



**Republika e Kosovës**  
**Republika Kosovo-Republic of Kosovo**  
*Kuvendi - Skupština - Assembly*

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**RULES OF PROCEDURE OF THE ASSEMBLY OF THE  
REPUBLIC OF KOSOVO**

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**Pristina, 29 April 2010**

**Assembly of the Republic of Kosovo,**

Pursuant to Article 76 of the Constitution of the Republic of Kosovo,

Adopts:

**RULES OF PROCEDURE OF THE ASSEMBLY OF THE REPUBLIC OF  
KOSOVO**

**CHAPTER I**

**GENERAL PROVISIONS**

**Article 1  
Purpose**

1. The present Rules of Procedure shall define organisation and functioning of the Assembly of the Republic of Kosovo (hereinafter: Assembly), its working bodies and the rights and duties of Members of the Assembly.
2. Issues related to the activity of the Assembly that are not regulated by this Rules of Procedure shall be defined with a decision or any other act of the Assembly in conformity with the present Rules of Procedure and the Constitution of the Republic of Kosovo.

**Article 2  
Seal of Assembly**

1. The Assembly shall have its official Seal.
2. The form and content of the seal of the Assembly shall be defined by the Law on Seals of Institutions of the Republic of Kosovo.

**Article 3  
Seat of the Assembly**

The seat of the Assembly shall be based in Prishtina.

**Article 4  
Meetings outside of the seat**

The Assembly and its working bodies may also hold meetings outside of the seat of Assembly.

**Article 5**

## **Definitions**

Terms used in the present Rules of Procedures shall have the meaning based as per definitions in the attached annex of the Rules of Procedures.

## **CHAPTER II**

### **COMPETENCIES OF THE ASSEMBLY**

#### **Article 6**

#### **Competencies of the Assembly**

The Assembly of the Republic of Kosovo shall exercise its competencies in accordance with Article 65 of the Constitution of the Republic of Kosovo:

1. Adopts the Constitution, laws, resolutions, declarations and other general acts.
2. Decides to amend the Constitution by two thirds (2/3) of all its Members of Assembly including two thirds (2/3) of all Members of Assembly holding seats reserved or guaranteed for representatives of communities that are not in majority in Kosovo.
3. Announces referenda, in accordance with the law.
4. Ratifies international treaties.
5. Approves the budget of the Republic of Kosovo.
6. Elects and dismisses the President and Deputy Presidents of the Assembly.
7. Elects and may dismiss the President of the Republic of Kosovo in accordance with the Constitution.
8. Elects the Government and may express no confidence in it.
9. Oversees the work of the Government and other public institutions that report to the Assembly in accordance with the Constitution and the law.
10. Elects members of the Kosovo Judicial Council and the Kosovo Prosecutorial Council in accordance with the Constitution.
11. Proposes the judges of the Constitutional Court.
12. Oversees foreign and security policies.
13. Gives consent to the President's decree announcing a State of Emergency.
14. Decides in regard to general interest issues, as set forth by law.

## **CHAPTER III INAUGURATION OF THE ASSEMBLY**

### **Article 7 Inaugural session of the Assembly**

The inaugural session of the Assembly shall be convened by the President of the Republic of Kosovo within thirty (30) days from the day of official announcement of election results.

### **Article 8 Preparation of the inaugural session of the Assembly**

1. The President of the previous term shall be responsible for preparations of the inaugural session of the Assembly.
2. The President and the Presidency shall call a joint meeting with the leaders of political parties that have won seats in the Assembly not later than five days before holding the inaugural session of the Assembly's term, to prepare the draft agenda of the inaugural session of the Assembly, to decide on the seating order of Members of the Assembly, respectively political entities in the plenary hall, based on the number of Members of the Assembly of each political entity.
3. If two or more parliamentary groups have the same number of Members of the Assembly then their seating order in the hall shall be decided by draw.
4. The agenda of the inaugural session of the Assembly shall include establishment of an *ad hoc* committee for verification of the quorum and mandates, election of the president and five (5) Deputy Presidents of the Assembly.

### **Article 9 Chairing of the inaugural session of the Assembly**

1. Until the election of the President and Deputy Presidents of the Assembly, the inaugural session of the Assembly shall be chaired by the oldest Member of the Assembly and assisted by the youngest one.
2. If the Member of the Assembly, namely Members of Assembly under paragraph 1 of this article, are absent in the inaugural session or refuse to chair the session, then Members of Assembly who are the closest of their age take over.
3. After the agenda has been presented, the Chairperson of the inaugural session shall request from political parties represented in the Assembly, to appoint one member each in the ad hoc Committee for verification of quorum and mandates.

4. The ad hoc Committee shall review the relevant documentation of elections and shall present a report on the validity of mandates of Members of the Assembly and shall verify the quorum of the inaugural session of the Assembly.

### **Article 10** **Oath of the Members of Assembly**

1. After verification of the mandates, the Members of the Assembly shall take a solemn oath. The text of the oath shall read as follows:

“I, Member of the Assembly of the Republic of Kosovo, swear that honestly and with devotion, shall carry out my duty and represent the people with dignity, shall work in the interest of Kosovo and all its citizens, shall be committed to protection and respect of the constitutionality and lawfulness, for protection of the territorial and institutional integrity of Kosovo, for guaranteeing human rights and freedoms, in accordance with the domestic laws and European standards. I swear!”

The statement of the oath shall be read by the Chairperson of the session. Members of Assembly take the oath by pronouncing the words “I swear”. Each of the members shall sign the text of the Oath

2. The Member of Assembly, who is absent at the inaugural session, when the oath is taken, shall take the oath in the first coming session.

### **Article 11** **Mandate of the Assembly**

1. 1. The Assembly shall be elected for a mandate of four years. The mandate shall start from the inaugural session that shall be held within thirty (30) days from the day of official announcement of election results.
2. The mandate of the Assembly may be extended only in cases defined by Article 66, paragraph 4 of the Constitution of the Republic of Kosovo.

### **Article 12** **Election of the President and Deputy Presidents of the Assembly**

1. At the inaugural session of the IV term, the Assembly shall elect the President and the Deputy Presidents from among its Members. The President and the Deputy Presidents shall consist the Presidency of the Assembly.

2. The Chairperson of the inaugural session shall request from the largest parliamentary group to propose a candidate for the President of the Assembly. The President of the Assembly shall be elected by majority of votes of all Members of Assembly.

3. The Chairperson of the inaugural session shall request from three largest parliamentary groups to propose one candidate each for the Deputy Presidents of the Assembly, who are elected by the majority of votes of all Members of Assembly.

4. The Presidency as well as other working bodies of the Assembly shall respect the gender composition of the Assembly.

5. The Chairperson of the Inaugural Session shall request from the Members of Assembly holding seats guaranteed for the Serb community and the Members of Assembly holding seats guaranteed for other non-majority communities to propose one candidate each for Deputy Presidents of the Assembly. The Deputy Presidents, under this item, shall be elected by majority of votes of all Members of Assembly.

6. The Chairperson of the inaugural session shall announce the voting results for election of the President and the Deputy Presidents of the Assembly and shall invite the newly-elected President to take his seat.

## **CHAPTER IV**

### **PRESIDENCY OF THE ASSEMBLY**

#### **Article 13**

#### **Composition of the Presidency**

1. Until the end of the III term of the Assembly, the Presidency of the Assembly shall consist of nine (9) members:
  - a) Two members from the party or coalition that won the largest number of votes in elections for Assembly;
  - b) Two members from the second party or coalition by the largest number of the votes;
  - c) One member from the third party or coalition by the number of votes;
  - d) One member from the fourth party or coalition by the number of votes;
  - e) One member from the fifth party or coalition by the number of votes;
  - f) One member from parties that declare that they represent the Serb community, and
  - g) One member from the parties that declare they represent non-Albanian and non-Serbian communities.
2. The Chairperson of the session shall request from the representative of the political party that won the largest number of votes to declare which of the two members of the Presidency is proposed for the President of the Assembly. The Presidency and President of the Assembly shall be elected by majority of votes of all Assembly Members.

3. Upon completion of the third mandate, the Presidency of the fourth legislature shall be elected in accordance with article 67 of the Constitution of the Republic of Kosovo and article 12 of the present Rules of Procedure.

#### **Article 14** **Mandate of the Presidency**

1. The mandate of the Assembly's President and Presidency Members shall be in line with the mandate of the Assembly.

2. The Assembly shall suspend its activity one day prior to the start of election campaign. During the election campaign the Presidency of the Assembly shall continue its work in order to keep the continuation of Assembly's activity.

3. The President of the Assembly may tender his resignation to the Assembly. The President shall submit initially the resignation act to the Presidency of the Assembly. After approval of the resignation, the political party or the coalition that has appointed the previous President of the Assembly shall propose a new candidate for the President.

4. The same procedure shall be applied in case of resignation by any member of the Presidency.

5. The dismissal of the President or a member of the Presidency of the Assembly, at the proposal of the political party or parliamentary group which has appointed him/her, is done in accordance with the procedure for their appointment.

#### **Article 15** **Duties of the Presidency**

1. At the beginning of the electoral term, the Presidency shall, in agreement with the parliamentary groups, propose the number and structure of committees, upon which the Assembly will take a decision.

2. The presidency may, in agreement with parliamentary groups, propose to the Assembly the establishment of new functional committees, if necessary.

3. The Presidency shall prepare the work programme of the Assembly. It shall review and prepare the agenda of the following meeting of the Assembly and shall ensure an agreement amongst the parliamentary groups on the form and duration of the debate on a particular item of business.

4. The Presidency shall review the Legislative Strategy of the Government, and shall incorporate it and harmonise it with the Work Programme of the Assembly.

5. Order paper shall be prepared, published and printed prior to each plenary session pursuant to the present Rules of Procedures, with the exception of the inaugural session. In the period when the Assembly is not in session, the order paper shall be prepared on bi-weekly basis and submitted to Members of Assembly by email. The order paper shall be published on the

official website of the Assembly. Publication shall be authorised by the Secretary of the Assembly.

6. The Presidency shall consult with leaders of parliamentary groups at least once a month regarding general matters of work schedule such as: number of hours per day, the number of days per week and the number of weeks per year, when the Assembly plans to hold the sessions.

7. The Presidency shall meet at least one week before the next session of the Assembly to review and prepare the agenda of the following session of the Assembly. The invitation with the agenda and the required materials will be distributed to the Members of Assembly three working days before the plenary session at latest.

8. The Presidency shall ensure that any substantial motion supported by six or more Members of Assembly is placed on the agenda of the plenary session of the Assembly within three working weeks as of the day when this degree of support was secured, upon which the Assembly takes a decision.

9. The Presidency shall maintain external parliamentary relations and other international activities within the scope of its powers.

10. The Presidency shall review and decide on requests for trips abroad of delegations of Members of Assembly, which represent the Assembly.

11. The Presidency of the Assembly shall appoint the Secretary of the Assembly, by a job advertisement. The Secretary reports directly to the Presidency. The Secretary shall perform the duties in close co-ordination with the President of the Assembly.

12. The Presidency approves the draft budget of the Assembly, prepared by the Committee on Budget and Finance in cooperation with the administration of the Assembly.

13. The Presidency decides on funds, rules on accommodation and equipment of the Members of Assembly, administration officials, the staff of the Presidency members and the staff of parliamentary groups.

## **Article 16**

### **Meetings of the Presidency**

1. The President of the Assembly shall convene and chair meetings of the Presidency.

2. The President of the Assembly must convene a meeting of the Presidency if a parliamentary group or five (5%) percent, respectively six (6) Members of Assembly so demand.

3. The Presidency shall take decisions by consensus. Absent a consensus, the decisions are taken by a majority vote of those voting. In the event of a tied vote, the President's vote shall decide the matter.

4. The representative of the President of Republic of Kosovo and the government may take part in the meetings of the Presidency without voting right. The Secretary of the Assembly attends the meetings of the Assembly pursuant to the official duty.

5. The Presidency of the Assembly may invite for specific issues the leaders of parliamentary groups.

## **CHAPTER V PRESIDENT OF ASSEMBLY**

### **Article 17 Duties of the President of the Assembly**

1. The President of the Assembly shall represent the Assembly, propose the agenda for the Assembly's session, convene and chair sessions, sign acts adopted by the Assembly, ensure order at the meetings and exercise other functions in accordance with the Constitution and the Rules of Procedure of the Assembly. The President shall make the final interpretation of the Rules of Procedure during plenary sessions.

