



## Indicator 1.3: Parliamentary procedures

### About this indicator

This indicator concerns the unique responsibilities assigned to MPs to conduct legislative business. It describes the frameworks that define MPs' activities in the plenary, including in a chamber's rules of procedure, as well as the regulations outlining the ability of MPs to set the agenda, convene meetings, conduct debates, make decisions, ensure institutional record-keeping and address general plenary matters. It also covers methods for maintaining parliamentary activities in times of emergency or crisis.

This indicator underpins the mandated roles of MPs for making laws in a responsible, orderly and accountable manner.

This indicator comprises the following dimensions:

- Dimension 1.3.1: Rules of procedure
- Dimension 1.3.2: Emergency or crisis procedures
- Dimension 1.3.3: Parliamentary calendar
- Dimension 1.3.4: Convening sessions and setting the agenda
- Dimension 1.3.5: Quorum
- Dimension 1.3.6: Debate
- Dimension 1.3.7: Voting
- Dimension 1.3.8: Record-keeping
- Dimension 1.3.9: Dissolution

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The Indicators for Democratic Parliaments are a multi-partner initiative coordinated by the Inter-Parliamentary Union (IPU), in partnership with the Commonwealth Parliamentary Association (CPA), Directorio Legislativo Foundation, Inter Pares / International IDEA, the National Democratic Institute (NDI), the United Nations Development Programme (UNDP), UN Women and the Westminster Foundation for Democracy (WFD).

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### Dimension 1.3.1: Rules of procedure

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

#### About this dimension

This dimension outlines the specific powers and provisions defined in parliament's rules of procedure, which codify all procedural aspects of parliamentary business. The rules of procedures should cover all of parliament's activities, potentially including the following matters:

- The individual actions and conduct of MPs, including the powers and privileges of members of majority and minority parties and groups
- The composition of parliament's membership
- The conduct of plenary sessions and debates
- The setting of parliament's agenda
- Ethics and conflicts of interest
- Political activities and funding
- Independent budgetary authorities
- The establishment and operation of committees
- Staffing and the parliamentary administration, including the appointment of a Secretary General

In unicameral parliaments, there is only one set of rules of procedure for the entire institution. In bicameral parliaments, each chamber may have separate rules of procedure, reflecting their institutional independence.

Some countries have an overarching legal framework defining the process by which parliament's actions and mandate are exercised. The rules of procedure should be consistent with the relevant provisions of this legal framework. Parliament's rules of procedures should be introduced, adopted and amended by parliament alone, and adhered to by all MPs and parliamentary staff.

The rules of procedure should be expressed in plain language that both MPs and the public can easily understand. They should be transparent and publicly available.

The rules of procedure should be implemented and interpreted consistently and impartially. Past practices and interpretations (such as rulings by the Speaker) should be documented in guides, handbooks or other documents made available to MPs.

The rules of procedure may be reviewed periodically or on an ongoing basis, and proposals for amendments may be submitted by a relevant committee or other group of MPs representing the composition of parliament.

See also *Dimension 1.1.1: Institutional autonomy* and *Dimension 1.1.2: Procedural autonomy*.

#### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of "rules of procedure" is as follows:*

Parliament has clear and comprehensive rules of procedure, which are introduced, adopted and amended by parliament alone. They are subject to regular review and amendment.

The rules of procedure codify all procedural aspects of parliamentary business. They are expressed in plain and easy-to-understand language and are publicly available.

The rules of procedure are interpreted consistently and impartially. Past practices and interpretations are documented and made available to MPs and the public.

## Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.

The evidence for assessment of this dimension could include the following:

- Rules of procedure adopted and/or amended by parliament alone
- Separate rules of procedure for each chamber in a bicameral parliament
- Guides, handbooks or other documents documenting past practices and interpretations of parliament's rules of procedure

Where relevant, provide additional comments or examples that support the assessment.

