

## **INTERNATIONAL BALKAN UNIVERSITY**

**No. 200.60/2022**

**29.11.2022, Skopje**

Pursuant to Article 94, paragraph 1 item 32 of the Law on Higher Education (Official Gazette of the Republic of North Macedonia No. 82/2018, 154/2019, and No. 178/21), and Article 32 paragraph 1 item 2 of the Statute of the International Balkan University, the University Senate of the International Balkan University - Skopje, at the 15<sup>th</sup> session held on November 29, 2022, adopted the following

### **RULES OF PROCEDURE OF THE UNIVERSITY SENATE OF THE INTERNATIONAL BALKAN UNIVERSITY- SKOPJE**

#### **I. GENERAL PROVISIONS**

##### **Article 1**

These Rules of Procedure shall prescribe the work rules (the way of working, decision-making, etc.) of the University Senate of the International Balkan University - Skopje (hereinafter referred to as the Senate).

##### **Article 2**

The composition, competence, and decision-making method of the University Senate are determined by the Law on Higher Education, the Statute of the International Balkan University - Skopje, these rules of procedure, and in accordance with the articles stipulated in the Law on General Administrative Procedure.

#### **II. RIGHTS AND DUTIES OF THE MEMBERS OF THE UNIVERSITY SENATE**

##### **Article 3**



The members of the Senate have rights and duties determined by the Law on Higher Education, the Statute of the University, and these Rules of Procedure.

#### **Article 4**

The member of the University Senate has the right and duty to attend the sessions of the University Senate, to prepare for each session, and to participate in the work and decision-making of the University Senate.

The Rector, Vice-Rectors, and Secretary General are ex-officio members of the University Senate without the right to participate in decision-making.

A member of the University Senate may be absent from the session only for justified reasons and is obliged to notify the President of the Senate in electronic form or by telephone at least one day before the session. The justification of the reasons for the absence is evaluated by the president of the University Senate.

The President of the Senate shall warn the member who did not attend the sessions three times in a row and did not justify his absence. If the member of the Senate continues the unjustified absence, the president of the University Senate notifies in a written form the unit, that has elected and gives the motion for dismissal.

#### **Article 5**

A record sheet is kept for the attendance of the members of the University Senate, which is signed by the present members of the University Senate.

#### **Article 6**

The member of the University Senate has the right to vote or abstain from voting.

#### **Article 7**

The member of the University Senate, at a session of the University Senate, has the right:

- to participate in the examination of the proposed acts that are on the agenda of the session and to give suggestions during their adoption. The University Senate declares itself about the presented proposal of the member of the University Senate by voting, in a manner established by these Rules;

- to propose the adoption of general and individual acts under the jurisdiction of the University Senate;
- to propose consideration of other issues within the competence of the University Senate.

### **Article 8**

The member of the University Senate has the right to ask questions regarding the agenda items of the session.

The answers to the questions are given at the same session or at the first following session.

The member of the University Senate has the right to ask questions to the Rector's Board and to request an answer and to receive the answer at the next session or upon his written request and in a shorter period of time.

The member of the University Senate is obliged to inform the parent unit, that is, the associated member, about the work of the University Senate.

The Rector of the University informs the University Senate about the work of the Rector's Board (in writing or orally).

### **Article 9**

The member of the University Senate is obliged to keep the official, business, and/or military secret.

Documents and data determined by an internal general act, a special decision of an authority or on the basis of law are considered business secrets of the University.

The University keeps as a secret the documents and data that a competent authority has declared a business secret and submitted to it as confidential, and are from the field of defense, documents from international cooperation, which represent classified information and are classified with a certain degree of classification, in accordance with the Law.

Documents and data that represent classified information are considered secret and are marked as such, and the member of the University Senate is provided as materials or will learn about them at a session of the University Senate, without the presence of the public.

### **III. SESSIONS OF THE UNIVERSITY SENATE**

#### **Article 10**

The University Senate performs the tasks of its competence in a session, in accordance with the Law on Higher Education, the Statute of the University, and these Regulations.

The Senate meets at least once a month, in accordance with the Work Program of the University.

The Senate can also hold emergency sessions.

The Senate can hold formal sessions on the occasion of jubilees, celebrations, and other festivities.

Representatives of organizations, institutions and other legal and natural persons may be invited to attend the sessions of the Senate.

#### **Article 11**

Sessions of the University Senate are public.

As an exception, the University Senate may decide to work without the presence of the public.

