

**UNIVERSITY OF BANJA LUKA
FACULTY OF MEDICINE
BANJA LUKA**

**RULEBOOK
ON THE WORK OF THE ACADEMIC COUNCIL OF
THE FACULTY OF MEDICINE
UNIVERSITY OF BANJA LUKA**

Banja Luka, November 2009

Pursuant to Article 68 of the Law on Higher Education of the Republic of Srpska (“Official Gazette of the Republic of Srpska” No. 85/06 and 30/07), and in connection with Article 52 of the Statute of the University of Banja Luka, the Academic Council of the Faculty of Medicine of the University of Banja Luka, at the session held on November 5, 2009, has **adopted** the following:

**RULEBOOK
ON THE WORK OF THE ACADEMIC COUNCIL OF THE FACULTY OF MEDICINE
UNIVERSITY OF BANJA LUKA**

I INTRODUCTORY PROVISIONS

Article 1.

This Rulebook regulates the work and internal organization of the Scientific-Teaching Council (hereinafter: the Council) of the Faculty of Medicine of the University of Banja Luka, as well as the manner in which its members exercise their rights and duties.

Article 2.

The provisions of this Rulebook apply to all members of the Council, as well as to other persons who attend and participate in the work of the Council’s sessions.

Article 3.

The members of the Council are elected from among the teachers and associates of the Faculty of Medicine of the University of Banja Luka, as well as students appointed by the student representative body.

The Dean and Vice Deans are ex officio members of the Council.

Article 4.

The Council is chaired and represented by the Dean of the Faculty as the ex officio President of the Council. Minutes of the Council's sessions are recorded and signed by both the President and the recording secretary.

II CONSTITUTION OF THE COUNCIL

Article 6.

The first constitutive session of the Council, following the election of the Dean, is convened by the Dean of the Faculty.

At the session of the Council, Vice Deans are appointed upon the proposal of the Dean of the Faculty of Medicine.

The number of Council members is recorded in the minutes.

At the beginning of each academic year, the number of Council members is determined.

Article 7.

The constitution of the Council is carried out by reading the names and surnames of the Council members.

It is confirmed that the President of the Council is the Dean ex officio.

Once the constitution process is completed, the Council may begin its work, which is confirmed by the President of the Council.

III THE WORKING PROCEDURE OF THE COUNCIL

Article 8.

1. The work of the Council

The Council works in sessions.

Sessions are convened and chaired by the President, and in their absence, by a Council member authorized by the President.

The President of the Council performs the following duties:

1. Convenes and leads the work of the Council;
2. Ensures the preparation of materials for Council sessions where decisions or conclusions are made;
3. Signs the acts adopted by the Council;
4. Signs the minutes of the Council sessions;
5. Performs other tasks defined by general acts and this Rulebook.

Article 9.

The President convenes a session as needed and in accordance with the planned work schedule, but at least once a month.

The President of the Council is obligated to convene a session at the request of 30% of the Council members.

Article 10.

The convening of a session is done by:

1. By sending a written invitation and written materials for the session, specifying the location and time of the session, as well as the proposed agenda. If it is not possible to attach the agenda or written materials, the session can exceptionally be scheduled through oral invitations, with the note that the President will propose the agenda and present the materials during the session, or
2. Along with the invitation for the session of the Council, sent via email, the relevant materials are provided, as well as the minutes from the previous session of the Council. The written invitation is prepared by the business secretary and signed by the President of the Council.

Article 11.

In addition to the members of the Council, the Faculty Secretary attends the session, and other individuals may be invited to the session if their presence and participation can contribute to more qualitative and efficient discussions and decision-making on specific agenda items.

Article 12.

The written or electronic invitation, along with the prepared materials for the session, is sent to the Council members no later than three days before the session.

Only in exceptional cases, if the session is called urgently and orally, or by phone, the deadline from the previous paragraph may be shorter.

Article 13.

If any member of the Council is unable to attend a session, they are required to inform the President in writing or electronically in a timely manner, stating the reasons for their absence. If a Council member unjustifiably misses three consecutive sessions, their membership in the Council is terminated, and a new member is elected in their place.

2. The course of the session

The Council works and makes valid decisions when the majority of the total number of Council members are present at the session.

Article 14.

The President of the Council opens the session and determines whether the required number of members is present for valid work and decision-making.

Article 15.

After confirming the presence of the required number of members for valid work and decision-making, the President proceeds to establish the agenda of the session.

Once the facts from the previous paragraph are established, the President reads the agenda and proposes or accepts suggestions for changes and additions to the agenda.

If the proposed agenda, with any changes and additions, is accepted, the final adoption of the agenda is carried out by a majority vote of the total number of Council members.

Article 16.

A Council member may propose changes and additions to the agenda, along with a written explanation and submission of the relevant materials.

The proposal from paragraph 1 of this article is submitted to the President of the Council through the protocol. A timely and properly submitted proposal from paragraph 1 of this article becomes an integral part of the agenda of the Council session.

Article 17.

Once the agenda is adopted, the work proceeds according to the established points of the agenda.

The discussion on individual agenda items begins with an introductory presentation by the President, a designated reporter, or by reading the relevant preparatory materials. No one may speak during the session before requesting and receiving permission from the President. The President grants the floor in the order of registration. Exceptionally, the President may give the floor out of order if someone wishes to discuss a potential violation of this Rulebook.

Article 18.

