



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

**Governing Council**

**Nr. Ref. 1099**

**Datë: 11.05.2017**

**REGULATORY**  
**FOR ELECTIONS AT THE "HAXHI ZEKA" UNIVERSITY IN PEJA AND THE WORK OF THE**  
**FACULTY COUNCILS**

Peja, 2017

Pursuant to Article 23 of the Statute, as well as in accordance with Law No. 04 / L-037 on Higher Education of the Republic of Kosovo and Article 3, point 1.2 of the Administrative Instruction No. 7/2015 of the Ministry of Education, Science and Technology regarding the holding of elections in "Haxhi Zeka" University in Peja, The Steering Council of "Haxhi Zeka" University in Peja at the meeting held on 10.05.2017, approved this:

## **Regulatory**

### **For Elections at the "Haxhi Zeka" University in Peja and the work of the Faculty Councils**

#### **Article 1**

This Regulation regulates the election procedure in the Faculty Councils of HZU, as well as the manner of their work.

#### **I. Election Procedures at Faculty Councils**

##### **Article 2**

The composition of the Faculty Council should be in accordance with article 73 of the Statute of HZU

##### **Article 3**

- (1) Elections for members of the Faculty Council shall be made on the basis of the priority list of votes obtained under this procedure.
- (2) For the election of members of the Faculty Council from the professors (regular professor, associate professor and assistant professor), the right to vote have all the professors who are in regular working relations at the faculty.
- (3) For the election of members of the Faculty Council from among the assistants, all professors and assistants who are in regular (primary) working relationship with the faculty have the right to vote.
- (4) For the election of the member of the Faculty Council from among the administration, the right to vote shall have all non - academic staff in regular working relations at the faculty.
- (5) A student's representative from the Faculty Council is elected according to the proposal of the Student Council of the Faculty, in accordance with the provisions of the Regulation on Student Elections.
- (6) The faculty secretary is a member of the Faculty Council without the right to vote, conform article 73 of the Statute of HZU
- (7) There is no right to be elected or electe by all candidates who are in conflict with Article 170 of the Statute of UHZ and Article 17.3 of the Law on Civil Service of the Republic of Kosovo because it is considered a conflict of interest.
- (8) Personnel in a regular employment relationship, elected or appointed to another public institution, are not eligible to be elected to the governing body but are eligible to be

choose

## I. Verification of mandates

### Article 4

- (1) The Faculty Council at the first meeting verifies the mandates of the members of the Faculty Council on the basis of the report of the Secretary of the Faculty on the regularity of election of the members of the Faculty Council, with proposal for the approval of the mandate.
- (2) Voting for the report is done in general if no mandate is contested. If any mandate is contested, the first one is voted for all uncontested mandates, and then voted for each contending mandate separately.
- (3) If the Faculty Council finds that the choice is made in contrary of the Law and sub-legal acts, the contested choice shall be repeated.
- (4) A member of the Faculty Council that has been challenged or adjudicated for a decision on the verification of the mandate, has the right to continue attending the meeting but without the right to vote.
- (5) After verification of the mandate, the members of the Faculty Council sign the ethical declaration as follows: ***I declare that I will perform my duties with honor and faithfully, fairly and without tilt ,with conscience and responsibility , that I will represent with conscience and dedication the interests of the University and that I will adhere to the Statute of the University “.***

## III. Election of the Senate Representative

### I. Article 5

- (1) Faculty representative in the HZU Senate, is elected by an absolute majority, from the ranks of academic staff (professors and assistants) to regular working relations with the faculty in accordance with article 3, paragraph 7 of this regulation.
- (2) For the election of the faculty representative from the previous paragraph, the right to vote has all the academic staff in regular working relations at the faculty.
- (3) A representative in the Senate, of the non-academic staff of HZU, is elected by an absolute majority from the non-academic staff in regular working relations in all academic units of the HZU and the HZU Central Administration.
- (4) For the selection of non - academic staff representatives from the previous paragraph, the right to vote has all non - academic staff in regular working relations at "Haxhi Zeka" University in Peja.

