



KADRI ZEKU

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REGULATION

on the Work of the Senate of the University "Kadri Zeka" Gjilan

Gjilan, June 2015

Pursuant to Article 47 and Article 49 point 1.15. of the Provisional Statute of the University “Kadri Zeka” Gjilan, the Provisional Senate (Senate) of the University “Kadri Zeka” in the meeting held on the 30.12.2015, issued this:

Regulation
on the Work of the Senate of the University "Kadri Zeka" Gjilan

I. General provisions

Article 1

This regulation determines the manner of the work of the Senate of the University "Kadri Zeka" Gjilan (convocation, chairing and conduct of meetings, decision-making, election procedure, and implementation of decisions and other relevant issues).

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

Article 2

(1) The constitutive meeting of the Senate is convened by the current Rector of the University, who chairs it only until the temporary chairman of the Senate is elected.

Article 3

(1) At its first meeting, the Senate verifies the mandates of Senate members on the basis of a report submitted by the General Secretary on the regularity of the election of Senate members by academic units, with a proposal for mandate verification.

(2) The report shall be voted in its entirety if no mandate has been contested. If a mandate is contested, it is first voted on for all the uncontested mandates, and then for each contested mandate, it is voted on separately.

(3) If the Senate finds that the election of a member has been made improperly, the Senate will request the relevant academic unit to repeat the contested election.

(4) A member of the Senate who has been challenged or his or her mandate verification decision was postponed, has the right to continue attending the meeting, but without the right to vote.

Article 4

After verifying the mandate, members of the Senate sign the ethical statement as follows: "I declare that I will perform my duties honestly and faithfully, with fairness and without impunity, with conscience and responsibility, that I will represent the interests of the University with conscience and dedication, and that I will abide by the Statute of the University".

III. Election of the Acting Chairman of the Senate

Article 5

- (1) The Acting Chairman of the Senate is elected from the Senate nominees by a majority of votes of the total number of members.
- (2) If none of the proposed candidates receives the majority of votes of the total number of members, then the second voting shall be organized only for the candidate with the largest number of votes. If the candidate does not receive a majority vote of the total number of members in the second voting, it is considered that the candidate is rejected and the Senate is obliged to nominate other candidates.
- (3) In case of equal votes, the voting is repeated.

IV. Meetings

Article 6

- (1) The meetings of the Senate are convened and chaired by the Rector of the University, by function (hereinafter: The Chair).
- (2) In case of absence of the Chairperson, the meeting is prepared and chaired by one of the Vice-Rectors in the order provided by the Rector. If even the Vice-Rectors are unable to attend the meeting, the Senate meeting is chaired by the oldest member of the Senate.

- (3) The Chairperson convenes Senate meetings as needed. During the regular period of study, Senate meetings are held at least once a month.
- (4) Extraordinary meetings can be held at any time according to the procedures provided. The agenda for these meetings is limited to one major topic. At the Senate meeting it may be decided to call any future Senate meeting. In these cases, members of the Senate who are not present are specifically invited.
- (5) In case of dismissal of rector and vice-rectors, the oldest member of the Senate takes over the Senate without delay.
- (6) Senate meetings are open to the public unless the Senate decides otherwise.
- (7) Senate members are invited at least 3 days before the meeting. Invitations may be made in writing, by fax, e-mail, or in any other technical form, whereby dispatch and information are secure.
- (8) The Chairperson has the right at any time to invite experts, or invite other persons to the meeting.
- (9) The Chairperson is obliged to convene a Senate meeting if at least 1/3 of the members of the Senate so request and if it is reasoned in writing. If the Senate Chairperson does not respond to the request within three days of receiving the request, the oldest Senate member convenes the Senate meeting.

V. Meeting attendance and representation

Article 7

- (1) All members of the Senate are eligible and obliged to attend Senate meetings.
- (2) During Senate meetings, members must vote in person. Delegation of votes is not allowed.
- (3) Before the senate meeting begins, members are signed into the attendance list, which is an integral part of the minutes. A member of the Senate may be absent from the meeting for reasonable reasons. A member of the Senate shall notify the Chairperson in due time of failure to attend the meeting.

