

MEU UCM

MODEL EUROPEAN UNION

# Participant's Guide

# 2025



Cofinanciado por  
la Unión Europea



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# 1. Welcome Letter

Dear participant,

From the organizing team we are pleased to welcome you to the third edition of the European Union Model of the Complutense University of Madrid. We have done everything possible to make your experience during the simulation unforgettable and we are looking forward to meeting you in a few days.

Years ago, this project started as the idea that the best way to raise awareness among young people about the European Union and political participation is not only to explain it, but to make them feel part of it. With this in mind, the Complutense Institute of Administration Science (ICCA) embarks on the project of organising an annual meeting of young Europeans where they can debate and learn about the EU in a dynamic and fun way.

Finally, we want to remind you that we can provide the stage, we can provide the rules, but it is you, and you alone, who make MEU UCM a success. The organization only sets a framework and it is the participants who make the Model interesting and fun. Therefore, we encourage you to take it seriously and make the most of this experience.

We hope you enjoy and learn as much as you can during your participation in MEU UCM.

Best regards

The Organizing Team of the MEU UCM 2025

## 2. European Union Model

### 2.1 What is it?

The European Union Model (MEU) is a simulation of the functioning of the 3 main institutions of the European Union (European Commission, European Parliament and Council of the European Union). Young people from all over Spain embark, for 5 days, on debates, negotiations and votes on amendments to European legislation, being part of the model through different roles; Member of the European Parliament (MEP), minister (representing a country in the Council of the EU) or journalist.

This year, the MEU UCM will have as its main location the Faculty of Political Science of the Complutense University of Madrid and will take place from March 10 to 14 , 2025. If you participate in all the sessions that correspond to your role, you will receive a certificate of participation at the end of the Model. You can find more information about the model itself on our website, <https://www.ucm.es/icca/meu>

You can also get up-to-date information on the Model European Union 2025 as well as other activities through our social networks. Twitter: @MEU\_UCM Instagram: @MEU\_UCM and Facebook:

### 2.2 The organizers

The Complutense Institute of Administration Science has been organising the European Union Model since 2022 in Madrid, as well as numerous conferences, seminars and other activities every month of the year. The ICCA is an institute that is part of the Complutense University of Madrid (UCM). It is autonomous as a university institute, but maintains an organisational dependence on the University. Its staff is made up of professors from the university and professors from other universities, as well as professionals from the public and private sectors. Our activities range from regulated training such as the Master's Degree in Transparency and Good Governance to general dissemination activities, such as the conferences we have organised on the professional future in the European Union.

In 2019 our institute had the opportunity to participate in a KA3 Structured Dialogue project, funded by the Erasmus Plus program and organized by the NGO Young European Federalists of Madrid. This project aims to simulate European institutions with university and secondary school students, so that students learn how they work.

Directed by this NGO, in this simulation most of the protagonism fell on the young people themselves, who were the ones who led a large part of the project, restricting our participation to a series of short training and explanation seminars of the European institutions. This activity took place at the Complutense University of Madrid and ICCA was the liaison organisation between university and civil society, which served to start establishing contacts with these organisations. For the development of this project, not only students from the university but also students from secondary schools in the Canary Islands, Castilla la Mancha, Extremadura, La Rioja and Madrid were involved.

Participation in this project was a milestone in the teaching activities at our institute and allowed us to come into contact first-hand with a large-scale simulation (150 participants), which took place over a whole week. The activity was very positive and we were able to observe the learning of the students, greatly surprising the ability to progress in a few days on the part of the secondary students.

With this project, our goal is to go beyond the experience of the promoting organization. While the one-week experience has been very motivating and has a great impact on the participants, we see a need for a professionalization of the teaching and pedagogical work, within this Erasmus Plus program. The teachers working at ICCA are familiar with the implementation of innovative teaching techniques, as many of them have participated in teaching innovation groups. Some of us have been using simulations, either on the European Union or other political systems, in our courses.

### 2.3 Our philosophy

As Europeanists, we want to spread the word about the importance of the European institutions in our lives. **Our goal is to make citizens aware of the potential that institutions have to improve their lives.** For this reason, we want students and young people from all over the country to get to know in detail the role and internal dynamics that guide the work of the institutions. Finally, we seek to show the **importance of political debate in democracy**, where any representative of the citizenry has to follow their ideology while reaching agreements with those who think differently.

Based on these premises, MEU UCM aspires to:

- **Promoting active citizenship among young people:** drawing attention to the importance in our day-to-day lives of the decisions taken in the European institutions. Europeans must understand how the European Union works.

- **Provide academic knowledge:** the best way to understand how European legislation is designed and how its different institutions interact is to experience it from the inside.
- **Provide professional competencies:** MEU UCM also wants to promote the learning of professional skills and competencies among its participants, such as teamwork in a multicultural context, debate and public speaking, constructive negotiation in an institutional context and empathy to understand the reasons of those who have a different opinion.
- **To be a meeting place for young Europeans** who care about the world around them.

