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OSCE PARLIAMENTARY ASSEMBLY

PROCEDURAL DOCUMENT AND TIMELINE

Vancouver, 30 June – 4 July 2023

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This document seeks to give a brief and basic guide to the procedures of the OSCE Parliamentary Assembly and the practical arrangements in view of the 30th Annual Session to be held in Vancouver from 30 June to 4 July 2023. This document is not exhaustive and should be read in conjunction with the Rules of Procedure dated 21 March 2020.

DOCUMENTS

Please pay special attention to the Rules of Procedure and the document deadlines (page 10) regarding the submission of *Supplementary Items, Amendments, Compromise Supplementary Items* and *Questions of Urgency*.

General Committees Reports and Draft Resolutions

The Rapporteur of each General Committee will present a report which will form the basis of the debate in the General Committee. The text of the report is the responsibility of the Rapporteur.

The Rapporteur will also present a draft resolution based on the report. Both documents will be translated and circulated as soon as possible, expected to be in early May 2023.

The Draft Resolution, but not the Report, is subject to amendment by Members of the Assembly in accordance with the provisions of Rule 22, paragraph 1 of the Rules of Procedure. Amendments should, therefore, relate only to the subjects addressed by the Rapporteur in the Draft Resolution.

Supplementary Items

Rule 21 of the Rules of Procedure states that the agenda of the Annual Session may be supplemented by an item or a motion on any matter within the competence of the OSCE, **which does not relate directly to subjects proposed by the General Rapporteurs to the three General Committees**. Proposed supplementary items may therefore only be submitted to the Secretariat after the Reports and Draft Resolutions of the Rapporteurs are made available in early May but at least 35 days before the opening of the first plenary session, on **Friday, 26th May 2023**.

Supplementary Items shall be in the form of a draft resolution with signatures of at least twenty Members representing at least four different countries. In addition, a Member of the Assembly cannot be a co-sponsor of more than four supplementary items.

The Standing Committee may place only **fifteen** supplementary items on the agenda of the Annual Session. The Standing Committee decides by a two-thirds majority of the votes cast whether to include a supplementary item on the agenda of the Annual Session. If more than fifteen supplementary items receive a two-thirds majority in the Standing Committee, a ballot shall be held to determine which items are placed on the agenda, and the fifteen supplementary items receiving the highest number of votes shall be placed on the agenda of the Annual Session. The Standing Committee shall then decide by a majority of votes cast whether to refer a supplementary item to the competent Committee or to submit it to the plenary.

According to Rule 21.3, Supplementary Items which obtain the level of support required by Rule 21.1 and have no amendments meeting the requirements of Rule 22.1, but which are not placed on

the agenda of the Annual Session by the Standing Committee under Rule 21.1, are referred directly to the Plenary or competent Committee.

Supplementary Items must be received at the International Secretariat in Copenhagen not later than FRIDAY 26 MAY 2023.

Amendments

According to paragraph 1 of Rule 22 of the Rules of Procedure, amendments to the Draft Resolutions presented by the General Rapporteurs or to Supplementary Items shall be submitted in writing and signed by at least five Members representing at least two participating States. **A Member of the Assembly may not sign more than four Amendments to a draft resolution or to a supplementary item.**

Amendments to the Draft Resolutions prepared by the Rapporteurs of the three General Committees shall be received at the Secretariat with the required signatures at least fourteen days before the opening of the first plenary session (Friday 16 June 2023). Amendments to Supplementary Items shall be received at the Secretariat with the required signatures at least seven days before the opening of the first plenary session (Friday 23 June 2023).

Each Amendment may only relate to one paragraph. If two or more Amendments relate to the same paragraph, they will be voted upon according to the following order:

- Amendments to delete the entire paragraph
- Amendments to delete part of the paragraph
- Amendments that modify the paragraph
- Additional Amendments that insert a new paragraph.

Delegations are particularly requested not to present Amendments which incorporate or re-order large sections of the Rapporteur's original draft resolution. In order to allow proper debate, it is necessary that any Amendments be addressed specifically to individual paragraphs of the Rapporteur's text. Amendments should not take the form of alternative resolutions.

The forms for submitting amendments to draft resolutions and supplementary items will be forwarded to you.

