



**UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"**

Governing Council

Nr. Ref. 1080

Datë: 10.05.2017

**RULES AND PROCEDURES FOR
GENERAL ELECTIONS AT "HAXHI ZEKA" UNIVERSITY IN PEJA**

Peja, 2017

Pursuant to Article 23 of the Statute of "Haxhi Zeka" University of Peja, and in accordance with Law no. 04 / L-037 on Higher Education of the Republic of Kosovo, the Governing Council of "Haxhi Zeka" University in Peja at its meeting held on 03.05.2017 approved:

**Rules and Procedures for
General elections at "Haxhi Zeka" University in Peja**

1. General Provisions
2. Electoral rules
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General provisions

Article 1

- (1) All further rules and procedures shall refer to and be based on the Statute of "Haxhi Zeka" University in Peja and other applicable normative acts
- (2) Any appeal against decisions based on these rules and procedures shall be addressed:
Against the decision of the election commission, at the Central Election Commission;
2.1. Against the decision of the Central Election Commission, at the Governing Council of "Haxhi Zeka" University in Peja.

Article 2

- (1) The following elections shall be held in the 5 faculties of "Haxhi Zeka" University in Peja, pursuant to Articles 44 and 73 of the Statute:
 1. Members of the faculty councils from among the professors
 2. Members of the faculty councils from among the assistants
 3. Member of the Senate from among the academic staff
 4. Members of the Senate from among non-academic staff
- (2) Elections for members of the Senate from among non-academic staff, as stipulated in paragraph 5 of this article, shall be held also in the Central Administration.

Article 3

- (1) The academic staff of "Haxhi Zeka" University in Peja includes the groups as referred to in Article 167 paragraph 2 of the Statute:
 1. Full Professor

2. Associate Professor
3. Assistant Professor
4. Assistant
5. 5. Lecturers and Corepetitor

Article 4

- (1) All elected mandates shall hold their mandate in accordance with these Regulations, the Statute of "Haxhi Zeka" University in Peja and the applicable legislation.
- (2) In case of resignation, termination of contract, retirement, death, expulsion of the mandate or due to any other reason, the mandate shall belong to the first unelected person according to the election results.
- (3) In cases where there are no persons available from the initial election results, the mandates shall remain unfulfilled until the next general election.

Article 5

- (1) Personnel in regular employment who are elected or appointed to any other public institution shall not have the right to be elected to governing bodies, but shall have the right to vote.
- (2) In disputed cases regarding the right to vote or the right to stand, the decision can be appealed to the Central Election Commission.
- (3) The reasons for any decision must be given in writing by the Central Election Commission

1. Electoral rules

Article 6

- (1) The members of the faculty council from among the professors shall be elected by the professors of this faculty as defined in Articles 171 (Full Professor), 172 (Associate Professor) and 173 (Assistant Professor) of the Statute.
- (2) Up to 15 professors shall be elected members of the Faculty Council
- (3) In faculties where the total number of professors - as defined in paragraph 1 of this article does not exceed 15, all professors who register for application are automatically mandated as members of the faculty council. In these cases no elections will be held.

Article 7

- (1) The members of the Faculty Council from among the Assistants shall be elected by the academic staff of the Faculty as set forth in Article 3 of this Regulation.
- (2) The number of assistants elected to the faculty council shall be at most five (5).
- (3) Faculties where the total number of assistants, as specified in paragraph 1 of this Article, do not exceed the number specified in paragraph 2 of this Article, who are automatically registered as members of the faculty council for application. In these cases no elections will be held.
- (4) In faculties where the total number of registered assistant candidates does not exceed

the number specified in paragraph 3 of this Article, all registered candidates are automatically mandated as members of the faculty council. In these cases no elections will be held and mandates will remain vacant unless the number is filled.

Article 8

(1) Members of the Senate from among the academic staff shall be elected from the academic staff of each faculty as defined in sections 171 (full professor), 172 (associate professor), 173 (assistant professor), 174 (assistant) of the Statute in force.

(2) Members of the Senate from among the academic staff shall be elected by the academic staff of each faculty as defined in Articles 171 (Full Professor), 172 (Associate Professor), 173 (Assistant Professor), 174 (Assistant) of the Statute in force.

(3) One member of the academic staff from each faculty shall be elected a member of the Senate.

Article 9

(1) The Legal Affairs Officer is an ex-officio member of the Faculty Council without the right to vote.

