

REGULATION ON WORK OF FACULTY COUNCIL

Bartësi Privat i Arsimit të Lartë  
Private Bearer of Higher Education



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REGULATION ON WORK OF FACULTY COUNCIL

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Based on Article 45 of the Statute of Alma Mater Europaea Campus College "Rezonanca" Prishtina, as well as in accordance with Law No. 04/L-037 on Higher Education of the Republic of Kosovo, the Governing Council of KSHM has approved:

## Article 1

### **Purpose and Scope**

1. This regulation aims to regulate the functioning of Faculty Councils.
2. This regulation applies to the Faculty Councils at Alma Mater Europaea Campus College "Rezonanca."
3. The abbreviations used in this regulation have the following meanings:
  - o **FC** – Faculty Council
  - o **Chairperson** – Dean of the Faculty

## Article 2

### **Meetings**

1. The Dean of the Faculty convenes and presides over Faculty Council meetings.
2. In the absence of the Dean, the meeting is prepared and chaired by one of the Vice-Deans, in the order determined by the Dean. If the Vice-Deans are also unable to attend, the meeting is chaired by the oldest member with the highest academic rank.
3. The Chairperson calls Faculty Council meetings as needed. During the regular academic period, Faculty Council meetings are held at least once a month.
4. Extraordinary meetings may be held at any time following the procedures set out in this regulation. The agenda for such meetings must be limited to one main item. In such cases, Faculty Council members who are not present must be specially invited.
5. Extraordinary Faculty Council meetings are convened by the Chairperson or by one-third (1/3) of the total Faculty Council members.
6. Extraordinary meetings must be called no later than 24 hours after the request for the meeting has been submitted.
7. In the event of the dismissal of the Dean, the procedure for electing a new Dean is organized by the oldest Faculty Council member with the highest academic rank within 15 days.
8. Faculty Council meetings are open to the public unless the Faculty Council decides otherwise.
9. Faculty Council members must be invited at least three days before the meeting. Invitations may be sent in writing, via email, or through any other secure technical means.
10. The Chairperson has the right to invite experts or other individuals to the meetings at any time.
11. The Chairperson is obliged to convene a Faculty Council meeting if requested by at least one-third (1/3) of the Council members and if the request is justified in writing.

## Article 3

### **Participation in Meetings and Representation**

1. All Faculty Council members are required to attend Faculty Council meetings.
2. During Faculty Council meetings, members must vote in person.
3. Before the Faculty Council meeting begins, members sign the attendance list, which is an integral part of the minutes. A Faculty Council member may be absent for justified reasons. If unable to attend, the member must notify the Chairperson in advance.

4. Failure to attend meetings without justification for a continuous period of six months automatically results in the resignation of the Faculty Council member.

#### Article 4

##### **Conflict of Interest**

1. A Faculty Council member is considered to have a conflict of interest if circumstances defined by the Law on the Prevention of Conflicts of Interest apply.
2. A member with a conflict of interest must leave the meeting during discussions on the matter in which they have a conflict of interest. Article 5

##### **Opening of the Meeting and Approval of the Agenda**

1. The Chairperson opens, presides over, and closes the meeting.
2. The preparation of materials for the Faculty Council meeting is the responsibility of the Chairperson in coordination with the Vice-Deans, the Faculty Secretary, and the relevant administrative services.
3. At the beginning of the meeting, the Chairperson determines whether there is a quorum, proposes the agenda, opens discussions on the agenda, and confirms whether the agenda is approved or not.
4. The Faculty Council is considered to have a quorum if the majority (50% +1) of the total members are present.
5. The Chairperson is obligated to include in the agenda any written and justified proposals submitted by Council members at least 72 hours before the meeting. Written proposals may be sent personally via email or as signed proposals by the submitter.
6. As an exception to paragraph 5 of this article, Faculty Council members have the right to propose amendments and additions to the agenda during the ongoing meeting. Any materials or requests submitted during the meeting must be approved by a majority vote to be included in the agenda.
7. The Chairperson grants speaking time to each member who wishes to discuss the issue on the agenda. Once discussions are exhausted, the Chairperson declares the conclusion of the topic review and puts the matter to a vote, confirming either the approval or rejection of the proposal. The decision must be announced immediately after the vote without exception.
8. The Chairperson takes measures to ensure the orderly conduct of the meeting, confirms the conclusion of the meeting, and undertakes any necessary actions for leading and managing the meeting in accordance with this regulation.