## 2.4 How are laws made at MEU UCM?

MEU UCM follows a procedure very similar to that of other European Union Models, but strictly following the ordinary legislative procedure. The simulation revolves around the idea that several legislative proposals are debated by both chambers (Parliament and Council). The simulation begins with the introduction of the proposals to both chambers following the ordinary legislative procedure of the EU, so that they can debate them and make amendments to the text proposed by the European Commission. During the simulation, the amended texts are exchanged between the two chambers so that both Parliament and the Council can establish a final text by mutual agreement.

An outline of the procedure can be seen in the table below:

	Proposals
	The Commission submits the proposals to Parliament and Parliament with experts on the subject
	Parliament debates proposals, proposes and approves amendments to in parliamentary committees
	Parliament debates and approves the proposals in plenary
	Commission representatives submit amended proposals to Council
	The Council discusses and adopts further amendments to the proposals
	Parliament finally debated and voted in plenary on the adoption of the text by the Council
	The Council discusses and approves the proposals submitted

You are expected to study the rules of procedure (see annex) before the start of the Model. However, in any case, there will be a specific workshop before the first session in which the rules of procedure will be explained to you and you will participate in practical exercises with the aim of making sure you understand them perfectly. Here's everything you need to know for now

- The European Parliament and the Council will discuss the same issues, but at different times. Firstly, the EP will propose and vote on the amendments to the original proposal for a directive; the Council will then receive the amended text and have time to accept, amend or reject it. If the Council amends Parliament's proposal, the text will go back to Parliament and then to the Council for the last time. This creates several opportunities for engagement between the two institutions.
- Negotiations between the parties and between the countries will be continuous, but negotiations between the EP and the Council are also interesting (because both can mutually block amendments).
- Everyone will have the opportunity to speak during the meetings, they will only have to ask the President to include them on the list of speakers. But under no circumstances will you be asked to speak if you don't want to. So if you want to get into the debate, you can; If you don't want to, you're not obliged.
- There will be meetings so that each political group (Conservatives, Socialists, Greens...) can decide privately what strategy it is going to follow and draft its proposals for amendments.
- Journalists as well as lobbyists will have access to plenary sessions, but they are encouraged to use any time (coffee breaks, lunch breaks, etc.) to "attack" their targets (asking for an interview, trying to convince an MP to vote in favour of this or that...).

## 2.5 Legislative process in the European Union

As it would be too long to explain in detail how laws are made in the EU, we have decided that it will be more useful to give you an introductory lesson on the first day of the model.

# 3. The roles

## 3.1 The European Commission

The European Commission (EC) drafts and presents the first drafts of the proposals that will later be debated, amended and voted on (accepted or rejected later) by the European Parliament and the Council (both represented in the model). The EC can, at any time,

modify its own proposals as a way of trying to reach the compromise accepted, bringing it back to debate in the European Parliament and the Council. This year the role of the European Commission will be interpreted by the organisation itself to allow a greater fluidity of the model, as well as to ensure its correct functioning.

### 3.2 Member of the European Parliament (MEP)

Members of the European Parliament are part of the only EU institution directly elected by European citizens, so your role as a participant during the model will be focused on representing a type of ideology rather than a country itself (at least most of the time). As a participant, you are expected to join a political faction and try to promote your own amendments while trying to build temporary alliances with other political groups to get a majority of the votes.

Within our simulation, some of the participants who play the role of MPE will also have to perform a more specific task. On the first day at the beginning of the debate, a vote must be taken to elect the President as well as the Vice-President. As surely whoever plays this role will not have much time, whoever wants to participate as President will have to start training even before arriving in Madrid. In addition to this, within the political groups themselves, there will also be the role of faction leader, who will speak on behalf of the entire group. Each group will decide independently who its representatives will be.

It is also important to remember that during the sessions you will not only be able to speak to other members of the EP, but also, and primarily, to your own voters, so you will have to take into account what the press says about you.

Here are some tips that will come in handy during your stay at the model:

**Tip 1:** Prepare what you want to say before explaining it to the rest of the participants. When you're speaking in public, time goes by surprisingly quickly, and the important thing is that you say exactly what you want to say. When preparing your speech, instead of writing an entire speech, it is better to simply take notes of the main points to highlight, as well as the keywords that you will want to highlight, improvising the rest of the content. Remember that it is rare for people who read their speeches instead of exposing them to capture the attention of the rest of the audience.

**Tip 2:** There are a lot of members within the European Parliament, so, realistically, the press does not spend much time in the news talking about European politicians, as well as television space in prime time, so remember! It will be your oratorical skills that will

make you able to make a place for yourself in the news. A good way to achieve this is through your speech; It includes striking and attractive phrases that later attract the attention of journalists and can then make headlines.

**Tip 3:** One of the main advantages of being an MPE is teamwork. During the model, it will be difficult to have enough time to write amendments, prepare speeches, negotiate with the other political groups and with the Council, as well as attend to the press and conduct interviews. Therefore, good organization within your faction is essential. We advise you to try to distribute the tasks equally in the first sessions so that you can attend all the events. For example, during meetings between political groups, some of you can go and talk to the press, while the rest continue to prepare the amendment.

