



**UNIVERSITY**  
**OF APPLIED SCIENCES**  
— FERIZAJ —

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

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## **RULES AND PROCEDURES FOR GENERAL ELECTIONS IN UASF**

Ferizaj, May 2021

Pursuant to Article 22, paragraph 1.3 of the Statute of the University of Applied Sciences in Ferizaj (UASF), as well as in accordance with the Law on Higher Education of the Republic of Kosovo, for holding elections at the University of Applied Sciences in Ferizaj (UASF), the Steering Council of UASF, in the meeting held on 27.05.2021, approves

## **UASF General Election Rules and Procedures**

- I. General provisions;
- II. Electoral rules;
- III. Voter list;
- IV. Candidates;
- V. Registration of candidates;
- VI. Central Election Commission;
- VII. Election Commission;
- VIII. Election Day;
- IX. Voting procedures and ballots;
- X. Election results - drawing lots;
- XI. Complaints period.

### **I. General provisions**

#### Article 1

1. UASF general elections are announced by the Steering Council.
2. All further rules and procedures must be referred to and based on the UASF Statute, the Law on Higher Education of the Republic of Kosovo, and other normative acts in force.
3. Any appeal against decisions based on these rules and procedures should be addressed:
  - First to the Central Election Commission, and
  - Second to the UASF Steering Council.

#### Article 2

1. The following elections will be held at UASF faculties, in accordance with Articles 51 and 64 of the Statute:
  1. Members of the Teaching/ Scientific Council of the University from the ranks of academic staff;
  2. Members of the Teaching/ Scientific Council of the University from the ranks of non-academic staff;
  3. Members of the Senate from the ranks of academic staff;
  4. Members of the Senate from the ranks of non-academic staff;
  5. Election of Study Program Directors.

### Article 3

UASF academic staff includes; groups, as stated in Article 156, paragraph 2 of the Statute:

1. Full Professor
2. Associate Professor
3. Assistant Professor
4. Lecturer
5. Language Lecturer

### Article 4

1. All candidates who are legally elected through these elections shall hold office for a term of four years.
2. In case of resignation, termination of the contract, retirement, death, expulsion of the mandator, or due to any other reason, the mandate will belong to the first person not elected according to the initial election results, resulting from the votes won.
3. In the event that no persons are available from the initial election results, the mandates shall remain vacant until the next general election.

### Article 5

1. Each member of UASF staff with full-time (primary) employment will be eligible to participate in these elections.
2. In order to be entitled to rank as
  - a) Voters
  - b) Candidate
3. Personnel who are nominated for the position of member of the Teaching/ Scientific Council and the Senate must apply the following rules:
  - 3.1 Article 22 of the Law on Civil Service of the Republic of Kosovo, means that "Civil Servants may not hold leading positions in political parties and be politically active".
  - 3.2 In disputed cases according to point (2) of this article regarding the right to vote or the right to run, the decision must be taken by the Central Election Commission.
  - 3.3 For any negative decision the reasons must be given in writing by the Central Election Commission.

## II. Election Rules

## Article 6

The members of the Teaching/ Scientific Council of UASF from the ranks of academic staff will be elected as defined in Article 156 paragraph 1 of the Statute of UASF, full professor, associate professor, assistant professor, lecturer, and language lecturer.

## Article 7

The members of the Senate from among the academic staff will be elected by the academic staff of the faculties, as defined in Article 156 paragraph 1 of the Statute and described in detail: full professor, associate professor, assistant professor, lecturer, and language lecturer.

## Article 8

A non-academic staff member will be elected as a member of the University Teaching/ Scientific Council.

## Article 9

1. A member of the Senate from among the non-academic staff shall be elected by the non-academic staff of the University, as defined in the Statute.
2. In case of equal votes of the candidates for the mandate of the member of the Senate from the non-academic staff, priority will be given to the female candidate.

### **III. Voters list**

## Article 10

1. The administration of the University has the duty to provide the complete data of the voters with the right to vote to the Central Election Commission.
2. In case of delay or refusal to submit data by the University administration, disciplinary measures will be taken by the Steering Council, after notification by the Central Election Commission.

