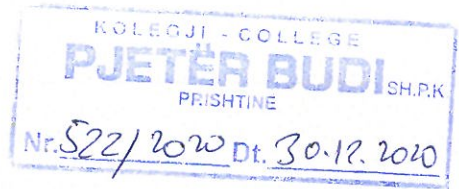




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"PJETËR BUDI" COLLEGE

WORKING REGULATION OF THE SENATE

Pristina, 2020

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Pursuant to article 37 of the Statute, the Academic Senate of the College, on the date 30.12.2020, approved the following:

Working Regulation of the Senate

Article 1

Purpose and scope

1. This regulation is intended to regulate the work of the Senate
2. The abbreviations used in this regulation have the following meaning:
 - 2.1. KPB - Pjetër Budi College
 - 2.2. Chairman - Rector of the College

Article 2

Meetings

1. The Rector convokes and chairs the meetings of the Senate.
2. In case the Rector is absent, the meeting is prepared and chaired by one of the vice-rectors appointed by the Rector.
3. The Chairman convokes meetings of the Senate as needed, but at least once every two months.
4. Extraordinary meetings may be held at any time according to the procedures provided by this regulation. The agenda for extraordinary meetings should be limited to just one point.
5. Extraordinary meetings of the Senate are convoked by the Chairman or at least 1/3 of the general members of the Senate.
6. Extraordinary meetings must be convoked no later than 24 hours from the submission of the meeting request.
7. Members of the Senate council are invited at least 3 days before the meeting. Invitations can be made in writing, by email or any other technical form, by considering that the information is delivered securely.
8. The Chairman has the right at any time to invite an expert or other persons to the meeting.
9. The Chairman is obliged to convoke a meeting of the Senate if requested by at least 1/3 of the members of the Senate and if the purpose is justified in writing.

Article 3

Attendance of the meetings and representation

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1. All members of the Senate are obliged to attend the meetings of the Senate.
2. During the meetings of the Senate, members must vote in person.
3. Before the meeting of the Senate begins, the members sign the list of participants which is an integral part of the minutes. The Senate member may be absent from the meeting for reasonable reasons. For non-attendance at the meeting, the member of the Senate must notify the Chairman in time.
4. In case of non-appearance or notification of non-attendance at the meeting for no reason for a period of 6 months, means an automatic resignation from the mandate of a member of the Senate. In this case, the replacement is made with a new member. The procedure for appointing a new member must be done according to the Statute of KPB.

Article 4 **Conflict of interest**

1. A member of the Senate is considered to have a conflict of interest, if the circumstances defined by the Law on Prevention of Conflict of Interest arise.
2. The member in conflict of interest must leave the meeting during the time when the issue in which he has a conflict of interest is discussed.

Article 5. **Initiation of the meeting and approval of the agenda**

1. The Chairman opens, chairs and concludes the meeting.
2. The Chairman, in coordination with the vice-rectors, the secretary and the relevant administrative services, shall take care of the preparation of the materials for the meeting of the Senate.
3. At the beginning of the meeting, the Chairman ascertains whether there is a quorum, proposes the agenda, opens the discussion about the agenda and by voting ascertains the approval or not of the agenda.
4. The quorum of the Senate is considered if the absolute majority of all general members of the Senate are present (50 + 1%).
5. The Chairman is obliged to include in the agenda the reasoned written proposals of the members of the Senate, submitted 72 hours before the meeting. Written proposals can be sent in person, by e-mail or proposals signed by the applicant.
6. Exceptionally from paragraph 5 of this article, the members of the Senate have the right to propose the change and the supplement of the agenda in the started meeting. The materials or requests that are attached during the meeting, to be part of the agenda must be approved by a majority of votes.



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

7. The Chairman gives the floor to each member, who wants to discuss the issue which is on the agenda and after the conclusion of the discussions, the Chairman ascertains the closure of the review of the given topic and puts the issue to a vote, where he / she ascertains the approval or rejection of the proposal. The enacting clause of the decision must be pronounced in all cases without exception immediately after the vote.
8. The Chairman undertakes measures to ensure the smooth running of the meeting, ascertains the completion of the meeting and undertakes other actions necessary for the conduct and conduct of the meeting in accordance with this regulation.

Article 6 **The process of the Meeting**

1. After the approval of the agenda, the Meeting continues with the discussion and decision on the issues that are approved items of the agenda.
2. The report and the justification for each item of the agenda is presented by the Chairman or the person appointed by the Chairman, or the proposer of that item of the agenda, after the presentation, the Chairman opens the meeting.
3. All members of the Senate may participate in the discussion and present their opinions and proposals on the issues to be decided at the meeting.
4. The Chairman gives the floor according to the order of presentation for discussion. At the Senate meeting, no one can discuss without taking the floor from the Chair of the meeting. The Chairman may not arbitrarily take or interrupt anyone, but neither abuse the right to speak and further abuse neither by the Chairman nor by the members of the Council shall be permitted.
5. The Chairman is responsible for respecting the working procedures.
6. For each item on the agenda participants can discuss mostly twice, the first time up to five minutes, the second time up to two minutes.
7. The Chairman has the right to ask the speakers to adhere to the topic which has been approved according to the agenda.
8. The participant who takes the floor is obliged to adhere to the issue under consideration. Any participant who considers that any fact has been distorted in relation to his speech, with the permission of the Chairman has the right to appear for a reply immediately after the end of the discussion the participant to whom the reply has been submitted. The reply to the same issue is allowed to the participant only twice as a rule may last for a maximum of two minutes.



