

TREŇÍN CITIZENS' ASSEMBLY

RULEBOOK

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I. General Provisions

Section 1. Citizens' Assembly

1. The Rulebook sets out the rules for organizing the Trenčín Citizens' Assembly, hereinafter referred to as "the Assembly".
2. The Assembly is a process of democratic decision-making by a randomly selected group of Trenčín residents, whose composition takes into account the demographic criteria set out in section 13, item 4 hereof.
3. The Assembly aims at delivering the best possible solutions regarding the subject of the Assembly.
4. Information and materials regarding the Assembly are published on the website:
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Section 2. Assembly Standards and guiding principles

1. The Assembly is organised in accordance with the following standards:
 - 1) clear purpose – the task for the Assembly is clearly outlined, there is a call for solutions with regards to the matter of public importance;
 - 2) random selection of participants – all Assembly Members are selected by lot. Random selection is carried out in two stages: the first is inviting randomly selected citizens to participate, and the second is selecting at random the final group of Assembly Members, including alternates;
 - 3) inclusiveness - every member of the population eligible to take part in an Assembly is potentially able to receive an invitation to participate. Some exemptions to become an Assembly Member may apply in order to ensure credibility of the process;
 - 4) demographically representative composition of the assembly – composition of the Assembly Members group broadly matches the demographic profile of the community participating in the process. A set of criteria is used to ensure demographic representativeness of the group, like age, gender, geographic area, or others. The aim is to create the miniature of a given community. The size of the group allows for inclusion of a wide variety of views;
 - 5) accessibility – when creating the timetable, care is taken to ensure that the dates and hours of the meetings are suitable to the largest number of people. People with disabilities are provided with support. If needed, in-person meetings include childcare services. Experts are encouraged to

present in the language that is easy to understand. A stipend is provided to all assembly members;

- 6) clear rules of the game - all principles and procedures related to carrying out the Assembly are laid out clearly and made available for the public;
- 7) independent coordination - the Assembly is run by an independent Coordinating Team, which is responsible for preparing the process of random selection, developing the agenda, inviting experts and facilitators, etc. Members of the civil service are not part of the Coordinating Team. The coordinators are impartial, for example, not active politicians or direct stakeholders;
- 8) independent oversight - a method of monitoring the process's compliance with the standards, principles and procedures is provided. The mechanism is independent of the Coordinating Team and serves to correct the course of the Assembly, in case, for example, the coordinators take steps that are not in accordance with the standards;
- 9) skills training phase - introduction for Assembly Members is provided to allow them to get acquainted with their role and to practice skills that are useful for taking part in the Assembly;
- 10) learning phase - the process starts with a learning phase that allows Assembly Members to understand the topic thoroughly and to formulate well-thought-out recommendations;
- 11) freedom of expression - all Assembly participants are free to express their views and opinions, as long as it is respectful of others;
- 12) inclusion of a widest practical range of perspectives - ideally, all of the perspectives and solutions on a topic are presented during the learning phase of the Assembly. A method of combining perspectives due to a limited time or other practical considerations may be applied;
- 13) openness - all members of a community are able to provide input to the Assembly Members in the form of comments, proposals or suggestions;
- 14) inviting all stakeholders - any organization, informal group or an institution whose area of work and expertise is related to the topic of the Assembly has the right to present its opinion to the Assembly Members. The role of the Coordinating Team is only to identify the Stakeholders, not to select them. Due to limited time and a large number of Stakeholders, a method of choosing their representatives may be used. In this case, a diversity of perspectives should be taken into account;
- 15) Assembly Members can invite experts - despite the programme being prepared by the Coordinating Team, the Assembly Members can invite additional Experts or Witnesses of their own choice;

- 16) deliberation – discussions which include listening to others mindfully and considering potential solutions are the key elements of an assembly. The programme involves discussions in small groups as well as in the plenary in order to maximize opportunities to speak and to be heard. The deliberation phase is supported by skilled facilitators;
- 17) review phase – before the final vote of the Assembly Members takes place, there is an opportunity for Experts, Stakeholders and the public to review the proposals for recommendations and to provide input in the form of comments and suggestions;
- 18) sufficient time for reflection – providing a sufficient amount of time for reflection is necessary to achieve well-thought-out decisions. If the matter is not urgent, it is best not to rush. The Assembly Members are able to prolong the meetings – their length and number – if they choose to do so;
- 19) impact – the level of commitment to follow-up on the Assembly's recommendations is clear from the outset. Ideally, recommendations that receive the support of the Assembly at an agreed threshold should be treated as binding (to such an extent that is legally permissible in the given situation);
- 20) transparency – all presentations during the learning phase are transmitted live and recorded. All materials presented to Assembly Members are made available online. A report presenting the details of the process methodology is provided by the Coordinating Team;
- 21) visibility – each Assembly is an important event in the life of a community. It is publicly announced before the process starts, and citizens are provided with information on how they can get involved;
- 22) fun – the process of the Assembly is designed and conducted in such a way that it can be enjoyed by all of its participants.

