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Pursuant to Article 23 paragraph 1 point 1.3 of the Provisional Statute of the University “Kadri Zeka” as well as in accordance to Law on Higher Education of the Republic of Kosovo and the Administrative Instruction No. 01/2015 dt. 27.02.2015 of the Ministry of Education and Science and Technology concerning the holding of elections at the University “Kadri Zeka” in Gjilan, the Steering Committee in its meeting held on the 15.14.2016, approved:

REGULATION

ON RULES AND PROCEDURES FOR GENERAL ELECTIONS IN UKZ

1. General provisions
2. Electoral rules
3. Voter lists
4. Candidates
5. Candidate registration
6. Central Election Commission
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I. General provisions

Article 1

1. All the following rules and procedures should be referenced and based on the statute of the UKZ and other applicable normative acts.
2. Any appeal against decisions based on these rules and procedures must be addressed:
 - firstly, to the Central Election Commission
 - secondly, to the Steering Committee of UKZ.

Article 2

1. The elections as below will be held at the 4 faculties of the UKZ
 - 1.1 Faculty council members from the ranks of professors.
 - 1.2 Faculty council members from the ranks of assistants.
 - 1.3 Faculty council members from the ranks of non-academic staff.
 - 1.4. Member of the senate from the ranks of academy staff.
 - 1.5 Member of the senate from the ranks of non-academy staff.

Article 3

UKZ academic staff includes professors, assistants, lecturers, lectors.

Article 4

1. All candidates who enter the electoral race and who are legally elected through these elections will hold their mandate as defined by statute.
2. In case of resignation, termination of the contract, retirement, death, expulsion of the mandate or any other reason, the mandate will belong to the first person in line according to the initial election results, resulting from the votes won.
3. In cases when there is no candidate from the initial election results, then the steering committee decides on the filling of these vacancies.

Article 5

1. Each member of the UKZ staff in a regular employment relationship will have the right to participate in these elections.
2. In disputed cases concerning the right to vote or the right to candidate, the decision must be made by the Central Election Commission.
3. For each refusal decision, the reasons must be given in writing by the Central Election Commission.

II. Electoral rules

Article 6

1. Faculty council members among the professors will be elected by the professors, lecturers and lectors of this Faculty.
2. Members of the faculty council will be automatically elected up to 10 professors, including lecturers and lectors and up to 4 assistants. In this case no elections will be held.

Article 7

1. All the academic staff of the faculty, assistants and professors, will vote for the election of the members of the faculty council from the ranks of assistants.
2. Only professors vote for the election of faculty council members from the ranks of professors.

Article 8

1. Members of the senate from the ranks of the academic staff will be elected by the academic staff of each faculty.
2. Representatives of the academic staff will be elected as members of the senate from each faculty.

Article 9

1. The faculty secretary (if any) is an ex officio member of the faculty council without the right to vote.
2. A non-academic staff member will be elected as a member of the faculty council.

Article 10

1. The Senate member from the ranks of non-academic (administrative) staff will be elected by the non-academic staff of UKZ.
2. In the case of equal votes of the candidates, priority shall be given to the female candidate. If the candidates with equal votes are of the same gender, the selection will be made by drawing.

III. Voter lists

Article 11

1. The administration of the faculties and the central administration of UKZ have the duty to provide complete data of eligible voters to the Central Election Commission.
2. In case of delay or refusal to submit the data from any faculty, disciplinary measures will be taken by the UKZ Steering Committee after being notified by the Central Election Commission.

Article 12

1. The list of eligible voters will be prepared by the Central Electoral Commission for each academic unit, including the following data:

1.1 Academic staff:

1. Serial number
2. Name
3. Surname
4. Date of birth
5. The professional title
6. The main field of profession
7. Department / Institute

1.2 Non-academic staff:

1. Serial number
2. Name
3. Surname
4. Date of birth

5. The professional title
6. The main field of profession
7. Department / Institute

IV. Candidates

Article 13

1. Any member of the UKZ staff registered in the voter list has the right to register as a candidate for the mandate as mentioned in Article 2.
2. Being a member of the Central Election Commission or any of the central commissions of the faculty is not an obstacle to being a candidate in the general elections.
3. Eligible voters have the right to register for more than one term.
4. Exercising more than one mandate is not allowed. If a staff member is elected for more than one mandate, the candidate must declare in writing which mandate he/she wants to exercise. If a staff member violates this principle, the Central Election Commission revokes all the mandates of that person.
5. The process of replacing the mandates is then done according to the manner described in article 4 of this regulation.

V. Candidate registration

Article 14

1. Every voter with the right to vote has the right to register as a candidate for any mandate assigned to his / her category and faculty.
2. Registration procedures must be prepared for each faculty.
3. The Faculty Election Commission must set a registration period between 08:00 and 14:00 on the day of registration, a date to be announced by the Central Election Commission.
4. The registration day must be at least 2 days before Election Day.
5. Eligible voters who are unable to participate in the registration procedure should be given the opportunity to register through written applications.
6. A relevant registration form, Appendix 1, will be available at the UKZ administration and on the UKZ website.