Amendments to the three General Committee Draft Resolutions must be received at the International Secretariat in Copenhagen not later than FRIDAY 16 JUNE 2023.

Amendments to Supplementary Items must be received at the International Secretariat in Copenhagen not later than FRIDAY 23 JUNE 2023.

Final Document

The draft Final Document to be debated and considered at the Plenary Session on **Tuesday, 4 July 2023** will be, in principle, a composite of the three resolutions of the three General Committees.

Supplementary Items adopted in General Committees will also be considered by the Plenary Session. In the event of incompatibilities between the texts adopted by the General Committees, a Drafting Committee composed of representatives of the three General Committees and others appointed by the President will seek to reconcile the texts (Rule 39, paragraph 3).

Validation of Signatures

Please note that according to Rule 24 of the Rules of Procedure, for the purposes of validation of signatures, the Standing Committee is expected to approve the list of registered participants maintained by the Secretariat.

RULE 24

Validation of Signatures

1. The signatures of Members of the Assembly who signed a supplementary item or an amendment in accordance with the Rules of Procedure are valid provided they register for the Annual Session; the Secretariat shall maintain a list of registered participants subject to approval by the Standing Committee.
2. In the event that a Member of the Assembly who registered for but cannot attend the Annual Session due to unavoidable obligations, his or her signatures shall remain valid provided that the President of the Assembly and the Secretary General are notified in writing by the Head of a Delegation before the Standing Committee meeting.

Working Languages

The Reports and Draft Resolutions of the three General Committees as well as the Supplementary Items that become valid after the deadline of 26 May will be translated into English, French and Russian. Amendments to the three General Committee Draft Resolutions and Supplementary Items will also be translated into English, French and Russian.

During the Annual Session, all procedural documents will be translated into English and French and the Draft Declaration will be presented in English and French. Russian language translations will not be available in Vancouver.

As is the case in all statutory meetings, there will continue to be six-language simultaneous interpretation in Vancouver.

Submission of Documents and Signatures

For the submission of documents and signatures (Supplementary Items, Amendments, etc.), please use **ONLY** the following:

Email: vancouverdocs@oscepa.dk
Fax: +45 33 37 80 30

List of Speakers for General Debates

In advance of general debates held in both Plenary Sessions and General Committees, Members wishing to speak should submit their name via email to: tableoffice@oscepa.dk **not later than one hour before the announced time for the opening of the sitting** (Rule 27, paragraph 2). Please note this email address will be open to receive requests to be added to various Speakers Lists beginning on **Monday 26 June 2023**.

Considering the time constraints, Members wishing to speak in the General Debate in the Plenary Session on **Monday 3 July 2023** are particularly encouraged to email the Table Office in good time and in all cases not later than one hour before the announced time for the opening of the sitting.

The Chair may close the list when the number of speakers multiplied by five minutes exceeds the time available for the session. Alternatively, the Chair may reduce the time limit for each speaker to less than five minutes in order to allow more Members to participate in the debate (Rule 27, paragraph 2).

Voting and Voting Cards

Under Rule 34, paragraph 1, decisions in the Assembly, Standing Committee, General Committees or Bureau can only be taken when a majority of Members are present. The Chair shall determine the presence of a quorum.

Under Rule 32, paragraph 1, the Assembly shall vote by a show of hands except in cases where a roll-call vote or secret ballot is required.

Each delegation will receive colour-coded voting cards for the three General Committees and for the Plenary Sessions. Further information regarding the distribution of voting cards will be sent to you at a later date.

The voting cards for the three General Committees will be distributed according to Rule 36, paragraphs 2 and 4. The OSCE PA International Secretariat will distribute the voting cards divided equally, to the extent possible, among the General Committees. The difference between voting cards distributed for each committee shall not exceed one.

Where the Assembly's accounts show that a participating State has not made its due contribution for a period of 9 months, Members of its Delegation shall not be allowed to vote until the contribution has been received (Rule 41, paragraph 5).

ELECTION OF OFFICERS OF THE ASSEMBLY

(Current list of Officers of the Assembly can be found on page 9)

Election of the President, Vice-Presidents, and Treasurer will be held on the last day of the Annual Session, **Tuesday, 4 July 2023**. These Officers will be elected by secret ballot (Rule 5, paragraphs 1 through 4). In considering proposed candidates, the Assembly shall take into account the national composition of the Assembly (Rule 4, paragraph 9).

