

Regulations

Chapter I

The Committee's name, composition, responsibilities and competences

Article 1

(Name and composition)

1. The Committee on Education and Culture is a specialist standing committee of the Assembly of the Republic.
2. The Committee's composition is determined by the Assembly of the Republic, in compliance with the provisions of Article 29(1) of the Rules of Procedure of the Assembly of the Republic.

Article 2

(Responsibilities)

The Committee is responsible for dealing with the following matters:

- a) Education, including all systems and levels of education;
- b) Science, which specifically includes matters related to scientific research, technological development and innovation;
- c) Copyright and related rights on matters that relate to education and science creators shall be dealt with by the Committee on Education and Science without prejudice to the specific competence of the Committee on Culture, Communication, Youth and Sport concerning the media, culture and the information society.

Article 3

(Competences)

1. In the exercise of its responsibilities, the Committee has the competence to:



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- a) Consider members' and government bills or proposed resolutions, draft amendments, treaties and agreements that are submitted to the Assembly and produce the relevant opinions;
 - b) Consider the submission of legislative initiatives;
 - c) Vote on the details of texts that the Plenary has passed with respect to the general principles;
 - d) As laid down in the Constitution and the law, monitor, consider and pronounce on Portugal's participation in the process of constructing the European Union and on the European initiatives that fall within its areas of competence;
 - e) Consider petitions submitted to the Assembly that are within its areas of competence;
 - f) Gather information on political and administrative problems that fall within its area of competence and provide the Assembly, when it deems appropriate, with the elements necessary to consider the acts of the Government and the Public Administration;
 - g) Check that the Government and the Administration comply with the Assembly of the Republic's laws and resolutions, in which respect the Committee may also suggest to the AR such measures as it deems appropriate;
 - h) Propose to the President of the Assembly that the Plenary hold thematic debates on matters within the Committee's area of competence so that the Conference of Leaders may decide whether or not they are opportune and of interest;
 - i) Prepare reports on matters within its area of competence;
 - j) Draw up and pass its own regulations;
 - k) Participate in the periodic meetings of the counterpart committees of the national Parliaments of the European Union countries;
 - l) Ensure cooperation with parliamentary delegations and parliamentary friendship and other groups;
 - m) Request a report on the qualitative monitoring of the regulation and application of any given legislation from the respective Member acting as rapporteur or, in his/her absence, from another member of the Committee;
 - n) Draw up the plan, budget and report on its activities for each legislative session.
2. It is also incumbent on the Committee to coordinate the "Young People's Parliament".



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Article 4

(Powers)

1. The Committee may ask any citizens, members of the Government, senior managers and members of staff of the state's direct administration, and senior managers, members of staff and contracted staff of the state's indirect administration and the state's business sector to take part in its work, and it may ask them for information or opinions.
2. For the proper exercise of its functions the Committee may:
 - a) Set up subcommittees and working groups;
 - b) Carry out studies;
 - c) Request information or opinions;
 - d) Ask any citizens or bodies to give evidence;
 - e) Requisition or retain specialists to assist it in its work;
 - f) Undertake information or study missions to institutions and entities;
 - g) Hold parliamentary hearings.
3. The proceedings established in this Article must be authorised by the President of the Assembly whenever they involve expenses and are not mentioned in the Committee's budget.

Chapter II

Committee Bureau

Article 5

(Composition and election)

1. The Bureau is made up of the Chairperson and two Vice-Chairpersons.
2. In the absence of the Chairperson, meetings are chaired by one of the Vice-Chairpersons or, in their absence, by the oldest Member.
3. Members of the Bureau are elected for each legislature by uninominal vote from the full members of the Committee, upon proposal by the relevant parliamentary groups.



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Article 6
(Competences)

In addition to the competences that are specifically entrusted to it by the Committee, the Bureau is responsible for organising the Committee's work.