Article 15

1. The Central Election Commission is obliged to check every candidate registration for validity, referring to the voter list and the provisions of these rules and procedures.
2. The official list of candidates will be prepared by the Central Election Commission for each faculty and central administration including the following data:
 - 2.1 Academic staff:
 1. Serial number
 2. Name
 3. Surname
 4. Date of birth
 5. Identification number
 6. The professional call
 7. Department / Institute
 - 2.2 Non-academic staff:
 1. Serial number
 2. Name
 3. Surname
 4. Date of birth
 5. Identification number
 6. The professional call
 7. Department / Institute
3. The official list of candidates will be published by the Central Election Commission on the election day in the Faculty Deaneries and on the UKZ website.

VI. Central Election Commission

Article 16

1. The Central Election Commission will fulfill its obligations as stated in the statute and other legal acts.
2. The Central Election Commission should consist of three members: The Secretary General of the UKZ as chairman and two other members appointed by the Steering Committee.

Article 17

1. Each staff member will have the right to appeal against the decisions of the Central Election Commission in writing and with firmly grounded reasoning to the Steering Committee of the University. The decision upon the appeal must be made within 2 weeks after receiving it. The decision of the Steering Committee is final.

Article 18

1. Election commission protocols must be prepared and signed by the chairman and members of the central election commission.
2. CEC meetings are convened by the CEC chairman.

VII. Election day

Article 19

1. The Central Election Commission must decide and announce election day.
2. On election day, polling stations must be held at the time and on the date as determined by the CEC.

Article 20

1. Eligible voters must cast their ballots in person at the polling station of the faculty to which they are assigned under their contract.
2. No voter has the right to vote in more than one polling station.

Article 21

The Central Election Commission should announce the location of the polls.

Article 22

Elections must be held under the supervision of the Central Election Commission.

VIII. Voting procedure and ballots

Article 23

1. During the voting period, at least two members of the Central Election Commission must be present during the whole time to ensure the orderly conduction of electoral procedures.
2. The Central Election Commission shall take the following procedural measures for conducting the elections:
 - 2.1 Opening and closing of the polling station at the appointed time and keeping the polling station open during the set election period;
 - 2.2 Providing necessary voting materials;
 - 2.3 Distribution of election materials;
 - 2.4 Marking voting procedures in the protocol of the electoral commission;
 - 2.5 Sealing ballot boxes and marking seal numbers;
 - 2.6 Marking the quantity and counting votes;
 - 2.7 Marking election results.

Article 24

1. The election procedure should contain the following steps:
 - 1.1 The electoral commission requires the voter to be identified with an identification document (ID).
 - 1.2 The electoral commission requires the voter to identify with one of the categories of personnel;
 - 1.3 Election commission finds voter on voter list;
 - 1.4 The electoral commission asks voter to sign the voter list;
 - 1.5 The electoral commission gives voters the necessary ballots;
 - 1.6 The voter secretly votes in the voting booth;
 - 1.7 The electoral commission replaces a ballot on demand if the voter has damaged it;
 - 1.8 The voter casts the ballot in the ballot box;

1.9 The voter exits the ballot location immediately after the vote;

1.10 The Commission marks in the protocol any changes to these procedures.

Article 25

1. Each ballot should contain the names of all candidates who have registered for certain terms. Candidates should be listed on the ballot according to surnames and names.

2. Every voter has the right to vote on the ballot as many there are mandates to compete in certain elections. An appropriate notice must be given at the beginning of the ballot.

3. Ballots are valid when a maximum of predefined or less candidates - as stated in the ballot - are voted.

4. Ballots are not valid when more candidates are cast than the maximum specified - as stated in the ballot - or when no candidate is cast.

5. In all other cases of contesting the validity of the ballot, the decision must be made by the Central Election Commission upon the request of the Faculty Election Commission.

Article 26

Every eligible voter has the right to submit complaints about the election procedures to the Central Election Commission.

IX. Election results – drawing

Article 27

1. The Central Election Commission is obliged to announce the official election results within 24 hours after the closing of the polling stations.

2. In cases where two or more candidates have received the same number of votes for an inadequate number of available mandates and the candidates are of the same gender, then a draw will be organized by the Central Election Commission, which will decide on the final distribution of mandates.

3. If one of the candidates is female, she has priority and is elected without the draw.

X. The period of complaints

1. After the official announcement of the results, a two-day period for complaints is announced.
2. Written complaints regarding election procedures, election results and mandates may be filed during this period.
3. The Central Election Commission has the duty to decide on all complaints within the complaints period.
4. After the end of this period, the Central Election Commission must announce the official election results.

Chairman of the Steering Committee
Academician Fejzullah Krasniqi