



ASSEMBLEIA DA REPÚBLICA

Parlamento  
dos JOVENS

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# RULES OF PROCEDURE

Parlamento  
dos JOVENS  
SECUNDÁRIO



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## PREAMBLE

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The Young People's Parliament Programme is an initiative of the Assembly of the Republic that is aimed at students from the 2nd and 3rd elementary school cycles and secondary school students, ending with two National Sessions at the Parliament.

The Parliamentary Committee with competences in education matters is responsible for setting up guidelines for this Programme, which is carried out in partnership with the following entities: the Ministry of Education and Science, via the Directorate-General for Educational Establishments (DGEstE), the Legislative Assemblies in the Autonomous Regions of the Azores and Madeira, the Directorate-General for Consular Affairs and Portuguese Communities, the Portuguese Institute of Sport and Youth, IP (IPDJ), the Regional Directorates for Education and Youth in the Autonomous Regions of the Azores, and the Regional Directorates for Education and Youth and Sport in the Autonomous Region of Madeira. The terms of cooperation and the consolidation of competences of each entity, with a view to developing and implementing this initiative, are laid down in the Protocol on the Young People's Parliament Programme, established in 2015.

The Young People's Parliament Team, a Project Team of the Assembly of the Republic, is responsible for the overall coordination of the Programme.

The Young People's Parliament has the following goals:

- a) To promote the interest of youth in civic and political participation;
- b) To underline the importance of their contribution in solving questions affecting their individual and collective present and future, through the dissemination of their proposals in political bodies;
- c) To publicise the significance of parliamentary representation and the decision-making process of the Assembly of the Republic, in its capacity as representative body of Portuguese citizens;
- d) To encourage the development of argumentative skills to defend ideas based on the respect for values such as tolerance and the will of the majority.

The Programme takes place in several stages throughout the academic year:

### **Stage 1: School**

- Debate on the theme selected on an annual basis: it may be carried out internally or have guests (local entities, experts, etc.).
- In addition to this debate, schools may also hold a special debate with the

attendance of a Member of the Assembly of the Republic, following an invitation addressed to the Assembly of the Republic, within the time limits established in the Programme calendar, via the form provided for this purpose on the Young People's Parliament website. This debate will preferably be held on Monday. Schools in the Autonomous Regions of the Azores and Madeira may also invite a Member of their respective Legislative Assembly. For that purpose, an invitation must be addressed to the services of the relevant Assembly, within the time limits set out in the Programme calendar;

- The electoral process, which includes setting up candidate lists for the election of school members of parliament, the electoral campaign and the election of school members of parliament to the School Session;
- The **School Session**, where the Draft Recommendation of the school is approved and representatives are elected for the District or Regional Sessions.

### Stage 2: District or Autonomous Region

- **District/Regional Sessions**, bringing together the members of parliament representing the schools in each district or autonomous region, in order to approve the Draft Recommendations to be submitted to the National Session of the Young People's Parliament and elect the members of parliament who will be representing them at this Session.

### Stage 3: Assembly of the Republic

- The **National Session** of the Young People's Parliament, bringing together the young members of parliament, at national level, representing each district or autonomous region, where, after holding debates in Committees and Plenary, the final Recommendation on the theme selected for that edition of the Young People's Parliament is approved.

The Rules of Procedure of the Young People's Parliament are based on the rules for the functioning of the Assembly of the Republic and, in the case of the Autonomous Regions, on their Legislative Assemblies, respecting young people's autonomy in every stage of the election of their representatives, from schools to the National Session. They include General Provisions, Electoral Rules, School Session Regulations, District/Regional Session Regulations and National Session Regulations, including Committee Regulations and Plenary Sitting Regulations.

The Programme Regulations for elementary and secondary education are similar. The main difference between them relates to the process of Bureau composition in the School Session, since secondary education students have a higher degree of autonomy in conducting the proceedings.

## GENERAL PROVISIONS

### 1. Participation in the Young People's Parliament Programme/Secondary Education

Any public, private or cooperative secondary school may register to participate in the Young People's Parliament Programme/Secondary Education. Schools may be from the Mainland, from the Autonomous Regions and from overseas constituencies in Europe and outside Europe.

The act of registration is decided by each school board, in collaboration with the pedagogical council, being formalised by sending the online registration form by the date mentioned in the Programme calendar.

Student participants shall be 19 years-old or younger on the last day of the registration period announced in the Programme calendar for the ongoing edition and shall be enrolled in secondary education (10th, 11th and 12th grades, or equivalent, in daytime courses).

All registered schools meeting the goals of the first stage of the Programme are entitled to participate in their respective District/Regional Session, with the presence of a Member of Parliament and, in the case of the Autonomous Regions, of Members of the Regional Assemblies, where such decision has been made by the respective Legislative Assembly. The young people attending these Sessions are responsible for electing the schools which will be participating in the National Session. Therefore, this Programme intends to provide most participating schools the experience of a parliamentary sitting with a debate methodology similar to that which will take place in the National Session.

Portuguese schools from overseas constituencies in Europe and outside Europe do not hold a District/Regional Session. They must elect, during their respective School Session, their candidates to the National Session. Their participation in this Session is supported by the Secretariat of State for the Portuguese Communities, via the Directorate-General for Consular Affairs and Portuguese Communities.

### 2. National Panel for the Young People's Parliament Programme

The National Panel for the Programme is composed of the Chair and the Deputy Chairs of the Parliamentary Committee with competences in education matters, by the members of the Young People's Parliament Working Group and by the Young People's Parliament Programme Coordinator of the Assembly of the Republic. The National Panel shall decide on:

- a) The number of participating schools and members of parliament, representing each constituency, in the National Session of the Young People's Parliament. The Panel shall take into consideration the number of participating schools in each constituency, the balance in national representation, as well as the pedagogical assessment performed by the Regional Directorates for Education Services;
- b) The schools which will be representing overseas constituencies in Europe and outside Europe, based on an assessment of the work carried out, on the coordinating teacher report (provided for in Article 8(d) of the School Session Regulations) and taking into account the principle of alternation and the representativity of the Portuguese Community in the country;
- c) The number of questions to be posed by the young members of parliament to Parliamentary Groups during the Plenary Sitting of the National Session;
- d) Any other questions related to the organisation of the National Session of the Young People's Parliament.

### 3. Awards

- a) The granting of awards, within the scope of the Young People's Parliament Programme, aims at underlining the merit in participating and shall not be understood as an incentive to competition between schools.
- b) All members of parliament participating in the National Session of the Young People's Parliament receive awards for their participation.

### 4. Information to schools

All information on the Young People's Parliament Programme is disseminated on its website and may be freely printed.

Participating schools should stay tuned for information that must be sent to the Young People's Parliament Programme Team of the Assembly of the Republic, by filling out online forms, which are mentioned in the Programme calendar.

The *Euroscola* competition is organised by the IPDJ, in cooperation with the Young People's Parliament Programme aimed at secondary education students. It has its own regulation. Information on this competition is available on the IPDJ website.

## ELECTORAL RULES

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*These rules are primarily aimed at establishing guidelines for the electoral process for the **School Session**, which shall take place during the month of January. Those who will be attending the following stages of the Programme shall be elected from among the school members of parliament.*

*Each school shall promote one or more debate meetings on the chosen theme before the election. These Theme Debates shall take place between October and January.*

### Chapter I

#### ELIGIBILITY TO VOTE

##### Article 1

##### Who can vote?

All students in the school may vote, provided they are enrolled in secondary education (10th, 11th and 12th grades, or equivalent, in daytime courses).

##### Article 2

##### Who can be elected?

All students in the school who are 19 years-old or younger (on the last day of the registration period announced in the Programme calendar) may be elected to the School Session, provided they are enrolled in secondary education (10th, 11th and 12th grades, or equivalent, in daytime courses).

##### Article 3

##### How is the right to vote exercised?

1. The right to vote is exercised directly, by placing the voting slip in the urn.
2. Each student may only vote once.

3. No one shall be obliged to disclose their vote. Voting shall be performed via secret ballot.

## Chapter II

### SESSION COMPOSITION

#### Article 4

#### **Number of members of parliament to be elected to the School Session**

1. The maximum number of members of parliament elected to the School Session shall be 31.
2. The School Session may operate with fewer members of parliament, but no less than 10, exceptionally, where:
  - a) The sum of effective candidates in all candidate lists is less than 30 (*see Article 12*);
  - b) If the School Electoral Commission so decides.

