



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

Steering Council

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REGULATION FOR WORK OF THE GOVERNING COUNCIL

Peja, 2013

Based on the article 20, paragraph 1, of the Haxhi Zeka University Statute, the Governing Council of Haxhi Zeka University on the meeting which was held on November 13, 2013, approved:

REGULATION FOR WORK OF THE GOVERNING COUNCIL

I. GENERAL PROVISIONS

Article 1

This regulation defines and regulates the working method of the Haxhi Zeka University Governing Council.

II. VERIFICATION OF MANDATES OF THE GOVERNING COUNCIL MEMBERS

Article 2

1. The constituent meeting of the Governing Council is convened by the oldest member of the Council, who is still chairing the meeting only until the chairman of the Governing Council is elected.
2. In special circumstances when the oldest member cannot convene the meeting and participates in the meeting, the constitutive meeting is convened by the General Secretary, while the meeting is chaired by the next senior member only until the chairman of the Governing Council is elected.

Article 3

1. At the first meeting, the Governing Council verifies the mandates of the members of the Governing Council from the ranks of the members sent by MEST and members elected by the Senate. The Secretary General presents a report on the regularity of election of members of the Senate and presents the decision on the nomination of members from the Ministry of Education, Science and Technology.
2. The report is voted on the section for elected members by the senate and regarding the regularity of election and verification of mandates. For the members nominated by MEST, the decision of the minister for the nomination of members is announced and it is stated in the minutes.
3. If the Governing Council finds that the nominations are not made in a regular manner and if there is any conflict of interest for one or more members of the Governing Council, then he asks the respective institutions for the elections or controversial nominations within a two-week period.
4. In case of contestation of elections or nominations, the constitutive meeting of the Governing Council is terminated until elections or nominations have been successfully repeated.

Article 4

After the verification of the mandate, the members of the Governing Council sign the following statement: "I declare that I will perform my duties honestly and faithfully, with fairness and without restriction, that I will contribute to the fulfillment of the duties of the Governing Council, I will fulfill my mandate with consciousness and dedication to the interests of the university and will adhere to the Statute of the University and the Law on Kosovo's Higher Education".

III. THE ELECTION OF THE CHAIRMAN OF THE GOVERNING COUNCIL

Article 5

1. The Chairman of the Governing Council shall be elected by a majority of the votes from the members delegated by MEST.
2. The Vice-Chairman is elected by a majority of the votes from the members nominated by MEST.

IV. MEETINGS

Article 6

1. Meetings of the Governing Council are convened and chaired by the Chairman of the Governing Council.
2. In the absence of the Chairman, the meeting shall be chaired by the Vice-Chairman. If the chairman and the vice-chairman do not have the opportunity to attend the meetings, the meeting of the Governing Council is chaired by the senior member of the Governing Council.
3. The Chairman convenes meetings as needed. During a regular study period, the Governing Council meetings are held at least every four weeks.
4. Extraordinary meetings can be held at any time according to the foreseen procedures. The agenda for these meetings may be limited to one main point. During the meeting of the Governing Council can be decided for the summoning of another meeting of the council. In these cases, the members of the Governing Council that are not present should be invited in particular.
5. In the case of the resignation or dismissal of the chairman and the vice-chairman, the senior member of the steering council organizes the election procedure without any delay.
6. Members of the Governing Council will be invited at least 3 days before the meeting. Invitations may be sent as written or by fax, by email or in any other technical form, with which the information and the delivery are safe.
7. The chairman has the right at any time to invite experts or other people in the meeting.
8. The Chairman is obliged to convene the meeting of the Governing Council if this is required at least by two thirds of the members of the Governing Council and if the purpose is justified in a written form.

9. If the chairman/vice-chairman of the Governing Council does not respond to the request, or if at least 2/3 of the members of the Governing Council for convening the meeting within a deadline of three days, the meeting is convened by the senior member of the Governing Council.

V. PARTICIPATION AND REPRESENTATION IN THE MEETING

Article 7

1. All the members of the Governing Council are obliged to attend the meetings of the Governing Council.
2. Members of the Governing Council vote personally and vote delegation is not allowed.
3. Before the meeting of the Governing Council begins, the members will be signed in the participation list, which is an integral part of the minutes. The Governing Council member may miss the meetings for various reasons. For non-attendance at the meeting, the member of the Council must notify the chairman.
4. The rector and the General Secretary are ex-officio members of the steering council, without the right to vote.
5. Invited by the Governing Council, Vice-Rectors may also be part of the Governing Council meetings, but without the right to vote.
6. The students' parliamentary chairman may take part in the meetings of the Governing Council, without the right to vote, when dealing with issues pertaining to students. Participation is coordinated in advance with the chairman of the Governing Council.

Article 8

1. For a board member, it is considered that there is a conflict of interest in accordance with the Statute of the University and relevant laws even if it conflicts with its private interest.
2. If the Governing Council does not decide otherwise, the member of the conflict of interest must leave the meeting during that time when the issue is being discussed.

