

RULES OF PROCEDURE OF THE HOUSE OF REPRESENTATIVES OF THE STATES GENERAL

CHAPTER 1. DEFINITIONS

Section 1.1 Definitions

In these Rules of Procedure and the regulations based thereon, unless otherwise specified, the following terms shall mean:

- *special delegate*: a special delegate delegated by the States of Aruba, Curaçao or Sint Maarten;
- *committee clerk*: the deputy clerk appointed by the Secretary General to assist a committee;
- *committee chairperson* or *deputy chairperson*: the chairperson or deputy chairperson of a committee;
- *minister plenipotentiary*: the Ministers Plenipotentiary of Aruba, Curaçao or Sint Maarten;
- *Secretary General*: the Secretary General of the House of Representatives;
- *minister*: a minister or state secretary appointed by Royal Decree;
- *Deputy President*: a Deputy President of the House of Representatives;
- *publish*: to make available to all via a public website;
- *old composition*: the composition of the House of Representatives immediately before the first sitting of a newly elected House;
- *documents*: archive records as referred to in the Public Records Act 1995 (*Archiefwet 1995*);
- *President*: the President of the House of Representatives;
- *parliamentary term*: the period for which an elected House of Representatives operates, from the first sitting of a newly elected House to the first sitting of the next newly elected House.

CHAPTER 2. BEGINNING AND END OF MEMBERSHIP

Section 2.1. Admission of members

1. The House shall decide, with due regard for the rules laid down by law, whether a newly appointed member is to be admitted as a member of the House.

2. The committee, referred to in section 7.6, shall be responsible for examining the credentials of each newly appointed member, in order to assist the House in taking its decision.

3. The credentials and documents that a newly appointed member is required by law to submit to the House shall be made available for inspection by the members at the Office of the Secretary General.

4. The House shall decide, insofar as possible, in its old composition regarding the admission of members who have been appointed immediately after the elections for the House.

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Section 2.2 Loss of membership

1. The President shall issue a warning to a member in writing, if he is of the opinion that the member no longer possesses one of the requirements for membership or holds a position incompatible with membership, and that the member should have informed the House of this.

2. The member may submit the matter to the House for its opinion within eight days of the warning.

3. The House shall give its opinion on the matter only after a report on this has been published by a temporary committee set up for this purpose.

4. The temporary committee shall hear the member in question, if the member indicates that he wishes to be heard.

CHAPTER 3. THE PRESIDENT, THE DEPUTY PRESIDENTS AND THE PRESIDIUM

§ 3.1 The President

Section 3.1 Appointment of the President

1. At the last sitting of each parliamentary term, the House shall adopt, in its old composition, a draft profile of the new President to be appointed.

2. The newly elected House shall adopt this profile during the first sitting of a parliamentary term.

3. After the adoption, the interim President, as referred to in section 3.3, shall provide an opportunity for the nomination of candidates for the office of President.

4. After the procedure for the nomination of candidates is complete, the House shall appoint a President.

5. If the office of President becomes vacant before end of term, the House shall adopt the profile of the new President to be appointed as soon as possible, and a President shall subsequently be appointed in accordance with subsections 3 and 4.

Section 3.2 Duties of the President

The President shall be responsible for:

- a. managing the business of the House and the Presidium;
- b. ensuring compliance with these Rules of Procedure;
- c. implementing any decisions taken by the House;
- d. representing the House;
- e. the remaining duties assigned to him pursuant to these Rules of Procedure or by law.

Section 3.3 Interim President

1. Until the appointment of a President during a new parliamentary term, the interim President shall be:

a. a former President, where the most recently retired former President shall have precedence;

b. in the absence of former Presidents, a former Deputy President, where the most recently retired former Deputy President shall have precedence and, in the event of former Deputy

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Presidents who have retired at the same time, the highest in the order of ranking, as referred to in section 3.5(1);

c. in the absence of former Deputy Presidents, the longest-sitting member of the House and, where members have been in office for the same period of time, the oldest in age shall have precedence.

2. As long as the office of President has become vacant before end of term and no other President has been appointed, the highest ranking Deputy President, as referred to in section 3.5(1), shall act as interim President. In the absence of a Deputy President, the interim President shall be appointed in accordance with subsection 1.

3. The interim President shall have the same duties and powers as the President.

Section 3.4 Acting President

1. In the absence of the President, one of the Deputy Presidents shall act as the President based on the order of ranking, as referred to in section 3.5(1).

2. In the absence of a Deputy President:

a. the President may arrange for other members to act as President during a sitting; and

b. in case of the prolonged absence of the President and the Deputy Presidents, the person to act as President shall be determined in accordance with section 3.3(1).

3. An acting President shall have the duties and powers that are required for acting as the President.

§ 3.2 The Deputy Presidents

Section 3.5 Deputy Presidents

1. Each time after the appointment of a President, the House shall appoint such number of Deputy Presidents as it may determine, and determine their order of ranking.

2. If a position becomes vacant before the end of term, the House shall appoint a new Deputy President. The new Deputy President shall take the place of the Deputy President to be replaced based on the order of ranking.

§ 3.3 The Presidium

Section 3.6 Presidium

1. The President and Deputy Presidents together form the Presidium.

2. For every other member of the Presidium, the President shall appoint a deputy who shall replace this member in his absence. The House may decide to reserve the right to appoint a deputy.

3. The Presidium may only take decisions if more than half of its members or their deputies are present. In the event of a tied vote, the President shall decide.

4. The President may invite other members to attend the sittings of the Presidium. These members shall not take part in the votes.

5. If the Presidium has set up advisory committees as referred to in section 7.9 for some of its activities, it shall hear them before taking decisions on those components, unless this is not possible in a case of extreme urgency.

6. The Presidium shall be assisted by the Secretary General and the directors.

CHAPTER 4. THE BUDGET ESTIMATE

Section 4.1 Budget estimate

1. Each year, the Presidium shall prepare an estimate of the necessary income and expenditure of the House for the next year and shall send this in time to the House and to the minister responsible for the budget of the States General.
2. The House shall adopt the budget estimate.

CHAPTER 5. THE PARLIAMENTARY GROUPS AND BREAKAWAY GROUPS

Section 5.1 Parliamentary groups

1. The members who have been declared elected by the Central Electoral Office from the same list shall be regarded as a single parliamentary group at the start of the parliamentary term. If only one member from a list has been elected, this member shall be regarded as a separate parliamentary group.
2. New parliamentary groups may be formed during a parliamentary term only through:
 - a. a merger of two or more parliamentary groups;
 - b. a split into two or more parliamentary groups.
3. A split as referred to in the subsection 2(b) shall only be possible if, in the event of members leaving a parliamentary group, it is unclear which of the members are to be regarded as a continuation of the original group and the Presidium has therefore decided that two or more new parliamentary groups have been formed.
4. A parliamentary group shall inform the President of the composition of its executive committee, as well as of any change to its composition and that of its committee.

Section 5.2 Breakaway groups

If the members break away from a parliamentary group other than as a result of a split as referred to in section 5.1(2)(b), each of them separately or two or more members jointly shall be considered as a breakaway group, if they have notified the President thereof.

Section 5.3 Financial contribution

1. Via separate regulations, to be adopted by the House on the proposal of the Presidium, rules shall be laid down regarding the allocation and management of a financial contribution for parliamentary groups and breakaway groups for their activities.
2. If a new parliamentary group is created via a merger, the contribution allocated to the newly formed parliamentary group shall be no more than the contribution that would be allocated to a parliamentary group of the same size, as referred to in section 5.1(1).
3. In case of a split in a parliamentary group, the amount of the contribution to be granted to the new parliamentary groups involved in the split shall be determined by dividing the contribution that would be allocated to the original parliamentary group among the new parliamentary groups, in proportion to the number of members involved in the split.

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4. The rules referred to in subsection 1 shall determine the consequences that the split, i.e. members breaking away from a parliamentary group to form breakaway groups, has on the contribution allocated to that parliamentary group.

5. The Presidium may adopt temporary measures derogating from the provisions of subsections 1 to 4 in order to fulfil obligations arising towards the staff members of the original parliamentary group in the event of a merger or split or in the event of the formation of one or more breakaway groups.

CHAPTER 6. THE STAFF

§ 6.1 The Secretary General

Section 6.1 Legal status of the Secretary General

1. The House shall decide regarding the commencement and termination of the employment of the Secretary General.

2. The Presidium shall be responsible for exercising the other powers relating to the legal status of the Secretary General.

Section 6.2 Duties of the Secretary General

1. The Secretary General shall manage the administration of the House. This shall be supervised by the Presidium.

2. The Secretary General shall also be responsible for:

- a. performing, on behalf of the House, its statutory duties in respect of its budget;
- b. performing, on behalf of the House, its statutory duties in respect of its archive records;
- c. performing the remaining duties assigned to him pursuant to these Rules of Procedure or by law.

3. The Secretary General may grant a submandate for the exercise of his powers pursuant to subsection 2(a) and (b).

§ 6.2 The other civil servants

Section 6.3 Directors

1. The Presidium shall be responsible for entering into and terminating the employment contracts of one or more directors.

2. The Secretary General shall be responsible for exercising the other powers relating to the legal status of the directors.

Section 6.4 Other civil servants

The Secretary General shall be responsible for entering into and terminating the employment contracts of the other civil servants and for exercising the other powers relating to their legal status.

CHAPTER 7. THE COMMITTEES

§ 7.1 Types of committees

Section 7.1. Standing committees

1. There shall be a standing committee for each ministry, with the exception of the Ministry of General Affairs. There shall also be standing committees for Digital Affairs, European Affairs and Kingdom Relations.

2. The House may also set up standing committees relating to the area of responsibility of a minister who is not in charge of a ministry or the area of responsibility of a state secretary. These committees shall be appointed for the duration of a parliamentary term.

Section 7.2. Temporary committees

1. The House may establish temporary committees for specific subjects.

2. The decision establishing a temporary committee shall in any case contain:

a. an accurate description of the subject on which the committee is to report to the House or for which the committee has otherwise been established; and
b. the period for which the committee is established.

