



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

Steering Council

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**REGULATION FOR STUDENT PARLIAMENT WORK IN THE "HAXHI ZEKA" UNIVERSITY " -  
PEJË**

Peja, 2018

In support of the Statute of "Haxhi Zeka" University in Peja, Nr. 04 - V - 662, dated 30 May 2013, Article 155, paragraph 5, and Law on Higher Education of the Republic of Kosovo 04 / L-037, the Governing Council of the University "Haxhi Zeka" on 13.07.2018, approves :

**REGULATION FOR STUDENT PARLIAMENT WORK IN THE "HAXHI ZEKA" UNIVERSITY " -  
PEJË**

**I. General Provisions**

**Purpose**

**Article 1**

This regulation sets out the criteria, standards and basic procedures for the functioning of the Student Parliament of "Haxhi Zeka" University in Peja, with the purpose of functionalizing the student representative bodies, by defining the scope of work, including competences and responsibilities, while the other details will be regulated in detail in the following provisions of this Regulation.

What is not explicitly regulated in paragraph 1, with regarding of the Student Parliament, shall be regulated in more detail in the following provisions of this Regulation

**II. Notification, verification and revocation of the mandates of members of the Student  
Parliament**

**Article 2**

(1) The constituent meeting of the student parliament (hereinafter: PS) is convened and chaired by the Secretary General until the relevant mayor is elected.

(2) The constituent meetings are convened after the end of the mandate announcement and the rejection of the mandates, based on Articles 48 and 49 of the University Student Election Regulation. The invitation should be made for each mandate individually by the chairman of the election commission.

(3) Rejection of (refusal) of the mandates shall be made as provided for in Article 49, paragraph 4 of the Student Choice Regulation of the University. The substitute mandate should be selected from the official list of candidates, as provided for in the Regulation on Student Elections of the University and the replacement must be formally submitted to the Secretary-General by the chairman of the respective student organization within a term of three working days.

(4) The substitution procedure for the mandate should not have any effect of postponement and should be applied to the procedures and schedules for the constitution and further functioning of the student bodies.

(5) In the event of a several refusal of the mandates of the following persons on the list of candidates, and if the list does not have other candidates, then the Central Election Commission (hereinafter CEC) should request from the chairman of the respective school

organization the nomination of the new candidate , within a period of 3 working days. This candidate must fulfill the preconditions as provided for in this Regulation, otherwise the KQZ within a period of seven days gives the written reasoning for the reasons for the refusal.

(6) During the procedure of renaming a mandate, which has been previously rejected by the initial nominee, this mandate should not formally hinder the functioning of the work of the respective body, the mandate can neither be delegated nor counted for a quorum.

(7) The mandate given to SP members may be withdrawn at any time by the Student Parliament by an absolute majority vote of the total number of SP members when it is considered that the ethical code is violated, respectively the relevant provisions of this Regulation have been violated. Appropriate complaints may be submitted to the Steering Council by each member of the respective body. The renaming procedure must be carried out as provided for in this article.

(8) Student Parliament through consultations, in these functional tasks is assisted by the Steering Council and the Secretary General of the University.

### **Mandate**

#### **Article 3**

(1) The mandate of SP members begins on October 1st of the year when student elections were held.

(2) The mandate of SP members lasts for a period of two years, with the possibility of re-election for a year.

(3) At the constitutive meeting of PS, each member's mandate must be verified by the Secretary-General or the officer he authorizes, based on the official list of the nominees prepared by the Student Election Commission.

(4) Verification of the mandates should be recorded in the minutes of the meeting. Mandates that can not be verified based on the relevant documentation of the student selection committee, the same should be removed from the meeting. The Secretary-General requests from the relevant student organization to rename the mandates as provided for in this Regulation.

### **Juratory**

#### **Article 4**

At the beginning of their mandate, each SP member should sign the ethical code below: "I declare that I will perform my duties honestly and faithfully, fairly and without inclination, with integrity and responsibility and will contribute in fulfilling the duties of the SP and will exercise my mandate with vigilance and dedication in the interest of the University and will adhere to the rules of the Statute of "Haxhi Zeka" University in Peja, which oath the SP member should read before the present and other members.