**Tip 4:** The European Parliament is an unpredictable place. Within the EP it is common to find alliances that are considered unlikely since two apparently unrelated parties can decide to vote for something in common for different reasons. For example, a member of the EP can vote "yes" to a certain amendment because it benefits his country, because it is within his economic plan as a party or simply because such an amendment may favor national governments more by weakening the overall union as a whole. Therefore, identify possible allies in any party, but without forgetting that they can vote against you later.

**Warning!:** Most of the time the entire faction will vote together... But this is not something that always happens. Be careful! Some of your faction mates may have a special interest in a particular topic, thereby breaking voting discipline. The positive side of this is that as MEP you can also try to get others within other political groups to do the same. Sometimes, it will be very helpful to study the positions of the opponents as it will help you to know who can change their vote at the last minute.

### 3.3 Member of the Council of the European Union

As a member of the Council of the European Union, they will represent one of the 28 EU Member States . Your role in this case is to promote the interests of your country without forgetting the ideology of your government. You will also have to act more diplomatically, but by being part of the Council your decision-making role will be greater. In this case, you will be acting individually (only one participant per state is allowed), so you will need to create alliances with countries with similar interests to yours. Will you be able to achieve it? Here are some tips that will come in handy during your stay at the model:

**Tip 1:** Some countries have very specific interests in derailing a directive. Whether you are one of the countries that does not want the directive to go ahead or if you are in

favour, you must be careful. In Brussels, diplomacy is the key. Remember that you can't say things like, "oh yes, we take advantage of tax evaders coming from your country." This is important to remember because whoever has been your opponent during one of the votes, could be your ally in the next amendment... but only if you have not publicly offended them before.

**Tip 2:** You don't always have only national interests. Your government also has a specific ideology and different political affinities that can change what is considered national interest. In addition, in most EU countries, the government representative is also the person who decides who within his or her own party is part of the European Parliament. Sometimes, you will need to "remind" this message to the parliamentarian of your national party if they are expected to vote on something different than expected.

**Warning!:** You should also explain to the voters in your country why we act in a certain way. If you finally manage to reach a compromise, you will need to explain it to the press so that later on the political party that is in opposition in your country does not use that information against you.

### 3.4 Journalists

To facilitate communications between the two institutions and to make participants feel the real pressure of the press, a small number of participants will have the role of journalists.

As a journalist within the model, you will have to create a newspaper or a program with the most relevant news that will be shown every day to the rest of the participants either on paper or through social networks. In the programs you can write everything related to interviews, the tabloid press, as well as some secrets about the negotiations... But the time and number of pages of the newspaper is limited, so you'll have to figure out for yourself what you'll prioritize. What will go on your homepage? Will you manage to be neutral or will you take part in one of the sides?

**Tip 1:** There will probably be two opposing teams of journalists representing two different media corporations. It's essential that you write interesting information in the newspaper if you want to get readers' attention and get them to read your newspaper instead of the opposite one. Eye-catching headlines and photos will help you keep the audience indifferent to your articles.

**Tip 2:** The news won't always come to you, so you should be the one to look for it yourself. This means that you can't wait for politicians to give you the key headlines during their speeches or press conferences, so if you suspect that there are problems

within a faction, if you think that one country is forming secret alliances with another or if you observe some kind of blackmail towards politicians, Go ahead and investigate!

### 3.5 Secretariat

The secretariat consists of three people, one for the EP, one for the Council and one for the Commission, and its main role will be to moderate the debates. These people are chosen individually by the model's organization through interviews. These people have the ability to decide on issues related to programming, such as deciding when to take a break, as well as the time each participant has to intervene or if it should be reduced for practical reasons. These people are also in charge of the correct functioning of the rules during the model.