Article 7
(Chairperson's competences)

The Chairperson is responsible for:

- a) Representing the Committee;
- b) After first consulting the Bureau and coordinators of the parliamentary groups, convening Committee meetings;
- c) Proposing the order of business;
- d) Directing the Committee's work;
- e) Convening and directing the meetings of the Bureau and coordinators of the parliamentary groups;
- f) Coordinating and taking part in the work of the subcommittees, if any, whenever he/she deems fit;
- g) Participating in the Conference of Parliamentary Committee Chairpersons, and informing it about the progress of the Committee's work;
- h) Justifying failures to attend by full members of the Committee;
- i) Discharging the Committee's normal day-to-day business.

Article 8
(Vice-Chairpersons' competences)

The Vice-Chairpersons shall deputise for the Chairperson whenever he/she is absent or unable to perform his/her functions, and exercise any competences the latter may delegate to them.



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Chapter III

Functioning of the Committee

Article 9

(Scheduling and convening meetings)

1. Meetings are scheduled by the Committee itself or by the Chairperson acting on his/her own initiative.
2. Unless scheduled at the previous meeting, the Chairperson shall convene the meetings he/she schedules in writing, through the appropriate services, at least 24 hours in advance. The notification must include the order of business.
3. On days when the Plenary of the Assembly of the Republic is in session or whenever otherwise justified, the Chairperson of the Committee may convene meetings without a deadline, provided all the parliamentary groups expressly agree.

Article 10

(Quorum)

1. The Committee shall meet in plenary session and may only function if more than half the Committee members in full exercise of their office are present, including for this purpose those alternate members who may be substituting for full members.
2. The lack of a quorum 30 minutes after the time for which the meeting has been scheduled to start shall allow the Chairperson of the Committee or his/her deputy to declare the meeting closed once the attendance record has been taken.
3. Committee decisions shall be made if more than half the Committee members in full exercise of their office are present.

Article 11

(Order of business)

1. The order of business is proposed by the Chairperson of the Committee and voted on at the start of each meeting.
2. The order of business may be changed during the meeting itself if there is a justified reason for doing so and no member of the Committee opposes it.



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Article 12

(Breaks)

Any parliamentary group may obtain a break in the Committee's work of not more than 30 minutes once during the course of each meeting.

Article 13

(Texts)

No text may be discussed by the Committee that has not been distributed to the Committee members beforehand unless the Committee decides otherwise in an unopposed vote.

Article 14

(Speeches)

1. As a rule, speeches by Committee members are not subject to a time limit.
2. The Chairperson may propose rules for organising the overall discussion with tables of times by Member and parliamentary group, while respecting their representativity, in the situations described below. The three tables attached shall be adopted for procedural hearings and hearings requested by parliamentary groups. The situations are:
 - a) There is a need to meet established deadlines;
 - b) The topics to be discussed are complex;
 - c) Outside bodies are taking part in the debate;
 - d) Hearings.

Article 15

(Consideration of members' and government bills)

1. When the Committee receives any members' or government bill and the Committee is understood to be competent to consider it, a Member shall be appointed to draw up the



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Committee's opinion according to a distribution scheme that respects the representativity of the parliamentary groups.

2. The author or one of the authors of the bill has the right to present it to the Committee, and there is then time for the author or authors to provide clarifications to the Members who are present.

Article 16

(Opinions)

1. For each subject that is to be submitted to the Plenary, the Committee may appoint one or more Members to be responsible for drawing up opinions and, when it is advisable to divide the aforesaid subject, the Committee may also appoint a Member to be responsible for drawing up an opinion on each part.
2. Members have the right and duty to draw up opinions, preferably on legislative initiatives from other parliamentary groups.
3. Opinions on members' or government bills comprise four parts:
 - a) Part I for the recitals;
 - b) Part II for the views of the Member who is author of the opinion;
 - c) Part III for the conclusions;
 - d) Part IV for the annexes.
4. Each opinion must without fail contain parts I and III, which are deliberated upon by the parliamentary Committee and, furthermore, one of the annexes in part IV must include the technical note drawn up by the services of the Assembly of the Republic.
5. Part II is the sole responsibility of its author and may not be put to a vote, altered or removed.
6. Any Member and any parliamentary group may have their political positions attached to opinions as an annexe in part IV.