## IV. Candidacy

### Article 6

All interested to be elected to the Council of the Faculty and the Senate of HZU, they must submit their candidacy according to the HZU election regulation.

## **V. Election of the Temporary Chairperson of the Faculty Council and Provisional Dean of the Senate.**

### **Article 7**

- (1) The provisional Chairperson of the Faculty Council shall be elected by the proposed candidates of the Faculty Council by a majority vote of the total number of members of the Faculty Council.
- (2) If none of the proposed candidates receives the majority of votes of the total number of members, then the second round of voting is organized only for the candidate with the highest number of votes. If the candidate does not receive the majority of votes of the total number of members, in the second round, it is considered that the candidate has been rejected and the Faculty Council is obliged to propose another candidate.
- (3) In case of equal votes, voting shall be repeated.
- (4) Temporary Chairperson of the FC is also a representative of the Dean of the faculty in the Senate until the election of the Dean.

## **VI. Meetings**

### **Article 8**

- (1) The Dean of the Faculty (following as "the Chair") convenes and leads the meeting
- (2) If the dean is absent, the meeting is prepared and leads by one of the vice-rectors in the first order determined by the Dean. If even the Vice-Rectors are not able to attend the meeting, the meeting of the Faculty Council is chaired by the oldest member.
- (3) The Chairperson shall call the meetings as needed. During the regular period of studies, the meetings of the Faculty Council are held at least once a month.
- (4) Extraordinary meetings may be held at any time according to the foreseen procedures. The agenda for this meeting should be limited to a key point.  
At the meeting of the Faculty Council they may decide to call a future meeting of the Faculty Council, in this case the members of the Faculty Council that are not present should be invited specially.
- (5) In the event of dismissal of the Dean or Vice-Dean, the election procedure shall be organized by the Council's oldest member within 15 days.
- (6) The meetings of the Faculty Council are open to the public, except when the Faculty Council decides otherwise.
- (7) Members of the Faculty Council shall be invited at least three days before the meeting. Invitations may be made in writing, by fax, by e-mail or in any other technical form by which the shipment and the information are secure.
- (8) The Chairperson is entitled at any time to invite an expert or other persons at the meeting.
- (9) The Chairperson is obliged to call the meeting of the Faculty Council if it is requested by at least 1/3 of the members of the Faculty Council and if the purpose is justified in writing.

If the Chairperson of the Faculty Council did not respond to the request within three days from the day of receipt of the request, the Faculty Council's meeting is called by the oldest member of the Faculty Council.

## **VII. Participation in meeting and representation**

### **Article 9**

- (1) All members of the Faculty Council are obliged to attend the meetings of the Faculty Council.
- (2) During the meetings of the Faculty Council, members must vote personally. Delegation of the vote is not allowed.
- (3) Before the meeting of the Faculty Council begins, the members are signed on the participation list which is an integral part of the minutes. A member of the Faculty Council may be absent from the meeting for reasonable reasons. For non-attendance at the meeting, the member of the Faculty Council should notify the Chair in a timely manner.
- (4) The non-participation without reason or without permission of the chairperson at three consecutive meetings automatically implies the waiver of the mandate of the member of the Faculty Council. In this case at the next meeting, the mandate of the member of the Faculty Council shall belong to the first unselected person from the list of election results

### **Article 10**

- (1) For a member of the Faculty Council is considered to have a conflict of interest, under the Law on Prevention of Conflict of Interest and the Statute of the University.
- (2) A member of a conflict of interest shall go out of meeting during a period of time when discussing matters of conflict of interest

## **VIII. The beginning of the meeting and approval of the agenda**

### **Article 11**

- (1) The Chairperson open, leads and end the meeting
- (2) For the preparation of the materials for the meeting of the Faculty Council takes care of the Chairperson in coordination with the Vice-Deans, the faculty secretary and the relevant administrative services.
- (3) At the beginning of the meeting, the chairperson finds that there is a quorum, proposes the agenda, opens the discussion on the agenda, ascertains the adoption of the agenda.
- (4) The quorum of the Faculty Council shall be considered if 50% +1 of the members of the Faculty Council are present.
- (5) The Chairperson is obliged to include the reasoned written proposals in the agenda 72 hours before the meeting. Written proposals can be sent personally, by fax, by e-mail and signed by the Applicant.
- (6) The Chairperson gives the word to the discussion, ascertains the closure of the examination of the subject, put the matter in the vote, ascertains the approval or rejection

of the proposal , undertake measures to ensure the work progress of the meeting , ascertains the completion of the meeting and undertakes other necessary actions for the management and direction of the meeting in accordance with this regulation.

