



# **PRACTICAL & PROCEDURAL INFORMATION**

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*This document seeks to give a brief and basic guide to the procedures of the OSCE Parliamentary Assembly and the practical arrangements in view of the 21<sup>st</sup> Annual Session to be held in Monaco from 5 to 9 July 2012. This document is not exhaustive, and should be read in conjunction with the Rules of Procedure (25 March 2011).*

## OVERVIEW

### General Committees

The Rapporteur of each General Committee will present a report which will form the basis of the debate in the General Committee. The text of the report is the responsibility of the Rapporteur, and should be prepared or approved by him or her.

The Rapporteur will also present a draft resolution based on the report. The draft resolution, but not the report, is subject to amendment by Members of the Assembly in accordance with the provisions of Rule 22, paragraph 1 of the Rules of Procedure. Amendments should, therefore, relate only to the subjects addressed by the Rapporteur in the Draft Resolution.

### Plenary Session

The draft Final Document to be debated and considered at the Plenary Session on **Monday, 9 July 2012** will be, in principle, a composite of the three resolutions of the three General Committees. In the event of incompatibilities between the texts adopted by the General Committees, a Drafting Committee composed of representatives of the three General Committees and others appointed by the President will seek to reconcile them (Rule 39, paragraph 3).

### List of Speakers for General Debate

Members wishing to speak in the general debate in the Plenary Session on **Sunday, 8 July 2012** should enter their names in a register provided for that purpose in the Table Office **before the opening of the sitting, at the latest.** In all cases, the Chair shall determine the order in which Members shall be called to speak. Unless the Chair decides to grant additional time, no Member may speak for more than five minutes or for no more than one minute on a point of order in the debate (Rule 27, paragraph 7).

## **ELECTIONS OF OFFICERS OF THE ASSEMBLY** **(Current list of Officers of the Assembly can be found on page 9)**

Election of the President, Vice-Presidents and Treasurer will be held in Plenary on the last day of the Annual Session, **9 July 2012**. These Officers will be elected by secret ballot (Rule 5, paragraphs 1-4). **In considering proposed candidates the Assembly shall take into account the national composition of the Assembly** (Rule 4, paragraph 9).

Under Rule 4, paragraph 5 candidates for the offices of President and Vice-President must be sponsored in writing by twenty-five (25) or more Members of the Assembly. Nomination papers should be handed in at **the Table Office no later than 10.00 a.m. on Sunday, 8 July 2012.** In accordance with Rule 4, paragraph 5 the Bureau will verify the candidatures prior to submission to the Assembly.

The election will be held on **Monday, 9 July 2012 between 9:00 a.m. and 11:00 a.m.** Details regarding distribution of ballot papers and the organisation of the election will be announced during the Monaco Session. Proxy voting is not allowed. Each voting member shall cast their ballot in person.

In accordance with Rule 31, paragraph 3 “a Member who has an unavoidable obligation to leave the Annual Session before the day of the election of a President, Vice-President and a Treasurer has the right to vote earlier, provided that he or she has notified the Assembly President accordingly in writing. Early voting shall start only when all candidates have been duly nominated”.

In accordance with Rule 32, paragraph 4 the Chair will appoint three tellers to supervise the elections and count the ballots. All duly appointed candidates or those that represent them have the right to monitor voting procedure, the counting of the ballot papers and the tabulation of the votes in all polling places.

If the number of the candidates nominated is less or equal to the number of the positions to be filled, the candidates shall be declared elected by acclamation.

### **President of the Parliamentary Assembly**

The President will be elected for a period of one year, until the closure of the 2013 Annual Session (Rule 4, paragraph 6). The President may be re-elected only once to the same office (Rule 5, paragraph 6). **The President, Mr. Petros Efthymiou, who was elected at the Oslo Session in 2010 and re-elected at the Belgrade Session in 2011, is not eligible for re-election.**

In accordance with Rule 5, paragraph 1 “The President shall be elected by secret ballot and each Member entitled to vote may cast one vote. If, on the first ballot, no candidate has obtained an absolute majority of the votes cast, a second ballot shall be held between the two candidates who obtain the most votes in the first ballot. The candidate who, on the second ballot, obtains the most votes shall be elected. In the event of a tie, the issue shall be decided by lot.”

