



Chairman of the Steering Council
Prof. As. Dr. Samet Dalipi

Protocol number:1475/21, Date: 27.05.2021

Pursuant to Article 144, paragraph 5 of the Statute of the University of Applied Sciences in Ferizaj (UNIVERSITY), the Steering Council of University in the meeting held on 27.05.2021 approved

REGULATION OF THE STUDENT PARLIAMENT AT THE UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ

I. General Provisions

Article 1

(1) This Regulation determines all the working issues of the Student Parliament (hereinafter SP), of the University (convening the meeting, holding, the manner of deciding and implementing the decisions and other relevant issues).

(2) What is not explicitly regulated in paragraph 1 of this Article regarding the work of the SP, will be regulated in more detail by the following provisions of this Regulation.

II. Notification, verification and revocation of the mandates of SP members

Article 2

(1) The constitutive meeting of the SP is convened by the Secretary General of the University and is chaired by the oldest member of the SP until the chairman is elected.

(2) The constitutive meeting shall be convened after the expiration of a certain period of time of the right to file appeals in the student election procedures.

(3) The invitation to participate in the constitutive meeting of the SP is made by the Chairman of the Student Election Commission, for each candidate individually, using form number 8 of the Regulation on Student Elections of University.

(4) The Student Parliament can be constituted with the participation of 50 + 1 of the mandate holders.

(5) The rejection (non-acceptance) of the mandates can be done in accordance with Article n 46, point 4 of the Regulation for Student Elections of the University. The replacement candidate must be elected from the list of candidates as provided in the University Student Elections Regulation, and the replacement is formally submitted by the chairperson of the respective Student Organization to the University Secretary-General, within 3 working days.

(6) The replacement procedure for the mandator should not have any effect of postponement and should adhere to the procedures and schedules for the constitution and further functioning of student bodies.

(7) In case of uniform rejection of mandates by the following persons in the list of candidates, and if it is not possessed with other candidates in the list, then the Central Election Commission (hereinafter CEC) must request the nomination from the head of the respective student organization of the new candidate within a period of three working days. This candidate must meet the preconditions as provided in this regulation, otherwise, the CEC within 7 days gives a written reason for the reasons for rejection.

(8) During the mandate re-nomination procedure, which mandate has been previously rejected by the initial nominee, this mandate should not formally impede the functioning of the work in the relevant body, the mandate can not be delegated or can not be counted for a quorum.

(9) The mandate given to the members of the SP can be withdrawn at any time by the Student Parliament with the votes of the absolute majority of the total number of members of the SP, when it is considered that the Code of Ethics, respectively the provisions of this Regulation has been violated. Complaints can be submitted to the University Steering Council by each member of the relevant body, the re-nomination procedure must be done in accordance with this Article.

(10) The Student Parliament through consultations, in these functional tasks is assisted by the Board of Directors and the Secretary General of University.

Article 3

(1) The mandate of the members of the SP starts at the moment of the constitution of the SP.

(2) The mandate of SP members lasts 2 years.

(3) At the constitutive meeting of the SP, the mandate of each member must be verified by the Secretary General of University or by the official he authorizes based on the list of candidates which is prepared by the Student Election Commission.

(4) The verification of the mandates must be recorded in the minutes of the constitutive meeting. Candidates who can not be verified based on the relevant documentation of the Student Election Commission of the same should leave the meeting. The Secretary-General requests the relevant Student Organization to re-nominate the candidates as provided in this Regulation.

Article 4

At the beginning of their mandate, each member of the SP must sign the Code of Ethics as follows: "I declare that I will perform my duties with honor and loyalty, with justice and without bias, with integrity and responsibility and I will contribute in fulfilling the duties of the SP, I will exercise my mandate with vigilance and dedication in the interest of the University and that I will adhere to the rules of the University Statute".

III. Election and dismissal of the chairman and deputy chairman of the SP

Article 5

(1) The SP Chairman must be elected by an absolute majority vote from the total number of SP members. Nominations for candidates must be made during the meeting chaired by the oldest member of the SP and must be voted on as provided in the regulations.

(2) If none of the proposed candidates wins the absolute majority of votes of the total number of members in the first round of voting, then the second round of voting is organized for the candidate with the largest number of votes. If the candidate does not receive an absolute majority of votes in the second round of voting, then the candidate is considered rejected and the election procedure is resumed according to paragraph 1 of this Article, in which case the previously rejected candidate withdraws from the candidacy.

