



EUROPEAN PARLIAMENT

# Rules of Procedure

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## **CHAPTER I**

### **MEMBERS OF THE EUROPEAN PARLIAMENT**

#### **Rule 1**

1. The European Parliament is the assembly elected on the basis of the Treaties, the Act of 20 September 1976 concerning the election of the representatives of the European Parliament by direct universal suffrage and national legislation which derives from the Treaties.

**The European  
Parliament**

2. Persons elected to the European Parliament shall be referred to as:

'Medlemmer af Europa-Parlamentet'  
in Danish,

'Mitglieder des Europäischen Parlaments'  
in German,

'Βουλευτές του Ευρωπαϊκού Κοινοβουλίου'  
in Greek,

'Members of the European Parliament'  
in English,

'Diputados al Parlamento Europeo'  
in Spanish,

'Députés au Parlement européen'  
in French,

'Deputati al Parlamento europeo'  
in Italian,

'Leden van het Europese Parlement'  
in Dutch,

'Deputados do Parlamento Europeu'  
in Portuguese.

#### **Rule 2**

1. Members of the European Parliament shall be elected in general, direct and secret elections in the Member States of the European Community.

**The independent  
Community mandate**

2. Members of the European Parliament shall vote on an individual and personal basis. They shall not be bound by any instructions and shall not receive a binding mandate.

3. Members shall enjoy privileges and immunities in accordance with the Protocol on the Privileges and Immunities of the European Communities, annexed to the Treaty of 8 April 1965 establishing a single Council and a single Commission of the European Communities.

4. Passes to allow Members to circulate freely in the Member States shall be issued to them by the President of Parliament as soon as their election has been notified to him.

### **Rule 3**

#### **Attendance of Members at sittings and votes**

1. A register of attendance shall be laid open for signature by Members at each sitting.

2. The names of Members present, as shown in the register of attendance, shall be recorded in the minutes of each sitting.

3. In the event of a roll-call vote the minutes shall record the names of Members who took part in the vote and how they voted.

### **Rule 4**

#### **Financial situation of Members**

The Bureau shall adopt rules governing the payment of expenses and allowances to Members.

### **Rule 5**

#### **Waiver of immunity**

1. 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 in plenary sitting and referred to the appropriate committee.

2. The committee shall consider such a request without delay. Even if, in so doing, it acquires detailed knowledge of the facts of the case, it may not, under any

circumstances, pronounce on the guilt or otherwise of the Member. It shall hear the Member concerned at his request. If he is in custody, he may have himself represented by another Member.

3. Should a Member be arrested or prosecuted after having been found in the act of committing an offence, any other Member may request that the proceedings be suspended or that he be released.

4. 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 tabled.

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

At the end of the debate there shall be an immediate vote.

*The committee's report contains a proposal for a decision which simply recommends the adoption or rejection of the request for the waiver of immunity. No amendments may be tabled to the proposal for a decision. After Parliament has considered the matter, a single vote is taken on the proposal contained in the report. If this proposal is rejected, the contrary decision is deemed adopted.*

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

## Rule 6

1. Parliament shall verify the credentials of newly elected Members and rule on any dispute referred to it pursuant to the provisions of the Act of 20 September 1976, except those based on national electoral laws.

### Verification of credentials

2. Credentials shall be verified without delay on the basis of a report drawn up by the committee responsible for the verification of credentials set up pursuant to Rules 109 and 113.

3. Until such time as a Member's credentials have been verified or ruling has been given on any dispute, the Member shall take his seat in Parliament and on its bodies and shall enjoy all the rights attaching thereto.

## Rule 7

**Term of office** 1. A Member's term of office shall begin and end as laid down in the Act of 20 September 1976. It shall also end on death or 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.

*Written notification of resignation to the President is made in an official record drawn up in the presence of the Secretary-General or his representative, signed by the latter and by the Member concerned and immediately submitted to the President.*

*The establishment of a vacancy shall follow automatically on the official notification of resignation. There shall be no vote in Parliament on the subject.*

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 as from the date on which a Member's appointment to a function incompatible with the office of Member of Parliament takes effect.

5. If the notification referred to in paragraph 4 above is contested by the Member concerned or by any other Member, note shall not be taken thereof nor shall the existence of a vacancy be established. Such disputes shall be dealt with in accordance with paragraph 7 below.

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

7. Any dispute concerning the validity of the appointment of a Member whose credentials have already 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.

A. *End of the term of office:*

*The following shall be considered as the date of the end of the term of office and the effective date of a vacancy*

- *in the event of death: date of death*
- *in the event of resignation: the date when the President receives the letter of resignation or a later (but not earlier) date specified in his letter by the resigning Member;*
- *in the event of appointment to functions incompatible with the office of a Member of the European Parliament, either in respect of national electoral law, or in respect of Article 6 of the Act of 20 September 1976: the date on which the appointment takes effect (paragraph 4)*

B. *Beginning of the term of office of the successor:*

*In the event of the death or resignation of a Member, his successor may sit in Parliament and on its bodies once the President has been notified of the successor's name by the Member State concerned.*

*In the event of incompatibility, where Parliament either itself establishes that there is a vacancy or takes note of notification by the Member State concerned, the possibility of contesting the notification, pursuant to paragraph 5, must not be precluded. Therefore, the successor may not sit in Parliament or on its bodies until it has been established that there is a vacancy, or until Parliament has taken note of this vacancy and until the Member State has notified the successor's name.*

## **Rule 8**

Parliament may lay down a Code of Conduct for its Members. This Code shall be adopted pursuant to Rule 132(2) and attached to these Rules of Procedure as an annex <sup>(1)</sup>

## **Code of Conduct**

This Code shall not in any way prejudice or restrict a Member in the exercise of his office or of any political or other activity relating thereto.

<sup>1)</sup> See Annex I.

## **CHAPTER II**

### **SESSIONS OF PARLIAMENT**

#### **Rule 9**

##### **Convening of Parliament**

1. The electoral period shall run concurrently with the term of office of Members provided for in the Act of 20 September 1976.

The session shall be the annual period prescribed by the Act and the Treaties.

The part-session shall be the meeting of Parliament convened as a rule each month and subdivided into daily sittings.

*Sittings of Parliament held on the same day shall be deemed to be a single sitting.*

2. Parliament 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 adjournments decided pursuant to paragraph 2 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 shall, after consulting 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.

The President may also, by way of exception and with the approval of the enlarged Bureau, convene Parliament at the request of one-third of its current Members.



**Rule 10**

1. Parliament shall hold its sittings and its committee meetings at the place fixed as its seat under the provisions of the Treaties.

**Venue of sittings  
and meetings**

2. Exceptionally, however, on a resolution adopted by a majority of its current Members, Parliament may decide to hold one or more 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 III**

#### **OFFICERS OF PARLIAMENT**

##### **Rule 11**

**Oldest Member** 1. At the sitting provided for under Rule 9(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.

*If a question relating to the verification of credentials is raised when the oldest Member is in the Chair, the latter shall refer the matter to the committee responsible for the verification of credentials.*

##### **Rule 12**

**Nominations and  
general provisions**

1. The President, Vice-Presidents and Quaestors shall be elected by secret ballot. Nominations shall be with consent. They may only be made by a political group or by at least thirteen Members. However, if the number of nominations does not exceed the number of seats to be filled, the candidates may be elected by acclamation.

2. Four Members chosen by lot shall count the votes cast in a secret ballot. Candidates shall not act as tellers.

3. In the election of the President, Vice-Presidents and Quaestors, account should be taken of the need to ensure an overall fair representation of Member States and political views.

##### **Rule 13**

**Election of Presi-  
dent — Opening  
address**

1. 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.

2. As soon as the President has been elected, the oldest Member shall vacate the Chair. Only the elected President may deliver an opening address.

#### **Rule 14**

1. The Vice-Presidents shall then be elected on a single ballot paper. Those who on the first ballot, up to the number of fourteen, 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.

#### **Election of Vice-Presidents**

2. Subject to the provisions of Rule 17(1), 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 shall determine the order of precedence.

#### **Rule 15**

After the election of the Vice-Presidents, Parliament shall elect five Quaestors.

#### **Election of Quaestors**

The Quaestors shall be elected by the same procedure as Vice-Presidents.

**Rule 16**

- Term of office** 1. The term of office of the President, Vice-Presidents and Quaestors shall be two and a half years.

*When a Member changes political groups he shall retain, for the remainder of his two and a half year term of office, any seat he holds in the Bureau or the College of Quaestors.*

2. Should a vacancy for one of these positions occur before the expiry of this term, the Member elected shall serve only for the unexpired period of his predecessor's term of office.

**Rule 17**

- Vacancies** 1. Should it be necessary for the President, a Vice-President or a Quaestor 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.

2. 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 1.

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.

**Rule 18**

- Duties of the President** 1. The President shall direct all the activities of Parliament and of its bodies 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, suspend and close sittings; to ensure observance of these Rules, maintain order, call upon speakers, close debates, put matters 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.

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

#### **Rule 19**

Should the President be absent or unable to discharge his duties, or should he wish to take part in a debate pursuant to Rule 18(3), he shall be replaced by one of the Vice-Presidents pursuant to Rule 14(2).

**Duties of the Vice-Presidents**

#### **Rule 20**

The Quaestors shall be responsible for administrative and financial matters directly concerning Members, pursuant to guidelines laid down by the Bureau.

**Duties of the Quaestors**

**CHAPTER IV****BUREAU OF PARLIAMENT****Rule 21****Composition of  
the Bureau**

1. The Bureau shall consist of the President and the fourteen Vice-Presidents of Parliament.
2. The Quaestors shall be members of the Bureau in an advisory capacity.
3. Should voting in the Bureau result in a tie, the President shall have a casting vote.

**Rule 22****Functions of the  
Bureau**

1. The Bureau shall carry out the duties assigned to it under the Rules of Procedure.
2. The Bureau shall take financial and organizational decisions on matters concerning Members, Parliament and its bodies.
3. The Bureau, after consulting the appropriate committee, shall decide the number of officials and other servants and lay down regulations relating to their administrative and financial situation.
4. The President and/or the Bureau may entrust one or more members of the Bureau with general or specific tasks lying within the competence of the President and/or the Bureau. At the same time the ways and means of carrying them out shall be laid down.
5. When a new Parliament is elected, the outgoing Bureau shall remain in office until the first sitting of the new Parliament.

**Rule 23****Composition of  
the enlarged Bureau**

1. 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.

2. The non-attached Members shall delegate two of their number to attend meetings of the enlarged Bureau, without having the right to vote.
3. Should voting in the enlarged Bureau result in a tie, the President shall have a casting vote.

#### **Rule 24**

1. The enlarged Bureau shall carry out the duties assigned to it under the Rules of Procedure.
2. The enlarged Bureau shall take decisions on questions relating to Parliament's internal organization and on matters affecting relations with non-Community institutions and organizations.
3. The enlarged Bureau shall deliberate on relations with the other institutions and bodies of the Communities.
4. The enlarged Bureau shall adopt Parliament's preliminary draft estimates in accordance with Rule 134(2).

#### **Functions of the enlarged Bureau**

#### **Rule 25**

1. A list of the decisions taken at the meetings of the Bureau and the enlarged Bureau shall be translated into the official languages, printed and distributed to all Members of Parliament, unless the Bureau or the enlarged Bureau exceptionally, for reasons of confidentiality, decides otherwise.
2. Any Member may ask questions related to the work of the Bureau, the enlarged Bureau and the Quaestors. Such questions shall be submitted to the President in writing and published in the Bulletin of Parliament within thirty days of tabling, together with the answers given.

#### **Accountability of the Bureau and enlarged Bureau**

**CHAPTER V****POLITICAL GROUPS****Rule 26****Formation of  
political groups**

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 minimum number of twenty-three Members shall be required to form a political group if all the Members come from a single Member State. The corresponding number shall be eighteen if the Members come from two Member States and twelve if they come from three or more Member States.

**Rule 27****Non-attached  
Members**

1. Non-attached Members shall be those who do not belong to a political group.
2. The Non-attached Members shall delegate two of their number to attend meetings of the enlarged Bureau, without having the right to vote.
3. The Non-attached Members shall be provided with administrative facilities and a secretariat, the composition and size of which shall be determined by the enlarged Bureau on a proposal from the Secretary-General, having regard to the number of Non-attached Members.
4. The speaking time of Non-attached Members shall be calculated in accordance with Rule 83(2). The time thus obtained shall be doubled so as to take account of



the great diversity of political views among the Non-attached Members and enable, as far as possible, each such view to be expressed.

Each Non-attached Member shall be accorded the same speaking time. If he does not wish to use his speaking time he may assign it to another Non-attached Member.

The rules governing the utilization of speaking time shall be determined by the enlarged Bureau.

5. The allocation of seats on the various committees to Non-attached Members shall be made in accordance with the provisions of Rule 110.

### **Rule 28**

The enlarged Bureau shall decide how seats in the Chamber are to be allocated among the political groups, the Non-attached Members and the institutions of the Communities.

**Allocation of seats  
in the Chamber**

## **CHAPTER VI**

### **ACTIVITIES OF PARLIAMENT**

#### **Section 1**

#### ***Relations with the Commission, the Council and the Foreign Ministers meeting in European Political Cooperation***

#### **Rule 29**

##### **Vote of Confidence in the new Com- mission**

1. The enlarged Bureau shall give a prior opinion regarding the appointment of the President of the Commission after hearing to this effect the President-in-Office of the European Council.

2. Parliament shall pass a vote of confidence in the new Commission. This vote of confidence shall require a majority of the votes cast.

3. After receiving a vote of confidence from Parliament, the Members of the Commission shall give a solemn undertaking before the Court of Justice as required under Article 10 of the Treaty establishing a Single Council and a Single Commission of the European Communities.

The President of Parliament shall be present or be represented when this solemn undertaking is given.

#### **Rule 29a**

##### **Annual Legislative Programme**

1. After the presentation of the Annual Programme by the Commission and the debate thereon in Parliament, the enlarged Bureau and the Commission shall agree on an annual legislative programme and a timetable for the submission by the Commission and the examination by Parliament of proposals which the Commission intends to remit to the Council.

2. The annual legislative programme thus agreed shall be attached to the minutes of proceedings of the sitting following its adoption.

**Rule 29b**

1. The Annual General Report of the Commission on the activities of the Communities shall be distributed immediately after publication.

**Annual General  
Report of the  
Commission**

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 Parliament by resorting to one of the existing procedures.

**Rule 29c**

1. The Annual Report of the Commission on the application of Community law in the Member States shall be referred to the various committees concerned, each of which may deliver its opinion to the committee responsible for legal affairs which shall submit a report to Parliament.

**Annual Report of  
the Commission  
on the application  
of Community law**

2. The resolution adopted by Parliament and the report of the committee responsible shall be forwarded to the Council, the Commission and the governments and the parliaments of the Member States.

**Rule 30**

1. A motion of censure on the Commission may be handed to the President of Parliament by one-tenth of the current Members of Parliament.

**Motion of censure  
on the Commission**

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 brought to the notice of the Commission.

3. The President shall announce to Members that a motion of censure has been tabled immediately he receives it, and where the motion of censure is received during an adjournment of the session, he shall repeat that announcement at the beginning of the first part-session following receipt of the motion. The debate on the motion shall not be opened until at least twenty-four hours after its receipt is announced. The vote shall not be taken on the motion until at least forty-eight hours after the beginning of the debate. Voting shall be by open vote 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 current Members of Parliament. The result of the vote shall be notified to the President of the Commission and the President of the Council.

