



SENATE REGULATION

of the University Senate of the International Balkan University

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On the basis of article 52, paragraph 1, indent 31 of the Law for Higher Education (Official gazette of Macedonia, number: 35/2008, number 103/2008, number 26/2009, number 83/2009 and number 99/2009) The University Senate of International Balkan University in Skopje, at the meeting held on 16.09.2010, has adjudicated the following:

SENATE REGULATION
of the University Senate of the International Balkan University

I. GENERAL PROVISION

Article 1

With this Senate Regulation is insitutionalized the way of work of the University Senate of The International Balkan University in Skopje (in forwarded text: University Senate).

II. RIGHTS AND DUTIES OF THE UNIVERSITY'S SENATE MEMBERS

Article 2

The members of the University Senate have rights and duties appointed with Law, University Statute and with this Senate Regulation.

Article 3

The member of the University Senate has right and duty to attend the University's Senate meetings, to get ready for each meeting and participate in the work and at the University Senate adjudications.

The member of the University Senate can be absent of a meeting just in case of justifiable reasons and is beholden to inform the Rector of the University in written form at least one day before the meeting is held.

The rector calls out and admonishes the member who does not attend the meetings sequentially three times and/but does not defend his absentee. If the University Senate member still does not attend but not justified, the rector informs in written form the faculty which has chosen the member and will ask to choose another University Senate member instead of him.

Article 4

A rector informs the University Senate (orally or written) about the work of a Rector's Board.

Article 5

For the attendances of the University Senate, members are conduced a record file which the attended members of the University Senate sign.

Article 6

The University Senate member has a right and a duty to vote or constraint.

Article 7

The member of the University Senate, at the University Senate meetings has rights:

- to propose promulgations of general and single acts at the competency of the University Senate
- to get in search of proposal - act of paragraph 1 of this act which are in an agenda of the meeting and to give his/her proposals at their promulgations. For the University Senate member's given proposal, enlightens the University Senate with a voting in a way appointed with this Senate Regulation.
- to attempt considerations of other questions from the authorization of the University Senate.

Article 8

The member of University Senate has a right to propound questions related with the agenda of meeting.

The questions are answered in the first or in the following first meeting.

The member of University Senate has a right to propound questions and to ask for answers to the Rector's Board too, and has a right to get answer in the following meeting or at his/her written request, at it shorter deadline.

Article 9

The member of University Senate is beholden to inform the Higher education Institution about the work of University Senate.

Article 10

The member of University Senate is beholden to keep the secret of state, service, army and act secret.

As secret is assumed the information that member of University Senate will understaffed at the University senate meeting related with the question for which is discussed without publicity.

As secrets are assumed also all materials that are being instructed to him/her at the University senate, at that are indicated.

III. UNIVERSITY SENATE MEETINGS

Article 11

University Senate deliberates meetings.

The meetings are held at least 2 times per year.

The University Senate can also have extraordinary meetings.

The University Senate can have orotund meetings in case of jubilation or anniversary celebrations, and/or other cases.

The University Senate can have commemorative meetings.

Article 12

The University Senate meetings are public.

Excludely, the University Senate can decide to work without any attendance of public.

Article13

The rector of the University convenes and guides the University Senate meetings, takes care for the application of Senate Regulation, gives further explanations related with the application of the Senate Regulation and takes care for orders of meetings.

After authorization of rector, as in cases of suppression of a rector, the meeting is convened and guided by one of the Vece-rectors authorized by the rector.

Article 14

The University Senate is also convened by the request of at least 3 institutions belonging to the University and by the request of Rector's Board.

Article 15

In the University Senate meetings can also be invited the representatives and interested organizations, institutions and other legal bodies and individuals.

Article 16

The University Senate meetings are convened with the invitations for meeting, which includes: the date, the place, the day, the time of a meeting, the proposal of the agenda with materials over questions which are proposed for the agenda for meeting and recorded from the previous meeting.

