

GUIDELINES for MEP SESSIONS

Roles and functions:

DELEGATE

A delegate adopts the role of a Member of the European Parliament. As a delegate you are a member of the delegation which represents your country or region. Together with delegates from other countries/regions you make up a committee. During the committee sessions you should, together with the other committee members, work out a resolution on the issue of the committee in respect of your personal opinion and that of your country/region. On the last day of the conference you take part in the General Assembly. The resolution of your committee will be discussed there, and you should be able to defend it, if other delegates challenge it.

A delegate should be able to speak in public and express him/herself clearly in English.

Delegates have an obligation to be well prepared and well-read on the issue of their committee.

Delegation

All delegates of one country/region make up a delegation. Each delegation sends members to the different committees. All delegates from one country/region will meet for a delegation meeting at the day after the committee sessions. There the delegations will discuss the resolutions, worked out by the committees. During the General Assembly all members of a delegation sit together.

HEAD OF DELEGATION

Each delegation appoints a head of delegation.

The head of a delegation introduces his/her delegation at the Opening Ceremony

(3 minutes). He/she is allowed to find any presentation he/she thinks fit as long as the introduction complies with the specific nature of the Ceremony. This presentation/speech should be prepared in advance.

The head of delegation also collects and announces the votes of his/her delegation during the General Assembly.

The head of delegation participates as a full member in one of the committees.

COMMITTEE

There are usually 5 committees. Each deals with a topic on a specific issue. The committees consist of the delegates from the different countries/regions. One committee president, who is supported by a

vice-president, leads the committee. Its task is to work out a resolution on the question of the committee. It should contain analyses of the current situation (introductory clauses) and proposals for future developments (operative clauses).

The resolution will be brought to discussion during the General Assembly.

Committee President

A Committee President heads his/her committee, the task being to lead the discussions between the members of the committee and to carry out the votes on clauses of the resolution. He/she must not take active part in working out the content of the resolution but has to act as moderator and make sure that compromises are made.

General Assembly

The General Assembly takes place on the last day of the conference. All delegates take part, to discuss and vote on the resolutions of the different committees. The General Assembly is headed by the President of the conference. Before speaking a delegate must be recognised by the President. Delegates do not yield the floor to other delegates. The authority of the President is absolute and delegates must respect his or her decisions to facilitate a smooth running of the Assembly. The President carries out the voting procedures on the resolutions.

If a delegate cannot hear or understand what has been said, he/she can interrupt the speaker asking the President to allow a "point of privilege". He/she uses the board marked "Privilege".

Resolutions

Resolutions consist of introductory clauses and operative clauses. Introductory clauses state the current situation, operative clauses the proposals of the committee.

Introductory clauses are numbered with letters.

Operative clauses are numbered with numbers.