Article 17

(Decisions)

1. Without prejudice to the provisions of Article 11(2), the Committee may only make decisions on subjects that are included on the order of business for the meeting in question.



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2. Except in relation to subjects for which the Rules of Procedure of the Assembly of the Republic require a qualified majority, decisions shall be made by simple majority, without counting abstentions.
3. Without prejudice to the quorum for functioning and for making decisions or to the rules applicable to the attendance of Members of the Committee, each parliamentary group's votes shall correspond to its share of seats in the Assembly of the Republic.

Article 18

(Voting)

1. Voting shall be by a show of hands, except for matters for which the Rules of Procedure of the Assembly of the Republic require a secret ballot for votes in the Plenary.
2. Voting is compulsory, and reserving one's position for the Plenary of the Assembly shall signify abstention.

Article 19

(Postponement of votes)

If so proposed by the Chairperson or requested by any parliamentary group, voting on a given matter may be postponed to the next meeting once only.

Article 20

(Appeals)

Rulings made by the Bureau or decisions made by the Chairperson may be appealed to the Committee plenary.

Article 21

(Minutes)

1. Minutes shall be kept of each meeting and must include a list of all members present and all full members absent, a summary of the matters addressed, the positions of the members and parliamentary groups, and the result of votes, with the individual and collective explanations of vote.



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2. The minutes of the public meetings are published in full on the Assembly of the Republic's website, and those that include the work of the legislative procedure must contain the relevant audio or video recordings.
3. The minutes shall be drawn up by the advisors who assist the Committee and approved at the next meeting after the one to which they refer.

Article 22

(Public nature of Committee meetings)

1. The Committee's meetings are public.
2. The Committee may exceptionally meet in camera when this is justified by the confidential nature of the matters to be addressed.
3. All the documents under examination or already examined by the parliamentary committees which do not contain restricted information must be posted on the Assembly's website.
4. Journalists have the right to access all the documents distributed for each meeting of the parliamentary Committee unless they contain restricted information.

Article 23

(Audiences)

1. The plenary of the Committee, its Chairperson or the Bureau may hold an audience on behalf of the Committee with such entities or citizens that so request.
2. Audiences may be entrusted to a subcommittee, a working group, a delegation set up for the purpose or a duly mandated Member.
3. The views that are voiced during audiences are not binding on the Committee.
4. All the day-to-day business relating to audiences must be processed via the support services and dispatched by the Chairperson of the Committee.
5. A report on each audience shall be drawn up by the advisors who assist the Committee, and it shall be approved at the next Committee meeting.

Article 24

(European legislative initiatives and petitions)

European initiatives and petitions are distributed to a Member, in accordance with a specific table, for each petition or initiative for the purpose of preparing the relevant report or opinion.



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Chapter IV

Subcommittees and working groups

Article 25

(Subcommittees and working groups)

1. The Committee may form subcommittees and working groups under the terms of Article 33 of the Rules of Procedure.
2. Any member of the Committee or its Chairperson may take the initiative to propose the formation of subcommittees or working groups. This must be justified and the goals and duration of such subcommittees/working groups must be set out.
3. Each parliamentary group shall be guaranteed the opportunity to be represented by at least one Member in the composition of each subcommittee and working group.
4. Each subcommittee has a chairperson, appointed by the Committee, who shall convene and run its meetings.
5. The chairperson of a subcommittee may be assisted by one vice-chairperson, who may deputise in the event of the chairperson's absence.
6. The vice-chairperson is appointed on the same basis as the chairperson, although he/she must be a Member of a parliamentary group different from that of the chairperson.
7. Each working group has a coordinator, appointed by the Committee, who shall convene and run its meetings.