### **Vice-Presidents of the Parliamentary Assembly**

**In Monaco there will be elections for three Vice-Presidents who will serve for three years until the end of the 2015 Annual Session and for one Vice-President who will serve for one year until the end of the 2013 Annual Session.**

- Vice-President Benjamin CARDIN (USA): elected in Brussels in 2006 and re-elected in Vilnius in 2009 is not eligible for re-election.
- Vice-President Oleg BILORUS (Ukraine): elected in Washington in 2005 and re-elected in Astana in 2008 (Having temporarily left parliament in 2009 he only served one year of his second term). After a decision of the Bureau, Mr. Bilorus was allowed to run again in 2010 in Oslo where he was elected for a two-year term until the 2012 Annual Session.
- Vice-President Jean-Charles GARDETTO (Monaco): elected in Vilnius in 2009 is eligible for re-election

- Vice-President Aleksander KOZLOVSKIY (Russian Federation) is no longer a Member of the Assembly. In accordance with Rule 5, Paragraph 2 a Vice-President will have to be elected to fill the rest of his term expiring at the end of the 2013 Annual Session.

The Vice-Presidents may be re-elected once to the same office (Rule 5, paragraph 6). A Vice-President who has served less than two three year terms is eligible for re-election (Rule 5, paragraph 7). The Assembly will vote on all three positions of Vice-Presidents simultaneously. The three candidates obtaining the greatest number of votes will serve for three years until the end of the 2015 Annual Session (Rule 4, paragraph 7), and the candidate receiving the next highest number of votes shall be elected to fill the remaining unexpired term of the fourth Vice-President (Rule 5, Paragraph 2).

### **Treasurer**

The Treasurer shall hold office from the close of the Annual Session in which he or she is elected to the close of the second Annual Session thereafter (Rule 4, paragraph 8). The Treasurer may be re-elected twice to the same office (Rule 5, paragraph 6).

Mr. Roberto Battelli (Slovenia) was re-elected Treasurer of the Assembly at the 2011 Belgrade Annual Session. In Monaco there will be no election for Treasurer.

### **Election of General Committee Officers**

General Committees shall elect a Chair, a Vice-Chair and a General Rapporteur, who are the Officers of General Committees, at the close of the sitting at each Annual Session for the following year (Rule 36, paragraph 5). Candidates shall be proposed in writing. Unless the General Committee decides otherwise, they shall be nominated before the opening of the last scheduled meeting of the General Committee during the Annual Session.

The General Committee Officers shall be elected by a majority of votes cast in a secret ballot. If no candidate has obtained a majority, a second ballot shall be held between the two candidates having obtained the highest number of votes in the first ballot. In the event of a tie, the issue shall be decided by lot. If there is only one candidate nominated for an office, the candidate shall be declared elected by acclamation. In the event of a vacancy arising during the course of the year, the Standing Committee may appoint a substitute (Rule 36, paragraph 5).

### **Voting**

Under Rule 32, paragraph 1 the Assembly shall vote by a show of hands except in cases where a roll-call vote or secret ballot is required. Only affirmative and negative votes shall count in calculating the number of votes cast. The number of abstentions shall be recorded.

Where the Assembly's accounts show that a Member country has not made its due contribution for a period of 9 months, Members of its delegation shall not be allowed to vote until the contribution has been received (Rule 41, paragraph 5).

## Voting Cards

Each delegation will receive colour-coded voting cards for the three General Committees and for the plenaries.

The voting cards for the three General Committees will be distributed according to Rule 36, paragraphs 2 and 4. The OSCE PA International Secretariat will distribute the voting cards divided equally among the General Committees to the extent possible. The difference between voting cards distributed for each committee shall not exceed one.