(3) In case of equal votes, the voting shall be repeated twice. If there are still equal votes after these two rounds of voting, the election procedure must be resumed according to paragraph 1 of this Article.

(4) In the event that no candidate receives an absolute majority of the votes after three consecutive rounds of voting as provided in paragraphs 1 and 2 of this Article, then the fourth and decisive round of voting shall be held with the previous candidates rejected as a single candidate. The candidate who wins the simple majority of votes must be elected as the new chairman. In the event of a tie, the candidates with the highest number of votes cast shall run in the second round of voting.

(5) If the votes remain equal even after three consecutive rounds of voting according to paragraph 4 of this Article, the constitutive meeting shall be interrupted and convened again by the Secretary-General within 48 hours.

(6) After the repeated constitutive meeting, all candidates rejected during the preliminary voting procedures shall be excluded from the candidacy for the position of chairman. The election procedure must then resume based on the provisions of this Article.

(7) After the election of the chairman and the appointment of a record keeper, the secretary general shall hand over the chair of the meeting to the chairman, while the minutes shall be submitted to the record keeper.

Article 6

(1) The President may be removed from office by an absolute majority of votes through a vote based on the total number of SP members.

(2) In case of resignation or dismissal of the chairman, the deputy chairman shall take over the temporary chairmanship and shall convene a meeting for the re-election of the chairman within 7 days.

IV. Election and dismissal of the deputy chairman of the SP

Article 7

1. The Student Parliament may elect a Vice-President.

2. The president and vice-president must be from different student organizations.

3. The Vice President is elected by separate voting by a simple majority of votes. Nominations for a candidate are made simultaneously during the meeting and then voted in accordance with this regulation.

4. In case of equal votes, up to three ballots may be held between the two candidates with the most votes. If no results are obtained after three consecutive votes, the candidates are removed from the list and new candidates are nominated.

5. The Vice President may be removed from office by an absolute majority of votes by one vote.

6. In case of resignation or resignation of the vice president, the president convenes the meeting for the re-election of the vice president within 7 days.

V. Meetings

Article 8

(1) The chairperson convenes and chairs the meetings.

- (2) If the chairperson is not able to chair the meeting, then according to the rule (mutates - mutandis) it also applies to the vice-chairperson who deals with chairing the meeting. In case the chairman and the vice-chairman do not have the opportunity to participate in the meeting, then the oldest member takes the chairmanship of the meeting. In this case, the meeting should have only one item on the agenda and the meeting is scheduled within 48 hours.
- (3) The President convenes the meetings of the Student Parliament as needed. During the study period, regular SP meetings should be held at least once a month.
- (4) Extraordinary meetings of the SP may be held at any time, according to the prescribed procedures, but the agenda should be limited to one point only. The next meeting can be determined during the SP meeting. In this case, absent members of the SP meeting should be invited separately.
- (5) In case of dismissal or resignation of the chairman and vice-chairman, then the Secretary-General on behalf of the Steering Council must arrange the election procedures without any delay.
- (6) The meetings of the vice-president shall be open to the public, except in cases when the vice-president decides otherwise.
- (7) SP members must be invited by the vice president at least 3 days before the meeting. The invitation can be made in writing, by fax, via e-mail, or through other technical methods where the posit to the addressee is secure.
- (8) The chairperson has the right to invite experts for professional support to the meeting at any time.
- (9) The chairman is obliged to convene the meeting without delay, when requested by one-third of the members of the SP and if the written proposal has strong reasons.

VI. Meeting attendance, replacement

Article 9

- (1) All members of the SP have the right and are obliged to participate in the meetings of the relevant body.
- (2) During SP meetings, members vote only in person.
- (3) Delegation of the vote is not allowed.
- (4) Members must sign the list of participants in the SP meeting. A list of attendance is an integral part of the minutes of the meeting which is prepared and distributed by the vice president. The member may be absent for various reasons and this must be notified to the chairman in a timely manner.

Article 10

(1) The SP member is considered to be in conflict of interest if the reasons presented are in conflict with the relevant rules of the laws of Kosovo and the University Statute in the areas of conflict of private, public and functional interest.

(2) In the event of a conflict of interest within the meaning of this Article, which may arise from such personal interests, the SP shall not take decisions and shall not be involved in the discussion of specific topics, unless the unilateral member leaves the meeting until the end of that topic.

(3) Members who have a conflict of interest may not vote on such topics.

(4) Decisions to exclude a member from the topic or meeting due to a conflict of interest may be challenged within two days through a written statement addressed to the Steering Council. The contest must be decided within 7 days. In case of acceptance of the request, the issue must be put back on the agenda for the next meeting of the relevant body and all preliminary decisions are considered invalid.

