

EURO-LATIN AMERICAN PARLIAMENTARY ASSEMBLY



Rules of Procedure

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RULES OF PROCEDURE*

Article 1

Nature and objectives

The Euro-Latin American Parliamentary Assembly is the parliamentary institution of the European Union – Latin American and Caribbean Bi-regional Strategic Partnership. The Assembly shall contribute to the strengthening, development and visibility of this Strategic Partnership, as the institution responsible for parliamentary consultation, supervision and monitoring of the Partnership.

Participation in the Assembly shall be voluntary and the Assembly shall maintain a spirit of integration and openness.

Article 2

Composition

1. The Assembly shall be a joint Assembly and shall be comprised of equal numbers of members from:
 - (a) the European Parliament, on the one hand; and
 - (b) the Latin American component, which shall come from the Latin American integration parliaments (Parlatino, Parlandino, Parlacen and Parlasur) and the Mexico and Chile Joint Parliamentary Committees, on the other.
2. The Assembly shall comprise 150 members, 75 of whom shall be members of the European Parliament, and the other 75 members of the Latin American component, appointed in accordance with the procedures which each parliament shall establish, so that the distribution of the various political groups and delegations represented, respectively, in the European Parliament and in the Latin American component, is reflected as far as possible.
3. The Assembly shall be organised on the basis of parliamentary delegations established by its two components. The members may also organise themselves in the framework of their own political families within the Assembly.
4. Any unfilled seats shall in all cases remain at the disposal of the parliaments to which they have been attributed.
5. The participating parliaments shall promote the participation of women in the Assembly's bodies.

* Adopted on 8 November 2006 and revised on 20 December 2007 and 6 April 2009

6. The Assembly shall ensure the equal and balanced composition of all its bodies.

Article 3

Responsibilities

The Assembly shall be the forum for parliamentary discussion, consultation, supervision and monitoring in respect of all questions of concern to the Bi-regional Strategic Partnership. For these purposes, the Assembly shall be authorised, among other things, to adopt resolutions and recommendations addressed to the EU-LAC Summit and the institutions, bodies, groups and ministerial conferences devoted to developing the Partnership, including the Rio Group and the San José Process. Similarly, it shall be responsible for drawing up reports and proposals for the adoption of specific measures related to the various spheres of activity of the Partnership, at the request of the Summit or the ministerial conferences.

Article 4

Presidency and Executive Bureau

1. The Assembly shall elect an Executive Bureau from among its members consisting of two co-presidents of equal status and fourteen co-vice-presidents[†], drawn in equal numbers from the two components, the electoral procedures and term of office for whom shall be decided by each component.
2. The Executive Bureau shall be responsible for coordinating the work of the Assembly, monitoring its activities and resolutions, and establishing relations with the EU-LAC Summit, the Rio Group, the San José Process, the ministerial conferences and the groups of high-level officials and ambassadors. One European vice-president and one Latin American vice-president shall be responsible respectively for relations with civil society in each region, on the basis of the detailed recommendations that may be issued by the Executive Bureau.
3. The Executive Bureau shall meet, on the initiative of the Co-Presidents, not less than twice a year, with one of these meetings coinciding with the Assembly's plenary session.
4. The Executive Bureau shall submit the draft agenda to the Assembly and lay down joint procedures for the running of the Assembly.
5. The Executive Bureau shall be the body responsible for matters relating to the composition and responsibilities of the standing and temporary committees and the bodies referred to in Article 25. The Executive Bureau shall also be responsible for

[†] The Assembly voted to increase the number of vice-presidents from twelve to fourteen at its plenary session in Brussels on 20 December 2007.

authorising the committees to draw up reports and motions for resolutions. It may also refer various matters for consideration by the committees, which may draw up reports on a particular topic.

Article 5

Relations with the EU-LAC Summit, the Council of Ministers, the European Commission and other groups and ministerial conferences

The Executive Bureau of the Assembly shall forge closer ties in all areas with the institutions and bodies of the Bi-regional Strategic Partnership and with the EU-Latin America integration organisations. The practical arrangements for that cooperation shall, where appropriate, be laid down in the corresponding memorandums and protocols of understanding. The representatives of the EU-LAC Summit, the Council of Ministers, the European Commission and the various groups and ministerial conferences devoted to the development and consolidation of the Bi-regional Strategic Partnership, including the Rio Group and the San José Process, shall take part in the sessions and meetings of the Assembly and its bodies.

