



KOLEGJI DARDANIA

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KOLEGJI DARDANIA - DARDANIA COLLEGE

Prishtinë - Pristina

101 Nr. 528/031, 24.09.

2021



Pursuant to the provisions of the Statute of "DARDANIA" College, the Steering Council of the College at the meeting held on 24.09.2021 approved

REGULATION ON THE WORK OF STEERING COUNCIL

I. GENERAL PROVISIONS

Article 1 .

1. By this regulation it is determined the organization and the work of the Steering Council of "Dardania" College- Prishtina (hereinafter: Steering Council).

2 . The Steering Council of the College is the governing body of the College;

3 . The Steering Council reviews the important issues from the scope of the Council

;

4 . The tasks of the Steering Council are as follows:

4.1 Providing conditions for the administration and fair management of the resources at the College level and other subordinate units;

4.2 Approving the draft Statute of the College;

4.3 Issuing regulations on governance, leading and management of the College ;

4.4 Deciding regarding the general organizational structure of academic units according to the proposal of the Rector and the founder;

4.5 Organizing financial control;

4.6 Determining the development policy and the funding of the College;

4.7 Deciding regarding teaching activities - scientific and commercial activities at the College ;

4.8 Taking decisions regarding the establishment and abolishment of programs ;

4.9 Selecting and nominating the Rector of the College upon the proposal of the founder

4.10 Establishing commissions for the progress of the College.

5. The responsibilities of the Steering Council are as follows:

5.1 Approve the aim and mission of the College and supervise its ongoing activities;

5.2 Define the guidelines for the overall strategic development of the College within the Kosovo higher education system, referring to the international academic community;

5.3 Monitor the effective and successful exploitation of resources, liquidity and security of College assets ;

5.4 Discuss and approve the annual budget plan prepared by the Rector and the founder and submit this plan to the relevant authorities.

II. COMPOSITION OF STEERING COUNCIL

Article 2.

1 The Steering Council consists of 5 (five) members with the right to vote.

2. The mandate of the Steering Council is two years, with the right of re-election.

3. The Council is chaired by the Chairperson and in his / her absence by the Deputy Chairperson.

4. The work of Steering Council is accomplished through meetings, which are called and held when necessary.

II I. PREPARING AND CALLING MEETINGS OF STEERING COUNCIL

Article 3 .

1. The Chairman or the Vice-Chairman of the Steering Council invites the members of the Steering Committee, by informing about the topic of discussion at least two days prior the meeting.

2. The steering council has a quorum if more than half of the members are present.

3. Decisions are taken with the majority votes of the members present. If the number of votes is equal, the vote of the founder decides.

IV. LEADING THE WORK AND DECISION IN MEETING

Article 4 .

1. According to this regulation the meetings of the steering council are chaired by the chairman, in his absence by the deputy chairman or by one of the Steering Council members.

2. Prior the beginning of the meeting, the Chairperson verifies the number of present and absent members and informs the attendees that the majority of the members are present at the meeting and that there can be taken final decisions.

Article 5 .

The Chairman of the Steering Council opens the meeting by informing the attendees if they agree with the proposed agenda. After deciding about the agenda, the meeting begins according to the agenda items.

Article 6 .

The members of the steering council participate in the discussion on all agenda items, ask for explanations, make questions and ask answers from the referrals.

Article 7 .

1. Revision of agenda items is led separately, in principle the first one by the rule and then the particular ones.
2. The chairman proposes the manner of leading the revision. The Chairman may propose that the revision time can be for e.g. 5 minutes.

Article 8 .

1. No one can take the word in the discussion if not given the word by the chairman, to interfere while the participants are discussing or in any other way hinder the work of the meeting
2. The Chairman shall be entitled to warn the member who obstruct the normal flow of the meeting, to take his word and in case of breaking the agenda to dismiss him or her from the meeting.

Article 9 .

1. The discussions according to the particular items of the agenda shall last as long as the discussions of all the participants are completed.
2. The Chairman closes the discussion and proposes to move to the decision making.
3. Based on the proposals of the material and the opinions presented during the discussions , the Chairman prepares the resume or the decision and presents them for voting.

Article 10.

1. In regards to the proposed decisions it is decided by a public vote, which is done by raising the hand, but the voting results are confirmed by counting.
2. A decision shall be deemed as approved if more than half of the present members declare themselves pro it.

V. MINUTES**Article 11.**

1. The minutes are kept during the Steering Council meetings.
2. The minutes shall be kept by the member who is assigned by the chairman at the beginning of the meeting.
- 3 . Minutes on the work of the council contains the basic data, such as: the date and place of meeting, the sign and the number of the meeting, the number of present members of the Steering Council and the absent ones, other persons presenting, the name of the chairman and minute taker, the scheduled agenda, the defined agenda, names of participants in the discussion with short content of discussions and the

results of voting according to the special items of the agenda , the shared opinions of the members of the Steering Council and other important issues.

4. At the end of each item of the agenda it is written the conclusion according to the order of formulation, as presented by the chairman.

5. The minutes shall be processed in original and in sufficient copies.

6 The original minutes are signed by the chairman and the minute taker and the same ones are stored with the other material of the meeting and stored in the archive.

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 12.

The issues which are not regulated by this regulation shall be regulated by a special decision of the Steering Council.

Article 13.

Upon the entry into force of this regulation, the Rules of Procedure of this Steering Council dated 25.09.2015 are no longer valid.

Article 14.

This Regulation shall enter into force on the day of its approval.

CHAIRMAN OF THE STEERING COUNCIL

Prof. dr. Haki Demirelli