### **III. Selection and dismissal of the President and Secretary of the Student Parliament**

#### **Article 5**

- (1) The SP Chairman should be elected by absolute majority vote from the total number of SP members. Proposals for candidates must be made during a meeting chaired by the Secretary-General and voting should be made as provided for in the Regulation.
- (2) If none of the proposed candidates gains the absolute majority of the votes of the total number of members in the first round of voting, then the second round of voting for the candidate with the highest number of votes. If the candidate who does not receive the absolute majority vote even in the second round of voting, the candidate is considered rejected and the electoral procedure is re-evaluated according to paragraph 1 of this article, in this case the candidate who has been rejected in advance leaves the candidature.
- (3) In case of equal votes, the vote is repeated twice. If there are still equal votes behind these two ranks, the electoral procedure should resume according to paragraph 1 of this article
- (4) In the event that no candidate reaches an absolute majority of votes after three successive ranks of ballots as provided for in paragraphs 1 and 2 of this article, then the fourth and final voting sequence shall be held with the three preliminary candidates rejected as candidates for Only, the candidate who wins the simple majority of votes should be elected as the new chairman. In case of equal votes, the candidates with the highest number of votes won in the second round of voting.
- (5) If the votes remain equal even after three consecutive votes of paragraph 4 of this article, the constitutive meeting is terminated and is again called by the Secretary-General within 48 hours.
- (6) After the repeated constitutive meeting, all candidates rejected during the preliminary voting procedures should be excluded from the candidacy for the position of the President. The electoral procedure should then be resumed based on the provisions of this article.
- (7) After the Mayor's election, you elect a secretary with a simple majority of votes through open voting.
- (8) After the election of the Chairman and the Secretary, the Secretary General hands over the leadership of the meeting to the Chairman, while the meeting minute is submitted to the Secretary

#### **Removal**

#### **Article 6**

- (1) The mayor may be removed from his post by an absolute majority vote through a vote based on the total number of PS members.
- (2) In the event of the resignation or dismissal of the chairperson, the deputy chairperson takes over the provisional chairmanship and within seven days convenes the meeting for the reelection of the chairman.

(3) The Secretary may be removed from his post by an absolute majority vote through a vote counting the number of PS members present.

(4) In the event of the resignation or dismissal of the secretary, the chairperson appoints one of the two vice presidents without delay temporarily in taking over the secretary's duties and must assign a point on the agenda of that meeting for the election of the new secretary.

## **V. The election and dismissal of the Deputy Mayor of the Student Parliament**

### **Article 7**

(1) The SP can elect up to two vice-presidents, the decision on this nuncio can be taken by open vote with a simple majority vote.

(2) The chairman / chairperson and each of the deputy chairpersons / vice chairpersons must be from different student organizations

(3) Each Vice-Chairperson / Deputy Chairperson must be elected in separate ballots with a simple majority vote. Proposals for candidates are made simultaneously during the meeting and then voted in accordance with this Rulebook.

(4) After each end of the voting, the candidates of the same student organization are removed from the list of candidates, the remaining candidates continue to the next voting.

(5) In the case of equal votes, up to three votes between two candidates with the highest number of votes may be held. If no results are achieved after three consecutive votes, candidates are removed from the list and new candidates are proposed.

(6) The replacement of the chairman / chairperson by one of the deputy chairpersons / vice presidents must respect the flow of electives, eg. the first deputy chairman / vice-chairperson acts as deputy chairman / deputy chairperson.

(7) The Vice-Chairperson / Deputy Chairperson may be dismissed from the function with an absolute majority of votes through a vote by counting the full number of SP members.

(8) In case of resignation or dismissal of the deputy chairman / deputy chairman, the chairman / chairman convenes the meeting for reelection of the deputy chairman / deputy chairman within seven days.

## **VI. Meetings**

### **Article 8**

(1) The Chairperson / Chairperson (hereinafter referred to as the Chair) convenes and chairs the meetings.

