



Rules and Procedures

West Coast Model EU *2009 Czech Presidency*

2009 Czech Presidency Logo: Map of the European Union using country abbreviations

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I. Introduction and Background

The European Council Summits are important but loosely structured affairs with relatively informal rules. However, the summits succeed because they have an established routine and require careful, lengthy and structured preparations. There are also extensive consultations before the actual meetings begin. Moreover, since decisions at the European Council Summits are usually made along fairly broad outlines, a more formal implementation procedure through specific actions by other EU Institutions (Council, Commission and Parliament) usually follows. At the West Coast Model EU, the luxury of any of these supporting features is not present. As a result, the rules and procedures will have to deviate somewhat from the “real thing” for the purpose of this conference. This is also

consistent with other EU simulations in Europe and the U.S., which have come to rely on parliamentary procedure. The rules at this conference will be similar for the two types of meetings taking place- those of the Heads of State/Government (HoG), and those of the Energy Ministers.

II. Prior to the Conference

A. Research and Preparation

Prior to the conference, the Czech Republic, as the country in the Presidency, will send an official notification outlining in broad terms the priorities and goals of the Presidency. This will be known as the Agenda. Each participant should do as much advance preparation as possible on the member state they are representing with special emphasis on their positions to the topics outlined in the Agenda. The Model EU website lists resources to begin preparation.

B. Position Papers

The other participants will not introduce their own comprehensive proposal but will convey their country's position on each of the issues on the agenda. Each delegate should prepare a 1-2 page position paper that describes their country's position on each of the issues on the agenda. Each delegate will communicate their position (by email) to the Presidency two weeks in advance of the conference. The position papers will be made public to all delegates attending the simulation.

C. Draft Resolution

Along with their position papers, member states will submit a draft resolution. Each delegate should submit a resolution to each of the issues on the agenda. The resolution should offer a possible solution to each agenda item and lay out the terms to which their country will agree. These draft resolutions will be used to begin sessions during the simulation. Each delegate will communicate their resolutions (by email) to the Presidency two weeks in advance of the conference. The draft resolutions will **not** be made public to all delegates attending the simulation. Each delegate may use discretion in proposing their resolutions in session.

III. The Conference

A. Opening Plenary Session

The conference will commence with an **Opening Plenary Session**. In the beginning there will be a short address by the host country welcoming the delegates and opening the proceedings. In its speech, the **Presidency will outline its Agenda** on how to resolve the issues in question.

i. Seating Arrangement

Members of the delegations shall be seated in alphabetical order (using the English name of the country) together with members of their ministerial group. Heads of State/Government (HoG) will be seated towards the front. They will then each comment on the agenda and briefly present their country's position.

ii. Division of Sessions

At the end of the Plenary Session, the conference will then **divide into two parallel round-table sessions**, one of the HoG, one of the Energy Ministers (EM). Special rules govern the interaction of HoG and EM during their separate sessions. In order to cope with the long agenda and to avoid duplication the agenda will be divided. The HoG session will debate the enlargement and EMs will

debate the issue of energy policy. The agendas provided by the Presidency provide more specific information about each of these issues.

B. Individual Sessions

The goal of individual sessions is to debate the ideas and proposals of member states and through negotiation agree upon a formal set of Conclusions of the Presidency for each session.

i. Assignment of Agenda Items / Setting the Agenda

The **Presidency** shall have the **right to propose** the areas that will be negotiated by the HoGs and those negotiated by the EMs, as well as the order of the agenda. If there are NO objections there shall be NO VOTE on the agenda. However, a delegate may also move to “set the agenda.” In this case courtesy requires that the delegate be given a maximum of one minute to explain his/her rationale. If at least two other delegates second the 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 Czech Republic wishes to set the agenda as follows, unless other proposals are put forth at this time.”*

If there is an objection by a delegate, he/she will respond: *“<Country Name> moves to set the agenda...”*

ii. Role of the Chair

In order to provide structure to the sessions themselves, modified **rules of parliamentary procedure** apply (with certain exceptions). **The country of the Presidency chairs the sessions.** In the case of the HoG session, this will be the Prime Minister of the Czech Republic. In the case of the ministers’ sessions, this will be the Energy Minister of the Czech Republic. As the Chair, the Presidency will have sole and final power to open and close sessions, recognize speakers, place limits on speaking time and control discussion and debate. It is important to recall that these are proceedings among delegates of equal rank. They would usually have known each other for some time and would have interacted often. Thus, the atmosphere is one of collegiality, equality and congeniality. This includes the relationship between the Chair and the other participants. While the Chair is formally in charge of the proceedings and entitled to all courtesy and respect, he/she would usually “propose” and “suggest,” than “decree” and “dictate.” The Chair, more than any other participant, is interested in a harmonious and consensual outcome of the conference.

iii. Roll Call (Quorum)

The first order of business for each session will be to establish roll and a quorum. This is done by the Chair at the beginning of the session and does not require a motion. The Chair may record absentees informally by referring to seats left vacant. The Chair may also call on countries to identify themselves as present (Note: there is no “present and voting”). If member state representatives will be delayed temporarily for some reason, courtesy requires that they notify the Chair beforehand.

iv. Debate Format

The European Council generally meets twice a year. These meetings include an opening plenary session, a formal dinner, an informal and confidential “fireside chat,” informal, bilateral working breakfasts, and further plenary sessions. While we strive to accurately simulate the workings of European Council meetings, the format of our Model EU has been structured to facilitate negotiations and student learning. There will be two types of debate used at the Model EU, formal and informal.