### Assessment criterion 1: Autonomy to set own rules of procedure

Parliament has the authority to independently adopt and amend its rules of procedure.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 2: Scope

Parliament's rules of procedure are consistent with the legal framework and codify all procedural aspects of parliamentary business.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 3: Implementation and interpretation

The rules of procedure are implemented and interpreted consistently. Past practices and interpretations are documented and made available to MPs and the public.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

#### Assessment criterion 4: Revision of the rules

The rules of procedure are subject to periodic review and proposals for amendments by MPs, typically through a procedure committee.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

#### Recommendations for change

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

## Dimension 1.3.2: Emergency or crisis procedures

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

### About this dimension

This dimension concerns the procedures under which parliament may conduct business in times of emergency or crisis. These procedures may alter the regular functioning of parliament and are only to be used in legally defined, exceptional circumstances. Emergency provisions may be contained in a country's legal framework or in parliament's rules of procedure, as well as in other state-of-emergency legislation.

These special procedures allow parliament to adjust the required composition of its membership or other operational matters in order to adapt during times of emergency or crisis. The nature of these adaptations depends largely on the circumstances. For example, the number of MPs required for a quorum may be reduced. Virtual or hybrid operation may be introduced in order to allow business to continue. This second approach was adopted by many parliaments during the COVID-19 pandemic, where the presence of the full plenary chamber was considered a health hazard.

Emergency or crisis procedures may also require business to be conducted in a truncated or exceptional format, such as debates being limited and votes being cast despite not all members being present.

### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of "emergency or crisis procedures" is as follows:*

The legal framework clearly defines the exceptional circumstances in which emergency or crisis procedures are to be used. It also defines parliament's emergency powers and the actions to be taken by parliament in such times, as well as the composition of parliament, and contains provisions for the use of virtual or hybrid proceedings.

The legal framework clearly defines the conduct of the executive in relation to parliament during an emergency or crisis, especially where it relates to the power of the executive over a nation's armed forces.

The emergency powers modify the usual agenda-setting and debate procedures to allow for parliamentary business to proceed quickly and effectively if it pertains to the crisis. They also give MPs an opportunity to modify the normal procedures set out in parliament's rules of procedure.

Business continuity plans are in place to ensure that parliament is able to operate under all circumstances.

### Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.

The evidence for assessment of this dimension could include the following:

- Provisions of the legal framework and/or rules of procedure defining the action to be taken in the event of an emergency or crisis, including limited or modified rules of procedure, and evidence of flexibility in their use
- Records of virtual or hybrid meetings of the plenary and committees

Where relevant, provide additional comments or examples that support the assessment.

### Assessment criterion 1: Legal framework

The legal framework and legal precedent clarify the role of parliament in emergencies and crises, and define the circumstances in which emergency or crisis procedures can be used.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 2: Emergency or crisis procedures

Parliamentary rules of procedure outline how debate, agenda-setting, oversight and law-making activities are to be conducted in an emergency or crisis situation, including clarification of the respective roles of executive and legislative bodies.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 3: Flexibility

The emergency or crisis procedures allow for flexibility in the representation and number of MPs present for a debate, and prescribe the specific powers available to MPs with regard to speaking time, directives and voting. They also establish whether parliamentary business may be conducted in person, virtually or using a hybrid model.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Assessment criterion 4: Business continuity plans**

The parliamentary administration has business continuity plans that support the operation of parliament during emergency and crisis situations. Business continuity plans are reviewed and updated periodically.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

**Recommendations for change**

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

### Dimension 1.3.3: Parliamentary calendar

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

#### About this dimension

This dimension concerns the existence of a publicly available parliamentary calendar that establishes the timetables for debate and in-session periods and sittings, in addition to recesses and holidays. The parliamentary calendar also includes information related to committees.

This dimension also covers the process by which the calendar is developed and maintained. This process should be included in parliament's rules of procedure. The calendar is typically developed and maintained by the parliamentary leadership. In some systems, the calendar is subject to approval and amendment by parliament.

See also *Dimension 1.3.4: Convening sessions and setting the agenda*.

#### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of "parliamentary calendar" is as follows:*

The process by which the parliamentary calendar is developed and maintained, including the timetabling and planning of sessions, is included in parliament's rules of procedure.

The parliamentary calendar is prepared ahead of each new session and is publicly available. It indicates the days on which parliament is in session throughout the year and the days on which it is in recess. It clearly identifies plenary and committee days, as well as other key times such as constituency days or weeks, if applicable.