(2) If the chairman is unable to chair the meeting, then according to the mutatis mutandis II rule "applies to the vice chairmen / vice chairmen who are in charge of the chair of the meeting In case all the deputy chairpersons / vice presidents are not able to attend the meeting, then the secretary takes over the chair of the meeting. In this case, the agenda should contain a point, assigning the meeting within 48 hours.

- (3) The Chairperson convenes PS meetings as needed. During the study period, regular SP meetings should be held at least once a month.
- (4) Extraordinary PS meetings can be held at any time according to the foreseen procedures, but the agenda must be limited to one point. During the SP meeting, the next meeting can be determined. In this case, members absent at SP meetings should be invited separately.
- (5) In the event of the dismissal or resignation of the chairman / chairperson and all deputy chairmen / deputy chairmen, the Secretary-General on behalf of the Governing Board shall arrange the election procedures without delay
- (6) SP Meetings should be open to the public except in those cases where the PS decides otherwise
- (7) SP members should be invited by the secretary at least 3 days prior to the meeting, the invitation can be made in writing, by e-mail or through other technical methods where posting to the addressee is secure.
- (8) The Chairperson has the right at any time during the meeting to invite experts for professional support
- (9) The Chairperson is obliged to convene the meeting without delay if such a thing is required by one third of SP members and if the written proposal has a strong reason. Claimants have the right to request from the first deputy chairperson or deputy chairman to summon the SP meeting by leaving the chairperson.

## **VII. Participation in meeting, replacement**

### **Article 9**

- (1. All SP members have the right and are obliged to attend the meetings of the respective body.
- (2) During PS meetings, members vote only personally.
- (3) Delegating the vote is not permissible.
- (4) Members must sign the attendance list at each SP meeting, the attendance list is an integral part of the minutes of the meeting which is prepared and distributed by the secretary. The member may have missed for reasonable reasons and for this reason the chairman should be informed in a timely manner.
- 5) Members who do not justify their absence three times in succession then he / she automatically leaves SP. The Chairperson is obliged to request through a letter from the chairman of the respective organization to replace the same with the next member in the list of candidates for the Student Parliament, most recently within 15 days of receipt of the letter, by the chairman of the organization.

## **Conflict of Interest**

### **Article 10**

- 1) A member is considered to be in conflict of interest if the reasons presented correspond to the relevant rules of Kosovo law and the UHZ Statute in the areas of conflict of interest, public interest, and function.
- 2) (2) In cases of conflict of interest within the meaning of this article that may arise from such personal interests, the SP shall not take decisions and shall not be released in the discussion of specific topics, leave the meeting until the end of that topic.
- 3) Members who have a conflict of interest can not vote for such topics.
- 4) Decisions on expulsion of a member by topic or meeting due to conflict of interest may be contested within two days through a written statement addressed to the Steering Council. Contestation must be placed within 7 days. In the event of a request being received, the matter shall be reinstated on the agenda for the next meeting of the relevant body and all preliminary decisions shall be deemed invalid.

## **VIII. Start of meeting and approval of the agenda**

### **Article 11**

- (1) The Chairman shall open, chair, suspend and close the meeting.
- (2) The agenda must be prepared by the chairperson in cooperation with the vice chairman/vice chair and secretary.
- (3) The Chairman is obliged to include written requests on the agenda, which have been submitted on time, e.g. at least 72 hours before the meeting and which have their basis. The applicant's original signature must be placed in the written request and it can be delivered by fax, e-mail, or through other technical methods when the delivery is secure.
- (4) SP Meetings should have a quorum of 50 + 1 of the total number of members.
- (5) At the beginning of the meeting, the Chairman confirms the participating and missing members and after providing the quorum, proposes the agenda, opens the agenda for the agenda, confirms the approval of the agenda and continues the meeting according to the items on the agenda.
- (6) The Chairman keeps the order, provides the conclusion of the discussion on a variety of topics, issues issues in the vote, confirms the approval or rejection of the proposals, takes appropriate measures to ensure that the meeting is progress, declares the closure of the meeting and undertakes other necessary activities to chair the meeting in accordance with the regulation.
- (7) PS members have the right to propose amendments or to include items on the agenda and should justify the proposals.
- (8) Materials or claims submitted during the meeting may be approved by an absolute majority of votes.

