



UNIVERSITY OF GJAKOVA

"FEHMI AGANI"

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The chairman of the Steering Council
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Based on article 20, point1, of Provisional Status Of University of Gjakova "Fehmi Agani", the Steering Council of University of Gjakova , on the meeting held 11. 02.2016, approved:

REGULATION

On the work of the Steering Council of the University of Gjakova

I. GENERAL PROVISIONS

Article 1

By this regulation the work of the Steering Council of the University of Gjakova is defined (the call of the meeting, holding the meeting, the way of making decisions, implementation of the decisions, as well as other relevant issues).

II. VERIFICATION OF THE MANDATE OF THE STEERING COUNCIL MEMEBERS

Article 2

Constituent meeting of the Steering Council is called by the oldest member from the the selected composition, and he/she leads the meeting only by the time of election of .the chairman of the Steering Council.

Article 3

- (1) At the first meeting, the Steering Council verifies the mandate of the members of the Steering Council, based on the report of General Secretary, related to regularity of election of the members of the Steering Council by the Ministry of Education, science and Technology, with the proposal of verification of mandate.
- (2) Report is voted in two parts, once for the members elected by the Senate, and once for the memebtrs nominated by MEST.
- (3) If the Steering Council finds that nominations are not done on a regular basis or there is a conflict of interest for one or motre members of the Steering Council, then it requests from the relevant institution that disputed elections or nominations to be repeated within a period of two weeks.
- (4) In case of dispute of elections or nominations, the constitutive assembly of the Steering Council is suspended until elections or nominations are repated successfully.

Article 4

After verification of mandate, members of the Steering Council that are present, sign the statement as follows: "I declare that I will perform my duties honorably and faithfully, righteously and without tilt, that I will contribute to the fulfillment of the duties of the Steering Council, that I will exercise my mandate consciously and responsibly, that I will represent the interests of the University with awareness and commitment, and that I will abide by the University Status and the Law on Higher Education in Kosovo".

III. ELECTION OF THE STEERING COUNCIL CHAIRMAN

Article 5

- (1) The Chairman of the Steering Council is elected from the ranks of members delegated by MEST, by the majority of votes of the members of the Steering Council.
- (2) The vice chairman is elected by majority of votes from the ranks of members nominated by MEST.

IV. MEETINGS

Article 6

- (1) The chairman of the Steering Council calls and leads the meetings of the Steering Council.
- (2) In case of the chairman's absence, the meeting is led by the vice chairman. If the vice chairman is not able to attend the meeting, as well, the meeting of the Steering Council is led by the oldest member of the Steering Council.
- (3) The chairman calls the meeting as needed. During the regular period of studies, the meetings of the Steering Council are held at least every four(4) weeks.
- (4) Extraordinary meetings can be held any time according to foreseen procedures. In these meetings agenda must be limited to one main point. It can be decided on calling of the next meeting of the Council during the Steering Council meeting. In these cases, members of the Steering Council that are absent must be especially invited.
- (5) If the chairman and vice chairmen are discharged, the oldest member of the Steering Council must organize the election procedure without delay.
- (6) Meetings of the Steering Council are open for the public, except in cases when the Steering Council decides otherwise.
- (7) Members of the Steering Council will be invited at least three(3) days before the meeting. Invitations can be delivered in written, by fax, by email or any other technical form by which delivery and information is safe.
- (8) Chairman has the right to invite to the meeting experts or other persons, any time.
- (9) Chairman is obliged to call for the Steering Council meeting if this is requested by at least 2/3 of the members of the Steering Council, if the aim is justified in written.
- (10) If the chairman/vice chairman of the Steering Council does not answer to the request of at least 2/3 of the members of the Steering Council to call a meeting within three(3) days, the oldest members of the Steering Council calls the meeting.

V. MEETING ATTENDANCE AND REPRESENTATION

Article 7

- (1) All the members of the Steering Council are obliged to attend the meetings of the Steering Council.
- (2) Members of Steering Council vote personally and are not allowed to delegate their vote.
- (3) Before the meeting starts, the members must sign the attendance list, which is an integral part of the record. A member of the Steering Council can be absent from the meeting for justified reasons. The member of Council must inform the chairman on time about not attending the meeting.
- (4) Rector and General Secretary are ex-officio members of the Steering Council, without a right to vote.
- (5) By invitation Of the Steering Council, vice rectors can participate in the meetings of the Steering Council, but without a right to vote.
- (6) Chairman of Student's Parliament can participate at the Steering Council meetings without a right to vote, when issues about students are discussed. Participation is coordinated ahead with the chairman of the Steering Council.