(7) Members of the Council of the Faculty have the right to propose amending and supplementing the agenda justifying the proposal.

(8) The materials or requirements attached to the meeting may be adopted by an absolute majority of votes.

## **IX. The progress of the meeting**

### **Article 12**

(1) After the approval of the agenda, passed in review and placement of the issues that are in the agenda items.

(2) The report and justification for each point on the agenda shall be presented by the chairperson or person appointed by the chairperson, after which the chairperson opens the discussion.

(3) All present members of the Faculty Council may participate in the discussion and submit opinions and proposals regarding issues to be decided at the meeting.

(4) The Chairperson gives the word in the order of presentation for discussion. At the meeting of the Faculty Council no one can discuss without taking the word from the chair of the meeting.

(5) The Chairperson is responsible for respecting the working procedures

(6) For each item on the agenda, the participants may discuss at most twice, the first time up to five minutes, the second time up to two minutes.

(7) The Chairperson has the right to ask the speaker to adhere to the topic.

(8) The participant who takes the word is obliged to comply with the matter under consideration. Çdo pjesëmarrës që konsideron se lidhur me fjalën e tij është shtrembëruar ndonjë takt, me lejen e kryesuesit ka të drejtë të paraqitet për replikë menjëherë pasi të përfundoj diskutimin pjesëmarrësi ndaj të cilit është paraqitur replika. Replika për të njëjtën çështje i lejohet pjesëmarrësit në diskutim vetëm dy herë dhe sipas rregullit mund të zgjasë më së shumti dy minuta.

(9) The Chairperson has the right to set a break during the meeting for a maximum of 30 minutes. With the agreement of the Faculty Council, this interruption may be extended to one hour.

(10) The Chairperson can interrupt the meeting in the following cases

-If the Council meeting cannot be completed in the same day

-If the order is broken in the meeting and the chairman can not decide order.

### **Article 13**

The Faculty Council, based on the proposal of the Chairperson or any member of the Faculty Council, may decide that the examination of specific issues should be discontinued and

detailed in preparation for the next meeting

### **Requests and Complaints**

- (1) Each member of the Faculty Council has the right to file a request or complain on a specific topic
- (2) The Chairperson has the right to request that the request or complain be filed in writing.

## **XI. Decision-making - voting and election**

### **Article 15**

- (1) The decisions of the Faculty Council shall be empowered with a minimum quorum of 50% +1 of the total number of members
- (2) Before voting, the Chairperson shall formulate a proposal for a decision or request on the matter to be decided.
- (3) After reviewing and completing the discussions, according to the item of agenda, the Faculty Council takes a decision or issues a conclusion
- (4) The decisions of the Faculty Council are taken by an absolute majority of the votes of the total number of members.
- (5) If there are more proposals for decisions or conclusions, first they vote for those on the material or proposals of the chairperson, then for other proposals.
- (6) Voting is done by open votes or by secret voting. The manner of voting is decided at the meeting of the Faculty Council.
- (7) Voting is done "for", "against" and "abstention".
- (8) In case of equal number of votes, the proposal is considered rejected.

### **Article 16**

- (1) The secret procedure of voting is conducted by a commission appointed by the Faculty Council consisting of three members.
- (2) After the voting, based on the results of the voting, the chairperson, respectively the chair of the commission, finds that the proposal of the decision or conclusion has been approved or rejected.