The parliamentary calendar is kept up to date by the parliamentary leadership and includes details of all legislative and oversight activities in the plenary and in committees.

#### Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.

The evidence for assessment of this dimension could include the following:

- Rules of procedure covering the development and maintenance of the parliamentary calendar, which gives an overview of session and recess times, legislative activity and committee events/activities, in addition to the powers of the parliamentary leadership in maintaining the calendar
- Parliamentary calendars, including evidence of regular updates and public availability

Where relevant, provide additional comments or examples that support the assessment.



**Assessment criterion 1: Development and maintenance**

The rules of procedure outline the times throughout the year when parliament is in session and conducts legislative sittings and other business. They define the process for the development and maintenance of the parliamentary calendar.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Assessment criterion 2: Scope**

The parliamentary calendar includes detailed information related to plenary sessions, committee affairs and forthcoming legislative activity.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Assessment criterion 3: Transparency**

The calendar is publicly available and is regularly updated in a timely manner.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Recommendations for change**

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

### Dimension 1.3.4: Convening sessions and setting the agenda

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

#### About this dimension

This dimension concerns the means by which parliament convenes sessions, including initial (constitutive) sessions following elections, and by which it sets its agenda during these sessions.

It also covers the rights of parliament and MPs to hold regular, special or extraordinary sessions, and to ensure that there is a specified maximum period between sessions. In addition, it concerns the responsibilities for developing and maintaining the agenda, and the powers under which MPs may vote to change the agenda, including determining legislation for debate.

This dimension pays particular attention to the rights of MPs to meet regularly in order to exercise their core functions, to the opportunities for MPs to contribute to agenda-setting, and to the means by which parliament may be called into a special or extraordinary session.

#### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of “convening sessions and setting the agenda” is as follows:*

The legal framework specifies a maximum number of days within which the parliament must meet following elections.

Parliament meets at regular intervals in order to fulfil its core functions. Sessions are determined by the parliamentary leadership or special committees.

All MPs have the right to participate in agenda-setting, including to propose agenda items and to hold special or extraordinary sessions.

The agendas for sessions are published well in advance, giving MPs sufficient time to prepare.

Extraordinary sessions, and sittings convened using urgent procedures, are convened in accordance with the rules, and only when required for public-interest reasons.

#### Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.

The evidence for assessment of this dimension could include the following:

- Provisions of the legal framework specifying times for the holding of sessions following elections and at other times
- Rules of procedure clarifying the ability of the parliamentary leadership or special committees to establish parliament’s own agenda, and establishing the right of MPs to amend that agenda, including to determine legislation for debate

Where relevant, provide additional comments or examples that support the assessment.

**Assessment criterion 1: Convening parliament after elections**

The legal framework specifies a maximum number of days within which parliament must meet for its first session following an election, and establishes that parliament meets at regular intervals in order to exercise its core functions.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

**Assessment criterion 2: Sessions**

Sessions are determined by the parliamentary leadership or special committees as set out in the rules of procedure. Extraordinary sessions, and sittings convened using urgent procedures, are convened in accordance with the rules, and only when required for public-interest reasons.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

**Assessment criterion 3: Agenda-setting**

All MPs have the right to participate in agenda-setting in accordance with parliament's rules of procedure, including to propose agenda items. Agenda-setting provisions are applied consistently in practice.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

**Assessment criterion 4: Publication and advance notice**

The agendas for sessions are published well in advance, giving MPs sufficient time to prepare.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

**Recommendations for change**

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

## Dimension 1.3.5: Quorum

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

### About this dimension

This dimension concerns the requirements for a quorum, or the minimum number of MPs who must be present in order for parliament to validly conduct its business. The existence of a quorum is therefore a practical measure that allows parliament to effectively operate without all MPs being present.

Different countries have different practices in terms of the quorum needed for debate, and the quorum needed for voting for different pieces of legislation. Practice in recent decades shows that many parliaments have lowered or abolished the quorum requirement for debates, while maintaining it for voting on legislation and other acts. Regardless of these variations, a quorum is intended to protect against decision-making by a very small number of MPs.