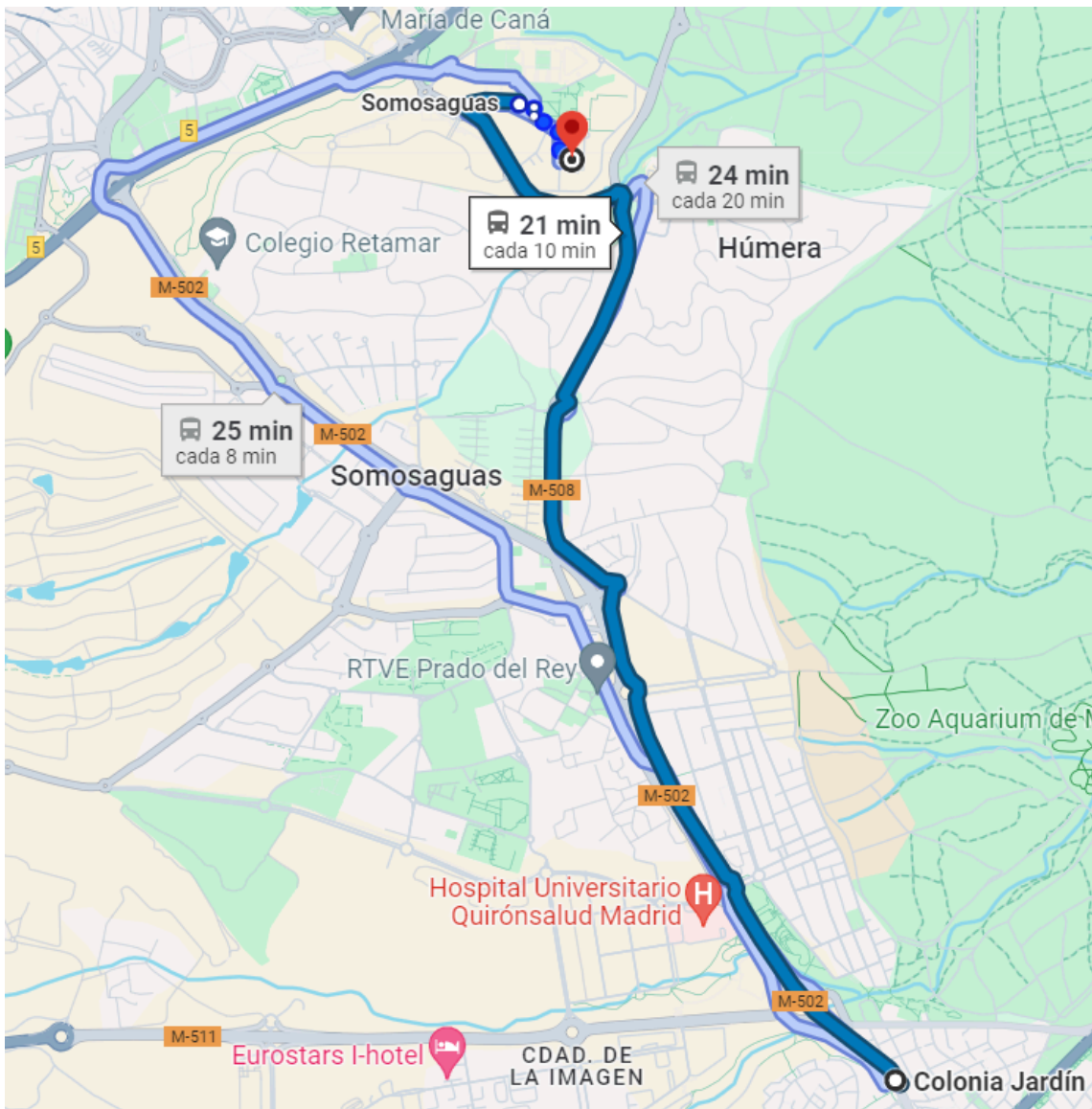
## 5. Where is MEU UCM held?

The sessions of the Model will be held at the Faculty of Political Science and Sociology of the Complutense University of Madrid.

### Getting to college:



If you are coming from Moncloa, the easiest thing to do is to take the EMT bus A, whose stop is located next to the entrance to Parque Oeste.



If you are coming from Colonia Jardín, it is best to take the EMT bus H.

## 7. Practical issues

**Dress code:** Participants must dress professionally during all model sessions. The use of a suit (or at least shirt, jacket and dress pants) is mandatory. The use of a tie is recommended depending on the role being played. Participants are expected to research their role and seek to represent the dress code as well. An alternative to pants can be a formal skirt. Shorts, jeans or trainers will not be allowed. The dress code only applies to the sessions: in the activities of the social program the dress is free. At the opening and closing ceremonies, participants are also expected to dress according to the dress code.

**Weather:** Expect pleasant spring-style weather. Temperatures will be around 20-25°C maximum, decreasing at night to 10-15°C.

**Drinking:** The consumption of any type of alcoholic beverage (including beer and wine) on public roads **is prohibited**. If the municipal police see you drinking, they will force you to throw away the drink and can impose a fine of between €100 and €600. The police are very strict with this prohibition and often patrol police officers dressed in civilian clothes, so we recommend you not to tempt fate. These behaviors are also prohibited in accommodation.

# ANNEX I: Rules and Procedures

## Article 1

### The Presidency (The Bureau)

- 1.1. The European Council (Council) or European Parliament (Parliament) shall be chaired jointly by a President and a Vice-President. The term 'Chair' in the following rules of procedure shall refer to both the Chairperson and the Vice-Chairperson.
- 1.2. The Presidency may and shall open, suspend and close the sessions; temporarily suspend meetings; to direct the debates of the Council or Parliament; to decide on the admissibility of procedural points, motions and amendments; ensure respect for the rules; maintain order; urge speakers; close debates; limiting the number of speakers allowed within a given debate; to close the list of speakers; determine if there is a quorum; to submit questions to a vote; and, announce the result of any vote.
- 1.3. The Presidency should ensure that all Members adhere to the rules of procedure at all times. Each Member shall respect the decisions of the Chair.
- 1.4. If questions arise about the interpretation of these rules of procedure, the Presidency will decide on their correct interpretation.
- 1.5. No Member may speak in plenary without being urged by the Chair to do so. If the speaker moves away from the subject, the Chair will call him/her to order. If the speaker is called to order twice on the same issue, the Chair must, on the third occasion, prohibit him/her from speaking again in debate.
- 1.6. The speaker may not be interrupted by anyone except the Chair.
- 1.7. The Presidency may take action on members which disrupts the follow-up to the sitting (see Rule 2).