### **Article 17**

#### **(1) Voting by secret votes is done for:**

- (a) The election of the Dean for approval by the Senate
  - (b) Selection of the Temporary Chairperson of the Faculty Council which will be also dean representative in the Senate.
  - (c) Issues that affect the intimacy of any of the members of the Faculty Council.
  - (d) Issues when the chairman requires secret ballot
- (2) Counting votes on these matters is done under the supervision of the faculty secretary.

## **XII. The nomination of the list of candidates for the position of the Dean**

### **Article 18**

- (1) Each member of the Faculty Council have the right to nominate a candidate for the position of the Dean
- (2) Proposals for candidates should be well-reasoned and include a short biography of the candidate
- (3) Proposed candidates for the position of the Dean must have at least the Academic Call Assistant Professor in accordance with the Decision of the Steering Council issued pursuant to Article 23 paragraph 1.1. of the Statute of UHZ.
- (4) Only two candidates who reach a majority vote may be nominated as a candidate for the Dean for election to the Senate.
- (5) If no candidate reaches a majority of the total number of votes in the first row, the two highest ranked candidates qualify for the second ballot.
- (6) If neither of the two candidates reaches the majority of the votes of the total number of members, in three consecutive polling queues, the election procedure shall be repeated with other candidates.

### **Keeping order in the meetings**

#### **Article 19**

- (1)The meeting chairperson takes care of keeping the order in the meeting.
- (2)The Chairperson and the participants at the Faculty Council meeting are obliged to abide by the rules and procedures of the meeting
- (3)For violating the order of meeting may be pronounced these measures:
  - a) Remarks
  - b) Taking of the word
  - c) Removing from meeting

#### **Article 20**

- (1) An oral remark may be imposed on the attendees if by conduct and discussion it disturbs and hinders the normal work in meeting.
- (2) The taking of a word is pronounced to the member if with his / her behavior and with his / her statement disturbs the normal work of the Faculty Council for which he / she has previously been warned.
- (3) The Chairperson shall pronounce the remark and taken word
- (4) The removal from the meeting shall be imposed on the participant if even after the word is taken hinders the progress of the meeting.
- (5) Removing from the meeting is pronounced by the Council of the Faculty by a majority of votes. Participants who have been pronounced this measure, is obliged to immediately leave the meeting.  
The removal from the meeting is only for that meeting.

## **Meeting minutes of Meeting**

### **Article 21**

- (1) A meeting minute shall be kept at each meeting of the Faculty Council. The minutes shall be signed by the Chairperson and the Registrar
- (2) The meeting minute must contain the following elements
  - a. place, date, start and end time of the meeting
  - b. agenda of the day
  - c. list of participants and those who are missing
  - d. All proposals and the results of the respective voting
  - e. Essential notes about the progress of the meeting
- (3) Additional documents should be attached to the minutes
- (4) The meeting minutes must be prepared within one week after the meeting of the Faculty Council and as an extract should be sent to the members of the Faculty Council when submitting the material for the next meeting.
- (5) The meeting minutes shall be adopted at the next meeting.
- (6) The signed and protocol record are kept in the archives of the faculty, with the reviewed materials by agenda items as a long-term document.

## **Acts of the Faculty Council**

### **Article 22**

- (1) The Faculty Council issues  
Decisions  
Conclusions  
Recommendations
- (2) The Faculty Council shall provide authentic interpretations of the acts it adopts
- (3) The meeting minutes holder is obliged to prepare the decisions, conclusions and recommendations from the meeting of the Faculty Council, while regulations for approval by the governing bodies of the university are prepared by the respective commission.

### **Article 23**

The provisions of these rules and procedures apply to all members of the Faculty Council and for other persons invited or engaged in the Faculty Council.

### **Article 24**

For all issues that are not included in this regulation, the provisions of the Statute and other sub legal acts apply.

## **Final Provisions**

### **Article 25**

- (1) The Chairperson of the Faculty Council is responsible for the proper implementation of these procedures
- (2) Authentic interpretation of this regulation is provided by the HZU Steering Council.
- (3) The regulation shall enter into force immediately after approval by the Steering Council.

### **Article 26**

Change and supplementation of this Regulation may be made under the same approval procedure.

Chairman

Prof. Asoc. Dr. Zenun Halili

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