



Pursuant to Articles 34, 35 and 36 of the Statute of College ESLG, the Management Board of College ESLG on 01.10.2014 after the approval by the Student Council promulgates the following:

RULES OF PROCEDURE OF STUDENT COUNCIL

Article 1

These Rules of Procedure regulate the organization and manner of work of the ESLG Student Council (hereinafter: SC) and the exercise of rights and duties of student representatives in SC (hereinafter: members).

Article 2

SC is a student body of the College ESLG (hereinafter: College), which is professional and independent in its operation. SC has a minimum of four members and a maximum of ten members. The members of the SC are elected by the students body directly in the election. As a rule, the decision to call elections is adopted by the SC in the first round mid-October. As a rule, the elections are held in the second half of October. The way the call for elections, the candidacy procedure and the procedure for conducting the elections are specified determined in the Rules on Elections to the Student Council, which is approved by the SC itself according to Article 35 paragraph 2 of the Statute of College ESLG.

Article 3

The relations of the SC to the College and its bodies are regulated in the manner determined by the Law on Higher Education of Republic of Kosovo, the Statute of College ESLG, the legal acts of the College, these rules of procedure and other legal acts of the SC.



Article 4

The work of the SS is public. At the proposal of a member of the SC, the public may be limited or excluded by a decision only if this is necessary due to the nature of the case at hand. The proposal is decided by the SC, which decides on restriction or exclusion of the public by an absolute majority of the members of the SC.

Article 5

SC is represented by the president of SC, and in his/her absence by the authorized vice-president.

Article 6

In its work, SC uses a logo that is identical to the College logo with an attribution below "Student Council of College ESLG". The logo is used in upper right margin on all official documents of the SC.

Article 7

The provisions of the Rules of Procedure of the Student Council apply *mutatis mutandis* to the operation of the Student Council of the College, unless otherwise provided by these Rules of Procedure or other rules of the College.

Article 8

As a rule, the term of office of members of the SC lasts two years. SC officials can run for performing functions in the Student Council of the College.

The SC performs its work until the constitution of the newly elected SC.

SC confirms the mandates at the constitutive session, which is convened and chaired by the president of SC in the current mandate.



College ESLG

With the termination of the term of office of a member of the SC, the term of office is obtained by the next candidate who in election received the most votes.

If there is no such candidate or there have been no elections, SC co-opts a new member with a two-thirds majority. In the event that several candidates have the same number of votes, the election shall be with the draw if none of the candidates resigns.

It is considered that the term of office of a member of the Student Council ends on the day when the Student Council is informed or on the day when the student status ends.

A member whose term of office has ended shall perform his / her duties until the term of office is confirmed to the new member.

The mandate of a new member of the SC begins to run immediately after the confirmation of the members of the SC or after the voting on co-optation has been concluded.

Article 9

At the constitutive session, the members of the SC elect a president and Vice President.

Nominations or nominations shall be submitted in writing or orally at the constituent session of the SC.

Each member of the SC can vote for only one candidate for the same position.

A candidate elected by a two-thirds majority of all members is elected.

Article 10

The candidate for secretary and deputy secretary of the SC is proposed by the president of the SC from among the members SC who do not yet have a function.

Each member of the SC can vote for only one candidate for the same position.

College European School of Law and Governance

Veternik p.n

10000 Prishtina Kosovo

Tel: 038 602 405

M: 045 456 666

E-mail: info@eukos.org

Web: www.eukos.org



College ESLG

The candidate for whom the majority of the present members of the SC voted is elected.

He/she shall replace the Deputy Secretary at meetings which the Secretary may not attend.

Article 11

The functions in the SC are incompatible with each other. Notwithstanding the preceding paragraph, he/she may hold the office of President and Vice-President if it is decided by the two-thirds majority of all members.

Article 12

SC discusses and renders an opinion to the competent bodies of the College on the statute of the College, renders an opinion on all matters related to the rights and duties of students and accepts and implements the program of interest for College students. SC appoints members to the working bodies of College from the ranks of students.

SC performs all its duties and exercises its rights in a meaningful way as foreseen by the Law on Higher Education of Republic of Kosovo, Statute of College ESLG and legal acts of the College.

Article 13

Sessions of SC are regular or in correspondence.

Article 14

Sessions of the SC are convened by the President of the SC in a way that enables regular and efficient operation of SC.

The regular sessions must be convened at least three times per semester.



College ESLG

Article 15

The president of the SC distributes the points of agenda with the minutes of the previous session to each member of the SC at least five days before the convened session, and the rest of the material at least one day before the convened session.

Any member of SC may request the inclusion of items on the agenda or additional materials for the meeting at least three days before the session or at the session itself, whereby the proposal must be confirmed by a majority of all present members of the SC.

Article 16

The president of the SC distributes the points of agenda with the minutes of the previous session to each member of the SC at least five days before the convened session, and the rest of the material at least one day before the convened session.

An extraordinary session of the SC may be requested by the Rector, the president of the SC, one third of the members of the SC or a group of 20 students.

