

No. IUS-FENS-06-54/18

January 11th, 2018

Pursuant to Article 135 of the Law on Higher Education (“Official Gazette of Sarajevo Canton” no. 33/17), Council of the Faculty of Engineering and Natural Sciences of the International University of Sarajevo (hereinafter: the Faculty Council), at its meeting held on January 11th 2018, adopted the following

**RULES OF PROCEDURE
OF THE COUNCIL OF FACULTY OF ENGINEERING AND NATURAL SCIENCES**

**Article 1
(Definition of the Rules of Procedure)**

These Rules define the procedure of work of the faculty council.

**Article 2
(Composition of the Council)**

- (1) The Faculty Council consists of:
 - a) Dean;
 - b) Vice-Dean(s);
 - c) Academic staff appointed into any of the teaching titles and engaged predominantly in the Faculty;
 - e) One representative of senior assistants and one of the assistants elected by the assistant and senior assistants for the term of two years, with a possibility of re-election;
 - f) One representative of the faculty students elected by the Student Parliament for a term of one year.
- (2) In case that at the end of the term of an appointed representative of senior assistants, assistants and students in the faculty council, a new representative is not elected, the previously elected representative shall continue with the duty as a full member until the appointment of a new member.
- (3) In case that the elected representative was imposed by any kind of disciplinary measure, then the faculty council, is entitled to reject acceptance of council membership of the representative and seek the selection of another representative.

Article 3
(Preparation and convening of regular meetings)

- (1) The Council shall discuss and decide on matters within its authority in the meetings which are held at least once every two months.
- (2) The meetings are convened based on Dean's initiative or on the basis of previous Council conclusions.
- (3) Dean or Vice-Dean convenes a meeting of the Council within eight days in case when at least half of the members of the Council, the Senate or the Rector request it in writing.
- (4) If the Dean does not convene the meeting when he is required to do so, then majority of Council members will elect their representative responsible to convene the meeting.
- (5) The Faculty Secretary assists the Dean in the preparation of meetings and paper work of the Council.
- (6) The Faculty Council meetings are held in the meeting room proposed on the invitation for the meeting.
- (7) If particular circumstances require, meetings of the Faculty Council can be held before or after the regular business hours or during weekends.

Article 4
(Invitation to meeting)

- (1) Invitation for the meeting has to be sent by email to the members of the Faculty Council no later than one day before the date set for the meeting.
- (2) The proposed agenda for the meeting is also delivered together with the invitation for the meeting.
- (3) Faculty Council members have the right to review documentation for the proposed agenda items and minutes of the previous meeting at the office of the Faculty Secretary.

Article 5
(Agenda of meeting)

- (1) Each item proposed in agenda of the meeting is processed and documented so that members of the Faculty Council can discuss it and decide about it.
- (2) Chairperson of the Council meeting may determine that for some of the agenda items, additional documentation or opinions are needed, as well as remove discussion of that item from the meeting.

Article 6
(Sudden or urgent need for convening a meeting)

In the event of a sudden or urgent need to convene a Faculty Council meeting, or when a delay or postponement of a decision for which the Council is responsible would be detrimental to the interests of the faculty, a Council meeting may be convened within a shorter period than the one referred to in Article 4. In such cases, an agenda can be proposed on that particular meeting.

Article 7
(On-line meetings)

- (1) Council meetings may be held via official IUS e-mail (online meetings) in situations when Dean in his discretion finds it justified having such meetings due to urgency of the matters to be discussed.
- (2) In the case of holding online meetings, proposed agenda and materials for the meeting are sent to official email accounts of the council members by the Faculty Secretary, with notification that members have 24 hours to vote on proposed items of agenda.
- (3) After the voting period is over, Faculty Secretary counts votes, reports the voting results to chairperson and creates minutes of the meeting. Minutes of the meeting contain the vote results and relevant comments given by Council member per each agenda item.

Article 8
(Opening the meeting and establishment of required majority)

- (1) After the faculty Secretary finishes counting the members present at the meeting, the Chairperson informs Faculty Council members on how many Faculty Council members are present and whether the required majority is established.
- (2) The meeting of the Faculty Council may be held if the simple majority of all Faculty Council members are present.
- (3) If a quorum is not reached, the Chairperson shall adjourn the meeting.
- (4) However, for the next meeting the quorum will not be sought for Council functioning.