Article 8

- (1) For a member of the Steering Council it is considered that he/she has a conflict of interest, in accordance with provisions of " Law on Prevention of Conflict of Interest in Exercising Political Function " and " University Status" , if there is a disagreement between his/her public duty and private, personal and property interests.
- (2) If the Council does not decide otherwise, the member in conflict of interest must leave the meeting during the time that issue is discussed.

VI. BEGINNING OF THE MEETING AND AGENDA APPROVAL

Article 9

- (1) Chairman opens, leads, stops and ends the meeting.
- (2) Chairman in co-operation with vice-chairman, who is assisted by General Secretary and rector, takes care of preparation of material for the Steering Council meeting.
- (3) At the beginning of the meeting, the chairman ascertains whether there is a quorum, proposes the agenda, opens the discussion related to agenda, ascertains the approval of agenda.
- (4) Chairman gives the floor to the speaker, ascertains the closure of the consideration of the given topic, puts the issue into voting, ascertains approval or refusal of proposal, takes measures to ensure the smooth running of the meeting, ascertains the end of the meeting and takes other necessary actions for leading the meeting conform to this regulation.
- (5) Members of the Steering Council have the right to propose changing and supplementing the agenda, by justifying the proposal.

- (6) Materials or request attached during the meeting can be approved by absolute majority of votes of the general number of members with a right to vote.

VII. THE PROGRESS OF THE MEETING

Article 10

- (1) After agenda approval, review and decision on issues within the approved points of agenda is made.
- (2) Report and justification on each point of agenda is presented by the chairman or the person assigned by the chairman, and afterwards this chairman opens the discussion.
- (3) All members of the Steering Council that are present can participate in discussion and present their ideas and proposals on issues that will be decided in the meeting.
- (4) The chairman gives the floor according to the order of presentation for discussion. At the Council meeting nobody can discuss without taking the floor by the chairman of the meeting.
- (5) The chairman is responsible for compliance of these work procedures, and actions and behavior of members according to the order.
- (6) The chairman has the right to request from the speaker to adhere to the topic.
- (7) The chairman has the right to stop the meeting at most for 30 minutes. In accordance with the Steering Council this time can be prolonged.
- (8) The chairman has the right to stop the meeting if he/she ascertains that normal conditions for holding the meeting do not exist.

Article 11

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

VIII. SUBMISSION OF REQUESTS-COMPLAINTS

Article 12

- (1) Every member of the Steering Council has a right to submit a request-complaint on a certain topic.
- (2) The chairman has the right to ask for the submission of the request-complaint in a written form.

IX. DECISION- VOTING AND ELECTIONS

Article 13

- (1) A quorum of four members is needed to hold the meetings of the Steering Council.
- (2) Decisions of the Steering Council are all-powerful only if the quorum is confirmed at the voting time.
- (3) After reviewing and concluding the discussions, according to agenda, the Steering

- Council takes the decision or Conclusion , according to agenda.
- (4) The Steering Council takes the decision by the majority of votes of the members that are present. In case of equal number of votes, the chairman's vote is decisive.
 - (5) If there are more proposals of decisions or conclusions, initially it is voted for those in materials or for the proposals from University bodies, then about the other proposals.
 - (6) The voting is open, by raising hands or secret ballots. The Steering Council decides on the manner of voting in relevant meeting , if not foreseen otherwise by the University Status.
 - (7) Voting is done: "for", "against " and "abstention".

Article 14

- 1) The secret ballot procedure is implemented by the commission established by the Council, consisting of three members. This commission must consist of at least one member from the ranks of members appointed by MEST, and at least one member from the ranks of members elected by Senate.
- 2) After voting, based on the voting results, the chairman ascertains that the proposal of decision or conclusion is approved or has been refused.

Article 15

- 1) For the following decisions of the Steering Council , the qualified majority of 2/3 of votes of the members is needed:
 - a) For the dismissal of rector and vice-rectors
 - b) For annual financial plan
 - c) For the approval of the work regulations
- 2) Secret ballot is done for:
 - a) Election and dismissal of the rector
 - b) Election and dismissal of vice-rectors
 - c) Initiating the dismissal of deans and vice-deans
 - d) Issues that influence private issues of any member of the Steering Council
 - e) Issues when the chairman or the majority of members present require secret ballot.
- 3) Vote counting for these issues is done in the presence of members.

