

THE EUROPEAN YOUTH CONVENTION



NOTE
ON THE WORKING METHODS
of the European Youth Convention

Article 1

Conduct of the Youth Convention

1. The Chair shall declare the opening and closing of the meeting, present the agenda for approval, direct the discussion, ensure observance of the rules, accord the right to speak, put questions to the vote and announce the decision. He/She shall rule on points of order and shall have, in particular, the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting.
2. During the discussion, the Chair shall give the floor first to speakers wishing to make points of order (procedure), then to speakers requesting information, then to other speakers.
3. During a discussion, the Chair may announce the list of speakers and, with the consent of the meeting, declare the list closed, provided that the author of the proposal of a motion has the right to speak immediately before the vote. The Chair, however, may accord the right of reply to any delegate if, in his/her opinion, a speech delivered after he/she has declared the list closed makes this desirable.
4. Should any procedural motion be defeated, the same motion cannot be accepted again unless the Chair is of the opinion that circumstances have materially changed in the meantime.

5. After moving a motion the author shall have the right to speak to defend his/her motion. The motion shall then be opened to discussion and amendments: the author may exercise a right of reply immediately before the vote is taken.
6. Amendments shall be moved and discussed in accordance with the procedure for motions. Subject to the ruling of the Chair, a motion shall be considered an amendment to a motion only if it adds to, deletes or revises part of that motion.
7. In the light of important new information, a motion may be proposed to reconsider a motion previously adopted during the current session. The motion for reconsideration must be proposed by a member who voted with the majority opinion in the previous vote on the matter.
8. Except when presenting a report no person shall speak for longer than three minutes at any one time without permission from the Chair. Discussion of a motion (including amendments) may be curtailed in time by a procedural motion from the floor or by the Chair.
9. The meeting may decide to vote separately on parts of a proposal if a member requests that the proposal should be divided.
10. When an amendment is moved to a motion, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the meeting shall first vote on the amendment furthest removed in substance from the original motion and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote.
11. In cases of equality of votes, the Chair shall exercise his/her casting vote.
12. When several motions are on the same item, the Chair shall determine the order of voting.
13. The Chair may grant the speaking right also to external persons, invited by the Praesidium.

Article 2

Language regime

1. The plenary sessions will be held in the 11 official languages of the European Union.
2. Interpretation will be provided for Working Groups in at least 3 of the EU working languages.
3. All the background documents will be available in the 11 EU languages.
4. Amendments and new texts produced during the event itself will be made in English.

Article 3

Working Groups

1. There will be 3 Working Groups that will be responsible for discussing and debating the different themes. The themes of the Working Groups will be:
 - (a) Missions and Visions for the European Union
What should be the objectives of the EU?
 - (b) Democracy and Participation in the EU
What institutional framework and competencies for an EU in touch with its citizens? Does Europe need a Constitution?
 - (c) Europe in a globalised world
What should be the EU's role and relationship towards other world regions? What should be Europe's contribution to peace, stability and sustainable development?
2. Each member of the Youth Convention will participate in one of the Working Groups. The participants will be asked to indicate their first and second choice of Working Groups. The composition of the Working Groups will be determined according to the participants' preferences and language skills.
3. The aim of the Working Groups is to debate the different issues in detail, and in that way to facilitate the work of the plenary. The Working Groups will aim to produce amendments that can be widely supported for adoption in the plenary.
4. The Working Groups may present amendments in the name of the Working Group if at least half of the members of the group are in favour. All members of the Youth Convention are also entitled to present amendments with the support and original signature of 9 participants at least.

5. The Working Groups will be chaired by a member of the Praesidium.
6. A Rapporteur for each working group will be elected before the plenary.

Article 4

Praesidium and Rapporteurs

1. There will be a Praesidium composed of 9 members elected by the plenary:
1 Chair and 8 members of the Praesidium.
2. The tasks of the Praesidium will be to
 - (a) chair the plenaries and to prepare the sessions
 - (b) announce the composition of the Working Groups
 - (c) chair the Working Groups
 - (d) coordinate the work of the Youth Convention
 - (e) make a proposal for the introduction and the conclusions of the final document
3. The Praesidium will constitute itself and agree on an internal division of tasks.
4. A Rapporteur for each Working Group will be elected by the plenary. The tasks of the Rapporteurs will be to
 - a) present a document on the theme of the Working Group that will be the basic document for the group
 - b) draft the results of the Working Group
 - c) present the results of the Working Group to the plenary

Article 5

Procedure for documents and amendments

1. Every participant is entitled to submit basic documents, which will be distributed to the plenary.
The deadline for submitting documents will be *5 July noon*.

2. Every candidate for Rapporteur must submit a working paper proposal *by 5 July noon*. The working papers of the elected Rapporteurs will be the basis of the work for the Working Groups.
3. The Working Groups will discuss the proposals in detail and produce amendments of the Working Group by the deadline of *Thursday 11 July at 14.00*.
4. Every participant is also entitled to present amendments with the support of at least 9 other participants. The deadline for all amendments is *Thursday 11 July at 14.00*.
5. The Praesidium shall make a proposal for the beginning and the end of the final document *by Thursday 11 July at 10:00*.
6. The plenary will vote the amendments in the *afternoon of Thursday 11 July at 17.00-20.00*. By this time, no new amendments may be made. The plenary shall take the final vote on the Final Document of the Youth Convention, composed of:
 - (a) An introduction
 - (b) the text of the first Working Group
 - (c) the text of the second Working Group
 - (d) the text of the third Working Group
 - (e) conclusions.
7. All amendments and the Final Document will be adopted by simple majority (more than 50% of the votes).

Article 6

Elections

1. The Chair of the Youth Convention will be elected by secret ballot *on Tuesday 9 July at 21.30*. The candidate having obtained an absolute majority of votes (106 votes) in the first round of balloting will be elected. Should no candidate have the absolute majority, a second round of balloting will immediately be organised to select one of the two candidates having received the most votes in the first round. The one with the most votes will be declared elected.

2. Elections for Members of the Praesidium and Rapporteurs will be held with closed ballots *on Tuesday 9 July at 21.30*. Each participant may vote at the most for the same number of candidates as seats available (Chair, maximum 1 vote, Members of the Praesidium, maximum 8 votes, and Rapporteurs, maximum 1 vote for each). The candidates with the highest number of votes will be elected.

3. The vote counting will be monitored by 6 members of the Youth Convention not standing for elections.