Article 8

- (1) It is considered that a member of the Senate has a conflict of interest, in accordance with the legal regulations and the statute of the University, if it conflicts with his public, family and operational interest.
- (2) Unless the senate decides otherwise, the member in conflict of interest must leave the meeting while the matter is being discussed.
- (3) A member with a conflict of interest does not have the right to vote on the matter in question.

VI. Start of meeting and approval of agenda

Article 9

- (1) The Chairperson shall open, chair, interrupt, and conclude the Senate meeting.
- (2) The Chairperson shall coordinate the preparation of meeting materials in coordination with the Vice-Rectors and the General Secretary with relevant services.
- (3) The Chairperson is obliged to include in the agenda reasoned written proposals submitted 72 hours prior to the meeting. Written proposals must be signed by the Applicant and may be submitted in person, or sent by post, fax, or e-mail.
- (4) At the beginning of the meeting, the chairperson ascertains whether there is a quorum, proposes the agenda, opens the discussion about the agenda, ascertains the approval of the agenda.
- (5) The chairperson gives the floor to the discussant, ascertains the closure of the review of a certain topic, puts the issue to a vote, ascertains the approval or rejection of the proposal, takes measures to ensure the smooth running of the meeting, ascertains the end of the meeting, and takes other actions necessary for conducting and directing the meeting in accordance with this regulation.
- (6) Members of the Senate have the right to propose the amendment and supplementation of the agenda, justifying the proposal.
- (7) The materials or requests that are attached during the meeting, they can be approved by an absolute majority of votes.

VII. The progress of the meeting

Article 10

- (1) After the approval of the agenda, it is passed to the review and decision on the issues that are within the approved items of the agenda.
- (2) The report and the reasoning for each item on the agenda shall be presented by the Chairperson or the person designated by the Chairperson, after which the Chairperson opens the discussion.
- (3) All members of the Senate present can participate in the discussion and present their views and proposals on issues to be decided at the meeting.
- (4) The Chairperson delivers the floor in the order of presentation for discussion. At the Senate meetings no one could discuss without taking the floor from the chair of the meeting.
- (5) The Chairperson is responsible for adhering to the Rules of Procedure, for the actions and behavior of the members.
- (6) For each item on the agenda, participants may discuss at most twice, the first time up to 5 minutes, the second up to 2 minutes.
- (7) The Chair has the right to ask the speakers to adhere to the topic.
- (8) The participant who takes the floor is obliged to adhere to the issue under consideration. Any participant who considers that a fact has been distorted in relation to his / her speech, with the permission of the Chairperson, has the right to appear for a reply immediately upon completion of the discussion by the participant to which the reply is presented. Replies to the same issue are allowed to the participant only twice and, as a rule, can take up to two minutes at most.
- (9) The Chairperson has the right to set a break during the meeting for a maximum of 30 minutes. With the Senate's consent, this can be extended.
- (10) The chairperson is obliged to interrupt the meeting, if he/she is not able to lead it properly.

Article 11

The Senate may, on the proposal of the Chairperson or any member of the Senate, decide that the review of certain specific issues shall be suspended and that more detailed preparations be made for the next meeting.

Article 12

Requests and complaints

- (1) Every member of the senate has the right to submit a request-complaint for a certain topic.
- (2) The chairperson has the right to demand that the request-complaint be submitted in writing.
- (3) Requests-complaints for procedural rules should be briefly justified. Upon request, one speaker in favor and one speaker against, can take the floor.

Requests - complaints about the rules of procedure can be made for two reasons:

- a). the request to close the list of registered speakers, if the request is approved by a simple majority, only speakers registered in the list during the submission of the request will have the right to speak.
- b). the request for completion of the review, if the request is approved by a qualified majority of 2/3 of the members, the discussion ends and the other requests are voted.