Article 6

Observers and guests

1. The following shall be entitled to the status of permanent observer:
 - institutionalised advisory bodies and economic and financial bodies linked to the Bi-regional Strategic Partnership;
 - the Indigenous Parliament and the Amazon Parliament;
 - the Secretariat of the Ibero-American Summits (SEGIB).

On a proposal from the Executive Bureau, the Assembly may also grant the status of permanent observer to regional parliamentary bodies and intergovernmental organisations which so request.

2. Permanent observers shall be entitled to speak in accordance with procedures to be laid down by the Presidency of the Assembly.
3. Other representatives of civil society who so wish, and the Executive Bureau so authorises, may also attend the plenary sessions of the Assembly, the meetings of its standing committees and other parliamentary meetings as observers.
4. The Executive Bureau of the Assembly may also decide to invite persons, institutions and bodies to attend the meetings of the Assembly and its committees as ‘special guests’.

Article 7

Plenary sessions of the Assembly

1. The Assembly shall be convened by its Co-Presidents and shall meet in principle once a year, alternately in a Latin American or Caribbean country and in the European Parliament or in a Member State of the European Union, at the latter's invitation and in agreement with the competent authorities of the European Parliament.
2. The meetings shall be held preferably in the country hosting the EU-LAC Summit.
3. At the request of the Executive Bureau, the Co-Presidents may convene an extraordinary session of the Assembly.

Article 8

Agenda

1. The Co-Presidents shall submit the draft agenda for the plenary session, drawn up by the Executive Bureau, to the Assembly for its approval.
2. The draft agenda of each plenary session shall include two categories of topics:
 - (a) reports submitted by the standing committees; these will be limited to three per session. The maximum length of the motions for resolution contained therein is laid down in Annex II to these Rules of Procedure;
 - (b) urgent topics proposed by a standing committee or submitted by the Executive Bureau itself; urgent topics shall only be included on an exceptional basis and may not exceed three per session.
3. A parliamentary delegation or 20 members from either of the two components of the Assembly may table a motion for a resolution on an urgent topic. Motions for resolutions must be limited to the urgent topics entered on the agenda for the session and may not exceed 1000 words. Motions for resolutions must be tabled four weeks prior to the opening of the session at which they are to be debated and voted on.
4. Motions for resolutions on urgent topics shall be submitted to the Executive Bureau, which shall check that each motion meets the criteria set out in the previous paragraph, is entered on the agenda, and is available in the working languages of the Assembly. The Executive Bureau's proposals shall be submitted to the Assembly for approval.
5. The Executive Bureau shall forward the motions for resolutions on urgent topics to the committee responsible, for information.

Article 9

Chairing of sessions

1. The Co-Presidents shall jointly decide which of them is to chair each session of the Assembly.
2. The President of the session shall open, adjourn and close the sessions. He shall ensure that the Rules of Procedure are observed, maintain order, call upon speakers, restrict speaking time, put matters to the vote, announce the outcome of votes and declare sessions closed. In agreement with the members of the Executive Bureau, he shall decide on matters which arise during sessions and which are not provided for in these Rules of Procedure.
3. The President of the session may speak in a debate only in order to introduce the topic or to call speakers to order. If he wishes to take part in a debate, he shall vacate the chair.
4. Either Co-President may elect to be replaced in the chair by a Vice-President.

Article 10

Quorum

1. A quorum of the Assembly shall be attained when 50 of its members, including 25 from its Latin American component and 25 from its European Parliament component, are present.
2. All votes shall be valid whatever the number of voters, unless the President of the session, on a request made beforehand by at least 20 members present, ascertains that the quorum is not present. If the quorum is not present, the vote shall be placed on the agenda for the next session.
3. If less than 20 members are present, the President of the session may ascertain that the quorum is not present.

Article 11

Seating arrangements

Members shall be seated in alphabetical order, by name within their group, in order of the size thereof, in the case of the representatives of the European Parliament, and by name and the name of the parliamentary delegation to which they belong in the case of the representatives of the Latin American component, in the absence of organisation in political groups.