Formal debate will require participants wishing to speak to raise their placard and be recognized by the Chair. It is the Chair's obligation to ensure and guide the flow of communication and to afford each member an equal opportunity to speak. The Chair keeps track of the proceedings including the fair administration of the right to speak. The length of speaking time will be set by Chair. The proceedings correspond roughly to a "moderated caucus" at a Model United Nations and will constitute the default form of debate during the Model EU. Participants make their statements while seated around the table. Participants need not address each other through the Chair. The Chair, however, may comment on statements and express the view of the Presidency like all other delegates. Participants may yield the remaining speaking time to a fellow member state by indicating so at the end of their speech. If not, the Chair may call upon another participant.

Informal debate allows participants to leave their seats. Heads of Government/State and Ministers are expected to mingle and speak amongst themselves. This time should be used to negotiate and write/edit working papers and resolutions. These proceedings correspond roughly to an "unmoderated caucus" at a Model United Nations. The Chair or any participant may call for informal debate for a specified time and (if necessary) be given a maximum of one minute to explain his/her rationale. If at least two other delegates second the motion, it will immediately be put to a vote (see Voting Procedures). The Chair will determine the length and will allow for no more than forty minutes of informal debate within any given hour. Once informal debate time has expired, formal debate will resume.

v. Temporary Adjournment

A Chair or a delegate may call for a temporary adjournment of a meeting for a specified time (no more than ten minutes), and (if necessary) be given a maximum of one minute to explain his/her rationale. **If at least two other delegates second the motion**, it will immediately be put to a vote, and requires the **support of at least a simple majority** to succeed. The Chair determines the length and will allow no more than TWO temporary adjournments within a 60-minute period. No one delegate may call for an adjournment more than once in any one meeting.

A delegate would say: "*<Country Name> moves to have a temporary adjournment for the purpose of an informal consultation.*"

vi. Points and Motions

Delegates may rise to **points of order** (always permitted, except during a speech and actual voting), **points of information** (after a speech is completed, whenever the Chair asks "are there any points and motions at this time), and points of **personal privilege** (extremely rare, always permissible).

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 delegates and are brought to a vote immediately.

Point of Order. If, during a meeting, a delegate 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 delegate 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 delegate 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.

Point of Personal Privilege. If a delegate wishes to raise a question, leave the room for an extended time, or make a request relating to personal comfort or his/her treatment by other delegates, he/she may rise to a point of personal privilege and receive an immediate ruling by the Chair.

Rule: All motions by any participants (other than the Chair) are always subject to a second by two delegates. 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.

vii. Tour de Table

A device known as a *tour de table* may also be used, at the discretion of the Chair. The Chair will ask each head of government in turn to give a short summary (up to 2 minutes) of their thinking on the matter under discussion, thus ensuring that every member state is able to outline its position, and allowing the Chair to determine whether a compromise is possible.

viii. Closure of Debate

The Chair will normally decide on the closure of a debate, but a delegate may move for closure, and (if necessary) be given a maximum of one minute to explain his/her rationale. If at least two other delegates second the motion, it will immediately be put to a vote and requires the support of at least a simple majority to be successful. The Chair will declare the debate closed if the vote is successful.

ix. 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. The Chair will be the last called to vote. 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 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** (e.g., adjournments, informal debate) requires a **simple majority** of the delegates **present** in the session including Presidency. **One member, one vote!**
- **Voting on matters of the agenda** (sequence, division, combination of agenda items, tabling and delegating the agenda as well as opening and closing debate) requires a simple majority. The Presidency may NOT vote. **One member, one vote!**
- **Voting on substantive issues**, such as resolutions, requires **consensus**. (**Note: in the European Council, voting is used only as a last resort!**)
- Note: there is no “present and voting;” or “present” rule in the EU!

x. Resolution (Conclusions of the Presidency)

A resolution on an agenda item, essentially a brief paragraph prefaced with the following operative phrases “recommends,” “emphasizes,” “insists on,” “notes,” “welcomes,” etc. must have five signatures from five participants (one of whom may also be the Commission President). Due to time

constraints, in this simulation the Conclusions of the Presidency will be submitted in an outline format and will contain the resolutions agreed upon by delegates during negotiating sessions. A proposed resolution must be handed to the Chair before it can be formally considered for the Conclusions of the Presidency. Multiple resolutions can (but do not necessarily have to) be agreed upon for each agenda item, so long as they are not conflicting. As Conclusions of the Presidency are agreed upon through consensus, (voting is used only as a last resort) resolutions should have considerable support before they are formally proposed and discussed in formal debate. The Chair will ask if there are any member states who are opposed to the resolution. If there are none, the resolution will be passed and be included in the Conclusions of the Presidency. If there are objections, debate and negotiation will continue until a consensus is reached or the resolution is abandoned. A vote on a resolution can be used if consensus cannot be reached to pass resolutions, but this is **considered a last resort and only occurs in rare circumstances**. Heads of Government/State and Ministers should be careful not to be found out of character by unjustly proposing a vote.

C. Judging and Awards

The judges and members of the presidency will both be involved in the judging deliberations. The members of each session will make nominations for awards. Participants are evaluated on their preparedness, accurate representation of country position, and use of diplomacy including correct use of parliamentary procedure, negotiating skill, and ability to make compromises.

NOTE: These rules and procedures are based in part on the Rules and Procedures of the 2001 Pitt Model EU as well as that of the 2004 Southwest Model EU.