Quorum rules are typically set out in a country's legal framework and in a chamber's rules of procedure. Often, the rules set out a specific time frame from when a "quorum call" is announced to when a quorum must be formed to begin or continue a debate. In some parliaments, MPs can raise a "point of order" to draw attention to a quorum not being present, which forces the Speaker to call for a quorum to be formed in order that business can continue.

### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of "quorum" is as follows:*

The legal framework defines the minimum number of MPs who must be present in order for parliamentary business to be conducted in the event of a quorum call.

Where the legal framework provides for virtual or hybrid participation, this is reflected in the rules on quorum.

Parliament's rules of procedure define the powers of MPs to request a quorum, and these rules are consistently implemented in practice.

### Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.

The evidence for assessment of this dimension could include the following:

- Quorum rules defined in the legal framework and/or the chamber's rules of procedure
- Records of parliamentary sessions

Where relevant, provide additional comments or examples that support the assessment.

**Assessment criterion 1: Legal framework**

The legal framework defines the minimum number of MPs who must be present in order for parliamentary business to be conducted in the event of a quorum call.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

**Assessment criterion 2: Right to call for a quorum**

Parliament's rules of procedure define the powers of MPs to request a quorum to verify if the number of MPs present is lower than the minimum needed to conduct parliamentary business.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

**Assessment criterion 3: Practice**

Quorum rules are consistently implemented in practice.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
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Evidence for this assessment criterion:

**Recommendations for change**

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

## Dimension 1.3.6: Debate

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

### About this dimension

This dimension concerns arrangements for parliamentary debate. The right to debate is universally considered one of the most critical rights of MPs in a democratic system. Debate provides MPs with the opportunity to publicly declare their support for or rejection of an idea, policy or act based on the priorities of their constituency and/or party, and to oversee the actions of executive by discussing matters relating to government proposals, programmes and services. It is also the mechanism by which a chamber deliberates on matters under consideration, and enables MPs to be informed so that they can make a decision. Debate can occur within committees or in full plenary. This dimension deals specifically with plenary debate.

It is important for parliament to have rules of procedure for structuring and regulating debate, which should be clearly understood and impartially applied to all MPs regardless of party affiliation. They should allocate time for debate and give MPs the ability to table motions and determine the order of motions tabled, to make comments for the record, to propose amendments, to raise points of order and to hold open a debate. There should also be legislative rules to ensure that debate can take place in an orderly and respectful way with members being able to express their views freely.

MPs should be allotted adequate time and opportunity for debate ahead of a scheduled vote, to ensure that all sides are equally able to contribute on a proposed matter, and for citizens to contact their MP regarding the pending legislation.

### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of “debate” is as follows:*

Parliament has clearly defined rules of procedure for structuring and regulating debate. Rules on debate are applied impartially to all MPs.

These rules provide for ample time for MPs to debate issues, legislation and other matters. They give MPs the ability to table motions and determine the order of motions tabled, to make comments for the record, to propose amendments, to raise points of order and to hold open a debate.

Debates are open to the public in-person and online and official records of debates are published.

### Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.

The evidence for assessment of this dimension could include the following:

- Provisions of parliament’s rules of procedure on the structuring and regulation of debate

- Constitutional provisions that indicate the important role of MPs in debating legislative priorities
- Parliamentary practice related to debate, such as rulings by the Speaker

Where relevant, provide additional comments or examples that support the assessment.

### Assessment criterion 1: Rules of procedure

Parliament's rules of procedure clearly define MPs' powers in relation to debate. They give MPs the ability to table motions and determine the order of motions tabled, to make comments for the record, to propose amendments, to raise points of order and to hold open a debate.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 2: Time allocation

Ample time is allocated for debate on issues, legislation and other matters.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 3: Transparency

Debates are open to the public in-person and virtually, and official records of debates are published in a timely manner.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 4: Impartiality

Debate is conducted in manner consistent with parliament's rules of procedure, which are impartially applied by the Speaker to all MPs regardless of party or group affiliation.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					



**Recommendations for change**

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

## Dimension 1.3.7: Voting

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

### About this dimension

This dimension concerns arrangements for voting by MPs, including by voice or by ballot. The ability of MPs to cast votes for or against a policy or proposal for a law is essential to the exercise of their representative function. Voting powers should be exercised by MPs only, who should be able to vote freely without interference or improper influence.