2. Pursuant to Article 90 of the Constitution of the Republic of Kosovo, the President of the Assembly shall exercise the duties of the President of Kosovo, if the President is temporarily unable to perform his/her constitutional duties.

3. The President of the Assembly may exercise the post of acting President of Kosovo up to six (6) months.

### **Article 18 Acting the President of the Assembly**

1. A member of the Presidency, namely one of the Deputy Presidents, may act for the President of the Assembly in his or her absence or upon the request of the President.

2. In cases when the President is absent, he/she shall, with a special authorization, decide on the member of the Presidency, namely the Deputy President who will exercise his function.

3. If the President of the Assembly is unable to exercise his/her duties, he/she will be replaced by a member of the Presidency of the same political party.

### **Article 19 Chairing the sessions**

In chairing the sessions of the Assembly the President of the Assembly shall be assisted by one of the members of the Presidency in accordance with order determined by the Presidency.

## **CHAPTER VI**

## **PARLIAMENTARY GROUPS**

### **Article 20**

#### **Establishment and Functioning of Parliamentary Groups**

1. Members of Assembly may establish a parliamentary group on account of their political affiliation or programme determination.
2. The Member of Assembly shall have the right to take part equally in a parliamentary group, leave the group, form a new parliamentary group, join another group or act as an independent Member of Assembly. In each case, the Member of Assembly shall be obliged to notify the President of the Assembly on his decision in writing.
3. For a parliamentary group to be established it is necessary to have 5 per cent of the Members of Assembly or at least six (6) Members of Assembly. In cases when the number of Members of Assembly, members of a parliamentary group, falls below this level, then the group shall cease to exist.
4. The new group established subsequently may not have the same name as another parliamentary group.
5. One Member of Assembly may not be a member of more than one parliamentary group.
6. Parliamentary groups shall be provided necessary and proportional room as well as necessary conditions and equipment and political staff. The political staff of parliamentary groups shall receive remuneration for its work in accordance with the Decision of the Presidency.

## **CHAPTER VII**

### **MEMBER OF THE ASSEMBLY**

#### **Article 21**

#### **Rights and Duties of the Members of the Assembly**

1. The Member of Assembly is the representative of the people. The Member of Assembly shall not be subject to any other obligation.
2. The member of the Assembly shall have an equal right and responsibility to participate fully in the proceedings of the Assembly and act in accordance with their convictions and conscience. The Assembly Member in addition to the rights to initiate draft laws, resolutions, questions to the members of the Government, vote on decisions proposed by the Assembly, shall also have the right to take part on an equal basis with other Members of the Assembly in all debates of the Assembly.
3. The member of the Assembly shall be equipped with identification document confirming his/her immunity.

4. A Member of the Assembly shall enjoy additional rights defined by a separate act adopted by the Assembly.

5. Pursuant to the present Rules of Procedure a Member of the Assembly shall participate at meetings of committees that he/she is not a member of without the right of vote.

6. Pursuant to the law, a Member of the Assembly shall be entitled to have access in data, official materials and documents that are prepared and collected by working bodies of the Assembly, staff of the Assembly, ministries and bodies of public administration, that serve him to exercise his function.

7. A member of the Assembly shall be entitled to be informed or ask for clarifications on matters that are under the competence of the President of the Assembly, Chairperson of Parliamentary Committees, Ministers, that are necessary to exercise the function of a Member of the Assembly.

8. The member of the Assembly shall submit the request under paragraph 7 of this Article in writing.

## **Article 22**

### **Immunity of Members of the Assembly**

1. A Member of the Assembly shall enjoy immunity in accordance with the Constitution.

2. A Member of the Assembly shall enjoy immunity with regards to verbal or written statements and other acts performed in the capacity of the Member of Assembly.

3. A Member of the Assembly shall enjoy immunity from measure of detention, arrest, prosecution until the Assembly takes a decision on waiving his/her immunity.

4. The immunity of a Member of Assembly shall commence on the day of verification of his/her mandate and shall cease at the end of the mandate.

5. As an exception of paragraph 4 of this Article the Assembly of Kosovo may waive the immunity of the Member of Assembly before the end of the mandate.

6. The request to waive the immunity of a Member shall be made by the competent body in charge of criminal prosecution. The decision to waive the immunity of a Member shall be taken by the Assembly following the recommendations of the Committee for Mandates and Immunities.

7. The measure of detention or arrest may be taken against the Member of the Assembly even without waiving the immunity in advance by the Assembly in cases when the Member of the Assembly commits a serious criminal offence which is punishable by five (5) years or more of imprisonment.

## **Article 23**

## **Procedure of Waiving the Immunity**

1. The competent body of criminal prosecution shall file the request for waiving the immunity of the Member of the Assembly together with other complementary documents to the President of the Assembly. The President of the Assembly shall submit the request of the prosecution body along with the complementary documentation to the Committee on Mandate, Immunity and Regulation within 48 hours.
2. The Committee on Mandate, Immunities and Regulations shall, upon receiving the request under paragraph 1 of the present Article, review the Request and submit the report and recommendations to the Assembly within 30 days.
3. The Committee shall inform the Member of the Assembly, whose immunity is to be waived, of the request and the time of its review in the Committee.
4. The Member of the Assembly shall be invited to participate in the meeting of the Committee and the plenary session to provide explanations and remarks on the matter.
5. The non-attendance of the invited Member of the Assembly shall not hinder the Committee and the Assembly to take a decision in his absence.
6. The Assembly shall review the report with recommendations in the second coming session at the latest. At the beginning of reviewing the matter, the floor shall be given to the Member of the Assembly to provide explanations and answer to questions of the Members of Assembly.
7. The Assembly shall decide on waiving the immunity of the Member of the Assembly by a secret ballot of majority of the members of Assembly.

## **Article 24**

### **Procedures when a Member of the Assembly is detained or arrested**

1. In case of a detention or arrest of a Member of Assembly without waiving the immunity the competent body of prosecution shall inform immediately the President of the Assembly.
2. Upon his notification the President of Assembly shall convene the Committee on Mandate, Immunities and Regulations and submit the notification with other complementary documents of the competent prosecution body. The President shall require from the Committee to review the matter.
3. Within two days upon notification by the President of Assembly, the Committee shall review the case of the detained or arrested Member of Assembly. The Committee shall invite the competent prosecution body and the detained or arrested Member of Assembly.
4. The President of Assembly shall convene the session within two days upon submission of the report by the Committee.
5. The Assembly shall decide by a secret ballot on waiving or not waiving the immunity of the Member of Assembly.

6. In cases when a Member of the Assembly is not waived his immunity by the Assembly he is relinquished from the detention or arrest.

#### **Article 25**

##### **Loss of the status as a Member of the Assembly**

1. A Member of the Assembly shall lose the mandate in the following cases:

a) he/she fails to take the oath,

b) he/she tenders the resignation,

c) his/her mandate ceases,

d) he/she is convicted for a criminal offence with imprisonment of one (1) year or more,

e) in a period of six (6) months attends none of the sessions of the Assembly. If the Member of Assembly does not show good cause to the satisfaction of the President of the Assembly, the President shall seek the recommendation of the Committee on Mandate, Immunity and Regulation. After the recommendation of the Committee the President shall propose to the Assembly that the Member concerned cease to be a Member of Assembly. The Assembly shall decide on the matter in the next session,

f) a final decision of the court confirming the absence of his legal capacity to act,

g) death.

2. In regards to cases under item 1. e) of this article, Member of Assembly may submit written argument to the Assembly to explain good cause for non-attendance in meetings and he/she shall be allowed to address to the Assembly, if he/she wishes so.

3. Vacated seats of Member of Assembly in whatever case that is defined by these Rules shall be filled in accordance with Article 70.4 of the Constitution of Republic of Kosovo and Article 112 of the Law on General Elections.

#### **Article 26**

##### **Code of Conduct for Member of Assembly**

The Members of the Assembly shall comply with the Code of Conduct that is annexed to this Rules of Procedure.

### **CHAPTER VIII**

#### **ELECTION AND DISMISSAL OF THE PRESIDENT OF REPUBLIC OF KOSOVO**

##### **Article 27**

##### **Election of the President of Kosovo**

1. The President of the Republic of Kosovo shall be elected by the Assembly by secret ballot.

2. The President for the new mandate shall be elected not later than thirty (30) days prior to the end of President's mandate.
3. Every citizen of the Republic of Kosovo may be elected for the President of Republic of Kosovo if he obtains the signatures from at least thirty (30) members of Assembly. A Member of the Assembly may sign only for one candidate for the President.
4. Election of the President requires the support of two thirds (2/3) of all members of Assembly.
5. Should none of the candidates receive two thirds (2/3) of votes in first two rounds of voting, there shall be a third round between two candidates, who received the largest number of votes in the second round. The candidate who receives the majority of votes of all members in the third round shall be elected the President of the Republic of Kosovo.
6. In case any of the candidates is not elected the President of the Republic even in the third round, the Assembly shall be dissolved. New elections for Assembly shall be held within forty five (45) days from the day of Assembly's dissolution.

**Article 28**  
**Dismissal from Office of the President of the Republic**

1. The President of the Republic shall be dismissed by the Assembly if:
  - a) he/she is convicted of a serious crime,
  - b) he/she is unable to exercise the responsibilities of office due to serious illness,
  - c) the Constitutional Court determines that he/she has committed a serious violation of the Constitution
2. The procedure for dismissal of the President of the Republic of Kosovo may be initiated by one third (1/3) of the Members of Assembly who shall sign a petition explaining the reasons for dismissal. If the petition alleges serious illness, the Assembly shall request the opinion of medical consultative team on the status of the President's health. If the petition alleges serious violation of the Constitution, the petition shall be immediately submitted to the Constitutional Court, which shall decide the matter within seven (7) days from the receipt of the petition.
3. If the President of the Republic of Kosovo is convicted of a serious crime or if the Assembly in compliance with this rule determines that the President is unable to exercise her/his responsibilities due to serious illness, or if the Constitutional Court has determined that he/she has seriously violated the Constitution, the Assembly may dismiss the President by two thirds (2/3) of votes of all its Members of Assembly.

**CHAPTER IX**

**PRIME MINISTER AND THE GOVERNMENT**

**Article 29**

**Election of the Prime Minister and the Government**

1. After elections, the President of the Republic of Kosovo consults the political party or coalition that has won the majority of seats in the Assembly to establish the Government. The President proposes to the Assembly a candidate for Prime Minister.
2. The nominated candidate for Prime Minister, not later than fifteen (15) days from appointment, shall present the composition of the Government to the Assembly and asks for Assembly's approval.
3. The Government is elected when it receives the majority votes of all Members of the Assembly of Kosovo. The manner of voting for election of the Government shall be defined by the Assembly.
4. If the proposed composition of the Government does not receive the necessary majority of votes, the President of the Republic of Kosovo appoints another candidate with the same procedure within ten (10) days. If the Government is not elected for the second time, the President of the Republic of Kosovo announces elections, which shall be held not later than forty (40) days from the date of announcement.
5. If the Prime Minister resigns or for any other reason the post becomes vacant, the Government ceases. In this case the President of the Republic, in consultation with the majority party or coalition that has won the majority in the Assembly proposes a new candidate for Prime Minister to the Assembly to establish the Government.
6. After being elected, members of the Government shall take an oath before the Assembly. The procedure of the oath shall be defined by law.

**Article 30**  
**Motion of No Confidence for the Prime Minister**

1. A motion of no confidence may be presented against the Prime Minister on the proposal of one third (1/3), namely 40 members of all the members of the Assembly.
2. The motion of no confidence signed by at least one third (1/3), namely 40 members shall be considered accepted when adopted by a majority vote of all Members of Assembly of the Assembly.
3. The motion of no confidence shall be placed on the Assembly agenda no later than five (5) days nor earlier than two (2) days from the date was it presented.
4. If a motion of no confidence against the Government prevails, the Government is considered dismissed.
5. If a motion of no confidence fails, a subsequent motion for no confidence may not be raised during the next ninety (90) days.

**Article 31**  
**Motion of Confidence of the Prime Minister for the Government**

1. The Prime Minister may seek the vote of confidence for the Government.

2. Motion of confidence for the Government shall be set in the agenda not later than five (5) days and not earlier than two (2) days from the day of its submission.

