desirable that chairmen or members of committees should enter into direct contact, as Members of the European Parliament, with governmental or other national authorities.

The Commission and the Council shall supply the organs of Parliament or its Members with any information necessary to enable Parliament to carry out its work under the best possible conditions.

(Decision of the Bureau of 26 April 1967)

Rule 40

Presence of experts at committee meetings

Any committee may arrange hearings of experts if it considers such hearings essential to the effective conduct of its work on a particular subject.

The hearings shall be held on matters clearly within the competence of one or more committees.

The objects of the hearings shall be either:

- a) to elicit information which does not exist in a readily available form, or
- b) to elicit information which a committee has been unable to obtain by any other means, or
- c) to enable committees to gain information from outside bodies or individuals having specialist knowledge or experience.

(Decision of the enlarged Bureau of 27 January 1977)

Any request that experts be invited to meetings of committees or subcommittees shall, if the invitation entails expenditure by the Secretariat, be submitted to the Bureau, whatever the number of persons invited.

(Decision of the Bureau of 13 April 1965, confirmed on 27 January 1977)

The committees shall not make contacts with a view to organizing hearings of experts entailing expenditure by Parliament until they have received formal authorization from the enlarged Bureau for such hearings.

Requests for such authorization shall specify the number of experts, if any, to be paid expenses and the total amount of such expenses.

Parliament shall defray only those experts' expenses arising from hearings which the institution itself or one of its bodies has requested.

(Decision of the enlarged Bureau of 22 September 1971, confirmed at its meeting of 27 January 1977)

Meetings of committees in places other than those in which Parliament or its bodies normally meet shall be authorized only in exceptional circumstances.

Contacts which committees feel they should make in parts of the Community other than those where meetings are normally held may more usefully be made by sending delegations of members of the committees concerned on fact-finding missions.

Where requests by committees to meet in places other than those where meetings are normally held are prompted by a desire to make contact with local organizations or experts, it would be preferable to invite such experts or representatives of such organizations to a hearing organized by the committee concerned in Brussels or in one of the normal meeting places.

(Decisions of the enlarged Bureau of 22 April 1971, confirmed at its meeting of 10 July 1973 and 27 January 1977)

Rule 42

Drafting of reports in committee

Where the subject presents no difficulties, the committee's findings may be presented by a simple oral report by the rapporteur.

(Decision of the Bureau of 22 September 1969, announced at sitting of 6 October 1969)

Only the motion for a resolution shall in all cases be adopted paragraph by paragraph at the end of the general debate. Shortened procedures may be resorted to for the final adoption of the explanatory statement.

(Decision of the Bureau of 22 September 1969, announced at sitting of 6 October 1969)

The motion for a resolution shall precede the explanatory statement.

(Decision of the Bureau of 26 April 1967, announced at sitting of 11 May 1967)

Where a request has been made for an opinion or advice, the explanatory statement shall be confined

- a) where the text is adopted unanimously, without amendment and without reservation, to recording the committee's approval;
- b) in other cases, to explaining the amendments to the text proposed in the motion for a resolution.

(Decisions of the Bureau of 26 April 1967 and 22 September 1969, announced at sitting of 6 October 1969)

Explanatory statements shall be restricted to commenting, in logical sequence, on the paragraphs of the motion for a resolution. They shall reflect the views of the majority while stating any minority views. They shall state the results of the votes.

(Decision of the Bureau of 22 September 1969, announced at sitting of 6 October 1969)

Explanatory statements shall be brief and to the point and shall not, for example, outline the previous history of the problems dealt with.

(Decisions of the Bureau of 26 April 1967 and 22 September 1969, announced at sitting of 6 October 1969)

The publication of lengthy annexes – other than the texts of consultations – diagrams, maps, tables in colour etc., shall require the prior consent of the President who shall consult the Bureau if the additional expense entailed is too high and if time permits.

(Decisions of the Bureau of 11 March 1966 and 22 September 1969, announced at sitting of 6 October 1969)

Application of the resolution concerning the position of the European Parliament as regards the institutional development of the European Communities

On 20 October 1966, after discussing the report by Mr Illerhaus (Doc. 118/66), Parliament adopted the above-mentioned resolution to the effect that, where it proposes to amend the Commission's proposals, certain formulas be inserted in resolutions arising out of consultations or requests for opinions.

With a view to the application of this resolution, the Bureau has decided:

- a) that where Parliament proposes major amendments, the matter in question shall remain in suitable form on the agenda of the committee responsible;
- b) that where the Commission withdraws its original proposal and replaces it by a new text in accordance with Article 149, second paragraph, of the EEC Treaty, it shall immediately transmit that text to Parliament and, therefore, to its committee responsible;
- c) that a periodic check be made on any decisions by the Council relating to a regulation, directive or decision on which Parliament has been consulted, in order to ensure that they tally with the opinions of Parliament.