## **IX. The flow of the collection**

### **Article 12**

- (1) After the approval of the agenda, discussions on issues within the agenda are continued.
- (2) The report and justification for each item on the agenda are presented by the chairperson or the person appointed by the chairperson, then the chairperson opens the discussion.
- (3) All present SP members can participate in the discussion and present views and proposals on matters to be decided at the meeting.
- (4) The Chairman gives the floor to each member who seeks the word in order. At the meeting, nobody can discuss without the word being given by the chair.
- (5) The Chairman is responsible for ensuring that the Rules of Procedure are respected and members behave accordingly.
- (6) (For each item, on the agenda, a member could discuss up to two times, the first time up to 5 minutes and the second time up to 2 minutes.
- (7) The Chairman has the right to remind members to return to the item on the agenda.
- (8) (8) The member who takes the floor is obliged to adhere to the topic to be discussed. Any member who considers that has been prevented during the discussion, with the approval of the Chairperson, has the right to take the floor again and to answer the previous speaker who has apostrophized. Replica for the same issue is only allowed twice and it can take up to two minutes.
- (9) The Chairman has the right to interrupt the meeting for at most 30 minutes. With the approval of PS members, this period of time can be extended.
- (10) The Chairman is obliged to terminate the collection work if he/she considers himself unable to continue the meeting on a regular basis.
- (11) The PS, upon the proposal of the chairman or another member of the relevant body, may decide to prepare specific case resolutions and to be heard at the next meeting.

### **Requests**

#### **Article 13**

- (1) Each SP member has the right to file a claim on the current topic.
- (2) The Chairperson has the right to request that the request be made in writing.
- (3) Requests for procedural rules should be briefly justified. At the request of a "pro" and a "counter", the speaker should be given the word.
- (4) Requests for procedural rules may be submitted for two reasons:
  - a. the requirement to close the registry of speakers: if the motion passes by the simple majority of votes, only the listeners listed on the list at the time of the request have the right to take the floor.

b. Demand for Ending the Debate: If the motion passes by a majority of qualified 2/3 of the vote, the discussion comes to a conclusion and the pending requests remain to be voted on.

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

### **Article 14**

(1) PS decisions should have a quorum of 50 + 1 of the total number of members of the relevant body in order to be valid.

(2) Before the vote, the chairperson shall formulate a draft decision or request based on the agenda item.

(3) Upon formulation of the decision and review, upon request and items on the agenda PS the decision is adopted and conclusions are drawn.

(4) The SP shall take a decision with the absolute majority of votes of all members present.

(5) If there are many requests, first vote on what is in the proposed materials and then vote for other proposals.

(6) Voting is done by acclamation, by hand, or by secret ballot. This is decided individually during the SP meeting with a simple majority of votes.

(7) Voting is done:

- "for"
- "against"
- "abstention"

(8) In the case of equal votes, the claim shall be deemed to be rejected.

(9) The secret ballot procedure shall be conducted by a commission composed of three members appointed by the SP. These members are elected by a simple majority vote.

(10) Upon the voting of all, the Chairman confirms the approval or refusal on the basis of the voting result.

## **The secret voting**

### **Article 15**

(1) Voting through secret ballots in the Student Parliament may be required for:

- a) Senate students' election in the Senate;
  - b) Election of the President;
  - c) the election of the vice-president;
  - d) dismissing the President;
  - e) dismissal of the vice-president;
  - f) discharge of the secretary;
  - g) matters for which the chairman seeks to be made by secret ballot;
  - h) Issues for which an absolute majority of members require secret ballot;
- (2) Counting votes on these issues shall be made under the secretary's supervision.