3. The motion of confidence for the Government shall be accepted if majority of the members of assembly shall vote in favour of it.

## **CHAPTER X**

### **CONSTITUTIONAL COURT**

#### **Article 32**

#### **Proposal of judges for the Constitutional Court**

Proposals for judges of the Constitutional Court shall be made by the Assembly pursuant to Article 114 and 152 of the Constitution and Article 6 of the Law on Constitutional Court.

#### **Article 33**

#### **Referral of a matter to the Constitutional Court**

Authorisations of the Assembly and the Members on referring a matter to the Constitutional Court are defined by Article 113 of the Constitution.

#### **Article 34**

#### **Procedure of Contesting an Act of the Assembly**

1. When the Assembly receives from the Constitutional Court a request of an authorised party on initiating the procedure of assessing the constitutionality of a law or any other act adopted by the Assembly, the request shall be submitted to the Members of Assembly, Assembly's Committee on Legislation Judiciary and the Government and the Government.

2. The Assembly shall base the request of the Authorised Party on Article 22 of the Law on Constitutional Court.

#### **Article 35**

#### **Enforcement of Decisions of the Constitutional Court**

1. The President of the Assembly shall inform Members of Assembly and the Government of the decision of the Constitutional Court.

2. The President of the Assembly shall seek from the sponsor of the act and bodies of the Assembly to start the preparation of the Act as a whole or parts of it in compliance with the content of the decision of the Constitutional Court.

#### **Article 36**

#### **Appointment and Dismissal of the Ombudsperson**

1. The Ombudsperson is elected by the Assembly of Kosovo by a majority of all its Members of Assembly for a non-renewable five (5) year term

2. The Ombudsperson may be dismissed only upon the request of more than one third (1/3) of all Members. In this case the Assembly shall decide based on the two thirds (2/3) majority of all its Members.

## **CHAPTER XI**

### **PLENARY SESSIONS**

#### **Article 37 Assembly Sessions**

1. The Assembly shall perform its annual activity separated in two sessions, the spring session and the autumn session.

2. The spring session of the Assembly shall start on the third Monday of January. The autumn session shall start on the second Monday of September.

3. The President of Assembly shall inform the Members of Assembly of the date of beginning and end of sessions of Assembly.

#### **Article 38 Extraordinary Sessions**

1. The Presidency may call extraordinary sessions of the Assembly to discuss on urgent matters.

2. An extraordinary session may be also called by:

- a) The President of the Republic of Kosovo,
- b) The Prime Minister of the Republic of Kosovo,
- c) One or more parliamentary groups representing not less than one third, namely one third of the Members of Assembly.

3. The request for extraordinary session shall contain matters to be reviewed and reasoning why such a matter is considered urgent and important.

## **CHAPTER XII**

### **BUSINESS OF THE ASSEMBLY**

#### **Article 39 Order of sessions of Assembly**

1. The Assembly proceeds in plenary session and committees.

2. The Assembly shall proceed based on a schedule proposed by the Presidency in consultation with the Government, Chairpersons of Parliamentary Groups and Chairpersons of Parliamentary Committees. The schedule shall be approved by the Assembly.

3. The Presidency of the Assembly shall decide about the date and agenda of the meeting of the Assembly.

4. The plenary sessions of the Assembly shall usually take place twice per month. The plenary week begins usually on Thursday. The Presidency may depart from this order whenever it deems it to be necessary.

#### **Article 40**

##### **Debate on a draft law or substantive motion**

1. Debate on a draft law or substantive motion shall be in accordance with the following order:

- a) The sponsor of the draft law or substantive motion;
- b) The Chairperson or rapporteur of the lead committee;
- c) Chairpersons of permanent Committees;
- d) Chairpersons of parliamentary Groups;
- e) In cases when the Government is not the sponsor of the draft-law or the substantive motion, the Assembly may ask for Government's opinion;
- f) Other members of the Assembly shall discuss about a draft law or substantive motion in the order as determined by the President of the Assembly.
- g) At the end of the debate, the sponsor of the draft- law or the substantive motion shall have the right to respond. The President of the Assembly shall then close the debate and ask for declaration of the members of assembly on the draft-law or substantive motion.

2. Right to reply

- a) Any Member or Minister shall have the right to respond to the discussion of another Member or Minister when that Member or Minister has made reference to first Member's or Minister's name or his/her discussion.
- b) The right to reply in accordance with (a) shall be limited to two (2) minutes immediately after the end of the relevant discussion
- c) If a Member of Assembly or Minister uses the right to respond in accordance with (a), a rebuttal of up to one minute is allowed by the original speaker, immediately following the replication.

3. If not otherwise decided by the Assembly, the statement of a member of Assembly shall not exceed ten (10) minutes.

4. A Member of the Assembly shall discuss about a matter in the agenda only once, with the exception of the reply.

5. The discussions about the agenda shall not exceed three (3) minutes.

6. A Member of the Assembly asking for the floor should do so through electronic equipment. The President of the Assembly shall invite the speakers by chronological order.

7. The President of Assembly may allow a Member of Assembly to speak longer than the defined time if he/she considers it reasonable.

#### **Article 41** **Maintaining Order of Work in the Assembly**

1. The President of the Assembly shall maintain order in the Assembly. The President of Assembly shall call to order any Member of the Assembly or Member of the Government when:

- a) The speaker departs from the matter opened for discussion;
- b) Engages in an act that disturbs the order in the work of the Assembly;
- c) Engages in discourteous and inappropriate conduct,;
- d) Raises an issue outside the scope of the debate or motion;
- e) Uses unparliamentary language either spoken or in writing in the Assembly Sessions or Committees;
- f) Incites violence, uses obscene, offensive, defamatory, threatening or offending language,
- g) Disregards the authority of the President of the Assembly;
- h) Intentionally assaults or resists any police officer or officer of the Assembly acting under the authority of the President of the Assembly.

2. The President of the Assembly may direct a Member of the Assembly or Minister who has, in his or her opinion, used non-parliamentary language, to withdraw such words or, if necessary, take action in accordance with paragraph 5 of this Article.

3. A Member or Minister shall comply with any directions given by the President of the Assembly about conduct for which he or she has been called to order including the following measures:

- a) Withdrawal of non-parliamentary language;
- b) Immediately ending the speech;
- c) Removal from the Assembly session, including committee meetings, for the remainder of the day.

4. When further action is required, including a request for the intervention of one or more police officers, the President of the Assembly shall consult the Presidency prior to ordering such a disciplinary measure. In these cases Police officers shall act upon the instructions of the President of the Assembly.

5. In case of grave disorder arising in the Assembly, the President of the Assembly may adjourn the session forthwith, or may suspend it for a specified time.

6. The Presidency of the Assembly may issue rules regarding the conduct of the public, representatives of the press and other persons observing Assembly proceedings. The President of the Assembly shall require any persons not complying with such rules to withdraw. Police officers shall act upon any instructions given by the President of the Assembly in this regard.

**Article 42**  
**Agenda**

1. The Presidency, in cooperation with the Chairpersons of parliamentary groups shall prepare an Agenda for the upcoming Assembly session. The Agenda shall be distributed to the Members of the Assembly.
2. The Agenda shall be deemed approved, unless at the beginning of the session one or more parliamentary groups, representatives of one or more committees or at least six (6) Members of the Assembly propose in writing to the President an amendment to the Agenda, namely if a Member of Assembly raises an urgent issue and if it receives the approval of majority.
3. Prior to approval of the Agenda, a Member of Assembly may propose at every session of the Assembly an immediate debate of an urgent issue. Such a proposal shall be made in accordance with Article 49 of the present Rules of Procedure.

**Article 43**  
**Publicity and registering of the plenary sessions**

1. Sessions of the Assembly shall be public, unless otherwise decided by the Assembly. The sessions may be broadcasted in accordance with the Decision of the Presidency. An electronic record shall be made of all plenary sessions. Each discussion shall be recorded in the language in which it was made. Minutes shall contain the agenda, a resume of discussions and decisions taken by the Assembly.
2. The records/transcripts of meetings under paragraph 1 shall be:
  - a) filed in the Assembly archives,
  - b) published in the web site of Assembly,
  - c) disseminated to the members of Assembly and
  - d) made available to the public pursuant to the law.

**Article 44**  
**Interpellation**

1. A Parliamentary Group six namely (6) Members of Assembly or more may file a motion of interpellation to debate an issue related to the work of the Government or a Ministry.
2. The session of Assembly when an interpellation takes place shall be limited to a maximum of three (3) hours.
3. If there are multiple motions for interpellation pending the Presidency shall accord each parliamentary Group the opportunity to hold an interpellation debate, in the order of their submission, over the course of the upcoming sessions.
4. An interpellation motion shall be submitted in writing and include:
  - a) a concise formulation of the issue;

- b) a justification for the motion;
- c) the name and authorized signature of the Parliamentary Group in question;
- d) text of the motion proposed for voting,

5. The motion of interpellation is forwarded to the President of the Assembly, within two days, after its receipt, the President shall forward it to the Prime Minister or the Minister, to whom the motion is addressed. The Prime Minister or the Minister shall be obliged to review the motion within seven (7) days.

6. The interpellation shall be included in the Agenda of the plenary within seven (7) days after the receipt of the answer by the Government. If the government does not reply to the motion for interpellation as foreseen in paragraph 5 of this Article within the deadline, it shall be placed as the last item on the Agenda of the ongoing plenary session of the Assembly. If the Assembly is not in session it shall be placed as the first item on the Agenda of the following Assembly session. The Assembly cannot reject the inclusion of the interpellation in the Agenda, with the exception of the cases when it does not meet the formal condition stipulated in paragraph 4 of this Rule.

7. The Parliamentary Group which proposes the Interpellation shall have the floor at the beginning and the end of the debate. This group shall have ten (10) minutes available at the beginning and five (5) minutes at the end of the debate.

8. The Prime Minister or the minister to whom the request is addressed shall be obliged to present and argue the opinion of the Government regarding the issue raised by interpellation. The discussion time to the Prime Minister or Minister shall be limited in fifteen (15) minutes.

9. Time allocated for interpellation shall reflect the representation of the parliamentary group in the Assembly. Time for discussion of the Prime Minister or Minister shall be taken from the time allocated to the Government

10. Members of Assembly who are not in a parliamentary group may use the right of floor up to two (2) minutes.

11. The interpellation debate may not be carried over to the next session of the Assembly.

12. An interpellation on the same issue may not be submitted more than twice during a calendar year.



**Article 45**  
**Parliamentary Questions to the Government for Oral Answers**

1. The agenda of each session of the Assembly shall include a 60 minutes Question Period. A member of the Assembly may ask a maximum of two questions per plenary session.
2. Any member of the Assembly may ask a question, to be answered orally by a member of the Government, provided that such question is tabled in writing at the Table Office, at least forty-eight (48) hours prior to the session.
3. The formulation of question must respect the conditions of Article 41.1.f.
4. The member filing the question shall deliver orally the same question during the Question Period.
5. The question asked orally shall not be longer than two (2) minutes.
6. The answer to the question by a member of the Government must not be longer than three (3) minutes.
7. The member of the Assembly shall have the right to ask a supplementary question orally to the member of Government and must not be longer than one (1) minute.
8. A supplementary answer may be made orally and must not be longer than two (2) minutes.
9. A member of the Assembly who has filed a question in accordance with the Rules of Procedure of the Assembly, shall have the right to ask the question to the Government even if the member of the Government is absent or has not prepared a reply.
10. A question addressed by a member of the Assembly to the Prime Minister may be deferred by him/her to one of his ministers at his/her discretion.
11. If a question has not been answered within 2 sessions, the question will be published in the Bulletin of the Assembly and on the official website of the Assembly, while the Information Office of the Assembly shall issue a Press Release within 24 hours, after the second session.

**Article 46**  
**Parliamentary Questions for written answers**

Members of the Assembly may submit questions for written answer to the Prime Minister or any other Minister, about his or her area of responsibility. The answer shall be given within two (2) weeks from the date the question was submitted, and shall be included in the records of the next plenary session of the Assembly. The list of unanswered questions within the required period of time shall be published in the bulletin of the Assembly and distributed to the members of the Assembly.

