

7th PARLIAMENTARY TERM (2009-2014)

SEPTEMBER 2009

CONSTITUENT MEETINGS OF INTERPARLIAMENTARY DELEGATIONS¹

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PROCEDURE FOR CONSTITUENT MEETINGS

Rules 191 and 198 of the Rules of Procedure, with reference to Rules 12, 13, 14, 168, 169 and 187 pursuant to Rules 195 and 196 and Annex I

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1. OPENING OF THE MEETING BY THE MEMBER PROVISIONALLY HOLDING THE CHAIR

The member provisionally holding the chair shall:

- 1. (where appropriate), ensure that the outgoing chair or, failing him or her, an outgoing vice-chair in order of precedence or, failing him or her, the member having held office for the longest period, does not wish to take the chair
- 2. declare the meeting open
- 3. remind Members of
 - (a) **the purpose of the meeting:** the constitution of the delegation Bureau by the election of the chair and one, two or three vice-chairs in accordance with Rules 191 and 198 of the Rules of Procedure
 - (b) the order of election
 - . the chair
 - . the vice-chairs

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¹ Applicable to Inter-parliamentary Delegations, Delegations to Joint Parliamentary Committees, Delegations to Parliamentary Cooperation Committees and Delegations for Multilateral Assemblies

4. **note any substitutes** (Rule 187)

2. <u>ELECTION OF CHAIR CONDUCTED BY THE MEMBER PROVISIONALLY</u> <u>HOLDING THE CHAIR</u>

A: Preparations

The member provisionally holding the chair shall

- 1. **ensure the establishment of a quorum** (1/4 of members) (Rule 195(2))
- 2. **call for nominations** for the chair and ensure that:
 - (a) they are made either by a political group or by at least 5% of the actual (full) members (Rule 13(1));
 - (b) the candidate or candidates **consent** to being nominated (if a candidate is absent his/her consent may be given in writing (Rule 13(1));
 - (c) the candidate or candidates have duly completed the declaration of financial interests (Annex I, Article 1(2) and Article 2).

B: Vote by acclamation

If there is only one candidate - unless at least one-sixth of the members of the delegation call for a secret ballot (Rule 191(2), second subparagraph) - the member provisionally holding the chair shall declare the candidate elected by acclamation (Rule 191 (2), first subparagraph).

The member provisionally holding the chair shall ask the elected candidate to take the chair.

The chair shall move straight to point 3.

C: Secret ballot

If there are several candidates - or if one-sixth of the members of the delegation so request - the member provisionally holding the chair shall hold a secret ballot (Rule 191(2), second subparagraph).

The member provisionally holding the chair shall

- 1. remind members that each of them has one vote only and that the election shall be won:
- **by an absolute majority of votes cast¹ including votes for and against** (Rule 191(2), third and fourth subparagraphs);
 - (a) if there is only one candidate (in whichever round of the ballot) (Rule 191(2), third subparagraph);
 - (b) in the first round (whatever the number of candidates) (Rule 191(2), fourth subparagraph);
- **by a relative majority**: where there is more than one candidate in the second round of the ballot (in the event of a tie, the oldest candidate shall be elected) (Rule 191(2), fourth subparagraph);
- 2. indicate the substitutes
- 3. inform the members of the possibility of electing the chair by secret ballot in the form of ballot-box **or electronic vote** (Rule 168(1)).

¹ Half the total number of votes cast plus one vote

(1) First round of the ballot

Ballot-box vote

The member provisionally holding the chair shall

1. choose **by lot between 2 and 8 tellers** to count the votes (Rule 169(4), first subparagraph) (NB: candidates may not act as tellers - Rule 169(4), second subparagraph);

2. announce nominations

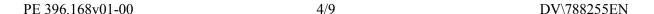
- 3. have distributed the **ballot papers** bearing the name or names of the candidate or candidates;
- 4. open the ballot by calling each of the members of the delegation in alphabetical order; these members shall deposit their ballot papers in the ballot box and sign the voting list;
- 5. **at the end of the ballot,** adjourn the meeting so as to enable the votes to be counted.

The votes shall be counted by the tellers (Rule 169(4), first subparagraph).