2. The Assembly Standards are related to the following guiding principles:

- 1) Democracy is for everyone.
- 2) The process is conducted in a fair and credible way.
- 3) In a democracy, people are the sovereign.
- 4) The aim of democracy is to contribute to a good quality of life.
- 5) The purpose of a citizens' assembly is to achieve high quality, well thought-out decisions.
- 6) Each person is worthy by the virtue of their own inner dignity.
- 7) Joy is the measuring stick of success.

II. Governance Structure

Section 3. Design Team

1. The Design Team creates the rules and procedures presented in the Assembly Rulebook, as well as provides support to the Coordinating Team on matters related to the design of the Assembly.
2. The tasks of the Design Team include:
 - 1) creating the rules and procedures for the Assembly Rulebook;
 - 2) providing guidance on the interpretation of the Rulebook, if needed;
 - 3) offering advice and expertise regarding the Assembly timeline;
 - 4) designing the process of selection the Assembly topic;
 - 5) designing the random selection process;
 - 6) supporting the design of the course of the Assembly in collaboration with the Coordinating Team and Facilitators;
 - 7) making decisions on matters unaddressed in the Assembly Rulebook.
3. Design Team members take decisions unanimously.

Section 4. Coordinating Team

1. The Coordinating Team is responsible for the organization of the Assembly.
2. The Coordinating Team may be subdivided into the Core Team and the Support Team.
3. The Core Team is a group of lead coordinators that make decisions on matters referred to in item 4. The Support Team has an auxiliary role, as commissioned by the Core Team (it may be technical, logistical, promotional, etc.)
4. The tasks of the Coordinating Team include, but are not limited to:
 - 1) conducting the random selection process of Assembly Members;
 - 2) preparing a skills training for Assembly Members (in collaboration with the Design Team);
 - 3) conducting an open recruitment of Stakeholders;
 - 4) selecting Experts;

- 5) preparing the program of the Assembly's learning phase (in collaboration with the Design Team);
- 6) organizing all Assembly meetings;
- 7) conducting the final voting on the proposals for Recommendations;
- 8) publishing all necessary information and materials regarding the Assembly process and outcomes on its website;
- 9) preparing the final report that presents Recommendations and details of the Assembly methodology no later than one month after the final voting is concluded.

6. Core Team members make decisions at their own discretion within their agreed roles. At the request of any of its members, a particularly pivotal matter may require a joint decision of the entire Core Team.

Section 5. Monitoring Team for Standards and Procedures

1. The Monitoring Team for Standards and Procedures oversees the process of the Assembly to ensure that it is being conducted in accordance with the Assembly Rulebook.
2. The Monitoring Team for Standards and Procedures fulfills its role through:
 1. monitoring compliance of the Assembly process with the Assembly standards and procedures on an ongoing basis;
 2. reviewing reports on possible violations of the Assembly Rulebook;
 3. if need be, calling on the Coordinating Team or Design Team to restore compliance with the Assembly Rulebook;
 4. if need be, initiating the arbitration procedure outlined in the Rulebook to resolve issues;
 5. overseeing the process of random selection of Assembly Members;
 6. reviewing any and all appeals in case the Coordinating Team declines to grant the status of a Stakeholder to any interested entity (NGO or informal group);
 7. appointing Observers to attend Assembly Members' meetings during the closed part of the Assembly.
3. The Monitoring Team for Standards and Procedures is composed of 4 impartial academic experts in the field of political or social sciences.

Section 6. Recruitment of the Monitoring Team for Standards and Procedures

1. The Coordinating Team randomly selects 4 Slovakian universities (public or private), whose structure includes social and/or political science faculties. The selected institutions are formally asked to select one member to join the Monitoring Team for Standards and Procedures. All appointees must meet the criteria laid out in section 5, item 3.
2. In case there is not a sufficient number of willing candidates, a seat or seats may remain vacant.

Section 7. Mode of operation for the Monitoring Team for Standards and Procedures

1. Anyone may submit issues for consideration by the Monitoring Team for Standards and Procedures.
2. The first meeting of the Monitoring Team for Standards and Procedures is organized by the Design Team.
3. In order for the Monitoring Team's for Standards and Procedures meeting to be considered valid, at least 3 of its members must be present.
4. The Monitoring Team for Standards and Procedures selects a liaison for organising further meetings and handling correspondence.
5. The Monitoring Team for Standards and Procedures meets to review any received report of a possible breach of the Assembly Rulebook.
6. Meetings of the Monitoring Team for Standards and Procedures for other purposes are convened on the initiative of the liaison or at least 2 of the team members. The initiative can be expressed in-person or via virtual means of communication (email or text message).
7. In order for the Monitoring Team's for Standards and Procedures decisions to be valid, they must be supported by at least 3/4 of the whole team.
8. The Monitoring Team for Standards and Procedures may make decisions by a roll-call vote, if requested by a Team member.
9. Voting is conducted according to the rules laid out in section 22, items 3-4 and may take place outside the team's meeting via email or other virtual means of communication.

