

COMMITTEE ON CULTURE, COMMUNICATION, YOUTH AND SPORT

REGULATIONS

CHAPTER I

The Committee's name, composition, responsibilities and competences

Article 1

(Name and composition)

1. The Committee on Culture, Communication, Youth and Sport is a standing committee of the Assembly of the Republic.
2. The Committee's composition is determined by the Assembly of the Republic.

Article 2

(Responsibilities)

The Committee is responsible for dealing with the following matters: culture, media, the information society, associations, youth and sport.

Article 3

(Competences)

In the exercise of its responsibilities, the Committee has the competence to:

- a) Consider members' and government bills, draft amendments, treaties and agreements that are submitted to the Assembly and produce the relevant opinions;
- b) Vote on the details of texts that the Plenary has passed on the general principles;
- c) Consider petitions submitted to the Assembly that are within its areas of competence;
- d) As laid down in the Constitution and the law, monitor, consider and pronounce on Portugal's participation in the process of constructing the European Union and on the European initiatives that fall within its areas of competence;
- e) Remain informed about the political and administrative issues within its area of competence and, when the Assembly of the Republic sees fit, provide the AR with the elements needed to consider the acts of the Government and the Administration;
- f) Check that the Government and the Public Administration comply with the AR's laws and resolutions, in which respect the Committee may also suggest to the AR such measures as it deems appropriate;
- g) Propose to the President of the Assembly that the Plenary hold thematic debates on matters within the Committee's area of competence so that the Conference of Leaders may decide whether or not they are opportune and of interest;
- h) Draw up and pass its own regulations;
- i) Participate in the periodic meetings of the counterpart committees of the national Parliaments of the European Union countries and the European Parliament;
- j) Ensure cooperation with parliamentary delegations, parliamentary friendship groups and other groups;
- k) Draw up the plan, budget and report on its activities for each legislative session.

Article 4

(Powers)

1. The Committee may ask any citizens, members of the Government, senior managers and members of staff of the state's direct administration, and senior managers, members of staff and contracted staff of the state's indirect administration and the state's business sector to take part in its work, and it may ask them for information or opinions.
2. For the proper exercise of its functions the Committee may:
 - a) Set up subcommittees and working groups;
 - b) Carry out studies;
 - c) Request information or opinions;
 - d) Ask any citizens or bodies to give evidence;
 - e) Requisition or retain specialists to assist it in its work;
 - f) Undertake information or study missions to institutions and entities within its sphere of action;

- g) Organise conferences and seminars on topics within its area of competence;
- h) Grant audiences;
- i) Hold parliamentary hearings.

CHAPTER II

Committee Bureau

Article 5 **(Composition)**

The Bureau of the Committee on Culture, Communication, Youth and Sport is made up of the Chairperson and two Vice-Chairpersons.

Article 6 **(Competences)**

In addition to the competences that are specifically entrusted to it by the Committee, the Bureau is responsible for organising the Committee's work.

Article 7 **(Chairperson's competences)**

The Chairperson is responsible for:

- a) Representing the Committee;
- b) Convening Committee meetings and proposing the order of business;
- c) Directing the Committee's work;
- d) Convening and directing the meetings of the Bureau and coordinators of the parliamentary groups;
- e) Organising the hearing of members of the Government and other entities;
- f) Coordinating the work of the standing subcommittees and taking part therein whenever he/she deems fit;
- g) Participating in the Conference of Parliamentary Committee Chairpersons, and informing it about the progress of the Committee's work;
- h) Justifying failures to attend by full members of the Committee;
- i) Discharging the Committee's normal day-to-day business.

Article 8 **(Vice-Chairpersons' competences)**

The Vice-Chairpersons shall deputise for the Chairperson whenever he/she is absent or unable to perform his/her functions, and exercise any competences the latter may delegate to them.

CHAPTER III

Functioning of the Committee

Article 9 **(Scheduling and convening meetings)**

1. Meetings are scheduled by the Committee itself or by the Chairperson acting on his/her own initiative.
2. Unless scheduled at the previous meeting, the Chairperson shall convene the meetings he/she schedules in writing, through the appropriate services, at least 24 hours in advance. The notification must include the order of business.
3. On days when the Plenary of the Assembly of the Republic is in session or whenever otherwise justified, the Chairperson of the Committee may convene meetings without a deadline, provided all the parliamentary groups expressly agree.

Article 10 **(Quorum)**

1. The Committee shall meet in plenary session and may only function if more than half the Committee members in full exercise of their office are present, including for this purpose those alternate members who may be substituting for full members.
2. The lack of a quorum 30 minutes after the time for which the meeting has been scheduled to

start shall allow the Chairperson of the Committee or his/her deputy to declare the meeting closed once the attendance record has been taken.

3. Committee decisions shall be made if more than half the Committee members in full exercise of their office are present.

Article 11
(Order of business)

1. The order of business of each meeting is set at the previous meeting or by the Chairperson if the meeting is convened by him/her.

2. The order of business may be changed during the meeting itself if there is a justified reason for doing so and no Committee member opposes it.

Article 12
(Breaks)

Any parliamentary group may obtain a break in the Committee's work of not more than 30 minutes once during the course of each meeting.

Article 13
(Texts)

No text may be discussed by the Committee that has not been distributed to the Committee members at least 24 hours in advance unless the Committee decides otherwise in an unopposed vote.

Article 14
(Speeches)

1. As a rule, speeches by Committee members are not subject to a time limit.

2. The Chairperson may propose rules for organising the overall discussion with tables of times by Member and parliamentary group, while respecting their representativity, in the following situations:

- a) There is a need to meet established deadlines;
- b) The topics to be discussed are complex;
- c) Participation of entities that are not part of the Committee in the debate;
- d) Hearings.