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

9. The Chairman has the right to schedule a break during the meeting for a maximum of 30 minutes, while with the consent of the majority of members of the Senate, this break may be extended up to one hour.

10. Exceptionally from paragraph 9 of this article, the Chairman may interrupt the meeting in the following cases:

- If the meeting of the Senate cannot end on the same day;
- If the order and calm in the meeting is disturbed and the Chairman cannot establish order and calm for holding the meeting;
- The continuation of the interrupted meeting must be done within 48 hours from its interruption.

Article 7

Postponement of issues for the upcoming meetings

The Senate, on the proposal of the Chairman or any member of the Senate, may decide to adjourn the consideration of certain specific issues and prepare in more detail for the next meeting.

Article 8

Claims and complaints

1. Every member of the Senate and Program Leaders has the right to file a request or appeal against a particular topic or decision of the Senate.
2. The Senate shall consider the requests and appeals set forth in paragraph 1 of this article.
3. The Chairman has the right to ask that the request or complaint be submitted in writing.
4. The Senate is obliged to consider and decide on any request and complaint of the members of the Senate and Study Program leaders.

Article 9

Decision making, voting and election

1. Decisions of the Senate are taken by a majority vote of the members present, in accordance with the provisions of this regulation.
2. Before voting, the Chairman formulates the proposal of the decision or the request regarding the issue that is decided.
3. After reviewing and concluding the discussions, according to the agenda item, the Senate makes a decision or issues conclusions. After the voting, the item foreseen in the agenda for which it has to be decided, the Chairman is obliged to ascertain the approval



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

or rejection, as well as to dictate the enacting clause of the decision in the minutes and must be recorded in accordance with the provisions of this regulation.

4. The following decisions are taken by a qualified majority of 2/3 of the total number of members of the Senate:

- Voting to initiate the dismissal of the program leader;

5. If there are more proposals for decisions or conclusions, it is first voted on that material or proposals of the Chairman, then on other proposals. If the proposal of the chairman receives sufficient votes, the voting of other proposals is not continued.

6. Voting is done by open ballot. On specific issues, the Senate with majority votes may decide also to vote by secret ballot.

7. Voting is done "for", "against" and "abstention". Abstention is considered a vote against.

8. In case of equal number of votes, the proposal is considered rejected.

9. The meeting of the Senate should be recorded with a dictaphone and transcribed in the minutes by the responsible official of the administration.

Article 10 **Secret ballot**

1. The secret ballot procedure is implemented by a Committee appointed by the Senate, composed of three members.

2. Based on the voting results, the Chairman, respectively the Chairman of the Committee, ascertains that the draft decision or conclusion has been approved or rejected.

3. Voting by secret ballot shall apply to matters which the members of the Senate consider to be decided by secret ballot.

4. The counting of votes for the issues foreseen in paragraph 3 of this article, is done under the supervision of the Secretary.

Article 11 **Maintaining order in the session**

1. The Chairman of the meeting takes care of maintaining order in the meeting.

2. The Chairman and participants in the meeting of the Senate are obliged to adhere to the rules and procedures of the meeting.

3. For the violation of order and tranquility in the meeting of the Council, the following measures may be imposed:

- Oral remarks;

- Taking the floor;

- Leaving the meeting.



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

Article 12

Pronunciation of Measures

1. The verbal reprimand can be imposed on the attendees if by his / her behavior and discussion he /she disrupts the normal course of the meeting.
2. Taking the floor is imposed on the member if by his / her behavior and discussion he /she disrupts the normal course of the meeting for which he was previously reprimanded orally.
3. The Chairman notices the remark and taking the word.
4. Expel from the meeting is done even if afterhaving the speech it hinders the progress of the meeting.
5. The expel from the meeting is pronounced by the Senate with a majority vote of the members present. The participant to whom this measure has been imposed, is obliged to leave the meeting immediately. Expel is related only to that meeting specifically.

Article 13

Minutes of the meeting

1. Minutes are kept in each meeting. The minutes are signed by the Chairman and the record keeper
2. The minutes must contain the following elements:
 - 2.1 Place, date, time of beginning and end of the meeting;
 - 2.2 Agenda;
 - 2.3 List of participants and those who are absent;
 - 2.4 All proposals, decisions and results of the respective voting;
 - 2.5 Essential notes on the meeting session;
 - 2.6 Signatures of the Chairman and the registrar
 - 2.7 The seal and its protocol.
3. The necessary additional documents must be attached to the minutes.

Article 14

Acts of the Senate

1. The Senate issues:
 - 1.1 Decisions
 - 1.2 Conclusions
 - 1.3 Recommendations



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

2. The enacting clause of the decisions, conclusions and recommendations issued by the senate must be dictated in the minutes by the Chairman after the voting.
3. Meetings of the Senate shall be recorded in accordance to the provisions of this regulation, and in no circumstances shall the responsible person have the right to publish, unless requested by the investigator and the court.
4. The Senate gives authentic interpretations of the acts it adopts.
5. The registrar is obliged to prepare draft decisions, conclusions and recommendations which are issued in the Senate.

Article 15

Validity of the provisions of this regulation

1. The provisions of this regulation apply to all members of the Senate and other persons invited or engaged in the senate.
2. For all issues that are not included in this regulation, the provisions of the Statute and other legal and sub-legal acts in force apply.

Article 16

Final provisions

1. The President of the Senate takes care of the proper implementation of these procedures.
2. The authentic interpretation of this regulation is given by the Academic Senate of the College "Pjetër Budi".

Article 17

Entry into force

1. This regulation enters into force on the day of approval by the Academic Senate of the College "Pjetër Budi"

Rector of the College



Prof. Ass. Dr. Artan Haziri