#### **Article 12**

The President of the Senate convenes the sessions of the Senate, proposes the agenda, and presides over the sessions of the Senate. The President takes care of the application of the Rules of Procedure, provides clarification regarding the application of the Rules of Procedure and takes care of the order of the sessions.

Every member of the Senate has the right to propose items for the Senate session.

The proposal is submitted in written form.

The President of the Senate convenes a session of the Senate at least once a month.

In case of absence or inability of the President of the Senate, the sessions of the Senate are led by a member of the Senate who was first elected to the title of full professor.

The President of the Senate is obliged at the request of at least one fifth of the members of the Senate or at the request of the Rector to convene a session of the Senate.

If the President of the Senate does not act in accordance with the provisions of paragraph 5 of this article, the Rector convenes the session of the Senate, which is presided over by a member of the Senate who was first elected to the title of full professor.

### **Article 13**

As a rule, the materials from the items on the agenda of the Senate sessions are previously reviewed by the permanent committees and other bodies of the University, which also prepare draft acts/decisions.

### **Article 14**

Sessions of the University Senate are convened with a session invitation, which contains: the date, day, time, and place of the session, the proposal of the agenda with materials on the issues proposed for the agenda for the session, and the minutes of the previous session.

The invitation to the session is delivered to the members of the University Senate in electronic and/or written form, at least 7 days before the session. For justified reasons or at the request of the units, the materials for the points can be delivered in a shorter time.

In extraordinary, urgent cases, the invitation can be delivered in a shorter time. The session will be held if the University Senate accepts the reasons for its immediate convening.

The invitation for an emergency session is delivered electronically and/or in writing and the members of the Senate declare themselves electronically and/or in writing within 24 hours by e-mail. If they do not declare within 24 hours by e-mail, they are considered to agree.

Emergency sessions may be held electronically, via conference call, with voting conducted by email.

### **Article 15**

If the session is not held due to an insufficient number of present members of the University Senate due to the lack of the necessary majority established by law and the Statute of the University, the session is rescheduled within a maximum of 14 days and a new invitation is delivered to the members with the same proposal on the agenda.

The scheduled session is also postponed in the event that there are reasons that make it impossible to hold it on the scheduled day and it is rescheduled in the same way.

### **Article 16**

The proposal of the agenda and the day of holding the session of the University Senate are determined by the President of the Senate in coordination with the Rector of the University and in cooperation with the General Secretary of the University.

Every member of the University Senate has the right to propose agenda items at a session. The proposal is submitted in written form, through the University archive, at least 15 days before the holding of the session. Materials received after this deadline will not be included as an item on the agenda for the upcoming session.

The proposal contains a rationale, purpose, the act to be adopted, and other elements that justify the proposal.

If the proposal is put on the agenda, the president and the proposer submit an explanation to the members of the University Senate.

If the properly submitted proposal is not placed on the agenda, the proposer can submit the proposal at the session itself.

### **Article 17**

The proposed agenda is determined by the University Senate at the beginning of the session after it has been established that there is a quorum for work established by law and the Statute of the University.

Each member of the University Senate, in urgent cases, can propose changes and additions to the proposed agenda. The proposer is obliged to explain the urgency and importance

of the new item on the agenda and to submit a written reasoned proposal or to explain the proposal orally at the session of The University Senate.

### **Article 18**

After adopting the agenda, the University Senate adopts the minutes of the previous session. The minutes on which no remarks have been made, as well as the minutes with the adopted remarks and amendments, are adopted by public vote, except in the case of holding an emergency session.

The adopted minutes are signed by the chairman of the University Senate and the general secretary of the University, after the end of the session.

### **Article 19**

After the adoption of the agenda and the minutes, it is moved to searching the issues from the agenda.

The search for the individual points begins with the presentation of the proposer, which cannot be longer than 10 minutes and lasts as long as participants register to speak after it. Each participant has the right to discuss up to 5 minutes, but not more than twice on the same point.

The President of the Senate admonishes the member if he strays from the subject of the search, if he does not comply with the time and number of calls from the previous paragraph of this article, and may deprive him of his floor.

### **Article 20**

The floor for discussion is given by the president of the University Senate, according to the order in which the discussants registered for the discussion.

### **Article 21**

During the investigation, the University Senate may, at the proposal of the president or a member of the University Senate, make a decision to stop the consideration of the current issue from the agenda so that the subject can be studied again or the material can be supplemented, that is, the necessary materials can be obtained. data, for the next session.

## **Article 22**

Minutes are kept for the work of the session of the University Senate.