Under Rule 4, paragraph 5, candidates for the offices of President, Vice-President, and Treasurer must be sponsored in writing by twenty-five (25) or more Members of the Assembly. Nomination papers should be handed in at **the Table Office no later than 10:00 on Monday, 3 July 2023**. In accordance with Rule 4, paragraph 5, the Bureau will verify the candidatures prior to submission to the Assembly.

The elections will be held on **Tuesday, 4 July 2023 between 08:30 and 10:30**. Details regarding distribution of ballot papers and the organization of the election will be announced during the Vancouver Session. Proxy voting is not allowed. Each voting member shall cast their ballot in person.

In accordance with Rule 32, paragraph 4, the Chair will appoint three tellers to supervise the elections and count the ballots. All duly appointed candidates or those that represent them have the right to monitor the voting procedure, the counting of the ballot papers, and the tabulation of the votes in all polling places.

If the number of candidates nominated is the same or less than the number of positions to be filled, the candidates shall be declared elected by acclamation (Rule 5, paragraph 4).

Early Voting

Rule 31.3 states:

A Member who has an unavoidable obligation to leave an Annual Session before the day of the election of a President, Vice-President and a Treasurer has the right to vote earlier provided that he or she has notified in writing the Assembly President accordingly. Early voting shall start only when all candidates have been duly nominated.

Requests for early voting must be submitted to the Table Office prior to 17:30 on Monday, July 3. At 12:00 on Monday, July 3, those members who have notified the President in writing under Rule 31.3 can vote early in the Table Office. Those voting must show their blue badges and be crossed off the early-voting list as they vote. Early voting will close at 18:00.

In the event of a second ballot, any Members who have left the Annual Session will be unable to vote.

President of the Parliamentary Assembly

The President will be elected for a period of one year, until the closure of the 2024 Annual Session (Rule 4, paragraph 6). The President may be re-elected only once to the same office (Rule 5, paragraph 6).

In accordance with Rule 5, paragraph 1, the President shall be elected by secret ballot and each Member entitled to vote may cast one vote. If, on the first ballot, no candidate has obtained an absolute majority of the votes cast, a second ballot shall be held between the two candidates who obtain the most votes in the first ballot. The candidate who, on the second ballot, obtains the most votes shall be elected. In the event of a tie, the issue shall be decided by lot.

Ms. Margareta CEDERFELT (Sweden) was elected President in a remote session in 2021 for a one-year term and re-elected for a one-year term in Birmingham in 2022. Ms. Cederfelt is not eligible for re-election as President.

Vice-Presidents of the Parliamentary Assembly

Vice-Presidents may be re-elected once to the same office (Rule 5, paragraph 6). A Vice-President who has served less than two three-year terms is eligible for re-election (Rule 5, paragraph 7).

In Vancouver it is expected that there will be elections for three Vice-Presidents who will serve for three years until the end of the 2026 Annual Session.

- Mr. Pascal ALLIZARD (France), elected Vice-President in 2018 in Berlin for a two-year mandate, and re-elected Vice-President in a remote session in 2021 for a two-year mandate, is eligible for re-election as Vice-President.
- Mr. Askar SHAKIROV (Kazakhstan) elected Vice-President in a remote session in 2021 for a two-year mandate, is eligible for re-election as Vice-President.
- Mr. Michael Georg LINK (Germany), elected Vice-President in 2022 in Birmingham for a one-year mandate, is eligible for re-election as Vice-President.

The Assembly will vote on all three positions of Vice-President simultaneously. The three candidates obtaining the greatest number of votes will serve for three years until the end of the 2026 Annual Session (Rule 4, paragraph 7).

Treasurer

In Vancouver, there will be an election for Treasurer.

The Treasurer shall hold office from the close of the Annual Session in which he or she is elected to the close of the second Annual Session thereafter (Rule 4, paragraph 8). The Treasurer may be re-elected twice to the same office (Rule 5, paragraph 6).

- Mr. Peter JUEL-JENSEN (Denmark), elected in 2019 in Luxembourg for a two-year term, was re-elected in a remote session in 2021 for a two-year term. This mandate concludes in 2023. Mr. JUEL-JENSEN is eligible for re-election as Treasurer.