**Article 47**  
**Statements of members of the Assembly or parliamentary groups on issues that are not on the agenda**

1. At the beginning of a session, before the agenda is approved, upon the notification of the

President of the Assembly, members of the Assembly, respectively parliamentary groups, may discuss various issues they consider that should be made public in the plenary session. In this event, a member of the Assembly shall not discuss longer than three (3) minutes, and if he/she discusses on behalf of a parliamentary group, he/she shall not discuss longer than five (5) minutes.

2. The President of the Assembly or the Chairperson of the session shall ensure the harmonization of discussion of each member of the Assembly, according to parliamentary groups.

3. The overall time of discussions out of the Agenda shall be limited to thirty (30) minutes. When the discussions last longer than the established time, the President shall stop the discussion, while the floor shall be given to the remaining members at the beginning of next plenary session.

#### **Article 48** **Statements by Ministers**

At any plenary session of the Assembly, a Minister may, upon his/her request, in agreement with the President of the Assembly, discuss in the Assembly about any matter within the scope of his or her responsibilities. After the statement has been made, the President of the Assembly shall permit comments to be made or questions to be put on behalf of parliamentary groups and also by individual Members of the Assembly. The Minister who has made the statement shall have the right to respond briefly to any comments or questions that may be put.

#### **Article 49** **Consideration of urgent matters in the Assembly**

1. At any plenary session, any Member, upon prior notification of the President of the Assembly, may propose that the Assembly immediately considers an urgent matter, which shall be in accordance with the definition in the first Annex of Terms of the Rules of Procedure. The President of the Assembly shall permit the Member concerned to put his /her proposal forward to the Assembly. His/her proposal is then put to a vote. If the Assembly resolves to consider the matter, the matter shall be placed in the agenda of that meeting.

2. The proposals of parliamentary groups for consideration of urgent matters shall be decided upon by a vote in the Assembly.

#### **Article 50** **Procedural motions**

1. At any plenary session of the Assembly, a member of the Assembly is entitled to propose any of the following procedural motions to:
  - a) adjourn debate;
  - b) adjourn the session;
  - c) refer a matter to a committee;
  - d) end debate;
  - e) challenge whether or not the Rules of Procedure have been violated;
  - f) challenge whether or not the rights of a Member of the Assembly have been violated.

2. Motions to adjourn a debate, to adjourn the session, refer a matter to a committee and to close debate shall be endorsed by at least one parliamentary group.
3. For the motions to adjourn a debate and to adjourn the session, voting shall take place immediately, without debate.
4. A motion to refer a matter to a committee must specify the committee and the reason for the referral. If the President of the Assembly finds the motion in order, the voting on the matter shall take place immediately, without debate.
5. A motion to end debate shall be considered only by the chairpersons of parliamentary groups and is voted immediately.
6. Where a motion challenging a potential violation of the Rules of Procedure is made, the President of the Assembly shall immediately consider the regularity of the motion, while, in cases when a further review is needed, it shall be made at a later stage. If a violation is found, the President shall instruct the violator to comply with the Rules of Procedure.
7. Where a member of the Assembly has moved a motion that his or her rights as a member have been violated, the President of the Assembly shall review the motion and, within one (1) working day or at the latest in the next session of the Assembly, shall report to the Assembly as to whether or not the rights of the member have been violated. If the rights of the member of the Assembly have been violated, the President of the Assembly shall order the violator to remedy the violation.
8. A motion to challenge the application of the Rules of Procedure and the motion on the violation of the rights of a member of the Assembly can be made by even one Member. This motion is submitted to the Committee on Mandates, Immunities and Rules of Procedure, which has to present its recommendation in the next Assembly session.

### **Article 51**

#### **Quorum and voting in the meetings of Assembly**

1. Quorum exists when more than half of the overall number of the members of the Assembly are present.
2. The presence of the members of the Assembly in meetings shall be verified through the electronic system of voting, by raising hands or by roll-call. The Chairperson of the session shall decide of the manner of verification of the presence of members of the Assembly.
3. The decisions taken in the meetings of the Assembly are valid if more than half of the total number of Members of the Assembly were present at the time the decision was taken. The laws, decisions and other acts of the Assembly shall be considered adopted if voted for by the majority of the members present and voting. An exception is made in cases when the Constitution of the Republic of Kosovo provides for otherwise.
4. Voting shall be carried out in the following means:

- a) Open ballot, by raising hands “for”, “against”, and “abstain”.
- b) Secret ballot;
- c) By means of a recorded vote that includes electronic voting; and
- d) Roll-call of each member of the Assembly.

5. A recorded vote shall be held when requested by the President of the Assembly or a parliamentary group and upon the decision of the Assembly. Where a recorded vote is held, each member’s vote “for” or “against”, or “abstention”, shall be recorded by name and last name. In cases of electronic vote, the number of participants, number of voters and full voting result shall appear on the screen for each member separately. A member of the Assembly shall be entitled to explain his/her vote “for”, “against” or “abstain” and to ask for an electronic copy of voting result.

6. In the event of an equal number of votes being cast “for” and “against” any proposal, it shall be deemed as not adopted.

7. Electronic votes of members of the Assembly shall be published within three working days from the plenary session.

## **Article 52**

### **Submission of substantive motions**

1. A substantive motion that is an amendment of a Draft-Law shall be submitted in writing, preferably electronically to the Table Office no later than two (2) working weeks prior to the approval in principle of a Draft-Law to which the amendment relates. The Table Office shall assess whether the amendment is in compliance with Article 53.5 of these Rules of Procedure and provide its translation in official languages of the Assembly.

2. Except for urgent matters, a substantive motion that is a resolution shall be submitted to the Table Office eight (8) working days prior to debate. The Table Office shall be responsible for translation of the motion in official languages of the Assembly, its editing and distribution to all Members no later than five (5) working days prior to debate.

3. Where a substantive motion relates to a document, that document should be attached to the motion.

## **CHAPTER XIII**

### **LAW-MAKING PROCEDURE**

## **Article 53**

### **Introduction of Draft-Laws**

1. A Draft Law may be introduced to the Assembly by the President of the Republic of Kosovo within his/her scope of activities, Government, Members of the Assembly, Parliamentary Committee, Parliamentary group or by at least six (6) Members of the Assembly, and by ten thousand voters, in accordance with the manner established by the Law.

2. The Draft-Law introduced by the President, Members of the Assembly, Parliamentary Committee, Parliamentary Group, voters shall be sent to Government, through the Presidency

of the Assembly, for an opinion.

3. The Government shall present its opinion in writing within one month from the day of receipt of such Draft-Law. After this deadline, the Draft-Law shall be proceeded to the assembly for review.

4. In cases when a Draft-Law is introduced by at least ten thousand voters, it shall be proceeded in accordance with the procedure established by the Law.

5. The Table Office shall make a record and shall distribute the text of the Draft-Law to the Members of the Assembly, with a cover letter signed by the Secretary of the Assembly and shall publish it on the Assembly website.

#### **Article 54** **Conditions for presenting a Draft-Law**

1. The Draft-Law presented to the Assembly shall contain the following:  
a) An explanation note on the objectives that are aimed to be achieved by the Law, its harmonization with the applicable legislation and reasoning of the provisions of the Law.

b) Declaration on budgetary implications in the first year and subsequent years.

c) Declaration on approximation and harmonization with the EU legislation and with the comparative table of acts it refers to.

2. Each Draft-Law presented to the Assembly shall be drafted in the following languages: Albanian, Serbian and English, in hard copy and electronically.

3. The Table Office of the Assembly shall verify the formal-legal aspect of the Draft-Law, record it based on the presented order and distribute it to the Members of the Assembly.

4. The Presidency of the Assembly, in its next meeting, shall assign a functional – lead committee for a review of the Draft Law in principle.

#### **Article 55** **Initiative for drafting a Draft-Law**

1. When the Assembly undertakes the initiative for drafting a Draft-Law, the Presidency of the Assembly shall seek the opinion of the Government. The Government shall declare on the Draft-Law within one month.

2. The initiative of the Assembly Member, Committee or of a Parliamentary Group shall be reviewed in a plenary session with or without the opinion of the Government, within two months from the day of its introduction.

3. If the Assembly approves the initiative, the Government shall prepare the Draft-Law within three (3) months, following the day of its approval.

**Article 56**  
**First reading of Draft-Laws**

1. First Reading of a Draft-Law shall take place no earlier than two working weeks and no later than four working weeks, from the day of its distribution.
2. Before the first reading of the Draft-Law in plenary session, the functional – lead committee assigned by the Assembly shall review the Draft-Law in principle. The Committee shall present a report to the Assembly with recommendation for its adoption of non-adoption.
3. First reading of the Draft-Law shall mean its discussion and voting in principle.
4. First reading of the Draft-Law shall commence with its presentation by the sponsor, and shall continue with presentations by the rapporteur of the functional committee, representatives of Parliamentary Groups and Members of the Assembly. A voting in principle shall conclude reading.
5. The sponsor may withdraw the Draft-Law during the process of reading in the Assembly before the beginning of voting in the second reading.

**Article 57**  
**Review of a Draft-Law by Committees**

1. Following the approval of the Draft-Law in the first reading, the Assembly shall assign for further review the following:  
Functional Committee as lead committee and Committees: for Legislation and Judiciary; Budget and Finance; European Integrations; Human Rights; Gender Equality, Missing Persons and Petitions; and Rights and Interests of Communities and Returns, as main committees.
2. In cases when the Draft-Law regulates issues from the scope of two functional committees, the Assembly shall assign one of them as lead committee.
3. Amendments to the Draft-Law may be introduced by a Member of the Assembly, parliamentary group, parliamentary committee, and the government, within two working weeks from the approval in principle. Amendments shall be addressed to the functional - lead committee.
4. The proposal for amendment shall contain: reference on the provision of the Draft-Law, accurate formulation of the amendment and reasoning for the proposed amendment.
5. Proposals containing amendments with budgetary implications shall be sent to the Budget and Finance Committee who shall give its opinion through a report, within five (5) working days, from the day of its receipt.
6. Functional Committee shall present to the Assembly a report with recommendations on the Draft-Law within two months from the first reading.

7. In special cases, the Committee may request from the Assembly an extension of the deadline for submission of the report of up to one month.

8. Main committees shall present their reports to the functional committee within ten (10) days, from the day of receipt of amendments from the functional – lead committee.

9. Functional – lead committee, once completed the review, shall submit a report with recommendations to the Assembly, as least five (5) working days prior to the second reading in plenary session. The report shall also contain the opinions of main committees, as well as the statement on proposed amendments from the member of the Assembly, Committee, Parliamentary Group or the Government.

### **Article 58** **Second reading of Draft-Laws**

1. Second reading of Draft-Laws shall commence upon the presentation of the report of the functional committee by the rapporteur. Once the report is presented, the right for discussion shall have the representatives of main committees, representatives of parliamentary groups, representatives of the Government and members of the Assembly.

2. Second reading of Draft-Law shall continue by a review and voting on the amendments presented by the functional – lead committee and on the amendments proposed by other committees, parliamentary groups, the Government and members of the Assembly.

3. Amendments shall be reviewed and voted one by one, according to the order they were presented, along with the text of the Draft-Law.

4. When two amendments are proposed for the same article of the Draft-Law, which are exclusive to each other, the amendment that receives higher number of votes shall be considered as adopted.

5. Following the review and adoption of amendments reflected in the comparative table containing three columns (text of the Draft Law, text of amendments and final text), the text of the Draft Law shall be adopted entirely, including the adopted amendments.

### **Article 59** **Third reading of Draft-Laws**

1. In cases when the Draft-Law does not receive the sufficient number of votes for its adoption in the second reading, the Assembly shall, upon the request of the sponsor of the Draft-Law, decide to present the Draft-Law to a third reading together with the adopted amendments.

2. Amendments that were reviewed and rejected in the second reading, or those that are similar with the amendments of the second reading, shall not be proposed for the third reading.

3. The procedure for reviewing of additional amendments and the procedure of reviewing the amended Draft-Law in the third reading shall be in accordance with Article 58 of the present Rules of Procedure.

**Article 60**  
**Ratification of international agreements**

1. The Assembly of the Republic of Kosovo ratifies international agreements by law, pursuant to Article 18 of the Constitution of the Republic of Kosovo.
2. The Draft-Law on ratification of international agreements shall contain the text of the international agreement, reasons for such ratification and financial statement, in cases of financial implications.
3. Proceeding a Draft-Law on ratification of international agreements is special and shall be subject to only one review.