Article 12

Official and working languages

1. The official languages of the Assembly shall be the official languages of the European Union. The working languages shall be Spanish, Portuguese, French and English.
2. The parliament hosting the meeting shall make the working documents available to the members of the Assembly in its working languages.
3. In principle, and as far as possible, all members may speak in one of the official languages of the Assembly during debates. Speeches shall be interpreted only into the working languages of the Assembly, without prejudice to the possibilities provided for in Article 27(5) and (6) of the Rules of Procedure when meetings of the Assembly are held at the European Parliament.
4. Meetings of the parliamentary committees and, where appropriate, working groups, as well as hearings, shall be held in the working languages, without prejudice to the possibilities provided for in Article 27(5) and (6) of the Rules of Procedure.
5. Texts adopted by the Assembly shall be published in all the official languages of the Assembly.

Article 13

Public nature of debates

The sessions of the Assembly shall be public unless it decides otherwise.

Article 14

Right to speak

1. A member of the Assembly may speak when called upon to do so by the President of the session.
2. Representatives of the EU-LAC Summit, the Council of Ministers, the European Commission and the various groups and ministerial conferences, including the Rio Group and the San José Process, shall be given the floor if they so request.
3. If a speaker departs from the subject, the President of the session shall call the speaker to order. If the speaker persists, the President of the session may forbid that speaker to speak for such time as he sees fit.

Article 15

Voting rights and voting procedures

1. Each member with a right to vote shall have a single, personal, non-transferable vote.
2. Normally, the Assembly shall vote by show of hands. If the result of the show of hands is doubtful, a fresh vote shall be taken using coloured cards, or, where possible, electronically.
3. The Assembly may decide to vote by secret ballot if at least 15 members submit a request to that effect in writing by 18.00 on the day preceding the vote.
4. As a general rule, a decision shall be deemed to have been adopted only if it has secured a majority of the votes cast. If a request has been submitted before the beginning of the vote by a minimum of 15 members belonging to at least two political groups in the EP, or to two delegations from the Latin American component, for a vote by separate houses, a vote shall be taken in which the representatives of the Latin American component and the representatives of the European Parliament shall vote separately but simultaneously. In that case, the text in question shall be deemed to be adopted only if it secures a majority of the votes cast by both the representatives of the Latin American component and the European Parliament representatives participating in the vote.
5. In the event of a tie, the motion shall not be adopted, but may be tabled again at the next session of the Assembly.

Article 16

Resolutions and recommendations of the Assembly

1. The Assembly may adopt resolutions and put forward recommendations addressed to the EU-LAC Summit and the institutions, bodies and groups and ministerial conferences devoted to strengthening the Partnership, on matters related to the various fields covered by the Bi-regional Partnership.
2. The Assembly shall vote on motions for resolutions included in reports submitted by the standing committees in accordance with Article 8.
3. The Assembly shall also vote, where appropriate, on motions for resolutions addressing urgent topics, in accordance with Article 8(4).
4. The President of the session shall, where appropriate, invite the authors of similar motions for resolutions on urgent topics to draw up a joint motion for a resolution. At the end of the debate, the Assembly shall first vote on each of those motions and the corresponding amendments. Once a joint resolution has been tabled, all other motions tabled on the same topic by the same authors shall fall. Similarly, once a joint resolution has been adopted, all the other texts on that topic shall fall. Should no joint resolution be

adopted, the remaining motions for resolutions shall be put to the vote in the order in which they were tabled.

5. Resolutions and recommendations adopted by the Assembly shall be forwarded to the EU-LAC Summit, the European Commission, the Council of Ministers, the group of high-level officials and all other interested parties. The Presidency-in-Office of the Summit, the Commission and the Council of Ministers shall report at the following session of the Assembly on follow-up to adopted resolutions.

Article 17

Messages to EU-LAC summit meetings

The Co-Presidents of the Assembly shall submit to the Executive Bureau a draft message to the summit meeting, or where appropriate to the EU-Rio Group ministerial meeting, that is based on the resolutions and recommendations adopted by the Assembly. After being discussed and adopted by the Executive Bureau, the message shall be forwarded to the relevant institutions.

Article 18

Statements

The Co-Presidents may issue jointly and urgently, and where possible after consulting with the members of the Executive Bureau, statements on any matter concerning the Bi-regional Strategic Partnership, and in response to any natural emergency, onset of crisis or outbreak of conflict concerning which it is considered appropriate or necessary to issue an urgent institutional call for calm and political negotiation between those involved, or for solidarity with the persons and countries affected. Statements should be based on any existing resolutions and recommendations adopted by the Assembly, and, once they have been issued, the Co-Presidents must inform the Executive Bureau for discussion and, as soon as possible, all the members of the Assembly.