#### Article 5

#### **Number of members of parliament to be elected to the District/Regional Session**

1. Members of parliament in each District/Regional Session are elected in School Sessions and their number varies according to the number of participating schools in each constituency. Each registered school shall confirm, within the period stipulated in the Programme's annual calendar, the date on which their School Session will be held, and the number of participants from each constituency shall be defined according to the following criteria:

Up to 5 schools – each school shall elect 6 members of parliament;  
 6-8 schools – each school shall elect 5 members of parliament;  
 9-11 schools – each school shall elect 4 members of parliament;  
 12-17 schools – each school shall elect 3 members of parliament;  
 18 or more schools – each school shall elect 2 members of parliament.

2. In the Autonomous Regions, the number of members of parliament to be elected to the Regional Sessions may be determined by their respective Legislative Assemblies and Regional Directorates responsible for Education and Youth and, if otherwise, an announcement shall be timely made.

3. Lack of confirmation, by each registered school, regarding the date of their School Session may determine their exclusion or reduction in the number of members of parliament.
4. The process for electing members of parliament to the District/Regional Session is included in the School Session Regulations.

#### Article 6

#### **Number of members of parliament to be elected to the National Session**

1. Members of parliament to the National Session shall be elected during District/Regional Sessions and, as a rule, shall be 120 or fewer. A Panel of the Assembly of the Republic is responsible for distributing the seats by constituency and school, taking into account the number of participating schools in each constituency, the balance in national representation and the opinions issued by the Regional Directorates for Education Services.
2. The election process is included in the District/Regional Session Regulations.
3. In overseas constituencies from Europe or outside Europe, candidates to the National Session shall be elected during School Sessions.

## Chapter III

### SYSTEM GOVERNING THE ELECTION TO THE SCHOOL SESSION

#### Article 7

#### **Composition of the School Electoral Commission**

The relevant teachers shall determine the composition of the School Electoral Commission, which shall include, at least, one student.

#### Article 8

#### **Competence of the School Electoral Commission**

1. The School Electoral Commission is responsible for supervising the entire electoral process.
2. Namely, it shall be responsible for:

- a) Obtaining the electoral rolls from the school secretariat;
  - b) Receiving, accepting, identifying and publicising candidate lists;
  - c) Setting dates for the elections and the School Session, taking into consideration the time limit stipulated in the Programme calendar;
  - d) Appointing the polling station officers;
  - e) Scrutinising the election campaign;
  - f) Encouraging the formation of several lists.
3. The School Electoral Commission shall also be responsible for issuing decisions on any omissions to these Rules, as well as to the School Session Regulations.
  4. The School Electoral Commission is sovereign. Its decisions cannot be appealed.

Article 9

**Manner of election of members of parliament to the School Session**

1. The members of parliament to the School Session are elected from plurinomial lists identified by capital letters (e.g. A, B, C, etc.). The class to which they belong may be mentioned. Each list may include students from different classes.
2. Lists shall be submitted to the School Electoral Commission, where they are given identification letters according to their order of presentation.

Article 10

**Submission of nominations and formation of lists**

1. Lists submitted for election shall include the nomination of 10 effective candidates. The candidates on each list are considered to be ordered in the same sequence as that set out in the list.
2. The submission of a nomination consists of the submission of the list including the candidates' name, grade and class.
3. The list of nominations shall be drawn up in a way that promotes parity between both sexes.
4. Parity is understood to mean that there is a minimum representation of 33.3% of each sex on the lists. Therefore, they shall not include more than two

- consecutive candidates of the same gender.
5. Each list shall present their measures (3 at most), corresponding to their stand in relation to the theme chosen for the edition of the Young People's Parliament on that academic year. Each measure must be accompanied by a supporting argument, which shall be included in the Explanatory Statement.
  6. The lists must apply within the period stipulated by the School Electoral Commission.

Article 11

**Publicising the lists**

Once the time limit for the submission of lists has ended, the School Electoral Commission shall affix copies of the admitted lists, as identified by their letter, giving the reasons for any rejection of a list failing to meet the requirements laid down in the foregoing Article.

Article 12

**Conversion of votes into seats**

1. Votes are converted into seats using the proportional representation method and the D'Hondt method.  
*(In order to facilitate the calculation, the electronic version of these Rules of Procedure, available on the Young People's Parliament website, provides an Excel spreadsheet where the voting may be inserted, as well as an example of completion.)*
2. The number of seats in the School Session depends on the number of candidate lists, and shall be distributed as follows:
  - Single list – shall elect 10 members of parliament;
  - 2 lists – shall elect 15 members of parliament;
  - 3 lists – shall elect 23 members of parliament;
  - 4 or more lists – shall elect 31 members of parliament.
3. In the case of lists with the same number of votes, the allocation of the last seat shall meet the following criteria in the specified order:

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- a) The vote shall be repeated;
- b) The last seat shall be allocated to the list of candidates with the lowest average age;
- c) The last seat shall be allocated to the list proposing the highest number of measures, up to a maximum of three.

### Article 13

#### **Distribution of seats among the members of each list**

Within each list, seats shall be allocated to candidates according to the order of precedence, as established in Article 10(1).

## **Chapter IV ORGANISATION OF THE ELECTORAL PROCESS**

### Article 14

#### **Election Campaign**

1. The electoral campaign period shall begin on the day set by the School Electoral Commission and end 24 hours before the day designated for the elections.
2. Election propaganda shall mean any activity aiming at directly or indirectly promoting candidatures, whether it be by candidates, lists or supporters.
3. The School Electoral Commission may lay down specific rules on the manner in which the electoral campaign shall be carried out, namely what materials may be used, where they may be affixed, etc.
4. The various lists and their respective candidates have the right to equal opportunities and treatment, in order to undertake their campaign activities freely and under the best conditions.

### Article 15

#### **Polling Station**

Each school corresponds to one Polling Station. Polling stations are mandatory, even if there is only one list.

## RULES OF PROCEDURE

### Article 16

#### **Board of Officers of Polling Stations**

1. Polling Stations are composed of a Board of Officers tasked with promoting and directing electoral operations.
2. The Board of Officers is composed of a presiding officer, an alternate and two secretaries.
3. The Board of Officers shall be designated by the School Electoral Commission and the calculation of the results of the election may be monitored by a delegate from each candidate list to the election.

### Article 17

#### **Voting slips**

1. Voting slips shall be appropriately sized in order for indications of all the lists that are being put to the vote in each school to fit on them, and shall be printed on smooth, white, non-transparent paper.
2. The letter corresponding to the candidate lists shall be printed on each voting slip and be laid out horizontally, one below the other in alphabetical order.
3. On the line corresponding to each list there shall be a blank square intended to be marked with the elector's choice (person with the right to vote).
4. The School Electoral Board shall be responsible for printing the voting slips.

### Article 18

#### **Voting**

1. The voting slips shall be distributed by the Board of Officers to each voter, who, alone and secretly (secret ballot), shall mark a cross in the respective square of the list they are voting for and shall fold the voting slip twice.
2. Each student appearing in the Polling Station shall give their registration number, grade and name.

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3. The identification of the voter shall be checked by means of any document containing a current photograph generally used for identification purposes, or by two Polling Station officers.
4. Once the student has been identified, the Presiding Officer says their registration number and name aloud and, after checking the registration, gives them a voting slip. Meanwhile, the other Polling Station officers note that the elector has voted on the line corresponding to the voter's name.

### Article 19

#### Blank and null votes

1. Votes shall be deemed blank votes when no mark of any kind has been made on the voting slip.
2. Votes shall be deemed null votes when they are cast on a voting slip:
  - a) On which more than one square has been marked, or when there are doubts as to which square has been marked;
  - b) On which the square corresponding to a list that has withdrawn from the elections has been marked;
  - c) On which any cut, drawing or tear has been made, or when any word has been written.
3. Voting slips shall not be deemed null votes when, although the cross has not been perfectly drawn or goes outside the borders of the square, it unequivocally demonstrates the elector's wish.

