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# **Standing Order**

## Introduction

The Federal National Council standing order issued by the Federal Decree No. 97 of 1977 pursuant to the provision of Article (85) of the Constitution, which quotes:

- "The Council shall have a General Secretary assisted with a number of employees yielding the Council directly, and the Council standing order shall specify their service conditions and specialization.
- The Council shall take charge of making its standing order, which shall be issued in a decree from the Federation Chairman by the approval of the Cabinet.
- The standing order shall specify the specialization's of the Council Chairman, his two deputies and the Controllers, and, in general, specify each and everything related to the Council affairs, committees, members, General Secretariat, employees, rules and procedures of discussion and voting in the Council and the committees, and otherwise of affairs, within the limits of the Constitution provisions."

This means that the standing order even if issued by means of a federal decree, but they are issued pursuant to the constitutional authorization, and then are considered in an equal position, legally, with any legislation issued in the state regardless the means in which these standing order have been issued.

We will herein go through the provisions of such standing order in their order according to the Federal Decree provisions, referred to above:

# Section One - Council Organization

- First Chapter The Council Formation & Membership Provisions
- Second Chapter Members Parliamentary Immunities & Their Duties
- Third Chapter Council Chairmanship
- Fourth Chapter Chairman Office
- Fifth Chapter Committees

## Section Two - Sessions

- First Chapter Council Meeting
- Second Chapter Sessions Active Regime
- Third Chapter Session Minutes

## Section Three - Council Competencies

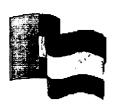
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- First Chapter Law Drafts
- Second Chapter International Conventions & Agreements
- Third Chapter The State Budget & Its Closing Accounts
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- First Chapter The Council General Secretariat
- Second Chapter The Council Financial Affairs









## Section One - Council Organization

First Chapter - The Council Formation & Membership Provision

### Article (1)

The UAE Federal National Council consists of forty members selected from the Emirates members as per the following:

Abu Dhabi	Eight Members
Dubai	Eight Members
Sharjah	Six Members
Ras Al-Khaimah	Six Members
Ajman	Four Members
Umm Al-Quwain	Four Members
Fujairah	Four Members

The Council member represents the federation people and not the people of the Emirate by which he is selected.

### Article (2)

Subject to the provisions of the following article, each of the Emirates members of the federation shall have the right of specifying the way of selecting the required number of members in the Council.

## Article (3)

### A Council member shall be:

- A citizen of the member Emirate of the federation permanently residing in the Emirate by which he is selected.
- At the age of not less than twenty-five when he is selected.
- Civilly competent, of good conduct and reputation, and not punished by a dishonor crime unless being rehabilitated according to the law.
- Having a sufficient Arabic Language speaking and reading.

## Article (4)

While being a Council member, a member shall not combine between the membership and any of the public jobs in the federation government including the ministerial posts.

### Article (5)

A Council member combining between membership and holding any of the public jobs in the federal government shall choose one of them within the fifteen days following that combination, otherwise he shall be considered as if selecting the latest one. Membership shall not be considered existing unless being proved as true.

The member, during the period prior to his selection, shall not be merited but only the salary or the gratuity for the job being selected to.

## Article (6)

The Council membership period shall be two calendar years commencing from the date of its first meeting.

Re-selection may be made to those whose Council membership period expires.

### Article (7)

A Council member and in an open session shall, in front of the Council, and before commencing his duties therein, make the following oath:

"I do swear by Allah, the Almighty, to be loyal to the UAE, to honor the Federation Constitution and its rules, and to perform my duties in the Council and its committees honestly and truly."

#### Article (8)

The Council shall hold its sessions in the capital of the Federation.

Excepted from the provisions of the foregoing article, the Council may hold its sessions in any other place inside the federation upon a resolution taken in the majority of all its members, and after being approved by the Cabinet.

#### Article (9)

Contestation to the member's true mandate shall be submitted to the chairman within a period not exceeding thirty days from the date in which the contested member makes his constitutional oath.

The Council shall resolve the correct mandate of its members, and that mandate can not be nullified unless by the approval of the majority of members consisting the Council.

### Article (10)

The Council Chairman refers the Contestation requests regarding the mandate correctness soon they reach to the Contestation resolution committee and the Council shall be informed about that in the first next session.

### Article (11)

The Committee sends a copy of the Contestation to the member against whom his membership has been contested in order to be able to present his defense in writing or verbally in the date specified to and he shall peruse the submitted documents.

### Article (12)

The Committee may resolve summoning the Contestation applicant and the one whose membership correctness is being contested as well as the witnesses and it may request the government make any papers available to go through, and to take anything found necessary leading to the reality.

Witnesses calling for shall be vide a letter from the chairman upon a request from the committee.

## Article (13)

The Committee presents its report to the Council within a period not exceeding one month from the date of referring the Contestation to.

The Council shall resolve in the committee report without having the contested member being present within a month from the date of putting the report forth, and if the Council nullifies the member selection, the chairman shall announce that and he shall take every necessary action as provided in the Article Sixteen of this Standing Order.

## Article (14)

If a Council member loses one of the provisions quoted in the Article (70) of the Temporary Constitution, then the chairman shall refer the matter to the Legal and Legislative Committee to discuss, and such committee shall call for the member in order to hear his wordings, if possible, and to submit its report within two weeks from being referred to.

