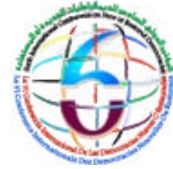




## **PARLIAMENTARY MEETING ON THE OCCASION OF THE 6TH INTERNATIONAL CONFERENCE OF NEW OR RESTORED DEMOCRACIES**



Doha (Qatar), 29 October – 1 November 2006

Organized jointly by the Advisory Council of Qatar, the Inter-Parliamentary Union and the Arab Inter-Parliamentary Union.

### **RULES OF PROCEDURE**

The following rules shall govern the conduct of the proceedings of the Parliamentary Meeting convened on the occasion of the Sixth International Conference of New or Restored Democracies (ICNRD).

#### **1. COMPOSITION**

1.1. The Parliamentary Meeting shall be composed of delegates designated by national parliaments and regional parliamentary organizations to which the Advisory Council of the State of Qatar has extended an official invitation. International organizations whose work is relevant to the theme of the Parliamentary Meeting (UN Democracy Fund, United Nations Development Programme and International IDEA, etc...) may be invited to take part in its proceedings. Other entities to which the State of Qatar has extended an invitation to attend the 6th ICNRD may participate in the proceedings of the Parliamentary Meeting as observers. Observers may only speak on the express authorization of the President of the Parliamentary Meeting.

#### **2. SESSIONS**

2.1. The Parliamentary Meeting shall meet in plenary sessions and workshops. All sessions of the plenary and the workshops shall be public.

#### **3. PRESIDENCY – STEERING COMMITTEE**

3.1. The Parliamentary Meeting shall be chaired by the Chairman of the Advisory Council of the State of Qatar. He shall be assisted by six vice presidents designated by the Meeting.

3.2. The workshops shall be chaired by a Chair each assisted by a deputy designated by the President of the Parliamentary Meeting.

3.3. The President of the Parliamentary Meeting shall open, suspend and close the sittings, direct the work of the Parliamentary Meeting, see that the rules are observed, call upon speakers, put questions to the vote, make known the results of the voting and declare the Parliamentary Meeting closed. The President's decisions in these matters shall be final and shall be accepted without debate.

3.4. The Chairs of the workshops shall assume similar responsibilities in respect of their respective workshop provided that the workshops shall not be called upon formally to adopt decisions.

3.5. The President of the Parliamentary Meeting shall decide on matters not covered by these rules.

3.6. The steering committee of the Parliamentary Meeting shall be composed of the President of the Meeting and the Chairs of the workshops. It shall be assisted by the Secretariats of the Advisory Council, the Inter-Parliamentary Union and the Arab Inter-

Parliamentary Union. It shall take all appropriate measures to ensure the effective organization and normal functioning of the proceedings of the Meeting.

#### **4. AGENDA – ORDER OF DEBATES – OUTCOME DOCUMENTS**

4.1. The Parliamentary Meeting shall include a general plenary debate on the overall theme of the Meeting: Dialogue, tolerance and freedom of expression as cornerstones of democracy.

4.2. The two sub-themes of the Meeting shall be debated in workshop sessions that shall meet simultaneously with each other. The sub-themes are:

- Representation, accessibility, accountability and transparency to ensure inclusive decision-making.
- Towards greater effectiveness of parliaments.

4.3. The President of the Parliamentary Meeting shall appoint a drafting committee tasked with finalizing draft outcome documents for the consideration of the Meeting. The committee shall comprise members of the advisory panel set up to provide substantive guidance to the Meeting, the resource persons of the workshops and representatives of geopolitical groups, with due regard for gender balance. The drafting committee shall appoint one of its members to present its conclusions to the Meeting.

4.4. The Meeting shall take decisions on matters submitted by the workshops without holding a debate on the substance of these matters.

4.5. No debate may be opened nor any vote taken on a question which the Meeting has examined and on which it has taken a decision.

4.6. The Meeting shall adopt outcome documents (declaration and plan of action) to be submitted to the 6th International Conference of New or Restored Democracies as part of the official proceedings of the Conference.

#### **5. AMENDMENTS**

5.1. Any delegate may submit amendments relating to the draft outcome documents. They shall be deposited with the Secretariat of the Meeting no later than the beginning of the proceedings of the drafting committee.

