

EUROPEAN COUNCIL RULES OF PROCEDURE

(Adapted for use at the CASC Summits)

Rule 1 - The Chairman:

1. The Council is presided over by a Chairman.
2. The Chairman has to ensure that all Members of the Council yield to the rules of procedure at all times. Every Member has the responsibility to respect the decisions of the Chairman.
3. If any questions arise over the interpretation of these rules of procedure, the Chairman has the right to decide on the correct interpretation.
4. No Member may speak in the plenary unless called upon to do so by the Chairman.
5. A speaker may not be interrupted except for by the Chairman.
6. The Chairman has the right to close the list of speakers and to declare temporary adjournment of the session.

Rule 2 - The majorities:

There are two different kinds of majorities in the EU:

- a) simple majority

Every member has one vote. This majority is needed during procedural motions in the Council.

- c) qualified majority

That Majority is needed for all Council decisions except for decisions on procedural motions. See voting distribution at the end of these rules.

Rule 3: General Debate:

1. At the opening of each topic the Council shall engage in a general debate designed to outline the issues which will be the subject of proposals to follow.
2. Every Minister who wants to hold a speech must put himself on the list of speakers. Putting one's name on the list of speakers can happen at all times except during voting procedures. In order to be put on a list, the Minister should raise his placard and wait to be recognized by the Chairman.
3. The Chairman will call upon the Ministers on the list of speakers when their turn has come. They will stand up and hold their speech from their seat.
4. The time limit for a speech is usually five minutes. The Chairman can announce a change of the time limit for a set of speakers or for individual speakers at his discretion.
5. When a speaker has finished his speech, he will be asked by the Chairman whether he is ready to answer questions or to comment on short

remarks of other members. The speaker will remain on his place.

6. Both the Chairman and the speaker can limit the number of questions / short remarks they want to permit. The time limit for a question / short remark is thirty seconds.
7. The Chairman shall call on Ministers in the order they wish to speak.
8. When the member has finished his question / short remark, the Chairman will ask the speaker to answer the question or will give him the opportunity to comment on the short remark for up to 30 seconds. The Chairman can also decide not to give the speaker the opportunity to answer.
9. After the discussion of all issues, there will be a temporary adjournment of the session so that disputed points can be clarified in an informal setting. This will be the time for the drafts to be created.

Rule 4: Submission of Proposals:

1. When the Chairman returns the Council to formal session, Members may submit proposals to the body.
2. A simple majority of members is required for the Council to debate a proposal.
3. During the debates a list of amendments shall be made.
4. All amendments must be handed to Chairman. Once proposed all amendments require a second.
5. Debate on proposals follows the same structure as during General Debate.
6. The Chairman may declare, or the Council may decide by simple majority to close debate on a resolution or on the topic as a whole.
7. If debate is closed on a resolution, any amendments proposed to it will be voted on and must receive a qualified majority to pass. Then the resolution is voted on as amended and must also receive a qualified majority to pass.
8. If debate is closed on the topic as a whole, the procedure described in clause 7 above shall be applied to all resolutions on the floor.
9. The order of voting on amendments and on resolutions shall be determined by the chairman

Rule 5 - Raising a procedural motion:

1. Ministers can raise procedural motions at all times.
2. All motions require a second.
3. To raise a procedural motion, the Minister stands up from his seat.
4. The Chairman will call upon the Minister raising a motion to speak as soon as this is possible without interrupting another speaker or interrupting a voting procedure. When the Minister has finished his motion, the Chairman will call upon him to take his seat.
5. A Minister may move for a temporary adjournment of the session so that disputed points can be clarified in an informal setting. The Chairman can either approve the motion or put it to vote immediately. A simple majority is required.
6. The Chairman also has the possibility to declare a temporary adjournment of the session without a motion from a Minister.

Rule 6 - Voting procedures:

1. When the Chairman has called out the beginning of a voting procedure, no member shall enter or leave the room, speak or raise a motion except for points of information concerning the voting procedure.
2. There are two different voting systems:
 - a) voting with simple majority

Every country has one vote. This voting system is applied for all procedural motions.

b) voting with qualified majority

For all other votes, a qualified majority is needed.

The countries have the following numbers of votes:

Germany, France, Italy and the United Kingdom:

29 votes each

Spain and Poland: 27 votes each

Romania: 14 votes

The Netherlands: 13 votes

Belgium, Czech Republic, Greece, Hungary and

Portugal: 12 votes each

Austria, Bulgaria and Sweden: 10 votes each

Denmark, Ireland, Lithuania, Slovakia and

Finland: 7 votes each

Cyprus, Estonia, Latvia, Luxembourg and

Slovenia: 4 votes each

Malta: 3 votes

TOTAL Votes: 345

For a qualified majority, 255 out of these 345 votes are needed.

3. There is the possibility to vote in favor, to vote against or to abstain. When voting on procedural motions, however, there is no possibility to abstain.

4. The Council shall vote by raising the placard.

5. The President reads the result of the vote when it is finished.

European Council Short Form of Procedures

RULE #	MOTION	INTERRUPT SPEAKER?	SECOND REQUIRED?	DEBATABLE	ABLE TO BE APPEALED?	VOTE REQUIRED
EC-01	Point of Order	Only by Chair	No	No	No	Chair Rules
EC-03	Point of Inquiry	No	No	No	No	Chair Rules
EC-01	Point of Privilege	No	No	No	No	Chair Rules
EC-03, 05	Suspend the Meeting (recess)	No	Yes	No	No	Simple Majority or Chair Rules
EC-04	Adjourn Debate	No	Yes	No	No	Simple Majority or Chair Rules
EC-04	Closure of Debate	No	Yes	No	No	Simple Majority or Chair Rules
EC-01	Appeal a Ruling of the Chair	N/A	N/A	N/A	No	N/A
N/A	Decisions of Competence	N/A	N/A	N/A	N/A	N/A
N/A	Change Order of Agenda	N/A	N/A	N/A	No	Chair Rules
EC-04	Limit/Extend Debate	No	Yes	No	No	Chair Rules
N/A	Divide the Question	N/A	N/A	N/A	N/A	N/A
EC-04	Amendments	No	Yes	Yes	No	Qualified Majority
EC-04	Reconsideration of Proposals	No	Yes	Yes	No	Simple Majority
EC-04	Bringing Proposals to the Floor for Debate	No	Yes	Yes	No	Simple Majority
EC-04, 06	Resolutions	No	No	Yes	No	Qualified Majority