3. The period referred to in subsection 2(b) may be extended by the House at the request of the committee.

Section 7.3 Committees of inquiry

The House may establish a committee of inquiry for the purpose of conducting a parliamentary inquiry.

Section 7.4 Public Expenditure Committee

1. There shall be a Public Expenditure Committee.

2. This Committee shall be responsible for:

a. dealing with issues relating to the legitimacy, efficacy and efficiency of the collection and spending of collective resources;

b. informing, advising and supporting the House and the committees with respect to the right to approve and amend budgetary policy and the financial scrutiny of the government.

3. The information, advice and support, as referred to in subsection 2(b), shall also extend to major projects as referred to in section 7.37.

4. The House shall take a decision on a proposal to request the Netherlands Court of Audit to launch an investigation only after obtaining the Committee's advice.

Section 7.5. Intelligence and Security Services Committee

1. There shall be an Intelligence and Security Services Committee.

2. Notwithstanding section 7.11(1), (2) and (5), the chairs of the parliamentary groups referred to in section 5.1(1) shall be members of this Committee. If there are more than five such parliamentary groups in the House, the chairs of the five largest parliamentary groups shall be members. Based on the recommendation of the committee, the House may decide that at most two other chairs of parliamentary groups may also be members of this Committee for the duration of a parliamentary term.

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3. If a chair of a parliamentary group has been released, on request, from his membership of the Committee, the House shall be authorised, notwithstanding section 7.11(4), to decide on the recommendation of the Committee whether, instead of this chair, the chair of a different parliamentary group shall serve as member of the Committee for the remainder of the parliamentary term.

4. If a member of the Committee also temporarily holds the position of minister, the said member shall be replaced for the duration of this period by a member designated by and from among his parliamentary group for this purpose. If all members of the parliamentary group are also temporarily ministers, none of them shall serve as a member of the Committee during this period.

Section 7.6. Committee on the Examination of the Credentials of the House of Representatives

1. There shall be a Committee on the Examination of the Credentials of the House of Representatives.

2. This Committee shall report to the House, in writing or orally, on the conduct of the elections, the determination of the election results and the admission of the members.

3. The scope of the task, as referred to in subsection 2, shall extend to the election and admission of the members of the House of Representatives and members of the European Parliament elected in the Netherlands.

Section 7.7. Committee on Petitions and Citizens' Initiatives

1. There shall be a Committee on Petitions and Citizens' Initiatives.

2. This Committee shall report to the House on petitions and citizens' initiatives. It shall also report on the investigation reports of the National Ombudsman, if there is a reason for this.

3. The Committee shall verify whether a petition or citizens' initiative meets the requirements set for it.

4. Each report on a petition or citizens' initiative shall contain a clear conclusion or proposal on how to deliberate on the matter.

5. The Committee may request another committee to advise it or institute an investigation on its behalf and report to it on that investigation, before it submits its own report to the House.

6. The Committee may consult the National Ombudsman orally or in writing.

7. The Committee may only take decisions if more than half of its members or deputy members are present.

8. Separate regulations, to be adopted by the House, shall set out the further working procedures of the Committee.

Section 7.8. Procedure Committee

1. There shall be a Procedure Committee.

2. This Committee shall advise the House, either on the request of House or on its own initiative, regarding the working procedures of the House and on these Rules of Procedure.

3. The Committee shall report to the House on proposals for changes to these Rules of Procedure that have been referred to it for this purpose.

Section 7.9 Advisory committees

The Presidium may set up advisory committees to advise it in the performance of its duties.

Section 7.10 Joint appeals committee for the Parliamentary Reporting Office

1. Via regulations to be adopted by both Houses of the States General, as referred to in section 15.11, a joint appeals committee shall be created for the Parliamentary Reporting Office.

2. This joint committee shall be authorised to make or undo changes in the verbatim reports prepared by the Parliamentary Reporting Office.

§ 7.2 The composition

7.2.1 The committee members

Section 7.11 Committee members

1. The President shall determine the number of members of a committee. The House may decide otherwise.

2. In consultation with the parliamentary groups and breakaway groups, the President shall appoint the members and, insofar as he considers this desirable, the deputy members.

3. The President may release a member or deputy member, on his request, from his membership of a committee.

4. If the position of a committee member or deputy member becomes vacant, the President shall, in consultation with the parliamentary groups and breakaway groups concerned, ensure that this position is filled.

5. The committee members and deputy members shall be appointed anew at the start of every parliamentary term. Until these appointments have been made, the existing committees of the previous parliamentary term shall continue to exist in their old composition.

7.2.2 The committee chairperson

Section 7.12 Appointment of the committee chairperson and deputy chairperson

1. A newly formed committee shall, at its first meeting, appoint from among its members a chairperson and a deputy chairperson for the committee. The first meeting shall be chaired by the President.

2. If the position of chairperson or deputy chairperson becomes vacant, the committee shall ensure that the position in question is filled at a meeting convened for that purpose.

3. After the appointment of its members at the start of a parliamentary term, the committee shall again once appoint a chairperson and deputy chairperson at a meeting convened for that purpose.

4. Each appointment of a committee chairperson or deputy chairperson shall be communicated to the House.

Section 7.13 Duties and powers of the committee chairperson

1. A committee chairperson shall be responsible for:

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- a. managing the business of a committee;
- b. ensuring compliance with these Rules of Procedure;
- c. implementing the decisions taken by the committee;
- d. representing the committee;
- e. drawing up a plan to strengthen the committee's knowledge and information position and evaluate the implementation of this;
- f. performing the remaining duties assigned to him pursuant to these Rules of Procedure or by law.

2. The plan referred to in subsection 1(e) shall set out the way in which the committee will monitor the annual reports received by it that account for national expenditure and ensure the appointment of rapporteurs as referred to in section 7.36.

3. A committee chairperson shall exercise the same powers during a committee meeting as exercised by the President during a sitting of the House.

Section 7.14 Acting as committee chairperson

1. In the absence of the committee chairperson, the following persons shall act as committee chairperson:

- a. the committee deputy chairperson;
- b. in the absence of the latter: the committee member who is the longest-serving member of the House where, if members have been in office for the same period of time, the oldest in age shall have precedence, or another committee member designated by the committee.

2. An acting committee chairperson shall have the duties and powers that are required for acting as the chairperson.

7.2.3 The assisting staff

Section 7.15 Assistance for committees

1. Each committee shall be assisted by a deputy clerk appointed by the Secretary General, designated as the committee clerk.

2. In addition, each committee shall be assisted by one or more civil servants of the House.

§ 7.3 The meetings

Section 7.16 Meeting times

1. A committee shall meet at such times as it may determine. If the committee has not set any meeting times, these shall be determined by the committee chairperson.

2. In any event, the chairperson of the committee shall convene a committee meeting within a reasonable period of time if the government or one-quarter of its members request this, stating reasons.

Section 7.17 Procedural meeting

1. A committee shall regularly hold procedural meetings to decide on how to consider the documents received and its other business.

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2. At the meeting, the committee chairperson shall give the members of the House present the opportunity to submit proposals concerning the committee's arrangement of business. Members shall notify the committee chairperson in advance of their proposals.

3. Decisions taken at the meeting shall be made public, unless they were taken during a closed part of the meeting and disclosure is undesirable.

Section 7.18 Attending meetings

1. Members and deputy members of a committee may attend all meetings of their committee.

2. The President may attend the meetings of every committee.

3. The other members of the House may attend all committee debates on draft legislation and policy documents. A committee may also permit these members to attend its other meetings.

4. Members of the House attending a committee meeting shall be entitled to participate in the deliberations.

5. If, with the mutatis mutandis application of Section 8.18, a committee chairperson excludes a member from further attendance at a committee meeting, this exclusion shall also apply to the other meetings of the committee in question held on the date of the exclusion.

Section 7.19 Public nature of the meetings

1. The meetings of committees shall be public.

2. The House may decide that a particular committee may hold closed meetings.

3. A committee may decide, on a proposal of one of its members or a minister, that a meeting or part of thereof shall be closed to the public.

4. If a proposal as referred to in subsection 3 is made during a public meeting, it shall be deliberated and decided upon in a closed part of the meeting.

5. A closed committee meeting may only take place at the premises of the House. Members attending the meeting must be present in person in the meeting room. The President may allow derogations from this subsection under special circumstances.

§ 7.4 The decision-making process

Section 7.20 Decision-making process

1. Only the members of a committee shall take part in its decision-making process. In the absence of a member, a deputy member from his parliamentary group or breakaway group may exercise his powers. A deputy member may not exercise the powers of more than one member of the committee.

2. A committee may take decisions in writing, outside of its meetings, on a proposal which, in the opinion of its chairperson, is simple and urgent. The decision shall be taken as if the House were in plenary sitting voting in conformity with section 8.25.

3. If a committee is required to elect one or more persons, it shall decide on this at a meeting with the mutatis mutandis application of sections 8.31 to 8.38 on the understanding that, in the event of a third vote, the choice shall be between the two persons who received the most votes in the second vote.

§ 7.5 The consideration of documents

Section 7.21 Consideration of documents

1. Documents received by the House shall be referred to the most relevant committee in this regard.
2. The committee shall decide regarding the consideration of the documents. If a document is submitted to the committee, it shall in any case deliberate on this.
3. The Presidium shall lay down rules for the consideration of documents received by the House without indication of sender.

§ 7.6 The reports

Section 7.22 Report on a received document

1. A committee shall report to the House on any document received by it, if these Rules of Procedure require it to do so or if the committee considers it desirable for some other reason.
2. The report shall outline, as concisely as possible, the committee's comments or questions regarding the document.
3. The House may decide that a committee need not report on documents, as required by the Rules of Procedure, if the committee considers that such documents cannot be considered publicly.

Section 7.23 Other reports

1. A committee shall report to the House on each of its public consultations, conducted either orally or writing, with a minister.
2. A committee may also report on its other activities.

