



Universiteti Publik "Kadri Zeka" University
Zija Shemsiu, 60000, Gjilan, Kosova
www.uni-gjilan.net tel.0280390112
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Pursuant to Article 23 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 based on 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" Gjilan, the Steering Committee in its meeting held on the 15.04.2016, approved:

Regulation

for supplementing and amending the regulation on elections at the University "Kadri Zeka" and the work of the faculty council dated 13.03.2015

Article 1

This regulation regulates the election procedure of the Faculty Councils of UKZ, as well as the manner of their work.

I. Elections procedures in the Faculty Council

Article 2

The composition of the Faculty Council shall be in conformity with the UKZ Statute.

Article 3

1. Elections for members of the faculty council shall be based on the priority list of votes obtained under this procedure.
2. As for the election of the members of the faculty council from among the professors (full professor, associate professor and assistant professor), all professors who are in full-time employment in the faculty have the right to vote.
3. As for the election of the members of the faculty council from among the assistants, all the

professors, lecturers, lectors and assistants who are in regular employment in the faculty have the right to vote.

4. As for the election of the faculty council member from the ranks of the administration, all non-academic staff who are in regular employment in the faculty have the right to vote.

5. One representative from among the students in the Faculty Council are elected on the proposal of the Faculty Student Council, in accordance with the provisions of the Regulation on Student Elections. If the number of council members increases above 10, then the number of students will also be increased to two, thus maintaining the ratio of professors, assistants, administration, etc.

6. The faculty secretary (if the academic unit has a secretary) is an ex officio member of the faculty council without the right to vote.

II. Verification of Mandates

Article 4

1. The Faculty Council at its first meeting shall verify the mandates of the members of the Faculty Council on the basis of the report of the Faculty Secretary or the Secretary General of the University on the regularity of the election of the members of the Faculty Council, with a proposal for the approval of the mandate.

2. Voting for the report is done as a whole if no mandate has been contested, if any mandate is contested, it is first voted on for all uncontested mandates, and then for each contested mandate separately.

3. If the faculty council ascertains that the election was conducted in an irregular manner, then it is required to repeat the contested election.

4. A member of the faculty council who has been challenged or deferred the decision to verify his/her mandate has the right to continue attending the meetings until the verification of the mandate but without the right to vote.

5. Upon verification of the mandate, faculty council members sign the ethical statement as follows: I declare that I will perform my duties honestly and faithfully, fairly and unobtrusively, with conscience and responsibility, that I will conscientiously and responsibly represent University interests and that I will adhere to the university statute.

III. Election of the Faculty Senate Representative

Article 5

1. The faculty representative of the UKZ Senate shall be elected by an absolute majority from among the academic staff (professors and assistants) in full-time employment in UKZ.
2. For the election of the faculty representative from the previous line (1) of this article, all academic staff in full-time employment in the faculty have the right to vote.
3. One Senate representative of the non-academic staff of the UKZ is elected by an absolute majority of non-academic staff.
4. For the election of the non-academic staff representative from the preceding line (3), all non-academic staff in full-time employment in UKZ have the right to vote.

IV. Candidacy

Article 6

All those interested in being elected to the Faculty Council and the UKZ Senate must first submit their candidacy in accordance with the dynamics of elections in UKZ.

V. Election of the Temporary Chairperson of the Faculty Council and the Temporary Representative of the Dean in the Senate

Article 7

1. The temporary chairperson of the faculty council is elected by the proposed faculty council candidates by a majority vote of the total number of faculty council members.
2. If none of the proposed candidates receives the majority of the votes 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 receive the majority of the votes of the total number of members in the second round, it is considered that the candidate is rejected and the faculty council is obliged to nominate another candidate.
3. In case of equal votes, the voting is repeated.
4. The candidate proposed for dean by the Faculty Council has no right to participate in the meeting of the senate where voting takes place.

5. The temporary chairperson of the Faculty Council is also the Acting Dean in each academic unit until the election of the dean with a regular mandate.

VI. Faculty Council Meetings

Article 8

1. The faculty dean convenes and chairs the meeting.
2. In case the Dean is absent, one of the Vice Deans prepares and chairs the meeting according to the order of the Dean appointed first. Even if the vice deans do not have the opportunity to attend the meeting, the oldest member chairs the faculty council meeting.
3. The Chairperson convenes the meeting as needed. During the regular period of study, faculty council meetings are held at least once a month.
4. Extraordinary meetings may be held at any time according to the procedures provided. The agenda for this meeting should be limited to one main point. At the faculty council meeting it may be decided to convene any future faculty council meeting, in which case the faculty council members who are not present should be particularly invited.
5. In case of dismissal of the Dean or Vice-Dean, the election procedure is organized by the oldest member of the Council without any delay.
6. Meetings of the faculty council are open to the public, unless the faculty council decides otherwise.
7. Members of the faculty council are invited at least three days before the meeting. Invitations can be sent in written form, by email or in any other technical form, by which deliveries and information are secure.
8. The Chairperson has the right to invite experts or other persons to the meeting at any time.
9. The Chairperson is obliged to call a meeting of the Faculty Council if so requested by at least 1/3 of the members of the Faculty Council and if the intention is reasoned in writing.
10. If the chair of the faculty council does not respond to the request within three days of the receipt of the request, the meeting of the faculty council shall be convened by the oldest member of the faculty council.

