

**PUBLIC UNIVERSITY OF GJAKOVA**

**REGULATION ON WORK OF THE SENATE OF PUBLIC  
UNIVERSITY OF GJAKOVA**

Gjakova, November, 2013

Based on article 47 and 49, point 1.15 of the Status of the Public University of Gjakova, the Senate of the Public University of Gjakova on meeting held on 20.11.2013 drafted:

REGULATION  
ON THE WORK OF UNIVERSITY SENATE

**I. General provisions**

**Article 1**

By this regulation the manner of work of Senate of the Public University of Gjakova is determined (meeting summons, chairing, holding of meetings, manner of deciding, procedure of selection and implementation of decisions and other relevant matters).

**II. Verification of the mandate of members of the Senate**

**Article 2**

The constituent meeting of the Senate is called by current acting rector of the University.

**Article 3**

- (1) At the first meeting, Senate verifies the mandates of the members of Senate based on the General Secretary' report on the regularity of the elections of Senate members by academic units, with the proposal of mandates' verification.
- (2) Voting for the report is made entirely, if no mandate is contested. If any mandate is contested, initially the voting is done for the uncontested mandates, and then for the contested mandates is voted separately.
- (3) If Senate finds that the election is done irregularly, Senate will ask academic units to repeat the contested elections.
- (4) The member of Senate, whose mandate is contested or whose decision of mandate verification is delayed, has the right to continue his participation on meetings, but without a right to vote.

## **Article 4**

After mandate verification, members of Senate sign ethical statement as follows:

"I declare that I will perform my duties honorably and faithfully, fairly and without distinction, with conscience and responsibility, that I will conscientiously and devotedly represent the interests of the University and adhere to the Status of the University."

### **III. Election of the interim chairman of Senate**

#### **Article 5**

- (1) Interim chairman of Senate is elected by proposed candidates at the Senate by a majority vote of the total number of members.
- (2) If none of the proposed candidates does not gain a majority vote of the total number of members then the second round of voting is organized, only for the candidate with the largest number of votes. If the candidate does not gain a majority vote of the total number of members in the second round, it is considered that the candidate has been refused, and the Senate is obliged to propose another candidate.
- (3) In case of equal votes, the voting is repeated.

### **IV. Meetings**

#### **Article 6**

- (1) Meetings are called and lead by the Rector of the University (in further text referred to as chairman)
- (2) In the case of chairman's absence, the meeting is prepared and lead by one of the Vice-rectors, according to the order provided by the Rector. If Vice-rectors are not able to participate at the meeting, the meeting of Senate is led by the oldest member of Senate.
- (3) The chairman calls the meetings as needed. During the regular period of studies, Senate meetings are held at least once per month.
- (4) Extraordinary meetings can be held at any time according to foreseen procedures. Agenda for this meeting must be restricted to one main point.  
At the Senate meeting can be decided on the call of another next meeting of Senate. In these cases, Senate members that are absent, must be especially invited.
- (5) In case of rector and vice-rectors' dismissal, the election procedure is organized by the oldest member of Senate, without delay.
- (6) Senate meetings are opened to public, with the exception when Senate decides differently.
- (7) Senate members are invited at least three days ahead. Invitations can be delivered by writing, fax, e-mail, or any other technical form, by which delivery and information are safe.
- (8) Chairman has a right to invite experts any time, or invite other people to the meeting.

- (9) The chairman is obliged to call a Senate meeting if requested by 1/3 of the Senate members and if the reason is justified in writing. If the chairman does not respond to the request within three days from the day of receiving the request, the meeting is called by the oldest member of Senate.

## **V. Meeting participation and representation**

### **Article 7**

- (1) All members of Senate have the right and are obliged to participate at the Senate meeting.
- (2) During the Senate meeting, members must vote personally. Vote delegation is not allowed.
- (3) Before the Senate meeting begins. Senate members must sign on the participation list which is an integral part of report. Senate member can be absent from the meeting for justified reasons. For absence on the meeting, Senate member must inform the chairman on time.

### **Article 8**

- (1) For a Senate member it is considered a conflict of interest, in accordance with legal regulation and the Status of University, if he/she conflicts with his/her public, family and operational interest.
- (2) If Senate does not decide differently, a member on a conflict of interest must leave the meeting during the time when that issue is discussed.
- (3) The member on a conflict of interest does not have a right to vote on the relevant issue.

## **VI. The beginning of meeting and approval of agenda**

### **Article 9**

- (1) The chairman opens, leads, stops, and ends the meeting.
- (2) The chairman in coordination with vice-rectors and General Secretary, on relevant issues, takes care for preparation of Senate meeting material.
- (3) The chairman is obliged that agenda must include written justified proposals sent 72 hours before the meeting. Written proposals can be sent personally by fax, e-mail, and signed by the applicant.
- (4) In the beginning of the meeting, chairman ascertains that there is a quorum, he/she proposes the agenda, opens the discussion related to agenda, ascertains the approval of agenda.
- (5) The chairman the gives the floor to the speaker, ascertains the closure of relevant topic review, puts the issue on voting, ascertains the approval or refusal of proposal, takes measures for ensuring the smooth running of the meeting, ascertains the end of the meeting and takes other necessary actions for leading the meeting conform to the Regulations.
- (6) Members of Senate have the right to propose changing and supplementing the agenda, by justifying the proposal.