The following shall be entered in the minutes: the number of the meeting, the place of holding the meeting, the date, day, and hour when the meeting is held, the members present, the absent members who justified their absence, i.e. who did not justify their absence, the possible postponement or interruption of the session, other attendees persons at the session, the adopted agenda, statement of the adoption of the minutes of the previous session with any amendments, and for each item on the agenda, the reporter is entered after the item with his sublimated presentation, the member of the Senate who discussed, what is put to the vote, the result of the vote and the content of the adopted decision, the time when the session is finished or interrupted, stating the reasons for the interruption.

The member of the University Senate who will express his opinion at the session may request that the essential parts of his opinion be entered in the minutes.

At the request of a member of the University Senate, the separate opinion and/or discussion of the member, who is obliged to submit it in writing within 5 days after the end of the session, is entered as an integral part/attachment to the minutes. If the separate opinion/discussion arrives after the established deadline of 5 days, it is untimely and will not be considered an integral part of the minutes and will not be attached to it.

An integral part of the minutes in the archive of the University are the invitation, the submitted materials for the session and the acts/decisions made at the session.

## **Article 23**

The President of the University Senate interrupts the session if, during its duration, the number of members present falls below the required majority for work and decision-making (quorum), due to disruption of order in the hall where the session is held.

The session may be interrupted by the president or by decision of the University Senate, if it lasts longer than 4 hours or if it cannot be completed on the same day.

The interrupted session resumes within seven days at the latest, counted from the day following the day of interruption, without adding to the agenda.

## **Article 24**

After exhausting the agenda items, the President of the University Senate states that the session is over.

## **IV. MAINTENANCE OF ORDER AT SESSIONS**

### **Article 25**

The president of the Senate takes care of maintaining the order of the sessions of the University Senate.

For violation of the prescribed order of the session, the following measures may be imposed on a member of the Senate:

- warning;
- taking away a word;
- removal from the session.

The pronounced measures are entered in the minutes of the Senate session.

### **Article 26**

The reprimand is issued to the member of the Senate who disrupts the normal course of the session with his behavior or speech.

Deprivation of the floor is imposed on the already-mentioned member. These measures are pronounced by the President of the Senate.

### **Article 27**

Removal from the session is pronounced against the member who did not act on the order of the President of the Senate, who pronounced the measure of deprivation of the floor, or against the member who in any other way grossly obstructs the operation of the session.

Removal from the session, at the proposal of the President of the Senate, is pronounced by the University Senate.

The member to whom this measure has been imposed is obliged to immediately leave the room where the Senate session is held.

This measure applies only to the session in which it was pronounced.

## **V. PROCEDURE FOR ELECTION AND DISMISSAL OF THE PRESIDENT OF THE UNIVERSITY SENATE**

### **Article 28**

The President of the Senate is elected from among the senators by secret ballot, for a period of one year, with the right to another election.

Every member of the Senate has the right to propose a president, regardless of his decision-making power.

Proposing and determining the candidate/candidates for the election of the President of the Senate is done at a session of the Senate.

When the nomination and determination of the candidate/candidates for the election of the President of the Senate is at a constituent session and during a repeat procedure, it is presided over by a member of the Senate who was first elected to the title of full professor.

### **Article 29**

The procedure for electing the President of the Senate is carried out by an Election Commission of 3 (three) members, elected by the Senate by public vote.

The electoral commission prepares ballots for the election of the President of the Senate, conducts the voting, determines the results of the election, and submits a report on it.

Candidates for President of the Senate are entered on the ballot in alphabetical order of their last name.

### **Article 30**

The Senate fully decides on the election of the President of the Senate if at least 2/3 of the total number of members of the Senate attend the session.

The candidate who receives the majority of votes from the present members of the Senate is elected President of the Senate.

A member of the Senate has the right to vote for only one candidate.

If during the voting for the President of the Senate, none of the candidates receives the required majority of votes, the voting is repeated only for the first 2 (two) candidates with the highest number of votes.

If several candidates have the same number of votes, the voting is repeated only for them. If several candidates have the same number of votes for the second place, the voting is repeated only for them.

If none of the proposed candidates for the President of the Senate receives the necessary majority during the re-voting, the entire procedure for the election of the President of the Senate is repeated from the beginning.

During the re-election procedure for the President of the Senate, the same candidates for president from the previous procedure cannot participate.

### **Article 31**

The function of the President of the Senate ends even before the expiration of the mandate for which he was elected:

1. if he requests it himself,
2. if he permanently loses the ability to perform his duty,
3. if he fulfills the requirements for an old-age pension,
4. if dismissed by a member of the Senate,
5. if he is dismissed from duty before the expiration of the mandate.

