



KADRI ZEKA

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Ref. no. 02/1034 Dt. 23/09/2015

REGULATION
ON THE WORK OF THE STEERING COMMITTEE OF THE UNIVERSITY "KADRI
ZEKA" GJILAN

Gjilan, 2015

Pursuant to Article 20, point 1, of the provisional Statute of the University of “Kadri Zeka” the Steering Committee of the University, in the meeting held on the 28.08.2015, approved this:

REGULATION

on the work of the Steering Committee of the University “Kadri Zeka” Gjilan

I.GENERAL PROVISIONS

Article 1

This Regulation defines the manner of work of the Steering Committee of the University “Kadri Zeka” Gjilan (convening and holding of the meeting, manner of deciding and implementation of decisions, as well as other relevant matters).

II. VERIFICATION OF THE MANDATE OF THE STEERING COMMITTEE MEMBERS

Article 2

The constituent meeting of the Steering Council is convened by the oldest member of the elected composition, who shall chair the meeting only until the Chairperson of the Steering Committee is elected.

Article 3

- 1). At its first meeting, the Steering Committee verifies the mandate of the members of the Steering Committee on the basis of the report of the Secretary-General, in regards to the regularity of the election of the members of the Steering Committee by the Senate, as well as the appointment of the members of the Steering Committee by the Ministry of Education, Science and Technology, with proposal for mandate verification.
- 2). The report is voted in two parts, once for members elected by the Senate and once for members appointed by the MEST.
- 3). If the Steering Committee finds that appointments are not done in a regular manner or if there is a conflict of interest for one or more members of the Steering Committee, then it requests from the respective institution the disputed elections or appointments within a period of two weeks.
- 4). In case of an election or appointment being contested, the constituent meeting of the

Steering Committee is suspended until the election or appointment has been successfully repeated.

Article 3

Upon verification of the mandate, the present members of the Steering Committee sign the following statement: “I hereby declare that I shall perform my duties honorably and faithfully, with fairness and impartiality, that I shall contribute to the fulfillment of the duties of the Steering Committee, that I will exercise my mandate 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 and the Law on Higher Education in Kosovo.”

III. ELECTION OF THE CHAIRPERSON OF THE STEERING COMMITTEE

Article 5

- 1) The Chairperson of the Steering Committee is elected by a majority votes of the members delegated by MEST
- 2) The Deputy Chairperson is elected by a majority votes of the members appointed by the MEST.

IV. MEETINGS

Article 6

- 1) The meetings of the Steering Committee are convened and chaired by the Chairperson of the Steering Council.
- 2) In case of absence of the Chairperson, the meeting is chaired by the Deputy Chairperson. If both the Chairperson and the Deputy Chairperson are unable to attend the meeting, the oldest member of the Steering Committee chairs the Steering Committee meeting.
- 3) The Chairperson convenes meetings as necessary.
- 4) Extraordinary meetings may be held at any time according to the procedures provided. The agenda for these meetings should be limited to one main point. During a meeting of the Steering Committee, it may be decided to call any future meeting of the Committee. In such cases, members of the Steering Committee who are not present should be specifically invited.

- 5) In the event of the dismissal of the Chairperson and Deputy Chairperson, the oldest member of the Steering Committee shall organize the election procedure without any delay.
- 6) Meetings of the Steering Committee are open to the public unless the Steering Committee decides otherwise. They must be shared through audiovisual aids.
- 7) Members of the Steering Committee are invited at least three days before the meeting. Invitations may be made in writing, by fax, by e-mail or in any other technical form, through which delivery and notifying are secure.
- 8) The Chairperson has the right to invite experts or other persons to any meeting at any time.
- 9) The Chairperson is obliged to call a meeting of the Steering Committee if requested by at least 2/3 of the members of the Steering Committee and if the purpose is reasoned in writing.
- 10) If the Chairperson / Deputy Chairperson of the Steering Committee fails to respond to the request of at least 2/3 of the Steering Committee members for calling a meeting within the deadline of three days, the meeting is convened by the oldest member of the Steering Committee.

V. MEETING ATTENDANCE AND REPRESENTATION

Article 7

- 1) All members of the Steering Committee are required to attend Steering Committee meetings.
- 2) Members of the Steering Committee vote in person and no delegation of votes is permitted.
- 3) Before the meeting of the Steering Committee commences, members will sign into the attendance list, which is an integral part of the minutes. A member of the Steering Committee may be absent from the meeting for reasonable reasons. For not attending the meeting, the member of the Steering Committee must notify the Chairperson in time.
- 4) The Rector and the Secretary-General are ex-officio members of the Steering Committee, without the right to vote.
- 5) At the invitation of the Steering Committee, Vice-Rectors may also participate in Steering Committee meetings, but without the right to vote.
- 6) The Chairperson of the Student Parliament may attend meetings of the Steering Committee, without the right to vote, when dealing with student-related issues. Participation is coordinated in advance with the Chairperson of the Steering Committee.