## Article 2

### Maintaining order

- 2.1. Words and expressions that address human dignity or that may prejudice the order of the debate may not be used.
- 2.2. The Presidency shall call to order any Member of the Council or Parliament who causes a disturbance during the proceedings.
- 2.3. If the offense is repeated, the Chair shall call the Member to order again, and it shall be recorded in the minutes of the debate. If the disturbance continues, or if another offence is perpetrated, the Presidency shall deny the right to speak to such Member, and/or expel him from the House or Parliament for the remainder of the

sitting. The Presidency shall have recourse to the latter measure immediately in the event of exceptional seriousness.

2.4. If disturbances threaten to obstruct the work of the House, the Presidency shall suspend or close the session for a specified period of time to restore order. If the Presidency is not heard, it must leave the Bureau; Such action shall have the effect of suspending the meeting. The Chair should resume the meeting at a later time.

2.5. Mobile phones must be switched off during sessions.

### **Article 3**

#### **Official language**

Spanish is the official and working language of all MEU bodies.

### **Article 4**

#### **Codecision procedure in the Council and Parliament**

4.1. Proposals from the European Commission (Commission) in the ESF will be dealt with under a codecision procedure described below.

4.2. The Commission's proposals shall be submitted to Parliament. At this point, a representative of the Commission will need to outline the proposals to both chambers, the Council and Parliament, highlighting both the key articles of the proposals and any issues that the Commission considers important to accentuate when discussing. Likewise, the Commission may be convened to clarify any aspect during the debate by means of a vote with a simple majority.

4.3. After the proposals have been tabled, Parliament shall begin the first reading of the proposal. During the reading, Parliament may adopt amendments by a simple majority. Parliament's first work will be carried out in parliamentary committee. The second work of the Parliament will be done in Plenary.

4.4. When Parliament has finished reading it, it will send the proposal to the Council, including all those amendments that have been adopted.

4.5. The Council's first reading: when reading the proposal which has already been amended by Parliament, the Council may:

to. To approve the proposal as amended by Parliament. To do this, a qualified majority is needed. The proposal then, as it is considered, is adopted.

b. Amend the proposal. A qualified majority is required for each amendment.

4.7. When the Council has finished reading the proposal, it will be sent (potentially) amended to Parliament.

4.8. During the second reading, Parliament may:

- to. To approve the proposal with a simple majority. If this happens, the proposal will be adopted;
  - b. Reject the proposal with a simple majority. If this happens, then the proposal is not adopted;
  - c. To propose amendments. For each amendment, a simple majority is needed.
- 4.9 When Parliament has finished reading the proposal, it will be sent, potentially amended, to the Council.
- 4.10. During the second and final reading, the Council may:
- to. To approve the proposal with a qualified majority. If this happens, the proposal is adopted;
  - b. Reject the Bill by qualified majority. If this happens, the project is not adopted.
- 4.11. In the event that the Directive (the proposed one) is not adopted by the Council of the European Union, the legislation provides for the establishment of a Conciliation Committee. This part will not be covered in our simulation, so we encourage participants to anticipate that they should act more tactically, taking into account the other institution after the first reading.

## **Article 5**

### **General course of the Reading in the Council or Parliament**

- 5.1. A reading consists of introductory speeches, a general debate on the subject, a debate on specific amendments, and a vote on amendments. (The latter is not given at the Council's second reading.)
- 5.2. At the beginning of the reading, there will be introductory speeches by the Members of the Council or by a selected representative of each group in Parliament during the group meetings. Each introductory speech may not exceed three minutes.
- 5.3. After the introductory statements, there will be a general discussion on the topic. Every Member who wishes to do so will be able to speak.
- 5.4. The general debate is terminated when there are no more speakers on the list of speakers for the general debate or when a motion to close the general debate (see rule 7.4) is granted.
- 5.5. The Presidency may limit the number of speakers allowed during a debate beforehand: it may also close the list of speakers during the debate, in particular due to time constraints.
- 5.6. When the general debate on a topic has ended, the Presidency shall announce the debate on the amendments tabled.
- 5.7. Debate on a specific amendment ends when there are no more speakers on the list of speakers for the debate on that amendment or when a motion to close the

debate is granted. The House shall proceed to the voting procedure on amendments (see Rule 11)

- 5.8. Only those amendments that have been debated may be voted on during the amendment voting session.
- 5.9. When the voting procedure on amendments is completed, the House will proceed to the general debate or voting procedure on the draft proposal in question (on final reading only).

