



Model European Union Parliamentary Procedure

Assignment of Agenda Items / Setting the Agenda

The **President of the European Council** has the right to propose the order of the agenda. If there are NO objections there shall be NO VOTE on the agenda. However, a Member State may also move to “set the agenda.” If at least two other Member States second the formal proposal (motion), it will immediately be put to a vote (see Voting Procedures). The Chair will declare the agenda set as such if the vote is successful. The Chair will say: *“The President of the European Council wished to set the agenda as follows, unless other proposals are put forth at this time.”* If there is an objection, he/she will respond: *“<Country Name> moves to set the agenda to...”*

Role of the Chair

The President of the European Council chairs all sessions. As the Chair, the President of the European Council will have sole and final power to open and close sessions, recognize speakers, place limits on speaking time and control discussion and debate. In cases where parliamentary procedure is unclear or in doubt, the Chair shall use his or her judgment to settle the matter and proceed with the session.

Roll Call

The first order of business for each of session will be to establish roll call. This is done by the Chair at the beginning of each individual session and does not require a motion.

Tour de Table

A *tour de table* is used at the opening of each session. The Chair will ask each head of government in turn to give a short summary (up to 2 minutes) of their thinking on the matters up for discussion, ensuring that every Member State is able to outline its position and learn other Member States’ positions on the topic.

Debate Format (Two Types)

Formal debate will require participants wishing to speak to raise their placard and be recognized by the Chair. The speaker's list may be opened when the Chair calls for motions ("*<Country Name> moves to open the Speakers' List*"). The length of speaking time may also be set via motion ("*<Country Name> moves to set the speaker's time at X seconds*"). Participants make their statements while seated around the table. Participants may address each other directly during their statements with questions and/or responses. Participants may also yield the remaining speaking time to a fellow Member State or back to the Chair if they have a question or have nothing more to say by indicating so at the end of their speech. A Member State may raise their placard at any time when they wish to be added to the Speakers' List.

Informal debate allows participants to leave their seats. Heads of Government are expected to mingle and speak amongst themselves. This time should be used to negotiate and write/edit working papers and resolutions. The Chair or any participant may call for informal debate via motion for a specified time ("*<Country Name> moves to have informal debate for X minutes*"). If at least two other Member States second the motion, it will immediately be put to a vote. Once informal debate time has expired, formal debate will resume.

Points and Motions

Motions may also be used to combine or divide agenda items, to table an issue, or to refer an issue to a committee for further study. Motions are also in order (determined always by the Chair) to "close debate on an issue" and bring it to a vote. Motions are always subject to a "second" by two Member States and are brought to a vote immediately.

Point of Order. If, during a meeting, a Member State feels that the meeting is running in a manner contrary to these Rules, he/she may rise to a point of order. The Chair may overrule, or accept the appeal. If accepted, the Chair may make an immediate ruling or ask the Member State to speak on the point of order for a maximum of one minute (but he/she may not speak on the subject of the debate). The Chair will then immediately rule on the point of order.

Point of Information. If a Member State wishes to obtain clarification of procedure or of any other matter, he/she may rise to a point of information and receive clarification from the Chair or anyone else designated by the Chair.

All motions by any participants (other than the Chair) are always subject to a second by two Member States. These may be asked to give an explanation of the rationale (no more than one minute). If successful they will be brought to a vote immediately.

Voting Procedures

Where votes are taken, they should normally be open and made by roll call in alphabetical order by Member State, and recorded by the Chair. Voting will be verbal and expressed either as "Yes," "No," or "Abstain." Once a vote has been declared open, no one will be allowed to speak other than to cast his or her vote. No one may approach or leave the room. Once all votes have

been cast, the Chair will tally the vote and immediately announce the result. The decision of the Chair on a tally will be final.

Voting on procedural issues or matters of the agenda requires a **simple majority** of the Member States present in the session, including the Presidency.

Voting on substantive issues, such as resolutions, requires **consensus**.

- **Non-binding vote:** If Member States would like to propose a resolution and take a vote without being final and binding, they may motion for a non-binding vote. All Member States will be permitted to verbally cast their votes. It is good to call for non-binding vote to see who is not in favor and discuss it prior to calling for binding vote, seeing that **if a single Head of Government votes “No” the resolution would fail in event of binding vote.**
- **Binding vote:** Binding votes on resolutions are called for by motions and are **always final**. If a single Member State votes “No” on a binding vote, **the resolution will fail and be discarded**. Multiple resolutions may be passed by binding vote, so long as they are not conflicting.