5.2. Sub-amendments may be submitted until such time as the drafting committee adopts a text.

5.3. When the Meeting is called upon to take a decision on the draft outcome documents prepared by the drafting committee, the only amendments in order, other than those of a purely drafting nature, shall be those incorporating the content of earlier proposals submitted within the statutory time-limits but not accepted by the drafting committee.

5.4. Amendments and sub-amendments shall relate directly to the text. They may only call for an addition, a deletion or an alteration with regard to the initial draft, without having the effect of changing its scope or nature.

5.5. The President of the Meeting shall determine whether or not amendments and sub-amendments which are to be voted on in plenary sitting of the Meeting are in order.

5.6. Amendments and sub-amendments shall be voted on before the text to which they relate.

5.7. If two or more amendments apply to the same words, that which is furthest from the text under consideration shall have priority over the others and shall be put to the vote first.

5.8. If two or more amendments are mutually exclusive, the adoption of the first shall involve the rejection of the other amendment or amendments bearing on the same words. If the first amendment is rejected, the next amendment in order of priority shall be put to the vote; the same procedure shall be applied to each of the following amendments.

5.9. In case of doubt regarding the priority, the President shall decide.

5.10. Unless the President decide otherwise, the only speakers on an amendment or a sub-amendment shall be the sponsor, one delegate holding a contrary opinion and, if need be, the rapporteur of the drafting committee.

## **6. DOCUMENTS**

6.1. The only official documents of the Parliamentary Meeting shall be those prepared or cleared by the Secretariat of the Meeting. These are the only documents that shall be circulated officially.

## **7. SPEAKING RIGHTS – ORDER – PROCEDURAL MOTIONS**

7.1. No delegate may speak without the authorization of the President of the Meeting or, in the case of the workshop, their Chairs.

7.2. No more than two representatives of each delegation may speak in the plenary debate. For this debate, every delegation shall be entitled to five minutes' speaking time unless the Steering Committee decides otherwise. When two delegates from the same delegation are registered for this debate, they shall share the speaking time in the most appropriate way.

7.3. Notwithstanding the provisions above, the President may, at the end of the corresponding sitting, give the floor briefly to a delegation wishing to exercise its right of reply.

7.4. As a general rule, delegates shall take the floor in the order in which they have asked to speak.

7.5. Speakers may only be interrupted by other delegates on a point of order.

7.6. The President shall rule immediately without debate on all points of order.

7.7. The President shall call a speaker to order when the latter does not keep to the subject under discussion or prejudices the debate by using abusive language. The President may, if necessary, withdraw permission to speak and may have the objectionable words struck from the record.

7.8. The President shall deal immediately with any incident which may arise during the meeting and, if necessary, take any measure required to restore the normal working of the Meeting.

7.9. The provisions under this section shall apply to the proceedings of the workshops, provided that the speaking time per delegate shall be three minutes.

## **8. VOTING – QUORUM – MAJORITIES**

8.1. Voting shall take place only after due notice has been given by the President.

8.2. Any delegate may request that part, or each paragraph, of a text submitted to the Meeting be put to the vote separately.

8.3. If any objection is raised, the request for division shall be voted on without debate.

8.4. If the request for division is accepted, separate votes shall be taken on those parts and paragraphs of the text on which the Meeting has resolved to take a separate vote. The full text, excluding such parts or paragraphs as may have been rejected, shall

subsequently be put to the vote as a whole on the understanding that, should all the parts and paragraphs of the text be rejected, the text shall be considered as rejected in toto.

8.5. A vote may take place regardless of the number of delegates present in the room. The Meeting shall take decisions by a majority of the votes cast.

8.6. In calculating the number of votes cast, only affirmative and negative votes shall be taken into account.

8.7. If the votes are equally divided, the proposal under consideration shall be considered as rejected.

8.8. Voting shall be by show of hands.

## **9. SECRETARIAT**

9.1. The Secretariat of the Meeting shall be composed of the Secretaries General of the Advisory Council, the Inter-Parliamentary Union and the Arab Inter-Parliamentary Union or their representatives.

## **10. CLOSE OF MEETING**

10.1. At the close of the Meeting, the President shall enumerate the principal decisions adopted. He shall communicate those decisions to the plenary session of the 6th ICNRD.