Votes should be recorded – by roll call, electronic record, or paper record/tally – and published, so as to give an “on-the-record” account of how each MP voted. Parliamentary rules should stipulate any exceptions to the official recording and publication of MPs’ votes. Under these rules, a minority of MPs should be able to demand that a recorded vote be held.

If parliament allows proxy or remote voting, the related mechanisms should be stipulated in its rules of procedure.

### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of “voting” is as follows:*

Parliament has clearly defined rules of procedure for allowing, calling and recording votes in the chamber. The rules of procedure establish how a minority of MPs can call for a vote be held on a specific matter. Voting powers are restricted to MPs.

MPs are able to vote freely without interference or improper influence.

Votes are recorded and published, so as to give an “on-the-record” account of how each MP voted. The rules should stipulate any exceptions to the official recording and publication of MPs’ votes.

### Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.

The evidence for assessment of this dimension could include the following:

- Provisions of parliament’s rules of procedure on voting
- Publicly available records of votes in parliament

Where relevant, provide additional comments or examples that support the assessment.

#### Assessment criterion 1: Restricted to MPs

Parliament’s rules of procedure set out provisions on voting. Voting powers are restricted to MPs. If parliament allows proxy or remote voting, the related mechanisms are also stipulated in its rules of procedure.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Assessment criterion 2: Minority right to call for a vote**

Parliament's rules of procedure establish how a minority of MPs can call for a vote be held on a specific matter.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Assessment criterion 3: Recording and publication**

Parliament's rules of procedure clearly define how votes will be recorded and published. Any exceptions are set out in the rules.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Assessment criterion 4: Practice**

Parliament's rules of procedure on voting are applied consistently in practice. MPs are able to vote freely without interference or improper influence.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Recommendations for change**

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

## Dimension 1.3.8: Record-keeping

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

### About this dimension

This dimension concerns parliamentary record-keeping, which is critical to institutional sustainability. Records should include evidence of the formal decisions and proceedings of parliament, and a direct transcript of all MP deliberations and votes, daily proceedings, statements, and questions for the record, as well as any other business conducted in plenary. They should also include documents presented to the chamber and copies of proposals for laws and motions tabled for debate. Parliament should also keep records of all official business conducted in all committees, including submissions, hearings and meetings.

Records should be available to the public, with the exception of records from classified or private committee meetings as foreseen in the rules of procedure.

Records should be maintained for every year that parliament has been in existence.

These records should be kept securely in a central repository that is easily accessible to all MPs, staff and the public. Records should be made available in print and online in the official working languages as outlined in the constitution.

Records are often compiled by parliamentary staff such as Hansard reporters or stenographers, who are responsible for recording transcripts of all daily proceedings, plenary business and committee affairs, as well as staff responsible for recording the formal decisions and proceedings of parliament, including votes. Such records should be adequately protected and stored in the necessary repositories following the casting of votes.

### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of “record-keeping” is as follows:*

Parliament keeps records of all decisions, votes, deliberations, daily proceedings, documents presented and considered, and other plenary business, as well as committee business and hearings.

Records are available for every year that parliament has been in existence (and that record-keeping was maintained/possible).

Parliament’s written records are stored securely in a central repository and are easily accessible to all MPs, staff and the public in print and online.

Records are made available in all official working languages as outlined in the constitution.

### Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.

The evidence for assessment of this dimension could include the following:

- Evidence of a Hansard reporter, stenographer or official record-keeper for all plenary and committee business
- Evidence of parliament's central record-keeping repository
- Provisions stipulating that records should be kept in all working languages as outlined in the constitution

Where relevant, provide additional comments or examples that support the assessment.