Article 19

Amendments

1. Amendments to texts debated during the session may be tabled by a minimum of 20 members of the Assembly. Amendments shall relate to the text they seek to alter and shall be submitted in writing. The President of the session shall decide, on the basis of these criteria, whether they are admissible.
2. The deadline for the tabling of amendments shall be announced at the beginning of the session.

3. When a vote is being taken, amendments shall have priority over the text to which they relate.
4. If two or more amendments have been tabled to the same part of the text, the amendment that departs furthest in content from the original text shall be put to the vote first. Only oral amendments which correct factual or language mistakes may be taken. All other oral amendments will be by leave of the Assembly. The oral amendment shall not be taken if it is opposed by ten members standing.

Article 20

Questions for written answer

1. Any member of the Assembly may put questions for written answer to the ministerial bodies of the Latin American regional integration processes, the Presidency-in-Office of the Summit, the Council of Ministers of the European Union or the European Commission.

Those questions shall be submitted in writing to the Executive Bureau, which shall decide whether they are admissible and, if such is the case, forward them to the relevant bodies, specifically requesting a written answer within two months from the date on which the question was forwarded.

2. The questions shall be published by the European Parliament, together with the relevant answers, in the Official Journal of the European Communities, and by the regional integration parliaments of Latin America and the Caribbean in the official form that each of them may deem appropriate.

Article 21

Questions for oral answer

1. At each session, question time to the ministerial bodies of the Latin American regional integration processes, the Presidency-in-Office of the Summit, the Council of Ministers of the European Union and the European Commission shall be held at such times as may be decided by the Executive Bureau so as to ensure the presence of the above-mentioned institutions at the highest level.
2. Each member of the Assembly may table one question for oral answer. If a question is tabled by several members, only one of these members will be called to put the question orally. Questions, which must not exceed 100 words, shall be submitted in writing to the Executive Bureau within the deadline set by the latter. The Executive Bureau shall decide on their admissibility. Questions that are related to subjects which are already included in the agenda for discussion shall be declared inadmissible. Questions declared admissible shall be forwarded to the relevant institutions. The Co-Presidents shall decide on the

order in which oral questions are taken and the authors of the questions shall be notified of their decision.

3. The Assembly shall set aside not more than two hours during each session for dealing with questions for oral answer. Questions that remain unanswered for lack of time shall be answered in writing, unless the author withdraws the question. An oral question may only be answered if its author is present.
4. The ministerial bodies of the Latin American regional integration processes, the Presidency-in Office of the Summit, the Council of Ministers of the European Union and the European Commission shall be invited to give brief answers to questions. At the request of twenty or more members of the Assembly, the answer may be followed by a debate. The President of the session shall set a time limit for this debate.

Article 22

Requests for the Assembly's opinion

At the request of the EU-LAC Summit, the ministerial conferences, the European Commission or other bi-regional integration institutions, the Assembly may draw up opinions and proposals for the adoption of specific measures related to the various spheres of activity of the Strategic Partnership. In such cases, the request shall be submitted to the Executive Bureau, which shall place the matter before the Assembly together with a recommendation.

Article 23

Standing committees

1. In order to examine specific aspects of the Bi-regional Strategic Partnership in greater depth, the Assembly shall set up the following three standing committees:
 - Committee on Political Affairs, Security and Human Rights;
 - Committee on Economic, Financial and Commercial Affairs;
 - Committee on Social Affairs, Human Exchanges, the Environment, Education and Culture.
2. In line with the general arrangements for the functioning of the Assembly, the standing committees shall be composed of members of the Assembly, in accordance with Article 2, and shall function in a strictly joint manner.
3. The Rules of Procedure of the standing committees shall be adopted by the Assembly on a proposal from the Executive Bureau. They are annexed to the present Rules of Procedure.

Article 24

Temporary and follow-up committees

At any time the Assembly may, on a proposal from the Executive Bureau, set up temporary or follow-up committees, and, when deciding to set them up, shall determine their responsibilities, composition and mandate. No more than two such committees may be operational at the same time. Follow-up committees must complete their work within one year.