VI. THE BEGINNING OF THE MEETING AND THE APPROVEMENT OF THE AGENDA

1. The chairman opens, chairs, interprets and closes the meeting.
2. For the preparation of the materials for the meeting of the Governing Council, the chairman takes care in cooperation with the vice-chairman, assisted by the General Secretary and the Rector.
3. The Governing Council for its work is assisted by the secretary of the Council.
4. At the beginning of the meeting, the Chairman finds if there is a quorum, proposes the agenda, opens the discussion on the agenda, and confirms the approval of the agenda.
5. The Chairman gives the word to the speaker, ascertains the closure of the deliberation of the given topic, puts the issue for voting, ascertains the approval or rejection of the proposal, undertakes measures to ensure the performance of the work at the meeting, ascertains the

conclusion of the meeting and undertakes other necessary actions for the leading of the meeting according to this regulation.

6. The members of the Governing Council have the right to propose amending and supplementing of the agenda, justifying the proposal.

7. The materials or the requirements, which are attached during the meeting, may be approved by a majority vote of the total number of eligible members.

VII. THE PROGRESS OF THE MEETING

Article 10

1. After the approval of the agenda, it is passed on to the observation and decision on the issues that are in the framework of the approved agenda items.

2. The report and reasoning about each item of the agenda is presented by the chairman or person appointed by the chairman, after which the chairman opens the discussion.

3. All members of the Governing Council can participate in the discussion and present their thoughts and proposals on the issues that will be decided at the meeting.

4. The Chairman gives the word according of presentation for the discussion. In the Council meeting, no one can argue without taking permission from the Chairman of the meeting.

5. The Chairman is responsible for respecting the Work Regulation, the actions and behavior of the members.

6. The Chairman has the right to request from the speakers to only talk about the theme.

7. The Chairman has the right to interrupt the meeting temporarily, with a maximum of 30 minutes. With the agreement of the Governing Council, this point can be continued.

8. The Chairman has the right to interrupt the meeting if he finds that there are no normal conditions for holding the meeting.

Article 11

The Governing Council, based on the proposal of the Chairman or any other member of the Governing Council, may decide that the review of specific issues will be terminated and be prepared in details for the next meeting.

VIII. PRESENTATION OF REQUESTS – COMPLAINTS

Article 12

1. Each member of the Governing Council has the right to submit a request - complaint to the designated topic.

2. The Chairman has the right to ask that the request – complained to be submitted in a written form.

IX. DECISION – VOTING AND ELECTIONS

Article 13

1. A quorum of 5 members is required to hold the meetings of the Governing Council, with 4 (four) of them having the right to vote. The Governing Council decisions are only valid if the quorum is observed at the time of voting.
2. Before voting, the Chairman shall formulate a proposal of the decision or the request related on that point of the agenda.
3. After reviewing and concluding the discussions, according to the agenda item, the Governing Council makes a decision or conclusion on the item of the agenda.
4. The Governing Council takes decisions by a majority of the votes of the members present. If the number of votes is equal, the Chairman's vote is crucial.
5. If there are more proposals of decisions or conclusions, the first to be voted are those in the materials or proposals by the University bodies, and then for other proposals.
6. Voting is done by hand or by secret ballot. For the voting mode, the Governing Council decides at the respective meeting, if with the Statute of the University it was not differently foreseen.
7. Voting way: "for", "against" and "abstention".

Article 14

1. The secret ballot procedure is implemented by the committee made by the Council, consisting of three members. At least one member of this committee must be from the seat of the Senators elected by the Senate or by the members of the MEST nominated members.
2. After the voting, based on the voting results, the Chairman finds that the proposal of the decision or conclusion has been approved or rejected.

Article 15

1. For the following voting of the Governing Council, a qualified majority of 2/3 of the votes of the members is required:
 - a. To dismiss the Rector and the Vice Rectors;
 - b. For the annual financial plan;
 - c. For the adoption of the Working Regulation.
2. Voting by secret ballot is done to:
 - a. Election and dismissal of the Rector;
 - b. Election and dismissal of the Vice-Rectors;
 - c. Initiating and dismissing Deans and Vice-Deans;
 - d. Decision on the annual financial plan;
 - e. Issues that have an impact on the private affairs of any of the members of the Governing Council;

- f. Issues where the chairman or majority of the members present, require secret ballot;
3. Vote numbering on these issues is done in the presence of Council members.