### ***Participation in negotiating and amending treaties and agreements***

#### **Rule 31**

##### **ECSC Treaty amendments**

1. Amendments proposed by the Commission and the 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. For adoption the proposed amendment as a whole shall require a three-quarters majority of the votes cast, representing a two-thirds majority of the current 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 motions shall be printed, distributed and referred to the appropriate committee. They shall be adopted only if they secure the votes of a majority of the current Members of Parliament.

### **Rule 32**

1. Any application by a European State to become a member of the Community shall be referred to the appropriate committee for consideration.

#### **Accession Treaties**

2. Parliament may decide, on a proposal from the committee responsible, a political group or at least twenty-three Members, to request the Commission and the Council to take part in a debate before negotiations with the applicant State commence.

3. The Commission and the Council shall keep Parliament informed, through the appropriate committees, of progress in the negotiation of a treaty for the accession of an applicant State to the Community.

4. When the negotiations are completed, but before any agreement is signed, Parliament may decide, on a proposal from the committee responsible, a political group or at least twenty-three Members, to hold a further debate on the proposed terms.

5. If Parliament gives its assent to an application by any European State to become a member of the Community, it shall do so by a majority of the votes of its current Members on the basis of a report by the committee responsible.

### **Rule 33**

1. Parliament may, on a proposal from the committee responsible, a political group or at least twenty-three Members, ask the Council to be consulted on the negotiating mandate which the Council intends to give the Commission before the negotiations on the conclusion, renewal or amendment of an association agreement or financial protocol commence.

#### **Association Agreements**

2. Parliament may decide, on a proposal from the committee responsible, a political group or at least twenty-three Members, to request the Commission to take part in a debate on its negotiating mandate before negotiations commence.

3. The Commission and the Council shall keep Parliament informed, through the appropriate committees, of progress in such negotiations.

4. When the negotiations are completed, but before any agreement is signed, the draft agreement shall be submitted to Parliament for assent.

5. If Parliament gives its assent to the conclusion, renewal or amendment of an association agreement or a financial protocol concluded by the Community, it shall do so by a majority of the votes of its current Members.

#### **Rule 34**

##### **Significant international agreements**

1. Parliament may declare any international agreement other than those mentioned in Rules 32 and 33 to be significant within the terms of the Solemn Declaration on the European Union.

2. Parliament shall deliver its opinion on the basis of a report by its committee responsible. Before the latter is named, any committee interested in such a declaration shall notify the President, who shall name the committee responsible without delay.

3. The procedure set out in Rule 33 (1), (2), (3) and (4) shall apply to significant international agreements.

#### **Rule 35**

##### **Trade and cooperation agreements (not designated as significant)**

1. Parliament may ask the Council to be consulted on the negotiating mandate which the Council intends to give the Commission before the negotiations on the conclusion, renewal or amendment of a trade or cooperation agreement commence.

2. The procedure set out in Rule 33 (2) and (3) shall apply to trade and cooperation agreements.
3. The Council shall notify the committee responsible as to the substance of the agreement. Parliament shall then hold a debate on the basis of a report by the committee responsible.

### ***Consultation procedure: Acts requiring one reading***

#### **Rule 36**

1. Requests from the Council for an opinion or from the Commission for advice shall be printed and distributed. The President shall refer such requests to the appropriate committee for consideration.

#### **Consultation of Parliament**

2. A list of these requests for an opinion or for advice shall be published in the minutes of Parliament's sittings, together with the name of the committee responsible and a description of the chosen legal base for the draft measure.

3. The committee responsible shall examine the validity and appropriateness of the chosen legal base for any draft measure on which Parliament is consulted. Where it disputes the validity or the appropriateness of the legal base it may, before dealing with the substance of the proposal and after consultation with the committee responsible for legal affairs, refer the matter to Parliament, reporting orally or in writing.

*If amendments are tabled in Parliament to change the legal base of a Commission proposal without the committee responsible having disputed the validity and appropriateness of the legal base, the committee responsible for legal affairs must deliver an opinion on the amendments tabled before they are put to the vote.*

4. Without prejudice to Rules 37, 38 and 116(1), Parliament shall discuss the proposal on which its opinion has been sought on the basis of the report drawn up by the committee responsible pursuant to Rule 117.

5. Parliament shall first vote on the amendments to the proposal with which the report of the committee responsible is concerned, then on the proposal, amended or otherwise, then on the amendments to the draft legislative resolution, then on the draft legislative resolution as a whole, which shall only contain a statement as to whether Parliament approves, rejects or proposes amendments to the Commission's proposal and any procedural requests.

The consultation procedure is concluded if the draft legislative resolution is adopted (<sup>1</sup>).

*All reports tabled under the legislative procedure should conform to the provisions of Rule 36. Any non-legislative motion for a resolution tabled by a committee should be in accordance with the referral procedures provided for in Rules 112 or 121.*

6. The text of the proposal as approved by Parliament and its accompanying resolution shall be forwarded to the Council and Commission by the President as Parliament's opinion.

### **Rule 37**

#### **Delegation of the power of decision to committees**

1. The President, a minimum of twenty-three Members or a committee may propose to Parliament that a request for an opinion or for advice submitted pursuant to Rule 36 be referred to the appropriate committee with the power to take a decision.

Under the same conditions, the power to take a decision may also be delegated to the committee responsible in the case of reports to be drawn up on the basis of Rules 63 or 121.

2. A decision shall be taken on this proposal at the beginning of the sitting following that during which Parliament was informed thereof. Parliament shall, if necessary after hearing one speaker in favour and one against, vote on the proposal. If at least one-tenth of the current Members of Parliament are opposed to the referral to committee for a decision, this referral shall not take place.

<sup>1</sup>) See also Rule 44(1) and Chapter IX.



3. If, after referral to committee pursuant to paragraph 2, one-third of the current members of the committee request that the power to take a decision be referred back to Parliament, the procedures for debate and amendment of committee reports in plenary shall apply.

4. Where paragraphs 1 and 2 are applied, the usual rules governing discussions in committee shall apply. However, the committee meeting at which a decision is to be taken shall be open to the public; the agenda for this meeting and any deadline for tabling amendments shall be published in the EP Bulletin.

5. As soon as the committee has adopted its report, and subject to Rules 79(1) and 80, the President shall place it on the agenda for the next part-session. The committee's resolution and amendments, if any, shall be deemed adopted and shall be recorded in the minutes unless, before the start of the sitting, one-tenth of the current Members of Parliament belonging to at least three political groups have tabled their opposition in writing, in which case the committee's report shall be considered in Parliament at the same sitting in accordance with the normal procedure.

*A request from one-third of a committee's current members for the power of decision to revert to Parliament may be made in writing outside of committee meetings but must be submitted before the date of the meeting at which the committee appoints the rapporteur on the subject in respect of which it is requested that power of decision revert to Parliament.*

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*The provisions of the Rules which concern the tabling of amendments are Rules 69(1), the reference to that rule in Rule 123(4), and Rule 37, in particular paragraph 4 thereof, which stipulates that the agenda for the committee meeting and any deadline for tabling amendments are to be published in the Bulletin of the European Parliament; under Rule 69(1), any Member may table amendments in any of the*

*committees; this principle becomes even more pertinent when a committee is considering matters referred to it pursuant to Rule 37; however, only the current members of the committee (full members and permanent substitutes) are entitled to vote on the amendments.*

### **Rule 38**

#### **Procedure without debate**

1. Where the committee responsible requests that its report be adopted by Parliament without debate, or where the committee has delivered an opinion on a Commission proposal without report pursuant to Rule 116 (1) or in accordance with the simplified procedure pursuant to Rule 116 (2), the proposal or report in question shall be placed on the draft agenda of the part-session following the decision by the committee.

2. The proposal and, where appropriate, the draft legislative resolution contained in the report shall be put to the vote without debate unless at least twenty-three Members of Parliament lodge a protest in advance. In the latter case the report shall be placed on the draft agenda of a subsequent part-session with debate. Where it had been decided to apply the procedure without report pursuant to Rule 116(1), however, the Commission proposal shall be referred back to the committee responsible for reconsideration.

The procedure without debate shall apply where no amendments have been tabled by the committee responsible or where any amendments tabled have all been adopted with fewer than four dissenting votes.

### **Rule 39**

#### **Rejection of a Commission proposal**

1. If a Commission proposal fails to secure a majority of the votes cast, the President shall, before Parliament votes on the draft legislative resolution, request the Commission to withdraw the proposal.

2. If the Commission does so, the President shall hold the consultation procedure on the proposal to be superfluous and shall inform the Council accordingly.

3. If the Commission does not withdraw its proposal, Parliament shall refer the matter back to the committee responsible without voting on the draft legislative resolution.

In this case, the committee responsible shall, orally or in writing, report back to Parliament within a period decided by Parliament which may not exceed two months.

4. If the committee responsible is unable to meet the deadline, it shall request referral back to committee pursuant to Rule 103(1). If necessary, Parliament may set a new time limit pursuant to Rule 103(4). If the committee's request is not accepted, Parliament shall proceed to the vote on the draft legislative resolution.

#### **Rule 40**

1. Where the Commission proposal as a whole is approved, but on the basis of amendments which have also been adopted, the vote on the draft legislative resolution shall be postponed until the Commission has stated its position on each of Parliament's amendments.

#### **Amendment of a Commission proposal**

If the Commission is not in a position to make such a statement at the end of Parliament's vote on its proposal, it shall inform the President or the committee responsible as to when it will be in a position to do so; the proposal shall then be placed on the draft agenda of the first part-session thereafter.

2. Where the Commission announces that it does not intend to adopt all Parliament's amendments, the rapporteur of the committee responsible or, failing him, the chairman of that committee shall make a formal proposal to Parliament as to whether the vote on the draft legislative resolution should proceed. Before submitting this proposal, the rapporteur or chairman of the committee responsible may request the President to suspend consideration of the item.

Should Parliament decide to postpone the vote, the matter shall be deemed to be referred back to the committee responsible for reconsideration.

In this case, the committee responsible shall, orally or in writing, report back to Parliament within a period decided by Parliament which may not exceed two months.

If the committee responsible is unable to meet the deadline, the procedure provided for in Rule 39(4) shall be applied.

Only amendments tabled by the committee responsible and seeking to reach a compromise with the Commission shall be admissible at this stage.

3. Application of paragraph 2 does not preclude a request for referral being tabled by other Members pursuant to Rule 103.

*A committee to which a matter has been referred back pursuant to Rule 40(2) is principally required under the terms of that referral to report within the deadline given and, where appropriate, to table amendments seeking to reach a compromise with the Commission, but not to reconsider all the provisions approved by Parliament.*

*However, within these terms of reference, in view of the suspensive effect of the referral, the committee enjoys a greater degree of freedom and may, where necessary in the interests of the compromise, propose reconsidering provisions which received a favourable vote in Parliament.*

*In such cases, in view of the fact that the only admissible amendments from the committee are those seeking to reach a compromise, and with a view to preserving the sovereignty of the House, the report referred to in Rule 40(2) must clearly state which provisions already approved would fall if the proposed amendments were adopted.*

### ***Parliamentary action in the event of failure by the Council or the Commission to abide by Parliament's opinion***

#### **Rule 41**

##### **Follow-up to Parliament's opinion**

1. In the period following the adoption by Parliament of its opinion on a proposal by the Commission, the chairman and the rapporteur of the committee responsible shall monitor the progress of the proposal in the course of the procedure leading to its adoption by the Council to ensure that the undertakings made by the Commission to Parliament with respect to its amendments are properly observed.

2. The Council or, if necessary, the Commission shall, during this period, and at least once every three months, furnish all necessary information to the committee responsible.
3. The committee responsible shall, in particular, bring to Parliament's attention any potential or actual breach of undertakings made by the Commission to Parliament.
4. The committee responsible may, if it deems it necessary, at any stage of the follow-up procedure table a motion for a resolution under this Rule inviting Parliament:
  - to call upon the Commission to withdraw its proposal, or
  - to call upon the Council to open a conciliation procedure with the Parliament, pursuant to Rule 43, or
  - to call upon the Council to reconsult Parliament pursuant to Rule 42, or
  - to decide to take such other action that it deems appropriate.

This motion shall be placed on the draft agenda of the part-session following the decision by the committee.

#### **Rule 42**

The President shall, at the request of the committee responsible, call on the Council to reconsult Parliament: **Renewed consultation**

- where the Commission withdraws its initial proposal after Parliament has delivered its opinion in order to replace it with another text; or
- where the Commission or the Council substantially amend or intend to amend the proposal on which Parliament originally delivered an opinion; or
- where, through the passage of time or changes in circumstances, the nature of the problem with which the proposal is concerned substantially changes.

The President shall also request reconsultation in the circumstances defined in this Rule where Parliament so decides on a proposal from a political group or at least twenty-three Members.

### **Rule 43**

#### **Conciliation procedure**

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 opened 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 a number of Members corresponding to the number of Members of the Council; 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 committee responsible shall report on the results of the conciliation. This report shall be debated and voted on by Parliament.

#### ***Cooperation procedure: Acts requiring two readings and not subject to the budgetary procedure***

### **Rule 44**

#### **First and second reading**

1. For acts requiring two readings in accordance with the cooperation procedure laid down in Article 149(2) of the EEC Treaty, the procedure for the first reading shall be identical to the procedure set out in Rules 36 to 43.

2. For the second reading, the provisions in Rules 44 to 52 shall apply.
3. Rules 36(5) and (7), 37, 39, 40, 71, 103, 116, 117 and 120 shall not apply during the second reading.
4. In the event of a conflict between a provision of the Rules of Procedure relating to the second reading and any other provision of the Rules, the provisions relating to the second reading shall take precedence.

#### **Rule 45**

1. Communication of the common position of the Council pursuant to the Single Act takes place when it is announced by the President in Parliament. On the day of the announcement, the President must have received the documents containing the common position itself, the reasons which led the Council to adopt its common position and the Commission's position, duly translated into the official languages of the Community. The President's announcement shall be made during the part-session following the receipt of such documents.

**Communication  
of the common  
position of the  
Council**

*Before making the announcement, the President shall ascertain, after consulting the chairman of the committee responsible, that the text he has received is in fact a common position and that the circumstances described in Rule 42 do not apply. Failing this, the President, together with the committee responsible and, where possible, in agreement with the Council, shall seek the appropriate solution.*

2. A list of such communications shall be published in the minutes of the sitting together with the name of the committee responsible.

#### **Rule 46**

1. The President shall, on a request from the chairman or the rapporteur of the committee responsible, ask the Council's agreement to extend the period of three months following either the communication of the common position to Parliament or the presentation of the Commission's re-examined proposal by a maximum of one month.

**Time limits**

2. The President may, after consulting the chairman and the rapporteur of the committee responsible, on behalf of Parliament agree, on a request from the Council, to extend the period of three months following the communication of the common position to Parliament or the presentation of the Commission's re-examined proposal by a maximum of one month.

### **Rule 47**

**Referral to and  
procedure in the  
committee res-  
ponsible**

1. On the day of its communication to Parliament pursuant to Rule 45(1), the common position shall be deemed to have been referred automatically to the committee responsible and to the committees asked for their opinion at first reading.

2. The common position shall be entered as the first item on the agenda of the first subsequent meeting of the committee responsible following the date of its communication.

3. Unless otherwise decided, the rapporteur during the second reading shall remain the same as during the first reading.

4. The provisions for Parliament's second reading in Rules 50(1) and 51(2) shall apply to the proceedings in the committee responsible; only members or permanent substitutes of that committee may table amendments. The committee shall decide by a majority of the votes cast.

5. The committee responsible may request a dialogue with the Council in order to reach a compromise <sup>(1)</sup>.

6. The committee responsible shall submit a Recommendation for the Second Reading as to the decision which Parliament should take with respect to the common position adopted by the Council. The Recommendation shall include a short justification for the decision proposed.