X.ELECTION OF THE RECTOR

- 1) Rector is elected by the Steering Council from the list of candidates proposed by the professional commission , which is established by Senate. The professional commission has a duty to verify if the candidate presented for the position of the rector fulfills the conditions foreseen by the vacancy.
- 2) Rector is elected by secret ballot through ballots. Ballot will consist of all designated candidates on the list of professional commission. Each member of the Steering Council has the right to round up one candidate on the ballot. Ballots that have more than one candidate rounded up are considered invalid. The total number of votes is counted for each candidate. The candidate that gets the most of votes of the general number of members with the right to vote , is elected a rector.
- 3) If none of the candidates does not get the most of votes of the general number of the

members in the first round, two candidates with the largest number of votes get qualified for the second voting.

- 4) If none of the two candidates does not get the most of votes from the general number of members, in three consecutive voting, the election procedure will be repeated from the beginning, that means a new vacancy for the position of the rector.
- 5) The Steering Council has the right to refuse the list of the candidates proposed by the professional commission.

XI.ELECTION OF VISE-RECTORS

Article 17

- 1) Rector proposes the list of names for vise –rectors from the ranks of the University professors , after consulting the Senate. A written proposal must be submitted to the memebrrs of the Steering Council, at latest when the invitation for election meeting is delivered.
- 2) Proposals must be well justified, and should include the candidate’s biography.
- 3) Vise –rectors are elected by the Steering Council by the absolute majority of votes of the general number of members.
- 4) If the proposed candiadte is not elected, then the rector has the right to propose a new candidate, according to the forseen procedure.

XII. KEEPING ORDER AT THE MEETING

Article 18

- 1) The chairman takes care for keeping order at the meeting.
- 2) The chairman and the participants at the meeting of the Steering Council are obliged to adhere to this regulation.
- 3) For violation oforder at the meeting, these measures may be imposed:
 - a) Remark
 - b) Floor taking
 - c) Exclusion from the meeting

Article 19

- 1) Verbal remark can be uttered to to those present, if by his/her behaoviouir and discussion one disrupts and prevents the meeeting’s normal work.
- 2) Floor taking is imposed to the memeber of the Steering Council, who by his/her behaviour and statments disrupts and prevents the Steering Council’s normal work, on which he/she has had a remark already.
- 3) Remark and floor taking is imposed by the chairman.
- 4) Exclusion from the meeting is imposed to a participant , if even after floor taking , he/she disrupts the meeting progress.
- 5) Exclusion from the meeting is uttered by the Steering Council by the most of votes. Patrticipant to whom this meassure is imposed, is forced to leave the meeting immediately. Eclusion from the meeting is done only for that meeting.

XIII.RECORD ON THE MEETING OF THE STEERING COUNCIL

Article 20

- 1) At each meeting of the Steering Council a record is kept. The record is signed by the chairman and taker.
 - 2) The record must consist of these elements:
 - a) Place, date and the the time when the meeting starts and ends.
 - b) Agenda
 - c) The list of the present participants and those apsent.
 - d) All proposals and results of relevant voting,and
 - e) Essential notes on the meeting progress.
- Extra documents must be attached to the record as annex.
- 3) Record must be prepared within a week after the meeting of the Steering Council, and as an extract must be sent to to the members of the Steering Council in electronic form, on the occasion of sending the material forthe next meeting of the Steering Council.
 - 4) Record is approved at the next meeting of the Steering Council.
 - 5) Record is saved at the University archive, along with review materials, according to agenda, as long-term documents.

XIV. WORK OF COMMISSIONS

Article 21

- 1) Commissions are assisting bodies of the Steering Council.
- 2) Comssions are established by the Steering Council in agreement with the University Status , and they assist the Steering Council on special issues of its work.

XV. STEERING COUNCIL ACTS

Article 22

- 1) The Steering Council issues:
 - Regulations
 - Decisions
 - Conclusions
 - Recommandations
- 2) The Steering Council gives an authentional interpretation of acts it approves
- 3) The taker is obliged to prepare decisions and recommandations from the meeting of the Steering Council, whereas the regulations are prepared by the relevant commissiom.

Article 23

Provisions of this regulation apply to all members of the Steering Council and third invited or engaged parties on procedures of the Steering Council.

Article 24

On all issues included in this regulation , provisions of Status and Law on Higher Education will be implemented.

XVI. TRANSITIONAL PROVISIONS

Article 25

- 1) Chairman of the Steering Council is obliged for the right implementation of this regulation.
- 2) Authentic interpretation of this regulation is given by the Steering Council.
- 3) Regulation is enforced immediately after its approval by the University Steering Council.
- 4) By enforcement of this regulation, provisions of Regulation on the work of Temporary Steering Council of UGJFA no. 01/14, date : 18.11.2013, are no longer valid.

Article 26

The amendment and supplementation of this regulation can be done according to the same extraction procedure.

Chairman of the Steering Council
Prof.Dr. Luan Ahma