Election of General Committee Officers

General Committees shall elect a Chair, a Vice-Chair and a General Rapporteur, who are the Officers of General Committees, at the close of the sitting at each Annual Session for the following year (Rule 36, paragraph 5). Candidates shall be sponsored in writing and submitted to the Table

Office. Unless the General Committee decides otherwise, they shall be **nominated before the opening of the last scheduled meeting of the General Committee** during the Annual Session.

The General Committee Officers shall be elected by a majority of votes cast in a secret ballot. If no candidate has obtained a majority, a second ballot shall be held between the two candidates having obtained the highest number of votes in the first ballot. If there is only one candidate nominated for an office the candidate shall be declared elected by acclamation (Rule 36, paragraph 5).

OFFICERS OF THE OSCE PARLIAMENTARY ASSEMBLY

MEMBERS OF THE BUREAU

Name	Country	Position	Term
Ms. Margareta Cederfelt	Sweden	President	To end 2023 Session
Mr. Pascal Allizard	France	Vice-President	To end 2023 Session
Mr. Askar Shakirov	Kazakhstan	Vice-President	To end 2023 Session
Mr. Michael Georg Link	Germany	Vice-President	To end 2023 Session
Mr. Roger Wicker	U.S.A.	Vice-President	To end 2024 Session
Ms. Pia Kauma	Finland	Vice-President	To end 2024 Session
Mr. Reinhold Lopatka	Austria	Vice-President	To end 2024 Session
Ms. Irene Charalambides	Cyprus	Vice-President	To end 2025 Session
Mr. Mark Pritchard	United Kingdom	Vice-President	To end 2025 Session
Mr. Pere Joan Pons	Spain	Vice-President	To end 2025 Session
Mr. Peter Juel-Jensen	Denmark	Treasurer	To end 2023 Session
<i>Vacant</i>		President Emeritus	To end 2023 Session

OFFICERS OF THE GENERAL COMMITTEES

I. GENERAL COMMITTEE ON POLITICAL AFFAIRS AND SECURITY

Mr. Richard Hudson	U.S.A.	Chair
Mr. Costel Neculai Dunava	Romania	Vice-Chair
Mr. Laurynas Kasciunas	Lithuania	Rapporteur

II. GENERAL COMMITTEE ON ECONOMIC AFFAIRS, SCIENCE, TECHNOLOGY AND ENVIRONMENT

Mr. Azay Guliyev	Azerbaijan	Chair
Mr. Artur Gerasymov	Ukraine	Vice-Chair
Ms. Gudrun Kugler	Austria	Rapporteur

III. GENERAL COMMITTEE ON DEMOCRACY, HUMAN RIGHTS AND HUMANITARIAN QUESTIONS

Mr. Nikoloz Samkharadze	Georgia	Chair
Ms. Farah Karimi	Netherlands	Vice-Chair
Mr. Johan Buser	Sweden	Rapporteur

Calendar of Key Deadlines for Vancouver Annual Session

Date	Action	Further information
26 May 2023	Deadline for registration for Annual Session	General Information
26 May 2023	Deadline for submission of Supplementary Items	Rule 21
9 June 2023	Deadline for registration of non-parliamentary delegations	General Information
9 June 2023	Deadline for booking meeting rooms	General Information
16 June 2023	Deadline for submission of Amendments to General Committee Draft Resolutions	Rule 22
23 June 2023	Deadline for submission of Amendments to Supplementary Items	Rule 22
09:00, 3 July 2023	Nominations of candidates for President, Vice-President and Treasurer	Rule 4.5
09:00 AND 11:30, 3 July 2023	Nominations of candidates for General Committee Officers (unless decided otherwise by Committee)	Rule 36.5
12:00 – 18:00, 3 July 2023	Early voting	Rule 31.3
17:30, 3 July 2023	Deadline for requests for early voting	Rule 31.3
08:30 - 10:30, 4 July 2023	Voting for Assembly Officers	Rule 5

For the submission of documents and signatures (Supplementary Items, Amendments, etc.), please use **ONLY** the following:

Email: vancouverdocs@oscepa.dk

Fax: +45 33 37 80 30