Article 25

Working groups, election observation and hearings

1. On a proposal from the Executive Bureau or a standing committee, the Executive Bureau may decide to set up working groups on a specific aspect of the Strategic Partnership or to send fact-finding missions to Latin American or European Union countries or to international organisations, subject to budgetary constraints. In either case, the Executive Bureau shall decide on their organisation, responsibilities and composition. These working groups or missions may be instructed to draw up reports and motions for resolutions or recommendations addressed to the Assembly.
2. On a proposal from the Executive Bureau, the Assembly may also decide to send delegations for the observation of presidential or parliamentary elections or referendums, at the invitation of the country concerned and provided there are no concerns about security. In urgent cases, the Executive Bureau may itself decide on the sending of such delegations.
3. With a view to achieving greater understanding between the peoples of the European Union and those of Latin America and the Caribbean, and raising public awareness in both regions of questions relating to the Strategic Partnership, the Assembly may organise hearings at regular intervals. These shall be organised under the responsibility of the Executive Bureau and shall provide an opportunity to invite persons able to give the Assembly first-hand information about political, economic, social and cultural situations that are of concern.

Article 26

Relations with Joint Parliamentary Committees

1. The Assembly shall invite the Joint Parliamentary Committees set up under existing Association Agreements, and any others set up subsequently, to collaborate in its work.
2. That invitation may include, in particular, the meeting of existing Joint Parliamentary Committees during the session of the Assembly.
3. The composition of the Joint Parliamentary Committees is determined by the relevant Association Agreements and their own constituent acts. Pursuant to Article 2 of these Rules of Procedure, members of Joint Parliamentary Committees that have already been established may also form part of the Assembly.

Article 27

Funding of costs of organisation, participation, interpretation and translation

1. The parliament hosting a session of the Assembly, a meeting of the Executive Bureau or a meeting of one of the committees or working groups shall be responsible for the practical arrangements relating to the organisation of the session or meeting.
2. On a proposal from the Executive Bureau, the Assembly may decide that a financial contribution from other member parliaments is necessary to cover expenditure on the organisation of a session of the Assembly or a meeting of a committee or working group.
3. Travel, subsistence and local transport expenses of participants shall be met by the institution of which they are members.
4. The costs of organisation and interpretation into the working languages of the Assembly shall be met by all participating parliaments, with the provisos set out in the paragraphs below.
5. When a session of the Assembly, a meeting of the Executive Bureau or of one of the committees or working groups is held in the normal places of work of the European Parliament, the latter shall, owing to its own linguistic diversity, also provide interpretation into the official languages of the European Union, depending on the requirements of each meeting and on the basis of confirmations of attendance given at least three weeks in advance.
6. When a session of the Assembly, a meeting of the Executive Bureau or a meeting of one of the committees or working groups is held outside the normal places of work of the European Parliament, the latter shall, owing to its own linguistic diversity, provide interpretation solely into the working languages of the Assembly and into official

languages of the European Union which are to be used by at least ten members of the EP who have confirmed their attendance at least six weeks in advance.

7. The European Parliament shall assume responsibility for translating the official documents adopted by the Assembly into the official languages of the European Union. That institution shall also, owing to its own linguistic diversity, take charge of the translation into the working languages of the Assembly of documents produced in preparation for, or during, the meetings of the Assembly and its bodies.

Article 28

Secretariat

1. The Executive Bureau and other bodies of the Assembly shall be assisted in the preparation, smooth running and monitoring of the Assembly's work by a secretariat, consisting of officials from each of the two components of the Assembly.
2. Salaries and other expenses of the staff of the secretariat shall be met by their respective parliaments.
3. The parliament hosting a session of the Assembly or a committee meeting shall provide assistance with the organisation of those meetings.

Article 29

Interpretation of the Rules of Procedure

The President of the session, or, at his request, the Executive Bureau, shall rule on questions relating to the interpretation of the Rules of Procedure.

Article 30

Points of order

1. Any member may raise a point of order or move a procedural motion and shall have a prior right to speak. He may speak on the point of order or procedural motion for not more than two minutes.
2. The President of the session may, on request, give the floor to one speaker against the motion for not more than two minutes.
3. No further speakers shall be heard.
4. The President of the session shall announce his decision on the point of order or procedural motion. He may first consult the Executive Bureau.

Article 31

Amendment of the Rules of Procedure

1. Amendments to the Rules of Procedure shall be decided on by the Assembly on the basis of proposals from the Executive Bureau.
2. Amendments shall be adopted by a qualified majority of two-thirds of the members present.
3. Unless otherwise specified when the vote is taken, amendments to these rules shall enter into force on the first day of the session following their adoption.

