

EUROPA FORUM STANDING ORDERS

To apply to all meetings at the Europa Forum (unless otherwise herein specifically provided) and to be read in conjunction with the Rules of Procedure for the Europa Forum.

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| Chairman | 1. At the commencement of all relevant meetings the presiding Chairman shall invoke these Standing Orders. |
| | 2. The Chairman, being entirely neutral, shall only express a personal opinion on any matter under discussion if he vacates the Chair for this purpose. |
| Speakers | 3. The Chairman of any meeting shall have discretion in selecting speakers, in deciding on the number of speakers to any resolution/amendment or other matter, and in terminating discussion whenever he considers it appropriate. On the Chairman standing, any speaker shall yield to the Chair and immediately resume his seat. |
| | 4. Any person wishing to speak on any matter of business must use a microphone, announce his name and country and address the Chair. |
| | 5a. Subject only to the provisions of sections 5b, 8a, and 12 hereof, a person shall not speak more than once to the same resolution/amendment or other matter, without the consent of the majority of those present and entitled to vote at the meeting. |
| | b. Only the Chairman, or the mover of a resolution/amendment exercising his right of reply shall speak more than once on any such matter under discussion. |
| Resolutions & Amendments | 6. Resolutions/amendments will be moved and seconded by nominees on behalf of one or more member countries or states (as defined in Article III of the Europa Forum Rules of Procedure) before consideration by the meeting and not more than one resolution/amendment shall be discussed at any one time. |
| | 7a. If no nominee is present from the member country or state submitting a resolution/amendment, then it shall be withdrawn unless a majority of those present and entitled to vote at the meeting shall otherwise decide. |
| | b. If a resolution be withdrawn with the consent of the meeting and there is an amendment to that resolution then the amended resolution shall become the substantive resolution. |
| | c. A person shall not move more than one amendment to any one resolution, nor shall the mover of a resolution move any amendment thereto, unless a majority of those present and entitled to vote at the meeting shall so decide. |
| | d. The Chairman shall have discretion to submit an emergency resolution/amendment for consideration at a meeting, provided –
(i) where appropriate, the emergency resolution/amendment was received by him in writing before the commencement of the meeting, |

- (ii) in his opinion, the emergency resolution/amendment could not reasonably have been submitted before the closing date prescribed in the Rules of Procedure, and
 - (iii) the meeting consents by a majority of those present and entitled to vote to the emergency /amendment being so considered.
- e. If any proposed resolution/amendment shall be submitted for consideration by the European Council, in regard to a subject, either identical or similar to that contained in a resolution/amendment considered by such Council within the preceding three years, then the Chairman of such Council shall have full power to reject the same and shall notify the proposer accordingly.

Time Limits

For speeches on Resolutions

/amendments 8a.

- After a resolution/amendment has been read, the proposer thereof will be permitted a maximum of three minutes to put his case and shall formally move the resolution/amendment. Normally, a seconder will do so formally, but may reserve the right to speak later. At the conclusion of the debate and before a vote is taken the proposer shall have the right of reply for the purpose of answering questions or clarifying points raised, but he will not be permitted to introduce fresh arguments and shall not be allowed more than two minutes for this purpose.
- b. (i) At General Sessions – Time limits for speeches shall be left to the discretion of the Chairman.
 - (ii) At PEC Meetings – The time limit for presentation of a Main Topic shall be left to the discretion of the Chairman – after having conferred with the presenter. The presenter of a Short Report will normally be allowed four minutes for the purpose. The number of Short Reports should be kept to a minimum in order that there be ample time for debates on Main Topics.
 - (iii) At all other meetings – Time limits for speeches shall be at Chairman’s discretion, to be announced at the commencement of the meeting, and having due regard to the time available in which to conduct the necessary business.
- 9a. With the exception of the time limits stated in clause 8 hereof, every speaker in general debate will be limited to two minutes and must direct his speech strictly to the matter under discussion.
- b. The times specified herein for speakers may be exceeded only with the approval of a majority of those present and entitled to vote at the meeting.

Voting

- 10a. The voting on any matter shall be by a show of cards (Green = Yes), (Red = No), (White = Abstention).
- b. In the event of a tied vote the Chairman of the meeting shall cast a deciding vote strictly and solely to preserve the status quo.

- Motion to
Proceed to next
Business
11. Any person, provided he has not already spoken on the matter under discussion, may at any time move that the meeting proceeds to the next item of business, and if this resolution be seconded and carried, the Chairman shall put the matter under discussion to the meeting, after the mover of the original matter has been offered the right of reply.
- Point of Order
Or question
12. Any person may, at any time, ask a question or raise a point of order through the Chair, but must confine the question or point of order to the subject under discussion.
- Suspension
of Standing
Orders
13. Any one or more of these Standing Orders may be suspended by a resolution of the meeting in relation to a specific item of business properly brought before it, provided that at least two-thirds of those present and entitled to vote shall vote in favour of such a resolution.

NOTE:

The foregoing Standing Orders were formally adopted at the Europa Forum at Lisbon – September 1987.

Jim Bolton
Advisor/Archivist to the Europa Forum.