## **Article 6**

### **Types of Debates and Rights to Speak.**

6.1. There are three types of debate: the List of Speakers, Moderated Debates, and Informal Discussions.

6.2. List of speakers:

to. Each Member wishing to speak during a debate on the Speakers' List should raise his or her plaque after the Chair has issued the call for speakers, or pass a note to the Chair.

b. The Presidency may limit the number of speakers allowed during a given debate before it begins. The Chair may also close the list of speakers at any time.

c. The Chair shall call the Members of the List of Speakers when their turn comes. Members will be able to make their speeches from their seats.

d. Speaking time will usually be one minute. The Bureau may announce a change in the time limit for a set of speakers or for an individual speaker at its discretion. Motions to extend or limit the time are in order.

and. When a speaker has finished his speech, he or she should be asked by the Chair if he or she is willing to answer questions (also known as Information Points). The speaker had the right not to answer any questions. Both the chair and the speaker have the ability to limit the number of questions they want to allow. The time limit for a question is thirty (30) seconds.

f. Those Members who wish to make an Information Point must raise their plaques when urged to do so. They will be targeted by the presidency and will be called in due course.

g. Once the Member has made his/her Information Point, the Chair will give the initial speaker the opportunity to respond. The Chair may also decide not to give the speaker an opportunity to respond.

h. In exceptional cases, the Chair may allow the questioning Member to comment on the speaker's response.

i. If speakers whose names have been duly entered in the list and are unable to speak due to time, they shall have the right to give the text of the speech to the Chair in written form, in a legible form, provided that this text does not exceed the speaking

time. A one-minute speech means half a page written. The Presidency will make a summary of the speeches of those speakers who at the end of the debate.

### 6.3 Moderated Debates:

to. A Moderated Debate may be proposed by the Chair and Members at any time by means of a "Motion for a Moderated Debate", specifying the time limit for discussion, the time limit per speaker and the topic for discussion. The time may not exceed twenty (20) minutes.

b. During a Moderated debate, members should remain in the room and follow the discussion.

c. The Chair will moderate the debate, during which only Personal Privilege Points and Order Points may be accepted.

d. The Chair should alert Members when the time for the Moderated Debate is nearing the end.

and. A Motion for a Moderated Debate will only be valid in the Council of Ministers. A Motion for a Moderate Debate will not be accepted in the European Parliament.

### 6.4 Debate Informal:

a. Informal Debate may be proposed by the Chair or by the Members of the House at any time by means of a "Motion for Informal Debate", specifying the time limit for debate. This time may not exceed twenty (20) minutes.

b. During an Informal Debate, Members should be in the room.

c. The Presidency will not moderate, and the debate will not be official.

d. The secretary will project the countdown in a visible place, if possible.

## **Article 7 [Council]**

### **Procedural Motions**

7.1. A Member shall have the right to speak if the Member files a Procedural Motion. Members may submit Procedural Motions at any time, except during an Informal Debate, Moderated Debate, when another Member is speaking, or during Voting Processes.

7.2. To file a Procedural Motion, a Member must raise his or her plate and indicate the type of motion.

7.3. No Motion may interrupt a speaker.

7.4. The Procedural Motions are the following:

a. "Motion for Moderated Debate"

A Member may make a Motion for Moderated Debate to have an in-depth review of a particular article or provision under the subject of debate. The Chair may either approve the motion or put it to the vote. A simple majority is required to pass the Motion.

Likewise, for the Motion to be valid, it must be formulated proposing the total time, the time per speaker and the topic of debate.

b. "Motion for Informal Debate"

A Member may make a Motion for Informal Debate, so that the articles being debated shall be made in informal session. The Chair can either approve the motion or put it to a vote. A simple majority is needed. The Chair will also have the possibility to move a temporary adjournment of the session without a motion by one of the Members.

c. "Motion to Close the Debate"

A Member may move a Motion to Close the Debate, which may refer to the general debate, the debate on amendments, or the debate on a specific amendment. In the event that there are objections to the motion, it must be voted on. One Member shall speak in favour and one against the motion. To approve the motion, two-thirds (2/3) of the votes are needed. Once the Motion to Close the Debate has passed, the debate shall be closed immediately without the remaining speakers on the list of speakers having the opportunity to make their comments orally.

d. "Motion to Extend/Limit Speaker's Time"

A Member may propose a change in the length of the speaker's time. This motion may be presented only when the Chair asks for Points or Motions. The Presidency will put this motion to the vote. A simple majority is needed to approve it. In the event of a tie, motions are not adopted.

7.5. The Presidency is allowed to dismiss dilatory Procedural Motions.

## **Article 7 [Parliament]**

### **Procedural Motions**

7.1. A Member shall have the right to speak if he or she files a Procedural Motion. Members may table a Procedural Motion at any time except during Informal Debates, when another Member is speaking, or during the voting process.

7.2. To file a Procedural Motion, a Member must raise his or her plate and indicate the type of motion.

7.3. No Motion may interrupt a speaker.

7.4. The Procedural Motions are the following:

to. "Motion for Informal Debate"

A Member may make a Motion for Informal Debate, so that the articles being debated shall be made in informal session. The Chair can either approve the motion or put it to a vote. A simple majority is needed. The Chair will also have the possibility to move a temporary adjournment of the session without a motion by one of the Members.

b. "Motion to Close the Debate"

A Member may move a Motion to Close the Debate, which may refer to the general debate, the debate on amendments, or the debate on a specific amendment. In the event that there are objections to the motion, it must be voted on. One Member shall speak in favour and one against the motion. To approve the motion, two-thirds (2/3) of the votes are needed. Once the Motion to Close the Debate has passed, the debate shall be closed immediately without the remaining speakers on the list of speakers having the opportunity to make their comments orally.

c. "Motion to Extend/Limit Speaker's Time"

A member may propose a change in the length of the speaker's time. This motion may be presented only when the Chair asks for Points or Motions. The Presidency will put this motion to the vote. A simple majority is needed to approve it. In the event of a tie, the Motions are not adopted.