- (7) Materials or requests attached during meeting must be approved with the absolute majority of votes.

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

### **Article 10**

- (1) After approval of agenda, it is reviewed and decided on issues that are within the agreed agenda items.
- (2) The chairman or the person assigned by the chairman presents the report and justification for each point of agenda, and then the chairman opens the discussion.
- (3) All present members of Senate can participate in discussion and present ideas and proposals on issues to be decided in the meeting.
- (4) The chairman gives the floor according to submission order for discussion. No one can discuss and take the floor without permission of the chairman of the meeting.
- (5) Chairman is responsible for compliance with the Rules of Procedure, for actions and behavior of members by order.
- (6) For each point of agenda, a participant can discuss at most two times, first time up to five minutes, second time up to two minutes.
- (7) Chairman has the right to request from the speakers to adhere to the topic.
- (8) Participant who takes the floor is obliged to adhere to the issue that is reviewed. Each participant that ascertains that some fact about his speech has been distorted, with chairman's permission he/she has the right to submit a reply, immediately after the end of discussion of the participant towards whom the reply is submitted. Reply on the same issue is allowed to the participant in discussion only two times, and according to the rule it can last mostly two minutes.
- (9) Chairman has the right to stop the meeting for outmost 30 minutes. By the approval of Senate this can be prolonged.
- (10) Chairman is obliged to stop the meeting if he himself is not able to lead it right.

### **Article 11**

Based on the proposal of chairman or of any member of Senate, the Senate can decide that the review on some specific issues to be stopped and to be prepared in more detail for the next meeting.

### **Article 12-Requests and complaints**

- (1) Every member of Senate has the right to submit a request-complaint on a certain topic.
- (2) Chairman has the right to ask that the request-complaint to be submitted in written.
- (3) Requests-complaints on procedure regulations must be briefly justified. On a request a speaker pro and a speaker against, can take the floor.  
Requests-complaints on procedure rules can be submitted for two reasons:

- a) Request on closure of list of registered speakers, if the request is approved by majority; only speakers registered on the list during request submission have the right to take the floor.
- b) Request on the end of review, if the request is approved by the qualified majority of 2/3 of members, discussion ends and other requests are voted.

### **VIII. Decision –voting and elections**

#### **Article 13**

- (1) University Senate decides all-powerfully only when at least 2/3 of the general number of members are present.
- (2) Before voting, the chairman formulates the proposal of decision or request on the that point of agenda.
- (3) After review and the end of discussion, according to agenda, Senate takes the decision or conclusion.
- (4) Senate takes the decisions by the majority of votes of the general number of members.
- (5) If there are more proposals of decisions or conclusions, initially it is voted on those materials or proposals by the University bodies, afterwards on other proposals.
- (6) Voting is open or with secret votes. The way that voting is done is decided by the Senate at the relevant meeting.
- (7) Voting is for: “pro”, “against”, and “abstention”.
- (8) On the occasion of equal number of votes, the proposal is considered refused.

#### **Article 14**

- (1) The procedure of secret voting is implemented by the commission nominated by Senate, and it consists of three members.
- (2) After voting, based on the voting results, the chairman, respectively the head of commission, concludes that the proposal of decision or of conclusion is approved or refused.

#### **Article 15**

- (1) Voting by secret votes is carried out for:
  - a) Proposal of candidates for a rector
  - b) Election of the Steering Council members
  - c) Election of Deans
  - d) Election of interim chairman of Senate
  - e) Issues related to the privacy of any member of the Senate
  - f) Issues when the chairman requests secret voting
- (2) The counting of votes for these issues is carried out under the supervision of General Secretary.

## **IX. Definition of the final list for rector**

### **Article 16**

- (1) Definition of the running list for the candidates for the position of rector who will be elected by the Steering Council, is made according to the report of commission for implementing elections for rector, elected by the Senate. Commission consists of four professor members, and one student member. The duty of Commission is to ascertain that nominated candidates for rector are qualified and fulfill the formal-legal conditions, foreseen by the call for application and Status.
- (2) Definition of candidates to be invited to the motion, is made by simple and open voting for each candidate separately. For each runner, the commission report is read (maximum two minutes). The report should consist of a short CV, main qualifications and the proposal if this runner should be invited or not. Afterwards the proposal for this candidate is put on voting and the decision is made by the majority of votes counted pro and against.
- (3) After definition of the runners list for rector, Senate assigns the motion meeting, in which the candidate will present visions on developing strategy and management approach of the University. Candidates must present their vision within 20 minutes, whereas questions of Senate members and answers must be finished within 20 minutes, as well.
- (4) The list of five candidates for rector, that will be sent to the Steering Council, will be determined by secret voting by ballots. Ballots include all the candidates invited to public motion listed by alphabet. If there are more than five candidates, on proposed list according to point two of this article, each member of Senate should circle up to five candidates on the ballot of proposal. If none of the candidates has not gained the majority of votes of general number of members, in the first round, the voting is repeated up to two more times. If even after these two more rounds the list is not fulfilled, it is voted for the fourth time. The list is fulfilled up to number five by the candidates, who have gained the most of votes in the fourth round. If there are candidates with equal number of votes which exceeds the list, for these candidates, the voting is repeated according to above mentioned procedures.
- (5) If five or less than five candidates are on the proposed list according to section 2 of this article, all the candidates are proposed to be elected by the Steering Council in accordance with the rules of the Status.