VII. Start the meeting and approve the agenda

Article 11

(1) The chairman opens, chairs, interrupts and closes the meeting.

(2) The agenda must be prepared by the chairman in cooperation with the deputy chairman.

(3) The mayor is obliged to include written requests on the agenda, which have been submitted on time, e.g. no later than 72 hours before the meeting and which are grounded. The written request must include the original signature of the applicant which can be submitted by fax, e-mail, or other technical means when delivery is secure.

(4) SP meetings must have a quorum of 50 + 1 of the total number of members.

(5) At the beginning of the meeting, the Chairperson confirms the participating and absent members after securing the quorum, proposing the agenda, opening the discussion on the agenda, confirming the approval of the agenda and continuing the meeting according to the agenda items.

(6) The chairperson gives the floor to the members for discussion, ensures the completion of the discussion on a variety of topics, puts the issues to a vote, confirms the approval or rejection of proposals, takes appropriate measures to ensure that the meeting progresses, declares the meeting closed other activities necessary to chair the meeting in accordance with the regulations.

(7) SP members have the right to propose changes or include additional items on the agenda justifying the proposals.

(8) The materials or requests submitted during the meeting may be approved by an absolute majority of votes

VIII. Meetings Agenda

Article 12

(1) After the approval of the agenda, discussions on issues within the frameworks of the agenda shall continue.

(2) The report and the justification for each item of the agenda are presented by the Chairman or the person appointed by the Chairman, then the Chairman opens the discussion.

(3) All present members of the SP can participate in the discussion and present the views and proposals that will be decided at the meeting.

(4) The chairman shall give the floor to each member who requests the floor in turn. In the meeting, no one can discuss without being given the floor by the President.

(5) The chairman is responsible for the rules of procedure being respected and for the members to behave according to the rules.

(6) For each agenda item a member can discuss up to twice, the first time 5 minutes and the second time up to 2 minutes.

(7) The chairperson has the right to remind the members to adhere to the agenda item.

(8) The member who takes the floor is obliged to adhere to the topic under discussion. Each member who considers that he has been obstructed during the discussion, with the approval of the Chairman has the right to take the floor again and respond to the previous speaker who has apostrophized him. Reply to the same issues is only allowed twice and it can take up to two minutes.

(9) The chairman has the right to interrupt the meeting for more than 30 minutes with the consent of the SP members. This time period can be extended for another 30 minutes.

(10) The chairperson is obliged to interrupt the meeting if he/she considers himself/herself incapable of continuing the meeting on a regular basis.

Article 13

At the proposal of the Chairman or any other member of the relevant body, the SP may decide that details of the decisions on specific issues be prepared and forwarded to the next meeting.

Article 14

Requests

- (1) Each member of the SP has the right to submit a request for the current topic.
- (2) The President has the right to request that the request be made in writing.
- (3) Requests for procedural rules should be briefly justified. According to the request for a "pros" and an "against," the speaker should be given the floor.
- (4) Requests for procedural rules may be submitted for two reasons:
 - a) Request for closing the register of speakers; if the motion passes by a simple majority of votes, only speakers registered on the list have the right to speak.
 - b) Request for the conclusion of the debate; if the motion passes by a qualified majority of 2/3 of the votes, the discussion concludes and the pending claims remain to be voted on.

IX. Decision making - voting and election

Article 15

- (1) The decisions of the SP must have a quorum of 50 + 1 of the total number of members in order for the decision to be valid.
- (2) Before the voting, the Chairperson formulates a proposal, decision, or request based on the topic of the agenda.
- (3) After the formulation of the decision and the review, according to the request and the items on the agenda of the SP, the decision is approved and conclusions are drawn.
- (4) The SP shall take a decision by an absolute majority of the votes of all members present.
- (5) If there are more requests, first vote for those who are in the proposed materials and then vote for other proposals.
- (6) Voting shall be by acclamation, by show of hands, or by secret ballot. This is decided individually during the SP meeting by a simple majority of votes.
- (7) Voting takes place
 - "for"
 - "against"
 - "abstention"
- (8) In case of equal votes, the request shall be considered rejected.

Article 16

- (1) The secret ballot procedure is implemented by a commission composed of three members appointed by the SP. These members are elected by a simple majority of votes.
- (2) After the voting of all, the Chairman confirms the approval or rejection based on the result of the voting.