7.5. The Presidency is allowed to dismiss dilatory Procedural Motions.

## **Rule 8**

### **Procedural Points**

- 8.1. Information Point: may only be used when asking about Procedural Motions, either in relation to a decision of the Bureau or an error of fact on the part of any of the parties in a discussion. An Information Point will have to be presented immediately after a speaker has finished and if the speaker has time left after his intervention. If the use of the right to present Procedural Points is improper, the Chair may prohibit the member from speaking during the remainder of the debate on the subject in question.
- 8.2. Point of Order: A member may submit a Point of Order if the member has a legitimate reason as he believes that there is a violation of the Rules of Procedure. The Point of Order must be formulated to draw attention to what happened and will be addressed accordingly to the Presidency. A Point of Order can interrupt a speaker.
- 8.3. Personal Privilege Point: A member may present a Personal Privilege Point when he or she is experiencing some discomfort, such as not being able to hear the speaker well. This item may be tabled without the Chair asking for points or motions. A Personal Privilege Point may interrupt a speaker.
- 8.4. Right of Reply: A member may present the Right of Reply immediately after another member's intervention if he or she feels that the intervention insults his or her national dignity or honor. The Chair shall immediately dictate whether the Right of Reply is valid and whether the intervention could reasonably have been considered insulting or offensive. The intervention granted to the offended member under the Right of Reply shall be respectful and intended to contest any perceived defamation, having a time of thirty (30) seconds to do so.
- 8.5. Quorum Verification: A member may present a Quorum Verification item if the member believes that a significant part of the Council is not present at the debate. The Presidency will have the ability to affirm this point as dilatory. If the item is

valid, a "head count" will be performed to determine the new quorum. All future votes will take account of this new quorum.

## **Article 9**

### **Order of Priority of Points and Motions**

In the event that there is more than one procedural point or motion at the same time, the order of priority is as follows:

- Personal Privilege Point.
- Point of Order.
- Information Point.
- Right to reply.
- Verification of the Quorum.
- Motion to Extend/Limit Speaker's Time.
- Motion for Informal Debate.
- Motion for a Moderated Debate.
- Motion to Close the Debate.
- Motion to Close the List of Speakers.

## **Article 10**

### **Amendments for a Project**

- 10.1. Amendments shall be debated during the Debate on Amendments and immediately followed by the General Debate. These amendments will be discussed as they appear in the text. If two or more contradictory amendments refer to the same paragraph, the amendment that differs the most from the original text will take precedence over the rest and will be debated first. If this passes, the other amendments will fall; If this is rejected, the next amendment in priority will have to be studied, and also for each of the remaining amendments. In case of doubt as to the order, the Presidency shall pronounce a ruling.
- 10.2. Each member may propose amendments to the Bill. Amendments shall be submitted in the manner designated.
- 10.3. Any amendment that seeks to eliminate, replace, or render impossible the entire draft of the project will not be in order. The Presidency may delete dilatory amendments.
- 10.4. Amendments may be presented at any time during the reading.
- 10.5. When an amendment is discussed, the Chair shall call upon the member who tabled it to introduce it. In addition to reading the proposed amendment, the member should explain it briefly. The Chair will then open the list of speakers for the discussion of that amendment. No intervention may exceed one minute.

- 10.6. An amendment may change several paragraphs in the text if these changes are related to each of them and if this amendment restates that the divisions made do not make sense. The Presidency may reject amendments that change several paragraphs but should be tabled in several amendments.
- 10.7. A member proposing an amendment may withdraw it at any time. If the Chair does so, the Chair will ask another member if he or she is willing to present it. If not immediately assumed by any member, it will be considered null and void.
- 10.8. Sub-amendments (amendments to amendments) shall refer to an amendment previously discussed and shall not contradict the meaning of the amendment. A sub-amendment will not be another amendment.
- 10.9. Friendly Amendments: A member who discovers a spelling, grammar or style error in the proposal or in an amendment that is being debated, must propose a Friendly Amendment. The Friendly Amendment shall be in written form and may be submitted to the Chair at any time. The Presidency will decide on the matter. The Presidency will also have the ability to present a Friendly Amendment.

## **Article 11 [Council]**

### **Vote on Amendments**

- 11.1. When the debate on amendments has ended, the Presidency will announce the start of the voting procedure on amendments. No amendments may be tabled during the voting procedure and no member shall be permitted to enter or leave the room.
- 11.2. During the voting procedure, only the Press Coordinator, the Presidencies Coordinator and the Director-General have the right to enter and/or leave the room.
- 11.3 During the voting procedure, passing notes will be suspended.
- 11.4. The amendments that have been debated will be voted on in the order in which they appear in the text. The Presidency will read out the text of the amendment to be voted on. Members will vote directly, without debate. A qualified majority will be required to accept the amendment. Abstention is accepted in the Council.
- 11.5. All approved amendments shall be part of the amended Bill.

