

Based on Article 51 and 52 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11) and Articles 21 to 28 of the Statute of South East European University, the University Board, at its meeting held on 07.06.2011 approved the following:

## **RULE ON ORGANISATION AND WORK OF THE UNIVERSITY SENATE**

### *Article 1*

This Rule regulates the composition, management and operation of the University Senate, convening of the meeting, chairing, decision-making, application of decisions and other relevant matters dealing with the Senate's work.

### **Composition**

#### *Article 2*

Members of the Senate with the right to vote are:

- Rector, Pro-rectors, Deans;
- Two representatives from the Faculty academic staff elected directly by each Faculty Teaching-Scientific Council;
- Directors of the Institute for Environment and Health, the Language Centre and the E-Learning Centre;
- One representative elected from and by the University administration;
- One elected student representative from each Faculty\*.

Attending: the Secretary-General, the Raporteur and other invited persons.

\*Student representatives are excluded from voting on the issues of academic appointment and promotion.

### **Verification of the mandate**

#### *Article 3*

At the beginning of each meeting of the Senate, the Secretary General introduces the new members for verification of their mandate.

The proposal for a new member is submitted to all Senate members three working days before the Senate meeting.

Voting for the proposed members is done individually after discussion, without the presence of the candidate proposed. The decision by majority vote to either accept or reject verification of an individual mandate is final.

After verification of the mandate, new members of the Senate give a solemn undertaking, by signing the declaration text as follows: 'I declare that I will accomplish the tasks with honour and respect, with justice and integrity, with scruples and responsibility, that I will work in order to accomplish the Senate work, that I will represent the interests of the University with conscience and dedication, and that I will be loyal and devoted and carry out duties set out elsewhere in the Statute of the University'.

The mandate of Senate members is four years, students' mandate is two years, and Ex-officio members for the duration of the appointment.

## **Scheduling**

### **Meetings**

*Arti*

*cle 4*

Senate meetings are chaired by the Rector.

They are convened by the Rector at least five working days before the meeting takes place, except in extraordinary circumstances. The Agenda together with the materials for review are sent to members of the Senate at least five working days before the meeting takes place.

The Senate meets at least twice a year, but can also have extraordinary

meetings. During the compilation of the Agenda, the Rector especially takes

care that:

- The Agenda includes issues which according to the Statute belong to the competences and purviews of the Senate;
- The Agenda also includes issues which require timely resolution.

The Rector prepares and proposes the Agenda in cooperation with the Secretary-General and De

an  
s.

In case of the Rector's absence, the meeting is prepared and chaired by the Pro-rector for Academic Issues (or in case of his/her absence, by one of the other Pro-rectors who is present), authorized by the Rector in writing.

The Rector is obliged to convene an extraordinary meeting of the Senate if at least the majority of the Senate members (with a right to vote), the University Board or the Rector request it.

### **Beginning of the meeting and adoption of the agenda**

*Arti*  
*cle 5*

At the beginning of the meeting, the Chairperson notes who is present and who is absent, notes if there is a quorum, proposes the agenda, opens discussion on the agenda and records any stated conflict of interest. Senate members have the right to propose changes in the agenda. The Chairperson verifies adoption of the Agenda. The Agenda cannot be changed after its adoption.

### **Role of the Chairperson**

*Arti*  
*cle 6*

The Chairperson opens the meeting according to the Agenda, gives the floor to the discussant, notes closing remarks of a certain subject, puts the issue to the vote, notes the adoption or rejection of the proposal, notes actions and deadlines, undertakes measures for ensuring successful progress of the meeting, notes the conclusions of the meeting and undertakes other actions necessary for conducting the meeting in line with this Rule.

### **Course of the meeting**

*Arti*  
*cle 7*

After adoption of the agenda, the meeting continues with reviews and decisions on

issues according to the Agenda. The report and explanation of the agenda is presented by the Chairperson or appointed person after whom the Chairperson opens the debate. Members of the Senate participate in discussion by presenting opinions and proposals on the relevant issues.

The Chairperson gives the floor following the order for debate.

No one may intervene in the discussion without obtaining permission of the Chairperson by raising his/her hand.

For each point of the Agenda, each participant is limited to two opportunities for speaking. The participant who takes the floor is obliged to keep to the issue that is being discussed, and may debate only concerning the point of the Agenda. If the participant in his/her discussion does not abide by this, he or she will be warned by the Chairperson.

Any participant who finds that any fact is distorted in relation to his contribution has the right, with the Chairperson's permission, to reply immediately after the previous participant concludes his/her contribution.

The reply to the same issue is allowed to the participant in debate only twice and for a maximum of five minutes.

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.

With the Chairperson's permission, those who are not members of the Senate may also contribute to the discussion. If the Chairperson does not give the floor to a particular discussant, the Senate may decide. The Senate according to the proposal of the Chairperson or any other member of the Senate may decide to postpone the discussion on some issue and to prepare details for the following meeting.

If materials which are confidential documents are reviewed in the meeting, the Chairperson warns those present emphasizing that these are confidential documents and must be treated as such, collecting the materials after the conclusion of the Meeting.

## **Decision-making**

*Arti*

*cle 8*

Before the decision is made, the Chairperson summarizes the proposals for decision or conclusions concerning that point of the agenda.

After reviewing and conclusion of the discussions, according to the Agenda, the Senate reaches a decision or a conclusion by consent or by voting as specified below.

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

In case of tied votes, the Chairperson has the casting vote.

Proposals for decision or conclusions put forward by organs of the University are voted on before other individual proposals.

The Senate may make a decision by acclamation, open voting or, when a majority of the Senate members request this, by secret ballot.

Open voting is made by a show of hands or individual declaration. The declaration is: 'Pro', 'Contra' and 'Abstention'.

If a senate member requests a secret ballot, the Chairperson decides whether to put this request to an open vote or not. After voting, the Chairperson notes whether the secret ballot is agreed or not.

The procedure for a secret ballot is implemented by the Secretary General.

### **Keeping**

#### **order**

*Article 9*

The Chair is responsible for the conduct of the meeting.

The Chair and participants in the Senate 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 Senate 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 is curtailed or postponed by the

Chair.

### **The Senate member's rights and duties**

*Article 10*

A member of the Senate has the right and duty to

- prepare fully for the meeting and take active part in the discussion;
- propose changes or additions to the agenda;
- take an active part in reviewing the agenda issues;
- ask for explanation and information on issues which are under the Senate's competency;
- vote or abstain;
- ask questions to the Chairperson of the Senate.

A member of the Senate is obliged to participate in every meeting and must have a reasonable excuse for absence from the meeting.

The Chairperson of the Senate must be informed in advance of a member's absence.

### **Minutes of the Senate meeting**

*Article 11*

Minutes are taken of each meeting of the Senate 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 names 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 Chairperson after approval by the Senate.

Minutes are sent to Senate members and a summary of minutes is circulated to the University staff. Confidential items are recorded separately and are not circulated.

Minutes recording the decisions of the Senate are kept under the supervision of the Rector and archived according to the University Archiving Policy.

## **Commissions**

### *Article 12*

The Senate may establish Commissions to assist its work according to the Statute and within their Terms of Reference.

## **Senate authorities**

### *Article 13*

The Senate makes:

- Decisions;
- Conclusions;
- Recommendations.

The Senate gives the authentic interpretation of the acts which it adopts.

## **Concluding and Transitional Provisions**

### *Article 14*

The mandate of all members that are not covered in Article 2 ends after this Rule comes to force.

*Article 15*

This Rule comes into force from 01.09.2011.