(2) A non - academic staff member will be elected as a member of the faculty council

Article10

(1) One member of the Senate from the non-academic staff will be elected from the non-academic staff of all faculties and the Central Administration of "Haxhi Zeka" University in Peja, as defined in the Statute.

(2) The Secretary-General of the University shall be an ex-officio member of the Senate without the right to vote.

(3) Members of faculty councils from non-academic staff may not be elected members of the Senate.

(4) In case of equal votes of the candidates for the second mandate ranked according to the priority list of votes cast under no. number 2 and 3 from the list of voting candidates, priority will be given to the female candidate. If none of the candidates is female then the selection will be made by lottery.

2.List of voters

Article 11

(1) The administration of the faculties and the Central Administration of "Haxhi Zeka" University in Peja is obliged to provide complete voter data with the right to vote to the Central Election Commission

(2) In case of delay or refusal to submit data from any faculty, disciplinary measures will be taken by the Governing Council of "Haxhi Zeka" University in Peja, upon notification by the Central Election Commission.

Article 12

(1) The list of eligible voters shall be prepared by the Central Election Commission for each of the 5 faculties and central administration, including the following data:

Academic staff:

- a) Serial number
- b) Name
- c) Surname
- d) Date of birth
- e) Academic Title
- f) Faculty

Non academic staff :

- a) Serial number
- b) Name
- c) Surname
- d) Date of birth
- e) Position
- f) Faculty/Central administration

3. Candidates

Article 13

(1) Every member of the staff of " Haxhi Zeka " University in Peja shall have the right to be registered as a candidate for the mandate established by the provisions of this Regulation and the applicable statute.

(2) Members of the Central Election Commission may not run for seats in key governing authorities under the statute in force.

(3) The members of the Faculty Election Commission can candidate in general elections for all levels.

(4) The most eligible voters have the right to register for more than one term.

(5) If a member of staff is elected to more than one governing body at "Haxhi Zeka" University in Peja, the candidate shall be designated in which governing body shall exercise the mandate.

Registration of candidates

Article 14

(1) Any person entitled to vote shall have the right to register as a candidate for any term specified in the present regulation, except as referred to in Article 5, paragraph 1, of this Regulation.

(2) Enrollment procedures are prepared for each faculty.

(3) The Faculty Election Commission shall set a registration period from 08.00 to 14.00 on the day of registration, date to be announced by the Central Election Commission.

(4) The day of registration must be at least 2 days before election day.

(5) Voters with the right to vote who are unable to participate in the registration procedures

shall be given the opportunity to register through written applications.

(6) A relevant registration form, Appendix 1, will be available on the Dean's Office and on the website of Haxhi Zeka University in Peja. Upon completion, the form is submitted to the Faculty of Law Officer's e-mail.

Article15

(1) The Central Election Commission is obliged to check every registration of candidacy for validity, referring to the voter list and the provisions of these rules and procedures.

(2) The official candidate list shall be prepared by the Central Election Commission for each faculty and central administration including the following information:

Personeii akademik:

a) Serial number

b)Name

c)Surnale

d)Date of birth

e) Identification number

f)Academic Title

g)Faculty

Non-academic staff:

a) Serial number

b) Name

c) Surname

d) Date of birth

e) Identification number

f) Position

g) Faculty/ Central administration

(3) The official list of personnel running for election at least one day before the election shall be published by the Central Election Commission in the Deans' Faculties and on the website of Haxhi Zeka University in Peja.

3. Central Election Commission

(1) The Central Election Commission will fulfill its obligations under Law no. 04 / L-037 on Higher Education, Statute of "Haxhi Zeka" University in Peja and regulations in force.

Article 17

(1) Each member of staff shall have the right to appeal the decisions of the Central Election Commission pursuant to Article 2.2. The decision on the complaint must be made within two working days of receipt of the complaint. The decision of the Governing Council is final.

6. Election Commissions of Faculties

Article 18

- (1) Each Faculty Election Commission shall consist of three members:
 1. Legal Affairs Officer, Chairperson of the Election Commission;
 2. A faculty professor nominated by the faculty council;
 3. A faculty assistant nominated by the faculty council.
- (2) The election of the other two members of the Electoral Board of the Faculty shall be made by an absolute majority (50% +1) of the total number of members of the Faculty Council by secret ballot.
- (3) If no candidate receives an absolute majority of the votes after the first ballot, the second ballot shall elect the candidates who received the most votes.
- (4) The minutes of the electoral commission shall be signed by the chairperson and the members of the Faculty election board.
- (5) (5) The meetings of the Faculty Election Commission shall be convened by the Chairperson of the Faculty Election Board, with the consent of the Central Election Commission.