## **XI. Nominations at the Student Council for the list of members running for the Senate and for the Student Parliament**

### **Article 16**

- (1) The nomination of candidates shall be made with a predetermined point of the agenda. Voting should be done at the next point. Between the two points on the agenda, a time of 10 minutes should be set for the secretary to prepare the list in alphabetical order and the order number of the candidates.
- (2) A short biography and key qualities should be submitted for each candidate by a 2-minute reporting. Such referrals shall not exceed the time of 5 minutes for a candidate. Further referrals for each candidate are made in accordance with these rules.
- (3) A list of three nominees for Senate students who are to be elected by the Student Parliament shall be made through secret ballots.
- (4) The defenses are limited to three ballots, rounding the numbers to the preferred candidates by priority.
- (5) Recordings containing more than three numbers of enclosed candidates are considered invalid.
- (6) All three candidates with most polling stations must pass to the Student Parliament for voting.
- (7) In the case of equal votes, the candidates concerned shall be put back to the second ballot according to the rules outlined above.
- (8) If the votes remain equal after three consecutive votes, the decision on the candidates shall be taken by lot.
- (9) The entire voting procedure should be held by the election commission composed of three members, consisting of the secretary and two other members (excluding the chair and deputy cleric), who are elected by the simple majority of votes.

## **XII. Student Parliamentary Elections for Students Members of the Senate**

### **Article 17**

- (1) Each Student Council in Faculties has the right to submit a list of three candidates for the Senate student members to be elected by the student parliament.
- (2) Members of the Senate shall be elected by secret ballot through ballot papers.
- (3) On ballots which must be prepared in advance by the Secretary, the numbers of the seven preferred candidates may be rounded out by priority.
- (4) Ballots containing more than seven rounded numbers of candidates are considered invalid.
- (5) All three candidates with the most votes shall be considered to be members of the Senate.
- (6) For candidates who have received equal votes, they vote for the second time according to the rules outlined above.

(7) If the candidates even after three ranks of ballots have equal votes, the decision for the remaining candidates is done through the lottery.

(8) The entire voting procedure shall be conducted by the electoral commission composed of three members composed of the chairman and two other members (excluding the chairman and vice-president) who are elected by the SP with a simple majority of votes.

(9) In case of early resignation of one of the Senate student members, the next candidate with the most votes from the source register (initial) is automatically a member of the Senate.

### **XIII. Keeping order during the meeting**

#### **Article 18**

(1) The Chairperson is responsible for keeping the order in the meeting.

(2) The Chairperson and all members present at the SP meeting shall be obliged to comply with this Rule.

(3) The following measures may be imposed for the violation of order at the meeting:  
warning;

Receiving the word;

Exception from the meeting.

(4) A warning may be pronounced to the present member if he/she behaves in his / her behavior and manner of discussion, hindering or creating obstructions in the normal proceedings of the meeting.

(5) Receipt of the word is pronounced to a member who through behavior and speech hinders the normal processing of the meeting only after being given the warning.

(6) The notice is given by the Chairperson.

(7) The speech is pronounced by the Chairperson.

(8) The member is excluded from the meeting if he/she is still receiving the word, he/she has continued to prevent the meeting.

(9) The PS establishes a simple majority vote to exclude a member from the meeting. A member who has been instructed to leave the meeting is obliged to act promptly. The member leaves only that meeting.

### **Minutes of the meeting**

#### **Article 19**

(1) The minutes must be kept for each SP meeting, which should be signed by the Chair and the Secretary after the regular meeting. In the absence of a Secretary, the Chair temporarily appoints a person for keeping the minutes.

(2) The minutes must contain the following elements:

- a) Place, date, time of start and end of meeting;
- b) Order of the day;
- c) List of participants;

- d) All relevant requests and decisions;
  - e) General description of discussion development;
- (3) Other additional documents should be attached as an annex to the minutes.
- (4) The minutes must be prepared within one week of the meeting and should be distributed to all members of the PS as an excerpt when the materials for the next PS meeting are distributed.
- (5) The minutes are approved at the next SP meeting.
- (6) The minutes must be archived together with all the materials in the order and agenda as long-term documentation. The Secretary-General shall be submitted by a relevant copy of the relevant Secretary's information once per semester.