The report shall be brought before the Council in the first next session, and the member shall be able of making his own defense in front of the Council, and the Council may issue the decision regarding the same matter in the absence of the member and in a period not exceeding two weeks from bringing the report before it.

Membership disclaim shall not be made unless upon a proposal of five members and the approval of all the Council members.

Voting shall be made and the Council may make voting secretly.

### Article (15)

The Council shall be competent for the acceptance of membership resignation and such resignation shall be submitted in writing to the chairman, but shall not be brought before the Council at least one month after being submitted unless such resignation is submitted because of the member's acceptance of any of the federal public jobs according to the Article Five hereof.

The member may take his resignation back before the issuance of a resolution from the Council

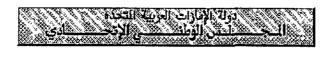
regarding its acceptance. Resignation shall be considered final from the date of the Council's acceptance of the same.

## Article (16)

If a member's place is vacated for any reason before the expire of membership period, the chairman shall announce that. And he shall, maximum within a week, inform the Ruler of the Emirate to which the place vacated belongs in order to select another member within two months from the date of the Council's announcement of such vacation unless such vacation occurs during the three months preceding the end of the Council term.

The new member completes the membership period of his predecessor.









## Second Chapter

## MEMBERS PARLIAMENTARY IMMUNITIES & THEIR DUTIES

## Article (17)

The Council member shall be free in expressing whatever kind of thoughts, ideas and opinions while performing his duty inside the Council or its committees and shall not be blamed for that in whatsoever circumstances.

### Article (18)

While the Council is holding its sessions and in no case, except in the event the member is being in flagrant delicto, shall the member be put under any investigation procedures, inspection, capture, imprisonment or any other criminal action without a permission from the Council itself, and in the flagrant delicto cases the Council shall be informed about all the criminal actions or procedures taken or made while holding its session.

The Council shall be notified in its first meeting of any action taken in its absence against any of its members, and that for any continuity of such action the Council shall permit the same.

In all circumstances, if the Council does not issue its decision regarding the permission request within a month from being brought before such shall be considered the permission itself.

### Article (19)

Permission to raise the parliamentary immunity from the member shall be submitted to the chairman from the Minister of Justice or from whoever is desirous of filing his lawsuit against such member to the criminal courts.

Enclosed with the request shall be the papers of the case for which criminal actions shall be taken, or an official photocopy of the pleading with the supporting documents if such request or application is submitted individually. The chairman shall refer the said applications to the Legal and Legislative Committee to go through, peruse and present its report to the Council .Perusing such applications before the Committee or the Council shall be by means of hastiness.

### Article (20)

The Council, by the majority of all its members may allow taking the criminal actions against such member when it becomes clear to the Council the seriousness of the application from the documents and papers submitted to.

## Article (21)

A member who fails to show up or to attend one of the Council sessions shall inform the chairman about the reason of his nonattendance. If he is compelled to be nonpresent for more than one month he shall ask permission from the chairman.

A member can not ask for an unlimited - period vacation.

And he shall not be able to leave the session completely before being normally expired unless vide a permit from the chairman.

## Article (22)

The member shall abide by attending the Council sessions, and if he does not attend a session without an acceptable excuse then the chairman may draw his attention to in writing.

If his nonpresence is repeated for three consecutive sessions or five non-consecutive sessions in one term without an acceptable excuse, the chairman may bring his matter before the Council.

The Council may deliver a final warning to him for nonattendance or decide by the majority of the members forming the Council to consider him resigned.

## Article (23)

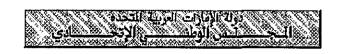
The member shall abide by attending all the sessions of the committees in which he is a participant. If he fails to attend the committee sessions without an acceptable excuse, then the chairman shall draw his attention to that in writing.

If nonattendance is repeated for three consecutive times or for five un-consecutive times, then the chairman may bring his matter before the Council in order to consider taking the actions quoted in the preceding article.

### Article (24)

The member shall not interfere in the work of any of the judicial or executive powers.









## Third Chapter

## The Council Chairmanship

### Article (25)

In its first session the Council shall elect a chairman, a first and a second deputies from among its members, and election shall be, in all circumstances, made secretly and with the absolute majority of those present. If such majority has not in the first time been achieved then reelection shall be made between the two winning most of the votes, and if another wins similar number of votes he shall participate with them in the election for the second time. In this case election shall be by the proportional majority, and if more than one person win equal proportional majority then selection among them shall be made by lot.

The first session shall be headed by the oldest member in age till the chairman is elected.

## Article (26)

In the event of the Council's chairman or any of his deputies vacation for any reason whatsoever, the Council shall select in the same way mentioned in the preceding article whoever may occupy his position within three weeks from the date of vacation if the Council is in session. If vacation occurs during the Council's holiday then selection shall be made in the first week of its meeting.

### Article (27)

Each of the chairman and his two deputies term shall expire on the Council's period termination or if being dissolved according to the Second paragraph of Article (88) of the Constitution.

### Article (28)

The chairman shall represent the Council while communicating with other authorities, shall speak in its name, supervise all its works, control its Bureau and committees, and shall also supervise the Council's General Secretariat, as well as observing the application of the Constitution provisions and the execution of the articles of this Standing Order.