VIII. Decision-making, voting and elections

Article 13

- (1) Senate takes the decisions by an absolute majority of the votes of the total number of members.
- (2) Before being voted on, the chairperson formulates the proposal of the decision or the request related to that item of the agenda.
- (3) After reviewing and concluding the discussions, according to the agenda item, the Senate makes a decision or conclusion.
- (4) If there are more proposals for decisions or conclusions, first it is voted on those included in the material or proposals of the University bodies, then on other proposals.
- (5) Voting is by open or secret ballot. How the vote will take place is decided by the Senate in the relevant meeting.
- (6) Voting is done: "for", "against" or "abstain".
- (7) In case of an equal number of votes, the proposal is considered rejected.

Article 14

- (1) The secret ballot procedure is carried out by a three-member Senate voting committee elected by the Senate.
- (2) After voting, based on the voting results, the Chairperson, respectively the Chairperson of the Commission finds that the proposal for a decision or conclusion has been approved or rejected.

Article 15

- (1) Voting by secret ballot is for:
 - a) Nomination of candidates for rector;
 - b) Election of members of the Steering Committee;
 - c) Election of deans;
 - d) Election of the acting chairperson of the Senate;
 - e) Issues related to the privacy of any of the members of the senate;
 - f). Issues when the Chairperson requires a secret ballot.
- (2) The counting of votes on these issues is done under the supervision of the Secretary General.

IX. The determination of the final lists for rector

Article 16

- (1) The determination of the candidate list for candidates for the position of rector to be elected by the steering committee, is done according to the report of the commission for the implementation of the elections for rector, elected by the senate. The commission consists of four professor members and one student member. The commission has the duty to ascertain that the candidates submitted for rector are qualified and fulfill the formal-legal conditions provided by the competition and the statute.
- (2) The determination of the candidates to be invited to the interpellation is done by simple and open ballot for each candidate separately. For each competitor, the commission report is read (maximum 2 minutes) which should include a short CV, main qualifications, and the proposal whether this competitor should be invited or not. Then, the proposal for this candidate is put to a vote and decided by a simple majority of votes, counted for and against.

(3) After determining the list of candidates for rector, the senate appoints the meeting for interpellation in which the candidate will present the vision for the development strategy and management approach of the university. Candidates must present their vision within 20 minutes, while questions from senate members and answers must also be completed within 20 minutes.

(4) The list of up to 5 candidates for rector, which will be submitted to the steering committee will be determined by secret ballot through ballot papers. Ballot papers include all invited candidates for public interpellations sorted alphabetically. In case there are more than 5 candidates in the list proposed according to point 2 of this Article, each member of the senate must circle up to 5 candidates on the ballot paper for the proposal. If no candidate in the first round of voting has received the majority of votes of the total number of members, the voting is repeated up to two more rounds. If even after these two rounds the list is not completed, the fourth voting takes place. The list is completed up to the number five with candidates who in the fourth round of voting have received the most votes. If there are candidates with an equal number of votes and the list is exceeded, for these candidates the voting is repeated according to the above procedure.

(5) In case 5 or less than 5 candidates are in the list proposed according to paragraph 2 of this Article, all candidates are proposed to be elected by the steering committee in accordance with the rules of the statute.

X. Election of the members of the Steering Committee

Article 17

(1) The Steering Committee of the "Kadri Zeka" University consists of 7 (seven) members. Four of them are elected by the University senate and the other three are appointed by the ministry.

(2) Each member of the Senate has the right to nominate a candidate for a member of the Steering Committee of the University. A member of the senate has the right to nominate only one candidate for a member of the Steering Committee.

(3) Nominations for candidates should be well reasoned and include a short biography of the candidate.

(4) The election of candidates is done by secret ballot with ballot papers alphabetically. Each member of the senate must circle up to 4 candidates on the ballot paper. Ballot papers with more than 4 candidates are considered invalid.