The request for convening an extraordinary meeting, which is submitted to the president of the SC, must contain a reasoning for convening the meeting and proposal of the agenda is also rendered.

The president of the SC after receiving the written request is obliged to convene an extraordinary session of the SC within three working days.

Article 17

The session of the SC is chaired by the president of the SC, and in his absence by the vice-president of SC.

Article 18

In case of absence or in case of resignation of the president of the SC, he/she authorizes the vice-president of the SC for chairing the session of the SC. If the President does not



College ESLG

authorize any of the vice-presidents, the members of the SC appoint a chair by a majority voting of all present members.

Article 19

The agenda is adopted by the SC at the beginning of the session.

The first item on the agenda is the adoption of the minutes of previous meetings, followed by the items of agenda, which were postponed to be decided at the next meeting.

If there are no comments on the agenda, the agenda shall apply as proposed. Individual points of the agenda must be addressed in the specific order as proposed in the agenda.

The member may comment on the minutes of the previous meeting and request that the minutes be amended or supplemented.

Comments shall be recorded in the minutes below the text to which they relate.

The SC shall decide on the reasoning of the requested changes or amendments to the minutes of the previous meeting of SC without discussion.

The chair of the session shall note that the minutes have been adopted, to which no comments have been made, or the minutes, which have been amended or supplemented as appropriate following the comments received.

If comments on the minutes have been accepted, the SC may accept that a clean copy revised minutes be prepared.

Article 20

The floor shall be given to the chair to initiate the debate. Everyone present in the session has the right to discuss. The chair takes care of order of discussions during the meeting. The chair shall announce to the one who disturbs the order of the meeting an oral reminder of the minutes. If the meeting participant continues to disturb the order, the chair requests that he/she be removed from the meeting. The removal shall be recorded in the minutes.

College European School of Law and Governance

Veternik p.n

10000 Prishtina Kosovo

Tel: 038 602 405

M: 045 456 666

E-mail: info@eukos.org

Web: www.eukos.org



Article 21

The floor shall be given to the chair to initiate the debate. Everyone present in the session has the right to discuss. The chair takes care of order of discussions during the meeting. The chair shall announce to the one who disturbs the order of the meeting an oral reminder of the minutes. If the meeting participant continues to disturb the order, the chair requests that he/she be removed from the meeting. The removal shall be recorded in the minutes.

The chair may adjourn the meeting and decide when the meeting shall resume again.

The chairman shall suspend the meeting of the SC if he/she finds the following:

- that the meeting does not have the quorum,
- that further consultations are needed,
- in other cases, when so decided by majority of members present of the SC.

The chairman ends the session of the SC when all items on the agenda have been exhausted.

Article 22

SC validly decides if there is a quorum at the session.

Article 23

SC decides by a majority of the defined votes of the members present, unless it is otherwise specified by the legal acts of the College or a different majority laid down in these Rules of Procedure.

Article 24

The vote shall be taken immediately after the proposal for a decision or act has been submitted and after the discussion on the proposal for a decision or an act has been duly completed.



College ESLG

If several proposals for decisions or acts are submitted, they shall be put to the vote in the same ranking order as filed.

Voting shall be open by show of hands, unless at least one of the members of the SC requests that votes be casted by a secret ballot.

The SC decides on procedural issues immediately, without discussion. Exceptionally, the SC decides by discussion if it is so requested by at least one member of the SC.

Article 25

If the vote is public, the chairperson first asks who is in favor of the proposal, then who it is against the proposal, and finally who abstained. Members of the SC have the right to explain their vote. At the request of a member, a separate opinion shall be recorded separately in the minutes.

Article 26

After each vote, the chairperson shall determine the result of the vote, if the vote is not unanimous and the result of the vote shall be determined by name if the members of SC request so.

Article 27

Holders of functions in SC are as follows:

- the President,
- Vice-President,
- Secretary and
- Deputy Secretary.



Article 28

President of SC performs the following duties:

- represents SC;
- convenes and chairs sessions of the SC;
- signs acts adopted by the SC;
- cooperates with the Rector and other bodies of the College;
- cooperates with associations and other interest groups of students,
- takes care of the implementation of the rules of procedure of SC and
- performs other tasks in accordance with these Rules of Procedure and other acts of the SC;
- manages and keeps the archives of the SC;

Article 29

The Vice-President assists the President of the SC in his work and in agreement with him performs individual matters from his field of work.

The vice-president of the SC replaces the president during his absence and in case resignation with authorization.

Article 30

The secretary of the SC is obliged to write the minutes at the meetings of the school and assists the secretary in drafting minutes. The secretary of the SC has a deputy, who replaces him in his work, when so provided for by the latter rules of procedure.

Article 31

At the proposal of a member of the SC, an external associate is confirmed by a majority of the members present. The external associate has the right to be informed on all matters, to participate and to give proposals at meetings. An external associate does not have the right to vote.



College ESLG

Article 32

SC adopts the rules of procedure of SC, resolutions, rules, opinions and recommendations.

Article 33

Proposals for acts may be submitted by all present.