The Council shall take charge, in particular, of the following matters:

1. Maintaining order inside the Council and its guards shall be following its regulations and orders. The chairman may seek the policemen assistance if and when necessary.

- 2. Heading the Council sessions, giving permits to commence talking, organizing the discussion, taking votes, and announcing what the Council issues of resolutions.
- 3. Preparing the Council's budget, its closing account, and bringing the same before the Council Bureau to peruse and then to be resolved by the Council.
- 4. Signing contracts in the name of the Council.
- 5. Practicing the powers entitled to the Minister by law as regards of the Council employees and officers, and as regards its budget other than that of the Council and its Bureau competencies.
- 6. Preparing a system for the attendance of the Council sessions visitors, and he shall be capable of demanding the visitor leave the session the later talks while holding the session or if expresses admiration or disapproval in any means whatsoever, as well as taking the legal actions against him if such is necessary.

### Article (29)

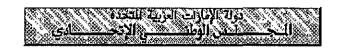
If the chairman is absent or has made what may be considered an obstacle the post of chairmanship shall be held by his first deputy, and if the latter is also absent or has made what may be considered an obstacle, the chairmanship shall be held by his second deputy. If all these people are absent or have made what may be considered an obstacle, then chairmanship shall be held by the oldest member in age.

Upon his absence, the chairman may empower or authorize his first deputy in all his other powers or part of them, if not also absent, then his second deputy if the first is absent.

Deputy chairman shall occupy the post of the chairman in all his powers and competencies if his absence continues for more than four continuous weeks.

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## Fourth Chapter

## Chairman's Office

### Article (30)

The Council Bureau shall consist of the chairman, his two deputies, and two controllers.

## Article (31)

The Council shall elect its Bureau or complete their number, when missing, according to the Constitution at the end of the ordinary annual opening session. Therefore, the Council may elect the chairman before commencing these rituals, and no discussion of the matters listed on its agenda unless and before the election of the Bureau.

## Article (32)

Nominations to the membership of Bureau shall be presented to the chairman who shall announce this to the Council and election then shall be made by way of the secret voting in accordance with the conditions explained in the article (25) herein.

### Article (33)

Only the candidates names shall be listed in the election paper, otherwise election of other than the candidate shall be considered void, and election except that shall just be considered true and correct. If number of true names mentioned in the election paper exceeds the number required to be elected then the whole paper shall be void. election shall be considered untrue if an error occurs in the candidate name causing any ambiguity in determining his personality, and upon dispute the Council shall decide.

### Article (34)

Abstain from voting shall be represent as absence from attending the session, therefore votes of those abstain and shall not be dealt with when accounting for the majority provided that the number of votes given shall not be less than the quorum necessary for the correctness of the Council session.

The prior decision shall be valid in regards of the incorrect voting papers.

## Article (35)

Controllers term expires in the sections of new ones at the beginning of the next annual cycle,

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and if anyone of them vacates, the Council shall select the one who will be instead of him for the rest period. Election, in all circumstances, shall be by absolute majority of those present.

## Article (36)

The Council's Bureau shall competent for the following matters:

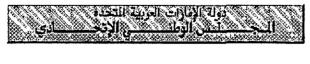
- 1. Determining all that transferred by the Council of objections on the content of sessions minutes, casting the lot, sorting the votes, and other matters which may be brought up during the Council sessions.
- 2. Looking into the Council annual budget project and its closing account draft upon a reference from the chairman before being brought up before the Council to be determined.
- 3. Selecting the delegations upon the nomination of the chairman in order to represent the Council inside or outside the country, and bringing up this selection before the Council to decide in. These delegations shall bring the reports prepared for their mission before the Bureau prior to being set forth to the Council.
- 4. Practicing all the Council administrative competencies upon the chairman request while sessions are being held temporarily till the Council's meeting.
- 5. Following up the execution of recommendations issued by the Council and submitting the report in their regards to the Council.
- 6. Suggesting the regulations related to the Council member affairs.
- 7. Other matters which are the competence of the Bureau according to the Constitution provisions and this Standing Order, as well as the matters about which the chairman finds necessary to take the opinion of the Bureau.

#### Article (37)

The two controllers shall supervise the matters related to the Council's duties and meetings, execute the chairman's orders in order to keep the discipline in the session, monitor the members presence and absence, and other matters which the chairman entrusts them to perform.

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### Fifth Chapter

### **Committees**

## Article (38)

During the first week of its annual meeting Council shall form the committees necessary for its works. Such committees may undertake their authorities during the Council vacation in order to being them up before the Council upon its meeting.

The Council shall- in each cycle - upon a suggestion from the Bureau keep decide keeping the form of the committees as they are or make whatever amendments found suitable.

#### Article (39)

## The Council shall form the following permanent committees:

- 1. Internal Affairs and Defense Committee, and its members number is [7].
- 2. Financial, Economic and Industrial Affairs Committee, and its members number is [7].
- 3. Legislative and Legal Affairs Committee, and its members number is [7].
- 4. Education, Youth, Information and Culture Affairs Committee, and its members number is [7].
- 5. Health, Labor and Social Affairs Committee and its members number is [7].
- 6. Foreign Affairs, Planning, Petrol and Mineral Wealth, Agriculture and Fisheries Affairs Committee, and its members number is [7].
- 7. Islamic Affairs, Awaaf and Public Utilities Committee, and its members number is [7].
- 8. Contestation and Complaints Investigation Committee, and its members number is [7].