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<sup>1)</sup> See Rule 51(2)(b).



**Rule 48**

1. The Council's common position and, where available, the Recommendation for the Second Reading of the committee responsible shall automatically be placed on the draft agenda for the part-session whose Wednesday falls before and closest to the day of expiry of the period of three months or, if extended in accordance with Rule 46, of four months, unless the matter has been dealt with at an earlier part-session.

**Conclusion of the cooperation procedure**

*The recommendations for second readings submitted by parliamentary committees are equivalent to an explanatory statement in which the committee justifies its position in relation to the Council's common position. There is no vote on these texts.*

2. The cooperation procedure is concluded by Parliament approving, rejecting or amending the common position within the time limits and in accordance with the conditions laid down by the Single Act.

**Rule 49**

Where no motion to reject the common position, and no amendments to the common position, are adopted under Rules 50 and 51 within the time limits specified by the Single Act, the President shall declare the common position approved without a vote, unless Parliament has marked its approval of the common position by a majority of the votes cast.

**Approval without amendment of the common position of the Council**

**Rule 50**

1. Any Member may, in writing and before a deadline fixed by the President, table a proposal to reject the common position of the Council. Such a proposal shall require for its adoption the votes of a majority of the current Members of Parliament. A proposal to reject the common position shall be voted on before voting on any amendments.

**Rejection of the common position of the Council**

2. Notwithstanding a vote by Parliament against the initial proposal to reject the common position, Parliament may, on the recommendation of the rapporteur, consider a further proposal for rejection after voting on the amendments and hearing a statement from the Commission pursuant to Rule 51(4).

3. If the common position of the Council is rejected, the President shall request the Commission to withdraw its proposal.

4. If the Commission does so, the President shall hold the cooperation procedure on the proposal to be superfluous and shall inform the Council accordingly.

### **Rule 51**

#### **Amendments to the common position of the Council**

1. A committee, a political group or at least twenty-three Members may table amendments to the Council's common position for consideration in Parliament.

2. An amendment to the common position shall be admissible only if it conforms to the provisions of Rules 69 and 70 and:

- (a) it seeks to restore wholly or partly the position adopted by Parliament in its first reading; or
- (b) it is a compromise amendment representing an agreement between the Council and Parliament; or
- (c) it seeks to amend a part of the text of a common position which was not included in — or differs in content from — the proposal submitted in first reading and which does not amount to a substantial change within the meaning of Rule 42.

The President's discretion to declare an amendment admissible or inadmissible cannot be questioned.

3. An amendment shall be adopted only if it secures the votes of a majority of the current Members of Parliament.

4. If one or more of the amendments are adopted, the rapporteur of the committee responsible or, failing him, the chairman of that committee shall ask the Commission whether it proposes to include such amendments in its re-examined proposal.

### **Rule 52**

1. The enlarged Bureau shall place the Commission's re-examined proposal on the draft agenda for the part-session following its adoption and the President shall request the Commission to inform Parliament of the reasons which led the Commission not to accept Parliament's amendments.

**The consequences of the Commission failing to accept Parliament's amendments in its re-examined proposal**

2. Parliament may, by a majority of its current Members, request the Commission to withdraw its proposal.

### ***Supervisory powers***

### **Rule 53**

When the Commission tables in Parliament an implementing measure which it has submitted to a management committee or a draft implementing measure which it has submitted to an advisory <sup>(1)</sup> committee, the President shall refer the document in question to the committee responsible for the proposal from which the implementing provisions derive.

**Implementing provisions**

### **Rule 54**

If, within three months or, with the agreement of the Council, up to four months following the communication of the common position, Parliament has neither rejected nor amended that position and where the Council fails to adopt the proposed legislation in accordance with the common position, the President may, on behalf of Parlia-

**The consequences of the Council failing to act following approval of its common position**

<sup>1)</sup> Add the expression 'or regulatory' should the Council, contrary to Parliament's vote intended to abolish such committees, incorporate regulatory committees in its relevant regulation.

ment and after consulting the committee responsible for legal affairs, bring an action against the Council in the Court of Justice under Article 175 of the EEC Treaty.

### **Rule 55**

#### **Proceedings before the Court of Justice**

1. Parliament shall, within the time limits specified by the Treaties and the Statute of the Court of Justice for intervention by the Community institutions and by any natural or legal persons, examine Community legislation to ensure that its rights have been fully respected.

2. The committee responsible shall report to Parliament, orally if necessary, in circumstances when it suspects a breach of Parliament's rights.

### ***Statements to Parliament by other institutions***

### **Rule 56**

#### **Statements by the Commission, the Council and the Foreign Min- isters meeting in European Political Cooperation**

1. Members of the Commission and the Council and the Foreign Ministers meeting in European Political Cooperation may at any time ask the President for permission to make a statement. The President shall decide when the statement may be made.

2. Unless Parliament decides otherwise, such a statement shall not be followed by a debate. Members may, however, avail themselves of a period of thirty minutes in which to put brief and concise questions with a view to clarifying specific points in such statements.

3. Parliament may decide, on a proposal from the President, a committee, a political group or at least twenty-three Members, that a statement made pursuant to paragraph 1 above shall be followed by a debate.

In order to wind up the debate, any committee or political group, or twenty-three 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 authors, 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 not later than at voting time of the next sitting without referral to committee. Only explanations of vote shall be permitted.

*If, at the end of a statement by the Commission, the Council or the Foreign Ministers meeting in European Political Cooperation, there is no proposal from the President, a committee, a political group or at least twenty-three Members, pursuant to Rule 56(3), that the statement be followed by a debate, the application of Rule 56(2) rules out the possibility of holding a debate on the statement.*

*The questions procedure shall apply if the President, up to the moment he reminds Members of this possibility, has not received a request for a debate pursuant to paragraph 3.*

4. If two or more motions for resolutions are tabled, the committees, political groups or Members tabling the motions may agree among themselves on a joint motion for a resolution. With the formal agreement of the authors, other committees, political groups or individual Members may also sign such a joint motion before the expiry of the deadline for tabling joint motions for resolutions set in the agenda.

A joint motion for a resolution shall replace the previous motions for resolutions tabled by its signatories, but not those tabled by other committees, political groups or Members.

Where a resolution is adopted winding up a debate no further motions for resolutions to wind up the same subject shall be put to the vote, save where the President exceptionally decides otherwise. The decision of the President cannot be contested.

## ***European Political Cooperation***

### **Rule 57**

**Obligations of  
the Presidency  
of European Political  
Cooperation  
and the Commission  
to Parliament**

1. The Presidency of European Political Cooperation shall report regularly to Parliament on the foreign policy matters examined in the framework of European political cooperation and also on the extent to which the views of Parliament on these matters have been taken into account. Parliament may hold a debate on this matter during which the Commission will also be heard.

2. The Commission and the Presidency of European Political Cooperation shall ensure that the external policy of the European Community and the policies agreed in European Political Cooperation are consistent. They shall inform Parliament of all contradictions which arise.

3. The Presidency of European Political Cooperation shall report once a year to Parliament on progress in European political cooperation. Parliament shall discuss this report.

4. Four colloquies shall also be held each year at which the Foreign Ministers meeting in European Political Cooperation will meet members of the appropriate committee of Parliament.

### ***Section 2***

#### ***Questions to the Commission, the Council and the Foreign Ministers meeting in European Political Cooperation***

### **Rule 58**

**Questions for  
oral answer with  
debate**

1. Questions may be put to the Commission, to the Council or to the Foreign Ministers meeting in European Political Cooperation by a committee, a political group or

twenty-three or more Members in order that they may be placed on the agenda of Parliament and dealt with by the procedure provided for under this Rule.

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 drawing up the draft 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.

These questions 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 tabled 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 these questions.

2. The enlarged Bureau shall decide whether the Commission or the 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 by oral procedure without debate under Rule 59 or by the procedure provided for under this Rule.

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

A question tabled under this Rule shall be placed on the agenda of the next part-session on the expiry of a three months' period from its date of tabling if within that time no decision has been taken by the enlarged Bureau as to the manner in which it is to be answered.

The procedure for questions under this Rule 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 directly 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 limit specified above, may be placed on the agenda only with the agreement of the institution to which they are addressed.

3. Questions may be put to the Foreign Ministers meeting in European 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. The enlarged Bureau may ask the authors of questions to reword them.

6. At the request of the author of a question for oral answer with debate, acting in agreement with any co-authors, the question may be withdrawn, 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.

7. In order to wind up the debate on a question under this Rule, any committee or political group, or twenty-



three 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 authors, 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 voting time of the next sitting without referral to committee. Only explanations of vote shall be permitted.

If two or more motions for resolutions are tabled, the procedure set out in Rule 56(4) shall apply.

*Paragraph 7 does not apply to oral questions with debate to be dealt with in a debate pursuant to the fourth subparagraph of paragraph 1.*

*The vote on a request for an early vote on a motion for a resolution to wind up the debate on an oral question must take place, pursuant to the second subparagraph of paragraph 7, as soon as the motion for a resolution has been distributed, if possible at the end of the debate. The vote on the motion for a resolution itself must take place at the next sitting, at a time set by the President.*

## **Rule 59**

1. Any Member may put questions to the Commission, to the Council or to the Foreign Ministers meeting in European Political Cooperation and ask that they be placed on the agenda of Parliament and dealt with by the procedure provided for under this Rule.

**Questions for  
oral answer without  
debate**

Such questions 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 drawing up the draft 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 for 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 European 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 this institution shall give a brief answer.

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

6. If the author of an oral question without debate so requests, the question shall be withdrawn.

### **Rule 60**

**Question Time** 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 European 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 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.

7. The procedure for the conduct of Question Time shall be governed by guidelines <sup>(1)</sup>

### **Rule 61**

1. Before the close of Question Time, any political group or at least seven 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 European Political Cooperation on a specific matter of general and topical interest.

**Debate following  
Question Time**

2. Such a debate may be requested only after the Commission, the Council or the Foreign Ministers have replied to all supplementary questions on the specific matter concerned.

<sup>1)</sup> See Annex II.

3. The decision as to whether to hold the requested debate 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 such request, 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 or the Foreign Ministers. No Member may speak for more than five minutes.

5. The order of speaking shall be governed by Rule 84, the first speaker being a spokesman for the political group or the Members who requested the debate.

### **Rule 62**

#### **Questions for written answer**

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

These questions shall be brief and relate to specific points falling within the sphere of activities of the Communities; they 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 European Political Cooperation, shall be recorded, pending an answer, in the Official Journal of the European Communities with details of the number, author, date and subject, and of the document in which they were published in full.

**Section 3****Resolutions****Rule 63****A.****Motions for resolutions**

1. Any Member may table a motion for a resolution of not more than 200 words on a matter falling within the sphere of activities of the Communities. Such motions shall be printed and distributed in the official languages and referred to the appropriate committee, provided no request is made pursuant to Rule 64(1).

2. The committee shall decide by what procedure each motion for a resolution should be considered and inform the President and the author or authors of its decision. The committee may decide to consider jointly similar motions on related subjects and to consider a motion for a resolution in conjunction with a text which has already been referred to it.

3. Where the committee decides to draw up a report it shall include the text of the motion for a resolution in its report.

4. Instead of drawing up a report, the committee may decide to express its views in an opinion for the attention of the Commission, the Council or the Foreign Ministers meeting in European Political Cooperation. The opinion may take the form of a letter. Such opinions shall, at the request of the committee, be forwarded by the President to the institutions concerned.

**B.**

1. The author or authors of a motion for a resolution tabled pursuant to Rules 56(3), 58(7) or 64(1) shall be entitled to withdraw it before the final vote.

2. A motion for a resolution tabled pursuant to Rule 63 A(1) may be withdrawn by its author, authors or first signatory before the committee responsible has decided, pursuant to Rule 63 A(3), to draw up a report on it.

Once the motion has been thus taken over by the committee, only the committee shall be empowered to withdraw it and may only do so up until the opening of the final vote.

3. A motion for a resolution may be taken over and retabled immediately by a group, a committee or the same number of Members who are entitled to table it.

#### **Rule 64**

##### **Debates on topical and urgent subjects of major importance**

1. A political group or at least twenty-three Members may ask the President in writing for a debate to be held on a topical and urgent subject of major importance, which shall be held as part of one of the debates on topical and urgent subjects of major importance provided for in the agenda pursuant to Rule 73(3). Such a request must be linked with a motion for a resolution tabled pursuant to Rule 63. The President shall notify Parliament immediately of any request for a debate on a topical and urgent subject of major importance and the request shall be printed and distributed in the official languages.

2. After a meeting with the political group chairmen and a representative of the Non-attached Members, the President shall draw up a list of subjects to be included on the agenda of the next debate on topical and urgent subjects of major importance on the basis of the requests referred to in paragraph 1 and in accordance with the provisions of Annex III. The total number of subjects included on the agenda shall not exceed five. The President shall notify Parliament of this list not later than at the resumption of the sitting on the afternoon of the same day. In drawing up this list, the President shall ensure that during a part-session a balance is maintained

both between the requests from the political groups and between these requests and those from individual Members.

Up to the end of the sitting on the same day, a political group or at least twenty-three Members may oppose this decision in writing, stating their reasons, and move that Parliament abandon a topic due to be debated and/or include an unscheduled topic in the debate without, however, exceeding the maximum number of topics laid down by this Rule. The vote on their objections shall take place without debate at the beginning of the next day's sitting.

3. The total speaking time for the political groups and Non-attached Members shall be allocated in accordance with the procedure laid down in Rule 83(2) to (4) within the maximum time for debates on topical and urgent subjects of major importance of three hours per part-session.

Any time remaining after taking account of the time required for the introduction of and vote on the motions for resolutions and the time agreed on for statements, if any, by the Commission and Council, shall be broken down between the political groups and the Non-attached Members.

4. At the end of the debate there shall be an immediate vote. Rule 98 shall not apply.

*Votes taken in application of Rule 64 may be organized on a collective basis under the responsibility of the President and the enlarged bureau.*

5. If two or more motions for resolutions are tabled on the same subject, the procedure set out in Rule 56(4) shall apply.

6. The President and political group chairmen may decide that a motion for a resolution shall be put to the vote without debate. Such a decision shall require the unanimous assent of all the political group chairmen.

*The provisions of Rules 102, 103 and 105 shall not apply to motions for resolutions included on the agenda for a debate on topical and urgent subjects of major importance.*

*Motions for resolutions tabled for a debate on topical and urgent subjects of major importance in accordance with paragraph 1 which are not included in the list of subjects entered on the agenda for this debate and drawn up pursuant to paragraph 2, or which are included but cannot be dealt with in the time allocated to the debate, shall lapse. The same shall apply to motions for resolutions in respect of which it is established, following a request under Rule 89(3), that a quorum is not present. Obviously Members shall be entitled to retable such motions either for consideration in committee pursuant to Rule 63 or for the debate on topical and urgent subjects of major importance at the next part-session.*

*A motion for a resolution tabled in accordance with paragraph 1 cannot be included on the agenda for a debate on topical and urgent subjects of major importance if the subject covered by this motion is already on the agenda for that part-session.*

*There are no provisions in the Rules to allow a joint debate on a motion for a resolution tabled in accordance with paragraph 1 and a committee report on the same subject.*

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*When a request is made pursuant to Rule 89(3) that it be ascertained whether a quorum is present, this request shall be valid only for the motion for a resolution which is to be put to the vote and not for those which follow.*

#### **Section 4**

#### **Written declarations**

#### **Rule 65**

- Written declarations**
1. Any Member may submit a written declaration of not more than 200 words on a matter falling within the sphere of activities of the European Communities. Written declarations shall be printed in the official languages, distributed and entered in a register.
  2. Any Member may add his signature to a declaration entered in the register.