**Article 61**  
**Signature and promulgation of laws**

1. Laws adopted by the Assembly shall be signed by the President of the Assembly, within ten working days from the day of adoption.
2. Laws signed by the President of the Assembly shall be sent to the President of the Republic for promulgation.
3. If the President of the Republic returns the law for its review in the Assembly, the Presidency of the Assembly shall refer it immediately to the functional – lead committee for its review.
4. Functional committee shall only review the issues contained in President’s decision. The committee shall, within two working weeks from the day of receipt, present to the Assembly a report with recommendations.
5. The Assembly shall with majority of votes of all members of the Assembly decide on approval of recommendations addressing the President’s remarks presented by the committee, which, together with the approved amendments, shall be considered as promulgated.
6. If the President does not promulgate the law or does not return it to the assembly within the deadline established by the law, the law is considered as promulgated and shall be published in the Official Gazette of the Republic of Kosovo.

**CHAPTER XIV**  
**ASSEMBLY COMMITTEES**

**Article 62**  
**Function of committees**

1. Committees shall process matters referred to them without delay. Committees shall recommend to the Assembly final decisions that relate only to the matters or works referred to them, or questions directly related to them. Committees may also handle other issues within

their scope of activity.

2. Committees may create their own rules of procedure, in accordance with the Rules of Procedure of the Assembly.
3. Committees shall have a special budgetary line for their functions, within the budget of the Assembly.
4. In the absence of rules describing the procedures within committees, the procedures within committees shall apply in analogue manner with those of plenary session.

### **Article 63**

#### **Appointment of Chairpersons and Vice Chairpersons of Committees**

1. A Member of the Presidency may not be a chairperson of a parliamentary committee.
2. The Presidency shall assign to each parliamentary group represented in the Assembly the right to nominate chairpersons, vice-Chairpersons and members of Committees.
3. No Member of the Assembly shall be chairperson of more than one committee.
4. A Minister or Deputy Minister may not be a member of a parliamentary Committee.
5. The parliamentary groups shall nominate the chairpersons for committees in accordance with the agreement reached in the Presidency. In reaching the agreement for the distribution of posts for chairpersons of the committees, the Presidency shall consider the proportion of the power of the parliamentary groups.
6. For the post the Chairperson of the Committee on rights and interests of communities, the nomination shall be made by the parliamentary group representative of a community other than the majority community.

### **Article 64**

#### **Meetings of committees**

1. Meetings of committees shall be convened by chairpersons of committees within of the timetable approved by the Presidency.
2. In the absence of the Chairperson of the Committee, the meetings shall be convened by first or second Deputy Chairperson, respectively.
3. The Chairperson or one of the Deputy Chairpersons shall convene a meeting on another possible date, if one third (1/3) of the committee members so demand.
4. The date and the agenda shall be determined by the Chairperson or one of the Deputy Chairpersons unless the committee has taken a prior decision thereon. The agenda shall be communicated to the committee members no later than four working days before the meeting takes place. The agenda may be modified by the decision of the committee.
5. Committees shall meet at least once a month.

### **Article 65**

## **Additional provisions on committees**

1. Committee meetings shall, in principle, be open to the public, except where a Committee is:
  - a) discussing confidential matters of security in Kosovo;
  - b) discussing the details of a commercial contract involving the institutions of the Republic of Kosovo and a third party in which confidential commercial matters are discussed;
  - c) preparing draft or final recommendations, including the writing of any important report to the Assembly;
  - d) considered otherwise.
2. When considering a draft law, Committees shall invite the Minister of relevant ministry, sponsor of the draft law, to take part in the committee meeting. The Minister or his/her representative shall be obliged to take part in the committee meeting. He/she shall have the right to present proposals during the process of amendment of the draft-law. The committee may remove the review of the draft-law from the agenda in case of absence of a representative of the ministry.
3. Committees may hire advisers – experts, in accordance with procedural and financial guidelines issued by the Presidency.
4. Committees may invite representatives of institutions and of civil society to attend its meetings in order to present evidence or produce important documents.
5. Committees may hold joint meetings with other committees. A committee may provide other committees with information or documents upon their request.
6. Provisions for the authority of the President of the Assembly apply for the Chairperson of the committee accordingly. The Chairperson of the committee shall be obliged to convene a meeting on another date if the President of the Assembly, the Presidency, one or more parliamentary groups or one third of the committee members so demand.
7. Committees may decide that a member of the government (minister) is to be summoned to attend a committee meeting for discussing matters within their scope of responsibilities.

### **Article 66 Public Hearings**

1. For the purpose of obtaining information on a subject under debate, a committee may hold public hearings of experts, public organizations, representatives of interests groups and other persons.
2. The committee may enter into the general discussion with the persons furnishing information insofar as this is necessary to clarify the facts.

### **Article 67 Committee reports**

1. Committee reports to the Assembly shall be made in writing. The reports of the lead -

reporting Committee may be supplemented orally by the Chairperson of the lead – reporting Committee or a member or its rapporteur.

2. The reports shall contain the recommendations of the committee together with the relevant reason.

## **Article 68**

### **Lead-Reporting Committee**

1. The Assembly appoints through a decision one of the functional committees as the lead-reporting Committee to report on the draft-law. Provisions set out in Article 57 of the present Rules of Procedure shall be applicable in analogue manner.

2. Main task of the lead-reporting Committee is to review the referred draft law or motion, compile the list of amendments, provide recommendations and point out the conflicting amendments.

3. In line with its coordination duties between the Committees, the lead-reporting Committee shall accept at least two working weeks in advance the proposals and reports on the work already done by the other committees and members of the Assembly.

4. Reporting to the Assembly on the draft law shall be made only by the lead-reporting Committee.

5. The report shall contain the proposals of the lead-reporting Committee, as well as the reasons and dissenting opinions and the comments of the committees concerned on which the Assembly will decide in the plenary session.

6. The Chairperson of the lead-reporting Committee or the rapporteur shall present to the Assembly the work and assessments of the Committee on the draft law.

## **Article 69**

### **Main and Functional Committees**

1. The Assembly of Kosovo appoints main, functional and *ad hoc* committees. The committees shall reflect the political composition of the Assembly.

2. The Assembly shall, upon the request of one-third (1/3) of all members of the Assembly, establish committees on specific matters, including enquiry matters.

3. Main committees are as follows:

1. Committee on Budget and Finance;
2. Committee on Rights and Interests of Communities and Return;
3. Committee on Legislation and Judiciary;

#### 4. Committee on European Integrations.

4. Functional committees are as follows:

1. Committee on Foreign Affairs;
2. Committee on Education, Science, Technology, Culture, Youth and Sports;
3. Committee on Economy, Trade, Industry, Energy, Transport and Telecommunication;
4. Committee on Agriculture, Forestry, Rural Development, Environment and Spatial Planning;
5. Committee on Health, Labor and Social Welfare;
6. Committee on Public Administration, Local Government and Media;
7. Committee on Internal Affairs and Security;
8. Committee on Human Rights, Gender Equality, Missing Persons and Public Petitions;
9. Committee on Oversight of Public Finance;
10. Committee on Oversight of Kosovo Intelligence Agency;
11. Committee on Oversight of Kosovo Security Force;
12. Committee on Mandates, Immunities and Rules of Procedure of the Assembly.

5. Responsibilities and the scope of work of the committees shall be defined by the Annex on Committees which is an integral part of these Rules of Procedure.

6. The Assembly shall determine the number of main and functional committees. The number of members for each committee shall be proposed by the Presidency. In principle, a member of the Assembly may be a member of only one committee.

7. The President of the Assembly may appoint non-attached Members of the Assembly as committee members, but without having the right to vote.

8. Each committee shall have two vice-chairpersons; the first vice-chairperson and the second vice-chairperson, that shall belong to different Parliamentary groups. At least one of the vice-chairpersons shall be of another community than the chairperson.

9. The posts of chairpersons and deputy-chairpersons shall be assigned by the Presidency. The posts shall be assigned among the parliamentary groups represented in the Assembly, in the manner described in Article 63 of the present Rules of Procedure.

10. The Assembly shall appoint the members of Committees on the basis of a proposal of the Presidency. Exception is the Committee on the Rights and Interests of Communities and Return, which is regulated by the Constitution. The Presidency shall ensure that the representation in any Committee, including any members appointed as Chairperson or Vice-Chairperson, shall be proportional to their representation in the Assembly.

### **Article 70 Subcommittees**

1. Each committee may, from among its members, set up committees for specific tasks. The Presidency of the Assembly shall be informed on the creation of the subcommittee and on the list of its members.

2. The establishment of the subcommittee requires the support of two thirds of committee members.
3. Two or more committees may request the establishment of a joint subcommittee on matters of common interests. Creation of the joint subcommittee shall be also approved by the Presidency.
4. The parliamentary groups shall appoint the members for the subcommittee. Parliamentary groups, only in exceptional cases, may also nominate a member who is not member of the committee, which establishes a subcommittee. The Presidency of the Assembly shall be informed on the appointment of such member.
5. In establishing the subcommittee, the proportionality of representation of the parliamentary groups shall be considered. Each parliamentary group may be represented by at least one member in the subcommittee.
6. A subcommittee shall carry out the activities under the competence of the committee and based on the authorizations assigned to the committee.
7. The subcommittee shall report to the committee about its work.

### **Article 71**

#### **Investigative Committee and other committees**

1. The Assembly may establish an *ad-hoc* committee with all the powers of a functional committee. The *ad-hoc* committee shall be an interim committee that shall review a specific issue. If the Assembly establishes an *ad-hoc* committee, its decision on the establishment shall include the composition of the Committee, which shall be in accordance with Article 63 of these Rules of Procedure.
2. Where the Assembly identifies an issue of specific importance, it shall authorize the *ad-hoc* committee to summon any official of Kosovo it deems necessary to testify in front of the Committee. The Assembly shall determine the procedures, the duration of the committee's functioning and the permissible expenses for the work of the Committee.
3. Parliamentary investigations shall be governed by separate acts of procedure, which shall be approved by the Assembly with two third (2/3) of the votes of present members of the Assembly.
4. Where the Assembly deems it necessary, it may create other *ad-hoc* committees for other tasks within its authorities.

### **Article 72**

#### **Special procedures regarding the reports of independent bodies**

1. The annual work report of an independent body, established by the Assembly shall be reviewed by the functional committee that covers the scope of responsibilities of the independent body.
2. The committee shall review the annual report of the independent body and present to the Assembly a report with recommendations within three working weeks from the day of its

receipt.

3. The review of the annual report in the Assembly meeting shall commence with a presentation of the report by the rapporteur of the functional committee. After the presentation of the report, discussion shall take place in the following order: representatives of parliamentary groups and members of the Assembly, to be concluded by a voting on the approval.

4. Notwithstanding the item 3 of this Article, the floor may be given also to the responsible person of the independent body, upon the request of the Assembly.

### **Article 73**

#### **Authority of the committees in monitoring the implementation of laws**

1. Each Committee shall, within the scope of its authority, be authorized to monitor the implementation of a law by the government of Kosovo or ministry, respectively.

2. The relevant ministry shall report to the functional committee about the implementation of the law without request, at least once in every year.

3. In order to fulfill the authority given above, the committees shall:

- a) perform controls and studies of the effectiveness of the laws in force on issues within the scope of their authority, their implementation, and propose measures to be taken in concrete situations;
- b) produce a list containing: the date of the promulgation of the law, the date of its publication in the Official Gazette, the list of the provisions of the law that need to be implemented by the Government, the list of the government's decisions implementing those provisions.
- c) exercise control over the overall activity of relevant ministries; and
- d) report in writing and orally once a year to the plenary sessions of the Assembly.

4. If the Ministry fails to report or if its reporting is deemed incomplete, upon the request of the committee, the issue shall be put to the agenda of the next plenary session.

## **CHAPTER XV**

### **CROSS-PARLIAMENTARIAN COOPERATION**

#### **Article 74**

##### **Cooperation with Parliaments of other countries**

1. The Assembly, Presidency and other Assembly working bodies cooperate with the counterpart Presidencies of Parliaments and other working bodies of other countries.

#### **Article 75**

##### **Information on Official Travels Abroad**

1. A delegation of the Assembly, traveling officially out of the country shall present a written report to the Assembly within two weeks upon its return.
2. The information shall include: description of the visit, composition of the delegation and amount of money spent.
3. The information shall be sent to the Presidency of the Assembly and to the members of the Assembly, for the purpose of information.