(5) The election of candidates for the steering committee in the first round of voting is done by an absolute majority, by secret ballot for each candidate separately. The candidate who receives the absolute majority, according to the priority list is elected member of the Steering Committee.

(6) The second round of voting is organized for all candidates who are not elected in the first round (have not received the absolute majority of votes). To win the mandate of the steering committee member, the candidate must receive the absolute majority of votes.

(7) In the third round of voting, members of the steering committee will be elected those who have received the largest number of votes but respecting the decision of the steering committee that the number of assistants cannot be greater than the number of professors in this body but it is allowed to be equal.

XI. Election of deans

Article 18

(1) Deans are elected by the senate by secret ballot and by a majority vote of the total number of members from the priority list proposed by the faculty.

(2) If no candidate receives a majority vote of the total number of members in the first round of voting, the voting for the candidate with the most votes is repeated. If the candidate does not receive the majority votes of the total number of members even in the second round, he/she is considered rejected and the faculty is obliged to nominate another candidate.

(3) In case of equal votes, the voting is repeated.

XII. Keeping order in the meetings

Article 19

(1) The chair of the meeting takes care for keeping order at the meeting.

(2) The chair and participants in the senate meeting are obliged to comply with this regulation.

(3) For the breach of order at the meeting, the following measures may be imposed:

-Warning,

-Depriving of speech, and

-Removal from the meeting.

Article 20

- 1) A verbal warning may be imposed on those present if their conduct and discussion disturb and impedes the normal work of the meeting.
- 2) The depriving of speech is imposed on a member of the Senate, who by his conduct and statements disrupts the normal work of the Senate, to which he/she was previously warned.
- 3) The warning and depriving of speech are imposed by the Chairperson.
- 4) Removal from the meeting is imposed on the participant, who even after being deprived of the speech, impedes the normal work of the meeting.
- 5) Removal from the meeting shall be imposed by a majority vote of the Senate. The participant to whom this measure is imposed is obliged to immediately leave the meeting. Removal from the meeting is done only for that meeting.

Article 21

Minutes from the Senate meeting

- (1) Minutes are kept at each Senate meeting. The minutes are signed by the Chairperson and the Recorder.
- (2) The minutes must contain these elements:
 - a) the place, date and time of the start and end of the meeting,
 - b) the agenda,
 - c) the list of participants and those absent,
 - d) all proposals and the results of the respective voting,
 - e). essential notes on the course of the meeting.Additional documents should be attached to the record.
- (3) The minutes must be prepared within one week of the Senate meeting, and the extract must be sent to members of the Senate when material is sent for the next Senate meeting.
- (4) The minutes are approved at the next Senate meeting.
- (5) The minutes of materials reviewed according to the agenda are stored in the University archive as long-term documents.

XIII. The work of the committees

Article 22

- (1) The committees are the auxiliary bodies of the Senate.
- (2) Committees established by the Senate in accordance with the University Statute assist the Senate on specific matters of its work.

XVI. Senate acts

Article 23

- (1) The Senate issues:
 - Regulation,
 - Decisions,
 - Conclusions,
 - Recommendations.
- (2) The Senate gives an authentic interpretation of the acts it approves.
- (3) The Recorder is obliged to prepare the decisions, conclusions and recommendations of the Senate meeting, while the Regulations are prepared by the relevant committee.

Article 24

The provisions of this Regulation apply to all members of the Senate and to other persons invited or engaged in Senate proceedings.

Article 25

The provisions of the Statute and the Law on Higher Education shall apply to all matters not covered by this Regulation.

XV. Final Provisions

Article 26

- (1) The chairperson of the senate is responsible for the correct implementation of this regulation.
- (2) The authentic interpretation of this regulation is given by the senate.
- (3) The regulation comes into force immediately after being approved by the University Senate.

Article 27

Amendments and supplementations to this Regulation can be made according to the same approval procedure.

Gjilan, June 2015

Chair of the senate
Assoc. Prof. Dr. Naim Syla