## Article 11

A list of eligible voters will be prepared by the Central Election Commission for each faculty, including the following information:

Academic staff:

- Serial number;
- Name;
- Surname;
- Date of birth;

- Personal ID number;
- Scientific degree - Professional title;
- The faculty.

#### Non-academic staff

- Serial number;
- Name;
- Surname;
- Date of birth;
- Personal number;
- Position;
- Departments - divisions.

### **IV. Candidates**

#### Article 12

1. Each UASF staff member who is registered on the voter list has the right to register as a candidate for office, as stated in article 11 of the Rules.
2. Being a member of the University Central Election Commission, or of the University Election Commission, is not an obstacle to being a candidate in the general elections.
3. Voters with the right to vote have the right to register for more than one term.
4. If a staff member is elected to more than one University body, the position in the Senate shall prevail over the position on the University Teaching/ Scientific Council. The University Central Election Commission has an obligation to clarify such recurrences in appointments before the announcement of the final election results.
5. It is not allowed to exercise more positions than in one body of the University. If a staff member violates this principle, the University Central Election Commission shall revoke all mandates of that person. The process of replacing the mandates is then done according to the manner described in point 4 of this article.

### **V. Registration of candidates**

#### Article 13

1. Every voter with the right to vote has the right to register as a candidate for any mandate assigned to his/ her category.
2. Registration procedures must be prepared for the University bodies.
3. The Central Election Commission must set a period for registration from 08:00 to 16:00 on the day of registration, a date which will be announced by the Central Election Commission.
4. The registration day must be at least 2 days before election day.
5. Voters with the right to vote, who have obstacles for objective or subjective reasons, are enabled to participate in the registration procedures by e-mail.
6. A relevant registration form will be available at the University.

## Article 14

1. The Central Election Commission is obliged to check every registration of candidacies for validity, referring to the voting day and the provisions of these rules and procedures.
2. The official list of candidates will be prepared by the Central Election Commission including the following data:

### Academic staff:

- Serial number;
- Name;
- Surname;
- Date of birth;
- Personal ID number;
- Scientific degree - Professional title;
- The faculty.

### Non-academic staff

- Serial number;
- Name;
- Surname;
- Date of birth;
- Personal ID number;
- Position;
- Departments - divisions.

1. The official list of candidates will be published by the Central Election Commission, two (2) days before the date of the elections.

## **VI. Central Election Commission**

### Article 15

1. The Central Election Commission (CEC) will fulfill its obligations, as stated in the Statute of the University and other legal acts.
2. The Steering Council of the University establishes the CEC. The CEC basically consists of 3 University professors, the Secretary-General and a member from the administration, a representative of MEST in the capacity of a non-voting monitor, as well as a representative from the CEC of the Republic of Kosovo in the capacity of a non-voting monitor vote.
3. The Secretary General of UASF is the chairman of the CEC ex officio.
4. The Chairman of the Steering Council must send a written request to receive the names nominated by the nominating organizations according to paragraph (2) of this Article from the day of announcing the elections. This letter must be sent together with an invitation to the constitutive meeting. Nominations must be submitted in writing

to the Chairman of the Steering Council, no later than one day before the constitutive meeting. Delayed nominations will not suspend procedures. The constitutive meeting is started by the chairman of the Steering Council.

#### Article 16

Each staff member will have the right to appeal against CEC decisions in writing and with reasoning based on the University Steering Council. The decision on the complaint must be made within 4 weeks of receipt. The decision of the Steering Council is final.

### **VII. Election Commission**

#### Article 17

1. The Election Commission consists of 5 members from the administrative staff of UASF who is elected by the Steering Council on the occasion of the announcement of the elections, the chairperson, the deputy chairperson and three members.
2. In cases when student elections are organized, two student members join the Election Commission in the capacity of observers from two winning organizations with more votes won in the last elections, but without the right to vote.
3. For the smooth running of the election process, an administrative support staff of 3 officials is appointed.
4. The protocols of the Election Commission must be prepared and signed by the Chairman, the Deputy Chairman, and the members of the Election Commission.
5. Meetings of the Election Commission are convened by the Chairman of the Election Commission with the consent of the CEC.