### Article 20

#### Counting voters and voting slips

1. Once the elections have been closed, the Presiding Officer of the Polling Station shall order that the number of those who have voted be determined by counting the notations that have been made in the electoral roll books.
2. Once that count has been concluded, the Presiding Officer shall order that the urn be opened in order to check the number of voting slips that have entered it and, at the end of the count, shall replace them therein.

## RULES OF PROCEDURE

3. In cases in which there is a discrepancy between the number of voters determined in accordance with paragraph (1) and the number of voting slips counted, the latter number shall prevail for counting purposes.

### Article 21

#### Counting votes

1. One Polling Station officer shall unfold the slips one by one, and shall announce out loud which list has been voted for. Another Polling Station officer shall separately record on a blank sheet of paper or on a clearly visible board, the votes attributed to each list, any blank votes, and any null votes.
2. At the same time the Presiding Officer shall examine and display the voting slips and, with the help of one of the Secretaries, shall group them into separate batches corresponding to each of the lists that have received votes, blank votes, and null votes.
3. Once these operations have ended, the Presiding Officer shall counter-check the counting by counting the slips in each of the separate batches.

### Article 22

#### Minutes of electoral operations

1. The Board of Officers shall draw up the minutes of the voting and counting operations (see the *minutes template*, available in the electronic version of these Rules of Procedure, on the website of the Young People's Parliament) and have them affixed in the school for the results to be public.
2. The minutes must include:
  - a) The number of registered students, the names of the members of the Board of Officers, and of the delegates for the lists;
  - b) The times at which voting opened and closed and the location of the Polling Station;
  - c) The total number of voters;
  - d) The number of votes obtained by each list, the number of blank votes, and the number of null votes;
  - e) The distribution of seats among the various lists;
  - f) The names of the candidates elected to the School Session.

Article 23

**Communication of results to the Assembly of the Republic**

The results of the elections shall only be communicated to the Young People's Parliament Programme Team of the Assembly of the Republic following the School Session (up to four working days after the closing of this Session, as provided for in Article 8 of the School Session Regulations). This communication shall be made by means of an electronic form, made available on the Young People's Parliament website, containing the following information:

- a) Date of the School Session;
- b) Number of registered electors;
- c) Number of voters;
- d) Number of blank votes;
- e) Number of null votes;
- f) Number of lists;
- g) Number of votes obtained by each list;
- h) Number of classes involved in forming the lists;
- i) Number of students by gender on the lists;
- j) Number of students by grade on the lists;
- k) Number of students by age on the lists;
- l) Number of participants in the School Session;
- m) Other information on the results of the School Session mentioned in the respective Regulations;
- n) Additional statistical information, to be specified.

Article 24

**Final Provisions**

The Young People's Parliament Team of the Assembly of the Republic analyses and determines the cases where the number of students in a particular school makes it impossible to meet the minimum requirements for participation, adjusting the procedures accordingly.

**SCHOOL SESSION REGULATIONS**

Article 1

**Constitution and goals**

1. The School Session is the school's representative assembly, consisting of a minimum of 10 and a maximum of 31 members of parliament, elected after the stage of general debate on the theme and an electoral process where the most motivated students have organised their lists to submit proposals on the theme.
2. The purpose of the School Session is to approve the Draft Recommendation of the school, elect its members of parliament to the District/Regional Session and their candidate to the Bureau of this Session.
3. The School Session may be held over several plenary sittings if necessary.
4. There may be no guest speakers during the School Session.

Article 2

**Duties of the members of parliament**

1. Members of parliament shall possess the following duties:
  - a) To attend the meeting, or meetings, of the School Session;
  - b) To take part in discussions and voting;
  - c) To respect the dignity of the assembly and its members;
  - d) To comply with order and discipline and to submit to the authority of the President of Bureau of the School Session.
2. The absence of a member in the School Session shall imply the loss of seat.

Article 3

**Bureau of the Session**

1. The Bureau of the School Session shall consist of a President, a Vice-President and a Secretary or, in the event that the assembly consists of only 10 students, solely by the President.

## RULES OF PROCEDURE

2. The President shall be responsible for:
  - a) Chairing the Session, declaring it open, suspended and closed and directing its work;
  - b) Giving the floor to members of parliament and ensuring order during debates, voting and elections.
3. It shall be the responsibility of the Vice-President to replace the President when he/she is absent from the room and to assist in the conduct of the proceedings.
4. The Secretary shall record requests to speak and voting results, monitor speaking times and assist the President in organising the proceedings.

### Article 4

#### **Election of the President of the Bureau**

1. Nominations for President of the School Session must be signed by 3 members of parliament if the assembly is composed of more than 10 members of parliament, or they may be individual if the Assembly consists of only 10 members of parliament.
2. The relevant teacher shall receive the candidatures for the Bureau Presidency and put them to the vote.
3. The most voted candidate is elected President of the School Session, followed in descending order of votes by the election of the other members of the Bureau, unless:
  - a) there is only one candidate to the Bureau Presidency. In this situation, the remaining members of the Bureau should be appointed by the President-elect from among the members of the Session, from different lists (if any);
  - b) the assembly consists of only 10 students, in which case only the President is elected.
4. In the event of a tie, the vote shall be repeated for the tied candidates only. If the tie persists, it shall be the responsibility of the relevant teacher to appoint the member of the Bureau concerned.

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### Article 5

#### **Competences of the Bureau**

1. The Bureau shall direct the Session's proceedings with impartiality, in order to approve the Draft Recommendation, ensure the election of school members of parliament to the District/Regional Session and of a candidate to the Bureau, and carry out, in general, the agenda provided for in Article 7.
2. At the start of the session, the Bureau shall announce all the rules to be followed for the effective management of the agenda.
3. Decisions made by the Bureau are sovereign. They cannot be appealed.

### Article 6

#### **Meeting venue**

The School Session shall be held at a venue to be determined by the school's governing body, following consultation with the School Electoral Commission.

### Article 7

#### **Agenda of the School Session**

1. The relevant teacher — or a person designated by him/her — swears in the members of parliament at the beginning of the Session by calling them, one by one, to sign the list of members of parliament, after their name.
2. The President-elect shall give the floor to the representatives of the lists in order for them to present all the measures. This is followed by a period of debate, which may include requests for clarification, in order to allow members of parliament to raise any questions they might have regarding the content of the proposed measures or comment on the various measures. This moment shall be no longer than 60 minutes, and it shall be equally distributed between those members of parliament who have requested to take the floor.
3. Following the debate, if members of parliament show an interest in merging drafts, the President shall start a negotiation period between lists regarding their respective measures, for any changes in wording, determining the time allocated for this moment and suspending the Session. The lists may negotiate by adopting one of the measures or redrafting them. The approved measures must

be objective and comply with the length provided for in the **Draft Recommendation template**, available in the electronic version of these Rules of Procedure, on the Young People’s Parliament website.

4. Following the debate, the President shall put the proposals to the vote, one by one. Each member of parliament shall have one vote, including the members of the Bureau who are members of parliament.
5. The President shall:
  - a) Announce the number of votes obtained by each proposal;
  - b) Inform the assembly of the most voted proposals;
  - c) Repeat the vote, in the event of a tie, to determine the three most voted measures.
6. The three most voted measures (maximum number) shall form part of the Draft Recommendation of the school to be submitted to the District/Regional Session.
7. The President then initiates, by secret ballot, the procedure for the election of the full representatives who will defend the school’s final proposal at the District/Regional Session, as well as an alternate.
8. The election process by secret ballot shall be carried out as follows:
  - a) Each member of parliament shall have the right to one vote. Each member of parliament shall write on a blank voting slip the names of the members of parliament they prefer, taking into account the number of full members of parliament to be elected, fold the voting slip twice and hand it over to the Secretary of the Bureau after being called by the President;
  - b) The ranking of school representatives is carried out by determining the names of the members of parliament who received the most votes, including the alternate (e.g., if the school is entitled to elect 4 members of parliament, the 5th most voted member of parliament shall be the alternate);
  - c) In the event of a tie, the vote shall be repeated for the tied candidates only;
  - d) The President shall announce the results by saying the name of the school representatives to the District/Regional Session of the Young People’s Parliament.
9. Following the election of the members of parliament, the President shall accept nominations to the Bureau of the District/Regional Session. If he/she is a candidate him/herself, the Vice-President or another member of the Bureau (or the assembly) who is not a candidate shall be responsible for conducting the proceedings.

