

Based on Article 56 and 57 of the Law on Higher Education (Official Gazette of the Republic of Macedonia, number 35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11 ) and Articles 29-32 of the Statute of the Southeast European University, the University Board, at its meeting held on 07.06.2011, approved the:

## **RULE ON ORGANISATION AND WORK OF THE RECTOR'S COUNCIL**

### *Article 1*

This Rule regulates the structure, management and operation of the Rector's Council, convening of meetings, chairing, decision-making, application of decisions and other relevant matters dealing with the work of the Council.

### **Membership**

#### *Article 2*

Members of the Council are:

- The Rector, Pro-Rector and Secretary General
- Deans of Faculties, Directors of the Institute of Environment and Health, Language Centre and e-Learning Centre,
- President of the Student Parliament (non-voting)

Directors of other academic or administrative units may attend as required.

### **Scheduling Meetings**

#### *Article 3*

Meetings of the Rectors Council are held monthly, and are convened by informing the members via official e-mails. In special circumstances, the Chairperson has the right to convene additional meetings. The information should include the time and place where the meeting will take place, as well as the material according to the draft agenda, which should be provided at least three working days before the meeting.

Meetings of the Council are prepared and chaired by the Rector or by a person authorized by the Rector. The authorized person must be a member of the Council.

The Rector or the authorized person, during the management of meetings, shall respect the provisions of the Statute and this Rule. The Agenda is approved by a majority of the members present in the meeting.

## **Keeping order**

### *Article 4*

The Chair is responsible for the conduct of the meeting.

The Chair and participants in the Council meeting are obliged to respect this Rule. Staff should conduct themselves professionally and respectfully at all times and the Chair should control unacceptable behavior.

The planned meeting of the Council may be postponed or curtailed in these circumstances:

- if there is not a quorum;
- if the meeting cannot be finished within a reasonable time ;
- if there is unprofessional or disorderly conduct during the meeting;
- if the Chair is not able to conduct the meeting. The

meeting may be curtailed or postponed by the Chair.

## **Decision-making**

### *Article 5*

The Council may only make a formal decision if quorate (quorum equals more than half of the total number of voting members). The Council makes a decision by majority of votes from all members with the right to vote.

The discussion on a certain point of the agenda lasts until a conclusion is reached, in the time period facilitated by the Chairperson to ensure maximum participation and efficient use of time.

## **Minutes**

### *Article 6*

Minutes are taken of each meeting of the Council by the professional service of the University.

Minutes are taken both:

- in writing, and
- by recording in electronic form.

Minutes include essential data of the work of the meeting especially:

- the number, date, and location of the meeting;
- the name of members present in the meeting;
- the names of those members who are absent from the meeting;
- the Agenda;

- specific discussion that has particular importance for any relevant issue;
- decisions, actions and deadlines.

Minutes are signed by the Chair after approval by the Council.

Minutes are sent to all Council members and a summary is circulated to University staff.

Minutes recording the decisions of the Council shall be kept under the supervision of the Rector and archived according to the University Archiving Policy.

### **Concluding Provisions**

#### *Article 7*

This Rule comes into force from 01.09.2011.