

# **RULES OF PROCEDURE PROVISIONAL COUNCIL ZAJEDNO**

## **Object of the Rules of Procedure**

### **Article 1**

The Rules of Procedure of the ZAJEDNO Provisional Council (hereinafter referred to as the Rules of Procedure) regulate issues related to the preparation, convening, work, decision-making, adoption of legal acts and other matters of importance for the work of the Provisional Council and the work of the political Party ZAJEDNO (hereinafter referred to as the Party).

## **PART I - OBJECTIVES, COMPETENCES AND COMPOSITION**

### **Article 2**

The Provisional Council is established by the Assembly of the Party, with the aim to create the conditions for holding internal Party elections, which implies the establishment of local Party committees in all centers of administrative districts, in accordance with the Statute.

### **Article 3**

The Assembly of the Party entrusted the Provisional Council with the responsibilities of the Co-President of the Party, the Presidency, the Council of Cities and Municipalities, and the Party's Executive Committee, and also entrusted the task of political-operational management of the Party.

For the sake of the normal functioning of the Party in the period until the internal party elections, the General Secretary, the Political Council, the Internal Auditor, and the Statutory Commission remain in office.

### **Article 4**

The Provisional Council consists of three Co-Presidents and 18 members of the Provisional Council.

One Co-President is elected from each of the Autonomous Organizations, and one Co-President who does not represent Autonomous Organizations. They are all elected by the Party Assembly.

The members of the Provisional Council are:

1. Members of Parliament, who become ex-officio members;
2. members, appointed by the Co-Presidents of the Provisional Council, responsible for the regions of Vojvodina, Central, Eastern, Western and Southern Serbia, as well as for the cities of Belgrade, Novi Sad, Kragujevac and Niš;

3. heads of functioning departments of the Operative Executive, appointed by the Co-Presidents of the Provisional Council; and
4. members of the Party Presidency, who remain in office - General Secretary, Internal Auditor and President of the Political Council.

A member of the Provisional Council can be a member on several grounds.

#### **Article 5**

In the case of new Autonomous Organizations joining the Party, each new Autonomous Organization that is not represented in the Provisional Council has the right to three associated members, who have the same rights as other members of the Provisional Council, which is essential for the normal operation of the Party in accordance with Article 104 of the Party Statute.

### **PART I - CONVENING AND PREPARATION OF THE SESSION**

#### **Article 6**

The meeting of the Provisional Council can be convened by any of the Co-Presidents, or at least one third of the members of the Provisional Council.

The invitation to the meeting is sent to the members in electronic form and contains the time and place of the meeting, and the proposed agenda.

The meeting is technically prepared by a member of the Provisional Council who is the head of the Party Secretariat.

#### **Article 7**

All members have the right to attend the session of the Provisional Council, as well as guests who are invited as rapporteurs for a specific item on the agenda, or when their presence is necessary to discuss a specific item on the agenda.

#### **A member 8**

The session of the Provisional Council is convened at least once every 15 days.

### **PART III - WORK OF THE PROVISIONAL COUNCIL**

#### **Article 9**

The Provisional Council can validly make decisions only when at least half of the members of the Provisional Council are present.

#### **Article 10**

Sessions of the Provisional Council can be held live, electronically (via an internet video conferencing platform), or combined.

#### **Management of the session**

#### **Article 11**

The session of the Provisional Council is chaired by the Chairperson.

The Chairperson is one of the Co-Presidents of the Provisional Council, or a person authorized by them.

The Chairperson formulates proposals for decisions and conclusions, gives and takes away the floor from speakers, imposes measures for violation of the Rules of Procedure and points of order, and ensures the implementation and observance of the Rules of Procedure.

### **The course of the session**

#### **Article 12**

The Chairperson presents the proposal of the agenda, which is published in the call for the session as well as the explained proposals for additions and changes to the agenda, opens the debate on the proposal and formulates the final proposal of the agenda.

If necessary for the sake of efficiency, the Chairperson may limit the time for discussion by a specific item on the agenda, or by speaker, in which case all speakers must have equal time to speak.

Before the discussion on a specific item on the agenda, the Chairperson calls the rapporteur in connection with that item on the agenda.