Section 7.24 Adoption of the report

1. The committee clerk shall be responsible for preparing the reports of his committee.
2. A report shall be adopted after it is signed by the committee chairperson and the committee clerk.
3. A report shall be made public immediately after adoption.
4. The committee may decide that appendices to a report shall be made available for inspection only. Appendices of a confidential nature shall, in any case, not be made public and shall only be made available for confidential inspection by members.

§ 7.7 The powers

7.7.1 General

Section 7.25 Powers of committees

- For the proper discharge of its duties, a committee shall in all cases be authorised to:
- a. apply to a minister to obtain all the documents that it considers necessary to examine;
 - b. enter into oral consultations with a minister;
 - c. enter into written consultations with a minister;
 - d. hold round-table discussions;

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- e. hold hearings;
- f. hold technical briefings;
- g. carry out working visits;
- h. obtain information from an advisory body;
- i. call in external experts;
- j. appoint rapporteurs;
- k. propose to the House the designation of a major project.

7.7.2 The oral and written consultations

Section 7.26 Forms of oral consultations

Oral consultations between a committee and a minister may take place in the form of:

- a. a committee debate on general policy, if the consultations relate to a subject within the committee's policy area;
- b. a committee debate on draft legislation, if the consultations concern a bill submitted to the committee;
- c. a committee debate on policy documents, if the consultations relate to an initiative policy document submitted to the committee or another document regarding which the committee wishes to consult.

Section 7.27 Date and time

- 1. A committee shall decide on the date and time of a committee debate.
- 2. The date and time of the committee debates on draft legislation and policy documents shall be decided by the House based on a proposal from the President.
- 3. At most one committee debate on draft legislation or policy documents may be conducted simultaneously with a sitting of the House. At other times, at most two simultaneous committee debates on draft legislation or policy documents may take place.

Section 7.28 Speaking time limits

- 1. A committee may decide to apply speaking time limits for a committee debate on general policy and a committee debate on policy documents.
- 2. There are no speaking time limits for a committee debate on draft legislation. However, the committee may decide that members who wish to participate in the committee debate on draft legislation must indicate the desired speaking time in advance.

Section 7.29 Information from civil servants

With the consent of the relevant minister, information may be provided during committee debates on general policy, draft legislation and policy documents by civil servants designated by the minister for this purpose.

Section 7.30 Motions

- 1. Members may table motions during a committee debate on draft legislation or policy documents. Sections 8.20 and 8.21 shall apply mutatis mutandis to these motions.
- 2. No motions may be tabled during a committee debate on general policy.

Section 7.31 Debate in the House following committee debates or written consultations (two-minute debates)

1. The House shall only debate on a report concerning a committee debate or written consultations if a member, who has taken part in the debate or consultations, wishes to table a motion on the subject discussed therein. During a committee debate, a member may only indicate his intention to table a motion after the minister's first response in the debate.

2. Only members of the parliamentary group or breakaway groups that have taken part in the committee debate or written consultations may participate in the debate, unless the House decides otherwise.

3. Notwithstanding the provisions of section 8.12(1), each member shall address the House only once.

4. Notwithstanding the provisions of section 8.13(1), the speaking time limit shall be two minutes for each parliamentary group and one minute per breakaway group, including the time necessary for tabling the motions.

7.7.3 Detailed rules concerning other powers

Section 7.32 Round-table discussion

If a committee decides to hold a round-table discussion, it shall exchange views during this discussion with the invitees on a subject determined by it in advance.

Section 7.33 Hearing

1. If a committee decides to hold a hearing, it shall interview the invitees during this hearing on a subject determined by it in advance.

2. The committee may decide in advance at a procedural meeting that, during the hearing, questions put forward by a member, including any follow-up questions, shall always be answered immediately by the invitee to whom they are addressed.

Section 7.34 Invitation of civil servants

If a committee wishes to invite civil servants to a round-table discussion, hearing or technical briefing, it shall do this through the minister responsible for them.

Section 7.35 Request for information or advice

1. Any member of the House may submit a written proposal to a committee to:
a. request the Advisory Division of the Council of State to advise the House on a legislative or administrative matter; or
b. request an advisory body as referred to in the Advisory Bodies Framework Act (*Kaderwet adviescolleges*) to advise the House.

2. The committee shall send the proposal and its advice to the Presidium. The Presidium shall submit the proposal and the committee's advice as well as, insofar as deemed necessary, its own advice to the House.

3. The House shall decide on the proposal.

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4. If the House carries a motion containing a request as referred to in subsection 1, subsections 2 and 3 shall apply *mutatis mutandis*.

Section 7.36 Appointment of rapporteur

1. A committee may appoint one or more members to act as rapporteurs on:
 - a. a document received by it;
 - b. a major project as referred to in section 7.37 for which it is responsible; or
 - c. any other subject that concerns the committee.
2. The committee shall lay down in writing the duties, powers and responsibilities connected with the rapporteurship as soon as possible, and it may also determine the duration of the rapporteurship.
3. The Presidium shall inform the House annually about the ongoing and completed rapporteurships of that year.

Section 7.37 Designation of major project

1. Any member of the House may request a committee to propose to the House that a particular project be designated as a major project subject to special parliamentary scrutiny.
2. Rules with regard to major projects shall be laid down via separate regulations to be adopted by the House.

CHAPTER 8. THE PLENARY SITTING

§ 8.1. General provisions

8.1.1 The beginning and end of the sitting

Section 8.1 Convocation

1. The President shall convene the House as often as he deems necessary.
2. In any case, the President shall convene the sitting within a reasonable time if this is requested, in writing and with reasons, by at least thirty members or by the government.
3. The House may also decide the date and time of the next sitting. However, in the event of unforeseen circumstances, the President may convene the House at another time.
4. The Presidium may establish general guidelines for the days and hours when the House shall be usually convened and for periods when the House shall be in recess. The President shall take this into account as far as possible.
5. The members shall be given timely notice of each sitting. The subjects to be dealt with shall be specified in the notice.

Section 8.2 Attendance list

Before the start of the sitting, each member present shall declare his attendance so that an attendance list can be drawn up. Members arriving later shall indicate their attendance on arrival.

Section 8.3 Opening of the sitting in case of quorum

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1. The President shall open the sitting if, at the start of the sitting, it appears from the attendance list that more than half the number of sitting members are present.

2. If the requisite number of members are not present, the President shall open a session at which he can have the names of the absent members read out and give notice of any documents received. Thereafter, he shall adjourn the sitting to a later time.

Section 8.4. Suspension or closure of the meeting

The President may suspend or close the sitting if he considers this desirable in view of the course of the business or in order to maintain order.

8.1.2 The Plenary Hall

Section 8.5 Seating arrangement

1. Each member shall be allocated a seat in the Plenary Hall. The Presidium shall allocate these seats. The Presidium may also allocate a specific group of seats to a parliamentary group or breakaway group and allow the group in question to distribute these seats among their members.

2. The Presidium shall ensure that seats are also available for:

- a. the ministers;
- b. the persons appointed by the ministers to assist them at the sitting;
- c. the ministers plenipotentiary;
- d. special delegates.

3. The Presidium may also allocate seats to other persons invited by the House.

4. If special delegates or members of the European Parliament invited by the House take part in a sitting, the President shall allocate their seats.

5. If, at the invitation of the House, the head of state or head of government of another country attends a sitting to address the House, the President shall allocate his seat.

6. Everyone shall take their seats when the President so requests.

Section 8.6 Rostrum

Each member shall address the House while standing at the rostrum in the Plenary Hall, unless the President permits otherwise.

8.1.3 The arrangement of business

Section 8.7. Received documents

1. During each sitting, a list of all documents received since the previous sitting shall be displayed on the Secretary General's table in the Plenary Hall.

2. On this list, the President shall indicate or propose how the received documents should be considered. A proposal shall be deemed to have been adopted after the close of the sitting, unless objected to by a member. In that case, the House shall decide on the proposal.

3. The President may decide not to include unsigned, unintelligible or offensive documents in the list.

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Section 8.8. Arrangement of business

1. The House shall arrange its business either on the proposal of the President or that of a member.
2. The arrangement of business shall, as a general rule, be done once a week at a fixed time to be determined by the President. In special cases, the President may decide to allow the arrangement of business to be done at other times.
3. Members shall notify the President of their proposals in advance.
4. All proposals shall be made public in advance, unless the urgency of the matter does not allow for this.
5. A member wishing to request a letter from the government in the course of the arrangement of business must obtain the prior approval of the President.

§ 8.2 *The debate*

8.2.1 Addressing the sitting

Section 8.9. Addressing the sitting

1. At the sitting, a member may only take the floor after having requested, and obtained the permission of, the President to do so.
2. The President shall grant the floor in the order in which the floor is requested, unless the House decides otherwise.
3. Prior to the debate on a subject, members may request the floor by entering their names on a list of speakers provided for the purpose. It shall be possible to make an entry on the list as soon as the President has announced or the House has decided that the subject in question shall be discussed.
4. If special delegates or members of the European Parliament invited by the House participate in a sitting, the President shall decide on the order in which they are to be granted the floor.
5. If ministers, the persons whom they have designated to assist them in the sitting, the ministers plenipotentiary or other persons invited to take part in a sitting request the floor, the President shall grant permission only until the person who has the floor has completed his speech.
6. If, at the invitation of the House, the head of state or head of government of another country attends a sitting to address the House, the President shall decide when he is to be granted the floor.
7. If the President wishes to speak on a subject other than in a presidential capacity, he shall vacate the seat allotted to him. He shall not take this seat again while this subject is under discussion.

Section 8.10 Personal privilege or point of order

1. The order of speakers may be interrupted if a member requests the floor to raise a question of personal privilege or a point of order.
2. The President shall grant the floor for a point of personal privilege to any member who has requested the floor for this only after he has given a provisional indication of the matter of personal privilege involved. The decision of whether something constitutes a matter of personal privilege shall be taken by the President.