A participant in the session who is discussing a topic must be clear, concise, and specific in their presentation and must propose solutions to the issue being discussed, unless their presentation is of an informative nature.

The duration of the discussion on each agenda item is a maximum of five minutes.

Only in exceptional cases can the same Council member discuss the same agenda item twice.

Article 19.

The President is obligated to warn a participant in the discussion if they deviate from the agenda or repeat already established facts or previously stated opinions, thereby unnecessarily prolonging the session.

The discussion generally continues until the President of the Scientific-Teaching Council determines that the specific agenda item being discussed has been fully clarified and that decision-making can proceed.

3. Decision-making at the session

Article 20.

The Council makes decisions on issues within its jurisdiction and authority by adopting appropriate decisions or conclusions.

The acts of the Council are valid if adopted by a majority of more than half of the total number of Council members, unless the Law on Higher Education or the Statute of the University stipulates a different (qualified) majority.

Article 21.

Voting at Council sessions is generally public, unless otherwise specified by law or other acts.

Public voting is conducted by raising hands or by roll-call.

Article 22.

A proposal is considered adopted if it receives a majority of votes from the total number of Council members.

Secret voting is conducted by marking "FOR" or "AGAINST," and a proposal is adopted if more than half of the members vote "FOR."

The Council votes secretly on the following issues:

1. In the election of representatives to the Senate and to the Council of the Senate,
2. In determining the proposals for candidates for the positions of Dean and Vice Deans, and
3. When the Council decides that a secret vote should be held on a particular issue.

Article 23.

The session generally lasts until all agenda items are addressed. The President announces the end of the session.

If all agenda items cannot be resolved during the session, the session may be adjourned, with the date, time, and place for the continuation of the session being determined.

No separate invitations or notifications are sent for the continuation of the session.

4. Maintaining order at the session

Article 24.

The President of the Council has the right and duty to maintain order at the sessions. In exercising the right and duty to maintain order at the sessions, the President is granted the authority defined by this Rulebook.

Члан 25.

Measures that can be imposed on a Council member or other individuals attending the session for disrupting order during the session include: a warning, revocation of the floor, and removal from the session.

A warning is issued to a member or other participant if their behavior disrupts the course of the session or if they use language in the discussion that is not in line with the dignity of the participants.

Revocation of the floor, or the right to participate in the discussion, is imposed on a member or other participant if their discussion insults other participants or third parties, or if they otherwise severely disrupt the course of the session.

Removal from the session is imposed when a participant does not comply with a warning or continues behavior that disrupts the session.

Article 26.

The President issues a warning or revokes the floor when they deem it necessary. The measure of removal from the session is imposed by the Council by a majority vote of the total number of members.

5. The minutes of the Council session

Article 27.

A minutes record is kept at each Council session. The minutes are recorded in written form and audio format.

The minutes are taken by the minute-taker, i.e., the employee assigned to this task by the appropriate general act or the employee appointed by the Council before the session begins.

The minutes are signed and verified by both the minute-taker and the President of the Council.

Article 28.

The minutes must include the following details: the date of the session, the names of the members present and absent from the Scientific-Teaching Council, the agenda of the session, and the content of the conclusions adopted for each agenda item, including the number of votes "FOR," "AGAINST," and "ABSTAINED." Upon request from a Council member, the minutes will also record whether they voted "FOR" or "AGAINST" a proposal or conclusion, or abstained from voting, along with a brief explanation of their differing stance or opinion.

Article 29.

After the session, the minutes taker is required to organize and finalize the minutes. The original copy of the minutes is kept as a permanent document in the Faculty's archive.

6. Execution of the Council's conclusions.

Article 30.

Based on the organized minutes, the professional service, or the employee to whom the tasks are entrusted, is required to prepare the necessary documents within five days of the meeting and submit them to the President of the Council for signing.

The signed and documented acts are submitted to:

- The president of the Council,
- The proposer, or the interested party,
- Relevant departments for monitoring the implementation of the act,
- The secretary of the Faculty, and
- The Faculty's archive.

Article 31.

If an act serves as a legal basis for specific actions of an authority or contains particular specifics regarding its execution or the public's awareness, the professional service, or the responsible employee, is obligated to issue a special written dispatch of that act and direct it to the person or authority responsible for its execution or for acting upon it.

One copy of the act must be posted on the Faculty's notice board or the Faculty's website.

Article 32.

The special dispatches of the act of the Council are signed by the President of the Council or a person authorized by them.

Article 33.

The President of the Council is obligated to inform the Council about the implementation or execution of the adopted acts.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 34.

The provisions of this Rules of Procedure shall apply analogously to the work of the assistants of the professional bodies of the Council (committees, commissions, working groups, and similar).

Article 35.

The authentic interpretation of this Rules of Procedure shall be provided by the Council upon the proposal of the commission it designates.

Article 36.

This Rules of Procedure is considered adopted when a majority of more than half of the total members of the Scientific-Teaching Council votes in favor, and it shall enter into force on the eighth day from the date of publication on the Faculty's notice board.

Article 37.

Amendments and supplements to this Rules of Procedure shall be made in the same manner as its adoption.

Article 38.

Upon the entry into force of this Rules of Procedure, the previous Rules of Procedure of the Scientific-Teaching Council No. 0602/92, which has been in force since March 1992, shall cease to be valid.

Number: 0602-776/2009

In Banja Luka, November 2009

PRESIDENT OF THE ACADEMIC COUNCIL

Prof. Dr. Zdenka Krivokuća