10. All members of parliament in attendance shall participate in the election, by secret ballot, of the candidate of the School Session to the Bureau of the District/Regional Session.
11. If the school candidate to the Bureau of the District/Regional Session is not elected as a member of this Bureau (following the procedure set out in Article 4 of the District/Regional Session Regulations), he/she will not be able to participate in the District/Regional Session, unless he/she has also been elected to represent the school at this Session.
  12. The President shall invite the members of parliament elected to the District/Regional Session to draft an “explanatory statement”, i.e. the set of arguments in defence of the approved measures. This statement shall be included at the beginning of the text, and be followed by the list of measures, which must be numbered and clearly worded, without mixing up arguments.
13. At the end of the Session, the President shall ask the members of parliament if they wish to propose a theme for the next edition of the Young People’s Parliament the following year, and put any proposals to the vote in order to select the one — and only one — to be presented at the District/Regional Session.

### Article 8

#### Notification of School Session decisions

Having fully complied with all the regulatory steps and procedures leading up to the School Session, it is the responsibility of the coordinating teacher, within four working days following closure of the School Session and respecting the deadline, to send the following information to the Assembly of the Republic via the electronic form available on the Young People’s Parliament website:

- a) The School Session election results, including the information referred to in Article 23 of the Electoral Regulations;
- b) A list containing the full members of parliament and the alternate member of parliament who will be participating in the District/Regional Session. This list must be ranked according to the votes received;
- c) The final version of the Draft Recommendation (which must be included in the template referred to in Article 7(3), within the limits of the text);
- d) A short report (Annex provided for in the form) with the following information:
  - The number of debates held, mentioning whether guests and/or a Member of the Assembly of the Republic were in attendance;

- The estimated number of participants in the debates;
- The name of the candidate for the Presidency of the Bureau of the District/Regional Session;
- The theme suggested by the School Session for debate in the next edition of the Young People's Parliament the following year;
- Any difficulties in implementing the Programme and suggestions for its further development;
- The impact of the session on the school community, within the scope of education and training for citizenship.

Article 9

**Final Provisions**

1. All votes shall be taken by a show of hands and elections must be performed via secret ballot.
2. The School Electoral Commission shall decide on any omissions to these Regulations. Its decisions cannot be appealed.
3. In schools belonging to constituencies in Europe and outside Europe, both members of parliament to the National Session shall be elected at the School Session.
4. Failure to comply with any of the rules contained in the School Session Regulations entails the school's exclusion from the Programme.

**DISTRICT/REGIONAL SESSION REGULATIONS**

Article 1

**Constitution and goals**

1. The District/Regional Session is established under Article 5 of the Electoral Rules and aims to provide all participating schools with the experience of a parliamentary session similar to that of the National Session. It aims to make decisions at the level of the constituency and to elect members of parliament to the National Session of the Young People's Parliament.
2. In the event that there is a constituency where only one school is participating, this Session shall not take place and its members of parliament shall attend the session of the nearest constituency where they are convened. In this case, the Panel of the Assembly of the Republic shall determine whether the constituency is represented at the National Session.

Article 2

**Duties of members of parliament**

1. Members of parliament shall possess the following duties:
  - a) Attend the Session;
  - b) Take part in votes;
  - c) Respect the dignity of the assembly and its members;
  - d) Comply with order and discipline, and submit to the authority of the President of the Bureau.
2. An alternate member of parliament from each school shall attend the Session and may take the floor, albeit without the right to vote, unless he/she is replacing one of the full members of parliament.
3. The absence of a school in its respective District/Regional Session entails the loss of the seats of its members of parliament, as well as the school's exclusion from the Programme.
4. The absence of any of the full members of parliament in the District/Regional Session, whose replacement is not timely ensured by the respective alternate, entails the school's exclusion from the Programme.

## RULES OF PROCEDURE

### Article 3

#### **Bureau of the Session**

1. The Bureau of the Session shall consist of a President, a Vice-President and a Secretary.
2. The President of the Session shall direct the proceedings and ensure the order of the debates.
3. The Vice-President and the Secretary shall assist the President in conducting the proceedings.

### Article 4

#### **Election of the Bureau**

1. The members of the Bureau shall be elected by the members of parliament selected for this purpose in the School Sessions of each constituency.
2. The election shall take place either by videoconference or at a meeting prior to the District/Regional Session. The IPDJ or, in the case of the Autonomous Regions, the Regional Directorates for Education and Youth shall promote a process in which the candidates show their leadership skills and knowledge of the rules governing the Session's proceedings. The procedure for election by videoconference shall be based on Article 3(3) and (4) of the Plenary Sitting Regulations.
3. The candidate who receives the most votes shall be elected President of the Bureau. The other members of the Bureau are then elected in descending order of votes.
4. The President-elect shall always be a candidate to the Bureau of the National Session. If the President is not elected as a member of the Bureau of the National Session, it is up to the school, if elected, to decide whether to include him/her in the relevant delegation, provided that this does not increase the number of attendees by delegation (one teacher, two members of parliament and one journalist, as the case may be).
5. If there are two consecutive ties in the election of one of the members of the Bureau, the tie must be broken based on the highest number of candidate lists in the respective schools, or on the highest percentage of voters (relative to the number of registered electors), if the first figure is identical.

## RULES OF PROCEDURE

6. In the event that, in a given constituency, no candidates stand for the Bureau Presidency of the District/Regional Session, or the number of candidates does not allow for the election of a Vice-President and/or Secretary of the Bureau, the Young People's Parliament Programme Team of the Assembly of the Republic shall decide on a solution to be adopted with regard to the formation of the Bureau of that District/Regional Session. The lack of candidates to the Bureau of the District/Regional Session prevents the constituency from nominating candidates for the Bureau of the National Session.

### Article 5

#### **Competences of the Bureau**

1. The Bureau shall direct the Session with impartiality, decide on the timing of each phase of the Session according to the number of schools involved, and decide whether the submission of proposals, during the course of the debate on the details, is carried out by school or by groups of schools.
2. At the beginning of the Session, the Bureau shall announce all the rules to be followed for the effective management of the agenda, including speaking times, and shall ensure equal opportunities for all schools.
3. Decisions made by the Bureau are sovereign. The Bureau is responsible for closing any loopholes in the Regulations and voting, where necessary, in order to avoid any deadlocks.
4. The President may invite the representative of the Young People's Parliament Team of the Assembly of the Republic or the IPDJ representative or, in the case of the Autonomous Regions, the Regional Directorates for Education and Youth, to provide support or clarification in the conduct of the debate.

### Article 6

#### **Organisation of the Session**

1. The session shall take place at a venue to be specified by the IPDJ Regional Directorate, in agreement with the Regional Directorate for Education Services.
2. In the case of the Autonomous Regions of the Azores and Madeira, the Regional Sessions shall take place at the seats of the respective Legislative Assemblies.

## RULES OF PROCEDURE

3. The IPDJ or, in the case of the Autonomous Regions, the Regional Directorates for Education and Youth shall have the full and alternate members of parliament in each school accredited before opening the Session. In the case of constituencies with 15 or more participating schools, this accreditation shall replace the roll call referred to in Article 8(1)(d) of these Regulations.

### Article 7

#### **Agenda of the District/Regional Session**

1. The District/Regional Session shall begin with a brief opening ceremony and its agenda shall include the following moments: questions for the Member of the Assembly of the Republic, discussion and approval of the Draft Recommendation of the constituency, election of the members of parliament and Spokesperson and voting on a theme to be proposed to the Assembly of the Republic for debate in the next edition of the Young People's Parliament, in accordance with the following articles.
2. Without prejudice to the provisions of the previous paragraph, in the Autonomous Regions, the question time may also include questions for the Members of the Regional Assembly designated by the respective Legislative Assemblies.
3. The agenda of the Session may be modified as a result of decisions by the Panel of the Assembly of the Republic, which are always circulated as early as possible.