Materials for the meeting are provided by electronic way.

Invitations for meeting are provided to the members of University Senate and to the participants at least three days before the meeting is held.

In the extraordinary, emergency cases, the invitation could be submitted in a shorter time. The meeting will be held if the University Senate accepts the reasons for its urgent assemblage.

Article 17

In case the meeting is not held owing to the absentees of an adequate number of University Senate members appointed with a Law, with the Statute and with others acts of University, the meeting is appointed in advance within at most seven days, and members and participants are provided with new invitations with the same proposal of agenda.

Appointed meeting is postponed and in case when the reasons supervenes which make difficult to be held at an appointed date and is appointed in advance in the same way.

Article 18

The proposal of the agenda and the day of the University Senate meeting is held, is set out by the rector in cooperation with vice-rectors and together with the general secretary of University.

Anyone who is a member of the University Senate has a right to propose items for the agenda for meeting. The proposal is submitted in a written form, via University archives, at least seven days before the meeting is held. Materials advented after this date will not be included as item in the agenda for the incoming meeting.

The proposal contains reasoned explanation, aim, act that needs to be determined and other elements which explain the proposal.

If the proposal is put in the agenda, the rector submits the reasoned explanation to the University Senate members, too.

Article 19

The proposed agenda is appointed by the University Senate at the beginning of meeting, ever since is appointed that there is a quorum for work appointed with Law, Statute and other acts of the University.

Each member of the University Senate, at urgent cases, could propose amendments and supplements to the proposed agenda. The proposer is beholden to excuse the urgency and importancy of a new item of agenda and to submit written excused proposal or to excuse the proposal orally in the University Senate meeting.

Article 20

After adopting the agenda, the University Senate adopts the minutes of the previous meeting. The minutes that contain no remarks, as well as the minutes with the adopted remarks and the modifications made thereto shall be regarded as determined and they shall be adopted by public voting.

The adopted minutes shall be signed by the Rector and the Secretary General of the University after the closing of the session.

Article 21

After determining the agenda and the approval of the minutes, it shall be passed on to debating the issues on the agenda.

The debate of the individual issues shall begin with the presentation of the proposer, which must not be longer than 10 minutes, and it shall last as long as there are participants willing to take the floor for debating the respective issue. Every participant shall have the right to discuss in the duration of 5 minutes at the most, but no more than twice regarding the same issue.

The Rector shall admonish the member should he/she move away from the subject of the debate, should he/she not abide by the time and the number of calls as referred to the previous paragraph of this Article, and he may take away his/her right to speak.

Article 22

A right to speak shall be given by the Rector following the order according to which the participants in the discussion have signed in for discussion.

Article 23

In the course of the debate the University Senate may, following a suggestion by the Rector or by a member of the University Senate make a decision to suspend the reviewing of the current issue of the agenda so as to re-examine the subject or to supplement the material, i.e. to procure necessary data for the next session.

Article 24

Minutes shall be kept for the work of the session of the University Senate.

In the minutes there shall be entered: the number of the session, the venue of holding the session, the day and the hour when the session is held, the members attending, the members who have justified or who have not justified their absence, the possible delay or interruption of the session, the other persons attending the session, the conclusion for adopting the minutes of the previous session with the possible remarks, the adopted agenda. For each issue on the agenda, the discussions made by the University Senate members, the conclusion formulated by the Rector and the voting result afterwards, shall be entered in the minutes. The time when the session ended or when it was suspended shall be pointed out, by listing the reasons for its suspension.

A University Senate member, who will emphasize his/her opinion at the session, may ask that the important parts of his/her opinion be entered in the minutes.

Upon request by a University Senate member, the authorized discussion by the member shall also be entered as an integral part of the minutes, who is obliged to submit it in writing within 7 days after the closing of the session.

An integral part of the minutes in the Archives of the University shall be the submitted materials for the session and the acts passed at the session.