When more than one subject is dealt by more than one committee, the Council then shall decide which is in priority to consider or to transfer to a joint committee including more than one committee according to the provisions of this Standing Order or as found suitable by the Council of any private provisions.

#### Article (40)

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The Council may form other permanent or temporary committees as per the work necessity and shall put whatever special provisions in their regard and necessary for them.

## Article (41)

The Council shall elect the committees members by proportional majority and that each of the Council members shall participate in at least one committee. No member shall participate in more than two permanent committees and that the Council Bureau shall not be considered a committee in applying this provision.

## Article (42)

Each committee elects from among its members a chief, reporter and shall have a Council officers secretary, and in the case of the chief absence the reporter shall take charge of his powers, and if both of them are absent, the oldest member in age present takes their place, while the chairman shall undertake calling the committees for the meeting until their chiefs are elected.

## Article (43)

The reporter shall read the committee report inside the Council and follow its discussion, and committee may select for a specific subject another reporter from among its members to work with the permanent one or individually in this very specific subject. The committee may seek assistance in its works from one or more of the Council experts or officers, and may request by means of the chairman the help of one or more of the government experts or officers. Neither of these shall participate in voting.

## Article (44)

The committees sessions shall be confidential and shall be held in the presence of the absolute majority of their members. A session minutes shall be made in which all discussions and resolutions shall be written and such shall be signed by the committee chief and reporter.

Each of the Council members shall attend the committees sessions in which that member is not a participant provided getting the approval of the committee on that, and therefore he shall have the right of participating in the discussion but not the voting.

### Article (45)

The Council committees may by means of the chairman request from all the ministries, public interests, authorities, and public firms all details, information and documents which are found necessary to study a certain subject brought before them and that such authorities shall present these documents and information required in order to help the committee take knowledge before putting its report in due time.

### Article (46)

Projects and papers shall be distributed among the committees members at least three days before the committee session is being held, and such period shall be decreased in the event of hastening to twenty-four hours.

### Article (47)

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The Ministers shall be entitled to attend the committees sessions upon the consideration of a certain subject related to their ministries and may bring with them one or more of their top specialized officers or experts. The Minister shall not have a vote nor whoever accompanied with him in the committee deliberations but their opinions shall be fixed in the report.

The committees may request, by means of the chairman, the attendance of the competent Minister to discuss the matter brought up before it and such Minister may accompany one or more of his specialized officers or experts or deputize whoever of them and neither the Minister nor anyone accompanied with him shall have a vote in the committee deliberations but their opinions shall be fixed in the report.

## Article (48)

Committees shall hold their meeting upon an invitation from their chief or upon an invitation by the chairman, and shall be convened for meeting if requested by the majority of their members.

Committee invitation shall be made twenty-four hours at least before being held and session agenda shall also be send to the members.

## Article (49)

The Council sessions deferment shall not hinder the committees holing their meetings to perform whatever works such committees have, and the chairman may invite such committees among the session holding if found necessary or upon a demand from the government of the chief of the committee.

#### Article (50)

Committees sharing the discussion of one subject may hold a joint meeting among them by the consent of the chairman. And in this case, the committee chief and reporter shall be the oldest chief and reporter in age.

To consider the joint meeting correct, the majority members of each committee separately shall be present, and so resolutions shall be made in the approval of the majority of the members present.

## Article (51)

The committee shall submit to the chairman a report on each subject referred to summarizing its work and showing its recommendations within three weeks from the date of referring such subject to the same committee. If delay from its due time in submitting the report is repeated, the Council may grant a new appointment or refer the same subject to another committee. The Council may determine arriving at a resolution in the subject directly without waiting the committee report.

#### Article (52)

The committee report shall include the project originally suggested and the project resolved by the committee and the reasons on which it has built up its opinion. It shall also include the opinion of the minority as well.

Committees reports shall be distributed among the Council members with the agenda.

# Article (53)

On the commencement of each cycle the committees shall itself take up again the existing laws in hand without any need for a new reference .









Section Two - Sessions

First Chapter

**Council Meeting** 

Article (54)

The Council shall have one annual ordinary session cycle not less than six months commencing in the third week of November every year.

## Article (55)

The Council shall hold its ordinary session cycle upon a call issued by a decree from the President of the Federation and the consent of the Cabinet. If the Council is not convened to hold its ordinary annual session cycle before the third week of November, it shall be held by itself on the twenty-first day morning of the same month, and if such day corresponds to an official holiday, the Council meets in the next day morning following such holiday

## Article (56)

The Council shall be convened for an extraordinary meeting by a decree from the President of the Federation if and when necessary. The Council shall not consider any matters other than those convened to while being it its extraordinary session.

## Article (57)

A decree from the President of the Federation may be issued in regards of adjourning the ordinary and extraordinary session cycles.

### Article (58)

Each meeting held by the Council in other than the exact place and time decided for its session shall be considered null and void and all resolutions taken therein shall also be null and void.

