

# COMMITTEE PRESIDENT JOB DESCRIPTION



## Instructions for the committee presidents

- Ensure a calm atmosphere by speaking in a careful and well-considered way. Do not tolerate private discussions amongst individuals. **Keep the discussion central!** (The delegates sit in such a way that the committee president can see everybody easily.)
- Give everyone their chance to speak if they wish to do so. Anyone who wants to speak can show this by raising a card with their country's name. However formal this may seem, it is really essential.
- The fact that a delegate is not fluent in English should never be cause of a negative attitude of the committee or the committee president. Of course this should be mentioned in the evaluation\* of the committee members.
- Delegates from applicant countries are full members of the committee, they should **not** be addressed in a different way. They take part in the discussions, they can vote and their votes should be counted after the votes of the EU members. However the votes of the EU members are decisive.
- **The Committee President should not become involved in the discussion!!!!!!!!!!!!**
- Give regular reminders of the exact topic of discussion. Give a summary (or let someone else do this) of that which has been agreed. Do not come back to this without new arguments.
- Avoid or **end** discussions where opinions, which have already been voiced, are only repeated. (Try to give a different angle to the matter.)
- Discussion **outline**:
  - Make a list of the problems. (Ask the co CP to note them down on a board or overhead projector.)
  - Make a list of all the possible solutions (see a.)
  - Try to define all difficult and confusing concepts so that they are unambiguous (see a.)
  - Work through the points one by one. Try to draw up the definitive text straight away. You can always rearrange the order later.
  - Start with the easiest problem, but do not leave the most difficult one till last.
  - Do not pay too much attention to the introductory clauses.
- **Follow the discussion meticulously through until the end !**

## **The Committee President is responsible for:**

- setting the agenda for committee discussions
- opening and closing each meeting
- organizing the debate in an orderly fashion (respecting parliamentary procedure, deciding on the length and number of times each delegate may speak on a certain subject.)
- ensuring that the resolutions are typed and corrected on time and included in the resolution booklet for the General Assembly

## **Notice the committee presidents:**

- can **stimulate** the debate but are **not allowed to voice their opinion**
- They do not have the right to vote during the committee meeting on the proposed text of the resolution.
- During the GA committee presidents can collectively express their approval/disapproval of an amendment or of a resolution.

## **Evaluation**

- After the session the committee president drafts an evaluation of the skills, participation and contribution during the committee meetings and the GA of each member of the committee and submits it to [info@mepeurope.eu](mailto:info@mepeurope.eu).
- Committee Presidents are kindly requested to recommend delegates who show the qualities to be ideal candidates for a future committee president post.
- This evaluation should **NOT** be discussed with the members of the committee.