## DOCUMENTS

**Please pay special attention to the Rules of Procedure and the deadlines (page 10) regarding the submission of *Supplementary Items, Amendments, Compromise Amendments and Questions of Urgency.***

### Supplementary Items

Rule 21 of the Rules of Procedure states:

1. The agenda of the Annual Session may be supplemented by an item or a motion on any matter within the competence of the OSCE, which does not relate directly to subjects proposed by the General Rapporteurs to the three General Committees. Such a supplementary item shall be in the form of a draft resolution with signatures of **at least twenty Members** representing **at least four different countries**. The first signatory of a supplementary item will be its principal sponsor. **A supplementary item must be received by the Secretariat after the General Rapporteurs have submitted their reports, but at least 35 days before the opening of the first plenary session.** The Standing Committee shall decide by a two-thirds majority of the votes cast whether to include a supplementary item on the agenda of the Annual Session. The Standing Committee shall then decide by a majority of votes cast whether to refer a supplementary item to the competent Committee or to submit it to the plenary.
2. If more than one supplementary item is presented on the same issue, the President may ask the principal sponsors of the draft resolutions on the same issue to hold consultations in order to present a compromise draft resolution. If such a compromise draft resolution is received at the Secretariat **at least fourteen days before the opening of the first plenary session** with signatures of the principal sponsors and **at least ten signatories of each of the two or more draft resolutions in question**, it shall be presented to the Annual Session as a supplementary item and all other draft resolutions on the same issue shall fall. The principal sponsor of the draft resolution which was received first shall be the principal sponsor of the compromise draft resolution. If there is no agreement on a compromise draft resolution, the draft resolution which was received first shall be presented to the Annual Session and others on the same issue shall fall.

**Therefore, a supplementary item must be received at the International Secretariat in Copenhagen not later than on THURSDAY 31 MAY 2012.**

**A compromise draft resolution must be received at the International Secretariat in Copenhagen not later than on THURSDAY 21 JUNE 2012.**

### **Amendments**

Paragraph 1 of Rule 22 of the Rules of Procedure states:

Amendments to the draft resolutions presented by the General Rapporteurs or to supplementary items shall be submitted in writing and signed by **at least five Members** representing **at least two OSCE countries**. Amendments to the draft resolutions prepared by the General Rapporteurs shall be received at the Secretariat with the required signatures **at least fourteen days before the opening of the first plenary session**. Amendments to supplementary items shall be received at the Secretariat with the required signatures **at least seven days before the opening of the first plenary session**. The first signatory of an amendment will be its principal sponsor.

**The forms for submitting amendments to supplementary items will be forwarded to you shortly.**

**Therefore, amendments to the three General Committees Draft Resolutions must be received at the International Secretariat in Copenhagen not later than on THURSDAY 21 JUNE 2012.**

**Amendments to supplementary items must be received at the International Secretariat in Copenhagen not later than on THURSDAY 28 JUNE 2012.**

Members are also reminded of certain other provisions of Rule 22 (Amendments) of the Rules of Procedure:

- The Amendments will be considered in the same Committee in which the resolution, or supplementary item, to which the Amendment relates, is considered. The Chair of the Committee shall decide whether the Amendment is in order. If the Chair decides that the Amendment is not in order because it is not relevant to the Committee's area of competence or is not a compromise amendment in accordance with Rule 23, any sponsor of that Amendment may refer the matter to the President. The President will determine which Committee is competent to deal with the Amendment;
- Each Amendment may only relate to one paragraph;
- If two or more Amendments relate to the same paragraph, they will be voted upon according to the following order:
  - Amendments to delete the entire paragraph;

- Amendments to delete part of the paragraph;
  - Amendments that modify the paragraph;
  - Additional Amendments that insert a new paragraph;
- The Chair may group the Amendments for discussion

Delegations are particularly requested **not** to present Amendments which incorporate or re-order large sections of the Rapporteur's original draft resolution. It is necessary in order to allow proper debate that any Amendments be addressed specifically to individual paragraphs of the Rapporteur's text. Amendments should not take the form of alternative resolutions.