10. The Monitoring Team for Standards and Procedures may summon a representative of the Design Team or the Coordinating Team to its meeting to provide explanations on issues related to the course of the Assembly.
11. The Monitoring Team for Standards and Procedures may invite experts on deliberative democracy and other topics as advisors.
12. Meetings of the Monitoring Team for Standards and Procedures are recorded.
13. If an issue submitted for resolution by the Monitoring Team for Standards and Procedures is related to one of its members, the member in question is excluded from the decision making process.
14. The members of the Monitoring Team for Standards and Procedures receive compensation and are entitled to reimbursement of travel costs.
15. The members of the Monitoring Team for Standards and Procedure may attend all Assembly meetings as Observers.

Section 8. Arbitration procedure for matters related to standards and procedures

1. In the event of a violation of the Assembly Rulebook, the Monitoring Team for Standards and Procedures shall call on the Coordinating Team to take action to restore compliance with the Rulebook.
2. The Coordinating Team may refuse to take the actions recommended by the Monitoring Team for Standards and Procedures, upholding the position that existing activities are in line with the Assembly Rulebook. In such cases, the Monitoring Team for Standards and Procedures may initiate an arbitration procedure.
3. A vote to initiate an arbitration procedure takes place at the request of at least 2/5 of the members of the Monitoring Team for Standards and Procedures. The request can arise during a team meeting or via other means of communication.
4. The Monitoring Team for Standards and Procedures initiates the arbitration by a majority of votes of all of its members. The voting process can take place via email or other means of communication.
5. Five arbiters are randomly selected from the pool of members of the OECD Innovative Citizen Participation Network, excluding any persons involved in the Assembly's Coordinating Team, the Design Team, the Monitoring Team for Standards and Procedures, the Program Monitoring Team, or Stakeholders.
6. Arbiters receive compensation.

7. The arbitration procedure, including the random selection of specialists, is prepared by the Coordinating Team in a transparent manner and communicated to the Monitoring Team for Standards and Procedures.
8. As part of the arbitration, both the Monitoring Team for Standards and Procedures and the Coordinating Team present the arbiters with their opinions on the issues to be resolved.
9. The arbiters' decisions are made by a 3/5 majority and are final, so long as their implementation is legal and financially feasible within the Assembly budget.

Section 9. Assembly Program Monitoring Team

1. The Assembly Program Monitoring Team oversees the creation and execution of the Assembly's educational program to ensure that it is diligent and fair, according to the standards laid out in section 2.
2. The Assembly Program Monitoring Team fulfills its role through:
 - 1) monitoring compliance of the Assembly program with the Assembly standards;
 - 2) attending the relevant Assembly meetings (inaugural and educational meetings);
 - 3) reviewing reports on possible violations of the Assembly's standards related to program creation;
 - 4) if need be, calling on the Coordinating Team or Design Team to restore compliance with Assembly standards related to program creation;
 - 5) if need be, initiating the arbitration procedure outlined in the Rulebook to resolve issues;
3. The Assembly Program Monitoring Team includes a total of 10 seats:
 - 1) 2 seats appointed to the representatives of the city mayor;
 - 2) 3 seats for the representatives of the city council selected by lot from a pool of volunteers (ideally from different political groups);
 - 3) 5 seats appointed to the representatives of NGOs or informal groups.
4. Anyone may submit a motion to the Monitoring Team for Standards and Procedures for the removal of any member of the Assembly Program Monitoring Team, so long as the motion is filed on the basis of a Rulebook violation. The Monitoring Team for Standards and Procedures may decide to remove the

member in question by a 4/5 majority of all of its members. The voting procedure is secret.

Section 10. Recruitment of the Assembly Program Monitoring Team

1. Representatives of the city mayor are invited to join the Assembly Program Monitoring Team by direct appointment of the mayor.
2. Representatives of the city council are internally appointed to join the Assembly Program Monitoring Team within their respective political groups.
3. The recruitment of representatives of NGOs or informal groups to the Assembly Program Monitoring Team is announced by the Coordinating Team on the Assembly's website.
4. Any NGO or informal group may propose only one person to the Assembly Program Monitoring Team.
5. To participate in the recruitment, one may send their application by the date specified on the Assembly's website.
6. An NGO or informal group that proposes its representative to the Assembly Program Monitoring Team should demonstrate that its activities are related to one or more of the following areas:
 - 1) *topic of the assembly*;
 - 2) public participation.
7. The NGO's or informal group's proposal should also include:
 - 1) the first and last name of a proposed representative;
 - 2) a short description of the proposed representative's professional and activist background.
8. In the event that a proposed entity does not meet the prerequisites set out in items 5-7, the application is considered invalid.
9. If the number of valid applications is smaller or equal to the intended number of seats assigned to NGOs and informal groups, all applications are accepted automatically and the remaining seats are left vacant.
10. If the number of valid applications exceeds the intended number of seats, two thirds of the representatives are selected through preferential voting (ranked voting) and the remaining one third is selected at random. Voting is conducted among the applicants only, with one vote per applicant.