### Article 8

#### **Opening Ceremony**

1. The President shall:
  - a) Take his/her place and begin the opening ceremony, which shall not exceed 10 minutes;
  - b) Invite the Member of the Assembly of the Republic in attendance, the representatives of the IPDJ and the Regional Directorate for Education Services, as well as any other guests to take a seat at the Bureau;
  - c) Introduce the guests at the Bureau to the Assembly;
  - d) Proceed with the roll call (in cases where there are 15 or more schools involved, the roll call is replaced by the accreditation in accordance with Article 6(3));
  - e) Then, the President shall give the floor to each guest in the Bureau for a maximum period of three minutes;

## RULES OF PROCEDURE

- f) At the end of the opening ceremony, the President shall thank the guests for their presence and accompany them as they leave the Bureau;
  - g) Ask the remaining members of the Bureau to take the seats to his/her left and invite the Member of the Assembly of the Republic to remain at the Bureau, to his/her right.
2. In the case of the Autonomous Regions, the opening ceremony is defined by the respective Legislative Assembly, together with the Regional Directorates for Education and Youth, and the Member of the Assembly of the Republic participating in the Session shall be in attendance. The opening ceremony should not exceed 10 minutes.
  3. After the opening ceremony, the President shall explain the functioning of the Session and the time planned for each moment, announcing the rules to be followed.

### Article 9

#### **Round of questions for the Member of the Assembly of the Republic**

1. The President initiates the registration period for questions to be submitted by members of parliament by school or by groups of schools (as a rule, groups should be formed, but this will depend on the number of schools involved).
2. The Member of the Assembly of the Republic may answer questions either one by one or in groups of questions, according to his/her preference, accepting additional questions if there is time to do so. In principle, this stage shall not exceed 30 minutes.
3. In the case of the Autonomous Regions, the moment for questions posed to the Members of Parliament is one hour, divided into two parts. The Member of the Assembly of the Republic shall take the floor during the first part.

### Article 10

#### **Discussion of Draft Recommendations**

The President shall report on the time available for each school to take the floor at the stage for presentation of the draft recommendation (point 1 below) and at the stage for debate on the general principles (point 2 below). There shall be no transfer of time between these phases and every school shall be granted the same time. The debate is carried out in the following sequence:

1. **Presentation of drafts:** the President shall give the floor to the members of parliament representing each school so they can defend the measures contained in their Draft Recommendations; members of parliament shall explain the measures they propose and avoid reading them, as colleagues already have the written text in their possession.
  
2. **Debate on the general principles:** the aim of this debate stage is to clarify the contents of the proposals presented by each school, in order to enable members of parliament to subsequently vote for the project they consider to be overall best suited to serve as a basis for the constituency's Draft Recommendation. Members of parliament may register to:
  - Submit requests for clarification on the content of the measures of other schools, in which case the member of parliament shall immediately announce which school, or schools, he/she wishes to address in order to better manage the response time;

and/or

  - Provide a general appreciation of the Drafts under discussion.
  
3. **Vote on the general principles:** the President shall put each Draft to the vote in order to determine that which will serve as the basis for the debate on the details which will subsequently be held. Each member of parliament may vote for those Drafts he/she considers best, and should vote for more than one. Only the votes in favour are counted, since the measures of the other drafts may be used at the subsequent stage (which is why votes against and abstentions are not counted). In the event of a tie, the vote shall be repeated for the most voted Drafts. A tied second vote means that the Draft belonging to the school with the highest number of lists in the electoral act or the largest proportion of voters (relative to the number of registered electors), if the first figure is identical, shall be selected.
  
4. **Debate and vote on the details:** the goal of this phase is to discuss each measure of the basic Draft, where changes can be made so that the constituency's Draft Recommendation does not exceed five measures.

The President shall advise as to whether the draft amendments are tabled by groups of schools or by each school (the rule is to form groups, but this will depend on the number of schools involved) and shall also advise that each school or group of schools may present no more than three draft amendments to the basic Draft. The President shall interrupt the Session for a few minutes,

so that participating members of parliament may submit, in writing and using a specific form (*see Annex 1*), draft alterations to the basic Draft, which may be:

- **Draft Eliminations** – to delete one of the measures in the basic text;
  
- **Draft Amendments** – to amend the wording of the measure in the basic draft. To alter an expression or merge the measure (or part of the measure) with another which is listed in one of the other drafts under discussion;
  
- **Draft Additions** – to add a measure to the basic text. The measure in question must be part of other drafts or result from merging measures from other drafts under discussion.

Except in the case of draft eliminations, where only one proposal is allowed, each school or group of schools (depending on what has been previously defined for this stage) may submit more than one draft alteration of each type (amendment and addition), respecting the limit of draft alterations accepted by the Bureau, i.e. three.

After being handed over to the Bureau, the President shall group the drafts into three separate batches: elimination/amendment/addition. The debate and voting are carried out according to the following methodology:

1. The President shall give the floor to a representative of each group which has presented a draft elimination on measure 1 and may then accept the registration of a member of parliament (and only one) to speak against it, seeking to ensure the rotation of schools in registrations. At the end, the President shall put the draft eliminations submitted in relation to measure 1 to the vote, drawing attention to the following: only one measure can be eliminated from the basic Draft. If this occurs, draft alterations to the deleted measure automatically fall outside the scope of discussion. Subsequently, draft eliminations related to the other measures are debated and put to the vote following the same procedure.
  
2. Then, draft amendments are debated and put to the vote, following the above methodology.
  
3. Lastly, draft additions of new measures are discussed, according to a similar discussion process. The President shall only put the draft additions to the vote after they have all been discussed, so that members of parliament

become aware of every alternative, since the constituency's Draft Recommendation cannot exceed five measures. If a higher number of measures is adopted, only the most voted measures shall be included in the Draft Recommendation.

4. If there is a tie in any individual vote on the details, the vote shall be repeated. If there are two consecutive ties in the vote for the same measure, a tied second vote is equivalent to rejection.
5. Final wording of the constituency's Draft: The President shall inform that, at the end of the Session, the Bureau shall confirm, together with the Spokesperson, the final wording of the constituency's Draft Recommendation to be sent by the IPDJ to the Young People's Parliament Programme Team of the Assembly of the Republic, within three working days at the latest, for subsequent dissemination online. The constituency's Draft Recommendation shall only have the following preamble:  
 "The members of parliament of the (...) constituency submit the following recommendations to the Assembly of the Republic: (...)", to be followed by the measures numbered 1-5 (without arguments).

Article 11

**Election of members of parliament to the National Session**

The procedures are conducted as follows:

- a) The President shall provide each member of parliament with a voting slip, prepared in advance by the IPDJ, listing the names of the schools, and the name of each school shall be followed by a blank square; meanwhile, the President proceeds with the roll call of schools, asking the representatives of each school to stand up, so that everyone recognises who they wish to elect;
- b) Members of parliament shall use the voting slip to mark the names of the schools they wish to represent their constituency in the National Session, taking into account that their vote is an individual choice and shall be based on one's own assessment of the performance of the colleagues representing each school;
- c) Where a constituency is represented at the National Session by only one school, members of parliament must mark the name of two schools on the voting slip;
- d) The President shall call the members of parliament for them to vote, by secret ballot, and invite the representatives of the IPDJ and the Regional Directorate for Education Services to count the votes;
- e) The President shall announce the results and the names of the selected schools;
- f) In the event of a tie, the vote shall be repeated for the most voted schools. A

tied second vote means that the school with the highest number of lists in the electoral act or the largest proportion of voters (relative to the number of registered electors), if the first figure is identical, shall be selected;

- g) Members of parliament elected to the National Session should be the two students with the highest number of votes in their school (as ranked in the published list) The President shall also advise that non-elected members of parliament from these schools are alternate members of parliament to the National Session and may eventually replace one of the full Members;
- h) The President shall then announce the names of the first and second alternate schools which, on account of having the highest number of votes from among those which have not been selected, are entitled to participate in the Session in case of withdrawal by a selected school. If there is a tie between them, the vote shall not be repeated; the first alternate shall be the school with the highest number of lists in the electoral act or the highest percentage of voters (relative to the number of registered electors), if the first figure is identical. If a tie occurs when determining the second alternate school, the vote shall also not be repeated and the same criterion shall apply as for the first and second alternate schools;
- i) If only two schools participate in a constituency and only one can be elected, a tied second vote means that the school with the highest number of lists in the electoral act or the largest proportion of voters (relative to the number of registered electors), if the first figure is identical, shall be selected.

Article 12

**Election of the Spokesperson for the constituency**

1. Only members of parliament elected to participate in the National Session may run for Spokesperson for the constituency at the National Session.
2. The President shall explain the duties of the Spokesperson (see the following article) and take note of the nominations for this election, giving the floor to each candidate for one minute, following the same election procedure as for Members.
3. All the full members of parliament to the District/Regional Session vote, by secret ballot, to elect the Spokesperson for the constituency. An election shall be held even if there is only one candidate.