Article 9
(Objection to the minutes)

- (1) Before establishing the agenda for the particular meeting, the chairperson asks the members of the Council whether they object to the minutes of the previous meeting.

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- (2) Faculty Council resolves any objections to the minutes to the previous meeting. If objection is accepted, appropriate changes in the minutes to the previous meeting will be made.

Article 10 (Establishment of agenda)

- (1) The agenda of the Faculty Council meeting is established at the beginning of the meeting on the proposal by the person who convened the meeting.
- (2) Each member of the Council may propose additional items to be added to the proposed agenda with an explanation concerning the reasons for amending the agenda.
- (3) The Faculty Council decides on proposal for amending agenda.

Article 11 (Debating)

- (1) After determining the agenda, the Faculty Council starts debating on individual agenda items.
- (2) During the meeting, the Faculty Council may make changes to the order of agenda items to be discussed.
- (3) During the discussions, the Faculty Council members can express their opinion, ask for explanations, and initiate debates on proposed decisions.
- (4) The Chairperson of the Council will close the meeting after he determines that there are no more items for discussion.

Article 12 (Chairpersonship)

- (1) The Faculty Council meeting is chaired by the Dean.
- (2) In case of absence, the Dean can be replaced by one of the Vice Deans.
- (3) In case that the Dean and Vice Deans are prevented from chairing the Council or are absent, the meeting is chaired by authorized member.

Article 13 (Attendance in the work of meeting)

- (1) All members of the Council have the right and obligation to attend and participate in the work of the meeting.
- (2) The Faculty Secretary and other invited persons can attend the Faculty Meeting without the right to vote.

Article 14
(Discussion on items of meeting)

- (1) Any Member of the Faculty Council is allowed to speak in the meeting after the chairperson gives permission.
- (2) Permission to speak on a particular item is given after a discussion flow is opened, and until chairperson closes debate.
- (3) The chairperson ensures undisturbed participation in debates, warns participants and terminates debate, if deems necessary.

Article 15
(Giving a word and relevance to subject)

- (1) The Chairperson gives the floor to the members of the Council according to order by which they requested to participate in debate.
- (2) The person speaking may discuss only the issue under discussion in the agenda. If a participant departs from the subject of the agenda, than chairperson will remind the person to stay in line with the agenda, and if the participant still does not obey, the participant will be forbidden to participate in further discussion.

Article 16
(Duration of discussion)

- (1) In general, the duration of participant's discussion in meeting is not limited.
- (2) The Chairperson can decide that agenda items may be discussed only once or limit the duration of participant's discussion.
- (3) The Participant in the Council's work may request that his/her statement given in discussion on the particular item is fully recorded in the minutes of the meeting.

Article 17
(Maintaining order of meeting)

- (1) The Chairperson takes care about order in the meetings.
- (2) Any Participant whose behaviour or speech violates the order and does not comply with this Rules of Procedure shall be reminded accordingly.
- (3) A Participant that repeatedly violates order at the meeting and the provisions of the Rules of Procedure and has been already reminded will be forbidden to speak, and if the Participant still continues to obstruct order in the meeting, the Participant can be ordered to leave.

- (4) If the Chairperson cannot maintain order with above measures, the Chairperson will close the meeting.

Article 18
(Decision-making)

- (1) Council discusses and decides when the meeting is attended by the majority of its members unless in the case from the Article 8 paragraph (4).
- (2) The Council makes decisions, conclusions, guidelines and writes official opinions by a majority of votes of the present members unless other type of qualified majority is required by the Law, Statute or by the relevant bylaws.
- (3) In case when the number of votes FOR and AGAINST is even, the vote of Dean will prevail.
- (4) Decisions are adopted by public voting, unless it is differently regulated by the Law, Statute or by other bylaws.

Article 19
(Decisions and Conclusions)

- (1) The Council adopts the following legal documents:
 - a. Decisions, and
 - b. Conclusions
- (2) By decision Council resolves the issues from its legal and statutory authorities.
- (3) By conclusion Council resolves the following issues:
 - a. Procedural issues
 - b. Issues that the Council is authorized to consider but not to decide, yet they are to be forwarded to another body for decision making
 - c. Issues in which the Council expresses its view or opinion on a particular issue.
- (4) Aforesaid legal acts shall be signed by the Dean or Chairperson of the meeting at which the particular act was adopted.