### **VIII. Election Day**

#### Article 18

1. The CEC must decide and announce the election day in accordance with the election dynamics approved by the Steering Council.
2. On election day, polling stations must be open from 07:00 to 19:00.
3. In case all the candidates registered in the voting register vote and with the finding of the Election Commission, the polling station may be closed even earlier.

#### Article 19

1. Voters with the right to vote must personally cast their ballot at the polling station

where they are appointed according to the register of candidates with the right to vote.  
2. No voter should have the right to vote in more than one polling station.

#### Article 20

The CEC, in coordination with the Election Commission, decides on the location of polling stations.

#### Article 21

Elections are held by the Election Commission under the supervision of the CEC.

### **IX. Voting procedure and ballots**

#### Article 22

1. At the time of voting, at least three CEC members must be present at all times to ensure the proper conduct of election procedures.
2. The Election Commission should ensure the further procedural steps for the conduct of the elections:
  - Opening and closing the polling station at the appointed time and keeping the polling station open during the scheduled election period;
  - Providing the necessary materials for holding the elections;
  - Distribution of election materials;
  - Marking of voting procedures in the protocol of the Election Commission;
  - Sealing of ballot boxes and marking of stamp numbers;
  - Marking the quantity and counting of votes;
  - Marking of election results.

#### Article 23

The election procedure should contain the following steps:

- The Election Commission requires the voter to identify himself/herself with an identification document (identity card);
- The Election Commission requires the voter to identify with one of the categories of staff;
- The Election Commission finds the voter in the voter list,
- The Election Commission requires the voter to register on the voter list;
- The Election Commission provides the voter with the appropriate ballots;
- The voter secretly records the ballot in the voting booth;
- The Election Commission replaces a ballot paper as required if the voter has damaged it;
- The voter casts the ballot in the ballot box;
- The voter leaves the polling station immediately after voting;
- The Election Commission notes in the protocol any changes to these procedures.

#### Article 24



1. Each ballot must contain the names of all candidates who have registered for a given term. Candidates should be ranked on the ballot by name and surname.
2. Every voter has the right to nominate as many candidates as there are mandates to compete in certain elections. Appropriate notice must be given at the beginning of the ballot.
3. Ballots are valid when the maximum number of pre-determined candidates or less - as stated on the ballot - are marked and when the voter's intention is clear.
4. Ballots are invalid when more than one candidate is nominated than the maximum specified - as stated on the ballot - or when no candidate is nominated.
5. In all other cases of contesting the validity of the ballot, the decision must be taken by the CEC upon the request of the Election Commission.

#### Article 25

Every voter with the right to vote has the right to submit a complaint regarding the election procedures to the CEC one day after the elections. The relevant form will be received at the CEC.

### **X. Election Results - Draw**

#### Article 26

1. The Central Election Commission is obliged to announce the preliminary results of the elections within 48 hours after the closing of the polling stations.
2. The announcement of the final results is made by the CEC within 5 days from the day of holding the elections.
3. In cases when two or more candidates have received the same number of votes for an inadequate number of available seats, then the drawing of lots will be organized by the Central Election Commission, which will decide on the final allocation of seats.
4. This lottery must be organized within 48 hours, from the announcement of the election results.

### **XI. Complaints period**

#### Article 27

1. After the announcement of the preliminary results by the office, a period of 48 hours is announced for complaints.
2. During this period, written complaints may be submitted regarding the election procedures, voting results and candidates.
3. The review of complaints is done one day after the end of the complaints period.
4. The Central Election Commission has the duty to decide on all complaints within the prescribed period.
5. After the end of this period, the Central Election Commission must announce the

final results.

## **XII. Final provisions**

### Article 28

Document Rules and Procedures for General Elections at UASF enter into force from the day of approval by the Steering Council.

### Article 29

With the entry into force of the Document Rules and Procedures for General Elections in UASF, the document Rules and Procedures for General Elections in UASF no. 754/20 date 02.03.2020 no longer apply.

Chairperson of the Steering Council

[Signed]

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Prof. As. Dr. Samet Dalipi