Article 8

- 1) A member of the Steering Committee is deemed to have a conflict of interest, in accordance with the relevant regulations of the Kosovo Law on Public Services and the University Statute, if it contradicts with his or her public, family, and operational interests.
- 2) Unless the Steering Committee decides otherwise, a member in the conflict of interest shall leave the meeting at that time when the matter is being discussed.

VI. COMMENCEMENT OF THE MEETING AND THE APPROVAL OF THE AGENDA

Article 9

- 1) The Chairperson opens, chairs, discontinues and concludes the meeting.
- 2) The Chairperson in co-operation with the Deputy Chairperson, assisted by the Secretary General and the Rector, shall prepare the materials for the Steering Committee meeting.
- 3) At the beginning of the meeting, the Chairperson ascertains whether there is a quorum, proposes the agenda, opens the discussion on the agenda, ascertains the approval of the agenda.
- 4) The Chairperson gives the floor to the discussant, concludes the consideration of a particular topic, puts the matter to a vote, ascertains the approval or refusal of the proposal, undertakes measures to ensure the regular running of the meeting, ascertains the conclusion of the meeting and undertakes other actions for the holding and conduct of the meeting under this regulation.
- 5) Members of the Steering Committee have the right to propose amendments to the agenda, justifying the proposal.
- 6) The materials or requests attached during the meeting may be approved by a majority vote of the total number of voting members.

VII. THE PROGRESS OF THE MEETING

Article 10

- 1) After the approval of the agenda, it is reviewed and decided on issues that are within the approved agenda items.
- 2) The report and the reasoning on each item on the agenda are presented by the Chairperson or the person designated by the Chairperson, after which the Chairperson opens the discussion.

- 3) All members of the Steering Committee present can take part in the discussion and present their thoughts, proposals on issues that will be decided at the meeting.
- 4) The Chairperson gives the floor in the order members signed up for the discussion. At the meetings of the Steering Committee, no one can discuss without taking the floor from the Chairperson of the meeting.
- 5) The Chairperson is responsible for adhering to the Rules of Procedure, for the actions and conduct of members in the order.
- 6) The Chairperson has the right to ask speakers to adhere to the topic.
- 7) The Chairperson has the right to adjourn the meeting temporarily, for a maximum of 30 minutes. With the consent of the Steering Committee, this point can be extended.
- 8) The Chairperson has the right to discontinue the meeting if he/she finds that there are no normal conditions for the meeting to be held.

Article 11

The Steering Committee may, on the proposal of the Chairperson or any member of the Steering Committee, decide that revision of certain specific matters shall be adjourned and prepared in greater detail for the next meeting.

VIII.SUBMISSION OF REQUESTS AND COMPLAINTS

Article 12

- 1) Any member of the Steering Committee has the right to file a request - complaint on a particular topic.
- 2) The Chairperson has the right to request that the request - complaint be submitted in writing.

IX.DECIDING - VOTING AND ELECTIONS

Article 13

- 1) A quorum of six members is required to hold Steering Committee meetings. Steering Committee decisions are only valid if the quorum is ascertained at the time of voting.
- 2) Before voting, the Chairperson formulates the proposal for the decision or the request regarding that item of the agenda.

- 3) After reviewing and conclusion of the discussions, according to the item of agenda, the Steering Committee makes a decision or conclusion according to the item of agenda.
- 4) The Steering Committee makes its decisions by a majority vote of the members present. If the number of votes is equal, the vote of the Chairperson is decisive.
- 5) If there are more proposals for decisions or conclusions, firstly those in the material or proposals from University bodies are voted, and then on other proposals.
- 6) Voting is open, by raising the hand or by a secret ballot. Unless otherwise provided by the Statute of the University, the Steering Committee decides in the respective meeting on the manner of voting.
- 7) Voting is done: “for”, “against” and “abstain”.

Article 14

- 1) The secret voting procedure is carried out by a commission established by the Steering Committee, consisting of three members. At least one member of this committee must be from among the members elected by the Senate or from members appointed by the MEST.
- 2) After the vote, based on the voting results, the Chairperson establishes that the decision or conclusion proposal has been approved or rejected.