Article 34

The acts of the SC are adopted by a simple majority of votes of the present members of the SC, unless it is otherwise provided for in the Rules of Procedure.

Proposals for the rules of procedure of the Student Council and proposals for rules are adopted by a two-thirds majority of votes of all members of the SC.

Article 35

The president of the SC is obliged to make all resolutions and other acts of the SC within five working days at the latest and submit them to the College.

Article 36

SC decides by resolution, unless it is provided otherwise by these Rules of Procedure, legal acts of College ESLG or the Law on Higher Education of Republic of Kosovo. The decision is made by the proposer of the item or the chairperson of the meeting in accordance with the discussion on agenda item.

Upon opinions and recommendations made to the SC, the SC takes general positions on issues and matters that are of significance to the College and proposes measures to solve student problems and regulate other matters as provided for by legal acts of the College or by legal acts of the College.

College European School of Law and Governance

Veternik p.n

10000 Prishtina Kosovo

Tel: 038 602 405

M: 045 456 666

E-mail: info@eukos.org

Web: www.eukos.org



College ESLG

Article 37

Together with the convening of a regular meeting, the agenda must include the application procedure for elections to working bodies of the College.

Representatives of students in the working bodies of the College are elected by the SC.

The nominator or candidate has the right before the start of voting to explain the nomination proposal.

Candidates are voted publicly by show of hands or by a secret ballot, if this is required by at least one member of the SC.

The SC may by a majority vote of the members present, decide to vote on all candidates at the same time.

Article 38

The candidate who receives a majority of the valid votes of the members present shall be elected, unless the Rules of Procedure do not provide otherwise for individual elections.

Article 39

Secret elections are conducted by the Electoral Commission. The Electoral Commission consists of three members, namely the President and two members elected by the SC on the proposal of the President. The members of the electoral commission can be members of the SC, external associates or other students with active student status.

Article 40

However, if several candidates for the same position are voted on, and none of them wins required majority, a new vote shall be taken. In the second ballot, it is voted on the two candidates who received the most votes in the first round.

If, in the second ballot, none of the several candidates obtains the required majority or if the sole candidate for the vacant position does not receive the required majority, the

College European School of Law and Governance

Veternik p.n

10000 Prishtina Kosovo

Tel: 038 602 405

M: 045 456 666

E-mail: info@eukos.org

Web: www.eukos.org



College ESLG

nomination procedure shall be repeated and the voting procedure based on the new proposed candidacy shall resume.

Article 41

If two candidates receive the same number of votes, the vote shall be repeated only for those two candidates. In case both candidates receive the same number of votes in the second round of voting, then the winner is determined by the draw.

Article 42

SC elects or appoints student representatives in:

- Academic Council;
- Senate;
- habilitation commission;
- disciplinary and Ethics commission;
- study commission;
- Quality commission,
- and other working bodies in which student representatives have a mandate.

Article 43

the nominated candidates who received the largest number of votes are elected to working bodies listed in the previous paragraph, provided that the majority of present members of SC voted for each candidate

Article 44

Members, holders of the function of the SC, representatives of students in the bodies of the College and external employees may be dismissed for the following reasons:

- two unexcused absence from a regular meeting;
- serious intentional breach of the duties of a student representative;
- three reminders recorded in the minutes for disturbing the order at the meetings,
- Intentional breach of these Rules of Procedure; or
- prolonged inactivity

College European School of Law and Governance

Veternik p.n

10000 Prishtina Kosovo

Tel: 038 602 405

M: 045 456 666

E-mail: info@eukos.org

Web: www.eukos.org



College ESLG

- violation of the exam schedule

SC dismisses its holders of office and the representatives of the students to the bodies of the College with the same procedure and same number of votes as they received during their election and appointment.

A third of the members may submit a proposal for the dismissal of the president and vice-president of the SC, in the form of a vote of no confidence and propose new candidate for election.

Article 45

Dismissal may not be voted on at the same meeting at which the proposal for dismissal is made.

Article 46

Every holder of the function of a student, a member of the student and a representative of students in the bodies of the College has the right to resign and state the reasons for his resignation.

A resignation statement is valid if it is sent in writing to the Rector and other members SC.

Article 47

Holder of the function at the SC or a representative of students in the bodies of the College, who gives a valid resignation statement, shall perform his / her work until the new holder is elected in accordance with these Rules of Procedure but not longer than in the next two consecutive regular sessions.

Article 48

Student representatives in the working bodies of the College and other function holders regularly report on their work orally at SC meetings or in writing to the SC president.



College ESLG

Article 49

If there is any doubt as to the content of an individual provision of the Rules of Procedure, the Rules of Procedure shall be interpreted at the meeting by the Chair. Any member may request a decision on the interpretation of the rules of procedure given by the chair of SC.

Article 50

These Rules of Procedure shall enter into force on the day following their adoption by the College Management Board.

The rules of procedure are published on the website of the College.

Prishtina, 01 October 2014

Visar Hoxha, PhD
President of the ESLG Management Board