11. The voting procedure referred to in item 10 is conducted using the entire pool of applicants, prior to random selection. The random selection follows the voting procedure, using the remaining pool of applicants.
12. For voting to be valid, at least half of those entitled to vote should participate. If fewer persons take part in the voting, the recruitment for the Assembly Program Monitoring Team shall be carried out entirely by random selection.
13. The voting is prepared by the Coordinating Team.
14. In the event of the Coordinating Team receiving less than 5 valid applications, they may choose to carry out a supplementary recruitment process.
15. In case any of the NGO or informal group representatives in the Assembly Program Monitoring Team resigns their position resulting in a vacancy, the empty seat is filled through randomly selecting a new member from a new pool of applicants. The open call for applicants should last at least 7 days.
16. In the event of a fault in the voting procedure, the Coordinating Team repeats the election process.

Section 11. Mode of operation of the Assembly Program Monitoring Team

1. Anyone may submit issues for consideration by the Assembly Program Monitoring Team.
2. The Assembly Program Monitoring Team selects a liaison for organising its meetings and handling correspondence.
3. The Assembly Program Monitoring Team meets when it receives a report regarding a possible breach of Assembly Standards related to the creation or execution of the Assembly's educational content.
4. The first meeting of the Assembly Program Monitoring Team is organized by the Coordinating Team.
5. Meetings of the Assembly Program Monitoring Team for other purposes are convened on the initiative of the liaison or at least 1/4 of the team members. The initiative can take the form of in-person or virtual means of communication (email or text message).
6. In order for the Assembly Program Monitoring Team's decisions to be valid, they must be supported by at least 3/5 of all team members.
7. The Assembly Program Monitoring Team may make decisions by a roll-call vote, if requested by a Team member.

8. Voting is conducted according to the rules laid out in section 22, items 3-4 and may take place outside the team's meeting via email or other virtual means of communication.
9. All meetings of the Assembly Program Monitoring Team are recorded.
10. The Assembly Program Monitoring Team may summon a representative of the Design Team or the Coordinating Team to its meeting to provide explanations on issues related to the course of the Assembly.
11. The Assembly Program Monitoring Team may invite additional experts as advisors.

Section 12. Arbitration related to Assembly Program

1. In the event of a violation of the Assembly Standards related to the creation and execution of the Assembly's educational content, the Assembly Program Monitoring Team shall call on the Coordinating Team to take action to restore compliance with the standards.
2. The Coordinating Team may refuse to take the actions recommended by the Assembly Program Monitoring Team, upholding the position that existing activities are in line with the Assembly standards. In such cases, the Assembly Program Monitoring Team may initiate an arbitration procedure.
3. A vote to initiate an arbitration procedure takes place at the request of at least 1/3 of the members of the Assembly Program Monitoring Team. The request can arise either during an Assembly Program Monitoring Team meeting or outside an Assembly Program Monitoring Team meeting via email or other virtual means of communication.
4. The Assembly Program Monitoring Team initiates the arbitration procedure by a majority of votes of all of its members. The voting process can take place via email or other virtual means of communication.
5. Issues related to the Assembly program are to be resolved by 3 independent arbiters.
6. The arbiters cannot be persons involved in the Assembly's Coordination Team, Monitoring Team for Standards and Procedures, Assembly Program Monitoring Team, as well as representatives of stakeholders.
7. Arbiters receive compensation.
8. The procedure for selecting the three arbiters is the following:
 - 1) the Coordinating Team prepares a list of academic experts in the field most closely related to the Assembly topic from the top 5 national universities, according to a credible, recognized ranking;

- 2) the Assembly Program Monitoring Team may expand the list by experts from any two additional universities;
 - 3) proposed candidates must all hold at least a doctoral degree in their respective field;
 - 4) 3 arbiters are selected from the list at random.
9. The arbitration procedure, including the random selection of specialists, is prepared by the Coordinating Team in a transparent manner and communicated to the Assembly Program Monitoring Team.
 10. As part of the arbitration, both the Assembly Program Monitoring Team and the Coordinating Team present the arbiters with their opinions on the given matter and issues to be resolved.
 11. The arbiters' decisions are made by a 2/3 majority and are final, so long as their implementation is legal and financially feasible within the Assembly budget.