3. At the end of each part-session, the President shall announce how many signatures have been obtained by the declarations entered in the register.

4. As soon as a declaration entered in the register has been signed by at least one half of the current Members of Parliament, the text of the declaration shall be forwarded to the institutions named by the author together with the names of the signatories. The President shall announce this at the next sitting and the text of the declaration and the names of the signatories shall be included in the minutes of that sitting as an annex. Once this announcement has been made, no more entries may be made in the register.

5. A written declaration that has stood in the register for over two months and has not been signed by at least one half of the current Members of Parliament shall lapse.

## **Section 5**

### ***The budget and questions of budgetary policy***

#### **Rule 66**

Implementing procedures for examination of the general budget of the European Communities and supplementary budgets, in accordance with the Budgetary Provisions of the Treaties establishing the European Communities and the Treaty of 22 July 1975, shall be adopted by resolution of Parliament and annexed to these Rules (1).

#### **General budget**

#### **Rule 67**

Before the appointment of Members of the Court of Auditors by the Council pursuant to Article 206(4) of the EEC Treaty, Parliament shall adopt an opinion on this matter on the basis of a motion for a resolution tabled by the appropriate committee.

#### **Consultation on appointment of Members of the Court of Auditors**

<sup>1)</sup> See Annex IV.

### **Rule 68**

#### **Discharge to the Commission in respect of implementation of the budget**

The provisions concerning the implementing procedures for the decision on the granting of a discharge to the Commission in respect of the implementation of the budget in accordance with the Treaty of 22 July 1975 and the Financial Regulation are attached to these Rules as an annex<sup>(1)</sup>. This annex shall be adopted pursuant to Rule 132(2).

### **Section 6**

#### **Amendments**

### **Rule 69**

#### **Tabling and moving amendments**

1. Any Member may table amendments for consideration in committee.

Amendments for consideration in Parliament may be tabled by a political group, a committee or at least twenty-three Members.

Amendments shall be tabled in writing and signed by their authors.

2. Subject to the limitations laid down in Rule 70, an amendment may seek to change any part of a text, and may be directed to deleting, adding or substituting words or figures.

*In this and the following Rule the term 'text' means the whole of a motion for a resolution/draft legislative resolution, of a proposal for a decision or of a Commission proposal.*

3. The President shall set a time limit for the tabling of amendments.

4. An amendment may be moved during the debate by its author or by any other Member appointed by the author to replace him.

<sup>1)</sup> See Annex V.

5. Where an amendment is withdrawn by its author, it shall lapse unless immediately taken over by another Member.

6. Unless Parliament decides otherwise, amendments shall be put to the vote only after they have been printed and distributed in all the official languages. Amendments which have not been printed and distributed in all the official languages shall not be put to the vote if at least ten Members object.

*(For procedure in committee see also interpretation under Rule 123(4))*

## Rule 70

1. No amendment shall be admissible if :

### Admissibility of amendments

- (a) it does not directly relate to the text which it seeks to amend;
  - (b) it seeks to delete or replace the whole of a text;
  - (c) where it seeks to delete part of a text, its purpose can be achieved by holding a separate vote pursuant to Rule 91; this provision shall not however preclude the inclusion in a report on a consultation pursuant to Rule 36 of an amendment to delete a part of a Commission proposal;
  - (d) it seeks to amend more than one of the individual articles or paragraphs of the text to which it relates. This provision shall not apply to compromise amendments;
  - (e) it is established that the wording in at least one of the official languages of the text it is sought to amend does not call for amendment; in this case, the President shall seek out a suitable linguistic remedy together with those concerned.
2. An amendment shall lapse if it is inconsistent with decisions previously taken on the text during the same vote.

3. The President shall decide whether amendments are admissible.

*The President's decision, taken on the basis of paragraph 3, concerning the admissibility of amendments is not based exclusively on the provisions of paragraphs 1 and 2 of this Rule but on the provisions of the Rules in general.*

### Rule 71

#### **Referral of amendments to the committee responsible**

1. In cases where the committee responsible submits a report to Parliament, the President shall set a time limit within which Members may table amendments to this report and which allows the committee responsible sufficient time for it to give its views on the amendments before the debate in Parliament. Members shall be informed of this time limit when the report is distributed; alternatively, it will be indicated on the draft agenda for the part-session at which the report is to be considered.

2. If, when the time limit has expired, more than twenty amendments have been tabled other than the amendments already tabled by the committee responsible, the President shall refer them to this committee, unless Parliament decides otherwise on a proposal from the President, the chairman of the committee responsible or the rapporteur. In the event of referral, the committee shall examine the amendments and put them to the vote, with a view to submitting a supplementary written report at the next part-session, to which the debate shall be held over accordingly. This report shall contain the full text of each amendment, including any compromise amendments tabled by the committee, and the result of the vote.

3. The committee's consideration of the amendments shall take place in public. Authors of amendments who are not members of the committee shall be entitled to attend to move their amendments. Rule 10(3) shall not apply to such committee meetings.

4. Amendments which according to the supplementary report have been rejected in committee shall only be put to the vote in Parliament if this has been requested in writing by a committee or at least twenty-three Members before the expiry of the general deadline set for tabling amendments in Parliament.

5. Except in the cases referred to in Rule 92(4), no amendment may be put to the vote in Parliament other than those which have been tabled within the time limit referred to in paragraph 1.

**CHAPTER VII****ORDER OF BUSINESS OF PARLIAMENT****Rule 72: Deleted****Rule 73**

**Draft agenda** 1. Before each part-session, the draft agenda shall be drawn up by the enlarged Bureau taking into account the agreed annual legislative programme referred to in Rule 29a and after consulting the political groups and the committees.

Before the opening of each part-session, the final draft agenda to be submitted to Parliament shall be established at a meeting between the President and the political group chairmen. A representative of the Non-attached Members shall be invited to attend the meeting.

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

2. The draft agenda may indicate voting times for certain items down for consideration.

3. One or two periods, together totalling a maximum of three hours, shall be set aside in the draft agenda for debates on topical and urgent subjects of major importance pursuant to Rule 64.

**Rule 74**

**Adopting and amending the agenda** 1. At the beginning of each part-session, Parliament shall decide on the draft agenda submitted to it by the President without amendment other than such as may be proposed by the latter, or to him in writing by at least twenty-three Members, on the understanding that a political group or at least thirteen Members shall have the right to propose, at each part-session, one amendment to the draft agenda. 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, in each case for a maximum of three minutes.

2. Once adopted, the agenda shall not be amended, except in application of Rules 71, 75 and 102 to 106 or on a proposal from the President.

*Where the President proposes an amendment to the agenda, the only speakers who may be heard before the vote shall be one speaker in favour, one speaker against and the chairman or the rapporteur of the committee responsible, in each case for a maximum of three minutes.*

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

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

## **Rule 75**

1. A request that a debate on a proposal on which Parliament has been consulted pursuant to Rule 36 (1) be treated as urgent may be made to Parliament by the President, by a committee, by at least twenty-three Members, by the Commission or by the Council. This request shall be made in writing and supported by reasons. **Urgency**

2. As soon as the President has received a request for urgent debate, he shall inform Parliament thereof; the vote on that request shall be taken at the beginning of the sitting following that during which notification was given of the request, provided that the proposal to which the request relates has been distributed in the official languages. Where there are several requests for urgent debate on the same subject, the approval or rejection of the request for urgent debate shall apply to all the requests on the same subject.

3. Before the vote, only the person making the request, one speaker in favour, one speaker against, and the chairman and/or rapporteur of the committee responsible may be heard, in each case for a maximum of three minutes.

4. Questions to be dealt with by urgent procedure shall be given priority over other items on the agenda. The President shall determine the time of the debate and vote.

5. An urgent debate may be held without a report pursuant to Rule 116 (1) or, exceptionally, on the basis of an oral report by the committee responsible.

#### **Rule 76**

**Joint debate** A decision may be taken at any time to debate similar or factually related items of business jointly.

#### **Rule 77**

**Time limits** Except in the cases of urgency referred to in Rules 64 and 75, a debate and vote shall not be opened on a text unless it was tabled not later than twelve days before the beginning of the part-session and distributed at least twenty-four hours previously.



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## **CHAPTER VIII**

### **GENERAL RULES FOR THE CONDUCT OF SITTINGS**

#### **Rule 78**

1. No person may enter the Chamber except Members of 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.

**Access to the Chamber**

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.

#### **Rule 79**

1. All documents of Parliament shall be drawn up in the official languages.

**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.

*Where it has been established after the result of a vote has been announced that there are discrepancies between different language versions, the President shall decide whether the result announced is valid pursuant to Rule 99(5). If he declares the result valid, he shall decide which version is to be regarded as having been adopted. However, the original version cannot be taken as the official text as a general rule, since a situation may arise in which all the other languages differ from the original text.*

#### **Rule 80**

Documents forming the basis for Parliament's debates and decisions shall be printed and distributed to Mem

**Distribution of documents**

bers. A list of these documents shall be published in the minutes of Parliament's sittings.

### **Rule 81**

**Public conduct of proceedings** Debates in Parliament shall be public unless Parliament decides otherwise by a majority of two-thirds of the votes cast.

### **Rule 82**

**Calling speakers and content of speeches** 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 83**

**Allocation of speaking time** 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) the Non-attached Members shall be allocated an overall speaking time based on the fractions allocated to each political group under sub-paragraphs (a) and (b).

3. The speaking time of Non-attached Members, calculated in accordance with paragraph 2, shall be doubled so as to take account of the great diversity of political views among them and enable, as far as possible, each such view to be expressed.

Each Non-attached Member shall be accorded the same speaking time. If he does not wish to use his speaking time he may assign it to another Non-attached Member.

The rules governing the utilization of speaking time shall be determined by the enlarged Bureau.

4. Where a total speaking time is allocated for several items on the agenda, the political groups shall inform the President of the fraction of their speaking time to be used for each individual item. The President shall ensure that these speaking times are respected.

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

#### **Rule 84**

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.

**List of speakers**

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.

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

4. 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 for a period to be decided by the President.

5. Members of the Commission and Council shall be heard at their request.

*If amendments have been tabled after the general debate, and the Commission has therefore not been able to express its view on them, it may do so before the opening of the vote on the proposal to which the amendments have been tabled.*

## **Rule 85**

### **Personal statements**

1. 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 or when the minutes of the sitting to which the request for leave to speak refers are considered for approval.

The Member concerned may not speak on substantive matters but shall confine his observations to rebutting any remarks that have been made about his person in the course of the debate or opinions that have been attributed to him, or to correcting observations that he himself has made.

2. Unless Parliament decides otherwise, no personal statement shall last for more than three minutes.

**Rule 86**

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 case of a further offence, the President may exclude the offender from the Chamber for the remainder of the sitting. The Secretary-General shall see to it that this disciplinary measure is carried out immediately, with the assistance of the staff of Parliament's Security Service.

**Order in the Chamber****Rule 87**

1. In serious cases of disorder, the President may, after giving formal notice, move, either immediately or no later than the next sitting, that Parliament pass a vote of censure which shall automatically involve immediate exclusion from the Chamber and suspension for two to five days.
2. Parliament shall decide whether to take such disciplinary action at a time to be decided by the President, which shall be either at the sitting during which the events in question occurred or at one of the three following sittings. The Member concerned shall be entitled to be heard by Parliament before the vote. His/her speaking time shall not exceed five minutes.
3. An electronic vote shall be taken without debate on the request for disciplinary action. Requests submitted pursuant to Rules 89(3) and 95(1) shall not be admissible.

**Exclusion of Members****Rule 88**

Should disturbances in Parliament threaten to obstruct the business of the House, the President shall close or

**Disturbances**

suspend the sitting for a specific period to restore order. If he cannot make himself heard, he shall leave the Chair; this shall have the effect of suspending the sitting. The President shall reconvene the sitting.

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## CHAPTER IX

### QUORUM AND VOTING

#### Rule 89

1. Parliament may deliberate, settle its agenda and approve the minutes of proceedings, whatever the number of Members present. **Quorum**
2. A quorum shall exist when one third of the current Members of Parliament are present in the Chamber.
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 twenty-three Members, ascertains at the moment of voting that the quorum is not present. If the vote shows that the quorum is not present, the vote shall be placed on the agenda of the next sitting.

*A request that it be ascertained whether the quorum is present must be made by "at least twenty-three Members". A request on behalf of a political group is not admissible.*

*When establishing the result of the vote, account must be taken, pursuant to paragraph 2, of all the Members present in the Chamber and, pursuant to paragraph 4, of all the Members who requested that it be ascertained whether the quorum was present. The electronic voting system cannot be used for this purpose. The doors of the Chamber may not be closed.*

*If the number of Members required to make up the quorum is not present, the President shall not announce the result of the vote but shall declare that the quorum is not present.*

*Paragraph 3 last sentence shall not apply to votes on procedural motions but only to votes on the subject matter itself.*

4. Members who have requested that it be ascertained whether the quorum is present shall be counted as being present within the meaning of paragraph 2, even if they are no longer in the Chamber.
5. If fewer than twenty-three Members are present, the President may rule that there is no quorum.

**Rule 90**

**Voting procedure** 1. The following voting procedure shall apply to reports:

- (a) first, voting on any amendments to the text with which the report of the committee responsible is concerned,
- (b) second, voting on the text as a whole, amended or otherwise,
- (c) third, voting on the individual paragraphs of the motion for a resolution/draft legislative resolution, preceded in each case by voting on any amendments thereto,
- (d) finally, voting on the motion for a resolution/draft legislative resolution as a whole (final vote).

Parliament shall not vote on the explanatory statement contained in the report.

*(See also interpretation under Rule 123(4))*

2. The following procedure shall apply to second readings pursuant to the cooperation procedure:

- (a) where no proposal to reject or amend the Council's common position has been tabled, the common position shall be deemed to have been approved in accordance with Rule 49;
- (b) a proposal to reject the common position shall be voted upon before voting on any amendments (see Rule 50(1));
- (c) where several amendments to the common position have been tabled they shall be put to the vote in the order set out in Rule 92;
- (d) where Parliament has proceeded to a vote to amend the common position, a further vote on the text as a whole may only be taken in accordance with Rule 50(2).

3. Without prejudice to Rule 98, the only Member permitted to speak during the vote shall be the rapporteur, who shall have the opportunity of expressing briefly his committee's views on the amendments put to the vote.



4. Without prejudice to Rules 10(2), 30, 31, 32(5), 50, 51, 52, 68 and 132 and the provisions of the Budgetary Procedure, texts 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 text shall stand rejected.

### **Rule 91**

1. Where the text to be put to the vote contains two or more provisions or references to two or more points or lends itself to division into two or more parts each with a distinct logical meaning and normative value, a separate vote on each part may be requested.

#### **Separate votes**

2. Before the President declares the vote open, any Member may make such a request for separate votes.

### **Rule 92**

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

#### **Order of voting on amendments**

2. If two or more mutually exclusive amendments are moved to the same part of a text, the amendment that departs furthest from the original text 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.

3. The President may put the original text to the vote first, or give priority in the vote to a proposed amendment that departs less from the original text than the one that departs furthest from it.

If either of these secures a majority, all other proposed amendments to the same text shall lapse. Before adopting this procedure, the President shall ascertain whether it is not opposed by at least twenty-three Members. If such is the case, he shall not apply this exceptional procedure.

4. Exceptionally, on a proposal from the President, amendments tabled after the close of the debate may be put to the vote if they are compromise amendments, or if there are technical problems. The President shall obtain the agreement of Parliament to putting such amendments to the vote.