#### **XIV. Commissions work**

##### **Article 20**

Student Parliament can form commissions. Commissions are SP troops. Commissions may be permanent or temporary in the respective fields. Commissions may have up to five members.

#### **Other Competencies of SP Presidents**

##### **Article 21**

- 1) The SP's may represent PS in public and private institutions, but must first obtain the approval of the SP majority.
- 2) The SP may be summoned on behalf of the SP only when he receives PS approval by majority vote of SP members.
- 3) Other powers not defined by this regulation, which relate to the powers of the SP Chairperson, are delegated by SP with the majority of SP members

#### **Political influences**

##### **Article 22**

- 1) All SP members at the time of receiving the mandates formally and up to the moment of their mandate can not be part of the political leadership structures.
- 2) The inclusion of SP members in political activities during the exercise of any of the SP's functions at the same time is prohibited by this regulation and is punishable by the following measures:
  - 2.1) His / her dismissal regardless of the position in the SP, including the position of the mayor.
  - 2.2) Depending on the political activity evaluated by the SP, the PS can make a decision for the member to withdraw most recently in writing, on the contrary, says item 2.1 of this article.

## **Activities of the Students Parliament**

### **Article 23**

- 1) The Student Parliament through legal mechanisms is committed to advocating and protecting students' rights as set out in the Statute of "Haxhi Zeka" University in Peja.
- 2) The Student Parliament is dedicated to the dignified representation of students, at the bodies of "Haxhi Zeka" University in Peja.
- 1)The Student Parliament has the right to organize scientific activities (scientific conferences, scientific roundtables, scientific research and scientific debates).
- 2)The Student Parliament also has a duty to publish every year from a student journal of a scientific nature.
- 3)Realization of cooperation with public and private institutions for the realization of professional practice, in coordination with the Career Office and the Board of Alumni.
- 4)Realization of cooperation between the Student Parliament and the University "Haxhi Zeka" in the development of profiled programs for the level of postgraduate studies.
- 5)The Student Parliament can organize workshops aimed at the implementation of practical knowledge.
- 6)Undertake awareness-raising initiatives on the opportunities offered by international organizations for out-of-country studies.
- 7) Undertake awareness-raising initiatives regarding the rights and obligations of students in the UHZ statute and code of ethics.
- 8) The organization of summer schools aimed at exchange of experiences between students of our University and students of other Universities.
- 9) Organization of activities that promote the traditions, cultures and customs of the state of Republic of Kosovo.
- 9.1) Organizing humanitarian activities.
- 9.2) Organization of sports tournaments.
- 9.3) As well as other activities aimed at stimulating students through various study activities.

## **XV. Final Provisions**

### **Article 25**

The provisions of this regulation apply to members of the Student Parliament and to all third persons invited or involved in PS procedures.

## **Exemptions from Regulation**

### **Article 26**

- (1)For matters not covered by this Regulation, the provisions of the Statute of the University of UHZ-Peja and the Law on Higher Education of Kosovo apply.
- (2)For all cases of decisions or procedures relating to this Regulation, the Steering Council of

The university should be the last instance of decision-making.

(3) In the event of a refusal to the Governing Board decisions based on paragraph 2 of this article, which seriously affect the work and mandate of the Student Parliament and the relevant Student Councils that have a strong foundation, in writing to the Ministry of Education, Science and Technology.

### **Implementation of the Regulation**

#### **Article 27**

(1) The Chairperson of the Student Parliament and the Chairpersons of the respective Student Councils are responsible for the implementation of this Regulation.

(2) Authentic interpretation of this regulation may be given by the Secretary-General on behalf of the Steering Council.

(3) The regulation shall enter into force on the day of its approval by the Governing Board of the University.

#### **Article 28**

##### **Entry into force**

This Regulation shall enter into force on the date of its adoption by the Governing Board of the University.

Chair of the Steering Council

Nur Çeku

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“Haxhi Zeka” University - Pejë

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