ANNEX I: Powers, responsibilities, membership and procedures of standing committees

Article 1

There shall be three standing parliamentary committees with the following powers and responsibilities:

I. COMMITTEE ON POLITICAL AFFAIRS, SECURITY AND HUMAN RIGHTS

This committee shall be responsible for matters relating to:

1. political dialogue and foreign and security policy, peace-building policies, conflict prevention and resolution;
2. relations with Euro-Latin American integration bodies (including the EU-LAC Summit, the ministerial conferences, the Río Group, the San José Process, the Council of Ministers and the European Commission), UN agencies and bodies, the SEGIB, and other international organisations and parliamentary assemblies for matters falling within its terms of reference;
3. peace, governance, democratic institutions and the role of political parties;
4. respect for and promotion and defence of human rights, democratic principles and good governance.

This committee will also coordinate fact-finding missions, including those sent to observe elections, pursuant to Article 25 of the Assembly's Rules of Procedure.

II. COMMITTEE ON ECONOMIC, FINANCIAL AND COMMERCIAL AFFAIRS

This committee shall be responsible for matters relating to:

1. monitoring of economic, financial and commercial relations between the partners, with third countries and with regional organisations;
2. relations with relevant international organisations (specifically the World Trade Organisation) and with organisations working at regional level to promote economic and trade integration;
3. technical harmonisation or standardisation measures in sectors covered by international legal instruments;
4. questions relating to the funding of the Partnership, including follow-up to the implementation of the Latin American Facility of the European Investment Bank and other instruments and mechanisms of this type.

III COMMITTEE ON SOCIAL AFFAIRS, HUMAN EXCHANGES, THE ENVIRONMENT, EDUCATION AND CULTURE

This committee shall be responsible for matters relating to:

1. social and human development, social infrastructures and services, including health issues;
2. migration and human exchanges;
3. development cooperation between the European Union and Latin America and the Caribbean;
4. cooperation in the fields of culture and education and relations with relevant international organisations and agencies;
5. matters relating to young people and gender equality;
6. sustainable development, natural resources, global warming and energy policy;
7. research and technological development.

Article 2

1. Each member of the Assembly shall have the right to be a member of one of the standing committees.
2. Each of the standing committees shall have a maximum of 50 members and shall consist of equal numbers of Members of the European Parliament, on the one hand, and, on the other, of members of the Latin American component, which shall come from the Latin American integration parliaments (Palatino, Parlandino, Parlacen and Parlasur) and the Mexico and Chile Joint Parliamentary Committees, appointed in accordance with the procedures which each parliament shall establish, so that the distribution of the various political groups and delegations represented, respectively, in the European Parliament and in the Latin American component, is reflected as far as possible.
3. Unless a committee decides otherwise, all meetings shall be public.

Article 3

1. The composition of each committee shall, as far as possible, reflect the composition of the Assembly.
2. Each committee shall elect an executive bureau from among its members consisting of two co-Chairs of equal status and four co-vice-Chairs, drawn in equal numbers from the

two components, the electoral procedures and term of office for whom shall be decided by each component.

3. The co-Chairs shall jointly decide which of them is to preside at each meeting of the committee.
4. The committees may appoint rapporteurs to examine specific questions within their competence and prepare reports to be submitted to the Assembly, subject to authorisation from the Executive Bureau, in accordance with Article 4 of the Rules of Procedure.
5. The standing committees may discuss other agenda items without report and advise the Executive Bureau in writing that the items in question were discussed.
6. The committees shall report to the Assembly on their activities.

Article 4

1. Committees shall meet when convened by their co-Chairs and for a minimum of two meetings per year, one of which is to be held during the session of the Assembly.
2. Any member may table amendments for consideration in committee.
3. As far as procedure is concerned, Articles 6, 9, 10, 14 and 15 of the Rules of Procedure of the Assembly shall apply *mutatis mutandis* to committee meetings. In particular, with reference to Article 10(1), the number of committee members shall be 17 (and 9 per component). With reference to Article 15(3) and (4), the number of committee members shall be five.

ANNEX II: Length of texts

The following maximum limits shall apply to the texts submitted for translation and reproduction:

- Explanatory statements, preparatory working documents and minutes of working group meetings, election observation missions and fact-finding missions: 6 pages;
- Motions for resolutions contained in reports and on urgent topics: 4 pages, including recitals, but excluding citations.

One page is understood to mean text of 1 500 printed characters, not including spaces.

This Annex may be amended by simple decision of the Executive Bureau.