



**7th PARLIAMENTARY TERM (2009-2014)**

**SEPTEMBER 2009**

**CONSTITUENT MEETINGS OF INTERPARLIAMENTARY DELEGATIONS<sup>1</sup>**

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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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<sup>1</sup> *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. ELECTION OF CHAIR CONDUCTED BY THE MEMBER PROVISIONALLY HOLDING THE CHAIR**

### **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 cast<sup>1</sup> 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)).

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<sup>1</sup> 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. **if one of the full members or substitutes taking part in the vote does not have a voting card**, 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**
- **in the event of a tie, 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.**

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