VII. Attendance at the meeting and Representation

Article 9

1. All faculty council members have the right and are obliged to attend faculty council meetings.
2. During faculty council meetings, members must vote in person. Delegating votes is not allowed.
3. Before the meeting of the faculty council begins, members sign the attendance list which is an integral part of the minutes.
4. Faculty council members may be absent from meetings for reasonable explanations.
5. In case of not attending the meeting the member of the faculty council must notify the chairperson in time.

Article 10

1. A faculty council member is considered to have a conflict of interest under the Conflict of Interest Law of Kosovo and the University Statute if it conflicts with his public, family and operational interests.
2. Unless the faculty council decides otherwise, a conflict-of-interest member should leave a meeting at a time when the conflict-of-interest issue is being discussed.
3. The member who has a conflict of interest does not have the right to vote on the respective issue.

VIII. Meeting Initiation and Agenda Approval

Article 11

1. The Chairperson opens, chairs, and concludes the meeting.
2. The Chairperson coordinates with the Vice-Dean, the Faculty Secretary and the relevant administrative services for the preparation of the materials for the meeting of the Faculty Council.
3. The chairperson is obliged to include in the agenda the written reasoned proposals 48 hours before the meeting.
4. Written proposals can be sent in person, by email and signed by the submitter.
5. At the beginning of the meeting, the Chairperson determines whether there is a quorum, proposes the agenda, opens the discussion on the agenda, and approves the agreement of the

agenda.

4. The Chairperson delivers the floor to the discussant, concludes the deliberation on a particular topic, puts the matter to a vote, ascertains the approval or rejection of the proposal, takes measures to ensure the smooth running of the meeting and concludes the meeting.

5. Faculty council members have the right to propose changes and additions to the agenda justifying the proposal.

6. The materials or requests attached during the meeting may be approved by an absolute majority of the votes.

IX. Meeting Progress

Article 12

1. After the approval of the agenda, it is decided on the issues that are on the approved agenda items.

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 shall open the discussion.

3. All faculty members present can take part in the discussion and present their thoughts and proposals on issues to be decided at the meeting.

4. The Chairperson gives the floor in the order in which it is presented. At the meeting of the faculty council no one can discuss without given the word by the chair of the meeting.

5. The chairperson is responsible for adhering to these working procedures for the properly actions and behavior of members.

6. For each point of the agenda participants can discuss at most three times (discussion, reply, second reply). The discussion lasts up to five minutes, the reply lasts up to 2 minutes, the second reply lasts up to one minute.

7. The Chair has the right to ask the speaker to adhere to the topic.

8. The participant who takes the floor is obliged to adhere to the matter under consideration.

9. Any participant who is considered to have distorted any of his or her speech shall, with the permission of the Chair, have the right to appear for a reply immediately after the end of the discussion to which the participant has submitted a reply.

10. Replies to the same matter are allowed to the participant in the discussion only twice and as a rule may take up to two minutes at most.
11. Second replies to the same matter are allowed to the participant in the discussion only once and as a rule may take up one minute at most.
12. The Chairperson has the right to schedule a break for a maximum of 30 minutes. With the agreement of the faculty council this interruption can also be extended.
13. The chairperson is obliged to interrupt the meeting if he/she is not able to lead the meeting properly.
14. The Faculty Council, on the proposal of the Chairperson or a member of the Faculty Council, may decide that discussions of certain specific issues shall be postponed and prepared in greater detail for the following meeting.

X. Requests and Complaints

Article 13

1. Any member of the faculty council has the right to make a request or complaint on a particular topic.
2. The Chairperson has the right to request that the request or complaint be filed in writing.
3. Requests-complaints for procedural rules should be briefly justified. Upon request one speaker for and one speaker against can take the floor.
4. Requests - complaints about the rules of procedure can be made for two reasons.
 - 4.1. Request for closure 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.
 - 4.2. The request for completion of the discussion, if the request is approved by a qualified majority of 2/3 of the members, the discussion ends and the other requests are voted.