### **Compromise Amendments**

Paragraph 1 of Rule 23 of the Rules of Procedure states:

A compromise amendment may be submitted in writing and signed by **at least ten Members**, representing **at least three OSCE countries**, including at least two principal sponsors of amendments already submitted in accordance with Rule 22 on the same issue to the same draft resolution. **Any compromise amendment shall be submitted no later than 10 a.m. on the day before the Assembly or relevant Committee starts consideration of amendments.**

### **Questions of Urgency**

Rule 26 of the Rules of Procedure states:

1. Questions of urgency may be placed on the agenda of the Assembly at any time on the proposal of the Standing Committee, or in the absence of a meeting of the Standing Committee, on the proposal of the Bureau. Such questions of urgency must be pertinent to the OSCE process and relate to **an event, which has taken place or come to public knowledge less than twenty-four days before the opening of the first plenary session.**
2. Such question of urgency shall be in a form of **a draft resolution and it shall be signed by at least twenty-five Members representing at least ten countries.** The first signatory of the draft resolution shall be the principal sponsor of the question of urgency.
3. In the event of the Standing Committee or the Bureau deciding not to recommend the inclusion of such an item on the agenda, the proposers shall have the right to appeal in writing to the Assembly, which may decide by a majority of two thirds of the Members of the Assembly to place the proposal on the agenda.



### **Validation of signatures:**

Rule 24 of the Rules of Procedure states:

The signatures of Members of the Assembly who signed a supplementary item or an amendment are valid provided they **register for the Annual Session**.

### **Submission of Documents**

For the submission of documents (Supplementary Items, Amendments, etc.), please **ONLY** use the following:

**Email:**            [monaco2012@oscepa.dk](mailto:monaco2012@oscepa.dk)

**Fax:**                +45 33 37 80 30.

## OFFICERS OF THE OSCE PARLIAMENTARY ASSEMBLY

### MEMBERS OF THE BUREAU

Name	Country	Position	Term
Mr. Petros Efthymiou	Greece	President	To end 2012 Session
Mr. Benjamin Cardin	USA	Vice-President	To end 2012 Session
Mr. Jean-Charles Gardetto	Monaco	Vice-President	To end 2012 Session
Mr. Oleh Bilorus	Ukraine	Vice-President	To end 2012 Session
Mr. Riccardo Migliori	Italy	Vice-President	To end 2013 Session
Ms. Isabel Pozuelo	Spain	Vice-President	To end 2013 Session
<i>Vacant</i>		Vice-President	To end 2013 Session
Ms. Walburga Habsburg Douglas	Sweden	Vice-President	To end 2014 Session
Mr. Tonino Picula	Croatia	Vice-President	To end 2014 Session
Mr. Wolfgang Grossruck	Austria	Vice-President	To end 2014 Session
Mr. Roberto Battelli	Slovenia	Treasurer	To end 2013 Session
Mr. João Soares	Portugal	President Emeritus	To end 2012 Session

## OFFICERS OF THE GENERAL COMMITTEES

### I. GENERAL COMMITTEE ON POLITICAL AFFAIRS AND SECURITY

Mr. Karl-Georg Wellmann	Germany	Chair
Ms. Susanne Bratli	Norway	Vice-Chair
Ms. Vilija Aleknaite Abramikiene	Lithuania	Rapporteur

### II. GENERAL COMMITTEE ON ECONOMIC AFFAIRS, SCIENCE, TECHNOLOGY AND ENVIRONMENT

Mr. Serhiy Shevchuk	Ukraine	Chair
Mr. Bruce Hyer	Canada	Vice-Chair
Mr Tony Lloyd	United Kingdom	Rapporteur

### III. GENERAL COMMITTEE ON DEMOCRACY, HUMAN RIGHTS AND HUMANITARIAN QUESTIONS

Mr. Matteo Mecacci	Italy	Chair
Mr. Alain Neri	France	Vice-Chair
Mr. Coskun Coruz	Netherlands	Rapporteur



## **DEADLINES 2012**

<b>Hotel reservations</b>	<b>Thursday 31 May 2012</b>
<b>Registration</b>	<b>Thursday 31 May 2012</b>
<b>Supplementary Items</b>	<b>Thursday 31 May 2012</b>
<b>Compromise Draft Resolutions</b>	<b>Thursday 21 June 2012</b>
<b>Amendments to the Three General Committees' Draft Resolutions</b>	<b>Thursday 21 June 2012</b>
<b>Amendments to Supplementary Items</b>	<b>Thursday 28 June 2012</b>