## **X. Election of members of the Steering Council**

### **Article 17**

- (1) Every member of the Senate has the right to propose a candidate for a member of the University Steering Council.
- (2) Proposals for candidates must be well justified and must include a short biography of the candidate.
- (3) Election of candidates is carried out by two consecutive voting

- (4) Nomination of candidates for the Steering Council, at the first round, is carried out by relative majority, by open vote for each candidate separately. Only the candidates that reach the relative majority pass to the second round.
- (5) In the second round, voting will be carried out for all candidates that qualify at the first round. Election must be done by secret vote in ballots, according to alphabet. Each member of Senate should circle up to five candidates in a ballot. Ballots with more than five candidates are considered invalid. If even after the third voting, the list of five candidates elected by the majority of votes of general number of members is not fulfilled, the fourth voting is carried out. The list of members of the Steering Council is fulfilled by the candidates that got the most of votes in the fourth round of voting.
- (6) In case of equal number of votes, a final voting will be done for members with equal number of votes. Candidates with the relative majority of votes, according to foreseen rules mentioned above, will be elected as members of the Steering Council.

## **XI. Election of Deans**

### **Article 18**

- (1) Deans are elected by secret votes and by the majority of votes of the general number of members from the priority list proposed by the faculty.
- (2) If none of the candidates does not get the majority of votes of general number of members in the first round, the voting is repeated for the candidate with the most of votes. If the candidate does not get the majority of votes of the general number of members at the second round, as well, he/she is considered refused and the faculty is obliged to propose another candidate.
- (3) In case of equal votes, the voting is repeated.

## **XII. Keeping the order of the meeting**

### **Article 19**

- (1) The chairman of the meeting takes care of keeping the order of the meeting.
- (2) The chairman and the participants at the meeting of Senate are obliged to abide this Regulation.
- (3) These measures can be imposed for violating the order of the meeting:

- Remark
- Word taking
- Exclusion from the meeting

### **Article 20**

- (1) Oral remarks can be imposed to the attendee if by behavior and discussion he/she disrupts and disturbs the normal work of the meeting.
- (2) Word taking is imposed to the member if by behavior and statement he/she disrupts the normal work of Faculty Council upon which he/she was already warned.
- (3) Remark and word taking is imposed by the chairman.
- (4) Word taking is imposed by the chairman.
- (5) Exclusion from the meeting is imposed to the attendee if even after his word has been taken, he/she hinders the progress of the meeting.
- (6) Exclusion from the meeting is imposed by the Senate by majority of votes. Participant, upon who this measure has been imposed, is obliged to leave the meeting. Exclusion is done only for that meeting.

#### **Article 21-Record from Senate meeting**

- (1) On each Senate meeting the record is kept. The record is signed by the chairman and record keeper.
- (2) The record must consist of these elements:
  - a. Place, date, the time of the beginning and the ending of the meeting.
  - b. Agenda
  - c. The list of participants and of those absent.
  - d. All the proposals and results of relevant voting.
  - e. The essential notes on the progress of the meeting.

Additional documents must be attached to the record.

- (3) Record must be prepared within one week after the Senate meeting and as an extract must be sent to the members of Senate, on the occasion of sending the material for the next Senate meeting.
- (4) The record is approved in the next Senate meeting.
- (5) The record is saved at the University archive, along with reviewed materials according to the points of agenda, in the form of long term documents.

#### **XIII. Article 22**

- (1) Commissions are assisting organs of the Senate.
- (2) Commissions established by the Senate in accordance with the University Status assist the Senate on special issues of its work.

## **XIV. Acts of the Senate**

### **Article 23**

- (1) The Senate issues:
  - Regulations
  - Decisions
  - Conclusions
  - Recommendations
- (2) Senate gives authentic interpretations of acts it approves
- (3) Record keeper is obliged to prepare decisions, conclusions, and recommendations from Senate meeting, whereas the regulations are prepared by the corresponding commission.

### **Article 24**

Provisions of this regulation apply to all the members of Senate and other persons invited or engaged on Senate procedures.

### **Article 25**

On all the issues not included in this regulation, provisions of Status and of Law on High Education will be applied.

## **XV. Final provisions**

### **Article 26**

- (1) The chairman of Senate takes care about proper implementation of this Regulation.
- (2) The Senate gives the authentic interpretation of this Regulation.
- (3) Regulation is enforced immediately after its approval by the Senate.

### **Article 27**

Amendments and supplements to this regulation can be made according to the same approval procedure.

Chairman of the Senate  
Prof. Dr. Bajram Nuraj