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3. A point of order may be raised by the President or by a member.

Section 8.11 Interruptions

The President may allow interruptions. These shall consist of short remarks or questions, without introduction.

Section 8.12 Speaking periods

1. During the debate, members may speak on the same subject during a maximum of two speaking periods. The House may permit derogations from this rule.

2. If a member has not spoken on a subject in the first speaking period during a sitting, he may thereafter take part in the debate on the subject at that sitting only if the House permits him to do so.

Section 8.13 Speaking time limits

1. The House may set speaking time limits for ministers and other participants during the debate on a subject per parliamentary group and breakaway group, taking into consideration the size of each group.

2. If the House sets speaking time limits, it may also decide that, contrary to section 8.12(1), only one period of speaking time shall be allowed.

3. Once a speaking time limit, as set by the House or laid down in these Rules of Procedure, has elapsed, the President shall request the speaker to conclude his speech. The speaker shall immediately comply with this request.

8.2.2 Conduct during the sitting

Section 8.14 Conduct during the sitting

Each member shall conduct himself at the sitting in a manner that shows respect for the other members and does not detract from the dignity of the House.

Section 8.15 Adhering to the subject

1. Each speaker shall adhere to the subject that is being debated on.

2. If a speaker strays from the subject of the debate, the President shall call on him to return to the subject in hand.

Section 8.16 Warning for improper conduct

1. During the sitting, all persons shall refrain from:

- a. making offensive statements;
- b. disrupting the order;
- c. failing to respect the confidentiality of an exchange of views in a closed meeting;
- d. failing to respect the confidentiality of the contents of a confidential document; and
- e. endorsing or encouraging illegal acts.

2. If a speaker fails to do the above, the President shall warn him and give him an opportunity to retract the words or reconsider the conduct that gave rise to the warning.

Section 8.17 Order to yield the floor

1. The President may order a speaker to yield the floor if this speaker:
 - a. continues to stray from the subject of debate after he has been requested to adhere to it as referred to in section 8.15; or
 - b. fails to avail of the opportunity to retract his words or reconsider his conduct, or continues to make offensive statements, disrupt the order or disrespect the duty of confidentiality, or endorses or incites unlawful actions even after receiving a warning as referred to in section 8.16(2).
2. A member who has been ordered to yield the floor may no longer take part in the debate on the subject under deliberation.

Section 8.18. Exclusion from a sitting

The President may exclude a speaker to whom section 8.17 has been applied, and any other member who has been guilty of acts of the kind referred to in that section, from further attendance at the sitting on the day on which the exclusion applies.

Section 8.19. No appeal to the House

No appeal to the House shall be possible concerning the decisions of the President pursuant to sections 8.15 to 8.18.

8.2.3 Motions

Section 8.20 Motions

1. Each member who has the floor may table, individually or with other members, motions on the subject under debate. The member shall read out the text of his motions.
2. The motions must be concise and clearly worded, put into writing and signed.
3. A member may not table any motions during his first speaking period unless:
 - a. the House grants permission for this; or
 - b. there is a debate on a report of a committee debate or written consultations.
4. Debate of motions shall take place during the debate on the subject regarding which the motion has been tabled, unless the House decides otherwise.
5. The first signatory may amend or withdraw the motion until it has been voted on.

Section 8.21 Adoption of motions

1. During the debate, the President shall declare a motion addressed to the government as adopted if:
 - a. the minister states that he concurs with the content of the tabled motion; and
 - b. the President has ascertained that none of the members present in the Plenary Hall oppose to the motion being adopted.
2. A motion that has been declared as adopted shall no longer constitute a separate subject of debate.

8.2.4 Closing of the debate

Section 8.22 Closing of the debate

1. The President shall close the debate on a subject if no one else wishes to take the floor.
2. The President or any member present in the Plenary Hall may propose to the House that the debate be closed earlier, as far as the House is concerned, if he considers the subject to have been sufficiently clarified from different perspectives. This proposal may be briefly explained.
3. The President or any other member present in the Plenary Hall may also propose that the debate be closed, as far as the House is concerned, at a specified time. This proposal may be briefly explained. If the proposal is adopted, the President may decide to divide the remaining time available equitably between the speakers.

§ 8.3 The decision-making process

8.3.1 General provisions

Section 8.23 Taking a decision

1. After the debate on a subject has been closed, the House shall, if necessary, proceed to take a decision.
2. The vote on a motion may be adjourned. The adjourned motion shall lapse if it is not voted on at the first sitting held twelve weeks after the adjournment decision. The House may decide otherwise. At the end of a sitting, all adjourned motions shall lapse.

Section 8.24 Time of voting

Voting generally takes place at fixed times.

8.3.2 Decision-making on matters relating to business

Section 8.25 Voting by show of hands

Voting on business shall be by show of hands, unless a vote by roll call is required pursuant to section 8.26(1).

Section 8.26 Voting by roll call

1. A roll call vote shall be held if:
 - a. a member requests it; or
 - b. in the opinion of a member, the proportion of votes in a vote by show of hands is unclear.
2. A roll call vote, as referred to in subsection 1(b), may not be held if the result of the vote by show of hands has been adopted.
3. In this vote, members shall be called upon to vote by roll call. Each member shall cast his vote orally by saying “yea” (“*voor*”) or “nay” (“*tegen*”). Before the vote is taken, lots shall be drawn to decide which member on the attendance list shall be called to vote first.
4. In case of a roll call vote, if it appears that a majority of the number of sitting members is no longer present, the President shall:

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- a. adjourn the sitting for a period of time and resume it if, at the time of reopening, it appears that a sufficient number of members are again present; or
- b. close the sitting and convene another sitting at a later date.

Section 8.27 Mistakes in the casting of votes

1. If a member makes a mistake during a vote by show of hands, he may rectify his mistake only insofar as the President has not yet determined the voting result.
2. If a member makes a mistake in casting his vote during a roll call vote, he may rectify his mistake only insofar as the next member has not yet cast his vote.
3. If a member has been unable to correct his mistake in time, after the vote he may request a note to be made of his mistake. This shall not alter the result of the vote.

Section 8.28 Tied vote

1. In the event of a tied vote with all members present, the proposal shall be deemed not to have been adopted.
2. If all the members are not present, the vote shall be postponed to a subsequent sitting. If there is a tied vote again, the proposal shall be deemed not to have been adopted.

Section 8.29 Explanation of vote

1. The President may allow explanations of vote to be made by members immediately before a vote. After the vote, any member may make an explanation of vote.
2. An explanation of vote shall not exceed one minute and shall be confined to a brief explanation of the vote.
3. After an explanation of vote, the debate cannot be reopened.

Section 8.30 Decision without vote

1. A vote on business need not be held if none of the members requests one. In that case, the President shall propose that the decision be taken without a vote.
2. Members present in the Plenary Hall may request that they should be noted as having voted against. In this case, the decision shall be deemed to have been taken with the votes of the other members.

8.3.3 Decision-making on matters relating to persons

Section 8.31 Voting with ballot papers

1. Voting on persons for the purpose of appointments, nominations or elections shall take place by means of ballot papers, which members shall cast in a ballot box.
2. Members shall complete a separate ballot paper for each candidate for appointment, nomination or election. The ballot paper must clearly indicate the person the member wishes to vote for. In case of doubt, the House shall decide.

Section 8.32 Voting rounds

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1. Voting on the candidates shall take place over a number of voting rounds. The first vote shall be a free vote.

2. If no one obtains a majority of votes in the first vote, a second vote shall be taken. This is also a free vote.

3. If no one obtains a majority of votes in the second vote either, a third vote shall be taken. In that case, the vote shall be among the four persons who have received the most votes in the second vote. If votes have been cast for only three or four persons in the second vote, the third vote shall be between the two persons who have received the largest number of votes.

4. If no one obtains a majority of votes in the third vote either, a fourth vote shall be taken. In that case, the vote shall be between the two persons who have received the most votes in the third vote.

5. If the second or third vote does not clearly reveal the persons among whom the further vote must be taken, an interim vote shall be held to decide this.

Section 8.33 Tied vote

1. If the event of a tied vote as referred to in section 8.32(5) or in a vote between two persons, the issue shall be decided by lot.

2. The names of the persons in question shall be written on pieces of paper which will be used for taking the decision. These pieces of paper shall then be properly folded and placed in the ballot box by a teller, as referred to in section 8.35, and another teller shall draw these from the box and read them out one by one. The person whose name appears on the first piece of paper drawn from the ballot box shall be deemed to have been elected.

Section 8.34 Invalid votes cast

1. Incomplete or incorrectly filled ballot papers shall not be taken into account for determining the majority.

2. If, on the request of the House, a committee has proposed certain candidates to be voted on for appointment, nomination or election, any ballot papers bearing the name of a person other than that of a candidate proposed by the committee shall also not be taken into account.

Section 8.35 Result of the vote

1. The President shall appoint four members to act as tellers during the vote, who shall jointly check the validity of the ballot papers and determine the number of votes cast for each person.

2. When the tellers have completed their tasks relating to a vote, the first appointed teller shall reveal the number of ballot papers found in the ballot box and the President shall indicate the number of members on the attendance list. The first appointed teller shall then announce the result.

Section 8.36 Void vote

1. A vote shall be void if:

a. the number of ballot papers found in the box is more than the number of members on the attendance list and this difference may have influenced the result; or

b. the number of properly completed ballot papers is less than half the number of sitting members.

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2. Following a void vote, the vote shall be taken again. If the vote is void because the number of ballot papers found in the ballot box is less than half the number of sitting members, the sitting shall be suspended or adjourned early, with the mutatis mutandis application of section 8.26(4).

Section 8.37 Decision without vote

A vote on a person need not be held if none of the members requests one and if it concerns:

- a. the appointment of the Secretary General; or
- b. the appointment or nomination of one or more persons for a position in another government body, where a recommendation has been made for the appointment or nomination and the committee concerned has informed the President that it sees no reason to deviate from this recommendation.