*Pursuant to Rule 70(3), the President shall decide whether amendments are admissible. In the case of compromise amendments tabled after the conclusion of a debate, pursuant to Rule 92(4), the President shall decide on their admissibility case by case, having regard to the compromise nature of the amendments.*

*The following general criteria for admissibility may be applied:*

- *as a general rule, compromise amendments may not relate to parts of the text which have not been the subject of amendments prior to the conclusion of the debate;*
- *as a general rule, compromise amendments shall be tabled by political groups, the chairmen, rapporteurs or draftsmen of the committees concerned or the authors of other amendments;*
- *as a general rule, compromise amendments shall entail the withdrawal of other amendments to the same passage*

*Only the President may propose that a compromise amendment be considered. In order for a compromise amendment to be put to the vote, the President must obtain the agreement of Parliament by asking whether there are any objections to such a vote being held. If an objection is raised, Parliament shall decide on the matter by a majority of the Members present.*

5. The President may put several amendments to the vote collectively when they are complementary, in particular when the committee responsible has tabled a set of amendments to the text with which its report is concerned. The President may seek the agreement of Parliament before doing so.

6. The President may decide, following the adoption or rejection of a particular amendment, that several other amendments of similar content or with similar objectives be put to the vote collectively. The President may seek the agreement of Parliament before doing so.

7. The rapporteur or the chairman of the committee responsible shall advise the President as to where paragraphs 3, 4, 5 or 6 may be used.

**Rule 93**

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

*Any infringement of this Rule shall be considered as a serious case of disorder as referred to in Rule 87(1) and shall have the legal consequences mentioned in that Rule.*

**Rule 94**

1. Normally Parliament shall vote by show of hands. **Voting**
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 in accordance with Rules 95(2) or 96.

**Rule 95**

1. The vote shall be taken by roll call if so requested in writing by at least twenty-three Members or a political group before voting has begun and in cases where Rules 30 and 94(3) apply. **Voting by roll call**
2. 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 vote and announce it.

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

**Rule 96**

- Electronic voting** 1. The President may at any time decide that the voting operations indicated in Rules 94, 95 and 97 shall be carried out by means of an electronic voting system.

Where the electronic voting system cannot be used for technical reasons, voting shall take place pursuant to Rules 94, 95(2) or 97.

The technical instructions for the use of the electronic voting system shall be laid down by the enlarged Bureau.

2. Where an electronic vote is taken, only the numerical result of the vote shall be recorded.

However, if a vote by roll call has been requested in accordance with Rule 95(1), the votes shall be recorded by name and entered in the minutes of proceedings of the sitting in the alphabetical order of Members' names.

3. The vote by roll call shall be taken in accordance with Rule 95(2) if a majority of the Members present so request; the system indicated in paragraph 1 may be used to determine whether a majority exists.

**Rule 97**

- Voting by secret ballot** 1. In the case of appointments, voting shall be by secret ballot without prejudice to Rules 12(1), 110(1) and 115(2) second subparagraph.

Only ballot papers bearing the names of Members who have been nominated shall be taken into account in calculating the number of votes cast.

2. Voting may also be by secret ballot if requested by at least one-fifth of the current Members of Parliament. Such requests must be made before voting begins.

3. A request for a secret ballot shall take priority over a request for a vote by roll call.

4. Four Members chosen by lot shall count the votes cast in a secret ballot.

In the case of votes pursuant to paragraph 1, candidates shall not act as tellers.

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

### **Rule 98**

1. Once the general debate and consideration of the texts have been concluded, explanations of vote may be given before the final vote, provided that a request to do so has been submitted to the President before the beginning of that vote. **Explanations of vote**

*The absence of a final vote during the second reading on the Council's common positions pursuant to Rule 98 excludes the possibility of giving explanations of vote.*

No further requests to give explanations of vote shall be accepted once the first explanation of vote has begun.

2. A Member who does not choose to give an oral explanation of vote may request that a written explanation of vote, not exceeding 200 words, be included in the verbatim report of proceedings.

3. Explanations of vote shall last not more than one and a half minutes, but each political group may give an explanation of vote lasting up to three minutes.

4. Explanations of vote shall not be admissible in cases of votes on procedural matters.

5. Where a final vote has been postponed under Rule 89(3) or (5) or for any other reason, and explanations of vote have already been given, no further explanations of vote shall be admissible before the final vote is eventually taken.

*Once a Commission proposal or a report has been put to the vote without debate pursuant to Rule 38, Members are deemed to have waived the right to an oral explanation of vote. In this case Rule 98(2) applies.*

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*Explanations of vote given either orally or in writing must have a direct bearing on the text being put to the vote.*

### **Rule 99**

#### **Disputes on voting**

1. The President shall declare votes open and closed.
2. Once the President has declared a vote open, no-one except the President shall be allowed to speak until the vote is declared closed.
3. Points of order concerning the validity of a vote may be raised after the President has declared it closed.
4. After the result of a vote by show of hands has been announced, a Member may request that this result be cross-checked using the electronic voting system.
5. The President shall decide whether the result announced is valid. His decision shall be final.

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## **CHAPTER X**

### **INTERRUPTIVE AND PROCEDURAL MOTIONS**

#### **Rule 100**

1. A Member who asks to raise a point of order shall have a prior right to do so (Rule 101).

**Points of order  
and procedural  
motions**

2. A Member who asks to move a procedural motion, namely:

- (a) the inadmissibility of a matter (Rule 102);
  - (b) referral back to committee (Rule 103);
  - (c) the closure of a debate (Rule 104);
  - (d) the adjournment of a debate (Rule 105);
  - (e) the suspension or closure of the sitting (Rule 106);
- shall have a prior right to do so.

Only the following shall be heard on motions (a) to (e): the mover of the motion, one speaker in favour and one against, and the chairman or rapporteur of each committee concerned, each for not more than three minutes.

3. The matters referred to in paragraphs 1 and 2 shall take precedence over the main question, the discussion of which shall be suspended while they are being considered.

#### **Rule 101**

1. A Member may raise a point of order, i.e. draw the attention of the President to any failure to respect Parliament's Rules of Procedure. He or she shall specify which Rule or Rules are not being respected and shall not speak for more than one minute. A point of order shall take precedence over requests to speak on the subject of the debate.

**Points of order**

2. The President shall take an immediate decision on points of order in accordance with the Rules of Procedure and shall announce his ruling immediately after the point of order has been raised.

3. Exceptionally, he may state that he will announce his ruling later, but not more than twenty-four hours after the point of order was raised. The postponement of the ruling shall not entail the adjournment of the debate. The President may refer the matter to the appropriate committee.

### Rule 102

#### Moving the inadmissibility of a matter

1. At the beginning of the debate on a specific item on the agenda, its inadmissibility may be moved.

*Such a motion shall be put to the vote immediately.*

2. If the motion is carried, Parliament shall immediately proceed to the next item on the agenda.

### Rule 103

#### Referral back to committee

1. Referral back to committee may be requested by any Member at any time during the debate before the final vote begins, subject to Rule 99(2).

A request for referral back to committee may also be made at the beginning of each part-session, during the discussion of the draft agenda, subject to the same conditions as for an amendment to the draft agenda pursuant to Rule 74(1).

*Application of Rule 40 (2) does not preclude a request for referral back to committee pursuant to Rule 103.*

*The vote shall be taken immediately on the request for referral back to committee. (If a check on the quorum has been requested and the quorum is not present, the provisions of Rule 89 (3) final sentence and Rule 103 (2) shall not apply and Parliament shall proceed with the debate.)*

2. The matter shall be referred back to the committee responsible where, pursuant to Rule 89 (3), two votes have been taken following a request for a check on the quorum, without the quorum being present.



*Paragraph 2 shall not apply to votes on procedural motions but only to votes on the subject matter itself.*

3. Referral back to committee shall entail suspension of the discussion and vote in Parliament on the item under consideration. If the request for referral back to committee is accepted after a Member has already spoken on behalf of a political group, only one Member may speak from each political group which has not yet provided a speaker in that debate.

4. When referring a matter back to committee, Parliament may set a time limit within which the committee shall report its conclusions.

5. If a motion requesting referral back to committee is rejected, it shall not be tabled again during that debate.

*If a request is made for a report to be referred back to committee pursuant to Rule 103, the committee responsible is obliged to submit a new report to Parliament. This obligation derives from the fact that, once a report has been tabled, Parliament has sole discretion to decide on how the report submitted for its consideration is to be treated.*

*Under Rule 103, a request for referral back to committee may also be made during the partial vote on a text up to the point at which the final vote on the text as a whole is opened by the President pursuant to Rule 90(1)(d).*

## **Rule 104**

1. A debate may be closed before the list of speakers has been exhausted on a proposal from the President or at the request of the chairman of a political group or at least thirteen Members.

### **Closure of a debate**

*Such a proposal or motion shall be put to the vote immediately.*

2. If the proposal or motion is carried, only one Member may speak from each political group which has not yet provided a speaker in that debate.

3. After the speeches referred to in paragraph 2, the debate shall be closed and Parliament shall vote on the matter under debate, except in cases where the time for the vote has been set in advance.

4. If the proposal or motion is rejected, it shall not be tabled again during that debate.

### **Rule 105**

**Adjournment of a debate** 1. Before or during a debate on an item on the agenda, any Member may move that the debate be adjourned to a specific date and time.

*Such a motion may only be made immediately before or during the debate.*

*Such a motion shall be put to the vote immediately.*

2. If the motion is carried, Parliament shall proceed to the next item on the agenda. The adjourned debate shall be resumed at the specified date and time.

3. If the motion is rejected, it shall not be tabled again during that part-session.

*Any decision by Parliament to adjourn a debate to a subsequent part-session shall specify the part-session on the agenda of which the debate is to be included, it being understood that the agenda for that part-session shall be drawn up pursuant to Rules 73 and 74.*

### **Rule 106**

**Suspension or closure of the sitting** The sitting may be suspended or closed during a debate or a vote if Parliament so decides on a proposal from the President or at the request of the chairman of a political group or at least thirteen Members.

*Such a proposal or motion shall be put to the vote immediately.*

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## **CHAPTER XI**

### **PUBLIC RECORD OF PROCEEDINGS**

#### **Rule 107**

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 next sitting. **Minutes**

*Within the context of legislative proceedings all amendments adopted by Parliament are also deemed to be 'decisions' within the meaning of this paragraph, even if the relevant Commission proposal or the Council's common position is ultimately rejected, pursuant to Rule 39(1) or Rule 50(3) respectively.*

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

3. If any objections are raised to the minutes of proceedings Parliament shall, if necessary, decide whether the changes requested should be considered. No Member may speak on the minutes for more than three minutes.

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 108**

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

2. Speakers shall be required to return typescripts of their speeches to the Secretariat not later than the day following that on which they received them.

3. The verbatim report shall be published as an annex to the Official Journal of the European Communities.

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## CHAPTER XII

### COMMITTEES

#### Rule 109

##### Setting up of committees

1. Parliament shall set up standing committees whose powers shall be defined in an annex to the Rules of Procedure (<sup>1</sup>). Their members shall be elected during the first part-session following the re-election of Parliament and again two and a half years thereafter.

2. Parliament may at any time set up temporary committees, whose powers, composition and term of office shall be defined at the same time as the decision to set them up is taken; their term of office shall not exceed twelve months, except where Parliament extends that term on its expiry.

*If the powers, composition and term of office of temporary committees are decided on at the same time as they are set up, it follows that Parliament cannot subsequently decide to alter their powers either by increasing them or reducing them.*

3. Parliament shall, at the request of one quarter of its current Members, set up committees of inquiry to investigate alleged contraventions of Community law or instances of maladministration with respect to Community responsibilities. The request shall indicate the matter to be investigated and contain a justification in sufficient detail for the President, without reference to Parliament, to decide whether the conditions are met.

The provisions of these Rules of Procedure relating to committees shall apply to the proceedings of the committee of inquiry and to the powers of its chairman.

A committee of inquiry shall consist of no more than fifteen members. It shall conclude its work within a period not exceeding nine months by submitting a report to Parlia-

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<sup>1</sup>) See Annex VI.

ment on the outcome of its inquiry; it shall not be entitled to submit any motion for a resolution to Parliament. Only full members and permanent substitutes may vote in committees of inquiry.

### **Rule 110**

1. Committee members shall be elected after nominations have been submitted to the Bureau by the political groups, the Non-attached Members or at least thirteen Members. The Bureau shall submit to Parliament proposals designed to ensure fair representation of Member States and of political views.

#### **Composition of committees**

*When a Member changes political groups he shall retain, for the remainder of his two and a half year term of office, the seats he holds in parliamentary committees. However, if a Member's change of political group has the effect of disturbing the fair representation of political views in a committee, new proposals for the composition of that committee shall be made by the Bureau in accordance with the procedure laid down in paragraph 1, second sentence, whereby the individual rights of the Member concerned shall be guaranteed.*

2. Amendments to the proposals of the Bureau shall be admissible only if they are tabled by at least thirteen Members. Parliament shall vote on such amendments by secret ballot.

3. Members shall be deemed to be elected on the basis of the Bureau's proposals, as and where amended pursuant to paragraph 2.

4. In circumstances of failure by a political group to submit nominations for membership of a committee of inquiry pursuant to paragraph 1 within a time limit set by the Bureau, the Bureau shall submit to Parliament only the nominations communicated to it within that time limit.

5. 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 1.

6. Any such changes shall be placed before Parliament for ratification at the next sitting.

### Rule 111

**Substitutes** 1. The political groups may appoint a number of permanent substitutes for each committee equal to the number of full members representing them on the committee. The President shall be informed accordingly. These permanent substitutes shall be entitled to attend and speak at committee meetings and, in the event of the absence of the full member, to take part in the vote.

2. In addition, in the absence of the full member and where no permanent substitutes have been appointed or in their absence, the full member of the committee may arrange to be represented at meetings by another member of his political group, who shall be entitled to vote. The name of the substitute shall be notified in advance to the chairman of the committee.

*Paragraph 2 shall apply, by analogy, to the Non-attached Members.*

*The advance notification provided for in the last sentence of paragraph 2 must be given before the end of the debate or before the opening of the vote on the item or items for which the full member is to be replaced.*

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*The provisions of Rule 111 encompass two concepts which are clearly defined by this text:*

- *a political group cannot have more permanent substitutes for a committee than it has full members;*
- *only political groups are entitled to appoint permanent substitutes, on the sole condition that they inform the President.*

*To conclude:*

- *the status of permanent substitutes depends exclusively on membership of a given political group;*
- *where the number of a political group's full members in a committee is altered, the maximum number of permanent substitutes which it can appoint to that committee is altered accordingly;*

- *when a Member changes political groups, he cannot keep the status of permanent substitute which he had as a Member of his original group;*
- *a committee member cannot in any circumstances be a substitute for a colleague who belongs to another political group.*

## Rule 112

1. Standing committees shall examine questions referred to them by Parliament or, during an adjournment of the session, by the President on behalf of the Bureau. The duties of temporary committees and committees of inquiry shall be defined when they are set up; they shall not be entitled to deliver opinions to other committees <sup>(1)</sup>.

### Duties of committees

2. Should a standing committee declare itself incompetent to consider a question, or should a conflict arise over the competence of two or more standing 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 standing committees.

3. Should two or more standing committees be competent to deal with a question, one committee shall be named as the committee responsible and the others as committees asked for 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.

4. Any two or more committees or subcommittees may jointly consider matters coming within their competence but shall not take a decision.

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

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<sup>1)</sup> See interpretation of Rule 109(2).

**Rule 113****Committee responsible for the verification of credentials**

Among the committees set up in accordance with the provisions of these Rules of Procedure, one committee shall be responsible for the verification of credentials and the preparation of decisions on any objections concerning the validity of elections.

