



**UNIVERSITY OF PRISHTINA
“HASAN PRISHTINA”**

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Prot. No. 542

Pursuant to Article 23 of the Statute, as well as in accordance to Law No. 04/L-037 on Higher Education of the Republic of Kosovo and Article 3 of the Administrative Instruction No. 7/2015 of the Ministry of Education and Science and Technology concerning the holding of elections at the University of Pristina, the Governing Council of the University of Pristina in its meeting held on the 23.12.2015, approved:

**REGULATIONS
ON ELECTIONS AT THE UNIVERSITY OF PRISTINA AND THE WORK OF
THE FACULTY COUNCIL**

Article 1

This regulation regulates the election procedure of the Faculty Councils of the UP, 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 Article 73 of the UP 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 faculty relations have the right to vote.
- (3) As for the election of the members of the faculty council from among the assistants, all the professors 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) Two representatives 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.
- (6) The Secretary of the Faculty is a member of the Faculty Council with the right to vote, in accordance with Article 73 of the UP Statute.
- (7) Not all candidates who fall under Article 170 of the UP statute and Article 17.3 of the law on the civil service of the republic of Kosovo are eligible to or may not be elected because of a conflict of interest.
- (8) Personnel in regular employment, elected or appointed to any other public institution, shall not have the right to be elected to the governing body, but shall have the right to elect.

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 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 determines that the election is in violation of the Law and the bylaws, the contested election is repeated.
- (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 meeting 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 Senate Representative

Article 5

- (1) The faculty representative of the UP Senate shall be elected by an absolute majority from among the academic staff (professors and assistants) in regular faculty relations in accordance with Article 3, paragraph 7 of this Regulation.
- (2) For the election of the faculty representative from the previous line, all academic staff in regular faculty relations have the right to vote.

- (3) The two Senate representatives, of the non-academic staff of the UP, are elected by an absolute majority of non-academic staff in full-time employment in all UP academic units and the UP central administration.
- (4) For the election of the non-academic staff representative from the preceding paragraph, all non-academic staff in full-time employment shall have the right to vote at the University of Pristina.

IV. Candidacy

Article 6

All those interested in being elected to the Faculty Council and the UP Senate must first submit their candidacy in accordance with the UP election rules.

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 row, 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 interim chair of the FC is also the representative of the dean of the faculty in the Senate until the election of the dean.

VI. Meetings

Article 8

- (1) The faculty dean (hereinafter referred to as "chair") convenes and chairs the meeting.
- (2) In case the Dean is absent, the Dean prepares the meeting and heads one of the deacons according to the order of the Dean appointed first. Even if the deacons do not have the opportunity to attend the meeting, the oldest member of the faculty is chaired by the faculty council.
- (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 staff 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 within 15 days.
- (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 fax, 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. 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. Meeting and Representation

Article 9

- (1) All faculty council members are required 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. Faculty council members may be absent from meetings for reasonable explanations. In case of not attending the meeting the member of the faculty council must notify the chair in time.

Article 10

- (1) A faculty council member is considered to have a conflict of interest under the Conflict of Interest Law and the University Statute.
- (2) A conflict of interest member should leave a meeting at a time when the conflict of interest issue is being discussed.

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) 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 faculty council quorum is considered if 50% + 1 of the faculty council members are present.
- (5) The Chairperson is obliged to include, in the agenda, written reasoned proposals 72 hours prior to the meeting. Written proposals may be sent in person, by fax, by email and signed by the Applicant.
- (6) 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, concludes the meeting, and takes other necessary actions to conducting and directing the meeting in accordance with this regulation.
- (7) Faculty council members have the right to propose changes and additions to the agenda justifying the proposal.
- (8) 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 working procedures.

- (6) For each point of the day participants can discuss at most twice, the first time up to five minutes, the second time up to two minutes.
- (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. 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. Replies to the same matter are allowed to the participant only twice and as a rule may take up to two minutes at most.
- (9) 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 last up to one hour.
- (10) The Chairperson may terminate the meeting in the following cases:
 - if the council meeting cannot end on the same day;
 - if the order is disrupted at the meeting and the chair cannot place the order.

Article 13

The Faculty Council may, on the proposal of the Chairperson or a member of the Faculty Council, decide that discussions of certain specific issues shall be postponed and prepared in greater detail for the following meeting.

X. Requests and Complaints

Article 14

- (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.

XI. Decision-making – Voting and Electing

Article 15

- (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 the matter to be decided upon.
- (3) After deliberation and conclusion of the discussions, according to the agenda, 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 those in the material or the proposals of the chair, 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 16

- (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, conducts that the decision proposal or conclusion has been approved or rejected.

Article 17

- (1) Voting by secret ballot is done for:
 - a) Election of the dean for approval by the senate.
 - b) The election of the interim chair of the faculty council who will also be the dean's representative in the senate.
 - c) Issues affecting the privacy of any of the faculty council members.
 - d) Issues when the chairperson requests a secret ballot.
- (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 18

- (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) Each candidate must be voted separately by secret ballot. The candidate who receives an absolute majority of the 50% + 1 vote of the council members is proposed to the Senate for approval.
- (4) If no candidate wins the majority of the total number of first-round votes, the two candidates with the largest number of votes qualify for the second ballot.

- (5) If neither of the two candidates wins the majority of the total number of votes in three successive voting rounds, the election procedure shall be repeated with other candidates.

XIII. Keeping Order at Meetings

Article 19

- (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:
 - a) remark
 - b) deprived of the word
 - c) expulsion from meeting

Article 20

- (1) Oral remarks may be pronounced to the attendees if by their conduct and discussion they disrupt and disrupt the normal work of the meeting.
- (2) Speech deprivation is pronounced to the member if his/her behavior and by 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 of the meeting shall be announced by the Faculty Council by a majority vote. The participants to whom this measure has been imposed are obliged to immediately withdraw from the meeting. Expulsion from the meeting is only for that meeting.

XIV. Meeting Minutes

Article 21

- (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 record must bear the following elements:
 - a) Place, date, time of start and end of meeting,
 - b) Agenda,
 - c) List of participants and those who are missing,
 - d) All proposals and results of the respective voting,
 - e) Essential notes on the course of the meeting.

- (3) Additional documents should be attached to the record.
- (4) The minutes must be prepared within one week after the meeting of the faculty council and extras 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 signed and protooled 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 22

- (1) The Faculty Council issues:
 - a) decisions
 - b) conclusions
 - c) recommendations
- (2) The faculty council provides authentic interpretations of the acts it approves.
- (3) The Registrar is obliged to prepare the decisions, conclusions and recommendations of the faculty council meeting, while the regulations for approval by the university governing bodies are prepared by the respective committee.

Article 23

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 24

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

XVI. Final Provisions

Article 25

- (1) The head of the faculty council is responsible for the implementation of these procedures.
- (2) Authentic interpretation of this regulation is provided by the UP Governing Council.
- (3) The Regulation shall enter into force immediately upon approval by the Governing Council.

Article 26

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