## **Article 11 [Parliament]**

### **Vote on Amendments**

- 11.1. When the debate on amendments has ended, the Presidency will announce the start of the voting procedure on amendments. No amendments may be tabled during the voting procedure and no member shall be permitted to enter or leave the room.
- 11.2. During the voting procedure, only the Press Coordinator, the Presidencies Coordinator and the Director-General have the right to enter and/or leave the room.

11.3 During the voting procedure, passing notes will be suspended.

11.4. The amendments that have been debated will be voted on in the order in which they appear in the text. The Presidency will read out the text of the amendment to be voted on. Members will vote directly, without debate. A simple majority will be required to accept the amendment. Abstention is allowed in the Council.

11.5. All approved amendments shall be part of the amended Bill.

## **Article 12 [Council]**

### **Quorum**

12.1. Quorum is the necessary number of members who must be present in order for the Council to have access to the voting procedure. The presence of a majority of the Member States of the European Union, represented by at least one member, is necessary for a quorum. When a substantial vote is taken, the Chair shall verify whether a quorum is present.

12.2. If there is no quorum, the vote will be invalidated if it is not a vote on a procedural motion.

## **Article 12 [Parliament]**

### **Quorum**

12.1. A quorum is the necessary number of members who must be present in order for Parliament to have access to the voting procedure. The presence of one third of the members is essential for a quorum. When a vote is to be taken, the Chair shall verify that a quorum is present.

12.2. If there is no quorum, the vote will be invalidated if it is not a vote on a procedural motion.

## **Article 13 [Council]**

### **Voting Procedure**

13.1. No member may enter or leave the room during the voting procedure, or speak, or present a motion except from the Information Point concerning the voting procedure.

13.2. During the voting procedure, only the Press Coordinator, the Presidencies Coordinator and the Director-General have the right to enter and/or leave the room.

13.3. No one may be called to speak during a vote.

13.4. During the voting procedure, passing notes will be suspended.

- 13.5. There will be the possibility of voting in favor, against or abstaining. When a procedural motion is voted on, however, no one may abstain.
- 13.6. The Council will vote on procedural motions by lifting the plates. If the Presidency doubts the outcome of the vote, a new one will have to be taken. During the vote by call or show of voice for the adoption of amendments and the adoption of the amended draft, the Chair shall call upon the countries represented. The Vote will be verbal and will be expressed by "Yes", "No", or "Abstention". After voting by call or by a show of voice, no further vote may be taken.
- 13.7. A Qualified Majority is required to approve a Bill or amendment. A Qualified Majority requires 55% of the Member States, at least 15 of them, representing 65% of the population of the European Union. A valid block by a minority must consist of at least four (4) Member States (so three (3) Member States representing 35% of the EU population may not reject an amendment).
- 13.8. After the Vote, the Chair shall declare that the voting has ended and announce the results, which may not be changed thereafter. The results of the vote on the bill or a part of it must be publicly projected in the House, if possible.

## **Article 14**

### **Majorities**

There are three types of majority:

a. Simple majority

Each member has one vote. A Simple Majority of all members present shall be required in procedural matters in the Council and for a majority of votes in Parliament.

b. Two-thirds majority.

Each member has one vote. Two-thirds of the votes of the members present at the debate shall be required. This majority is only necessary for the Motion to Close Debate in both Houses.

c. Qualified Majority [Council]

This majority, explained in point 13.7, is necessary for the adoption of amendments and directives/drafts only in the Council.

<b>Country</b>	<b>Population %</b>	<b>Country</b>	<b>Population %</b>
Malta (MT)	0.08%	Hungary (HU)	1.95%
Luxembourg (LU)	0.10%	Portugal (PT)	2.06%
Cyprus (CY)	0.17%	Czechia (CZ)	2.07%
Estonia (EE)	0.26%	Greece (EL)	2.18%
Latvia (LV)	0.39%	Belgium (BE)	2.20%
Slovenia (SI)	0.40%	Netherlands (NL)	3.30%
Lithuania (LT)	0.58%	Romania (RO)	3.94%
Croatia (HR)	0.84%	Polonia (PL)	7.59%
Ireland (IE)	0.90%	Spain (ES)	9.21%
Slovakia (SK)	1.06%	Italy (IT)	11.77%
Finland (FI)	1.07%	United Kingdom (UK)	12.60%
Denmark (DK)	1.10%	France (FR)	12.94%
Bulgaria (BG)	1.43%	Germany (DE)	15.88%
Austria (AT)	1.66%	Sweden (SE)	1.88%

## What to do if you have a problem?

**Emergencies:** In case of emergency (ambulances, police, etc.) the emergency number is **112**. This number is completely free. In the event of an emergency, please also notify the MEU organization so that they can assist you.

**Any other issues:** If you get lost or if you experience any unexpected issues, you can call any of our contacts. We recommend that you save the numbers below on your mobile phone so that, if necessary, you can call us as soon as possible.