Article 20
(Formulation of final decision content)

Following the end of discussion on a particular agenda item, the chairperson formulates content of the decision or conclusion in accordance with the submitted proposals in which shall be voted.

**Article 21
(Voting)**

- (1) Voting at the Council meetings is public, unless the Law, Statute or other bylaws determines otherwise.
- (2) The Council may decide to vote on a particular question by secret ballot, even when a secret ballot is not required.
- (3) Upon request for declaration on the particular item asked by the Chairperson, Council members publicly vote by raising hands "IN FAVOR", "AGAINST" or "ABSTAIN".
- (4) The chairperson firstly invites the participants to vote "IN FAVOR" to the proposal, then to vote "AGAINST", and afterward to vote "ABSTAIN", if any.

**Article 22
(Roll-call voting)**

- (1) The roll-call vote is conducted upon the decision of the Chairperson in order to accurately determine the outcome of the voting.
- (2) Roll-call voting is conducted in such a way that every member of the Council makes a statement in favour or against, or abstained from voting.
- (3) The minute taker calls out and counts the votes of Council members.
- (4) As soon as the voting is conducted, the chairperson determines and announces the vote results.

**Article 23
(Secret voting)**

- (1) A secret vote is conducted by voting ballots.
- (2) Voting ballots have to be of the same size, colour and verified with the University seal.
- (3) The contents of the voting ballot in each individual case are determined by the chairperson, depending on the specifics of the voting proposal.
- (4) Each member receives one ballot which the member inserts into the voting box after filling the ballot.
- (5) Voting ballots which have not been properly filled out (i.e. from which it cannot be determined if the Council member voted for or against, or abstained) will be considered invalid.

Article 24
(Appointment of body for conduction of secret voting)

In order to conduct secret voting Council can appoint a special commission or Faculty Secretary to be in charge.

Article 25
(Counting of ballots from secret voting)

Upon the completion of voting, the commission or Faculty Secretary counts the ballots and then the Chairperson announces whether the proposal which has been voted was accepted or declined.

Article 26
(Closing the meeting)

After the Agenda has been exhausted, the Chairperson closes the meeting.

Article 27
(Minutes)

- (1) Council meetings are recorded by the minutes in English.
- (2) The minutes are comprised of conclusions and decisions, as well as separately recorded opinions based on request of Council members.
- (3) Minutes also contain the results of votes in particular cases.
- (4) If deemed necessary, the work of the Council may be recorded through stenographic (shorthand) notes, or audio or video recordings.

Article 28
(Availability of minutes)

- (1) Minutes of meetings are available to all council members at the Faculty Secretary's office.
- (2) Minutes that have not been objected, i.e. minutes in which changes have been subsequently made by Council conclusion are considered as adopted.
- (3) Original of minutes are kept in the archives.

Article 29
(Final provisions)

- (1) Amendments to the Rules of Procedure will be made in the same manner and in accordance to same procedure as provided for its adoption.

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- (2) Proposal on changes and amendments of the Rules of Procedure are submitted by the Dean or a Council member.

Article 30 (Entry into force)

- (1) These Rules of Procedure enters into effect on the day of its adoption.
- (2) By this Rules of Procedure, the preceding Rules of Procedure, No. IUS-FENS 06-1875-1/14 shall be put out of force.
- (3) Faculty Council provides official clarifications of this Rules of Procedure and its individual provisions.

D E A N

Prof. Dr. Ahmet YILDIRIM

Delivered to:
1 x Faculty Council
1 x a/a

ADDENDUM / DODATAK

Professional opinion / Stručno mišljenje

Proposal of Rules of Procedure of the Council of FENS is in compliance with the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 33/17)

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Prijedlog Poslovnika o radu Vijeća Fakulteta prirodnih i tehničkih nauka usklađen je sa Zakonom o visokom obrazovanju KS ("Službene novine Kantona Sarajevo", broj: 33/17).

Adnan Beganović, sekretar fakulteta
Faculty Secretary