

Pursuant to Articles 16 and 29 of the Statute of University of Zadar (November 2011) and Articles 9 and 12 of the Ordinance on the Department of History at the University of Zadar (March 8, 2012), the Department of History Council, on the proposal of the Head of Department, on March 8, 2012 adopted the

## **RULES OF PROCEDURE OF THE DEPARTMENT OF HISTORY COUNCIL, UNIVERSITY OF ZADAR**

### Article 1

These Rules of Procedure regulate operations of the Department of History Council at the University of Zadar (hereinafter: the Council), the course of its meetings, decision-making at the meetings, maintenance of order at the Council meetings, publicity of the Council's operations and its limitations, rights and duties of the Council members, etc.

### **Council meetings**

#### Article 2

Council members have the following rights and duties:

- a) to participate in the Council meetings, discuss and vote at the meetings;
- b) to make suggestions and ask questions;
- c) to participate in the work of the committees.

A Council member has other rights and duties stipulated by the Statute of University of Zadar, the Ordinance of the Department of History (hereinafter: the Ordinance) and these Rules of Procedure.

#### Article 3

All the materials, documents and information prepared and gathered for a Council meeting and relevant for the subject of discussion are available to all Council members.

Council members are obliged to safeguard classified information they learn performing their Council duties.

#### Article 4

The Council shall meet at least once a month or as needed, in accordance with the Ordinance.

Council meetings are prepared by the Head in collaboration with his Deputy Head and the Secretary of the Department. Meetings are convened by the Head, in accordance to the Ordinance.

Council meetings are chaired by the Head or, in case of his absence, the Deputy Head.

#### Article 5

Convening of a meeting can be requested in writing by 1/3 (a third) of the Council members.

If the Head fails to convene a Council meeting within 8 (eight) days upon receiving the request, the proponents may convene the meeting themselves.

#### Article 6

Invitations with draft agenda and corresponding materials will be delivered to the Council members at least 7 (seven) days prior to the Council meeting by email.

Council members may submit their proposals on amendments to the agenda before the meeting or at the meeting.

#### Article 7

Nobody is allowed to speak at the meeting before he/she requests and receives the floor from the chairperson. After they have been given the floor, the Council members can speak no longer than 5 minutes.

If a Council member or another person wishes to respond to a statement (reply), the chairperson shall give him/her the floor after the person who presented the original statement finishes speaking. A member is allowed to reply to one's statement only once. His/her reply can last no longer than 3 minutes.

Each member of the Council may discuss the same topic on the agenda no more than two times.

#### Article 8

A Council member or another person at the meeting can speak only about the topic under discussion and according to the agenda. If a Council member moves away from the topic on the agenda, the chairperson will warn him/her to stick to the agenda.

If the member does not stick to the topic on the agenda after the second warning, the chairperson will interrupt him/her and he/she will no longer participate in the discussion of the topic.

#### Article 9

The chairperson is responsible for order at the Council meetings. The speaker who disrupts the meeting could be issued:

- a) a reprimand,
- b) a reprimand and prohibition from further discussion / presentation, or
- c) be removed from the meeting.

Removal from the meeting comes into force after the Council has voted on it.

#### Article 10

A member of the Council is reprimanded if he/she:

- a) Does not stick to the topic of discussion in his speech;
- b) speaks without a permission from the chairperson;
- c) interrupts or otherwise interferes with the discussion;
- d) disrespects or insults the chairperson or other members of the Council
- e) otherwise disturbs the meeting.

#### Article 11

A reprimand with prohibition of further discussion is ordered to a Council member who continues to violate the provisions of these Rules after he/she has been warned by the chairperson.

#### Article 12

Removal from the Council meeting is ordered, after a voting, to a member of the Council whose conduct has undermined the order and violated provisions of these Rules and thus put the conveyance of the meeting in question.

When a member is removed from the meeting, he/she must leave the meeting immediately. If he/she does not leave the meeting immediately, the meeting will be postponed for an indefinite period, and the member's conduct will be considered serious violation of employment obligations.

Proceedings for misconduct are initiated by the Head of Department.

#### Article 13

At the beginning of the meeting of the Council, the chairperson shall constitute a quorum, in accordance to article 14, paragraph 1 of these Rules. If a sufficient number of the members are not present at the meeting, i.e. there is no quorum, the meeting will be postponed. Otherwise, when there is a quorum, the chairperson proposes the agenda and puts it to discussion.

The items on the agenda will be discussed as listed in the agenda. The chairperson will conclude the discussion when all the topics on the agenda are discussed and proposal of the minutes is determined.

### **Decision-making at the Council meetings**

#### Article 14

Decision-making requires the presence of more than half members of the Council.

Decisions are adopted by a majority vote of the present members of the Council, apart from the exceptions prescribed by the Statute, the Ordinance or other positive normative acts of the University of Zadar.

At every decision-making session, the chairperson shall determine the number of those present.

#### Article 15

Voting at the Council meetings is public, if these Rules of Procedure do not prescribe otherwise. Public voting is conducted by a show of hands. The chairperson invites members of the Council to declare who is "for" the proposal, then who is "against" the proposal and, finally, who is "abstained" from voting.

After voting, the chairperson shall determine whether a decision has received the required majority of votes and announce the result of the voting.

#### Article 16

Secret voting is conducted when the Council decides so on a Council meeting.

Any member of the Council can propose secret voting on a topic on agenda, with mandatory elaboration.

A three-member committee is elected for realization of secret voting. The chairperson or any other member of the Council can suggest members of the committee. After a discussion, members of committee are voted for publicly. A three-member committee is elected if it receives a majority vote of all the present members of the Council. The committee elects its own president among its members.

The committee manages further conduct of secret voting.

Secret voting is conducted using voting papers of the same size, colour and shape, which all have a stamp of the Department and contain the full text of the proposal and the words "for" and "against".

A member of the Council must vote using only one voting paper and in person. A member of the Council votes by circling only one word below the text of the proposal.

#### Article 17

After all the present members of the Council have submitted their voting papers and after the president of the voting committee declares the voting finished, the committee determines the results of the vote based on submitted voting papers.

The president of the committee communicates the results to the Council. He/she declares how many members of the committee received their voting papers, how many voted, how many voting papers were invalid, and how many members of the Council voted “for” or “against” the proposal.

#### Article 18

Council meetings are recorded in minutes. Minutes contain basic information about meeting procedures, participation in discussion, and decisions made at the meeting. Voting results are also recorded in minutes.

#### Article 19

At the beginning of a meeting each Council member has the right to present objections to the minutes of the previous meeting. Grounds of the objections are decided upon at the meeting, without a discussion.

If an objection is accepted, a corresponding amendment shall be entered into minutes.

Minutes without objections, i.e. minutes with amendments regarding accepted objections, shall be adopted.

#### Article 20

Adopted minutes are signed by the Head of Department.

Original minutes of Council meetings are kept by the Department Secretary in specially prepared safety cabinets.

#### Article 21

At the request of any member of the Council or any person that proves he/she has legal interest in the matter, the Council provides a valid interpretation of the decisions it adopted by a majority vote of the present members.

#### Article 22

These Rules of Procedure shall enter into force on the day of enactment and shall be posted on the Notice board and website of the Department of History.

#### Article 23

Entering into force, these Rules of Procedure shall supersede the Rules of Procedure of the History Department Council issued on April 8, 2008.

Class: 602-04/12-03/03  
Reg. 2198-1-79-38/12-01

Head of Department  
Prof. Mithad Kozličić, PhD