(Decisions of the Bureau of 15 November 1967)

Simplified consultation procedure

1. The President shall refer the Commission's proposal to the appropriate committee and instruct it to check whether the simplified consultation procedure can be applied.
2. Commission proposals which the chairman of the committee responsible suggests should be dealt with by the simplified consultation procedure shall be mentioned separately in the agenda of the next committee meeting.
3. The committee shall decide whether to apply the simplified consultation procedure.
4. Members of the committee shall make known any objections they may have to the application of the simplified procedure within

15 days of the date of that committee meeting; a single objection shall suffice for the standard consultation procedure to enter automatically into application.

5. If during the period mentioned in paragraph 4 no objection is raised to the application of the simplified procedure, the committee chairman shall be deemed to have been appointed rapporteur. His report, consisting of a procedural part, a very brief standard resolution and a single sentence explanatory statement, shall be deemed to have been adopted.

6. This resolution shall be adopted without debate in plenary sitting pursuant to Rule 27 of the Rules of Procedure.

(Decision of the enlarged Bureau of 17-18 December 1973, confirmed by the Parliament at sitting of 11 February 1974)

**Procedure with report and debate,
with report but without debate, without report**

The President of Parliament will state in his letter to the committee responsible what procedure he recommends be followed.

The chairman of the committee responsible will be required, when a topic is referred to his committee, to propose the procedure to be followed (normal, without debate or without report) and to mention it on the draft agenda;

The political groups may only propose a rapporteur after the committee has decided on the procedure to be followed;

Reports without debate will not be taken into account when calculating each political group's share of rapporteurs.

(Decision of the enlarged Bureau of 24 May 1978 announced at sitting of 16 June 1978).

Rule 44

Committees asked for their opinions

The committee asked for its opinion shall deliver it within the time-limit fixed by the committee responsible. The committee responsible shall not make known its final conclusions before that time-limit has expired.

(Decision of the Bureau of 22 September 1969, announced at sitting of 6 October 1969).

Opinions shall be brief and to the point and shall not exceed 10 typewritten pages.

Opinions adopted by a majority shall include the result of the vote and a summary of the opinion of any minority.

(Decision of the Bureau of 22 September 1969, announced at sitting of 6 October 1969)

As a general rule, a committee must deliver its opinion within one month. Both chairmen concerned may, however, jointly decide to extend this time-limit. If such an extension is impossible, all the committee asked for its opinion can do is follow the procedure laid down in Rule 44(4), i.e. deliver its opinion orally at the plenary sitting during the debate on the report in question.

Special problems arise in the case of the opinions of the Committee on Budgets:

- (a) the opinion of the Committee on Budgets is to be regarded as mandatory, i.e. it must be taken into account in the resolution or, where appropriate, in an annex to the report. It is not to be regarded as binding, i.e. the committee responsible is not bound by it and does not automatically have to adopt it;
- (b) the time-limit within which the Committee on Budgets must deliver its opinion on financial statements is one month, as for the other committees. If this deadline cannot be met, the chairmen concerned must jointly agree to extend it within fifteen days following its expiry, failing which the President of the European Parliament will take a decision. In cases where the Committee on Budgets deems the financial statement attached to a proposal to be unsatisfactory, joint agreement as above is mandatory.

If the committee responsible disagrees on fundamentals with the opinion delivered by the Committee on Budgets, the chairmen of both committees are invited to confer together. The possibility of consulting the Committee on Budgets a second time (shuttle system) is precluded.

(Decision of the enlarged Bureau of 24 May 1978 announced at sitting of 16 June 1978).

Rule 47 B

Debate immediately following Question Time

A request to hold a debate immediately after Question Time shall not be granted as a matter of course; such a debate shall be held only exceptionally and where it is justified on grounds of urgency.

(Sitting of 8 May 1973)

Rule 48

Petitions

The petitioner's capacity as representative of a group or organ directly concerned with the object of a petition shall not be a condition of the petition's admissibility.

(Decision of the Bureau of 14-15 September 1972, announced at sitting of 12 October 1972)

Rule 50

Estimates of Parliament

See: "Implementing Procedures for Examination of the General Budget of the European Communities and Supplementary Budgets" (Annex I to the Rules of Procedure).

Rule 52

**Relations with the Parliamentary Assembly
of the Council of Europe**

The following rules of procedure were adopted by common accord by the Bureaus of the Consultative Assembly (1) and the Common Assembly for their first Joint Meeting on 22 June 1953:

No vote is taken at the Joint Meeting.

The Chair is taken alternately by the Presidents of both Assemblies.

The Rules of Procedure are those of the Parliamentary Assembly of the Council of Europe.

Secretarial services for the Joint Meeting are provided jointly by the two secretariats.

The Verbatim Report of the debates is printed by common accord of the two secretariats and published in the official languages.

Rules of Procedure of
the European Parliament
(April 1979 edition)

Rule 7A (new)

After Rule 7, add the following new Rule :

Rule 7A

1. After the election of the Vice-Presidents, Parliament shall elect at least three quaestors.

The quaestors shall be elected by the same procedure as Vice-Presidents and for the same term of office.

2. The quaestors shall be members of the Bureau in an advisory capacity.

3. The quaestors shall be responsible for administrative and financial matters directly concerning Members, pursuant to the directives adopted by the Bureau.