Article 15

- 1) The following decisions of the Steering Committee require a qualified majority of 2/3 of the member's vote.
 - a) For the dismissal of the Rector and Vice-Rectors.
 - b) For the annual financial plan.
 - c) For the approval of the Rules of Procedure.
- 2) Voting by 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) Decision on the annual financial plan.
 - e) Issues affecting the private affairs of any of the members of the Steering Committee.
 - f) Issues where the Chairperson or the majority of the members present require a secret ballot.

3) The vote count for these issues is done in the presence of members.

X.ELECTION OF THE RECTOR

Article 16

1) The Rector is elected by the Steering Committee from the list of candidates proposed by the Professional Committee of five (5) members, which is established by the Senate. The Professional Committee is responsible for verifying whether the candidates for the position of Rector fulfill the conditions foreseen in the vacancy announcement.

2) The Rector is elected by a secret ballot through paper ballots. The ballot contains all the candidates designated in the Professional Committee list. Each member of the Steering Committee has the right to tick one candidate to the ballot. Ballots that have more than one candidate ticked are considered invalid. The total number of votes is counted for each candidate. The candidate, who receives the majority of the votes of the total number of members eligible to vote, is elected Rector.

3) If no candidate receives the majority of the total number of members in the first round, the two candidates with the highest number of votes qualify for the second-round voting.

4) If neither of the two candidates receives the majority of the votes of the total number of members at three successive voting rounds, the election procedure will be repeated from the beginning as provided for in the Statute, i.e. with the announcement of the vacancy for the position of Rector.

5) The Steering Committee has the right to reject the list of candidates proposed by the Professional Committee.

XI.ELECTION OF THE VICE-RECTORS

Article 17

1) The Rector proposes the list of Vice-Rectors amongst the University professors after consulting the Senate. The written proposal must be submitted to the members of the Steering Committee at the latest when the invitation for the election meeting is sent.

2) Proposals must be well reasoned and include the candidate's resume.

3) The Vice-Rectors are elected by the Steering Committee by an absolute majority of the votes of the total number of members.

4) If the proposed candidate is not selected, then the Rector has the right to nominate the new candidate, according to the foreseen procedure.

XII. MAINTAINING THE ORDER AT THE MEETING

Article 18

- 1) The Chairperson takes care of maintaining order at the meeting.
- 2) The Chairperson and the participants in the Steering Committee meeting are obliged to adhere to this regulation.
- 3) The following measures may be imposed for violation of the order at the meeting:
 - a) Warning,
 - b) Depriving of speech, and
 - c) Removal from the meeting.

Article 19

- 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 Steering Committee, who by his conduct and statements disrupts the normal work of the Steering Council, 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 Steering Committee. 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.

XIII. MINUTES FROM THE MEETING OF THE STEERING COMMITTEE

Article 20

- 1) Minutes are taken at each meeting of the Steering Committee. The minutes shall be signed by the Chairperson and the recorder.
- 2) The minutes must contain the following elements:

- a) Place, date, and time, start, and end of meeting.
- b) Meeting agenda.
- c) List of participants and the absentees.
- d) All proposals and results of the respective voting, and
- e) Essential notes on the course of the meeting.

Additional documents should be attached to the minutes as an annex.

- 3) The minutes should be prepared within one week after the meeting of the Steering Committee and as an extract should be sent to the members of the Steering Committee when sending material for the next meeting of the Steering Committee.
- 4) The minutes are approved at the next meeting of the Steering Committee.
- 5) The minutes are stored in the University archive with the review materials, according to the agenda items, as long-term documents.

XIV. WORK OF THE COMMISSIONS

Article 21

- 1) Commissions are ancillary bodies of the Steering Committee.
- 2) Commissions are created by the Steering Committee in accordance with the Statute of the University and assist the Steering Committee in the specific matters of its work.

XV. ACTS OF THE STEERING COMMITTEE

Article 22

- 1) The Steering Committee issues:
 - Regulations,
 - Decisions,
 - Conclusions,
 - Recommendations.
- 2) The Steering Committee gives an authentic interpretation of the acts it adopts.
- 3) The recorder is obliged to prepare decisions and recommendations from the meeting of the Steering Committee, while the regulations are prepared by the relevant committee.

Article 23

The provisions of this regulation apply to all members of the Steering Committee and to third parties invited or engaged in the proceedings of the Steering Committee.

Article 24

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

XVI. TRANSITIONAL PROVISIONS

Article 25

- 1) The Chairperson of the Steering Committee is responsible for the proper implementation of this Regulation.
- 2) The Steering Committee gives the authentic interpretation of this regulation.
- 3) The Regulation enters into force immediately upon approval by the Steering Committee of the University.

Article 26

Amendments to this regulation may be made by the same procedure of issuance.

Chairman of the Steering Committee
Academician Fejzullah Krasniqi