**Rule 114****Subcommittees**

1. Subject to prior authorization by the enlarged Bureau a standing or temporary committee may, in the interest of its work, appoint one or more subcommittees, of which it shall at the same time determine the composition, pursuant to Rule 110, and the competence. Subcommittees shall report to the committee that set them up.

2. The procedure for subcommittees shall be the same as for committees.

3. Substitutes shall be allowed to sit on subcommittees under the same conditions as on committees.

**Rule 115****Committee Bureaus**

1. At the first committee meeting after the election of committee members pursuant to Rule 110, the committee shall elect a Bureau consisting of a chairman and one, two or three vice-chairmen who shall be elected in separate ballots.

2. Without prejudice to the second subparagraph of this paragraph, 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.



**Rule 116**

1. At each committee meeting the chairman shall submit to the committee a list of the proposals which in his opinion and/or at the President's recommendation should be approved without report.

**Procedure without report — Simplified procedure**

The chairman shall put each proposal on the list to the committee for decision. Unless at least four members object, the chairman of the committee shall inform the President of the approval of the proposal.

2. At the recommendation of the President or following a proposal from its chairman, the committee may deliver an opinion on a proposal in accordance with the simplified procedure.

Unless at least four members object to this procedure, the committee chairman shall be deemed to have been appointed rapporteur. The draft report, consisting of a procedural section, a draft legislative resolution and a brief explanatory statement, shall be sent to the members of the committee. Unless at least four members of the committee object within a set time limit, which may not be less than fourteen days from the date of dispatch, the report shall be considered as having been adopted by the committee. In this case the draft legislative resolution contained in the report shall be put to the vote in Parliament without debate pursuant to Rule 38.

3. If at least four members object to the procedure referred to in paragraphs 1 or 2, the procedure provided for in Rule 117 (procedure with report) shall be followed.

**Rule 117**

1. Where Parliament is asked for its opinion on a Commission proposal, the chairman of the committee to which the matter has been referred shall propose to the committee the procedure to be followed. A decision to

**Committee reports on consultations**

proceed by a simplified procedure, or by the procedure without report, shall be governed by the provisions of Rule 116.

2. Following a decision on the procedure to be followed, and if Rule 116 does not apply, the committee shall appoint a rapporteur on the Commission proposal from among its members or permanent substitutes if it has not yet done so on the basis of the annual legislative programme agreed on under Rule 29a.

3. The committee's report shall comprise:

- (a) draft amendments, if any, to the proposal;
- (b) a draft legislative Resolution, in accordance with Rule 36(5);
- (c) an explanatory statement.

### **Rule 118**

#### **Non-legislative reports**

1. Where a committee draws up a non-legislative report, it shall appoint a rapporteur from among its members or permanent substitutes.

2. The rapporteur shall be responsible for preparing the committee's report and for presenting it to Parliament on behalf of the committee.

3. The committee's report shall comprise:

- (a) a motion for a resolution;
- (b) an explanatory statement;
- (c) the texts of any motions for resolutions to be included under Rule 63A(3).

### **Rule 119**

#### **Explanatory statements and time limits**

1. The explanatory statement shall be drawn up on the responsibility of the rapporteur and shall not be put to the vote. It must, however, accord with the text of the motion for a resolution as adopted and any amendments proposed by the committee and shall, where necessary, give a clear indication of the minority opinion.

2. The report shall state the result of the vote taken on the report as a whole. In addition, if when the vote is taken at least one-third of the members present so request, the report shall indicate how each member voted.
3. Where the committee's opinion is not unanimous the report shall also give a summary of the minority opinion.
4. On a proposal from its Bureau, a committee may set a time limit within which the rapporteur shall submit his draft report. This time limit may be extended.
5. Once the time limit has expired, 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 120

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 112(3), one committee be named as the committee responsible and the other as the committee asked for an opinion.
2. The committee asked for an opinion shall communicate the opinion to the committee responsible either orally, through its chairman or draftsman, 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 an opinion, insofar as these differ from its own.
4. The committee asked for an opinion must deliver it within the time limit set by the committee responsible so that it may be taken into account when voting the report in committee. The committee responsible shall not reach its final conclusions before that time limit has expired.

### Opinions of committees

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.

*(For voting procedure on opinions, see interpretation under Rule 123(4))*

6. The committee responsible shall be the only committee able to table amendments in Parliament.

7. The chairman and draftsman of the committee asked for an opinion may take part in an advisory capacity in meetings of the committee responsible, insofar as these relate to the matter of common concern. In special cases, the committee asked for an opinion may appoint 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, insofar as these deal with the matter of common concern.

### **Rule 121**

#### **Own-initiative reports**

A committee intending to draw up a report and to submit a motion for a resolution to Parliament on a subject within its competence on which neither a request for an opinion nor a motion for a resolution has been referred to it may do so only with the authorization of the enlarged Bureau. Where such authorization is withheld the reason must always be stated.

At the request of the committee responsible, the enlarged Bureau may, when giving authorization, stipulate that the power to take a decision is to be delegated pursuant to Rule 37.

*Decisions of the enlarged Bureau providing for authorization to draw up a report and, where the committee concerned has so requested, delegation of the power of decision, must be put to the vote in Parliament pursuant to Rule 37(2).*

**Rule 122**

Question Time may be held in committee if a committee so decides. Each committee shall decide its own rules for the conduct of Question Time.

**Question Time in committee**

**Rule 123**

1. A committee may validly vote when one-quarter of its 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 majority of the current members of the committee have taken part in it.

**Procedure in committee**

2. Voting in committee shall be by show of hands, unless a quarter of the committee's members request a vote by roll call.

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

4. Rules 11, 12, 13, 16, 17, 69, 70, 79, 80, 82, 84(1), 86, 88, 90, 91, 92, 93, 94, 95, 97, 99, 100, 101, 102, 105 and 106 shall apply *mutatis mutandis* to committee meetings.

5. In the light of the amendments tabled, the committee may, instead of proceeding to a vote, request the rapporteur to submit a new draft taking account of as many of the amendments as possible. A new deadline shall then be set for amendments to this draft.

*(Rule 69(6))*

*Oral amendments tabled in committee shall be put to the vote unless a member objects.*

*(Rules 90 and 120)*

*The voting procedure for opinions is as follows:*

1. *The committee asked for an opinion shall vote on the whole of the conclusions of the opinion, if necessary after voting on each conclusion individually. If no conclusions are adopted, the opinion sent to the committee responsible shall be made up*

*solely of any amendments adopted to the text referred to the committee for an opinion. The result of the vote on the conclusions or amendments as a whole shall be recorded in the opinion.*

2. *The text preceding the amendments or conclusions of the opinion (which can be regarded as an explanatory statement) may have to be amended as a result of this voting. However, no vote shall be taken on this.*
3. *The committee asked for an opinion shall not vote on the Commission's proposal as a whole.*

### **Rule 124**

#### **Committee meetings**

1. A committee shall meet when convened by its chairman or at the request of the President.

2. Without prejudice to the provisions of these Rules which require the committees to hold discussions and votes in public, committees shall decide, following their establishment under Rule 109(1), whether their meetings shall normally be held in public.

Committees may divide the agenda for a particular meeting into items open to the public and items closed to the public.

3. 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.

*By analogy, the decision on whether to allow Members' personal assistants to be present at committee meetings shall be left to the discretion of each committee.*

*The committee responsible may, subject to approval by the enlarged Bureau, organize a hearing of experts if it considers such a hearing essential to the effective conduct of its work on a particular subject.*

*Committees asked for opinions may attend the hearing if they so wish.*

4. Without prejudice to Rule 120(7) 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 125**

1. 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.

**Minutes of committee meetings**

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

**CHAPTER XIII****INTERPARLIAMENTARY DELEGATIONS****Rule 126****Setting up and duties of interparliamentary delegations**

1. Parliament shall set up permanent interparliamentary delegations. A decision shall be taken on the number of their members bearing in mind their duties. The members shall be elected during the first part-session following the re-election of Parliament and again two and a half years thereafter.
2. Members of the delegations shall be elected after nominations have been submitted to the Bureau by the political groups, the Non-attached Members or at least thirteen Members. The Bureau shall submit to Parliament proposals designed to ensure — as far as possible — fair representation of Member States and of political views. Rule 110(2), (3), (5) and (6) shall apply.
3. The Bureaus of the delegations shall be set up in accordance with the procedure used for committee Bureaus.
4. Parliament shall determine the general powers of the individual delegations. It may at any time decide to increase or restrict these powers.
5. The implementing provisions needed to enable the delegations to carry out their work shall be adopted by the enlarged Bureau upon a proposal by the Committee of Chairmen of Interparliamentary Delegations.

**Rule 127****Report for the Parliamentary Assembly of the Council of Europe**

1. At the beginning of the session which opens on the second Tuesday in March each year, the Bureau 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 Bureau 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.

**CHAPTER XIV****PETITIONS****Rule 128****Submission and referral of petitions**

1. Every citizen of the European Community shall have the right, individually or jointly with others, to address written requests or complaints (petitions) to the European Parliament.
2. Petitions to Parliament shall show the name, occupation, nationality and permanent address of each signatory.
3. 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 2; those that do not shall be filed without further action, and the petitioner shall be informed of the reasons therefor.
4. Petitions entered in the register shall be forwarded by the President to the committee responsible, which shall first ascertain whether the petitions registered fall within the sphere of activities of the Communities.
5. Petitions declared inadmissible by the committee shall be filed without further action; the petitioner shall be informed of the decision and the reasons therefor.

**Rule 129****Examination of petitions**

1. The committee responsible may decide to draw up a report or otherwise express its opinion on petitions it has declared admissible.

The committee may, particularly in the case of petitions which seek changes in existing law, request opinions from other committees pursuant to Rule 120.

2. When considering petitions, the committee may organize hearings or dispatch members to ascertain the facts of the situation in situ.

3. With a view to preparing its opinions, the committee may request the Commission to submit documents, to supply information and to grant it access to its facilities.

4. The committee shall, where necessary, submit motions for resolutions to Parliament on petitions which it has considered.

The committee may also request that its opinions be forwarded by the President to the Commission or the Council.

5. The committee shall inform Parliament every six months of the outcome of its deliberations.

The committee shall, in particular, inform Parliament of the measures taken by the Council or the Commission on petitions referred to them by Parliament.

6. The President shall inform petitioners of the decisions taken and the reasons therefor.

### **Rule 130**

1. Notice shall be given in Parliament of the petitions entered in the register referred to in Rule 128(3) and the main decisions on the procedure to be followed in relation to specific petitions. Such announcements shall be entered in the minutes of proceedings.

### **Notice of petitions**

2. The texts of petitions entered in the register, together with the texts of the committee's opinions forwarded with them, shall be preserved in the records of Parliament, where they shall be available for inspection by Members.

**CHAPTER XV****APPLICATION AND AMENDMENT OF THE RULES OF PROCEDURE****Rule 131****Application of  
the Rules of Pro-  
cedure**

1. Should doubt arise over the application or interpretation of these Rules of Procedure, the President may, without prejudice to any previous decisions in this field, refer the matter to the committee responsible for examination.

Where a point of order is raised under Rule 101, the President may also refer the matter to the committee responsible.

2. The committee shall decide whether it is necessary to propose an amendment to the Rules of Procedure. In this case it shall proceed in accordance with Rule 132.

3. Should the committee decide that an interpretation of the existing Rules is sufficient, it shall forward its interpretation to the President who shall inform Parliament.

4. Should a political group or at least thirteen Members contest the committee's interpretation, the matter shall be put to the vote in Parliament. Adoption of the text shall be by simple majority. In the event of rejection, the matter shall be referred back to the committee.

5. Uncontested interpretations and interpretations adopted by Parliament shall be appended in italic print as explanatory notes to the appropriate Rule or Rules, together with decisions on the application of the Rules of Procedure.

6. These explanatory notes shall constitute precedents for the future application and interpretation of the Rules concerned.

7. The provisions on the application of the Rules of Procedure shall be reviewed regularly.

8. Where these Rules confer rights on a specific number of Members, that number shall be automatically adjusted to the nearest whole number representing the same percentage of Parliament's membership whenever the total size of Parliament is increased, notably following enlargements of the Community.

### **Rule 132**

1. Any Member may propose amendments to these Rules.

Such proposed amendments shall be translated, printed, distributed and referred to the committee responsible, which shall examine them and decide whether to submit them to Parliament.

2. Amendments to these Rules shall be adopted only if they secure the votes of a majority of the current Members of Parliament.

3. Amendments to these Rules shall enter into force on the first day of the part-session following their adoption.

### **Amendment of the Rules of Pro- cedure**

**CHAPTER XVI****SECRETARIAT OF PARLIAMENT —  
ACCOUNTING****Rule 133**

**Secretariat** 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, shall decide the number of officials and other servants 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 134**

**Estimates of Parliament** 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 committee responsible 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 committee responsible, which shall draw up the draft estimates and report to Parliament.

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

The committee responsible 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 135**

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.

**Power to incur  
and settle expenditure**

2. The President shall forward the draft annual accounts to the committee responsible.

3. On the basis of a report by the committee, Parliament shall pass its accounts and decide on the granting of a discharge.

## CHAPTER XVII

### MISCELLANEOUS PROVISIONS

#### Rule 136

**Unfinished business** At the end of the last part-session before elections, all requests for advice or opinions, motions for resolutions and questions shall be deemed to have lapsed. This shall not apply to petitions and communications that do not require a decision.

*Requests for opinions or for advice (Rule 36), motions for resolutions and written declarations (Rules 63 and 65), own-initiative reports (Rule 121) and questions (Rules 25, 58, 59, 60 and 62) shall lapse if they have not been dealt with conclusively by 'the end of the last part-session before elections'.*

*However, in the specific case of requests for opinions or for advice (Rule 36), the procedure for consultation of Parliament provided for in the Treaties is not concluded in these circumstances, and the other institutions must re-submit them to the new Parliament.*

#### Rule 136a

- Transitional provisions concerning observers from the territory of the former GDR**
1. Parliament may, on a proposal from its President, invite the German Bundestag to nominate observers from the territory of the former German Democratic Republic who have been elected at democratic elections.
  2. These observers may take part in the proceedings of Parliament without the right to vote or stand for election. Such participation may not have any legal effect on the conduct or conclusions of these proceedings or on decisions connected with the number of Members in each political group. Detailed arrangements shall be determined by the Bureau and the enlarged Bureau.
  3. The number of such observers shall be fixed by Parliament on a proposal from its President.
  4. This rule shall cease to apply at the latest on the date of the first sitting of Parliament following the elections in 1994.



**ANNEX I****Provisions implementing Rule 8**

Declaration of Members' financial interests

**Article 1**

Before speaking in Parliament or in one of its bodies, any Member who has a *direct financial interest* in the subject under debate shall disclose this interest to the meeting orally unless it is obvious from the written declaration made by him pursuant to Articles 2 and 3.

**Article 2**

1. Each Member shall be required to make a detailed declaration of his professional activities.
2. Members shall also list any other paid functions or activities in so far as these are relevant.

**Article 3**

The declaration referred to in Article 2 shall be made in writing and entered by the Secretary-General in a register, the form of which shall be determined by the Bureau. This register shall be open to the public for inspection.



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## **ANNEX II**

### **Conduct of Question Time under Rule 60**

#### **A. Guidelines**

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 European 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.
  
4. Each Member may put only one supplementary question to each question at Question Time.

**Supplementary  
questions**

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 satisfies 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.

**Answers to questions**

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.

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 author withdraws his question.

12. The procedure for answers in writing shall be governed by Rule 62(2) and (3).
13. (1) Questions shall be tabled at least one week before Question Time begins. **Time limits**  
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.