7. Election date

Article 19

- (1) The Governing Council shall announce the date of general elections.
- (2) On election day, polling stations shall be open from 08:00 to 16:00.

Article 20

- (1) The most eligible voters must cast their ballots in person at the polling station of the respective faculty.
- (2) No voter shall have the right to vote in more than one polling station

Article 21

The Central Election Commission in coordination with the electoral commissions of the faculties should announce the location of the polling stations.

Article 22

- (1) (1) Elections shall be held by the electoral commissions of the faculties, under the supervision of the Central Election Commission.
- (2) (2) Elections may be monitored by institutions, organizations and other stakeholders in accordance with Article 3 of this Regulation.
- (3)

8. Voting procedures and ballots

Article 23

- (1) At the time of voting, at least two members of the Faculty Election Commission shall be present at all times to ensure the orderly conduct of electoral procedures.

(2) The Faculty Election Commission shall take the following procedural measures for the proper conduct of the elections:

- a) Opening and closing of the polling station at the appointed time and keeping the polling station open during the appointed election period;
- b) Providing the necessary materials for voting
- c) Distribution of election materials;
- d) Note the voting procedures in the protocol of the electoral commission
- e) Sealing of ballot boxes;
- f) Marking the number of ballots and counting of votes
- g) Marking of election results.

Article 24

(1) The electoral procedure is conducted in the following way;

- a) a) The electoral commission requires the voter to be identified with an identification document (ID card, passport, driver's license);
- b) The electoral commission requires the voter to identify with one of the categories of personnel;
- c) The electoral commission finds the voter on the voter list
- d) The electoral commission requires the voter to sign on the voter list
- e) The electoral commission gives voters the right ballots
- f) The voter votes in the voting booth;
- g) The electoral commission replaces a ballot upon request if the voter has damaged it;
- h) The voter casts the ballot in the ballot box
- i) The voter leaves the polling station immediately after the voting;
- j) The electoral commission shall mark in the protocol any changes to these procedures

Article 25

(1) Each ballot shall contain the names of all candidates who have registered for certain terms. The candidates were listed in alphabetical order by name and surname.

(2) (2) Every voter shall have the right to vote on the ballot as many candidates as he or she has a mandate to compete in certain elections. An appropriate notice must be given at the beginning of the ballot.

(3) Ballots are valid when the maximum number of predetermined candidates or less - as stated on the ballot are voted.

(4) Ballots are not valid when there are more votes for candidates than the maximum specified — as stated on the ballot - or when no candidate is voting.

(5) In all other cases of contesting the validity of the ballot, the decision may be appealed to the Central Election Commission upon the request of the Faculty Election Commission.

Article 26

Every eligible voter has the right to file complaints about election procedures to the Central Election Commission. The relevant form, Appendix 2 will be available at each Faculty Polling Station and on the Haxhi Zeka University Web site in Peja.

9 Election results— casting the lot

Article 27

- (1) The Central Election Commission is obliged to announce the official election results within 24 hours after the closure of the polling stations.
- (2) In cases when two or more candidates have received the same number of votes, the drawing of lots shall be organized by the Central Election Commission, which shall decide on the final distribution of mandates.
- (3) This lot shall be organized within 48 hours after the announcement of the election results in the presence of candidates.

10.Period of complaint

Article 28

- (1) After the official announcement of the preliminary results, a period of two working days shall be announced for complaints.
- (2) Written complaints regarding election procedures may be filed during this period, voting results and mandates.
- (3) The Central Election Commission shall decide on all appeals within a period of two days after the deadline for complaints.
- (4) (4) After the end of the period specified in paragraphs 1 and 3 of this Article, the Central Election Commission shall announce the final election results.

Transitional and Final Provisions

Article 22

- (1) This Regulation shall enter into force on the day of its approval by the Governing Council
- (2) The Governing Council of UHZ shall provide an authentic interpretation of this Regulation.
- (3) The provisions of this Regulation as a whole shall apply to general elections at UHZ, which shall commence after the entry into force of this Regulation.

Article 23

For all other matters which are not included in this Regulation, the provisions of the Statute of "Haxhi Zeka" University in Peja and the Law on Higher Education in Kosovo, as well as other normative acts, shall apply.

Article 24

Amendments to this Regulation shall be made in the same manner as this Regulation was adopted.

Chairman

Prof. Asoc. Dr. Zenun Halili

Explanation: This regulation is translated in English but signed and protocolled in Albanian.