## **CHAPTER XVI MATTERS OF THE EUROPEAN AGENDA IN THE ASSEMBLY OF KOSOVO**

### **Article 76 Report of the Government on the Process of European Integration**

1. The Assembly shall review one report of the Government on the process of Kosovo's European Integrations, every six months.
2. The reports on the process of Kosovo's European Integrations shall contain at least the following information:
  - a) Development of relationships between the European Union and Kosovo during the last six months;
  - b) Implementation of the Government's Action Plan on European Partnership;
  - c) Implementation of recommendations contained in the Progress Reports of the European Union on Kosovo;
  - d) Priorities of the Government for the next six months related to the process of Kosovo's European Integrations.

### **Article 77 Action Plan of the Assembly**

1. The Assembly shall approve an Annual European Integrations Action Plan.
2. The Annual European Integrations Action Plan shall reflect the recommendations and challenges identified in the Progress Report of the European Union on Kosovo, as well as the priorities specified through the European Partnership.
3. The Assembly shall discuss the implementation of the Action Plan in a plenary session on a quarterly basis.
4. The Presidency, upon the proposal of the Committee on European Integrations, shall approve the procedures/guidelines on drafting and monitoring of the Annual European Integrations Action Plan.

## **CHAPTER XVII LANGUAGES IN THE ASSEMBLY**

**Article 78**  
**Use of languages in the Assembly**

Meetings of the Assembly and its Committees shall be conducted in the Albanian and Serbian languages with interpretation provided as needed. Assembly Members from communities other than the Albanian and Serb communities shall be entitled to address the Assembly and its Committees in their own languages. In such cases, interpretation into the Albanian and Serbian languages will be provided for other members of the Assembly or committee, as needed.

**Article 79**  
**Language of the documents**

1. All official documents of the Assembly shall be written in the standard Albanian and Serbian languages. The Assembly shall endeavor to make official documents, which concern a specific community other than the Albanian and Serb communities available in the language of that community. Assembly members from such communities may submit documents in their own language for consideration by the Assembly and its Committees. In such cases, translation into the Albanian and Serbian languages will be provided for the other members of the Assembly or Committee, as required.
2. The records of Assembly proceedings shall however only reproduce each contribution in the language in which it was made.

**CHAPTER XVIII**  
**ADMINISTRATION OF THE ASSEMBLY**

**Article 80**  
**The Administration of the Assembly**

1. The administration of the Assembly shall provide professional, administrative and technical support for the needs of the Assembly, the Presidency, committees, parliamentary groups and members of the Assembly.
2. The organization of the work of the administration of the Assembly, its rights and obligations shall be set out in a special act adopted by the Presidency as proposed by the Secretary to the Assembly.
3. The Secretary is the head of the administration of the Assembly under the authority of the Presidency.

**CHAPTER XIX**  
**AMENDMENTS TO THE RULES OF PROCEDURE OF THE ASSEMBLY**

**Article 81**  
**Amendments to the Rules of Procedure**

1. The Committee on Mandates, Immunities and Rules of Procedure shall keep the Rules of Procedure under review and may from time to time propose to the Assembly amendments that it considers necessary.

2. The approval and amendment of the Rules of Procedure of the Assembly shall be carried out in accordance with the procedure foreseen for passing of laws.
3. The Rules of Procedure of the Assembly and amendments shall be approved by two-thirds (2/3) of votes of all members of the Assembly.
4. Until the new rules of procedure are adopted, the Assembly shall act pursuant to the Rules of Procedure in force.

## **Article 82**

### **Procedure for the amending of the Constitution**

1. According to the Rules of Procedure of the Assembly, the Government, the President or one-fourth (1/4) of the members of the Assembly, may propose the amendment of the Constitution.
2. Any amendment shall require the approval of two thirds (2/3) of all members of the Assembly, including two thirds (2/3) of all members of the Assembly who hold reserved or set-aside seats for the representatives of non-majority communities in the Republic of Kosovo.
3. Amendment of the Constitution shall only be approved by the Assembly once the President of the Assembly has sent the proposed amendment to the Constitutional Court for an assessment whether the proposed amendment diminishes any rights or freedoms provided in Chapter II of the Constitution.
4. Amendments to the Constitution shall enter into force immediately after their approval by the Assembly of the Republic of Kosovo.

## **CHAPTER XX**

### **DISSOLUTION OF THE ASSEMBLY**

## **Article 83**

### **Dissolution of the Assembly**

1. The Assembly shall be dissolved in the following cases:
  - a) if the Government cannot be established within the deadline of sixty (60) days from the day of assignment of the Candidate for the Prime Minister by the President of the Republic of Kosovo;
  - b) when two thirds (2/3) of all members of the Assembly vote for the dissolution of the Assembly. In this case the Assembly is dissolved through a Decree issued by the President of the Republic of Kosovo;
  - c) in case of failure to elect the President of the Republic of Kosovo within sixty (60) days from the day of commencement of election procedure;
2. The President of the Republic of Kosovo may dissolve the Assembly following a successful vote of no confidence to the Government.

## **CHAPTER XXI**

## **INTERPRETATION OF THE RULES OF PROCEDURE**

### **Article 84**

#### **Departures from the Rules of Procedure**

Departures from the Rules of Procedure may be decided upon the decision of two thirds (2/3) of the Members of the Assembly present. Departure may take place when it does not conflict with the provisions of the Constitution of the Republic of Kosovo and with the European standards.

### **Article 85**

#### **Interpretation of the Rules of Procedure**

1. If doubts arise during a session of the Assembly as to the interpretation and implementation of these Rules of Procedure, the Chairperson of the meeting shall have the authority to decide on the case in question. The decision of the Chairperson of the meeting shall not be subject of discussion or dispute during the meeting.
2. If doubts arise during a meeting of a committee as to the interpretation and implementation of these Rules of Procedure, the Chairperson of the meeting shall have the authority to decide on the case in question. The decision of the Chairperson of the meeting shall not be subject of discussion.
3. A request for interpretation may be submitted to the Committee on Mandates, Immunities and Rules of Procedure by any interested member of the Assembly. The Committee shall, within 15 days of the receipt of the request, make a final interpretation on the issue raised to the Assembly or the Committee.
4. In other cases, it is the competence of the Committee on Mandates, Immunities and Rules of Procedure to carry out interpretation of the provisions of these Rules of Procedure.
5. The President of the Assembly, head of a parliamentary group, chairperson of a main committee or six members of the Assembly may request that an issue of interpretation of a particular issue is presented to the Assembly in a plenary session for a decision.
6. If necessary, the Assembly may seek the opinion of the Assembly Department of Legal and Procedural Support. Interpretation shall be approved by two thirds (2/3) of votes of present members.

## **CHAPTER XXII FINAL PROVISIONS**

### **Article 86**

#### **Unfinished business**

At the end of the term of the Assembly, all items of business entrusted to it shall be deemed unfinished. This shall not apply to the laws adopted by the Assembly and forwarded for promulgation, or to the petitions and items of business which do not require a decision by the

Assembly.

**Rule 87**  
**Entry into force**

These Rules of Procedure shall enter into force on the day of approval by the Assembly of the Republic of Kosovo and shall be published in the Official Gazette.

**Article 88**  
**Annexes to the Rules of Procedure**

The following annexes are parts of these Rules of Procedure:

1. Definition of expressions used in these Rules of Procedure;
2. Scope of activities and responsibilities of the Assembly Committees;
3. The Code of conduct of members of the Assembly;
4. Supplementary rights of members of the Assembly.

Nr. 03 - V - 304

Prishtinë/ Pristina, 29 prill 2010

President of the Assembly,

Jakup Krasniqi



**Republika e Kosovës**  
**Republika Kosovo-Republic of Kosovo**  
*Kuvendi - Skupština - Assembly*

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**ANNEX 1.**

**DEFINITIONS OF TERMS USED IN THESE RULES OF RPROCEDURE**

**Amendment:** is a written proposal to substantively change, delete or add a provision to the Constitution of the Republic of Kosovo, laws and other acts adopted by the Assembly.

**Declaration:** is a general policy statement approved by the Assembly;

**Draft law:** is a proposal for a law submitted to the Assembly, through the Table Office, for consideration and a vote.

**Law:** is a binding legislative act approved by the Assembly of Kosovo, which regulates a specific area.

**Lead-reporting Committee:** is the parliamentary committee, which is assigned as responsible for a particular law, sublegal act or another document, and, which, under the Rules of Procedure, takes the lead role in reporting to the Assembly on that legislation.

**Motion** means:

- (a) a written substantive proposal submitted to the Table Office; or
- (b) a written procedural proposal presented to the Assembly for debate and vote in accordance with these Rules.

**Substantive motion:** is a proposal for

- (a) a resolution;
- (b) an amendment, or
- (c) other act, approved by the Assembly

**Order Paper of the Assembly:** official document of the Assembly, which contains issues that need to be reviewed in the Assembly. Those issues include: filed motions, resolutions, declarations, draft laws, questions to the government, interpellation requests, committee reports and government's annual reports.

**Official document of the Assembly:** parliamentary question, motion, draft law, written response to a question, recommendation and committee report, minutes as well as other material submitted for consideration by the Assembly or any of its committees. It does not include the records/transcripts of assembly proceedings.

**Parliamentary group:** a group of not less than 5 %, respectively 6 Members of the Assembly, who have informed the President and the Presidency of the Assembly about their intention to act as a parliamentary group.

**Rapporteur:** a member of a certain committee who is appointed by the committee to report on the draft law at the meetings of the Assembly or the committee itself. A committee may appoint different rapporteurs to report about different matters.

**Resolution:** a written motion which through voting expresses the will of the Assembly.

**Readings:** stages through which a law passes, in compliance with these Rules.

**Assembly session:** Spring session and autumn session during which the Assembly carries out its proceedings during one year.

**Plenary session:** means a meeting of the Assembly held within a specific time.

**Sponsor:** a parliamentary group, a rapporteur of a committee, a Member of the Assembly, Prime Minister or a Minister who prepared a substantive motion, a draft law, or another act for debate.

**Table Office:** means an office within the Assembly administration, where the Members of the Assembly, sponsors and other authorized presenters are to submit questions, motions and draft laws, that are distributed to Members of the Assembly or submitted to the Assembly.

**Urgent matter:** a matter that is related to a genuine emergency which could not be brought before the Assembly by other means and upon which the Assembly takes a decision.

**Working Day:** a day of the week from Monday to Friday, both inclusive, excluding public holidays, during a week when the Assembly would normally meet.



**Republika e Kosovës**  
**Republika Kosovo-Republic of Kosovo**  
*Kuvendi - Skupština – Assembly*

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**ANNEX NR. 2.**

**SCOPE OF ACTIVITIES AND RESPONSIBILITIES OF THE PARLIAMENTARY  
COMMITTEES**

**1. Committee for Budget and Finance**

The Committee for Budget and Finance is a permanent committee

The Committee, within its scope of work and responsibilities discusses all matters relating to the budget and finances in Kosovo. The scope of work of the committee includes:

- Revising the annual budget of Kosovo;
- Dealing with budgetary and financial issues;
- Budgetary implications of draft laws for their first year after entering into force and for all consecutive years and giving recommendations to other functional committees;
- Reviewing periodical reports of the Ministry of Economy and Finance regarding the expenditures of Kosovo institutions and other budgetary organizations that report to the Assembly;
- Reporting to the plenary session at its own initiative or upon a request from the Assembly for matters falling within the scope of work and responsibilities of the Committee;
- Reviewing the Government's work plan, its application with respect to financial matters and giving recommendations to the Assembly;
- Overseeing the application of the Law on Managing Public Finances and other laws regulating public finances;
- Cooperating with the Ministry of Economy and Finance and with the Government. The Ministry of Economy and Finance is obliged to report and offer all relevant information to the Committee upon the committee's request, including direct reporting from the Minister;
- Reviewing of legislation on areas related to budgeting and finance;
- The right to initiate and draft laws;
- Reviewing of draft laws and motions relating to budgetary implication and budgetary costs of all activities of the Assembly and other Kosovo institutions that fall within the scope of work and responsibilities of the Committee;
- The Committee exercises other activities defined in this Regulation;
- The Committee also reviews other matters that are defined in this Regulation and matters that are brought in front of the Committee upon a decision from the Assembly;

While exercising its functions, the Committee cooperates with the Ministries responsible for specific institutions and all other ministries from which the Committee has the right to request information and data, including direct reporting from the respective Ministers and/or other officials.