Article 17

- (1) Voting by secret ballot in the SP is required for:
 - a) Election of senator students in the Senate and the Teaching / Scientific Council of the University
 - b) The election of the chairman
 - c) Election of the vice president
 - d) Dismissal of the chairman
 - e) Dismissal of the vice president
 - f) Issues that affect the private life of an SP member
 - g) Issues for which the Chairman requests to be made by secret ballot
 - h) Issues on which the absolute majority of members require a secret ballot.
- (2) The counting of votes on these issues shall be done under the supervision of the election commission.

X. SP elections for student members of the Senate

Article 18

- (1) Each student organization that in the electoral process has won mandates, has the right to nominate one candidate for the student members of the Senate to be elected by the SP from the candidate list of members.
- (2) The member of the Senate is elected by secret ballot through a ballot paper
- (3) Only one member from the Student Parliament is delegated to the University Senate, who cannot be a repeater or with an average grade of less than 8:00.
- (4) The data of the nominated candidates shall be entered in the ballot papers, which must be prepared in advance by the secretary.

(5) The entire voting procedure should be conducted by an election commission composed of three members.

(6) In case of early resignation of one of the student members of the Parliament, within 15 days, the Student Parliament is obliged to elect the other candidate for a member of the Senate for the remaining period.

(7) The same procedure applies to the election of a student member of the Socialist Party as a member of the Teaching / Scientific Council of the University.

XI. Maintaining order during the meeting

Article 19

(1) The chairperson is responsible for maintaining order at the meeting

(2) The President and all members present at the SP meeting are obliged to respect the provisions of this regulation.

(3) The following measures may be imposed for violation of order at the meeting

- Warning

- Taking the speech

- Exclusion from the meeting

Article 20

(1) A warning may be issued to the member present if he/she, by his / her conduct and manner of discussion, obstructs or obstructs the normal proceeding of the meeting.

(2) Taking the floor is imposed on the member who through conduct and speech obstructs the normal proceeding of the meeting only after being given a warning.

(3) The warning is given by the President

(4) Taking the floor is pronounced by the President

(5) The member is expelled from the meeting if he/she has continued to obstruct the meeting even after being deprived of the right to speak.

The SP decides by a simple majority of votes to expel the member from the meeting.

The member who is instructed to leave the meeting is obliged to act immediately according to the rule. The member leaves only from that meeting.

XII. Minutes of the meeting

Article 21

(1) Minutes should be kept for each SP meeting. Must be signed by the chairman and the registrar. It is possible for the President to temporarily appoint a person to keep the minutes.

(2) The minutes must contain the following elements:

a) Place, date, time of beginning and end of the meeting,

b) Agenda,

c) The list of participants,

d) All relevant requests and decisions,

e) General description of the development of discussions.

(3) Other additional documents must be attached as an annex to the minutes.

(4) The minutes must be prepared within one week after the meeting. Distributed together with the extract at the moment of distribution of the material for the next meeting of the SP.

(5) The extract is approved at the next meeting of the SP.

(6) The minutes should be archived together with all materials according to the order and agenda and kept as long-term documentation. A copy of the relevant materials shall be submitted to the Secretary-General within 5 days after each meeting.

XIII. The work of the commissions

Article 22

SP can form commissions:

The commissions are subsidiary bodies of the SP.

The commissions can be permanent as long as the mandate of the SP lasts or temporary according to the respective fields.

Commissions can have a maximum of 5 members.

Members of the Student Commissions can also be students outside the SP, proven for quality in teaching and other teaching activities at the University.

XIV. Final provisions

Article 23

The provisions of this Regulation apply to members of the SP as well as other students or third parties involved in charitable activities for the Student Parliament and the University.

Article 24

- (1) For matters not provided for in this Regulation, the provisions of the Law on Higher Education of Kosovo and the Statute of the University shall apply.
- (2) For all cases of decisions or procedures related to this Regulation, the University Governing Board must be the last instance of decision-making.
- (3) In case of objection to the decision of the Steering Council based on paragraph 2 of this Article, which seriously affects the work and mandate of the SP, which has a strong basis, the SP may address the MEST.
- (4) The decision of MEST is final and no other legal remedy can be used.

Article 25

The President of the SP is responsible for the implementation of this Regulation.

An authentic interpretation of this Regulation may be provided by the Secretary-General on behalf of the Governing Council.

Article 26

- (1) Amendments and supplements to this Regulation shall be made in the same procedure as for approval.

Chairman of the Steering Council

[Signed]_____

Prof. Ass. Dr. Samet Dalipi