### Assessment criterion 1: Record-keeping procedures

Parliament keeps records of all decisions, votes, deliberations, daily proceedings, documents presented and considered, and other plenary business, as well as committee business and hearings.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 2: Storage and publication

Parliament's records are stored securely in a central repository that is easily accessible to MPs, staff and the public in print and online. Any exceptions to the publication of records are defined in the rules of procedure.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 3: Availability in all official working languages

Records are made available in the official working languages outlined in the constitution.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

**Recommendations for change**

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

### Dimension 1.3.9: Dissolution

This dimension is part of:

- Indicator 1.3: Parliamentary procedures
- Target 1: Effective parliament

#### About this dimension

This dimension concerns the process by which parliament may be dissolved in order to allow for new elections to take place. The legal framework should stipulate all powers and arrangements for the dissolution of parliament. The power to dissolve parliament is highly dependent on the structure of government and the powers vested in both the executive and parliament.

Dissolution normally occurs automatically at the scheduled end of a parliamentary session or term, but may also happen earlier. There are many different ways in which parliament can be dissolved. For instance, it can occur when there is a loss of confidence by a majority in the parliamentary leadership. In some systems, the executive, the prime minister or the head of parliament may have the ultimate power to force dissolution at will. Other systems have fixed parliamentary terms, which can only be altered in exceptional circumstances.

Regardless of how dissolution occurs, the legal framework should provide clarity as to how the process takes place. There should also be clear guidance or practice relating to the roles of those involved in this process, as well as clear rules defining the length of the parliamentary term, what happens when that term ends, timelines for MPs leaving or taking up office, allowable resources for outgoing/incoming officials, and rules on record storage or official record-keeping requirements. Parliament's rules of procedure and/or relevant committee regulations may also stipulate rules on vacating or moving onto the parliamentary premises.

The rules and procedures for dissolution should reflect an awareness of the importance of institutional memory, including processes for collecting evidence, information and handover records for MPs leaving office. Provision should be made for the preservation and public accessibility of any official records developed by an outgoing MP while in office, in line with general record-keeping, archiving and ethics requirements as outlined in the country's legal framework.

#### Aspiring goal

*Based on a global comparative analysis, an aspiring goal for parliaments in the area of "dissolution" is as follows:*

The constitution stipulates clear powers for the dissolution of parliament. Laws, practice and guidance clearly specify the roles of those involved in this process.

There are clear rules defining the length of the parliamentary term, what happens when that term ends, and timelines for MPs leaving and taking up office.

The rules also stipulate requirements for keeping and archiving official records and transcripts, and complying with ethics requirements, upon the dissolution of parliament.

#### Assessment

This dimension is assessed against several criteria, each of which should be evaluated separately. For each criterion, select one of the six descriptive grades (Non-existent, Rudimentary, Basic, Good, Very good and Excellent) that best reflects the situation in your parliament, and provide details of the evidence on which this assessment is based.



The evidence for assessment of this dimension could include the following:

- Constitutional provisions stipulating powers to dissolve parliament
- Relevant rules of procedure or other regulations
- Rules and procedures requiring MPs to comply with record-keeping, archiving and ethics requirements upon the dissolution of parliament

Where relevant, provide additional comments or examples that support the assessment.

### Assessment criterion 1: Constitutional provisions

The constitution defines the end of the parliamentary term, as well as the authority and procedure for dissolution of parliament before the end of the term. These provisions and any associated rules clearly specify the roles of those involved in this process.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 2: Dissolution procedures

The impact of dissolution on the work of parliament is detailed in parliament's rules of procedure and practice, including the procedures for ending the parliamentary session and for the end of the term of outgoing MPs.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Assessment criterion 3: Archiving and ethics requirements

Parliament's rules of procedure set out the record-keeping, archiving and ethics requirements that outgoing MPs must comply with when parliament is dissolved.

Non-existent <input type="checkbox"/>	Rudimentary <input type="checkbox"/>	Basic <input type="checkbox"/>	Good <input type="checkbox"/>	Very good <input type="checkbox"/>	Excellent <input type="checkbox"/>
Evidence for this assessment criterion:					

### Recommendations for change

*Use this space to note down recommendations and ideas for strengthening rules and practice in this area.*

### Sources and further reading

- Elliot Bulmer, [Dissolution of Parliament: International IDEA Constitution-Building Primer 16](#), second edition (2017).