## RULES OF PROCEDURE

- Each member of parliament shall write on a blank voting slip the name of the candidate they prefer; the members of the Bureau shall count the votes and the President shall announce the results.
- A tied second vote means that the Member belonging to the school with the highest number of lists in the electoral act or the largest proportion of voters (relative to the number of registered electors), if the first figure is identical, shall be selected.

### Article 13

#### **Role of the Spokesperson for the constituency**

- The role of the Spokesperson shall be to coordinate the action of the parliamentary group in his/her constituency at the National Session of the Young People's Parliament and to draft, in conjunction with his/her colleagues, a question to be proposed for the plenary sitting of the National Session.
- It is also the responsibility of the Spokesperson to submit to the Young People's Parliament Programme Team of the Assembly of the Republic, after the National Session, drafts for possible amendments to the Programme deemed relevant by the members of parliament in his/her constituency.

### Article 14

#### **Proposing a theme for the following year**

- Proposals on themes approved in School Sessions are included in a list that is distributed at the beginning of the proceedings, on which each member of parliament will mark with an X a theme of his/her preference.
- In the event of a tie in the selection of a theme, the Bureau shall decide by secret ballot.
- The most voted theme in each constituency is subject to consideration by the Parliamentary Committee with competence in the field of education, where the theme to be debated in the following edition of the Young People's Parliament shall be decided.

### Article 15

#### **Closure of the Session**

- Before closing the Session, the President shall recommend that the elected members of parliament pay special attention to the information that the

## RULES OF PROCEDURE

Assembly of the Republic will be disseminating on the organisation of the National Session, in particular on the organisation of Committees.

- The President shall close the Session, after announcing the information relating to the Euroscola competition.

### Article 16

#### **Communication of the results of the Session**

The IPDJ and, in the case of the Autonomous Regions, the Regional Directorates for Education and Youth are responsible for ensuring that the following information is sent to the Young People's Parliament Programme Team of the Assembly of the Republic within three working days following the Session: the text of the approved Draft Recommendation, the names of the schools (including their alternates) and of the members of parliament elected to the National Session, as well as the proposed theme for the following year, to be submitted by the constituency to the Parliamentary Committee with competence in the field of education.

### Article 17

#### **Interventions by teachers**

- Teachers in charge of coordinating the Programme in schools should ensure the availability of the elected members of parliament to participate in their constituency's Session and promote the analysis of the Regulations and Draft Recommendations which will be under discussion.
- Teachers may not intervene in the Session either directly or indirectly (for example by sending e-mails) and must always seat separately from the members of parliament.
- Within five working days of the District/Regional Session, teachers must notify the Young People's Parliament Programme Team of the Assembly of the Republic of any replacements of members of parliament elected to the National Session (*see Article 11(g)*).
- Within eight working days following the District/Regional Session, teachers may register a student to attend the National Session as a journalist/photo journalist (provided that the school is not prevented from doing so because the journalist registered the previous year did not deliver a feature). Teachers are required to specify the newspaper's name or website in the case of an online newspaper.

## RULES OF PROCEDURE

Registration shall be performed by means of an electronic form available on the website of the Young People's Parliament.

### Article 18

#### Guests

1. The IPDJ may invite local entities to speak at the opening ceremony, which shall also be attended by a Member of the Assembly of the Republic. Each speaker shall take the floor for a maximum period of three minutes, and the ceremony shall not exceed 10 minutes.
2. In the case of the Autonomous Regions, their Legislative Assemblies may invite regional parliamentarians and/or local entities to deliver a speech in the opening ceremony, which shall also be attended by a Member of the Assembly of the Republic. Each speaker shall take the floor for a maximum period of three minutes, and the ceremony shall not exceed 10 minutes.
3. Participating schools or the above entities may also invite journalists from regional newspapers.

### Article 19

#### Final Provisions

1. The calendar for the Sessions shall be publicised, as early as possible, by the Assembly of the Republic, after consulting the Regional Directorates for Education Services, the IPDJ and, in the case of the Autonomous Regions, the Regional Directorates for Education and Youth.
2. As soon as the President of the Bureau of the District/Regional Session announces the voting period, no one may enter or exit the room, except for compelling reasons or *force majeure*.
3. All votes shall be taken by a show of hands and elections shall be performed via secret ballot.
4. In the event of a tie in any voting, the vote shall be repeated; a tied second vote is equivalent to rejection. The vote on the general principles is an exception to this rule, provided for in Article 10(3) of the District/Regional Session Regulations.

## RULES OF PROCEDURE

5. The use of mobile phones by full or alternate members of parliament during District/Regional Sessions should be limited to research within the context of the debate, the occasional collection of images and strictly necessary and urgent communications, provided that this does not interfere with the smooth functioning of the proceedings.
6. The Draft Recommendations approved at District/Regional Sessions, as well as the results of the elections shall be disseminated on the Young People's Parliament website within four working days of the District/Regional Session.

## NATIONAL SESSION REGULATIONS

### Article 1

#### Constitution of the National Session

1. As a rule, 120 members of parliament elected from public, private and cooperative secondary schools participate in the National Session of the Young People's Parliament. Schools may be from the Mainland, the Autonomous Regions and overseas constituencies in Europe and outside Europe.
2. Members of parliament to the National Session shall be elected in District/Regional Sessions, by secret ballot, from among the members of parliament elected in School Sessions, in accordance with the Regulations forming part of the Rules of Procedure. In overseas constituencies from Europe or outside Europe, members of parliament to the National Session shall be elected directly in the School Session.
3. Members of parliament, organised by constituencies, form a 'parliamentary group', which is coordinated by a Spokesperson, in order to facilitate the organisation of the proceedings.

### Article 2

#### Organisation of the National Session

The National Session of the Young People's Parliament shall be organised in two periods, corresponding to two days of parliamentary work:

- a) The first day is devoted to Committee meetings, where the Draft Recommendations on the theme, adopted at the District/Regional Sessions,

shall be discussed; questions to be addressed to Members of the Assembly of the Republic during the Plenary Sitting shall also be approved;

b) The second day is devoted to the Plenary Sitting. It shall be divided into two stages: addressing questions to Members of the Assembly of the Republic and adopting a Recommendation, at national level, to the Assembly of the Republic.

Article 3

**National Session Regulations**

These Regulations include the **Committee Regulations** (A) and the **Plenary Sitting Regulations** (B), laying down the rules governing the operation of the two periods in the National Session.

**A) COMMITTEE REGULATIONS**

Article 1

**Goal of Committee meetings**

The primary goal of Committee Meetings — which take place on the first day of the National Session — is to provide a dynamic and spontaneous debate on the Draft Recommendations approved in the various constituencies in order to draw up proposals that enshrine the wealth of contributions presented. The final Recommendation enshrines the measures approved by the Committees selected in the Plenary Sitting.

Article 2

**Organisation of Committees**

1. The Young People's Parliament Programme Team of the Assembly of the Republic organises Committees based on the number of participants, equally distributing by each Committee the Drafts approved in constituencies.
2. Each Committee shall only discuss the Drafts it has been assigned.
3. Whenever possible, all the members of parliament from constituencies

subscribing to the Drafts under discussion in each Committee shall participate therein, with the exception of the members of the Bureau of the National Session.

4. In constituencies with a large number of members of parliament, these may be allocated to several Committees so that in each case a balanced representation is guaranteed and constituencies with a higher representativity may also influence the decisions of other Committees. The Spokesperson is always part of the Committee handling the Draft of his/her constituency.
5. The members of parliament of all constituencies represented in a Committee have the same right to take the floor, without prejudice to the limitation provided for in Article 5(1).
6. Drafts distributed to each Committee, together with the names of the members of parliament participating in each of them, shall be divulged in advance of the National Session.

Article 3

**Bureau of the Committee**

The Bureau of each Committee shall consist of two Members of the Assembly of the Republic, one of them chairing the proceedings, and a parliamentary employee who shall provide the necessary advice.