## **2. Committee for Community Rights and Interests and for Return**

Committee for Community Rights and Interests and for Return is a permanent committee

The Committee, within its scope of work and responsibilities discusses all matters relating to the rights and interests of Communities. The scope of work of the committee includes:

- Reviewing draft laws for their compliance with the rights and interest of communities;
- The right to decide on passage of draft laws with a majority of the votes of its members for the purpose of properly addressing the interests and the rights of communities;
- The right to initiate and propose draft laws and other measures within the competencies of the Assembly in order to properly address the concerns of communities;
- The right to bring draft laws into revision in front of the Committee with a proposal of only one of the members of the Presidency of the Assembly. Further, the Committee may propose recommendations to draft laws, after obtaining the consent of the majority of its members;
- Issuing of consultative opinions regarding different issues, upon the request of the Presidency of the Assembly, of a specific committee or of a group of at least ten (10) Members of the Assembly;
- Reviewing the draft budget and reviewing the budget of respective ministries and issuing recommendations to the Committee for Budget and Finance for further deliberation of the amendments issued by the committee and requests final approval by the Assembly;
- Overseeing the application of laws falling within the Committee's scope of work and responsibilities;
- Reviewing other matters that are defined in this Regulation and matters that are brought in front of the Committee upon a decision from the Assembly;

While exercising its functions, the Committee cooperates with Ministries responsible for specific institutions and all other ministries from which the Committee has the right to request information and data, including direct reporting from the respective Ministers and/or other officials.

## **3. Committee on Legislation and Judicial Affairs**

The Committee on Legislation and Judicial Affairs is a permanent committee responsible for reviewing the legal and constitutional basis of every law that is to be enacted by the Assembly of Kosovo. Within this context, the Committee specifically:

- Analyses and evaluates the conformity of acts adopted by the Assembly with the Constitution;
- In specific cases, the Committee proposes draft laws, amendments to laws or other acts that are enacted by the Assembly of Kosovo;
- Reviews the legality and constitutionality of draft laws;

- Reviews the constitutionality of political declarations, resolutions and by-laws scheduled to be enacted by the Assembly;
- Reviews matters relating to the harmonization of legislation with the Constitution;
- Reviews proposals for constitutional changes;
- Requests from the Government amendments of laws for the purpose of harmonization with other legislation that is in force and in specific cases the Committee itself proposes amendments for this purpose;
- Reviews matters in connection with the methodology and techniques of legislative drafting;
- Reviews judicial issues in Kosovo;
- Supervises the application of laws within the judicial branch;
- Reviews other matters that are defined in this Regulation and matters that are brought in front of the Committee upon a decision from the Assembly;
- Recruits experts from different fields for matters falling within the scope of work of the Committee;
- Organizes public hearings regarding different matters falling within the legislative branch;
- Establishes working groups for reviewing different matters falling within the scope of work and responsibilities of the Committee;
- Supervises the application of laws enacted by the Assembly;
- The Committee is in contact with other Committees of the Assembly for the purpose of informing them regarding the supervision of application of laws enacted by the Assembly;

The Committee cooperates with all of the Ministries, from which it may request information and data that fall within the Committee's scope of work and responsibilities.

#### **4. Committee for European Integration**

The Committee for European Integration is a permanent committee.

The Committee, within its scope of work and responsibilities reviews and supervises the process of harmonization of laws enacted by the Assembly with the legislation of the European Union. The scope of work of this Committee includes:

- Supervision of the harmonization process of the legal system of Kosovo with the legal system of the European Union;
- Supervision of the harmonization process of the national legislation with the *acquis communautaire*;
- Cooperation and coordination of activities with the institutions of the European Union for the purpose of Kosovo's integration and membership in the European Union;
- Cooperation and exchange of good practices with EU member states and other states for the purpose of EU integration;
- Cooperation and coordination of activities with the European institutions in Kosovo:
  - a. European Commission Liaison Office;
  - b. International Civilian Office (European Union Special Representative)
  - c. EULEX Mission in Kosovo
  - d. European Agency for Reconstruction
  - e. Presidency of the EU;

- f. EU Missions;
  - Supervision of Government activities on fulfilling the obligations taken by the Kosovo institutions and especially obligations of the Assembly towards European Union institutions;
  - Supervision of the implementation of the European Partnership Action Plan (EPAP);
  - Participation and supervision of the Stabilisation and Association Process of Kosovo;
  - Supervision and coordination of the Instrument for Pre-accession Assistance (IPA) for Kosovo;
  - Monitoring donors and cooperation programmes of the EU dedicated to Kosovo;
  - Cooperation with respective institutions in the process of membership of Kosovo into the Council of Europe;
  - Supervision of fulfilment of obligations of Kosovo coming out of the Conventions of the Council of Europe;
  - Supervision of execution of recommendations of the Council of Europe for Kosovo;
  - Reviewing other matters that are defined in this Regulation and matters that are brought in front of the Committee upon a decision from the Assembly

For the purpose of exercising its functions, the Committee cooperates with the Office of the Prime Minister, with other respective institutions and all ministries, from which the Committee may request specific information and data including direct reporting from ministers and/or other officials;

## **5. Committee on Foreign Relations**

The Committee on Foreign Relations is a permanent committee

The Committee, within its scope of work and responsibilities, builds cooperation with the legislatures of countries and promotes the membership of the Kosovo Assembly to regional and international parliamentary organizations. The scope of activities of the committee includes:

- In coordination with the President and the Presidency of the Assembly, building cooperation with legislatures of other countries and promotes the membership of the Assembly to regional and international parliamentary organizations;
- Accompanying the President of the Assembly in international parliamentary meetings;
- Ratifying existing treaties en bloc or separately, which Kosovo wants to sign;
- Following the ongoing negotiations for participation in new treaties led by the Government and initiating the debate on ratification of these new treaties;
- Monitoring the implementation of the laws on foreign relations and diplomatic immunities;
- Overseeing Government actions pertaining to foreign policy;
- Accompanying the Foreign Minister to specific important meetings;
- Cooperating with similar committees of other legislatures;
- Promoting parliamentary diplomacy within the Assembly;
- Scrutinizing draft legislation sponsored by the Ministry of Foreign Affairs;
- Scrutinizing the draft budget and mid year review of the budget of the corresponding ministry and making recommendations to the Budget and Finance committee to review and adopt the budget including proposed amendments;

- Reviewing other issues set forth in these rule of procedure and reviewing issues which, by specific decision of the Assembly, are delegated to the committee;

In exercising its functions, the committee cooperates with the corresponding ministry, with the diplomatic network of Kosovo and all other ministries, from which it may request concrete data including direct reports from ministers or other responsible officials, when required by the Committee.

## **6. Committee for Education, Science, Technology, Culture, Youth and Sports**

The Committee for Education, Science, Technology, Culture, Youth and Sports is a permanent committee.

The Committee, within its scope of work and responsibilities, reviews all issues pertaining to elementary, secondary and higher education, all issues of development and affirmation of culture and sports in Kosovo and the issue of youth in society.

The scope of activities of the committee includes:

- Reviewing draft legislation for all levels of education as well as science, technology, culture, youth and sports;
- Issues which relate to the planning of strategic development and development of policies in the field of education, culture, youth and sports;
- Issues which relate to the budget of the Ministry for Education, Science, Technology and the Ministry for Culture, Youth and Sports;
- Issues related to the process of reform and increasing the quality of all educational, cultural and scientific levels;
- The financial state of educational, cultural and scientific institutions as well as the financial position of the employees in these institutions;
- Issues related to the development of new technologies and innovations in managing public and private resources;
- Policies of Kosovo's international cooperation in the field of education, science, technology, culture, youth and sports;
- Reviewing the budget and budgetary mid year review of the respective ministry and makes recommendations to the budget and finance committee in reviewing the budget and adoption of the budget by the Assembly including proposed amendments;
- Overseeing the implementation of laws within its scope of activities;
- Reviewing other issues set forth in these rules of procedure and reviewing issues which, by specific decision of the Assembly, are delegated to the Committee.

In exercising its functions, the Committee cooperates with the corresponding ministry, and all other ministries, from which it may request concrete data including direct reports from ministers or other responsible officials, when required by the Committee, and presents respective recommendations to the Assembly, including draft laws and other amendments pertaining to draft legislation in the field of education, science, technology, culture, youth and sports.

## **7. Committee for Economy, Trade, Industry, Energy, Transport and Communications**

Committee for Economy, Trade, Industry, Energy, Transport and Communications is a functional committee.

The Committee, within its scope of work and responsibilities, reviews all issues related to economy, industry, transport by land, waters and air in Kosovo, and reviews all issues related to communications, such as postal services, internet, television and radio frequencies and broadcast, and all other issues of communications.

The scope of activities of the committee includes:

- Reviewing draft legislation within its scope of activities;
- Conceptualizing general strategy regarding the development of economic activities between Kosovo and other countries, by making recommendations for the Assembly and corresponding ministry, etc;
- Creating legal infrastructure and a safe environment for investments, commercial agreements and concessions in infrastructure, energy, mineral resources in order to develop these economic branches.
- Engaging in determining and monitoring the application of general policies in the field of economy, trade, industry, energy and transport;
- Reviewing the draft budget and budgetary mid year review of the respective ministry and makes recommendations to the budget and finance committee in reviewing the budget and adoption of the budget by the Assembly including proposed amendments;
- Overseeing the implementation of laws within its scope of activities;
- Reviewing other issues set forth in these rules of procedure and reviewing issues which, by specific decision of the Assembly, are delegated to the Committee;

In exercising its functions, the Committee cooperates with the corresponding ministry, and all other ministries, from which it may request concrete data including direct reports from ministers or other responsible officials, when required by the Committee.

## **8. Committee for Agriculture, Forestry, Rural Development and Spatial Planning**

The Committee for Agriculture, Forestry, Rural Development and Spatial Planning is a permanent committee.

The Committee, within its scope of work and responsibilities, reviews all issues related to agriculture, forestry, rural development, the environment and spatial planning.

The scope of activities of the committee includes:

- Engagement in shaping and monitoring of agricultural development, forestry, rural development, environment and spatial planning policies;
- Engagement in conception of overall strategy for agricultural development, forestry, rural development, environment and spatial planning in line with modern and advanced patterns in these fields;
- Reviewing the level of implementation of the Government programme in the field of agriculture, forestry, rural development and spatial planning and making recommendations to the Assembly;

- Cooperating with other committees of the Assembly, specifically with the Committee for Budget and Finance with an emphasis on the financing and managing of programs by the Government;
- Reviewing draft legislation within the Committee's scope of activities;
- Reviewing the budget and budgetary mid year review of the respective ministry and makes recommendations to the budget and finance committee to review and adopt the budget by the Assembly including the proposed amendments;
- Monitoring the implementation of laws within its scope of activities;
- Reviewing other issues set forth in these rules of procedure and reviewing issues which, by specific decision of the Assembly, are delegated to the committee.

In exercising its functions, the committee cooperates with the respective Ministry, and all other ministries, from which it may request concrete data, including direct reports from ministers or other responsible persons, when required by the Committee.

## **9. Committee on Health, Labour and Social Welfare**

The Committee on Health, Labour and Social Welfare is a permanent committee.

The Committee, within its scope of work and responsibilities, reviews all issues related to health, and social welfare. The scope of work of this committee includes:

- Defining and monitoring the implementation of policies for the development and efficient functioning of health, labour and social welfare.
- Composing a general strategy on health protection for Kosovo citizens, and other citizens temporarily living in Kosovo, while encouraging application of contemporary health standards;
- Composing a general strategy for the development of work relations, specifically creation of new jobs.
- Ensuring satisfactory welfare in Kosovo, including social insurance and social assistance to Kosovo citizens; the social protection of wounded veterans, families of martyrs, disabled workers, political prisoners and their families, all categories of the disabled, and establishment of an effective pension system for all categories;
- Reviewing the Government program, the manner and level of its implementation in the areas of health, labour and social welfare, and making recommendations to the Assembly.
- Identifying specific Government programs and programs of respective Ministry's programs, and in coordination with the Committee for Budget and Finance reviews in detail its financing and management;
- Reviewing legislation within its scope of work;
- Reviewing the draft budget and reviewing the budget of the respective Ministry, issues recommendations to the Committee for Budget and Finance, and issues recommendations for adoption of the budget by the Assembly, including amendments;
- Overseeing law implementation within the committee's scope of authority;
- Reviewing other issues set forth in these rules of procedure and review of issues which are delegated to the committee by a specific Assembly decision;

While exercising its function, the committee cooperates with the respective Ministry and with all other Ministries, from which it can require concrete data, including reports from Ministers or other responsible persons, when required by the committee.