Article 25

The Rector shall interrupt the session should the number of attendees decrease in the course of the session, whereby there shall be caused a lack of majority of members necessary for the work and decision making (a quorum), owing to the disruption of the order in the hall where the session is being held.

The session may be interrupted by the Rector or by a University Senate decision, should it last more than 3 hours or in case it cannot finish on the same day.

The interrupted session shall continue within seven days, from the next day after the day of interruption, without supplementing the agenda.

Article 26

After the issues on the agenda have been exhausted, the Rector shall conclude that the session is over.

IV. DECISION MAKING

Article 27

At its sessions the University Senate shall pass general acts, decisions, conclusions, recommendations and other acts, it shall take a stand regarding certain issues and it shall make suggestions and opinions (hereinafter acts).

Article 28

Following the proposed acts on the agenda there shall be carried out a debate and a discussion and, after their ending, the Rector shall formulate a conclusion, a decision and the like, and he shall put it up for vote and announce the result of the voting, with a defined text of the act.

The University Senate shall make a decision with a majority vote as stipulated by law, by the Statute and the other acts of the University.

The acts passed by the University Senate shall be signed by the Rector of the University, and they shall be applied and be legally valid after their verification by the Management Board of the University.

Article 29

The public voting shall be carried out by raising of the hand or individually by name, about which the University Senate shall decide.

Secret voting shall be applied in the cases as stipulated by Law, by the Statute and the other general acts of the University and when the University Senate shall particularly decide about it.

Article 30

Before the voting takes place the Rector shall conclude whether there is a quorum and, if so the voting shall be conducted.

A University Senate member shall vote “for” or “against” the suggestion, or by abstaining from voting.

After the voting has finished, the Rector shall determine the results of the vote and based on that he shall announce whether the suggestion which was put up for voting has been accepted or rejected.

Article 31

The secret voting shall be conducted by ballot papers.

The ballot papers are to have an equal size and the same colour.

The secret voting shall be conducted by a commission consisting of three members elected by the University Senate in which, as a rule, there is to be a student.

Each ballot paper shall be stamped with the seal of the University and all the members of the Commission conducting the voting procedure shall sign it.

Article 32

Before starting the secret voting, the General Secretary of the University shall make the necessary explanations concerning the manner of voting.

The ballot papers shall be given to the University Senate members and the voting shall be conducted by a roll-call according to the list of members.

Article 33

In the ballot paper, when the election of holders of certain functions is proposed, there shall be stated the function for which the election is being made and the names and surnames of the candidates separately written, according to the alphabetical order of their surnames.

An ordinal number shall be placed in front of the name and surname of each candidate.

In the process of secret voting for the election of separate holders of functions, the University Senate members shall vote by circling the ordinal number in front of the name and surname of the candidate.

A ballot paper where the ordinal numbers in front of the names and surnames of more candidates than the number to be elected are circled, a blank ballot paper, a ballot paper containing new names and the ballot paper from which it cannot be surely concluded for which candidate the University Senate member has voted shall be considered invalid.

If someone or none of the proposed candidates obtains the necessary majority of votes, the voting procedure shall be repeated, only for the unfilled positions, with other candidates, i.e. for all the positions with other candidates, following the same procedure.

Article 34

After the secret voting, the President of the Election Commission shall announce the voting results, and the Rector shall formulate the decision, which shall be entered in the minutes.

Article 35

The secret voting for the proposal in its entirety shall be conducted by stating the proposal and the words: “for” and “against” on the ballot paper, and the voting shall be conducted by circling one of the listed words.

V. FINAL PROVISIONS

Article 36

The administrative, professional and other duties for the purposes of the University Senate shall be carried out by the Professional Service of the International Balkan University in Skopje.

Article 37

The interpretation of the provisions of this Senate Regulation shall be made by the University Senate.

Article 38

This Senate Regulation shall enter into force on the day of its publishing on the announcement board of the University and with a prior approval by the Management Board of the University.

Rector

Prof. Dr. Huner Sencan