#### Article 6

##### **Proceedings of the Meeting**

1. After approving the agenda, discussions and decisions proceed according to the approved agenda points.
2. The Chairperson or a designated individual presents the report and rationale for each agenda item. Alternatively, the proposer of the agenda item may present it, after which the Chairperson opens the discussion.
3. All present Faculty Council members may participate in discussions, share opinions, and propose suggestions regarding the matters to be decided in the meeting.
4. The Chairperson grants speaking rights in order of request. No one may speak in the Faculty Council meeting without being given the floor by the Chairperson. The Chairperson may not

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arbitrarily take away or interrupt a member's speech, nor may they or any Council member misuse their right to speak.

5. The Chairperson is responsible for ensuring adherence to procedural rules.
6. Each participant may speak a maximum of twice per agenda item: the first time for up to five minutes and the second time for up to two minutes.
7. The Chairperson has the right and duty to ask speakers to stay on topic, following the approved agenda.
8. A participant who takes the floor must remain on topic. If a speaker believes that their words have been misrepresented, they may request a reply with the Chairperson's permission immediately after the current speaker finishes. A reply on the same issue is allowed only twice and may last no more than two minutes.
9. The Chairperson may call a break of up to 30 minutes during the meeting. With the majority agreement of Faculty Council members, the break may be extended up to one hour.
10. As an exception to paragraph 9, the Chairperson may suspend the meeting in the following cases:
  - 10.1. If the meeting cannot be concluded on the same day.
  - 10.2. If order and peace in the meeting are disrupted and the Chairperson is unable to restore order.
  - 10.3. A suspended meeting must resume within 48 hours.

### Article 7

#### **Postponement of Issues for Future Meetings**

1. The Faculty Council, based on a proposal from the Chairperson or any member, may decide to postpone the review of specific issues to allow for more thorough preparation for the next meeting.

### Article 8

#### **Requests and Complaints**

1. Any Faculty Council member, department, division, or faculty program has the right to submit a request or complaint regarding a specific Faculty Council topic or decision.
2. The Faculty Council must consider the requests and complaints submitted as per paragraph 1 of this article.
3. The Chairperson has the right to request that complaints or requests be submitted in writing.
4. The Faculty Council is obligated to review and decide on every request or complaint from its members, as well as from departments, divisions, and faculty programs.

### Article 9

#### **Decision-Making, Voting, and Elections**

1. Faculty Council decisions are made by a majority vote of the present members, in accordance with the provisions of this regulation.
2. Before voting, the Chairperson formulates the decision proposal or request related to the issue at hand.
3. After reviewing and completing discussions on an agenda item, the Faculty Council either makes a decision or reaches a conclusion. Once voting is completed, the Chairperson must

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confirm approval or rejection and dictate the decision into the minutes, which must be recorded according to the provisions of this regulation.

4. A qualified majority (2/3 of the total Faculty Council members) is required for the following decisions:
  - 4.1. Voting to initiate the dismissal of the Dean.
  - 4.2. Voting on an appeal regarding the revocation of a doctoral title, in accordance with the college's statute.
5. If there are multiple decision or conclusion proposals, the Council first votes on those included in the provided materials or the Chairperson's proposals, followed by other proposals.
6. Voting may be open or secret. The voting method is determined by the Faculty Council with a majority vote.
7. Votes are cast as "for," "against," or "abstain." Abstentions are considered as votes against.
8. In the case of a tie, the proposal is considered rejected.
9. Council meetings must be recorded using a dictaphone and transcribed into minutes by the responsible administrative officer.