XI. Decision-making – Voting and Electing

Article 14

1. The decisions of the faculty council are final with a minimum quorum of 50% + 1 of the total number of members.
2. Before voting, the Chairperson shall formulate a proposal for a decision or a request regarding that agenda item.
3. After deliberation and conclusion of the discussions, according to the agenda item, the faculty council makes a decision or concludes.
4. The decisions of the faculty council are taken by an absolute majority of the votes of the total number of members.
5. If there are more proposals for decisions or conclusions, it is firstly voted on the proposals by the faculty authorities, then on other proposals.
6. Voting shall be by open ballot or by secret ballot. The manner of voting is decided at the meeting of the faculty council.
7. Voting is done "for", "against" and "abstained".
8. In case of an equal number of votes, the proposal is considered rejected.

Article 15

1. The secret voting procedure is implemented by a three-member committee appointed by the faculty council.
2. Following the vote, based on the results of the voting, the Chairperson, respectively the Chairperson of the Commission, ascertains that the decision proposal or conclusion has been approved or rejected.

Article 16

1. Voting by secret ballot is done for:
 - 1.1. Election of the dean for approval by the Senate.
 - 1.2. The election of the temporary chair of the faculty council who will also be the dean's representative in the senate.
 - 1.3. Issues affecting the privacy of the faculty council members.
 - 1.4. Issues when the council makes a decision.

2. The vote count for these issues is done under the supervision of the faculty secretary.

XII. Nomination of Candidate List for the Position of Dean

Article 17

1. Every member of the faculty council has the right to nominate a candidate for the position of Dean.
2. Proposals for candidates should be well reasoned and include a short biography of the candidate.
3. Candidates must be voted by secret ballot. Candidates who receive an absolute majority of the vote can be proposed to the Senate for approval.
4. The order of the candidates in the list of nominees reflects the number of votes reached according to the order.
5. In case of equal votes, the final and decisive vote is held for those candidates.

XIII. Keeping Order at Meetings

Article 18

1. The chair of the meeting is responsible for maintaining the order of the meeting.
2. The chairperson and the members of the meeting of the faculty council are obliged to adhere to the rules and procedures of the meeting.
3. The following measures may be imposed for violating the order of the meeting:
 - 3.1. remark
 - 3.2. deprived of the word
 - 3.3. expulsion from meeting.

Article 19

1. Oral remarks may be pronounced to the attendees if by their conduct and discussion disrupt and hinder the normal work of the meeting.
2. Speech deprivation is pronounced to the member if by his/her behavior and his/her statement the normal work of the faculty council is disrupted, for which the remark was previously issued.
3. The chairperson pronounces the remark and the speech deprivation.

4. Expulsion from the meeting is pronounced to the participant if even after the word is deprived the meeting is hindered.
5. The expulsion from the meeting shall be announced by the Faculty Council by a majority vote.
6. The participants to whom this measure has been imposed are obliged to immediately withdraw from the meeting.
7. Expulsion from the meeting is only for that meeting.

XIV. Meeting Minutes

Article 20

1. Minutes shall be taken at each meeting of the Faculty Council. The minutes shall be signed by the chairperson and the recorder.
2. The minutes must bear the following elements:
 - 2.1. Place, date, time of start and end of meeting,
 - 2.2. Agenda,
 - 2.3. List of participants and those who are missing,
 - 2.4. All proposals and results of the respective voting,
 - 2.5. Essential notes on the course of the meeting.
3. Additional documents should be attached to the minutes.
4. The minutes must be prepared within one week after the meeting of the faculty council and as an extract should be sent to the faculty council members when sending the material for the following meeting.
5. The minutes shall be approved at the following meeting.
6. The minutes are stored in the faculty archive, with the materials reviewed according to the agenda items as a long-term document.

XV. Acts of the Faculty Council

Article 21

1. The Faculty Council issues:
 - 1.1. decisions
 - 1.2. conclusions
 - 1.3. recommendations.
2. The faculty council provides authentic interpretations of the documents it approves.
3. The Registrar is obliged to prepare the decisions, conclusions and recommendations of the faculty council meeting, while the regulations are prepared by the respective committee.

Article 22

The provisions of these rules and procedures shall apply to all members of the faculty council and to other persons invited or engaged in the faculty council.

Article 23

For all matters not covered by this regulation, the provisions of the statute and other bylaws apply.

XVI. Final Provisions

Article 24

1. The chairperson of the faculty council is responsible for the implementation of these procedures.
2. Authentic interpretation of this procedure is provided by CEC (Central Election Commission)
3. The Regulation shall enter into force immediately upon approval by the Steering Committee.

Article 25

Amendments to this Regulation may be made under the same approval procedure.

Chairperson of the Steering Committee
Academician Fejzullah Krasniqi