#### Article (59)

By a decree issued from the President of the Federation and the consent of the Cabinet, the Council meetings may be deferred for a period not exceeding one month. Deferment in a session cycle shall be valid only by the consent of the Council and for one time. Deferment period shall not be calculated within the Council ordinary session duration.

## Article (60)

The invitation decree shall be read in the first session as well as any other existing decrees or orders regarding the formation of the Cabinet or its amendment.

Then the Council members make the constitutional oath unless previously made in the legislative section.

## Article (61)

The Council holds an ordinary session on Tuesday and Wednesday every two weeks unless the Council resolves otherwise or if there are no works require such meeting.

## Article (62)

The chairman shall prepare the sessions agenda and shall announce that to the members and shall also inform the General Secretariat of the Cabinet three days prior to the session holding.

The chairman may convene the Council to a meeting before its ordinary time if found necessary. And he shall invite the Council if the government requires so or if at least twenty of its members request the same. The subject required to be brought forward shall be specified in the invitation.

### Article (63)

The Council sessions shall be public, but they may be held secretly if demanded by the government, the chairman, or at least one-third of its members, and such demand shall also be discussed in a secret session.

### Article (64)

Upon the convening of the Council to a secret session, all its halls and terraces shall be vacated from all whoever being permitted, and no person shall be allowed to attend such session other than the members except of the chairman officers or experts if licensed by him.

Minutes shall be written in the secret session by whoever selected by the Council and such minutes shall be kept in a place known to the chairman and nobody shall be permitted to look into such minutes except the members. The session returns to be public and open vide a resolution from the chairman when the reason for considering it secret vanishes.







### **Second Section**

### SESSIONS ACTION REGIME

## <u>Article (65)</u>

At least half an hour before the opening of the session, attendance books shall be put at the disposal of the members to sign on them when they are present.

### Article (66)

The chairman shall announce the opening of the Council sessions if the majority of its members are present. If the time becomes due without having the quorum, the chairman may delay the opening of the session one hour, but if the number is not completed after that, the chairman shall announce the adjournment of the session till having the quorum.

## Article (67)

After opening the session, the Secretary General or whoever in his capacity shall read the names of members with apologies and those absent then he shall take the opinion of the Council on the attestation of the previous session minutes, and the chairman shall after that inform of whatever papers and letters in hand before considering the matters mentioned on the agenda.

#### Article (68)

The Council's deliberations shall not be correct unless in the presence of the majority of its members, and resolutions shall be issued in the absolute majority of the members present in cases other than which stipulate special majority. If votes become equal then the side in which stands the chairman shall be the casting.

## Article (69)

Talking shall be permitted by the chairman to all those who request according to the order of their requests, and excluded from this order shall be the Prime Minister, his deputy and the Ministers, as well as the reporters as regards the subjects issued from their committees, however the chairman may allow them to talk when they request without following any order.

The chairman may deter anyone from talking except by a legal justification and upon dispute the Council may determine the matter without making any discussion.

### Article (70)

A talker shall not interrupted and talking shall not per allowed in personal matters of any individual.

The chairman may prevent a member from expatiation in talking and he shall bring this matter up before the Council to resolve.

### Article (71)

Talking shall be always permitted in the following events:

- 1. Directing consideration to the observance of the Constitution provisions and this Council Standing Order.
- 2. Responding to any saying affecting the talker in person.
- 3. Demanding adjournment or deferment of considering any subject put forth to a time later on .
- 4. Demanding the hang up of discussion issue.

These demands in their order shall have priority on the original subject and upon which discussion in that original subject depends until a resolution from the Council is issued in such regards.

## Article (72)

The Council and upon a suggestion from its chairman may decide a time for finishing the discussion of any of the subjects and take the opinion or hang up the discussion issue of the same.

### Article (73)

Talker shall perform his words while standing in his place or on a platform, and reporters speak on platform unless the chairman requests otherwise.

Member shall not speak in one subject more than three times nor shall he exceed in each time five minutes. He shall not repeat his words and those of others.

Talking shall be addressed to the chairman or to the Council.

#### Article (74)

The chairman shall be the only right holder in attracting the attention of the talker while uttering his words in order to take into his consideration observing the Standing Order provisions and maintain the talking order and subject.

If the chairman attracts the talker twice in one session then returns to what has made it necessary to be attracted to in the same session, then the chairman may bring up to before the Council prevent him from talking in the same subject the rest of the session, and a resolution shall be issued from the Council in such regards without any discussion.

## Article (75)

A talker shall not use inappropriate expression or those which contain transgression to the dignity of persons, firms or authorities or which may cause damage to the supreme interest of the country, or if commits a violation in the public order. If a member commits anything like this, his attention shall be attracted and upon dispute the Council shall resolve such matters without any discussion.

## Article (76)

The Council shall inflict against the member who infringes the public order or who does not conform to the Council resolution in preventing him from talking, one of the following penalties:

- 1. Admonition.
- 2. Blame.
- 3. Prevent the member from talking the rest of the session.
- 4. Discharge from the meeting hall and prevention from participating in the rest works.
- 5. Prevention from participating in the Council works and committees for a period not more than two weeks.