A proposal for the dismissal of the President of the Senate may be submitted by the Rector or at least 1/3 of the members of the Senate, due to non-compliance with the law and the Statute of the University.

The Senate decides on the dismissal. If the Senate dismisses the President, the election of a new President of the Senate is started in the same session.

The mandate of the newly elected President of the Senate from the previous paragraph lasts until the end of the mandate of the dismissed President of the Senate.

## **V. DECISION-MAKING**

### **Article 32**

The Senate can make decisions if more than half of the total number of members of the Senate are present at the session, and it decides with a majority vote of the members present unless it is otherwise provided by law.

The Senate can decide on the election of University bodies and the election of the President of the Senate if at least 2/3 of the total number of members of the Senate attend the sessions, and it decides with a majority vote of the members present.

### **Article 33**

In carrying out the tasks within its competence, at its sessions, the Senate adopts: Statute of the University, regulations, Rules of Procedure of the Senate, programs, decisions, resolutions, instructions, opinions, views, interpretations, conclusions, recommendations and other acts for which it is authorized by the Law and the Statute of the University (hereinafter acts).

### **Article 34**

After the proposed acts from the agenda, a search and discussion is conducted, and after their completion, the president puts them to a vote and announces the result of the vote, with a defined text of the act.

If during the search, amendments and additions to the acts are proposed, the president formulates them and puts them to a vote individually, according to the order of submission, and the members declare themselves by voting for each proposal individually, and then the result of the vote is announced. Finally, a vote is taken on the initial proposed act or with any accepted amendments, after the president formulates it based on the result of the vote and announces the definitively adopted act, which enters the minutes.

The University Senate decides with a majority established by law and the Statute of the University.

Acts/decisions adopted by the University Senate are signed by the President of the Senate, and in his absence by the member of the Senate who presided over the session.

### **Article 35**

Public voting is done by a show of hands or by roll call, which is decided by the University Senate.

Voting is done by secret ballot in the cases established by law, the Statute, and other general acts of the University and when the University Senate specifically decides on it.

### **Article 36**

The member of the University Senate declares for or against the proposal or by abstaining from voting.

Before the vote, the president ascertains whether there is a quorum, and if there is, voting is started.

After the voting is over, the president determines the results of the voting and, based on that, announces whether the proposal voted for has been adopted or not.

### **Article 37**

Secret voting is done with ballots.

Ballots must be of the same size and color. The secret ballot is conducted by a committee of three members selected by

The university senate, in which, as a rule, one student is also a member.

Each ballot must have the signatures of the election committee members and the seal of the University

Before proceeding to secret voting, the general secretary of the University provides the necessary explanations for the voting method.

Voting is done by roll call according to the List of Members of the University Senate, and the ballots are given individually to the members before the voting itself.

### **Article 38**

In the ballot paper, when the election of holders of certain positions is proposed, the position for which the election is carried out and the names and surnames of the candidates individually, according to the alphabetical order of their surnames, are indicated.

An ordinal number is placed before the name and surname of each candidate.

During the secret ballot for the election of individual office holders, the members of the University Senate vote in such a way that they circle the ordinal number in front of the name and surname of the candidate.

A ballot paper on which the first names and surnames of more candidates than the number being elected are circled, an incomplete ballot paper, a crossed-out ballot paper, a ballot paper on which new names have been entered and a ballot paper from which it is not possible to determine with certainty will be considered invalid. determine which candidate the member of the University Senate voted for.

If someone, i.e. none of the proposed candidates, does not get the required majority, the voting is repeated, only for the unfilled seats, with other candidates, that is, for all seats with other candidates, following the same procedure.

### **Article 39**

After the secret ballot, the president of the election commission submits a report on the course and results of the voting and proposes a decision.

The President of the Senate puts the decision proposal from the previous paragraph to a vote.

### **Article 40**

Secret voting with the proposal as a whole or for an individual is carried out in such a way that the proposal and the words "for" and "against" are stated in the ballot, and the vote is carried out by circling one of the listed words.

## **VI. FINAL PROVISIONS**

### **Article 41**

The administrative, professional, and auxiliary-technical work for the needs of the University Senate, its commissions, and working bodies is carried out by the administrative service of the International Balkan University - Skopje.

### **Article 42**

Interpretation of the provisions of these Regulations is provided by the University Senate.

### **Article 43**

These Rules of procedure enter into force on the day of its publication in the University Bulletin.

**Skopje, 29.11.2022**

**President of the  
University Senate**

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**Prof. Dr. Kire Sharlamanov**