### **B. Recommendations**

(extract from resolution of Parliament of 13 November 1986)

#### *The European Parliament,*

1. Recommends stricter application of the guidelines for the conduct of Question Time under Rule 60 and in particular of paragraph 1 on admissibility;
2. Recommends more frequent use of the power conferred on the President of the European Parliament by Rule 60(2) to group questions for Question Time according to subject; considers, however, that only the questions falling within the first half of the list of questions tabled for a given part-session should be subject to such grouping;
3. Recommends, as regards supplementary questions, that as a general rule the President should allow one supplementary question from the questioner and one or at most two supplementaries put by Members belonging preferably to a different political group and/or Member State from the author of the main question;

recalls that supplementary questions must be concise and interrogatory in form and suggests that their duration should not exceed 30 seconds;

4. Invites the Commission, Council and Foreign Ministers meeting in European Political Cooperation, pursuant to paragraph 7 of Annex II to the Rules of Procedure, to ensure that answers are concise and relevant to the subject of the question.

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**ANNEX III*****Guidelines and general principles to be followed when choosing the subjects to be included on the agenda for the debate on topical and urgent subjects of major importance provided for under Rule 64***

1. Priority shall be given to motions for resolutions intended to lead to a vote in Parliament directed at the Council, the Commission, the Member States, third countries or international bodies, before a particular event, provided that the current part-session is the only part-session of the European Parliament at which a vote can be held in time. **Fundamental principles**

2. Motions for resolutions leading to a vote in Parliament (expressing protest, condemnation, solidarity, indignation etc.) on an event which has greatly affected public opinion in Europe shall be regarded as topical, urgent and of major importance, provided the vote may be considered to be of value only if taken as soon as possible.

3. Subjects relating to the Community's powers as laid down in the Treaties or to the powers of the Foreign Ministers meeting in European Political Cooperation shall be given priority, provided they are of major importance.

4. The number of subjects chosen shall be such as to allow a debate commensurate with their importance and shall not exceed five. They shall, as a rule, include any motions for resolutions on human rights.

5. The fundamental principles applied in determining the choice of subjects to be included in the debate on topical and urgent subjects of major importance shall be notified to Parliament and the political groups. **Practical details**

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| <b>Limitation and allocation of speaking time</b> | 6. In order to make better use of the time available, the President of the European Parliament, after consulting the political group chairmen, shall reach agreement with the Council and Commission on the limitation of the speaking time for their respective statements, if any, in the debate on topical and urgent subjects of major importance. |
| <b>Deadline for tabling amendments</b>            | 7. The deadline for tabling amendments shall allow sufficient time between their distribution in the official languages and the time set for the debate on the motions for resolutions for the Members and political groups to give them due consideration.  |



## **ANNEX IV**

### ***Implementing procedures for examination of the General Budget of the European Communities and supplementary budgets***

#### **Article 1**

1. The following documents shall be printed and distributed: **Working documents**

- (a) the communication from the Commission 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 proposed 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 78b 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 set the time limit within which these shall be communicated to the committee responsible.

#### **Article 2**

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. **Rate**

2. Such proposals shall be admissible only if they are presented in writing, bear the signatures of at least seven Members or are tabled on behalf of a political group or committee.

3. The President shall set the time limit for the tabling of such proposals.

4. The committee responsible shall report on these proposals before they are discussed in Parliament.

5. Parliament shall then vote on the proposals.

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

Where the Council has informed Parliament of its agreement to the fixing of a new rate, the President shall declare in Parliament 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 seven 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 budget heading in question.

The same provisions shall apply to proposed modifications.

*All draft amendments or proposed modifications to the draft budget must be justified in writing.*

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

*The President shall set two deadlines for tabling draft amendments and proposed modifications: the first shall be before, and the second after, the adoption of the report by the committee responsible.*

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

Draft amendments and proposed modifications which have been rejected in the committee responsible shall be put to the vote in Parliament only if this has been requested in writing before the start of the vote by a committee or at least twenty-three Members.

5. Draft amendments to the estimates of 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 36(5) 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,
- a motion for a resolution concerning the draft budget.

However, Rule 92(4), (5), (6) and (7) shall apply.

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

8. Draft amendments 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 shall 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. Parliament shall act by a majority of its current Members and three-fifths of the votes cast. Where the proposal is rejected, the draft budget as a whole shall be referred back 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 Parliament 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 Parliament that the budget has been finally adopted. He shall arrange for its publication in the Official Journal of the European 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 texts modified by the Council.

3. Such draft amendments shall be admissible only if they are presented in writing, bear the signature of at least twenty-three Members or are tabled on behalf of a committee and ensure the maintenance of a balance between revenue and expenditure.

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

4. The President shall set 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 in Parliament without prejudice to the provisions of Article 3 (4) second subparagraph. Parliament shall act by a majority of its current Members and three-fifths of the votes cast. If the draft amendments are adopted, the texts modified by the Council shall be deemed rejected. If they are rejected, the texts 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 Parliament that the budget has been finally adopted. He shall arrange for its publication in the Official Journal of the European Communities.

## Article 6

1. Twenty-three Members or a committee may, for important reasons, table a proposal to reject the draft budget as a whole. Such a proposal shall be admissible

**Total rejection**

only if it is accompanied by a written justification and tabled within the time limit set by the President. The reason 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 Parliament.

Parliament shall act by a majority of its current 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.

### **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 seven 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 Parliament.

4. Parliament shall act by a majority of its current 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 decide the VAT rate.

**ANNEX V*****Procedure for the consideration and adoption of decisions on the granting of a discharge*****Article 1**

1. The following documents shall be printed and distributed: **Documents**
- (a) the revenue and expenditure account, the financial analysis and the balance sheet forwarded by the Commission;
  - (b) the report of the Court of Auditors, accompanied by the Institutions' answers; and
  - (c) the Council recommendation.
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 set the time limit within which these shall be communicated to the committee responsible.

**Article 2**

1. Within the time limits laid down by the Financial Regulation, Parliament shall consider a report from the committee responsible proposing the grant, postponement or refusal of discharge. **Consideration of Report**
2. Parliament's Rules relating to amendments and voting shall apply unless otherwise provided in this annex.

**Article 3**

1. Where the committee responsible considers it appropriate to propose a favourable decision, it shall draw up a report comprising: **Granting discharge**
- (a) a proposal for a decision containing the figures forming the subject of the discharge, thus establishing the final outturn of the budgetary management for the financial year concerned;

- (b) a motion for a resolution containing the comments accompanying the discharge decision; and
- (c) an explanatory statement.

Where necessary, the explanatory statement may be delivered orally.

2. The committee responsible shall deliver its opinion on any amendments before they are put to the vote.

3. The proposed decision shall be voted upon before the motion for a resolution. The procedure for granting a discharge shall end with a vote on the motion for a resolution as a whole.

#### **Article 4**

##### **Postponement of discharge**

1. The committee responsible may table a motion for a resolution postponing the discharge decision. This motion shall set out the reasons for postponement.

2. Such a motion shall be included on the agenda of the next part-session following its tabling.

#### **Article 5**

##### **Refusal of discharge**

1. The committee responsible may table a motion for a resolution refusing to grant a discharge. This motion shall set out the reasons for the refusal.

2. Such a motion shall be included on the agenda of the next part-session following its tabling and shall be approved only if it obtains the votes of a majority of the current Members of Parliament.

#### **Article 6**

##### **Referral back to committee**

1. If a proposal for a decision pursuant to Article 3 (1) (a) or a motion for a resolution pursuant to Articles 3 (1) (b), 4 (1) or 5 (1) fails to obtain the required majority or if any amendment to the figures contained in the proposal for a decision pursuant to Article 3 (1) (a) is adopted, the matter shall be deemed to have been referred back to the



committee responsible, which shall report back to Parliament at the subsequent part-session, taking into account Parliament's vote.

2. Where this would result in Parliament's being unable to grant a discharge within the time limits laid down by the Financial Regulation, the President shall inform the Commission accordingly.

### **Article 7**

1. The President shall forward any decision or resolution of Parliament pursuant to Articles 3, 4 or 5 to the Commission and to each of the other institutions. He shall arrange for their publication in the Official Journal of the European Communities in the series appropriate to acts of a legislative character.

2. The committee responsible shall report to Parliament at least annually on the action taken by the institutions in response to the comments accompanying the discharge decisions.

**Implementation  
of discharge  
decisions**



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**ANNEX VI (1)*****Powers and responsibilities of standing committees*****I. Committee on Foreign Affairs and Security**

This committee is responsible for matters relating to:

1. the foreign policy and common security policy of the Union, including the task of formulating a common defence and disarmament policy;
2. political aspects of relations with other international organizations and with third countries;
3. problems concerning human rights in third countries;
4. accession or association agreements with other European countries at the application and negotiating stage.

In consultation with the chairmen of the interparliamentary delegations this committee will coordinate the work of the interparliamentary delegations both in preparing for and discussing the outcome of their meetings. The interparliamentary delegations will consult with the Committee on External Economic Relations on economic and trade matters.

**II. Committee on Agriculture, Fisheries and Rural Development**

This committee is generally responsible for all matters relating to Title II, Articles 38 to 47, of the EEC Treaty:

1. operation and development of the common agricultural policy and forestry policy;
2. rural development including the activities of the EAGGF Guidance Section;
3. establishment, operation and development of a common fisheries policy and its management;

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<sup>1)</sup> Adopted by decision of Parliament of 19 May 1983 in accordance with Rule 109 and amended by its decisions of 25 July 1984, 21 January 1987, 26 July 1989 and 15 January 1992.

4. veterinary legislation relating to the control and elimination of diseases in domestic animals;
5. supplies of agricultural raw materials;
6. agri-foodstuffs industry and production system;
7. legislation on animal husbandry;
8. animal feedingstuffs.

The committee will be required to give its opinion on all matters which, although arising in a different specific field (public health, economic policy, external economic relations, relations with European or other associated countries), may have some bearing on the organization of the Community's agricultural market or on the organization of the market in fisheries products, and on matters pertaining to commercial policy with regard to agricultural and fisheries products.

### **III. Committee on Budgets**

This committee is responsible for matters relating to:

1. the definition and exercise of the European Parliament's budgetary powers;
2. the budgets of the Communities;
3. multiannual estimates of the European Communities' revenue and expenditure and the interinstitutional agreements concluded on these matters;
4. financial resources of the Communities (including levies, own resources, Member States' contributions);
5. financial implications of Community acts;
6. preparation and coordination of the conciliation procedure between the Parliament and the Council, with the involvement of the Commission, on Community acts having financial implications;
7. problems relating to the administrative and accounting management and the staff of the Communities which involve budgetary authorization in so far as they do not have substantial implications for the legal status of officials;

8. transfers of appropriations which constitute authorization of expenditure;
9. Parliament's budget, administration and accounts (Rule 134 of the Rules of Procedure);
10. the acts connected with the above points.

*As regards problems relating to the budget of the European Parliament,*

the Bureau and the Committee on Budgets will take decisions in successive stages on:

- a. the establishment plan,
- b. the preliminary draft and the draft estimates.

The decisions concerning the establishment plan will be taken according to the following procedure:

- a.1. the Bureau will draw up the establishment plan for each financial year,
- a.2. it will ask the Committee on Budgets for its opinion,
- a.3. a conciliation procedure between the Bureau and the Committee on Budgets will be opened in cases where the opinion of the latter diverges from the initial decisions taken by the Bureau,
- a.4. at the end of the procedure, the Bureau will take the final decision, in accordance with Rule 133(3) of the Rules of Procedure.

As regards the estimates proper, the procedure for drawing up the estimates will begin as soon as the Bureau has taken a final decision on the establishment plan. The stages of this procedure will be those laid down in Rule 134 of the Rules of Procedure, viz.:

- b.1. the Bureau will draw up a first preliminary draft of the estimates of revenue and expenditure (paragraph 1),
- b.2. the Committee on Budgets will deliver its opinion on the first preliminary draft estimates (paragraph 2),
- b.3. the Enlarged Bureau will adopt the preliminary draft estimates (paragraph 2),
- b.4. before or after these estimates are adopted, a conciliation procedure will be opened in cases where the positions of the Committee on Budgets and the Enlarged Bureau are widely divergent.

In exercising its powers the Committee on Budgets will cooperate closely with the Committee on Budgetary Control. As regards the Financial Regulation, the division of powers between the two committees will depend on the nature of the questions raised by the proposal for a regulation: financial regulations or parts thereof dealing with the implementation, management and control of budgets will be the responsibility of the Committee on Budgetary Control.

#### **IV. Committee on Economic and Monetary Affairs and Industrial Policy**

This committee is responsible for matters relating to:

1. monitoring initiatives on the completion of the internal market in accordance with Articles 8b, 8c and 100b of the EEC Treaty;
2. questions of monetary policy, balance of payments, capital movements and borrowing and lending policy (control of movements of capital originating in third countries, measures to encourage the export of Community capital, application of Articles 67 to 73 and 104 to 109 of the EEC Treaty);
3. the Community's industrial policy, including the implementation of the Community's general strategy in specific sectors;
4. operation of the common market, more specifically the application of Articles 9 to 37 of the EEC Treaty, relating to the movement of goods, customs duties and quotas and problems arising in this area as a consequence of the Community's enlargement;
5. questions of competition, i.e. the application of Articles 85 to 90 of the EEC Treaty (rules on competition, agreements and monopolies), in so far as these are not specific questions falling within the terms of reference of other committees (transport, public health, etc.);
6. 'internal' dumping practices (Article 91 of the EEC Treaty);
7. public subsidies apart from aspects connected with regional policy (Articles 92 to 94 of the EEC Treaty);
8. medium and long-term economic and monetary planning (Articles 67 to 73, 102a, 109 and 130b of the EEC Treaty);
9. Community technical standards and norms (in conjunction with the European standards institutes);
10. the application of new technologies in given sectors of industry and services (standards, rules on competition, freedom of movement and services and general problems of the organization of various production sectors);
11. the steel industry (the stabilization of markets and prices, control of concentrations under Community programmes) (Articles 4, 46 and 56 to 67 of the ECSC Treaty);

12. application of Articles 95 to 99 of the EEC Treaty on tax provisions connected with the free movement of goods, persons, services and capital within the internal market;
13. all measures and actions to be taken for the progressive establishment of economic and monetary union (machinery for cooperation and conciliation in short-term economic policy, harmonization of medium-term planning, industrial policy, short or medium-term financial support, arrangements for protection and monetary cooperation, etc.).

## **V. Committee on Energy, Research and Technology**

This committee is responsible for matters relating to:

1. all questions pertaining to energy supplies and energy policy in general, including coal and nuclear energy under the ECSC and EAEC Treaties;
2. all questions pertaining to fundamental, precompetitive, prenormative or preindustrial research, technological progress, the EEC technological research and development framework programme and other specific programmes including COST and EUREKA and the technological research and development agreements with third parties, and the application of such technological research and development, in so far as it is not covered by the internal market and industrial policy (cf. Committee on Economic and Monetary Affairs and Industrial Policy) such as space technology;
3. research and development of biotechnology;
4. the Joint Research Centres and the Central Office for Nuclear Measurements;
5. dissemination of information and the definition of information technologies necessary for the storage, access, transmission, reception and synthesis of information;
6. patents and industrial property (in agreement with the Committee on Legal Affairs and Citizens' Rights as the committee responsible);
7. the coordination of Member States' research and development programmes and their coherence within the Framework Programme.

## **VI. Committee on External Economic Relations**

This committee is responsible for matters relating to foreign trade and agreements concluded in this sector, including in particular:

1. coordination of Member States' commercial policies and problems associated with the common commercial policy;
2. economic and commercial aspects of relations with third countries and with international organizations such as the OECD, EFTA and GATT (the Committee on Agriculture, Fisheries and Rural Development will be required to give its opinion on all matters pertaining to commercial policy with regard to agricultural and fisheries products);
3. the economic aspects of the European Economic Area;
4. problems relating to the common external tariff and dumping practices by third countries;
5. problems of external trade with third countries and agreements or conventions concluded in that sphere;
6. economic cooperation, including financial protocols with industrialized countries and the economic aspects of association agreements.