The Council resolution in this regard shall be issued in the session itself. And the Council may stop the resolution issued against the member if submitted in the next session a written apology on what has been committed by him.

### Article (77)

If order in the session is disturbed and the chairman becomes unable to reorder it then he shall announce his intent to cease the session, and if order is not restored then he may stop the session for a period not more than half an hour. If order disturbance continues after restoring the session then the chairman may adjourn the meeting.

### Article (78)

The chairman may adjourn the session temporarily to take rest for a period not more than half an hour.









#### Third Section

### **SESSION MINUTES**

### Article (79)

Minutes shall be prepared for each session in which details of all the session procedures shall be mentioned as well as all the subjects dealt with including the discussions, all the resolutions issued, and names of members in each vote by calling each name with a detail of each one's opinion.

### Article (80)

Each member attending the session may make whatever finds necessary of correction upon the attestation of its minutes, and when the Council resolution regarding the acceptance of such correction, this shall be fixed in minutes of the session itself. The previous minutes shall be corrected accordingly, and no correction shall be made to the minutes after being attested, and that attestation on the minutes not being confirmed shall be up to the end of the session cycle or the legislative section by the Council Bureau.

### Article (81)

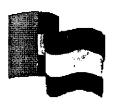
The chairman and the secretary general shall sign the session minutes after being attested. Such shall be kept in the Council records, and shall be published as an addendum in the gazette.

### Article (82)

A brief for each session minutes shall be prepared showing in general the subjects brought up before the Council as well as the discussions occurred and resolutions taken so as to be in the hands of the local mass media.

## Article (83)

The chairman may order deletion from the session minutes of any expressions or sentences issued from a member against the provisions of this Standing Order. Upon objection on this, such matter shall be brought up before the Council which shall issue its decision in this regard without any discussion.









## **Section Three - Council Competencies**

## First Chapter -LAW DRAFTS

### Article (84)

The chairman shall bring up before the Council the federal laws drafts which are submitted by the government to consider in referring them to the specialized committees unless the government demands considering the draft expeditely or if the chairman finds that such requires hastening by showing reasons for that then he shall refer that to the competent committee directly and inform the Council of the same matter in its first next session as well as distributing the same draft among the members attached with the agenda.

### Article (85)

If drafts of laws become numerous in one subject, priority shall be given to the first one and others shall be considered as amendment thereto.

### Article (86)

If the competent committee inserts an amendment on the law draft, it may be able to refer that to the Legal and Legislative Committee in order to express its opinion in the draft formulation, coordinate its articles and provisions, before bringing its report in the Council, and such committee shall indicate in its report the opinion of the Legal and Legislative Committee.

### Article (87)

Discussions of drafts of laws shall commence by reading the original draft and what has the competent committee has inserted of amendments, and may read the original draft explanatory memorandum as well as the competent committee report. Then word shall be given for discussing the original draft in general to the committee reporter in the government then the members.

If the Council agrees on the draft, in principle, discussion shall be transferred to its articles one by one after reading each of them as well as the suggestions submitted in their regards, and opinion shall be taken on each article then on the draft as a whole.

#### Article (88)

Each member, upon considering the law draft, may suggest amendment by addition, deletion or splitting in the articles or of what offered of amendments inserted by the committee, and that such amendment shall be made in writing at least twenty-four hours before the session which will peruse the articles included by the amendment. By the consent of the Council

amendment submitted during the session may be considered. The Council may also refer any amendment inserted on the law draft to the Legal and Legislative Committee to give its opinion in the formulation and provisions coordination, while draft discussion shall be restricted after that on the formulation.

## Article (89)

In all circumstances, the competent committee shall be informed of all the amendments submitted by the members before the session specified in the Council to peruse the draft. Reporter shall explain the committee opinion in this regard during the discussion in the session.

## Article (90)

Suggestion on amendment shall be limited and formulated, and if such suggestion on amendment has not been brought up before such committee, the government and the competent committee may request referring the same to the committee and such request shall be responded

## Article (91)

After finishing the discussion of the article and the amendments presented in its regard, opinion on the amendments shall be taken first and the chairman shall start with its widest range and that one which is far away from the original text then opinion shall be taken on the article as a whole.

## Article (92)

If the Council resolves a judgment in one of the articles regarding making amendment on an article previously agreed upon, then it shall return to discuss such article.

The Council and upon a request from the government, the committee or one of the members may decide reconsider discussion in an article previously resolved if new reason for the same are expressed before the end of the deliberation on the draft.

## Article (93)

If the suggested amendment does have an impact on the rest articles of the draft, then such shall be adjourned till the committee finishes its work in its regard, otherwise the Council shall continue discussing the rest articles.

### Article (94)

Taking opinion on the draft shall be open and public by way of raising hands and if majority has not been achieved in this way the opinions shall be then taken by means of calling the members in their names.

Opinion by means of calling the names shall be taken in the following circumstances:

- A- Drafts of laws.
- B- Cases stipulating special majority.

C- If requested by the government, the chairman or at least ten of the members.

In exceptional circumstances and by the approval of the Council, voting may be made secretly upon a request from any of whoever mentioned in (c) herein.

In all circumstances, chairman's voting shall be made after all other members voting.

## Article (95)

The Council shall vote on drafts of laws either in the approval, refusal or amendment of the same, and that refusing or amending them shall not be made unless by the majority of the members present.









