



RULES OF PROCEDURE FOR THE CPA (AFRICA REGION) YOUTH PARLIAMENT

ADOPTED ON 26TH NOVEMBER, 2012
IN AKWA IBOM STATE, NIGERIA

AS
AMENDED IN LILONGWE, MALAWI
ON 23RD AUGUST, 2013
& IN LUSAKA, ZAMBIA ON 27TH AUGUST, 2014

CONFIGURATION AND OFFICE BEARERS OF THE CPA (AFRICA REGION) YOUTH PARLIAMENT

RULE:

1. The Youth Parliament shall consist of at least two Members drawn from each National Branch of the CPA (Africa Region) and one member from state/provincial/legislatures with gender balance. However, the hosting branch shall have additional four (4) members and not more than six (6) ex-official members as observers. Observers shall take part in all activities of the Youth Parliament except voting.
2. The Youth Parliament shall consist of two sides of the House, divided equally into the Government Side and the Opposition Side.

TENURE OF OFFICE OF YOUTH PARLIAMENTARIANS

3. (a) A Youth Parliamentarian shall serve in office for a maximum period of two years from time of nomination or election.
- (b) A member of the CPA Youth Parliament shall take oath of office at his/her First Meeting.

OFFICE BEARERS

4. The Youth Parliament shall have the following Office Bearers:-
 - (a) Speaker and Deputy Speaker;
 - (b) Leader of the House and Deputy Leader of the House;
 - (c) Leader of the Official Opposition and Deputy Leader of the Opposition;
 - (d) Government Chief Whip and Deputy Government Whip;
and
 - (e) Opposition Chief Whip and Deputy Opposition Whip.

SPEAKER AND DEPUTY SPEAKER

Election of Speaker

5. Speaker of the Youth Parliament shall be the Presiding Officer of the Youth Parliament.
6. The Speaker of the Youth Parliament shall be assisted by a Deputy Speaker.
7. The Youth Parliament shall elect a Speaker during its first meeting or whenever the vacancy arises.

8. The election of a Speaker shall be presided over by the Clerk of the National Assembly of the host branch or an officer designated to conduct the election on his or her behalf.
9. The Government and Opposition side shall nominate one candidate each for the elections, whose names shall be duly seconded.
10. If only one candidate is nominated, he or she shall be declared to have been duly elected Speaker.

Election of Deputy Speaker

11. The procedure for election of the Deputy Speaker shall be the same as that of the Speaker.
12. In order to ensure that there is gender equality, the Deputy Speaker shall be of the opposite gender to that of the Speaker.

Duties of the Speaker and Deputy Speaker

13. The Speaker shall preside over the proceedings of the Youth Parliament.
14. The Deputy Speaker shall take the Chair when requested to do so by the Speaker. He or she shall perform the duties and exercise the authority of the Speaker in relation to all proceedings until the Speaker resumes his or her seat.
15. The Speaker and Deputy Speaker shall be accorded proper respect by every Member of the Youth Parliament.
16. A Member shall refer to the Speaker as “Mr. Speaker or Madam Speaker” and the Deputy Speaker as “Mr. Deputy Speaker or Madam Deputy Speaker” at all times.

LEADER OF THE HOUSE

17. Leader of the House is a Member elected by Members of the government side of the House.
18. **Duties of Leader of the House**
 - (a) He or she briefs the House on the business which government intends to bring to the House.
 - (b) He or she must always be in touch and liaising with the Speaker and other office bearers on the timing of every item of business to be discussed in the House.

- (c) To move procedural motions, e.g. to curtail debate, or for the House to adjourn sine die.
- (d) At the end of the sitting, he or she summarizes the resolutions and decisions of the House.

LEADER OF OPPOSITION

19. Leader of opposition is a Member elected by the Members from the opposition side.

20. Duties of Leader of Opposition

- (a) He or she responds to issues raised by the government side as a way of setting pace from the opposition side on any motion. In this regard, it is the duty of the Leader of the Opposition to support the government policies which he or she feels are good for the citizens and object to those seen not to be good and then offer alternative views.
- (b) He or she liaises with the Leader of the House on any parliamentary issue which, in his or her opinion, needs to be brought to the attention of the government side or the Speaker, usually on how business should be conducted in the House.

PARTY WHIP

21. Whips and their deputies will be elected by the respective sides of the House.

22. Duties of a Party whip

- (a) He or she is responsible for ensuring that the Members support the position of his or her party on any issue that is brought on the floor of the House.

- (b) He or she ensures that the Members are present in the Chamber at all times and must be notified in case a member wishes to be absent for a reason.
- (c) He or she is expected to compile list of names of Members from his or her party who want to contribute on a debate on a particular motion and submits those names to the Speaker.

OFFICERS OF THE CPA YOUTH PARLIAMENT

Clerk of the CPA Youth Parliament

- 23. There shall be the Clerk of the CPA Youth Parliament who shall be designated by the hosting branch.
- 24. The duties of the Clerk of the CPA Youth Parliament shall include the following:-
 - (a) Preparing the business of the House in consultation with the Speaker;
 - (b) Reading out an item on the Order Paper to be discussed by the House;
 - (c) Advising the Speaker on matters of procedure; and
 - (d) Taking minutes of the proceedings with the assistance of officers of the National Assembly.
- 25. (a)The Clerk of the CPA Youth Parliament shall be assisted by two other Clerks-at-the-Table; and
 - (b) A Clerk-at-the-Table of the National Assembly shall render such advisory support to the Clerk of the CPA Youth Parliament as may be necessary during Sittings of the House.