Article 4

**Meeting rules and organisation**

1. The meeting shall be declared open by the Members of the Assembly of the Republic who, when conducting the proceedings, follow a similar methodology to that of the District/Regional Session. The Chair (Member of Parliament presiding over the Committee) announces the time allocated to each item on the agenda and states other special guidelines.
2. The meeting agenda, which shall not exceed three hours, shall comprise the following stages: discussion of the Draft Recommendations of the constituencies represented in the Committee in order to approve a text per Committee, with a maximum of five measures, and selection of questions to be posed during the Plenary Sitting.
3. Speeches shall be improvised, and shall last no more than two minutes. All members of parliament have the same right to speak and vote.

4. In giving the floor, the Chair shall comply with the principle of alternation between constituencies.

Article 5

**Discussion of Draft Recommendations**

The Chair shall report on the time available for each constituency to speak at the stage of presentation of the draft recommendation (point 1 below) and at the stage of debate on the general principles (point 2 below). There shall be no transfer of time between these phases and every constituency shall have the same time. The debate is carried out in the following sequence:

1. **Presentation of drafts:** the Chair shall give the floor to the representatives of each constituency for them to present the measures contained in the Draft Recommendations under discussion in the Committee. Members of parliament from constituencies with projects assigned to other Committees cannot intervene at this stage (and only this stage).
2. **Debate on the general principles:** this stage aims to clarify the contents of the proposals from each constituency, so that the members of parliament can subsequently vote for the Draft they consider to be overall best suited to serve as a basis for the Committee's Draft Recommendation. At this stage, Members may register to:
  - Submit **requests for clarification** on the content of the measures tabled by other constituencies, in which case the member of parliament shall immediately announce which constituency, or constituencies, he/she wishes to address in order to better manage the response time;

and/or

  - Provide a **general appreciation** of the Drafts under discussion.
3. **Vote on the general principles:** the Chair shall submit each Draft to the vote in order to determine that which will serve as the basis for the debate on the details. Each member of parliament may vote for those Drafts he/she considers best, and should vote for more than one. Only the votes in favour are counted, since the measures of the other Drafts may be used at the following stage. In the event of a tie, the vote shall be repeated for the most voted Drafts. A tied second vote means that the Draft belonging to the constituency with the highest number of lists in the electoral act or the largest proportion of voters (relative to

the number of registered electors), if the first figure is identical, in the sum of schools elected by that constituency for the national session shall be selected.

4. **Debate and vote on the details:** this phase aims to discuss each measure in the basic Draft, and changes can be made, provided that the Committee's Draft Recommendation does not exceed five measures. The methodology for this stage is as follows:

The Chair shall advise that draft amendments may be tabled by constituency or by groups of members of parliament in different constituencies and that no more than two draft alterations to the basic Draft may be tabled by each constituency or group of members of parliament. The Chair shall interrupt the Session for a few minutes, in order to allow the members of parliament to submit amendments in writing and using a specific form (see Annex 2), which may be:

- **Draft Eliminations** – to delete one of the measures in the basic text;
- **Draft Amendments** – to amend the wording of the measure in the basic draft. To alter an expression or merge the measure (or part of the measure) with another which is listed in one of the other drafts under discussion;
- **Draft Additions** – to add a measure to the basic text.  
The measure in question must be part of other drafts or result from merging measures from other drafts under discussion.

Except in the case of draft eliminations, where only one proposal is allowed, each constituency or group of members of parliament may submit more than one draft alteration of each type (amendment and addition), respecting the limit of draft amendments accepted by the Bureau, i.e. two.

After being handed over to the Bureau, the Chair shall group the drafts into three batches: **elimination/amendment/addition**. The debate and voting are carried out according to the following methodology:

1. A representative of each constituency which has submitted a draft elimination regarding measure 1 shall take the floor and the Chair may then accept the registration of a member of parliament (only one) from another constituency to speak against it, seeking to ensure the rotation of constituencies in the registration.

## RULES OF PROCEDURE

2. Subsequently, the remaining draft eliminations shall be debated following the same procedure.
3. The Chair shall put the existing draft eliminations to the vote, drawing attention to the following: only one measure can be eliminated from the basic Draft. If this occurs, draft alterations to the deleted measure automatically fall outside the scope of discussion.
4. If there is a tie in any individual vote on the details, the vote shall be repeated. If there are two consecutive ties in the vote for the same measure, a tied second vote is equivalent to rejection.
5. Draft amendments to each measure shall then be briefly discussed, as illustrated below:

A representative of each constituency which has submitted a draft amendment regarding measure 1 shall take the floor and the Chair may then accept the registration of a member of parliament (and only one) from another constituency to speak against it, seeking to ensure the rotation of constituencies in the registration. At the end, each draft concerning measure 1 is voted on. Subsequently, the other measures are debated and put to the vote following the same procedure.
6. Lastly, draft additions of new measures are discussed, following a similar discussion process.

The Chair shall only put draft additions to the vote after they have all been discussed, so that members of parliament become aware of every alternative, since the constituency's Draft Recommendation cannot exceed five measures. If a higher number of measures is adopted, only the most voted measures shall be included in the Draft Recommendation.

### Article 6

#### Guide on Committee proposals

1. At the end of the meetings, parliamentary employees advising the Bureau of each Committee shall draw up a guide and systematise all the measures adopted, for debate in the Plenary Sitting.
2. The role of this working group is to prepare a text containing all the measures adopted in the various Committees, sequentially presenting the measures showing a likeness in terms of topics/goals, in order to facilitate the debate in

## RULES OF PROCEDURE

- the Plenary Sitting. Each measure must make reference to its Committee of provenance.
3. The list of measures included in the text will be discussed and voted on by the Plenary, with no possibility of correcting the original wording approved by the Committee.
  4. This working group shall ensure the distribution, at the end of the afternoon, of the guide serving as the basis for discussion at the Plenary of the National Session.

### Article 7

#### Selection of questions to be posed during the Plenary Sitting

1. Each Committee selects the number of questions, determined in advance by the Panel of the Assembly of the Republic, to be posed during the Plenary Sitting of the Session.
  2. Questions are posed by the Spokespersons participating in each Committee and voted without a debate. Only votes in favour shall be counted, since each member of parliament shall vote for the questions he/she deems the best. It is possible to vote for more than one question. In the event of a tie, the vote shall be repeated for the most voted questions. A tied second vote means that the question belonging to the constituency with the highest number of lists in the electoral act or the largest proportion of voters (relative to the number of registered electors), if the first figure is identical, in the sum of the schools elected by that constituency for the National Session shall be selected.
3. With regard to the selected questions, the respective Spokesperson may, if he/she so wishes, delegate its presentation to Plenary in another member of parliament in his/her constituency.

## B) PLENARY SITTING REGULATIONS

### Article 1

#### Organisation of the Plenary Debate

The Plenary Sitting of the Young People's Parliament shall be solemnly opened by the Presidency of the Assembly of the Republic and shall be organised in two moments:

## RULES OF PROCEDURE

- Questions for the Members of the Assembly of the Republic;
- Approval, at national level, of the Recommendation to the Assembly of the Republic.

### Article 2

#### **Bureau of the Session**

1. The Bureau of the Plenary Sitting shall consist of a President, a Vice-President and two Secretaries.
2. The President shall direct and coordinate the proceedings of the Session.
3. It is the responsibility of the Vice-President to replace the President when he/she is absent from the room and to assist in conducting the proceedings.
4. The Secretaries shall record requests to speak submitted by members of parliament, as well as voting results, monitor speaking times and assist the President in organising the proceedings.

### Article 3

#### **Election of the Bureau**

1. All the Presidents of District/Regional Sessions shall be candidates to the Bureau of the Plenary Sitting in accordance with Article 4(1) of the District/Regional Session Regulations.
2. Up to 20 days before the Plenary Sitting, the Assembly of the Republic, in conjunction with the partner entities, shall promote, by means of videoconference, a process in which all candidates show their leadership skills and knowledge of the rules for conducting the Session.
3. Where the computer process, via videoconference, cannot be ensured under equal opportunities and resources among all candidates, the procedure shall be repeated within a period to be agreed with the other partner entities.
4. The election shall be carried out via electronic remote voting, by secret ballot, and each candidate shall cast his/her vote by sending it to a dedicated mailbox only accessible to the Young People's Parliament Programme Coordinator.  
The opening of e-mails is overseen by the partner entities in attendance.