## **Second Chapter**

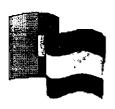
## INTERNATIONAL CONVENTIONS & AGREEMENTS

## Article (96)

The chairman shall inform the Council of the international conventions and agreements concluded according to the provision of Article (91) of the Constitution enclosed with the governmental release, and such statement shall be read in the first next session with the deposition of the convention and its annexes with the Council secretariat.

The Council may express whatever notes or remarks regarding such conventions without taking any resolution in regards of the convention itself.

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## Third Chapter

## THE STATE BUDGET & ITS CLOSING ACCOUNTS

### Article (97)

The federation government shall prepare the annual budget draft which is inclusive of the federation revenues and expenditures, and shall bring the same before the Council two months at least before the commencement of the last year in order to discuss it and express notes or remarks on the same.

### Article (98)

The chairman refers the budget law draft to the Economic and Financial Affairs Committee immediately after being submitted to the Council which shall inform about that in the first next session.

## <u>Article (99)</u>

The Economic and Financial Affairs Committee shall submit to the Council a report including general presentation to the bases on which the budget draft is made and a suitable detail about each of its sections giving brief about notes and suggestions submitted by the committee members in its regard in a period not exceeding six weeks from the date of referring the draft to the committee , and if such period elapses without submitting the said report by the committee then reasons shall be explained to the Council. The Council may grant the committee another period not exceeding two weeks and if not submitting its report within such new period , the Council then shall discuss the budget law draft in the form brought in by the government .

### Article (100)

Perusing the budget in the Council and its committees by means of expedition may be made and the Economic and Financial Affairs Committee shall refer the chapters discussed completely to the Council to go through consecutively.

The budget discussion shall be chapter by chapter.

## Article (101)

Each amendment suggested by the Economic and Financial Affairs Committee on the credit included in the budget draft require the opinion of the government and to mention the same in its report.

If suggested amendment includes increase in the expenditures credits or decrease in the revenues mentioned in the budget draft, then such shall be by the consent of the government or by an arrangement facing such amendment from another revenue or a decrease in other expenditures.

## Article (102)

The federation closing account law draft for the last fiscal year shall be submitted to the Council during the four months following the end of the said year to give remarks on it.

Judgments made on the discussion of the general budget shall not be valid on the closing account.









## Fourth Chapter

## **GENERAL SUBJECTS**

## Article (103)

Upon a request signed by five members, a general subject relating to the federation affairs may be put before the Council for discussion to ask for a clarification from the government thereon and to exchange views. All members have the right to take part in the discussion.

The Council may issue recommendations thereon.

### Article (104)

The chairman shall, as soon as the same is made, inform the Prime Minister about the request for discussion and the Federal National Council may include the subject in the agenda of the first meeting after passing fifteen days from the date of informing the Cabinet about the request for discussion. If the Cabinet objects to discuss the subject for considerations relating to the higher interests of the federation, the subject shall be set aside of the agenda, and the Council, otherwise, may consider or refer the same to a committee for discussion and submit a report before determination thereon.

### Article (105)

If those, who have made the request, have waived or been absent from the session set for considering the same, five members of the Council may adopt the request and the Council continues to consider the same, otherwise the request shall be set aside from the agenda.

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Fifth Chapter

QUESTIONS

Article (106)

Each member may question the Prime Minister and the Ministers inquiring of the internal matters within their functions including asking about any matter which the member has no idea about and verify the occurrence of any event which may come to his knowledge.

The question may not be asked except by one member and shall be made to the Prime Minister or to one minister.

### Article (107)

The question must be signed by the queerest and be written clearly and briefly as much as possible and be limited to the matters intended to be inquired without comment and must not include any improper words or affect persons or bodies or be detrimental to the supreme interest of the country.

If the foregoing conditions are not available in the question, the Council Bureau may set the same aside and if the member is not satisfied with the Council Bureau point of view, the matter shall be put before the Council for determination without discussion.

### **Article** (108)

The chairman shall inform the question made in the previous article to the Prime Minister or the concerned minister and shall be included in the next agenda or session following the date of informing the same to the Prime Minister or the minister.

#### Article (109)

The Prime Minister or the concerned minister shall respond to the question in the session set to consider the same and the Prime Minister or the concerned minister may request to postpone the reply to a date not exceeding two weeks to give the reply. Postponement for a period more than two weeks shall be by a Council resolution. The Prime Minister and the concerned minister, by the agreement or not of the queerest, may file the reply or the required data with the Council general secretariat for notification thereon by the members and the same shall be stated in the minutes of the session.

### Article (110)

The queerest only has the right to comment on the reply and the comment has to be brief and has to be made twice only.

## Article (111)

The government willingly or on the occasion of a question addressed to it may request the discussion of a certain subject relating to the federation affairs to obtain the recommendation of the Council or give the statements thereon.

## Article (112)

The foregoing procedures relating to the questions shall not apply to the questions addressed to the Prime Minister or the ministers during the discussion of the budget or any subject put to the Council and the members may address such questions in the session orally.

## Article (113)

If the queerest recalls his question, any member shall have the right to adopt the same, and in such case the Council shall continue to consider the question, otherwise the same shall be set aside of discussion.