### Article 10 – Secret Voting

1. The secret voting procedure is implemented by a commission appointed by the Faculty Council, consisting of three members.
2. Based on the voting results, the Chairperson or, where applicable, the Chair of the commission determines whether the proposed decision or conclusion has been approved or rejected.
3. Secret voting applies to:
  - 3.1. The election of the Dean and Vice-Deans, as well as their proposal for approval by the Senate.

3.1. Voting for the initiation of the Dean's dismissal.

1.1. Election of the interim Chairperson of the Faculty Council, who will also serve as the Dean's representative in the Senate.

1.2. Matters affecting the privacy and professional or moral integrity of any Faculty Council member, as well as academic or non-academic staff of the respective Faculty.

1.3. Cases where the Chairperson or the majority of Council members request a secret vote.

2. The vote count for the matters specified in paragraph 3 of this article is conducted under the supervision of the College Secretary.

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#### Article 11 – Maintaining Order in Meetings

1. The Chairperson of the meeting is responsible for maintaining order.
2. The Chairperson and participants in the Faculty Council meetings must adhere to the rules and procedures of the meeting.
3. Violations of order and discipline in Faculty Council meetings may result in the following measures:
  - 3.1. Verbal warning.
  - 3.2. Revocation of the right to speak.
  - 3.3. Removal from the meeting.

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#### Article 12 – Implementation of Disciplinary Measures

1. A verbal warning may be issued to a participant if their behavior and discussions disrupt the normal proceedings of the meeting.
2. The revocation of the right to speak is applied if a member's statements or behavior are offensive or disrupt the Faculty Council's normal functioning, provided that a prior verbal warning has been issued.
3. The Chairperson is responsible for issuing verbal warnings and revoking the right to speak.
4. Removal from the meeting is enforced if, after losing the right to speak, the participant continues to disrupt the proceedings.
5. Removal from the meeting is decided by the Faculty Council with a majority vote of the present members. The participant who is subject to this measure must leave immediately. The removal applies only to that specific meeting.

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#### Article 13 – Meeting Minutes

1. Minutes must be recorded for every Faculty Council meeting. The minutes are signed by the Chairperson and the meeting secretary.
2. The minutes must include the following elements:
  - 2.1. The location, date, start, and end time of the meeting.
  - 2.2. The meeting agenda.
  - 2.3. A list of attendees and absentees.
  - 2.4. All proposals, decisions, and corresponding voting results.
  - 2.5. Essential notes on the course of the meeting.
  - 2.6. The signatures of the meeting secretary and Chairperson.
  - 2.7. The official seal and protocol registration.

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3. Any additional necessary documents must be attached to the minutes.
4. The minutes must be prepared within one week after the Faculty Council meeting and sent as an excerpt to Council members along with the materials for the next meeting.
5. The signed and protocol-registered minutes are archived at the Faculty, along with all reviewed materials, as long-term records in compliance with legal provisions in this field.

Article 14 – Acts of the Faculty Council

1. The Faculty Council issues:
  - 1.1. Decisions;
  - 1.2. Conclusions;
  - 1.3. Recommendations.
2. The dispositive part of the decisions, conclusions, or recommendations issued by the Council must be dictated into the meeting minutes by the Chairperson after the vote.
3. Faculty Council meetings are recorded in accordance with the provisions of this regulation, and under no circumstances does the responsible person have the right to publish the recordings, except when officially requested by investigative authorities or a court.
4. The Faculty Council provides authentic interpretations of the acts it approves.
5. The meeting secretary is responsible for preparing draft decisions, conclusions, and recommendations.

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Article 15 – Validity of the Provisions of This Regulation

1. The provisions and procedures of this regulation apply to all members of the Faculty Council as well as to other invited or engaged persons in Faculty Council meetings.
2. For all matters not covered by this regulation, the provisions of the Statute and other applicable legal and sub-legal acts shall apply.

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Article 16 – Final Provisions

1. The Chairperson of the Faculty Council is responsible for ensuring the correct implementation of these procedures.
2. The authentic interpretation of this regulation is provided by the College's Governing Council.

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Article 17 – Entry into Force

This regulation enters into force on the day of its approval by the Governing Council.



Governing Council  
*[Handwritten signature]*