Article 15
(Consideration of members' and government bills)

1. When the Committee receives any members' or government bill and the Committee is understood to be competent to consider it, a Member shall be appointed to draw up the Committee's opinion according to a distribution scheme that respects the representativity of the parliamentary groups.

2. The author or one of the authors of the bill has the right to present it to the Committee, and there is then time for the author or authors to provide clarifications to the Members who are present.

Article 16
(Opinions)

1. For each subject that is to be submitted to the Plenary, the Committee may appoint one or more Members to be responsible for drawing up opinions and, when it is advisable to divide the aforesaid subject, the Committee may also appoint a Member to be responsible for drawing up an opinion on each part.

2. Members have the right and duty to draw up opinions, preferably on legislative initiatives from other parliamentary groups.

3. Opinions on members' or government bills comprise four parts:

- a) Part I for the recitals;
- b) Part II for the views of the Member who is author of the opinion;
- c) Part III for the conclusions;
- d) Part IV for the annexes.

4. Each opinion must without fail contain parts I and III, which are deliberated upon by the parliamentary Committee and, furthermore, one of the annexes in part IV must include the technical note drawn up by the services of the Assembly of the Republic.

5. Part II is the sole responsibility of its author and may not be put to a vote, altered or removed.
6. Any Member and any parliamentary group may have their political positions attached to opinions as an annexe in part IV.

Article 17
(Decisions)

1. Without prejudice to the provisions of Article 11(2), the Committee may only make decisions on subjects that are included on the order of business for the meeting in question.
2. Except in relation to subjects for which the Rules of Procedure of the Assembly of the Republic require a qualified majority, decisions shall be made by simple majority, without counting abstentions.
3. Without prejudice to the quorum for functioning and for making decisions or to the rules applicable to the attendance of Members of the Committee, in the case of votes that are decided by a simple majority, each parliamentary group's votes shall correspond to its share of seats in the Assembly of the Republic.

Article 18
(Voting)

1. Voting shall be by a show of hands, except for matters for which the Rules of Procedure of the Assembly of the Republic require a secret ballot for votes in the Plenary.
2. Voting is compulsory, and reserving one's position for the Plenary of the Assembly shall signify abstention.

Article 19
(Postponement of votes)

The Chairperson of the Committee or each parliamentary group may once request the postponement of the discussion and voting of a specific matter to the next meeting.

Article 20
(Appeals)

Rulings made by the Bureau or decisions made by the Chairperson may be appealed to the Committee plenary.

Article 21
(Minutes)

1. Minutes shall be kept of each meeting and must include a list of all members present and all full members absent, a summary of the matters addressed, the positions of the members and parliamentary groups, and the result of votes, with the individual and collective explanations of vote.
2. The minutes of public Committee meetings shall be published in full on the Assembly of the Republic's website.
3. The minutes shall be drawn up by the advisors who assist the Committee and approved at the next meeting after the one to which they refer.

Article 22
(Public nature of Committee meetings)

1. The Committee's meetings are public.
2. The Committee may exceptionally meet in camera when this is justified by the confidential nature of the matters to be addressed.
3. All the documents under examination or already examined by the Committee that do not contain restricted information must be posted on the Assembly of the Republic's website.
4. Journalists have the right to access all the documents distributed for each meeting of the parliamentary Committee unless they contain restricted information.

Article 23
(Audiences)

1. The plenary of the Committee, its Chairperson or the Bureau may hold an audience on behalf of the Committee with such entities or citizens that so request.
2. Audiences may be entrusted to a subcommittee, a working group, a delegation set up for the purpose or a duly mandated Member.

3. The views that are voiced during audiences are not binding on the Committee.
4. All the day-to-day business relating to audiences must be processed via the support services and dispatched by the Chairperson of the Committee.
5. A report on each audience shall be drawn up by the advisors who assist the Committee.

Article 24

(European legislative initiatives and petitions)

European initiatives and petitions are distributed to a Member, in accordance with a specific table, for each petition or initiative for the purpose of preparing the relevant report or opinion.

CHAPTER IV

Subcommittees and working groups

Article 25

(Subcommittees and working groups)

1. The Committee may form subcommittees and working groups under the terms of the Rules of Procedure.
2. Any member of the Committee or its Chairperson may take the initiative to form a subcommittee or working group. This must be justified and the goals and duration of such a subcommittee/working group must be set out.
3. Each parliamentary group shall be guaranteed the opportunity to be represented by at least one Member in the composition of each subcommittee and working group.
4. Each subcommittee has a chairperson, appointed by the Committee, who shall convene and run its meetings. The chairperson may be assisted by one vice-chairperson who may deputise in the event of the chairperson's absence.
5. The vice-chairperson is appointed on the same basis as the chairperson, although he/she must be a Member of a parliamentary group different from that of the chairperson.
6. Each working group has a coordinator, appointed by the Committee, who shall convene and run its meetings.

Article 26

(Competences)

1. The subcommittees and working groups have the competence to:
 - a) Draw up and propose opinions on the various documents that are given to them by the Committee;
 - b) Make proposals to the Committee within their specialist areas;
 - c) Grant audiences, by delegation from the Committee or its Chairperson.
2. The subcommittees and working groups do not have decision-making powers and their work must be submitted to the plenary of the Committee for a decision.

CHAPTER V

Final provisions

Article 27

(Revision of these Regulations)

These Regulations may be revised or amended by the Committee plenary upon a proposal from any Member, provided that the proposal is included in the order of business beforehand.

Article 28

(Omissions)

Any situation that cannot be regulated through the provisions of these Regulations shall be resolved by means of the precepts set out in the Rules of Procedure of the Assembly of the Republic.