III. Assembly Participants

Section 13. Assembly Members

1. To become an Assembly Member, one must meet the following eligibility criteria:
 - 1) be a resident of Trenčín;
 - 2) be at least 18 years old;
 - 3) live in a household which received an invitation to participate;
 - 4) confirm their willingness to participate as Assembly Members.
2. The Assembly consists of 50 persons in the primary group and 8 persons in the reserve group (alternates).
3. Substitute Assembly Member is a person who was randomly selected to substitute for an Assembly Member from the primary group in case an Assembly Member is not able to participate in the Assembly. Substitutes are members of the reserve group.
4. The composition of the Assembly Members group reflects the demographic structure of Trenčín in terms of the following criteria:
 - 1) gender;
 - 2) age group:
 - a) 18-24 years,

- b) 25-39 years,
 - c) 40-64 years,
 - d) 65+ years;
- 3) level of education;
 - 4) city area.
5. Assembly Members are selected at random.
 6. The final stage of selecting Assembly Members uses an analogue method of random selection (e.g., rolling dice), and is transmitted live and recorded.
 7. The number of Assembly Members per city area is calculated using the selection method.
 8. To ensure the Assembly's impartiality, the following persons are not eligible to become Assembly Members:
 - 1) persons in the City Administration:
 - holding managerial positions;
 - working in areas related to the subject of the Assembly;
 - 2) persons holding managerial positions in public organisational units of Trenčín;
 - 3) elected politicians and political appointees, including their advisors;
 - 4) lobbyists working in an area related to the Assembly's topic;
 - 5) members of the Stakeholders' groups, including board members;
 - 6) employees of the Stakeholders' groups connected with the Assembly's topic;
 - 7) members of the Design Team, Coordinating Team and Assembly Program Monitoring Team;
 - 8) Experts, Observers, or Facilitators.
 9. The eligibility of selected Assembly Members may be verified by the Coordinating Team. In case a selected person does not pass the verification, they are dismissed from participating in the Assembly. Dismissed individuals can submit an appeal against the decision of the Coordinating Team to the Assembly Program Monitoring Team .
 10. Assembly Members may contact Experts and Stakeholders only during the Assembly meetings or via the Coordinating Team.
 11. Anyone may submit a motion to the Monitoring Team for Standards and Procedures to exclude an Assembly Member, if the basis for it is a violation of the

Rulebook. Exclusion of an Assembly Member requires a unanimous decision of the Monitoring Team for Standards and Procedures. Voting on this matter is secret.

Section 14. Rights of Assembly Members

1. Each Assembly Member has the right to:
 - 1) take part in all meetings organized as part of the Assembly;
 - 2) ask questions of presenters during the meetings, within the time allowed;
 - 3) request additional opinions from Experts and Stakeholders between meetings. Such requests are handled by the Coordinating Team;
 - 4) submit proposals for Recommendations;
 - 5) participate in the discussion of the Recommendations;
 - 6) submit motions to verify the accuracy of information that appears in the discussion (fact-checking);
 - 7) participate in the final vote on Recommendations, subject to items 3-4;
 - 8) submit motions to invite additional Experts;
 - 9) submit motions to replace a Facilitator;
 - 10) submit motions for additional meetings by the Assembly;
 - 11) raise objections and comments regarding the functioning of the Assembly to the Assembly Program Monitoring Team;
 - 12) receive a stipend for their participation in the Assembly;
 - 13) keep their identity private.
2. Persons from the primary group and the reserve group (alternates) participate in the Assembly on the same terms, except for final voting on Recommendations, in which only those from the primary group participate, subject to items 3-4.
3. If a person from the primary group is absent from the final vote or was present at fewer than 80 percent of the previous Assembly meetings, they are replaced by a person from the reserve group, if there is a substitute member who participated in a higher number of meetings.
4. In the situation referred to in item 3, the person from the primary group is replaced by a member of the reserve group whose demographic profile is the closest. Demographic criteria are compared in the following order: gender, age group, education level, city area. In the event that these criteria are met by more than one person, the substitute person shall be selected at random.

5. If an Assembly Member submits a motion to verify the accuracy of information that is presented during the Assembly, fact-checking is provided by the Coordinating Team. Responses are presented to all Assembly Members orally or in writing.
6. The identity of the Assembly Members may only be published after the process has ended and with their consent.

Section 15. Recruitment of Stakeholders

1. A Stakeholder is an organisation, institution, or an informal group of people whose activity is related to the subject of the Assembly, or which is directly affected by issues raised during the Assembly.
2. The Coordinating Team draws up a list of parties of interest, which it invites to participate in the Assembly. The invitees should confirm their participation via e-mail by the date specified in the invitation.
3. Stakeholders who have not been invited to participate in the Assembly may notify the Coordinating Team about their interest in participating per the instructions and by the deadline posted on the Assembly's website. In their application, the Stakeholders should demonstrate that they meet the prerequisites specified in item 3.
4. Stakeholders must confirm their participation in the Assembly until the date posted on the Assembly's website, subject to item 7.
5. In the event that an entity does not meet the requirements set out in item 3, the Coordinating Team shall reject the application and inform the entity by email. The email will contain a description of the appeal process.
6. An entity that was refused participation in the Assembly by the Coordinating Team may submit an appeal against its decision to the Monitoring Team for Standards and Procedures, by electronic means, within 7 days of receiving a refusal to participate in the Assembly. The decision of the Monitoring Team for Standards and Procedures is final.
7. The Coordinating Team may accept participation of the Stakeholder in the Assembly after the deadline that was posted on the Assembly's website for submissions, if it is possible at the given stage of the process.
8. The list of the Stakeholders participating in the Assembly is published on the Assembly's website.