The delegations will cooperate closely with this committee with regard to economic and commercial aspects of relations with third countries.

## **VII. Committee on Legal Affairs and Citizens' Rights**

This committee is responsible for matters relating to:

1. legal aspects of the creation, interpretation and application of Community laws, including the choice of legal basis for Community acts;
2. legal aspects of the creation, interpretation and application of international law, in so far as it affects the Community;
3. all matters relating to the definition and codification of the rights of Community citizens and the security and free movement of persons;



4. the creation of a European legal and judicial area;
5. coordination at Community level of national legislation:
  - a. in regulations on freedom of establishment and freedom to provide services (Articles 52 to 66 of the EEC Treaty) including problems of company law (in exercising this particular responsibility and unless the problems are purely legal the committee will generally consult the Committee on Economic and Monetary Affairs and Industrial Policy except in cases where the regulations apply to an area for which a different committee has more specific responsibility);
  - b. in the application of Article 220 of the EEC Treaty (protection of natural and legal persons) and all measures with wider application;
6. the Staff Regulations of the Communities (Article 24 of the Merger Treaty) with the exception of matters pertaining to remuneration, unless they have substantial implications for the legal status of staff;
7. Parliament's involvement in actions before the Court of Justice, except for those concerning disputes between Parliament and its staff.

Questions concerning the approximation of national legislation will be dealt with in each case by the committee responsible for the subject area of the proposals. However, the Committee on Legal Affairs and Citizens' Rights may give its opinion pursuant to Rule 120 of the Rules of Procedure on these proposals whenever it considers this necessary.

The committee will also be required to give its opinion on the discussions leading to the finalization of a uniform electoral procedure (the legal aspects thereof).

#### **VIII. Committee on Social Affairs, Employment and the Working Environment**

This committee is responsible for matters relating to:

1. improving living and working conditions;
2. protection of workers in the workplace, in particular with regard to health, hygiene and safety (Article 118a of the EEC Treaty);
3. employment policy, particularly where it affects young people;

4. wages, pensions and incomes policy and capital formation;
5. vocational training, particularly as regards access to the labour market and to retraining in connection with reconversion and occupational mobility;
6. harmonization of vocational qualifications;
7. paid holidays schemes;
8. activities of the European Social Fund (retraining, readaptation, etc);
9. free movement of workers;
10. social security of Community and non-Community migrant workers;
11. housing policy and low-cost housing schemes;
12. promoting cooperation between the Member States in the field of social policy, with particular emphasis on labour law and the approximation of social legislation;
13. promotion of a 'European social budget';
14. equal pay and equal job and vocational training opportunities for men and women;

The committee will also be required to give its opinion on matters relating to the rights of migrant workers.

#### **IX. Committee on Regional Policy, Regional Planning and Relations with Regional and Local Authorities**

This committee is responsible for matters relating to:

1. Community regional policy understood as a structural policy aimed at alignment of the economies, economic and social cohesion, the harmonious development of the EEC and the removal of disparities;

2. the drawing up, implementation and evaluation of all Community regional policy plans and projects relating to the development of less-favoured regions (Objective 1), regions in industrial decline (Objective 2) and rural regions (Objective 5b);
3. the special problems of the regions which are disadvantaged either because their economies are predominantly agricultural or because their industrial sectors are in a state of crisis;
4. the impact of the other Community policies on the regions involved in regional policy;
5. the impact of any enlargement of the European Community and association treaties on the regional policy of the Community;
6. problems related to the management, effectiveness and control of the European Regional Development Fund and the other instruments of Community regional policy;
7. coordination of Community structural financial instruments;
8. problems related to the criteria for and effective use in the Member States of Community regional aid and the coordination of national regional aid schemes;
9. the development of a Community regional planning policy and problems related to the relationship between national town and country planning forecasts and decisions and Community regional policy;
10. relations with local and regional authorities in the spirit of the Treaties and their participation in the drawing up of regional policy;
11. transfrontier cooperation.

## **X. Committee on Transport and Tourism**

This committee is responsible for matters relating to:

1. the development of a common transport policy (Articles 74-84 of the EEC Treaty);
2. the creation of a European transport network;

3. the liberalization of international transport;
4. discrimination, harmonization and coordination in the sphere of transport;
5. problems involved in transport by air, sea and pipeline;
6. the Community's policy on ports;
7. possible areas of interference between a common transport policy and its tariffs and the rules on competition or the requirements of social, agricultural, energy or regional policy (see Articles 3(e) and 74 of the EEC Treaty and Articles 70 et seq. of the ECSC Treaty);
8. postal communications;
9. the European Community's tourism policy.

The committee will be required to give its opinion on matters pertaining to the fields of competition, the removal of barriers, the right of establishment and freedom to provide services, where transport policy is involved.

#### **XI. Committee on the Environment, Public Health and Consumer Protection**

This committee is responsible for matters relating to:

1. environment policy and environmental protection measures:
  - a. pollution of air, earth and water,
  - b. classification, packing, labelling, transport and use of dangerous substances,
  - c. fixing permissible noise levels,
  - d. treatment and storage of waste (including recycling),
  - e. international and regional measures and agreements aimed at protecting the environment (for example, the Rhine, the Mediterranean),
  - f. protecting fauna and its habitat,
  - g. giving opinions on energy and research programmes affecting the environment,
  - h. provisions of the Law of the Sea regarding the environment.

2. consumer protection:

problems concerning the implementation of the legislation proposed in the Community action programmes, viz:

- a. protection of consumers against risks to health and safety,
- b. protection of consumers' economic interests,
- c. improvement of legal protection for consumers (assistance, advice and legal redress),
- d. improvement of consumer information and education,
- e. appropriate consultation and representation of consumers during the preparatory phase of decisions affecting their interests.

3. public health:

- a. programmes in the field of health education (with the emphasis on preventive action in respect of tobacco, the use of drugs, cardiovascular illnesses, dietary products),
- b. checks on foodstuffs,
- c. veterinary legislation concerning protection against dangers to human health arising from bacteria and residues in animal products, health controls for products (meat, milk, etc.) and production systems (slaughterhouses, dairies, etc),
- d. pharmaceutical products, including veterinary products,
- e. medical research,
- f. cosmetic products,
- g. civil protection.

## **XII. Committee on Culture, Youth, Education and the Media**

This committee is responsible for matters relating to:

1. questions pertaining to the information of the general public on the activities of the European Communities;
2. youth exchanges, including the exchange of young workers, and other measures designed to promote the involvement of young people in the development of the European Community;

3. policy designed to preserve and restore the cultural heritage and safeguard natural areas in cooperation with the Committee on the Environment, Public Health and Consumer Protection;
4. proposals relating to the establishment of a cultural Community;
5. the activities of the European Youth Forum;
6. education policy;
7. the European Foundation;
8. education programmes, harmonization of syllabuses and mutual recognition of diplomas;
9. the development of the European University and cooperation between institutions of higher education;
10. promoting the system of European Schools;
11. continuing education for adults and home-study courses;
12. questions relating to information and the media;
13. questions pertaining to the development of policy on sports;
14. leisure.

The committee will be required to give its opinion on problems associated with youth employment policy and vocational training.

### **XIII. Committee on Development and Cooperation**

This committee is responsible for examining and monitoring the policy of the Community on development with particular reference to:

1. the North-South dialogue;
2. emergency aid and food aid;
3. technical, financial and educational cooperation;
4. the generalized system of preferences;
5. industrial, agricultural and rural development.

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This committee is also responsible for matters pertaining to:

1. the application of the ACP-EEC Convention;
2. the application of cooperation agreements with the Maghreb and Mashreq countries;
3. relations with certain developing countries or groups of developing countries with which the Community has concluded cooperation or association agreements;
4. financial and technical cooperation with the developing countries;
5. relations with international organizations which specialize in development and cooperation.

#### **XIV. Committee on Civil Liberties and Internal Affairs**

This committee is responsible for matters relating to:

1. human rights problems in the Community;
2. civil liberties in the Community and the security and free movement of persons;
3. asylum policy;
4. the fight against racism and xenophobia;
5. immigration policy and policy towards nationals of third countries;
6. the fight against international crime, drug-trafficking and fraud;
7. customs cooperation (pursuant to Title VI, Article K1, Paragraph 8 of the draft treaty on European Union of the Conference of representatives of the governments of the Member States);
8. police cooperation to prevent and combat terrorism, drug-trafficking and other forms of international crime, including the organization at Union level of a system for exchanging information through a European police authority (Europol);
9. juridical policy cooperation in the above areas.

## **XV. Committee on Budgetary Control**

This committee is responsible for matters relating to:

1. the control of financial, budgetary and administrative implementing measures taken on the basis of, in the framework of, or in relation with the General Budget of the European Communities (including the EDF), the financial and administrative activities of the ECSC, the financial activities of the EIB carried out on the basis of instructions from the Commission and the coordination of all the financial activities of the EIB with the other financial instruments of the European Communities;
2. the Financial Regulation;
3. the decisions on discharge taken by Parliament and measures accompanying or implementing these decisions;
4. accounts and balance sheets relating to decisions concerning the closure, presenting and auditing of Parliament's revenue and expenditure as well as measures accompanying or implementing these decisions, in particular in the framework of the internal discharge procedure, requiring close collaboration with the President and the Bureau of the European Parliament;
5. the closure, presenting and auditing of the accounts and balance sheets of the European Communities, their organs and any bodies financed by them, including the establishment of appropriations to be carried over and the settling of balances;
6. monitoring accompanying the implementation of current budgets on the basis of periodic reports provided by the Commission and measures taken for such implementation which do not constitute budgetary authorization, i.e. transfers and other measures, excluding transfers on the basis of Chapter 100, release of appropriations, and carry-over or reinstatement of appropriations falling within the competence of the Committee on Budgets;
7. the assessment of the effectiveness of the various forms of Community financing, the coordination of the various financial instruments and the assessment of the cost-benefit ratio in the implementation of the policies financed by the European Communities;
8. consideration of the credit terms, financing mechanisms and the administrative structures designed to implement them, by examining cases of fraud and irregularities;



9. the drawing up of legislative opinions on regulations or part of regulations relating to the implementation of budgets, including administrative management, the organization of checks on the prevention, prosecution and suppression of frauds and irregularities and opinions addressed to the Committee on Budgets for decisions which assume an assessment of the implementation and management of expenditure (budgetary procedure, adjustment and revision of financial perspectives, carry-over of appropriations, etc.);
10. opinions and information to be given, on request or on its own initiative, to parliamentary committees and other parliamentary bodies, on matters coming under the heading of budgetary control;
11. the consideration of reports and opinions of the Court of Auditors of the European Communities;
12. relations with the Court of Auditors of the European Communities and the appointment of its members, without prejudice to the powers of the President of Parliament;
13. the consideration of confidential documents relating to a field under the responsibility of the Committee on Budgetary Control, in strict accordance with the provisions of Annex VII to the Rules of Procedure.

In exercising these duties the Committee on Budgetary Control will cooperate closely with the Committee on Budgets.

## **XVI. Committee on Institutional Affairs**

The task of this committee will be to draft proposals and in particular to continue to work on the basis of the draft Treaty adopted on 14 February 1984 — with a view to the establishment of the European Union.

This committee is responsible for matters relating to:

1. the drawing up of a draft uniform electoral procedure;
2. problems of political union;
3. general relations with the other institutions or organs of the Community;
4. the institutional structures of the Communities within the framework of the existing Treaties (the Committee on Foreign Affairs and Security and the Committee on Legal Affairs and Citizens' Rights, in so far as they are

concerned, will each give an opinion on these matters in so far as they involve the interpretation, application or extension of the provisions of the Treaties governing the internal operation of each institution and relations between the institutions);

5. the development of European integration in the framework of the intergovernmental conferences;
6. the assessment of the institutional implications of the Treaty on European Union and the implementation thereof, save for the political and institutional aspects of accession agreements which shall be the responsibility of the Committee on Foreign Affairs and Security;
7. political considerations relating to the seat of the Community institutions.

#### **XVII. Committee on the Rules of Procedure, the Verification of Credentials and Immunities**

This committee is responsible for:

1. matters relating to the European Parliament's Rules of Procedure, i.e.:
  - a. the formulation of the Rules of Procedure, including Annexes thereto,
  - b. the examination of and reporting on proposed amendments to the Rules tabled under Rule 132,
  - c. the interpretation of the Rules of Procedure pursuant to Rules 101 and 131;
2. the application of the provisions of Rule 6 and Rule 7 (7) of the Rules of Procedure:
  - a. to verify the credentials of newly-elected Members, and
  - b. to rule on any disputes;
3. matters relating to privileges and immunities.

#### **XVIII. Committee on Women's Rights**

This committee is responsible for matters relating to:

1. the definition and evolution of women's rights in the Community, based on the European Parliament's resolutions on this subject;

2. the implementation and improvement of directives relating to equal rights for women and the formulation of new directives;
3. social, employment and training policy in respect of women and young girls, and measures to combat female unemployment;
4. information policy and studies on women;
5. the assessment of common policies from the point of view of women and the consequences for women of the completion of the internal market;
6. problems relating to the professional activities of women and their family role;
7. women in the Community Institutions;
8. women in the international sphere (United Nations, International Labour Office, etc.);
9. the situation of migrant women and the partners of migrant workers and the status of women who are both European citizens and nationals of non-European countries within the framework of European legislation relating to the internal market.

#### **XIX. Committee on Petitions**

This committee is responsible for matters relating to petitions, the examination thereof and the action to be taken thereon.



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**ANNEX VII (1)****Procedure for the consideration of confidential documents communicated to the European Parliament**

1. When information or documents are communicated to Parliament under cover of confidentiality, the chairman of the committee responsible shall automatically apply the confidential procedure laid down in paragraph 3 below.

2. Any committee of the European Parliament shall be entitled to apply the confidential procedure to an item of information or a document indicated by one of its members in a written or oral request. A majority of two-thirds of the members present shall be required for a decision to apply the confidential procedure.

3. Once the chairman of the committee has declared that proceedings are confidential, they may be attended only by members of the committee and by officials and experts who have been designated in advance by the chairman and whose presence is strictly necessary.

The documents, which shall be numbered, shall be distributed at the beginning of the meeting and collected again at the end. No notes of these, and certainly no photocopies, may be taken.

The minutes of the meeting shall make no mention of the discussion of the item taken under the confidential procedure. Only the relevant decision, if any, may be recorded.

4. Three members of a committee which has applied the confidential procedure may request consideration of a breach of confidentiality, and this may be placed on the agenda. By a majority of its members, the committee may decide that consideration of the breach of confidentiality shall be placed on the agenda for the first meeting following the submission of the request to its chairman.

5. *Penalties:* In cases of infringement, the chairman of the committee shall, after consulting the vice-chairmen, lay down in a reasoned decision the penalties to be applied (reprimand, exclusion from the committee for a shorter or longer period or permanently).

The member concerned may lodge an appeal without suspensory effect against this decision. This appeal shall be considered jointly by the enlarged Bureau of the European Parliament and the Bureau of the committee concerned. Their majority decision shall be final.

If it is proved that an official has failed to respect confidentiality, the penalties for which the Staff Regulations provide shall apply.

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<sup>1)</sup> Adopted by decision of Parliament of 15 February 1989.



EUROPEAN PARLIAMENT

# Rules of Procedure

(7<sup>th</sup> edition)

(provisional edition)

Index

FEBRUARY 1992

1219



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