## <u>Article (114)</u>

The reply to the questions addressed to the Prime Minister or the ministers among the sessions shall be in writing to the chairman who shall pass the replies to the members who addressed the questions. The replies to such questions shall not observe the timings stated in the previous articles and shall be included in the agenda of the next first session of the Council.

### Article (115)

The question shall be dropped by the termination of the membership of the queerest thereof for any reason whatsoever unless the question is adopted by a member of the Council which will continue to consider the same.

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### Sixth Chapter

## **COMPLAINTS**

### Article (116)

The complaints submitted to the Council must be signed by the applicant and his name, domicile and job must be stated therein.

The chairman may instruct to file the complaints coming to the Council contrary to the provision of the previous article.

## Article (117)

The complaints coming to the Council shall be recorded in a special register therefor with serial numbers according to the date of incoming thereof and the applicant's name and the domicile and summary of the complaint must be stated.

### Article (118)

The chairman may request the Prime Minister or the concerned ministers to submit the information and clarifications relating to the complaint.

The one for whom the application is addressed has to submit the required clarifications within three weeks maximum from the date of the referral.

### Article (119)

The chairman shall refer the incoming complaints to the Complaints Committee together with the replies to the same by the concerned ministers.

#### Article (120)

A committee shall look into the complaints referred to it. Such committee may ask the concerned ministry to submit any additional information or documents it deems necessary to look into the complaint.

## Article (121)

The committee shall, through the chairman, inform the applicant of the complaint about the result of considering his complaint. If the committee thinks that the subject of the complaint and the reply by the ministry constitute a matter that the Council must state its opinion

thereon, the committee must report to the Council therefor.

Article (122)

Each member has the right to go through any complaint whenever he requests .









### **Section Four**

## THE COUNCIL GENERAL SECRETARIAT & ITS FINANCIAL AFFAIRS

### First Chapter - The Council General Secretariat

## Article (123)

The Council General Secretariat shall be organized vide a resolution of the chairman, and such resolution shall include the detailed provisions regarding the administrative and financial affairs.

## Article (124)

The General Secretariat shall be presided by a general secretary who shall be appointed by a decision from the President of the Federation upon a nomination from the chairman after getting approval of the Bureau.

The General Secretary shall supervise the general secretariat affairs and officers and in this regard he shall have the powers decided by the laws and regulations of the Undersecretary regarding his ministry affairs, its budget and officers, and he shall be responsible for the general secretariat affairs and its officers before the chairman.

The General Secretary shall attend the Council open sessions. And by the consent of the Council he may attend those secret sessions. He shall attend the committees sessions if the committee requests him to do so.

In the event of the General Secretary's absence the one deputized by the chairman shall take his position.

## **Article** (125)

Appointment for the General Secretariat jobs shall be vide a decision from the chairman, issued upon the nomination of the General Secretary and the approval of the Bureau as regards to the Second Cycle Officers and above. And by a decision from the chairman issued upon the nomination of the General Secretary as regards the Third and Fourth Cycle jobs.

### Article (126)

Referral of the Council officers to the Punitive Court by a decision from the General Secretary as regards the Second and Third Cycle officers and by a decision from the chairman as regards the First Cycle officers and above.

## Article (127)

Punishment Council regarding the trial of the Second and Third Cycle officers shall be formed and presided by one of the chairman's two deputies and in the membership of two of the Bureau. If the officer referred to the trial of the First Cycle officers and above, the head of the Legal and Legislative Committee as well as the head of the Contestation and Complaints Committee shall be members in the punishment council.

A decision shall be issued by the chairman regarding the formation of the punishment council.

### Article (128)

The punishment council may request the Council consultant take charge of its position or whoever may be in his place and attend the trial sessions and the deliberations without having the right of a vote counted therein.

Decisions of the punishment council shall be contestable within thirty days from the date of their issue in front of the Criminal Circuit at the Supreme Federal Court. Contestation therein shall not prevent from executing the same immediately after their issue unless the court orders to stop their execution.

Judgment issued in the Contestation shall be final.

### Article (129)

Except for the provisions mentioned herein and in the Standing Order of the Council the principles mentioned in the Civil Service Code of the Federal Government shall be valid on the Council officers and employees.

FNC Bureau, as regards these officers and employees, shall have the powers provided in the rules and regulations of the Cabinet, the Civil Service Council and the Personnel Department.

#### Article (130)

In the event of the Council dissolution the General Secretariat shall be joined to the Cabinet.









### Second Chapter

### THE COUNCIL FINANCIAL AFFAIRS

## Article (131)

The Council shall confirm the annual budget and shall be issued annexed to the State General Budget Code. The Council budget shall be listed in one number in the State General Budget.

## Article (132)

Credit specially made for the Council shall be deposited in the place selected by the Bureau and nothing shall be spent from such credit unless by a permission from the chairman or his deputy in the event of his absence or the General Secretary in accordance with the financial principles decided.

The Bureau as regards the Council financial affairs shall have the powers decided in this regard for the Cabinet as well the chairman shall have the powers of the Minister of Finance and the General Secretary shall have the same powers decided to the Finance Undersecretary.

### Article (133)

The Council confirms its closing account, and such shall be issued annexed to the State Closing Account Code.