Section 16. Rights of the Stakeholders

1. Stakeholders participating in the Assembly have the right to:

- 1) suggest topics to be covered during the learning phase of the Assembly and/or experts to present them;
 - 2) make an oral presentation during the Assembly Members meeting, which may include references to the Experts' speeches (subject to available time);
 - 3) propose Recommendations;
 - 4) provide Assembly Members with a summary of the opinions referred to in point 2 in electronic form;
 - 5) provide the Assembly Members with their comments on the suggested Recommendations by Experts and other Stakeholders in electronic form;
 - 6) provide the Assembly Members with materials pertaining to the subject of the Assembly;
 - 7) submit a motion to replace a Facilitator;
 - 8) raise objections and comments regarding the course of the Assembly to the Assembly Program Monitoring Team .
2. The time allocated for the Stakeholders' speeches during Assembly meetings is divided equally between each of them. The minimum time for each Stakeholder's speech is 6 minutes and the maximum is 8 minutes.
 3. If the total time of presentations by all Stakeholders exceeds the time allocated to this part of the Assembly, the decision as to which Stakeholders present their opinion to the Assembly is made by Assembly Members via preferential voting.
 4. The order of the Stakeholders' presentations is randomly selected on the day of the Assembly Members meeting, at which the Stakeholders' opinions are to be presented.
 5. Stakeholder presentations and proposals for Recommendations may be related to the Assembly topic only.
 6. Meetings of the Stakeholders and the Coordinating Team that are related to the programme of the learning phase are recorded.
 7. The Stakeholders shall submit the materials referred to in item 1 points 3-6 to the Coordinating Team.
 8. The Coordinating Team or the facilitators may end a live presentation of a Stakeholder before its due time, if it is not in accordance with the Rulebook.
 9. Materials submitted by the Stakeholders in electronic form are published by the Coordinating Team on the Assembly's website, provided that they comply with the Assembly standards.
 10. Anyone may submit a motion to the Monitoring Team for Standards and Procedures to exclude a Stakeholder or a representative of a Stakeholder from the

Assembly process, if the basis for it is a violation of the Rulebook. Exclusion of a Stakeholder or a representative of a Stakeholder requires a unanimous decision of the Monitoring Team for Standards and Procedures. Voting on this matter is secret.

Section 17. Experts

1. Expert is a person who specializes in the subject of the Assembly, by profession, education, training, skill or experience, and whose role is to transfer that knowledge to Assembly Members.
2. Persons with insights on the Assembly topic, by virtue of first-hand life experiences, may be invited to participate in the Assembly as Witnesses.
3. The list of Experts and their invitations are issued by the Coordinating Team.
4. Assembly Members may decide to appoint additional Experts by majority vote.
5. The tasks of Experts include:
 - 1) giving a presentation during an Assembly meeting;
 - 2) preparing written materials containing a summary of the presentation and proposals for Recommendations;
 - 3) preparing other written educational materials for Assembly Members;
 - 4) giving opinions on the Recommendations prepared by the Assembly Members and other Experts.
6. An Expert may choose to provide the materials referred to in item 5, points 2-4 without making a presentation.
7. The time allocated for each Expert's live speech is a minimum of 12 minutes. In special cases, this time may be extended to a maximum of 20 minutes.
8. Experts may provide longer presentations in the form of recordings.
9. Experts are entitled to compensation for taking part in the Assembly.

Section 18. Facilitators

1. Facilitator is a person who leads the Assembly meetings.
2. The recruitment of Facilitators is carried out by the Design Team.
3. Members of the Coordinating Team and the Design Team may be involved as facilitators.

4. The list of Facilitators is published on the Assembly's website.
5. The tasks of Facilitators include:
 - 1) conducting Assembly meetings;
 - 2) moderating discussions in the Assembly meetings;
 - 3) co-designing the Assembly meetings.
6. Assembly Members may replace a Facilitator by a majority vote. Voting on this matter is secret.
7. A motion to replace a Facilitator may be submitted to the Coordinating Team, by:
 - 1) a group of any 3 Assembly Members;
 - 2) any Stakeholder;
 - 3) at least half of the Assembly Program Monitoring Team members;
 - 4) at least 2/3 of the Monitoring Team for Standards and Procedures members.
8. The discussion regarding the dismissal of a Facilitator is moderated by a person designated by the Coordinating Team.
9. If a Facilitator is dismissed, the Design Team shall appoint a new person in their place.
10. The Facilitators are entitled to remuneration for taking part in the Assembly.