X. THE ELECTION OF THE RECTOR

Article 16

1. The Rector is elected by the Governing Council from the list of candidates proposed by the Professional Commission of five (5) members, which is formed by the Senate. The Professional Commission is tasked with verifying whether the candidates submitted for the position of the Rector meet the conditions foreseen by the competition.
2. The rector is elected by secret ballot through ballot papers. The enlistment will contain all the candidates listed in the list of the professional committee. Each member of the Governing Council has the right to round up only a candidate on the ballot paper. The papers that have more than one candidate rounded will be considered invalid. The total number of votes is counted for each candidate. The candidate, who reaches the majority of votes of the total number of eligible voters, is elected Rector.
3. If no candidate reaches the majority of votes of the total number of members in the first row, the two highest ranked candidates are qualified for the second ballot.
4. If neither of the two candidates reaches the majority of the votes of the total number of members, in three successive rounds of voting, the election procedure will be repeated from the beginning as foreseen by the Statute, respectively by announcing the competition announcement for the Rector's position.
5. The Governing Council has the right to reject the list of candidates proposed by the professional committee.

XI. THE ELECTION OF THE VICE-RECTORS

Article 17

1. The Rector proposes a list of names for the Vice-Rector from the professorships of the University after having consulted with the Senate. The written proposal must be submitted to the members of the Governing Council at the latest when the invitation for the meeting is sent.
2. Proposals should be well-reasoned and also include the biography and the candidate's experience.
3. The Vice-Rectors are elected by the Governing Council with the absolute majority vote of the total number of members.
4. If the proposed candidate is not elected, then the Rector has the right to propose the new candidate according to the foreseen procedure. In the meantime, the tasks of the Vice-Rector's position will be received by the Rector.

XII. KEEPING THE ORDER IN THE MEETING

Article 18

1. The meeting chairman takes care of keeping the order in the meeting.
2. The Chairman and the attendees at the meeting of the Governing Council are obliged to adhere this regulation.
3. For the violation of order in the meeting, the following measures may be imposed:
 - a. Remark,
 - b. Taking the word, and
 - c. Exclusion from the meeting

Article 19

1. A spoken reminder can be pronounced to the attendees if their behavior and discussion disturbs and hampers the normal work of the meeting.
2. Taking the word from the member of the Steering Council is done to those, who by his attitudes and statements disrupts the normal work of the Governing Council, for which he has previously been reminded.
3. Taking the word is done by the Chairman.
4. The removal from the meeting is pronounced to the participant, even if after the word was taken from them, they still prevent the progress of the meeting.
5. The removal from the meeting is pronounced by the Governing Council by a majority of votes. The participant to whom this remark is imposed is obliged to immediately release the meeting. The removal from the meeting is done only for that meeting.

XIII. MINUTES FROM THE MEETING OF THE GOVERNING COUNCIL

Article 20

1. A record is held at each meeting of the Governing Council. The minutes are signed by the chairman and the recording clerk.
2. The minutes should contain these elements:
 - a. Place, date and the beginning and ending of the meeting;
 - b. Agenda;
 - c. The list of participants those who are missing;
 - d. All proposals and the results of the respective voting, and
 - e. Essential notes on the course of the meeting.
3. The minutes must be prepared within one week after the meeting of the Governing Council and as an extract should be sent to the members of the Governing Council.
4. The minutes are approved at the next meeting of the Steering Council.
5. The minutes are stored in the archives of the University with the review materials, according to the agenda of the day, as long-term documents.

6. Certain points during the meeting sessions can be registered with the electronic device according to the Chairman's proposal and depending on the importance of the discussion.

XIV. WORK OF COMMITTEES

Article 21

1. Committees are subsidiary bodies of the Governing Council.
2. The committees are formed by the Governing Council in accordance with the Statute of the University and they assist the Governing Council in relation to its specific issues of work.

XV. ACTS OF THE GOVERNING COUNCIL

Article 22

1. The Governing Council issues:
 - Regulations
 - Decisions
 - Conclusions
 - Recommendations
2. The Governing Council gives authentic interpretation of the acts it adopts.
3. The recorder is obliged to prepare the decisions and recommendations from the meeting of the Governing Council, while the regulations are prepared by the respective committee.

Article 23

1. The provisions of this regulation are applied to all members of the Governing Council and to third parties invited or engaged in the Governing Council procedures.
2. Members of the Governing Council and third persons invited or engaged in the Governing Council procedures are required to maintain confidentiality of the work. No information can be published without the prior approval of the Chairman of the Council, exceptionally the Rector in coordination with the Governing Council may release the information. Violation of this provision is subject to disciplinary measures in accordance with this regulation, statute and other legal provisions.
3. Access to work and working documents of the Governing Council can only be made in accordance with the legal provisions of the Law on Access to Official Documents.

Article 24

For all matters not covered by this regulation, the provisions of the Statute and the Law on Higher Education shall apply.

XVI. TRANSITIONAL PROVISIONS

Article 25

1. The Chairman of the Steering Council is responsible for the proper implementation of this regulation.
2. Authentic interpretation of this regulation is provided by the Governing Council.
3. Upon the entry into application of this regulation, it shall cease to apply the regulations that have regulated this field.

Article 26

The amendment and completion of this regulation may be made according to the same procedure of drawing.

Article 27

This regulation comes into application immediately after approval by the University's Governing Council on November 13, 2013.

Chairman
Prof. Ass. Dr. Haxhi Gashi

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