After the speaker's presentation is over, the Chairperson opens the debate. Each item on the agenda is discussed according to the established order, taking into account the established timeframe for holding the session.

A member of the Provisional Council who has procedural objections gets the floor immediately and out of turn, with the exception that she/he cannot speak for more than two minutes.

Members of the Provisional Council, whose name was directly mentioned in the discussion or whose facts were contested in his/her presentation, have the right to a reply lasting up to three minutes.

The Chairperson closes the session after the agenda has been exhausted.

### **Interruption and adjournment of the session**

#### **Article 13**

The Chairperson interrupts the session in the event of a break for the duration of the session, lack of quorum for decision-making or disruption of order that prevents further discussion.

The Chairperson determines the time of resuming the interrupted session.

The session is postponed in the event of the absence of a quorum necessary to begin the session of the Chairperson and due to the occurrence of unforeseen circumstances, for a maximum of seven days.

If the conditions are met, the decision to postpone the session is made by the Chairperson.

### **Keeping order**

#### **Article 14**

Members of the Provisional Council, as well as guests attending the session, are obliged to comply with the rules and provisions of these Rules of Procedure.

A person who does not respect the Rules of Procedure can be dismissed from the floor by the Chairperson, and a member or guest of the Chairperson who disrupts order can be removed from the room, that is, excluded from the internet platform if the session is held electronically.

#### **PART IV - DECISION-MAKING**

##### **Article 15**

The Chairperson decides by the majority of votes of the members present, unless otherwise regulated by the Statute or these Rules of Procedure.

##### **Voting**

##### **Article 16**

The Provisional Council decides by voting. Voting is public, except in cases determined by the Statute, these Rules of Procedure or when the Assembly decides otherwise.

When deciding, the last established quorum is applied, unless a member of the Provisional Council requests a recount of the quorum.

Public voting is done by a show of hands. The Chairperson of the Provisional Council invites the members of the Provisional Council to first declare "IN FAVOUR" the proposal, then "AGAINST" the proposal, and finally asks if there are any "ABSTENTIONS".

If the majority did not vote "in favour", the Chairperson does not ask for a statement about who is "against" and who is "abstaining", except when one of the members of the Provisional Council insists on it.

If the majority is obvious, there will be no vote counting.

Counting during public voting is done by the Chairperson or a person authorized by him/her for that.

After the vote, the Chairperson determines and announces the results of the vote.

##### **Article 17**

All decisions made by the Provisional Council must be approved by the three Co-Presidents of the Provisional Council.

Each of the Co-Presidents of the Provisional Council can authorize another person to give consent to decisions on his behalf in case of his/her inability or absence, however the same person cannot be authorized by two co-presidents.

#### **PART V - ADOPTION OF LEGAL ACTS**

##### **Article 18**

The proposed legal act to be adopted by the Provisional Council is defined by the member who is the head of the Party Secretariat .

The Provisional Council conducts a debate on the proposal.

Any member of the Provisional Council can submit an amendment -for amending or supplementing the proposed act.

The amendment is adopted if the majority of the members of the Provisional Council present are in favor of it.

The Provisional Council first discusses the proposal of the act in detail, and then decides on the act as a whole.

The act is adopted when the majority of the members present in the Provisional Council declare in favor of it.

## **PART VI - SPECIAL PROVISIONS**

### **Minutes**

#### **Article 19**

Minutes are taken at the session of the Provisional Council, in which the main course of the session, conclusions and decisions, voting results, quorum, time, place and manner of holding the session, guests present and other data relevant to the session are entered.

The minutes are kept by a person authorized by the Chairperson, and the Chairperson verifies the minutes.

### **Dispatch of decisions**

#### **Article 20**

Copies of the decisions of the Provisional Council are submitted to the Party Secretariat and the bodies that should act on the decisions. Dispatches shall be submitted no later than seven days from the date of the decision.

## **PART VII - FINAL PROVISIONS**

### **Article 21**

These Rules of Procedure are adopted by the Provisional Council, in accordance with Article 104 of the Statute.

The Rules of Procedure enter into force on the date of adoption.