Section 19. Observers

1. Those professionally or academically involved with the subject of the citizens' assemblies and those interested in organizing a citizens' assembly may participate in the Assembly's plenary sessions as Observers.
2. Observers cannot be Experts or representatives of Stakeholders.
3. Observers may be present during all Assembly Members' meetings, however, without the right to participate in discussions or to vote.
4. A request to become an Observer should be sent to the Coordinating Team per the instructions on the website. Requests should be submitted at least one week prior to the relevant meeting and should include an overview of one's background and an explanation of interest.
5. The Monitoring Team for Standards and Procedures may designate up to 3 additional Observers by means of preferential voting (if there are more than 3 candidates proposed). These Observers do not need to meet the requirement set

out in item 1, however, they should be impartial. Candidates for Observers may be proposed by any member of the Monitoring Team for Standards and Procedures.

6. In case the Observer selected by the Monitoring Team for Standards and Procedures does not meet the prerequisite of impartiality, the Coordinating Team may refuse their participation in the Assembly.

IV. Course of the Assembly

Section 20. Assembly Program

1. The Assembly Program, which sets out the detailed course of Assembly Members meetings, is prepared by the Coordinating Team in cooperation with Facilitators and the Design Team.
2. The Assembly Program includes meetings in which:
 - 1) speeches by Experts and Stakeholders are presented (learning phase);
 - 2) a list of draft Recommendations is created;
 - 3) deliberation about proposed Recommendations is carried out;
 - 4) a final vote on the Recommendations is held.
3. The Assembly Program may include additional meetings for Assembly Members, such as workshops or trainings, in which participation is voluntary.
4. All Stakeholders are invited by the Coordinating Team to provide input to the Assembly Program in the form of suggestions regarding topics to be presented during the learning phase and the choice of Experts.
5. Before the Assembly meetings at which Experts' speeches and the Stakeholders' opinions are presented, a working meeting for the presenters may be organised by the Coordinating Team.
6. A draft version of the Assembly Program is presented to the Assembly Program Monitoring Team and Stakeholders for verification.
7. Speeches, presentations and question and answer sessions that are a part of the learning phase are transmitted live and recorded.
8. Meetings of the Assembly Members during the deliberation phase are not broadcast or recorded. They may be attended only by the Assembly Members, the Coordinating Team, Facilitators, Observers and persons supporting the Assembly's organization.
9. The Assembly Program is published on the Assembly's website.

10. Any person may submit a motion to the Assembly Program Monitoring Team to evaluate the compliance of the Assembly Program with the Assembly Standards and guiding principles.
11. Assembly Members may decide to conduct additional meetings. The decision on this matter is taken by a 2/3 majority of all Assembly Members (including the reserve group). Additional meetings of the Assembly Members are subject to budget constraints.

Section 21. Developing Recommendations

1. Recommendation is a resolution that is approved by the Assembly Members with regards to the subject of the Assembly.
2. Proposals for Recommendations may be submitted by anyone other than persons from the Coordinating Team, Design Team, Facilitators, and Observers.
3. Proposals for Recommendations may be related only to the topics covered during the learning phase of the Assembly.
4. The general public may submit their proposals for Recommendations via the Assembly's website.
5. Experts and Stakeholders submit their proposals for Recommendations electronically to the Coordinating Team.
6. Assembly Members submit their proposals for Recommendations to the Coordinating Team during the course of the Assembly as specified during the meetings.
7. Proposals for Recommendations from the general public, Stakeholders and Experts may be submitted no later than the last day of the learning phase of the Assembly, as published in the program on the website. Proposals for Recommendations submitted after this day may be accepted with the approval of the Coordinating Team.
8. The Coordinating Team prepares a list of proposed Recommendations, submits it to Assembly Members and publishes all submitted proposals on the Assembly's website.
9. All proposals for Recommendations put forward by Assembly Members are submitted for final voting, subject to items 10-11.
10. The Coordinating Team puts proposals for Recommendations to a preliminary vote, at which point some of them may be rejected.
11. The Coordinating Team may decide to:
 - 1) divide proposals for Recommendations into several parts;

- 2) conduct a workshop for Assembly Members, with the aim of selecting the most important proposals for Recommendations.
12. As part of the workshop referred to in item 11, point 2, the Assembly Members can merge proposals for Recommendations or create new ones based on submitted proposals.
13. The list of proposals for Recommendations to be put to the final vote shall be published by the Coordinating Team on the Assembly's website and sent to the Stakeholders and Experts for consultation (review phase). At least 7 working days are allowed for a response. Anyone may submit comments and/or amendments to the proposed Recommendations. All submitted insights are shared with the Assembly Members and published on the Assembly's website.
14. Before the final vote, the wording of the proposed Recommendations is refined. Assembly Members may ask for the support of a professional editor or legalese specialist for this purpose.
15. Assembly Members may make amendments to the proposals for Recommendations after the review phase. At this stage, however, developing new proposals for Recommendations is no longer possible.
16. A decision whether a particular proposal for Recommendation should be considered as new or an amended version of an old proposal is made by the Coordinating Team. To consider a proposal as a new one, a unanimous decision of all Core Team members is required.