6. announce the results:

- . number of voters
- . blank or spoilt votes
- . votes cast (not counting blank or spoilt votes)
- . majority required
- . result obtained by each candidate:
 - where a candidate has obtained an absolute majority of votes cast, the member provisionally holding the chair shall declare that candidate elected and shall ask him/her to take the chair;

The chair shall move straight to point 3.





where no candidate has obtained an absolute majority, the member provisionally holding the chair shall hold a second round of the ballot (see below: '(2) Second round of the ballot').

Electronic vote (for a maximum of two candidates)

The member provisionally holding the chair shall

- 1. ensure that full members and substitutes taking part in the vote all have their voting cards
- 2. <u>if one of the full members or substitutes taking part in the vote does not have a voting card</u>, indicate that the election will be held **by ballot-box vote** (following the 'ballot-box voting procedure set out above)
- 3. where all full members and substitutes taking part in the vote have their voting cards, indicate that an electronic vote will be held
- 4. announce nominations
- 5. indicate the order of candidates (alphabetical)

- green button: candidate No 1

- red button: candidate No 2

- white button: abstentions/spoilt or blank vote

(N.B. only votes cast are taken into account with regard to nominations)

- 6. remind voters that **if they make a mistake** they merely need to push 2 buttons simultaneously to be able to vote once more
- 7. announce that the vote is being held by secret ballot

- 8. declare the voting open
- 9. declare the voting closed
- 10. announce the results
 - . number of voters
 - . number of votes cast (not counting blank or spoilt votes)
 - . majority required
 - . result obtained by each candidate
 - where a candidate has obtained an absolute majority of the votes cast, the member provisionally holding the chair shall declare that candidate elected and shall ask him/her to take the chair;

 The chair shall move straight to point 3.
 - where no candidate has obtained an absolute majority, the member provisionally holding the chair shall announce a second round of the ballot

(see below: (2) Second round of the ballot').

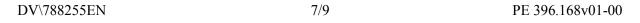
(2) Second round of the ballot

This follows the same procedure as for the first round of the ballot:

- 1. establishment of the presence of a quorum (Rule195(2))
- 2. call for nominations
- 3. voting
 - by ballot
 - N.B.: The tellers shall be the same as for the first round (if one or more tellers are not available the substitute tellers alone shall be chosen by lot)
 - by electronic vote
- 4. announcement of results:
 - . number of voters
 - . blank or spoiled votes
 - . number of votes cast
 - . result for each of the candidates
 - . elected candidate:
 - where there is a single candidate, the election can only be won by an absolute majority of votes cast
 - where there is more than one candidate, the candidate with the largest number of votes shall be elected
 - <u>in the event of a tie</u>, the oldest candidate shall be elected (Rule 191(2), fourth subparagraph);

The member provisionally holding the chair shall ask the elected candidate to take the chair.

The chair shall move straight to point 3.



3. ELECTION OF VICE-CHAIRS CONDUCTED BY CHAIR

A: Preparations

The chair shall hold an election as required for one, two or three vice-chairs.

The chair shall call for **separate and successive nominations** for the posts of first, second and third vice-chair and verify that:

- 1) the nominations are made either by a political group or at least 5% of the actual (full) members (Rule 13(1))
- 2) the candidate or candidates **agree** to being nominated (if a candidate is absent his/her consent may be given in writing) (Rule 13(1))
- 3) the candidate or candidates have duly completed the declaration of financial interests (Annex I, Article 1(2) and Article 2)

B: Vote by acclamation

Where the number of nominations correspond to the number of seats to be filled, unless one-sixth of the members of the delegation call for a secret ballot (Rule 191(2), second subparagraph) the chair shall declare the candidate or candidates elected by acclamation (Rule 191(2), first subparagraph).

The chair shall ask each elected vice-chair to take his/her seat beside him/her.

C: Secret ballot

Where the number of nominations is greater than the number of seats to be filled, or if one-sixth of the members of the delegation so request, the chair shall hold an election by secret ballot (Rule 191(2), second subparagraph).

The chair shall then hold **separate and successive ballots** for the election of each the vice-chairs (Rule 191(1)).

For each vice-chair, the election shall follow the same procedure as that laid down for the election of the chair (see point 2 C above).

N.B.: The tellers shall be the same as for the election of the chair (if one or more tellers are unavailable substitute tellers only shall be chosen by lot).

When the voting is closed the chair shall ask each vice-chair thus elected to take his/her seat beside him/her.