Article 26

(Competences)

1. The subcommittees and working groups have the competence to:
 - a) Draw up and propose opinions on the various documents that are given them by the Committee;
 - b) Make proposals to the Committee, within their specialist areas;
 - c) Grant audiences as delegated by the Committee or its Chairperson;



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- d) Discharge the day-to-day business referred to them as delegated by the Chairperson of the Committee.
2. The subcommittees and working groups do not have decision-making powers and their work must be submitted to the plenary of the Committee for a decision.

Chapter V

Final provisions

Article 27

(Revision of these Regulations)

These Regulations may be revised upon a proposal made by any Member. Such proposal must be included in the order of business in advance.

Article 28

(Omissions)

Any situation that cannot be regulated through the provisions of these Regulations shall be resolved by means of the precepts set out in the Rules of Procedure of the Assembly of the Republic.

São Bento Palace, 24 November 2015



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TABLE OF TIMES FOR HEARING MEMBERS OF THE GOVERNMENT

(1st hearing per legislative session)

| Speakers | Minutes |
|----------------------------|---------|
| Government – first address | 10 min |
| 1 st round | |
| PS | 5 min |
| Government | 5 min |
| PSD | 5 min |
| Government | 5 min |
| BE | 5 min |
| Government | 5 min |
| CDS-PP | 5 min |
| Government | 5 min |
| PCP | 5 min |
| Government | 5 min |
| PEV | 5 min |
| Government | 5 min |
| 2 nd round | |
| PS | 3 min |
| Government | 3 min |
| PSD | 3 min |
| Government | 3 min |
| BE | 3 min |
| Government | 3 min |
| CDS-PP | 3 min |
| Government | 3 min |
| PCP | 3 min |
| Government | 3 min |
| PEV | 3 min |
| Government | 3 min |
| 3 rd round | |
| Parliamentary groups | 15 min |
| Government | 15 min |
| Parliamentary groups | 15 min |
| Government | 15 min |
| | |
| Total | 166 min |



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TABLE OF TIMES FOR HEARING MEMBERS OF THE GOVERNMENT (except 1st hearing)

| Speakers | Minutes |
|-----------------------------|---------|
| 1st round | |
| PS | 5 min |
| Government | 5 min |
| PSD | 5 min |
| Government | 5 min |
| BE | 5 min |
| Government | 5 min |
| CDS-PP | 5 min |
| Government | 5 min |
| PCP | 5 min |
| Government | 5 min |
| PEV | 5 min |
| Government | 5 min |
| 2nd round | |
| PS | 3 min |
| Government | 3 min |
| PSD | 3 min |
| Government | 3 min |
| BE | 3 min |
| Government | 3 min |
| CDS-PP | 3 min |
| Government | 3 min |
| PCP | 3 min |
| Government | 3 min |
| PEV | 3 min |
| Government | 3 min |
| 3rd round | |
| Parliamentary groups | 15 min |
| Government | 15 min |
| | |
| Parliamentary groups | 15 min |
| Government | 15 min |
| | |
| Total | 156 min |



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TABLE OF TIMES FOR HEARING MEMBERS OF THE GOVERNMENT
(Upon request by a parliamentary group)

| Speakers | Minutes |
|---|----------------|
| 1st round | |
| Requesting parliamentary group | 5 min |
| Government | 5 min |
| | |
| Remaining parliamentary groups (question/answer) | 5 min each |
| Government | 5 min for each |
| | |
| Requesting parliamentary group | 3 min |
| Government | 3 min |
| | |
| 2nd round | |
| Parliamentary groups | 15 min |
| Government | 15 min |
| | |
| Parliamentary groups | 15 min |
| Government | 15 min |
| | |
| Total | 126 min |