## RULES OF PROCEDURE

5. The candidate who receives the most votes shall be elected President of the Bureau. The other members of the Bureau are then elected in descending order of votes.
6. In the event of a tie, the election of the two most voted candidates shall be repeated. In the event of a tied second vote, the tie is broken taking into account the highest number of lists in the electoral act or the largest proportion of voters (relative to the number of registered electors), if the first figure is identical, at the schools of the constituencies in question.

### Article 4

#### **Competences of the Bureau**

1. The Bureau shall direct the session with impartiality.
2. The Bureau shall announce, at the start of the Session, all the rules to be followed for the effective management of the agenda, including speaking times, taking into consideration the alternation between constituencies and members of parliament.
3. The rulings of the Bureau are sovereign. The Bureau is responsible for closing any loopholes in the Regulations.

### Article 5

#### **Question time**

1. This phase is aimed at posing questions to Members of the Assembly of the Republic in representation of Parliamentary Groups.
2. The President shall give the floor to the members of parliament, registered in advance, in accordance with the decisions made in Committee Meetings.
3. Each member of parliament has one minute to pose the question.
4. Each Member of the Assembly of the Republic shall, in principle, have three minutes to reply to each question, unless the President of the Session sets another time limit.
5. At the end, if time is available, the Bureau may authorise the presentation

of requests for clarification. However, each intervention should not exceed one minute.

6. Question time shall last no longer than one hour.

#### Article 6

##### **Approval of the Recommendation to the Assembly of the Republic**

1. This stage aims at approving a Recommendation to the Assembly of the Republic at national level with a maximum of 10 measures, according to the methodology set out in the following paragraphs.
2. The text in the guide to the measures approved by the Committees can only be amended by submitting draft eliminations (see Annex 3), which is the only type of draft alteration accepted. The President shall set a period during which work is interrupted for the purpose of tabling these drafts.
3. Each draft elimination must be supported by 10 Members, and each Member can only support one draft.
4. Before being put to the vote, each draft elimination shall be subject to a brief discussion, in two rounds, with a duration stipulated by the Bureau, and only one speaker in favour and one against may be heard in each round. The first speech shall be delivered by the first signatory of the draft, or by any other person nominated by him/her.
  - 1st round: the speeches aim to inform every member of parliament of the arguments for and against the set of submitted draft eliminations;
  - 2nd round: the new speeches on each measure (one in favour and one against) are immediately followed by the respective vote.
5. After the vote on the draft eliminations, if more than ten measures remain in the text, the Bureau shall immediately put to the vote each of the measures which have not been deleted. The final text shall include the ten measures which received the highest number of votes.
6. The text resulting from the debate, after being read by the Bureau, shall be put to a final overall vote and become the Recommendation, at national level, to the

Assembly of the Republic. Only this text can be considered final for delivery to the President of the Assembly of the Republic on behalf of the Young People's Parliament.

7. At the end of the vote, if time is available, the Bureau may give the floor, for one minute, to the Spokesperson for each constituency to deliver an explanation of vote or a brief comment on the Session.
8. This stage of the Session may extend into the afternoon period if necessary and in any event shall not exceed 15.30.

#### Article 7

##### **Speaking**

1. Members shall, as a general rule, take the floor without a script.
2. Speeches in Plenary are necessarily limited depending on the time assigned for it, and it is understood that all members of parliament have already had the right to speak and express their positions on the theme during Committee meetings. As a rule, each speech should not exceed one minute.
3. The use of the floor in Plenary may be granted by the Bureau to:
  - a) Take part in the discussions in accordance with the rules of this Regulation;
  - b) Ask questions or make calls to the Bureau on the conduct of the proceedings;
  - c) Make and respond to requests for clarification, when authorised by the Bureau;
  - d) Provide explanations of vote or final comments, when authorised by the Bureau.

#### Article 8

##### **Order in which speakers are given the floor**

1. The floor shall be given by the President of the Bureau, taking into account the alternation between constituencies and members of parliament. During the debate, the President shall give priority to members of parliament who have yet to take the floor.
2. The Bureau must rigorously respect and enforce respect for the time laid down in the Rules of Procedure for each stage of the Session.

## RULES OF PROCEDURE

### Article 9

#### **Form of speeches**

1. When taking the floor in Plenary, members of parliament shall address the President and the Assembly with due respect and be standing.
2. The speaker cannot be interrupted without his/her consent.
3. The speaker may be advised by the President that his/her time is up.

### Article 10

#### **Votes**

1. Each Member shall possess one vote.
2. The vote may be for, against or abstention.
3. Members shall vote, by standing, according to the President's indication.

### Article 11

#### **Decisions**

1. Decisions shall be taken by a simple majority (the number of votes in favour shall exceed the number of votes against).
2. No member of parliament who is present in the room may abstain from voting.
3. Abstentions shall not be eligible for the purpose of counting voting results.
4. Repeated votes may only take place in the event of a tie or if the Bureau finds that the members of parliament had serious doubts on the subject which has just been voted. In this case, it shall be repeated immediately, since the Bureau cannot, at a later stage, repeat the vote on a matter on which the Plenary has already decided.
5. In the event of a tie in any voting, the vote shall be repeated; a tied second vote is equivalent to rejection.

## ANNEXES

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### **DEBATE ON THE DETAILS**

*Forms for submitting draft amendments*

ANNEX 1: DISTRICT/REGIONAL SESSION

Draft elimination

A draft elimination consists of deleting one of the measures from the basic text.

Proponent school (or group of schools) .....

Measure to be deleted: no. ....

Draft amendment

A draft amendment consists of modifying the wording of a measure included in the basic draft.

It may be performed by changing an expression in the text or merging the measure (or part of the measure) with another which is listed in one of the other drafts under discussion.

Proponent school (or group of schools): .....

Measure to be amended: no. ....

Proposed wording (please write on the space below in a legible manner):

.....  
.....  
.....  
.....  
.....

(If the amendment to the wording is the result of merging measures from several schools, the measures' numbers and the name of the respective schools must be specified below.)

Merging measure no. .... with measure no. ....  
of School(s) .....

Draft addition

A draft addition consists of adding a measure to the basic text. The measure in question must be part of other drafts or the result of merging measures from other drafts under discussion.

(If no changes are made to the measure to be added, please specify only the number of the measure and the name of the respective school.)

Proponent school (or group of schools): .....

Addition of measure no. .... of School .....

(If the measure to be added is the result of merging measures from several schools or has been subject to modifications, please write below the text of the new measure and specify the measures' numbers and the name of the respective schools.)

New measure with the following text:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Merging measure no. .... with measure no. ....  
of School(s) .....

ANNEX 2: NATIONAL SESSION/COMMITTEE

Draft elimination

A draft elimination consists of deleting one of the measures from the basic text.

Proponent constituency (or constituencies):.....

Measure to be deleted: n.º .....

Draft amendment

A draft amendment consists of modifying the wording of a measure included in the basic draft.

It may be performed by changing an expression in the text or merging the measure (or part of the measure) with another which is listed in one of the other drafts under discussion.

Proponent constituency (or constituencies): .....

Measure to be amended: no. ....

Proposed wording (please write on the space below in a legible manner):

.....  
.....  
.....  
.....  
.....

*(If the amendment to the wording is the result of merging measures from several constituencies, the measures' numbers and the name of the respective constituencies must be specified below.)*

Merging measure no. .... with measure no. ....  
of Constituency (or Constituencies): .....

.....

Draft addition

A draft addition consists of adding a measure to the basic text. The measure in question must be part of other drafts or the result of merging measures from other drafts under discussion.

*(If no changes are made to the measure to be added, please specify only the number of the measure and the name of the respective constituency.)*

Proponent constituency (or constituencies): .....

Addition of measure no. .... of Constituency: .....

*(If the measure to be added is the result of merging measures from several constituencies or has been subject to modifications, please write below the text of the new measure and specify the measures' numbers and the name of the respective constituencies.)*

New measure with the following text:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Merging measure no. .... with measure no. ....  
of Constituency (or Constituencies): .....

.....

### ANNEX 3: NATIONAL SESSION/PLENARY

Mark with an X the name of the member of parliament who will present the draft during the 1st round.

**Draft elimination of measure no. .... of the guide**

**Members of parliament:**

..... (name) ..... (constituency)

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Comissão Parlamentar de Educação  
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