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OSCE PARLIAMENTARY ASSEMBLY

PRACTICAL & PROCEDURAL INFORMATION

(as of May 6, 2014)

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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 23rd Annual Session to be held in Baku from 28 June to 2 July 2014. This document is not exhaustive, and should be read in conjunction with the Rules of Procedure (29 July 2013).

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 **Wednesday, 2 July 2014** 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 **Tuesday, 1 July 2014** should enter their names in a register provided for that purpose in the Table Office **not later than one hour before the opening of the sitting**. 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 (Rule 27, paragraph 7). The Chair may close the list when the number of speakers multiplied by five minutes exceeds the time available for the session. Alternatively, the Chair may reduce the time limit for each speaker to less than five minutes in order to allow more Members to participate in the debate (Rule 27, paragraph 2)

Points of order shall only be raised by Members of the Assembly (Rule 27, paragraph 8).

ELECTIONS OF OFFICERS OF THE ASSEMBLY

(Current list of Officers of the Assembly can be found on page 10)

Election of the President and Vice-Presidents will be held in Plenary on the last day of the Annual Session, **2 July 2014**. 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 Tuesday, 1 July 2014**. 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 **Wednesday, 2 July 2014 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 Baku 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 in writing the Assembly President accordingly. Early voting shall start only when all candidates have been duly nominated.”

In the event of a second ballot, any members who have left the Annual Session will be unable to vote.

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 the same or less than the number of positions to be filled, the candidates shall be declared elected by acclamation (Rule 5, paragraph 4).

President of the Parliamentary Assembly

The President will be elected for a period of one year, until the closure of the 2015 Annual Session (Rule 4, paragraph 6). The President may be re-elected only once to the same office (Rule 5, paragraph 6).

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 Baku there will be elections for three Vice-Presidents who will serve for three years until the end of the 2017 Annual Session.

- Vice-President Walburga HABSBURG DOUGLAS (Sweden): elected in Belgrade (2011) for a three-year mandate is eligible for re-election.
- Vice-President Emin ONEN (Turkey): elected in Istanbul in 2013 for a one-year mandate is eligible for re-election.
- Vice-President Ilkka KANERVA (Finland): elected in Istanbul in 2013 for a one-year mandate is eligible for re-election.

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-President simultaneously. The three candidates obtaining the greatest number of votes will serve for three years until the end of the 2017 Annual Session (Rule 4, paragraph 7).

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): elected in Vilnius in 2009, re-elected in Belgrade in 2011 and re-elected in Istanbul in 2013 for an additional two-year term. His mandate will conclude in 2015. Therefore, **there will not be an election of the Treasurer in Baku.**

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 sponsored 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 President 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.

Under Rule 32, paragraph 5, the Chair may with the consent of the Assembly put paragraphs or resolutions, or a number of paragraphs thereof to the vote en bloc, but any member may request a separate vote on each or a particular paragraph.

Where the Assembly's accounts show that a participating State 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, to the extent possible, among the General Committees. 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 document deadlines (page 11) regarding the submission of *Supplementary Items, Amendments, Compromise Supplementary Items and Questions of Urgency*, as changes were made to the Rules of Procedure at the Annual Session in 2013.

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**. **In addition, a Member of the Assembly cannot be a co-sponsor of more than four supplementary items.** 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 may place**

only fifteen supplementary items on the agenda of the Annual 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.
3. **Supplementary Items which obtain the level of support required by Rule 21.1 and have no amendments meeting the requirements of Rule 22.1, but which are not placed on the agenda of the Annual Session by the Standing Committee under Rule 21.1, shall be referred directly to the plenary or competent Committee.** The principal sponsor of such an item may speak for one minute in support, another member may speak for one minute against, and immediately thereafter it shall be put to the vote without further debate. If carried the item shall be included in the final document as an annex. Such items shall not be amendable.
4. **Supplementary items which have been debated at the previous Annual Session shall not be considered eligible for debate. In special circumstances,** where an item is deemed urgent and topical the President in consultation with the Vice Presidents may place it on the agenda of the Annual Session for debate. The President's decision shall be binding upon the Assembly and not debatable.

Supplementary items must be received at the International Secretariat in Copenhagen not later than SATURDAY 24 MAY 2014.

Compromise Supplementary Items must be received at the International Secretariat in Copenhagen not later than on SATURDAY 14 JUNE 2014.

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 participating States**. 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.

Amendments to the three General Committee Draft Resolutions must be received at the International Secretariat in Copenhagen not later than on SATURDAY 14 JUNE 2014.

Amendments to Supplementary Items must be received at the International Secretariat in Copenhagen not later than on SATURDAY 21 JUNE 2014.

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.

- **Manuscript or oral amendments may only be considered if there is unanimous agreement by the members of the Committee or plenary present.**

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 participating States**, 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:

1. The signatures of Members of the Assembly who signed a supplementary item are valid **provided they register for and attend the Annual Session and provided they signed no more than four supplementary items in accordance with Rule 21.1.**

2. The signatures of Members of the Assembly who signed an amendment are valid **provided they register for and attend the Annual Session.**
3. In the event that a Member of the Assembly who registered for but cannot attend the Annual Session due to unavoidable obligations, his or her signatures shall remain valid **provided that the President of the Assembly is notified accordingly by the Head of a Delegation.**

Registration, according to established practice, is accomplished by being physically present at the Annual Session.

Submission of Documents

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

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

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

**OFFICERS OF THE OSCE PARLIAMENTARY ASSEMBLY
MEMBERS OF THE BUREAU**

Name	Country	Position	Term
Mr. Ranko Krivokapic	Montenegro	President	To end 2014 Session
Ms. Walburga Habsburg Douglas	Sweden	Vice-President	To end 2014 Session
Mr. Emin Onen	Turkey	Vice-President	To end 2014 Session
Mr. Ilkka Kanerva	Finland	Vice-President	To end 2014 Session
Mr. George Tsereteli	Georgia	Vice-President	To end 2015 Session
Mr. Robert B. Aderholt	USA	Vice-President	To end 2015 Session
Ms. Doris Barnett	Germany	Vice-President	To end 2015 Session
Ms. Vilija Aleknaite Abramikiene	Lithuania	Vice-President	To end 2016 Session
Ms. Isabel Pozuelo	Spain	Vice-President	To end 2016 Session
Mr. Alain Neri	France	Vice-President	To end 2016 Session
Mr. Roberto Battelli	Slovenia	Treasurer	To end 2015 Session
Vacant		President Emeritus	

OFFICERS OF THE GENERAL COMMITTEES

I. GENERAL COMMITTEE ON POLITICAL AFFAIRS AND SECURITY

Mr. Makis Voridis	Greece	Chair
Mr. Azay Guliyev	Azerbaijan	Vice-Chair
Ms. Pia Kauma	Finland	Rapporteur

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

Ms. Roza Aknazarova	Kyrgyzstan	Chair
Ms. Nilza Sena	Portugal	Vice-Chair
Mr. Roger Williams	United Kingdom	Rapporteur

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

Ms. Isabel Santos	Portugal	Chair
Mr. Mehmet Sevki Kulkuloglu	Turkey	Vice-Chair
Ms. Gordana Comic	Serbia	Rapporteur

DOCUMENT DEADLINES 2014

Supplementary Items	Saturday, May 24, 2014
Compromise Supplementary Items	Saturday, June 14, 2014
Amendments to General Committee Draft Resolutions	Saturday, June 14, 2014
Amendments to Supplementary Items	Saturday, June 21, 2014