



EUROPEAN FREE TRADE ASSOCIATION

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COMMITTEE OF MEMBERS OF PARLIAMENT OF THE EFTA COUNTRIES

RULES OF PROCEDURE

The Committee of Members of Parliament of the EFTA Countries is established on the basis of paragraph 3 of Article 32 of the EFTA Convention; the Decision of the EFTA Council No. 11, on the establishment of a Committee of Members of Parliament of the EFTA Countries, adopted at the 20th Simultaneous Meeting at Ministerial level on 13-14 October 1977; and the Decision of the Council No. 01 of 2009, on revised terms of reference for the Committee of Members of Parliament of the EFTA Countries, adopted by written procedure on 23 March 2009.

Article 1

1. The members of the Committee of Members of Parliament of the EFTA Countries, hereinafter referred to as the Committee, are appointed by the Parliaments of the EFTA Countries. Members appointed by each respective Parliament form a National Delegation. Each delegation may consist of up to five members from each Parliament.
2. The Committee shall elect its Chair and Vice-Chair from among its members for a period of one calendar year at its last meeting in any given year. The office of the Chair and Vice-Chair shall rotate annually between National Delegations.

Article 2

The Parliaments of the EFTA Countries 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.

Article 3

1. A Bureau shall prepare, co-ordinate and guide the work of the Committee. The Bureau shall assist the Chair to carry out his or her tasks and may represent the Committee.
2. The Chair of each National Delegation not holding the Chairmanship of the Committee shall sit in the Bureau along with the Chair 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.

Article 4

1. The Committee shall meet at least twice a year. The Chair shall decide the time and place of meetings after consultation with the members of the Bureau. To the extent possible, one meeting a year shall be held at EFTA Headquarters in Geneva.
2. The Chair shall establish a draft agenda for each meeting. The EFTA Secretariat shall convene the meetings and a draft agenda of a Committee meeting shall be sent out at least 14 days in advance. A draft of recommendations or resolutions to be adopted at a meeting shall be annexed to the agenda.
3. The members of the Committee shall be free to raise any matter within the scope of the work of the Association. The Committee may decide to deal with urgent subjects at a meeting. The conduct of the deliberations shall be in the hands of the Chair.
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 5

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 present at a Committee meeting is required.

Article 6

1. The Committee shall meet in private unless it has decided otherwise.
2. Representatives of the EFTA Countries and the Secretary-General may attend the meetings of the Committee and take part in its deliberations.
3. The Committee may invite observers to attend its meetings, both on a permanent and occasional basis.

Article 7

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 8

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 9

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

Article 10

1. The National Delegations shall keep the EFTA Secretariat informed of the names of the members of Parliament who are members of the Committee.
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 11

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