Section 22. Final vote

1. Voting on Recommendations is done by each Assembly Member completing a voting ballot.
2. Voting ballots are prepared by the Coordinating Team.
3. Assembly Members cast their vote by selecting one of the following options for each proposal:
 - 1) I strongly agree;
 - 2) I agree;
 - 3) I agree, although I have some doubts or reservations;
 - 4) I have many doubts;
 - 5) I rather disagree;
 - 6) I disagree;

7) I strongly disagree;

where options 1-3 indicate support for the proposals for the Recommendation and options 4-7 indicate a lack of support.

4. For each vote, points are granted as follows:
 - 1) I strongly agree - 3 points;
 - 2) I agree - 2 points;
 - 3) I agree, although I have some doubts or reservations - 1 point.
5. An arithmetic mean is calculated for the points granted in accordance with item 4.
6. Voting ballots are prepared by the Coordinating Team and reviewed by Assembly Members.
7. If two or more proposed Recommendations have been made that concern the same issue and are mutually exclusive, they are grouped and voting is carried out in accordance with the principles described in items 3-5.
8. A Recommendation is considered as approved by the Assembly when:
 - 1) it receives the support of at least 80 percent of Assembly Members, and
 - 2) the arithmetic mean of the points granted to it is at least 1.75.
9. If two or more proposals that are mutually exclusive have received the support of at least 80 percent of Assembly Members, the Recommendation approved is the one that received the highest total number of points granted according to item 4.
10. If two or more proposals that are mutually exclusive have received the same number of points, they shall be discussed and voted on again, until a winning proposal is determined.
11. If the proposal for the Recommendation has not received the support of at least 80 percent of Assembly Members, and 2/3 of Assembly Members agree, it is possible to revisit it, amend the proposal and vote again. Voting on a proposed Recommendation can take place a maximum of 3 times. In case the level of at least 80 percent of support was not reached, the proposal for the Recommendation is considered as not approved.
12. The Coordinating Team can merge proposals for Recommendations into blocks, with the consent of the majority of Assembly Members.
13. Voting on the Recommendations is secret.
14. The list of Recommendations along with the percentage of support by Assembly Members is published on the Assembly's website immediately after the official presentation of Recommendations.

V. Final provisions

Section 23. Implementation

The rules and procedures presented in the Rulebook take effect on the day of publication on the Assembly's website.

Section 24. Submitting an appeal

1. Anyone may file an appeal against the manner in which the Recommendations were developed or voted on.
2. Appeals shall be considered by the Monitoring Team for Standards and Procedures.
3. Appeals must be filed within 3 days from the publication of Recommendations on the Assembly's website.
4. A decision to repeat the process of developing a Recommendation or repeat the voting process requires unanimity of all Monitoring Team for Standards and Procedures members.

Section 25. Conclusion of the Assembly

The Assembly concludes when the Recommendations have been presented to the public and there are no appeals against the manner in which they were created or voted on, or the appeals have been resolved.

Section 26. Changes to the Rulebook

1. Proposals for amendments to the Rulebook may be submitted at any point of the Assembly by:
 - 1) Design Team - requires unanimous decision of all Design Team members;
 - 2) Core Team of the Coordinating Team - requires unanimous decision of all Core Team members;
 - 3) Monitoring Team for Standards and Procedures - requires unanimous decision of all its members.

2. Proposals for amendments to the Rulebook are shared by their initiator with all the teams indicated in item 1 by email. Each team has 7 working days to respond to the proposals.
3. If no objections are raised, the Design Team makes amendments to the Rulebook on the next working day after the deadline for sending objections has passed.
4. If all teams express their approval for the proposed amendments before the deadline given for sending objections (as laid out in item 2), the amendments to the Rulebook are made by the Design Team on the same day or the day after the approvals were expressed.
5. The Design Team has the right to veto proposed amendments to the Rulebook. If this happens, the arbitration procedure may be initiated and its outcomes are final.
6. Arbitration procedures related to proposals for amendments to the Rulebook may be initiated by:
 - 1) Design Team - requires unanimous decision of all Design Team members;
 - 2) Core Team of the Coordinating Team - requires unanimous decision of all Core Team members;
 - 3) Monitoring Team for Standards and Procedures - requires unanimous decision of all its members.
7. The rules for the arbitration procedure related to proposals for amendments are covered by section 8 items 5-9.
8. In case the arbiters accept the proposed amendments, the Design Team updates the Rulebook within the 24 hours of receiving the decision of the arbiters.
9. The amended version of the Rulebook is published by the Coordinating Team on the same day that the Design Team makes amendments to the Rulebook.
10. Amendments to the Rulebook take effect on the day of publication on the Assembly's website.