In that case, the President shall propose that the decision be taken without a vote.

Section 8.38 Elections not mentioned in the Constitution

For appointments, nominations or elections not mentioned in the Constitution, the House may enforce other rules in a special case.

Section 8.39 Presentation to the King

The President shall ensure that the nominations of persons, who are to be appointed by Royal Decree, are presented to the King.

CHAPTER 9. BILLS

§ 9.1 Bills

9.1.1 Preparation by the committee

Section 9.1 Referral of bills

1. The President shall refer each bill to a standing committee for preliminary review.
2. The decision to refer the bill shall be notified as soon as possible at a sitting of the House. At the time of this notification, the House may decide otherwise regarding the referral.

Section 9.2 Report

1. A committee shall report to the House on each bill that has been referred to it.
2. Any member of the House may submit written comments to the committee regarding the report. The committee is entitled to omit those which it considers irrelevant.
3. Within two weeks of the date of referral, excluding the periods of recess, the committee shall set a time limit for the submission of comments. The set time limit shall be communicated to the members of the House.

Section 9.3. Setting a time limit

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1. The Presidium may set a time limit for a committee to publish its report on a bill.
2. If the report cannot be completed within the stipulated time, the committee shall request that the time limit be extended. The Presidium will decide on the extension. This decision shall be notified in writing to the members of the House as quickly as possible and announced at a sitting of the House.
3. If the Presidium's decision regarding the extension was not taken unanimously, this shall be stated in the notification referred to in subsection 2. The House may decide otherwise at the time of such notification. A proposal to this effect may be submitted by any member.
4. A further extension of the time limit may only be granted by the House. If the House is in recess, the Presidium may decide on the further extension of the time limit.
5. If the Committee fails to publish a report within the stipulated time, the House may open the debate without a report having been published.

Section 9.4 Follow-up documents

1. In its report on a bill, a committee shall indicate whether it considers the deliberation by the House to have been adequately prepared, with or without reservations.
2. If the report contains any remarks or questions, the government shall be given the opportunity to respond in a memorandum of reply to the report.
3. After receipt of the memorandum of reply to the report, the committee may decide to publish a further report. Sections 9.2 to 9.4 shall apply to a further report.

9.1.2 Amendments

Section 9.5 Tabling of amendments

1. Any member, individually or with other members, may table amendments from the time a bill is referred to a committee.
2. Amendments must be accompanied by a brief note of explanation and signed by the members who are tabling the amendment.
3. Amendments shall be made public as soon as they are tabled. If an amendment is tabled on the day of the debate or vote on the bill, it shall also be distributed in the Plenary Hall.

Section 9.6 Admissibility of amendments

1. An amendment shall be deemed to be admissible insofar as the House has not declared it as inadmissible.
2. The President or a member may propose to the House that an amendment be declared inadmissible if:
 - a. the scope of the amendment is contrary to the bill; or
 - b. there is no direct relationship between the content of the amendment and that of the bill.

Section 9.7. Modification and withdrawal of amendments

1. The first signatory of an amendment may modify his amendment.
2. The first signatory may withdraw the amendment during committee debate on draft legislation and the debate of the House. If the debate is closed, the consent of the House shall be required for the withdrawal.

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3. If the first signatory is no longer a member, the amendment may be modified or withdrawn by a member designated by his parliamentary group or breakaway group. If the parliamentary group or breakaway group is no longer a member of the House, the next signatory may modify or withdraw the amendment.

Section 9.8. Adoption of amendments

1. During the debate on a bill, the President shall declare an amendment as adopted if:
a. the minister indicates that he concurs with the content of a tabled amendment; and
b. President has ascertained that none of the members present in the Plenary Hall oppose the adoption of the amendment.

2. Once declared as adopted, the amendment shall be part of the bill and shall no longer be considered as a separate subject of debate.

3. This section shall apply *mutatis mutandis* to the adoption of an amendment during a committee debate on draft legislation.

Section 9.9 Sub-amendments

1. Any member may, individually or with other members, table sub-amendments to the amendments tabled by other members.

2. The rules governing amendments shall apply *mutatis mutandis* to sub-amendments.

9.1.3 The debate

Section 9.10 General debate and section-by-section consideration

1. The general debate on a bill shall take place in two stages.

2. Following the general debate, the House may decide to conduct a section-by-section consideration of the bill. For this, the House shall consider each section and the proposed amendments to the section in the order in which they appear and, finally, the preamble to the bill. The House may also decide, after hearing the committee, that the section-by-section consideration shall take place during a committee debate on draft legislation.

3. If a committee debate on draft legislation has been held with regard to the bill, no further debate shall take place unless the House decides otherwise.

4. The House may decide to follow a different procedure for the above consideration.

9.1.4 The voting

Section 9.11 Voting on the bill and amendments

1. During the voting, the House shall follow the order in which the sections appear on the bill, on the understanding that:

a. sub-amendments shall be put to vote for the amendment they seek to amend;

a. amendments shall be put to vote for the sections they seek to amend;

c. the individual sections shall be put to vote in their order;

d. the preamble shall be put to vote immediately before the final vote; and

e. the final vote on the bill as a whole shall always be taken at the end.

2. Amendments shall be voted on in their entirety for the first section they seek to amend, unless the House decides otherwise.

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3. Amendments to the same part of the bill shall always be voted on in order of most to least far-reaching with respect to the bill. In the event of a dispute about the far-reaching nature of an amendment, the House shall decide.

4. Separate votes shall be taken on the sections, or the preamble or any part thereof, or any part of an amendment only if the House so decides on the request of a member.

5. The House may decide that:

a. amendments shall be considered lapsed as a result of other changes made to the bill;

b. technical changes shall be made to the bill if these become necessary due to the adoption of two or more amendments.

Section 9.12 Second reading

1. If a bill has been changed in the course of debate or as a result of the votes held, the House may decide to postpone the final vote to a subsequent sitting to allow for a second reading.

2. Until the final vote is taken, the government and the committee in question may propose certain changes that have become necessary as a result of changes made before the voting or as a result of the voting or which serve to rectify manifest errors.

3. If any changes are proposed, the vote on these and the final vote shall be taken as soon as possible, unless the proposed changes give reason for the House to reopen the debate.

9.1.5 Completion of the debate

Section 9.13 Renumbering of the bill

1. The President shall make changes in the numbering or lettering of chapters, paragraphs, sections, subsections of parts thereof, and in the references to those sections of the text, of a bill passed by the House, to the extent he deems necessary as a result of the changes made to the bill.

2. The House may decide to omit all or part of the changes referred to in subsection 1.

Section 9.14 Sending of the adopted bill to the Senate

The President shall send a bill adopted by the House to the President of the Senate accompanied by the following message: “The House of Representatives of the States- General hereby sends the bill adopted by it to the Senate”.

Section 9.15 Return of the rejected bill

The President shall return a bill rejected by the House to the King, where this bill had been submitted by or on behalf of the King, accompanied by the following message: “The House of Representatives of the States General has rejected the bill returned herewith”.

§ 9.2 Detailed rules concerning Kingdom bills

Section 9.16 Special rules

The following special rules apply to the consideration of Kingdom bills.

Section 9.17 Written preparation

The preliminary review of a Kingdom bill shall be carried out in writing.

Section 9.18 Setting a time limit

The President or a member may propose to the House that a time limit be set within which the States of Aruba, Curaçao or Sint Maarten are entitled to report in writing on a Kingdom bill.

Section 9.19 Report of the States

A written report of the States of Aruba, Curaçao or Sint Maarten on a Kingdom bill shall be made public as soon as possible after its receipt and sent to the members and the government.

Section 9.20 Adoption by less than three-fifths of the votes

1. The President shall notify the prime minister of the adoption of a Kingdom bill if, before the final vote, the following occurs:

- a. a minister plenipotentiary or a special delegate appointed for this purpose has made a statement, as referred to in section 18(1) of the Charter for the Kingdom (*Statuut voor het Koninkrijk*), against the Kingdom bill; and
- b. the House has subsequently adopted the Kingdom bill by a majority of less than three-fifths of the votes cast.

2. The President shall send the Kingdom bill to the Senate only if the prime minister informs him that the bill shall be upheld.

§ 9.3 Detailed rules concerning private members' bills

Section 9.21 Introduction of a private members' bill

1. An individual member or a group of members, designated as initiator or initiators, may submit a private members' bill to the House by sending the bill in writing and signed to the President.

2. If the private members' bill concerns a Kingdom bill, the President shall forward it, immediately on receipt, to the States of Aruba, Curaçao and Sint Maarten.

3. Subsections 1 and 2 shall apply mutatis mutandis to a proposal of a minister plenipotentiary as referred to in section 15(3) of the Charter for the Kingdom.

Section 9.22 Hearing the Advisory Division of the Council of State

1. The House shall hear the Advisory Division of the Council of State before starting to debate on a private members' bill.

2. The House may hear the Advisory Division again after the debate on a private members' bill has started. A member may submit a proposal to that effect, if necessary by interrupting the order of business, until the final vote is taken on the bill.

3. The initiators shall be responsible for formulating a written response to the opinions issued by the Advisory Division.

Section 9.23 Consideration of private member's bills

1. A private members' bill shall only be referred to a committee after the opinion of the Advisory Division, as referred to in section 9.22(1), has been published along with the written response of the initiators.

2. The private members' bill shall be considered in the same way as bills submitted by or on behalf of the King, on the understanding that:

a. wherever any action needs to be taken by a minister, the initiators shall act in his place; and

b. the initiators shall not participate in the examination of the proposal.

3. The initiators may arrange to be assisted at the meetings of the committees and the House by a maximum of four persons designated by them for this purpose.

4. If ministers wish to address the House during the consideration of the bill, they shall be allowed to do so after the initiators have spoken, unless the House decides otherwise.

Section 9.24 Change in composition of the group of initiators

1. The first signatory of a private members' bill shall notify the President in writing of any change that may occur in the composition of the group of initiators while the bill is being considered by the House.

