

EUROPEAN FREE TRADE ASSOCIATION
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COMMITTEE OF MEMBERS OF PARLIAMENT OF THE EFTA STATES

RULES OF PROCEDURE

Article 1

1. The members of the Committee of Members of Parliament of the EFTA States, hereinafter referred to as the Committee, are appointed by the Parliaments of the EFTA States which are party to the EEA Agreement. Members appointed by each respective Parliament form a National Delegation.
2. The Committee shall elect its Chairman and Vice-Chairman from among its members for a period of one year at its summer meeting. The office of the Chairman and Vice-Chairman shall rotate annually between National Delegations.

Article 2

1. The Parliaments of the EFTA States shall appoint alternate members to the Committee. An alternate member replacing a member at a Committee meeting has full participation rights, including voting rights. Otherwise alternates may attend the meetings of the Committee as observers with participation rights, except voting rights.
2. Any Parliament of an EFTA State which does not take part in the EEA Agreement may obtain observer status in the Committee.

Article 3

The members of the Committee participate in the EEA Joint Parliamentary Committee.

Article 4

1. A Bureau shall prepare, co-ordinate and guide the work of the Committee. The Bureau shall assist the Chairman to carry out his tasks and may represent the Committee. The Bureau shall further, on behalf of the Committee, carry out the task laid

down in Article 47 of the Agreement between the EFTA States on the establishment of a Surveillance Authority and a Court of Justice.

2. The Chairman of each National Delegation not holding the Chairmanship of the Committee shall sit in the Bureau along with the Chairman of the Committee, who shall also preside over the meetings of the Bureau. Each delegation may appoint an alternate to the Bureau, who may participate in all meetings, but cannot exercise the right to vote, unless replacing the member.

3. The members of the Bureau shall participate in the Bureau of the EEA Joint Parliamentary Committee.

Article 5

1. The Chairman shall call the meetings of the Committee and establish a draft agenda for each meeting.

2. An agenda of a meeting of the Committee shall as a rule be sent out 14 days in advance. A draft of recommendations or resolutions to be adopted at a meeting shall be annexed to the agenda.

3. The Committee may decide to deal with urgent subjects at a meeting.

4. The Committee may appoint rapporteurs on certain matters from among its members who shall report to the Committee.

5. Decisions of the Committee shall be recorded in the report or minutes of a meeting. Adopted recommendations or resolutions shall be annexed and minority opinions may be annexed.

6. The Committee may approve texts by written procedure.

Article 6

The Committee shall act by an absolute majority of the votes cast except when adopting or amending its rules of procedure, where a majority of National Delegations is required.

Article 7

1. The Committee shall meet in public unless it has decided otherwise.

2. The Committee may invite observers to attend its meetings, both on a permanent and occasional basis.

3. The Chairman of the EFTA Standing Committee, the President of the EFTA Surveillance Authority, as well as the Secretary-General and Deputy Secretary-General of EFTA may be invited to attend meetings of the Committee in order to give briefings and answer questions.

4. All Members of the Committee may submit written questions to those mentioned in the third paragraph not less than one month before each meeting.

Article 8

The working language of the meetings of the Committee is English. National Delegations that request simultaneous interpretation to their own language shall bear the cost. Such requests are to be made at least one month before each meeting.

Article 9

The EFTA Secretariat shall assist, to the extent possible, in providing facilities for meetings of political groups in conjunction with meetings of the Committee.

Article 10

The Committee shall establish every half year a calendar of meetings.

Article 11

1. The National Delegations shall keep the Chairman informed of the names of the members of Parliament who are members of the Committee, in accordance with his duty laid down in Article 10 of the Agreement on a Committee of Members of Parliament of the EFTA States.

2. No later than one week before each meeting each National Delegation shall inform the EFTA Secretariat the names of those Members and alternates attending the meeting.

Article 12

All working documents that the Committee sends to Parliaments of the EFTA States shall be sent to the respective National Delegation, which takes the responsibility of extending information to the Parliament.

Epilogue

These Rules of Procedure were adopted at the constituent meeting of the Committee of Members of Parliament of the EFTA States on 24 January 1994, and amended at the 9th meeting of the Committee on 30 January 1996, with reference to the Agreement on a Committee of Members of Parliament of the EFTA States, signed in Reykjavik on 20 May 1992, as amended by the Protocol adjusting the Agreement, signed in Brussels on 17 March 1993, and chapter III of the Agreement adjusting certain agreements between the EFTA states, signed on 29 December 1994.

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