Sergeant-at-Arms

26. The CPA Youth Parliament shall have a Sergeant-at-Arms who shall be designated by the hosting branch.
27. The Sergeant-at-Arms shall have the following responsibilities, among others:-
 - (a) Leading the Speaker's procession into and out of the Chamber;
 - (b) Announcing the arrival of the Speaker into the Chamber;
 - (c) Enforcing the Speaker's orders; and
 - (d) Recording the attendance of Members in the Chamber.

SITTING TIMES OF THE CPA YOUTH PARLIAMENT

28. The CPA Youth Parliament shall observe the following Sitting Times:-

Time	Activity
08.30 a.m. - 10.00 a.m.	Meeting
10.30 a.m. - 11.00 a.m.	Tea Break
11.30 a.m. - 12.30 p.m.	Meeting
12.30 p.m. - 02.00 p.m.	Lunch Break
02.00 p.m. - 03.30 p.m.	Meeting
03.30 p.m. - 04.00 p.m.	Tea Break
04.00 p.m. - 06.00 p.m.	Meeting
06.00 p.m.	Adjournment

ORDER OF BUSINESS

29. Order of business shall be as follows:-
 - (a) Prayer as prescribed in Appendix I;
 - (b) Swearing-In of new Members as prescribed in Appendix II;

- (c) Communication from the Chair or Announcements;
- (d) Debate on the topics; and
- (e) Adjournment.

30. RULES OF DEBATE

- (a) A Member shall only speak in the English language;
- (b) A Member who wishes to contribute to any issue shall stand from his or her seat and shall only speak after being recognized by the Speaker;
- (c) A Member shall not interrupt another Member who is speaking unless he or she wants to inform the Speaker that the person who is speaking is not following the rules of debate. This shall be done through a Point of Order;
- (d) A Member speaking in debate must at all-time use language that is polite;
- (e) A Member shall not make any personal attack on another Member; and
- (f) A Member speaking in debate shall do so while standing in his or her place. All debate shall be addressed through the Speaker. A Member who is not contributing to any debate in the House shall sit in his or her place in silence.

31. POINT OF ORDER

- (a) A Member may, at any time, call upon the Speaker to clarify or give a ruling on a matter of procedure by rising in his or her seat and calling on a point of order;

- (b) Once the Speaker has recognized a Member rising on a point of order, the Member may raise his or her point of order in a period not exceeding one minute;
- (c) The Speaker shall immediately rule on the point of order. The Speaker's ruling on any matter shall be final and shall not be a subject for debate; and
- (d) A Member shall not disturb proceedings of the House by raising unnecessary points of order.

32. SPEAKING TIMES

- (a) A Member shall only speak for a period of not more than five (5) minutes on any subject under debate; and
- (b) The Leader of the House and the Leader of Opposition shall speak for not more than ten (10) minutes.

33. PROCEDURE FOR MOVING A MOTION ON A TOPIC FOR DISCUSSION

- (a) Any selected topic shall be placed on the Order Paper;
- (b) The name of a Member wishing to introduce a topic for discussion shall be indicated against the topic on the Order Paper;
- (c) A Member shall rise to introduce the topic when requested to do so by the Speaker and the motion shall be seconded by another Member;
- (d) After the motion has been moved and seconded, debate on the motion shall follow;
- (e) A motion moved by government side shall be circulated by the leadership of that side, similarly a motion moved from the opposition side;

- (f) A Member who has moved a motion may be called by the Speaker to wind up the debate by briefly thanking Members who have contributed to the debate and responding to issues raised during the debate; and
- (g) When a motion has been fully debated by the Members, the Speaker will put a question for the House to vote.

34. VOTING PROCEDURE

- (a) The Speaker shall call upon those in favour to say "YES" and those against to say "NO". If the decision of the Chamber is clear, the Speaker will declare that either the "Ayees" or "Nos" have it, as appropriate;
- (b) Where the voice vote is not clear, the Speaker shall ask those in favour to stand in their places and be counted and then all those against to stand in their places and be counted; and
- (c) The Clerk shall count the Members voting "Yes" or "No" and the Speaker will declare the result, which shall be the resolution of the House.

35. DRESS CODE

The Dress Code shall be black trousers/skirts and white T-shirt with logos of the hosting branch and/or the CPA (Africa Region). The T-shirt shall be provided by the CPA (Africa Region).

36. DISCIPLINE

- (a) Members shall stand up from their seats when the Speaker is entering and leaving the Chamber in a procession; and
- (b) As a gesture of respect, when entering and leaving the Chamber, every male Member shall bow to the Speaker while the female Member will curtsy.

37. CONCLUSION OF THE CPA YOUTH PARLIAMENT MEETING

Each Meeting of the CPA Youth Parliament shall conclude with the following:-

- (a) Adoption of resolutions to be submitted before the next Annual General Meeting of the CPA (Africa Region);
- (b) Selection of a topic for presentation before the next Annual General Meeting of the CPA (Africa Region); and
- (c) Nomination of two (2) Members, male and female, by the Regional Secretariat to attend the next CPA (Africa Region) Annual General Meeting and present the Resolutions and selected topics.

APPENDIX I

PRAYER FOR THE CPA (AFRICA REGION) YOUTH PARLIAMENT

Almighty God,
We praise and thank you
For your bringing us together
Through the Commonwealth Parliamentary Association
(Africa Region)

We pray and thank you
For our parents and our leaders

We ask you to bless us
And to give us wisdom
As we meet to discuss issues concerning
The welfare of the youth of the CPA
(Africa Region)

We pray in your Mighty Name,
Amen