2. If the first signatory is no longer a member, the written notification may be made by a member designated by his parliamentary group or breakaway group to act as an initiator on his behalf or by the next signatory who is still a member.

Section 9.25 Private members' bills without initiators

1. At a sitting held annually after the sending of the draft budget estimate, the President shall inform the House of the pending private members' bills of which the initiators are no longer members of the House.

2. If, at the first sitting six weeks after this notification, there are no new initiators for a private members' bill, the President shall propose to the House that this bill be considered lapsed.

Section 9.26 Defence in the Senate

1. If a private members' bill is adopted by the House, the initiators shall be instructed to defend the bill in the Senate. The House may decide otherwise.

2. The House may decide to assign the defence of the bill to other members during the debate in the Senate.

Section 9.27 Sending of the adopted private members' bill to the Senate

The President shall send a private members' bill adopted by the House to the President of the Senate accompanied by the following message: "The House of Representatives of the States- General hereby sends the bill adopted by it to the Senate. It has instructed to defend the bill in the Senate".

§ 9.4 Detailed rules concerning budget bills

Section 9.28 Voting on the budget bill

Voting on budget bills and the amendments tabled for these bills shall always take place in conjunction with each other, preferably within one week.

§ 9.5 Detailed rules concerning the review of the Constitution or Charter for the Kingdom

Section 9.29 Expedited consideration at second reading

1. The House shall decide with due speed on a bill for the amendment of the Constitution that has been submitted for consideration on second reading, as referred to in Article 137(4), of the Constitution.

2. If the House has been unable to decide on the bill in the first parliamentary term after having been dissolved in the manner referred to in Article 137(3) of the Constitution, the President shall, at the beginning of the subsequent parliamentary term, propose to the House that the bill be considered lapsed.

Section 9.30 Detailed rules concerning the private members' bill at second reading

1. The parliamentary groups and breakaway groups of the members who have defended a private members' bill in the Senate that has subsequently been published as an act stating that there are grounds for considering a proposal for an amendment to the Constitution, shall ensure that, as soon as possible after such publication, a bill for an amendment to the Constitution is submitted.

2. If the bill in question is not submitted to the House pursuant to subsection 1, the President shall officially submit it to the House no later than on the last day of the parliamentary term during which the publication took place.

3. The bill may be referred to a committee only after the commencement of the next parliamentary term.

4. Section 9.25 does not apply to the bill. If the initiators and their parliamentary groups and breakaway groups are no longer members of the House, other members may be allowed to act as initiators of the bill based on the decision of the House.

Section 9.31 Amendments to the Charter for the Kingdom

Sections 9.29 and 9.30 shall apply mutatis mutandis to Kingdom bills for amending the Charter for the Kingdom that deviate from the Constitution.

CHAPTER 10. TREATIES, DRAFT DECISIONS AND PRIVATE MEMBERS' POLICY PROPOSALS

§ 10.1. Treaties

Section 10.1 Letter of tacit approval of treaty

1. As soon as a treaty is submitted to the House for tacit approval, the following shall be noted on the accompanying letter:

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- a. the date of receipt; and
- b. the latest date on which the wish, that the treaty be submitted to the States General for its explicit approval, may be indicated.

The accompanying letter with the note shall be distributed among the members.

2. The first day of the period for expressing the wish shall be the day following receipt of the treaty.

Section 10.2 Expression of wish by the House

1. The President or one of the members may submit a proposal at a sitting of the House concerning the indication of the wish for an explicit approval of a treaty.

2. If the House agrees with the proposal, the President shall immediately notify the Minister of Foreign Affairs and subsequently the President of the Senate.

3. If the House does not agree to the proposal but at least thirty members declare themselves in favour of it, section 10.4 shall apply.

Section 10.3 Expression of wish on behalf of the House

1. The President may indicate a wish on behalf of the House for the explicit approval of a treaty. He shall, where possible, consult the relevant committees in advance.

2. The President shall notify the Minister of Foreign Affairs thereof and subsequently inform the House and the President of the Senate.

Section 10.4. Expression of wish by thirty members

1. If thirty or more members want to indicate their wish for an explicit approval of a treaty, they shall do so in writing to the President.

2. The President shall immediately notify the Minister of Foreign Affairs thereof and subsequently inform the House and the President of the Senate.

Section 10.5. Expression of wish by the ministers plenipotentiary

1. If the submitted treaty affects Aruba, Curaçao or Sint Maarten, the ministers plenipotentiary in question shall:

- a. be given the opportunity to attend the oral consideration of a proposal as referred to in section 10.2(1) and to provide such information to the House as they consider desirable; and
- b. also be kept informed at all times of the wish for explicit approval indicated by or on behalf of the House or by at least thirty members.

2. If a minister plenipotentiary, through the mediation of the President, expresses a wish for the explicit approval of a treaty, the President shall immediately notify the Minister of Foreign Affairs, thereof and subsequently inform the House and the President of the Senate.

Section 10.6 Entry into, renewal or denunciation of an implementation treaty

Sections 10.1 to 10.5 shall apply mutatis mutandis if the government notifies the House of its intention to:

- a. enter into a treaty solely for the implementation of an approved treaty;
- b. renew an expiring treaty; or
- c. denunciate a treaty.

§ 10.2 Draft decisions

Section 10.7 Letter concerning a draft decision

1. If a draft decision is submitted to the House pursuant to the law and there is an option of indicating a wish that the subject matter or the entry into force of the draft decision be regulated by law, the following shall be noted on the accompanying letter:

- a. the date of receipt; and
- b. the latest date by which the wish may be indicated.

The accompanying letter with the note shall be distributed among the members.

2. The first day of the period stipulated by law for expressing the wish shall be the day following receipt of the draft decision.

3. This section shall apply *mutatis mutandis* to other cases where, following a letter received by the House, it is possible to indicate a wish as stipulated by law.

Section 10.8 Indication of wish

Insofar as provided by law, the wish may be indicated to the minister concerned:

- a. by the House, with the *mutatis mutandis* application of section 10.2;
- b. on behalf of the House, with the *mutatis mutandis* application of section 10.3;
- c. by a number of members stipulated by law, with the *mutatis mutandis* application of section 10.4.

§ 10.3 Private members' policy proposals

Section 10.9 Submission and referral of private members' policy proposal

1. Any member may, individually or with other members, submit a private members' policy proposal on a subject matter of his choice.

2. This policy proposal should contain sections specifying the points for decision-making and the financial aspects.

3. The President shall refer the policy proposal to committee. If the paragraphs referred to in subsection 2 are not included in the policy proposal, the President may request the members submitting the proposal to ensure that these are included.

4. The House shall be notified as soon as possible of the decision to refer the policy proposal. At the time of this notification, the House may decide otherwise regarding the referral.

Section 10.10 Consideration of private members' policy proposals

1. In all cases, the committee shall hold a committee debate on a private members' policy proposal that has been referred to it.

2. If a committee decides in advance to adopt a report regarding the policy proposal, sections 9.2 and 9.3 shall apply *mutatis mutandis*.

3. If a committee decides to publish a report regarding another document about which it wishes to hold a committee debate on a policy document, sections 9.2 and 9.3 shall also apply *mutatis mutandis*.

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4. Sections 9.24 and 9.25 shall apply *mutatis mutandis* to private members' policy proposals.

CHAPTER 11. THE CABINET FORMATION

Section 11.1 Appointment of cabinet informateurs and formateurs

1. The House shall conduct a debate on the election results as soon as possible after the start of a new parliamentary term and by no later than one week thereafter. The aim of the debate shall be to designate one or more informateurs or formateurs and determine the assignment to be performed by them. If this aim is not achieved at the sitting, the House shall decide on this as soon as possible at a subsequent sitting.

2. After completion of the information assignment, the House shall draft a formation assignment, in principle within one week thereafter, and shall designate one or more formateurs to carry out this assignment.

3. If the designated informateurs or formateurs terminate their assignment, the House shall draft a new assignment, in principle within one week thereafter, and shall designate one or more informateurs or formateurs to carry out the new assignment.

4. The appointment of the informateur or formateur shall take place in accordance with sections 8.25 to 8.30.

5. If the cabinet falls before the end of term, the House may consider the desirability of or the direction to be pursued with respect to a new cabinet formation. Subsections 1 to 4 shall apply *mutatis mutandis*.

Section 11.2 Information on the cabinet formation

During and after the completion of their assignment, the House may invite the informateurs and formateurs to provide information on the progress of the cabinet formation.

Section 11.3 Controversial subjects

1. After a fall of the government before end of term, adoption of a Royal Decree dissolving the House or elections for the House, the House may decide, on a written proposal by a committee or by one or more members, to declare one or more subjects as controversial.

2. If a subject is declared controversial, debate on this shall be postponed until a new cabinet has taken office or the House decides otherwise in the interim.

CHAPTER 12. INFORMATION AND RESEARCH

§ 12.1 The written questions

Section 12.1. Submission of written questions

1. A member who wishes to address questions to one or more ministers shall submit these in writing to the President. The questions should be concise and clearly formulated.

2. The President shall forward the questions to the minister concerned, unless he is of the opinion that the questions contain words as referred to in section 8.16(1)(a) to (e).

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3. The President shall bring the forwarded questions to the notice of the members and make them public.

Section 12.2. Response to written questions

1. If a minister is unable to answer a written question within three weeks, he shall inform the President accordingly and state the reasons for this.

2. The Secretary General shall regularly publish a summary of the questions awaiting answers for longer than six weeks and shall regularly remind the ministers thereof.

§ 12.2. The oral question time

Section 12.3 Time and preparation for oral question time

1. The oral question time shall take place at the start of the sitting on a Tuesday. The ministers shall be requested to remain available throughout this time, unless they have obligations which, in the opinion of the President, should take precedence.

2. A member may put forward no more than one subject on which he would like to ask questions during question time. The member may submit this subject in writing to the President between the close of the last sitting of the preceding week and 11.00 a.m. latest on the Tuesday on which question time is due to be held. If no sitting is held after 12.00 noon on Thursday of the preceding week, the member may submit the subject from that time onwards.

3. The President shall decide as soon as possible which of the subjects submitted to him shall be put to question during question time and shall publish these subjects.

4. The President shall invite the ministers concerned to participate in question time, indicating the chosen subjects.

5. The House may decide in a specific case to hold the question time at a time other than that referred to in the subsection 1. In that case, the President shall determine the time by when members may submit their subjects to him.

Section 12.4. Course of the oral question time

1. The President shall determine the order in which the subjects are raised during the oral question time.

2. For each subject, the member who has submitted the subject, acting as the questioner, shall be given the floor for a total of four minutes to ask the minister questions, and the minister shall be given the floor one or more times to answer the questions concisely.

3. Subsequently, the President may give the floor to the other members to ask the minister questions on the same subject. The floor shall be given for no more than half a minute per question. The minister shall be given the floor to answer the questions in brief.

4. During question time, members of a parliamentary group may jointly submit no more than two questions, as referred to in subsection 3, and members of a breakaway group may jointly submit no more than one such question.

5. If a subject has not yet been raised by the end of question time, the President may decide that this subject shall be deemed as lapsed.

Section 12.5 Restrictions during the oral question time

During the oral question time:

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- a. interruptions shall not be permitted;
- b. the tabling of motions shall not be permitted; and
- c. sections 8.10(3) and 8.12 shall not apply.

§ 12.3 The interpellation

Section 12.6 Interpellation

1. Any member who requires information from a minister on a subject may request the House to allow him to hold an interpellation. The member shall indicate the main points on which he wishes to ask questions during the interpellation.
2. The request shall be granted if it is supported by at least thirty members.
3. The President shall determine when the interpellation is to be held.
4. The interpellant shall submit the questions he intends to ask to the President in writing within a week. The latter shall forward the questions to the minister concerned. Section 12.1(2) and (3) shall apply *mutatis mutandis*.
5. Contrary to section 8.12, during an interpellation, only the interpellant shall speak during no more than two speaking periods and the other members in no more than one speaking period.
6. If the interpellation is very urgent and the minister is present, the House may decide that the interpellation shall be held immediately. In that case, subsection 4 shall not apply and the minister shall immediately provide the requested information. If this is not possible, the House shall postpone further deliberation to a later time.

§ 12.4 The thirty-member debate

Section 12.7 Thirty-member debate

1. Any member may request that a thirty-member debate be held, stating the subject of the debate.
2. The request shall be granted if it is supported by at least thirty members.
3. The President shall determine when the debate is to be held.

§ 12.5 Lapsed permission for debate

Section 12.8 Lapsed permission for debate

1. If an interpellation debate, a thirty-member debate or another type of debate requested by a member and approved by the House has still not taken place by the time of the first sitting held twelve weeks after the granting of permission for such a debate, this permission shall be deemed as lapsed.
2. The member who requested the debate or another member of his parliamentary group or breakaway group may indicate, at the latest at the sitting referred to in subsection 1, that he wishes to request an extension of the period for which the permission was granted. The extension shall apply from this notification to the first sitting twelve weeks thereafter. The period may be extended up to two times in this way.

§ 12.6. Parliamentary inquiry and external inquiry

Section 12.9 Parliamentary inquiry

A Parliamentary inquiry shall be conducted by a committee of inquiry to be established for this purpose.

Section 12.10 Other parliamentary inquiries

Other parliamentary inquiries shall be conducted by a temporary committee to be established for this purpose.

Section 12.11 Regulations concerning parliamentary inquiry and external inquiry

Via separate regulations to be adopted by the House, more detailed rules shall be laid down regarding:

- a. a parliamentary inquiry by a committee of inquiry;
- b. a parliamentary inquiry by a temporary committee; and
- c. an external inquiry by third parties.

CHAPTER 13. EUROPEAN, INTERNATIONAL AND INTERPARLIAMENTARY AFFAIRS

§ 13.1 European affairs

Section 13.1 Membership of the European Parliament

Sections 2.1(1) to (3) and 2.2 shall apply mutatis mutandis to the decisions to be taken by the House, pursuant to the law, with regard to the admission to membership of the members of the European Parliament elected in the Netherlands and the loss of such membership.

Section 13.2 Participation in debate by members of the European Parliament

The House may decide that members of the European Parliament elected in the Netherlands shall be invited to provide information, and for this purpose, attend the debate in the House on the subject under discussion.

Section 13.3 Involvement of the House in the decision-making process of the European Union

Via separate regulations to be adopted by the House, rules shall be laid down regarding the involvement of the House in the decision-making process of the European Union.

§ 13.2 International affairs

Section 13.4 Sitting addressed by foreign heads of state and heads of government

The House may decide to invite the head of state or government of another country to attend a sitting to address the House.

Section 13.5 Deployment or supply of armed forces

Via separate regulations to be adopted by the House, rules shall be laid down regarding the procedure for receiving information from the government concerning the deployment or supply of the armed forces to maintain or promote the international legal order.

§ 13.3 Interparliamentary affairs

Section 13.6 Interparliamentary Relations Office

Separate regulations to be adopted by both Houses of the States General shall regulate the establishment and management of an Interparliamentary Relations Office.

Section 13.7 Reporting of interparliamentary assemblies

Heads of delegations who have attended international interparliamentary assemblies shall report on their findings in writing to the House.

Section 13.8 Interparliamentary Kingdom Consultation

If the Interparliamentary Kingdom Consultation of delegations of both Houses of the States General and of the States of Aruba, Curaçao and Sint Maarten is held at The Hague under the chairpersonship of a member of the House of Representatives or his deputy, these Rules of Procedure shall apply mutatis mutandis to this Consultation.

CHAPTER 14. PETITIONS AND CITIZENS' INITIATIVES

Section 14.1 Petitions

The regulations referred to in section 7.7(8) shall set out the conditions to be met by a petition in order for it to be taken up for consideration.

Section 14.2 Citizens' initiatives

1. A citizens' initiative is a proposal submitted to the House requesting it to deliberate on a subject and it should be focused on the creation, amendment or repeal of statutory regulations or the government policy to be pursued.

2. The regulations referred to in section 7.7(8) shall set out the further conditions to be met by a written document received by the House, in order for it to be taken up for consideration as a citizens' initiative.

3. The initiators of a citizens' initiative may be requested to provide an explanation of their initiative.

4. The House shall take a decision regarding each citizens' initiative considered by it within nine months after the Committee on Petitions and Citizens' Initiatives has submitted its report to the House.

Section 14.3 Consideration of conclusions regarding petitions and citizens' initiatives

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1. When the conclusions proposed by the Committee on Petitions and Citizens' Initiatives are considered, all members are entitled to propose changes with respect to these conclusions. The sections on amendments to bills shall apply *mutatis mutandis* to such proposals, on the understanding that amendments whose scope is contrary to that of the conclusions shall also be permissible.

2. If the House rejects the proposed conclusions without replacing them with other conclusions, the documents in question shall be referred to a temporary committee to be set up for this purpose, which shall report further on this matter to the House.

3. Subsections 1 and 2 shall apply *mutatis mutandis* to the conclusions proposed in the report of the temporary committee. In the event of a repeated application of subsection 2, the documents in question shall be referred to a new temporary committee.

Section 14.4 Letter from minister stating intention of not giving effect to the conclusions

1. If the House has agreed to the conclusions on a petition or citizens' initiative, whereby a minister is invited to do or refrain from doing something and the minister indicates by letter that he does not wish to give effect to the conclusions, this letter shall be referred to the Committee on Petitions and Citizens' Initiatives.

2. This Committee may propose to the House that the letter and accompanying documents be referred to another committee, which shall report further on this matter to the House.

CHAPTER 15. PUBLIC ACCESS, CONFIDENTIALITY AND INTEGRITY

§ 15.1 Openness of meetings

Section 15.1 Openness of meetings

1. The meetings of the House and the committees shall be held in public, except in the cases referred to in the Constitution and in section 7.19.

2. The agenda for the public meetings shall be published in advance.

§ 15.2 Observers and other persons present

Section 15.2 Observers and other persons present

1. The observers attending a sitting of the House, as well as any other persons present at the premises of the House, may not cause any disturbance. In any event, all persons present shall obey the directions of the President, the House officials, the police and other supervising officers.

2. In any case, during a sitting, the observers shall refrain from making any signs of approval or disapproval and shall maintain proper silence.

3. During a sitting, the President shall ensure that subsections 1 and 2 are enforced in respect of the observers. In case of violations, he may ensure that the persons who have violated the rules, and, if necessary, a part of the other observers or all observers, are asked to leave.

4. This section shall apply *mutatis mutandis* to the meetings of committees.

Section 15.3 General denial or restriction of access in connection with exceptional circumstances

1. If the Presidium feels that exceptional circumstances so require, it may decide to temporarily deny visitors access to the premises of the House and, in particular, to the galleries, or otherwise restrict such access.

2. During a period in which a measure as referred to in subsection 1 is in effect, invited guests and accredited journalists shall continue to have access to the premises or galleries, insofar as this is justified in the opinion of the Presidium. The Presidium may also allow other visitors to enter the premises or galleries.

3. A measure as referred to in subsection 1 may be taken for a maximum period of three months and extended each time, and it shall be maintained for no longer than deemed necessary by the Presidium in view of the exceptional circumstances.

Section 15.4 Temporary denial of access

1. A person who has caused a disturbance may be temporarily denied access to all or part of the premises of the House by the Presidium. Such access may only be denied if the Presidium considers that there has been a serious disturbance of the peace and that there is a fear of further disturbances.

2. Access may be denied for a maximum period of three months and may be extended each time, and it shall be maintained for no longer than deemed necessary by the Presidium in view of the exceptional circumstances.

Section 15.5 Further rules

Via separate regulations, the Presidium may lay down further rules concerning the access of observers and other persons attending sittings to the premises of the House and the meetings of the House and its committees.

§ 15.3 Reporting

Section 15.6 Verbatim report

1. An edited verbatim report shall be prepared of all that is discussed during:

- a. any public sitting of the House;
- b. any session of the House as referred to in section 8.3(2);
- c. any public committee debates on general policy, draft legislation and policy documents, as referred to in section 7.26.

2. The House or a committee may decide that a verbatim report of other meetings shall also be prepared.

Section 15.7 Official report

1. An official report shall also be prepared of the sittings of the House and of the sessions as referred to in section 8.3(2).

2. The official record of a sitting of the House shall in any case include:

- a. the names of the members present;
- b. the results of the votes and whether members voted for or against during a roll call vote;

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- c. the list of received documents with the notifications and proposals for the method of deliberation; and
 - d. all decisions taken by the House or the President.
3. The official report of a session as referred to in section 8.3(2) shall in any case include:
- a. the names of the members present and absent; and
 - b. the list of received documents with the notifications and proposals for the method of deliberation.
4. The official reports shall be adopted by signature of the President and the Secretary General and kept in the archives of the House.

Section 15.8 Reporting of closed sittings of the House

1. If the House decides that a verbatim report is to be prepared for a closed sitting, staff of the Parliamentary Reporting Office who are to prepare this report shall have access to the sitting. The verbatim report shall not be made public and shall be kept under lock and key, unless the House decides otherwise forthwith or at a later date.

2. If the House does not decide to prepare a verbatim record of a closed sitting, the Secretary General or a civil servant designated by him shall keep minutes of the sitting. These shall contain the information, as referred to in section 15.7(2), and a summary report of the debates. The minutes shall be submitted to the House for approval either forthwith or at a subsequent closed sitting. They shall not be made public and shall be kept under lock and key, unless the House decides otherwise forthwith or at a later date.

Section 15.9. Reporting of closed committee meetings

1. Section 15.8 shall apply mutatis mutandis to closed committee meetings and to closed parts of committee meetings of which a committee wishes to draw up verbatim reports or minutes.

2. The committee shall decide on the publication of the verbatim report or the minutes. In cases where the committee concerned no longer exists or if it is unclear as to which committee is authorised to decide regarding the above publication, the House shall decide.

Section 15.10 Publication of reports and Proceedings of the House of Representatives of the States General

1. The verbatim reports shall be made publicly available without any corrections.

2. After adoption, the verbatim reports referred to in section 15.6(1)(a) and (b) shall be published as the Proceedings of the House of Representatives of the States General.

3. After adoption, the verbatim reports referred to in section 15.6(1)(c) shall be included in the committee's report on the consultations or debate to which they relate and shall be made public.

4. If ministers or persons assisting them at a sitting of the House give written answers to some of the questions addressed to them at a sitting, these answers shall be included in the Proceedings as an appendix relating to the sitting at which the other questions were answered orally.

5. The written questions as referred to in section 12.1 and their answers shall be included in the Appendix to the Proceedings.

Section 15.11 Parliamentary Reporting Office

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1. Via separate regulations to be adopted by both Houses of the States General, rules shall be laid down concerning the Parliamentary Reporting Office responsible for preparing the reports of the Houses, the performance of its tasks in relation to the verbatim reports, and the publication and retention of the reports.

2. The Parliamentary Reporting Office shall be responsible for drawing up the verbatim reports and official reports.

§ 15.4. Confidentiality of closed sittings

Section 15.12 Confidentiality of closed sittings

1. Everyone shall respect the confidentiality of the exchange of views in a closed sitting.

2. The duty of confidentiality applies in any case to those who were present at the debate and to all those who have knowledge of the matter debated on or the documents.

3. The House may only cancel the confidentiality obligation at a closed sitting.

Section 15.13. Confidentiality of closed committee meetings

1. Everyone shall respect the confidentiality of the exchange of views in a closed committee meeting or a closed part of a committee meeting, with the exception of what the committee communicates in reports or minutes that have been made public.

2. The duty of confidentiality applies in any case to those who were present at the debate and to all those who have knowledge of the matter debated on or the documents.

3. The committee may only cancel the confidentiality obligation at a closed committee meeting or a closed part of a committee meeting. In cases where the committee concerned no longer exists or if it is unclear as to which committee is authorised to cancel the confidentiality obligation, the House shall decide.

Section 15.14 Breach of confidentiality

1. The House may, on the proposal of the Presidium, decide to prevent a member, who fails to respect the confidentiality as referred to in sections 15.12 and 15.13, from:

- a. attending the meetings of one or more committees, for at most one month; and
- b. gaining access to confidential documents, for at most the remainder of the sitting.

2. The Presidium shall put forward a proposal, as referred to in subsection 1, only after the member concerned has been given the opportunity to be heard.

3. The House shall vote on the proposal at the beginning of the first sitting after the day on which the Presidium has decided to put forward the proposal. There shall be no debate on the proposal.

4. The President shall immediately notify the member in question of the House's decision.

§ 15.5 Publication of documents

Section 15.15 Publication of documents

1. All documents exchanged between the government and the House shall be published forthwith, unless this is not possible or a document is confidential.

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2. The documents in question shall also be distributed in a different manner, as soon as the House deems this necessary.

§ 15.6. Confidentiality of documents

Section 15.16 Confidentiality of documents

1. Everyone shall respect the confidentiality of the content of a document classified as confidential.

2. If a member fails to respect this confidentiality, section 15.14 shall apply *mutatis mutandis*.

Section 15.17 Register of confidential documents

A register shall be kept at the Office of the Secretary General to record the confidential documents received by the House and the committees.

Section 15.18 Regulations concerning confidential documents

1. Via separate regulations to be adopted by the House, further rules shall be laid down with regard to the classification, retention and consideration of confidential documents.

2. These regulations shall in any case include rules for the registration, making available for inspection, and the inspection, distribution and reproduction of the confidential documents.

§ 15.7 Public registers

Section 15.19 Register of ancillary activities and interests

1. A register shall be kept at the Office of the Secretary General to record:

- a. the ancillary activities of the members;
- b. the expected or actual income from ancillary activities; and
- c. other reasonably relevant interests of members.

2. Members shall always declare the information, as referred to in subsection 1, in the register:

- a. within one week of being admitted to the House as a member;
- b. within one week after the acceptance of an ancillary activity or the emergence of a relevant interest; and
- c. once again by 1 May at the latest after each calendar year in which the income was received, to the extent that it concerns income received in that calendar year.

3. Income as referred to in this section shall be understood to mean the wages as referred to in section 9 of the Wages and Salaries Tax Act 1964 (*Wet op de loonbelasting 1964*) less the final levy components as referred to in section 31 of the same Act, and the company profits as referred to in part 3.2 of the Income Tax Act 2001 (*Wet inkomstenbelasting 2001*).

Section 15.20 Register of foreign trips

1. A register shall be kept at the Office of the Secretary General to record foreign trips undertaken by members for which the travel and accommodation expenses are paid for wholly

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or partly by persons other than the member, his parliamentary group, the House or a committee of the House.

2. Members shall always declare their foreign trips in the register within one week of their return to the Netherlands.

Section 15.21 Register of gifts and benefits

1. A register shall be kept at the Office of the Secretary General to record gifts and benefits received by members with a value higher than 50 euros.

2. Members shall always declare the gifts and benefits they receive in the register within one week of receiving them.

Section 15.22 Register of commitments

A register shall be kept at the Office of the Secretary General to record the oral commitments made by ministers during the public meetings of the House and the committees.

Section 15.23 Public access to registers

1. The registers referred to this section shall be available for inspection by the public.

2. The Secretary General shall ensure that an up-to-date overview of the entries in the registers is made accessible to the public.

§ 15.8 Integrity

Section 15.24 Code of Conduct

The House shall adopt a separate code of conduct for members as well as separate regulations for monitoring and enforcing this Code of Conduct.

CHAPTER 16. FINAL PROVISIONS

Section 16.1 Change of the Rules of Procedure

1. Any member may, individually or with other members, submit a proposal for changes to these Rules of Procedure.

2. The Presidium or a committee may also submit a proposal for a change of the Rules of Procedure, if this reflects the opinion of a majority of its members. The proposal shall be signed by the members of the Presidium or committee that will be defending it.

3. The sections applicable to private members' bills shall apply *mutatis mutandis* to a proposal for changes to the Rules of Procedure.

4. The preliminary review of a proposal for changes shall be carried out by the Procedure Committee, unless the House decides to assign this task to another committee. In any case, if the proposal has been submitted by the Procedure Committee, another committee shall be entrusted with the task of performing the preliminary review.

5. A proposal for changes adopted by the House shall take immediate effect, unless the House decides otherwise.

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6. If an adopted proposal for changes has been altered in the course of debate or as a result of the votes held, the adopted text shall be published.

Section 16.2 Other regulations

Section 16.1 shall apply mutatis mutandis to proposals for the adoption or change of other regulations to be laid down by the House pursuant to these Rules of Procedure.

Section 16.3. Derogation from the Rules of Procedure

The House may decide to derogate from these Rules of Procedure, unless:

- a. this is opposed by a member; or
- b. the derogation is in breach of the law.

Section 16.4 Transitional provisions

1. The Rules of Procedure of the House of Representatives as they read immediately before the time referred to in section 16.5 shall be withdrawn.

2. The Regulations on Temporary Restriction or Denial of Access (*Regeling tijdelijke beperking of ontzegging toegang*) as they read immediately before the time referred to in section 16.5 shall be withdrawn.

3. The bodies established and decisions and other regulations adopted pursuant to the Rules of Procedure of the House of Representatives as they read immediately before the time referred to in section 16.5 shall be based on these Rules of Procedure with effect from that time.

4. Motions adjourned and debates allowed immediately before the time referred to in section 16.5 shall be deemed to have been adjourned or allowed as of that time.

Section 16.5 Entry into force

These Rules of Procedure shall enter into effect at a time to be determined by the House.