## **10. Committee for Public Administration, Local Government and Media**

The Committee on Public Administration, Local Government and Media is a permanent committee.

The Committee within its scope of work and responsibilities reviews all issues related to the functioning of the civil service, local administration and media.

The scope of work of this committee includes:

- Reviewing definition and coordination of work policies for an objective civil service to all citizens, without distinction, on an objective, professional and accountable basis;
- Professional training projects for the enhancement of capacity building of civil service staff;
- Proposing measures to provide engineering services, and the management of buildings;
- Proposing measures for the administration of the wage system and payroll of civil servants;
- Reviewing standards of information technology services, to be used;
- Reviewing work policies in ensuring supply services in accordance with defined rules and procedures;
- Reviewing issues related to administration and registration of NGOs;
- Reviewing issues of importance related to the collection, maintenance, analysis and publication of official statistics;
- Reviewing issues related to administration and maintenance of the cadastral system;
- Overseeing local administration and functioning of local government;
- Reviewing legislation within the Committee's scope of work;
- Reviewing the list of board members for the Independent Media Commission and the Public Media Board;
- Reviewing the draft budget, and reviewing the respective Ministry's budget, making recommendations to the Committee on Budget and Finance to review and adopt the budget including proposed amendments;
- Overseeing implementation of laws within the Committee's scope of work;
- Reviewing other issues, as foreseen with these rules of procedure, and other issues transferred to this committee through a specific Assembly decision.

While exercising its function, the committee cooperates with the respective Ministry and all other Ministries, from which it may request concrete data including reports of Ministers, or other responsible persons, when requested by the committee.

## **11. Committee for Internal Affairs and Security**

The Committee for Internal Affairs and Security is a permanent committee.

The Committee, within its scope of work and accountability reviews all issues related to internal security.

The scope of work of this committee includes:

- Developing and overseeing policies and strategies for internal security;
- Reviewing and initiating legislation within the Committee's scope of work;
- Overseeing, increasing and structuring of a security system in Kosovo;
- Developing and overseeing the implementation of general security standards, including those of minorities;
- Initiating bilateral and multilateral agreements, overseeing regional cooperation in the field of security and protection against organized crime and terrorism;
- Exchanging practices with other states, developing training programs in fields of security in cooperation with other states;

- Overseeing expenditures and management of finances by the respective Ministry, in particular expenditures of the Kosovo Police. In close cooperation with the Police Inspectorate overseeing issues related to disciplinary measures against police members;
- Overseeing management of personal and travel documents issuance;
- Reviewing the draft budget and the budget of the respective Ministry, making recommendations to the Committee on Budget and Finance, and recommending its adoption by the Assembly, together with amendments;
- Overseeing implementation of law within the Committee's scope of work;
- Reviewing other issues as foreseen with these rules of procedure, and other issues transferred to this committee through a specific Assembly decision.
- While exercising its function, the committee cooperates with the respective Ministry and with all other Ministries, from which it may request concrete data, including reports of Ministers or other responsible persons.

## **12. Committee on Human Rights, Gender Equality, Missing Persons and Public Petitions**

The Committee on Human Right, Gender Equality, Missing Persons and Petitions is a permanent committee.

The Committee within its scope of work and responsibilities, reviews all issues pertaining to human rights, implementation of principles of gender equality in line with the legislation and reviews petitions submitted by one or more citizens.

The scope of work of this committee includes:

- Cooperating with the Ombudsperson;
- Initiating signing of international treaties on gender equality, and oversees implementation.
- Reviewing issues of gender equality and gender representation at all levels of institutions of Kosovo;
- Reviewing the status of women, proposing measures for the participation of women in all fields of life;
- Proposing recommendations for the enhancement of women and rights of women. Protecting women against physical, emotional and psychological abuse, enhancing the role of women in the civil service to ensure a more effective and influential role in the process of democratic decision making in Kosovo;
- Reviewing issues related to education and professional enhancement of women;
- Reviewing other issues to ensure gender equality and enhancement of women's position in line with law;
- Reviewing all issues related to providing information on the fate of missing persons;
- Investigating findings and other data related to missing persons, reviewing recommendations of the Assembly on measures to be taken on the status and fate of missing persons;
- Contacting international organizations on human rights and pressuring them to enlighten the fate of missing persons;
- Contacting and informing family members of missing persons;
- Reviewing and initiating legislation within the Committee's scope of work;
- Reviewing petitions that are submitted to the Assembly:
  - a) Petitions that are submitted in writing, which have the name of the petitioner and respective signature, are clear and understandable will be accepted;
  - b) The Committee can return the petition to the petitioner for redrafting or can ask for additional clarifications;
  - c) No later than two working weeks, from the day of receiving the petition, the chairperson of the Committee presents the petition to the Committee, introducing at the same time legal

procedure or refusal of the petition. In case that the Committee perceives necessary, for resolving the petition, it can authorize the chairperson of the Committee to present a declaration at the plenary session of the Assembly; the petitioner shall be notified.

- Cooperating with local and international organizations and associations for human rights as well as with the Office for Gender Equality, when deemed necessary.
- Overseeing the implementation of laws in the Committee's area of responsibility;
- Reviewing other issues that are foreseen by these rules of procedure as well as issues assigned to this Committee through a specific decision of the Assembly.

### **13. Committee on Oversight of Public Finance**

The Committee on Oversight of Public Finances is a permanent committee. The scope of work of the committee includes:

- Overseeing the legality of public expenditures according to the reports and annual and periodic audit reports as well as audit reports of the Office of the Auditor General;
- overseeing all reports of the Office of the Auditor General of budgetary organizations and public enterprises;
- overseeing performance indicators reports drafted by the Office of the Auditor General;
- overseeing audit reports and public expenditures drafted by institutions that utilize public funds, public agencies and public institutes financed by the budget of the Republic of Kosovo;
- overseeing public expenditures through reports of the Central Harmonization Unit, which through the Minister of Economy are sent to the Assembly and respective Committee;
- overseeing public funds, according to the reports of budget agencies, with special request made by the Committee;
- reviewing annual reports related to the work of the Office of the Auditor General;
- selection process of external auditors who will audit the Office of the Auditor General;
- Reviewing the needs of the Office of the Auditor General in order to fulfill duties as foreseen in the law and prepare recommendations for the Committee on Budget and Finance;
- overseeing the implementation of laws in the Committee's scope of work;

Reviewing other issues foreseen with these rules of procedure, as well as issues assigned to this Committee through a specific decision of the Assembly.

### **14. Committee on Oversight of Kosovo Security Force**

Committee on Oversight of Kosovo Security Force is a permanent committee.

The Committee on Oversight of Kosovo Security Force is responsible for:

- revising strategies, laws and policy documents, which are presented by the Ministry of Kosovo Security Force through the government and to prepare them for debate in the Assembly;
- asking the Commander of the Kosovo Security Force to be present when the annual report is presented and to answer the questions in person, if necessary;
- asking the Minister of Kosovo Security Force, permanent Secretary of the Ministry of Kosovo Security Force and the Commander of the Kosovo Security Force to be present at their meetings and to answer possible questions;
- reviewing the budget of Kosovo Security Force before it is presented to the Assembly for adoption;
- reviewing all supply projects that cost above one million euro, including projects financed by the Government as well as donors, before they are presented to the Assembly for adoption;

- reviewing ten year plan for Kosovo Security Force, before it is presented to the Assembly for adoption;
- reviewing legislation which is related to the organization, financing, hiring personnel, supply and distribution to the bases of Kosovo Security Force;
- investigation of organization, financing, hiring personnel, supply and distribution to the bases of Kosovo Security Force;
- informing the international military presence on identification of all funding and equipment that is provided to the Kosovo Security Force.

### **15. Committee on Oversight of Kosovo Intelligence Agency**

Committee on Oversight of Kosovo Intelligence Agency is a permanent committee. Each parliamentary group delegates a member to this committee. Chairperson of the Committee on Oversight of Kosovo Intelligence Agency will not be a member of any party of the governing coalition.

Committee on Oversight of Kosovo Intelligence Agency is responsible for:

- overseeing the legality of the work of the Kosovo Intelligence Agency;
- reviewing and adopting the budget of the Kosovo Intelligence Agency;
- reviewing reports of the Prime Minister for issues that are related to the Kosovo Intelligence Agency, including all actions taken in order to address various issues in relation to the Kosovo Intelligence Agency, which resulted from an audit or investigation;
- reviewing reports of the director of the Kosovo Intelligence Agency related to spending of the Kosovo Intelligence Agency;
- reviewing the reports of the inspector;
- giving an opinion on the proposed budget of the Kosovo Intelligence Agency
- analyzing data related to the work of the Kosovo Intelligence Agency, in line with article 37 of the Law on the Kosovo Intelligence Agency.

### **16. Committee on Mandates, Immunities and Rules of Procedure of the Assembly**

Committee on Mandates, Immunities and Rules of Procedure of the Assembly is a permanent committee.

The Committee reviews all issues that are related to the implementation of the Rules of Procedure of the Assembly and for mandates and immunities. The Committee on Mandates, Immunities and Rules of Procedure is responsible for:

- Drafting the Rules of Procedure of the Assembly;
- Interpreting the Rules of Procedure of the Assembly, when requested by the Assembly;
- Reviewing requests for removal of the immunity and the mandate of the Assembly members and presents recommendations to the Assembly;
- Reviewing other issues foreseen in these rules of procedure which with special decision are transferred to this Committee;
- Establishing a working group for revision of issues identified by the Committee, organization of public hearings and inviting experts on certain issues;
- Exchanging best practices with similar committees of other countries;
- Establishing a partnership and cooperation with local and international organizations;
- Reviewing other issues that are foreseen by these rules of procedure as well as issues are assigned to this committee by a special decision of the Assembly.



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**ANNEX 3**

**CODE OF CONDUCT FOR MEMBERS OF THE ASSEMBLY**

**General Principles**

1. Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them, observing in particular the following principles:
  - (a) Selflessness. Members shall take decisions solely in terms of the public interest. They shall not take decisions in order to gain financial or other material benefits for themselves, their families, or their friends.
  - (b) Moral integrity. Members shall not place themselves under any financial or other obligation to individuals or organizations that might influence them in performance of their official duties.
  - (c) Objectivity. In carrying out public business, including matters to do with public appointments, awarding contracts, or recommending individuals for rewards and benefits, Members shall make choices solely on merit and the public interest.
  - (d) Accountability. Members are accountable for their decisions and must submit themselves to such scrutiny as is appropriate to their office.
  - (e) Honesty. Members have a duty to declare any private interests that might be relevant to their public duties and to take steps to resolve any conflicts that might arise in a way that protects the public interest.
  - (f) Leadership. Members shall provide support to these principles by leadership and example.

**Oral declaration of interests before participating in proceedings of the Assembly or its committees**

2. Where a Member, or a member of his or her immediate family, has a personal financial interest in any matter being considered by the Assembly, or by any Committee of which he or she is a member, he/she shall declare that interest orally before taking part in the proceedings related to the matter.
3. This requirement also extends to situations where the Member expects to have a personal financial interest in a matter, although he/she may not have such an interest at the time of the proceedings.

## **Restrictions on voting**

4. Even when a declaration has been made in accordance with paragraphs 2 and 3 above, a Member shall not vote on a matter where a particular decision might result in a financial benefit for him/her that would not also be received by a wider category of persons, who are not themselves Members of the Assembly or relatives of Members of the Assembly.

## **Prohibition of paid advocacy in the Assembly**

5. A Member shall not advocate or initiate any course or matter in any proceedings of the Assembly or its Committees in return for payment or benefit in kind whether direct or indirect. This shall also apply if the payment or benefit is received by a member of his/her immediate family.

## **Register of Members' Interests**

6. Without prejudice to the requirement, set out in paragraphs 2 and 3, to make an oral declaration of any relevant personal financial interests before participating in any discussion of a matter in the Assembly or in any of its Committees, Members shall also inform the President of the Assembly in writing of all financial interests they or their immediate family may possess and financial benefits they may receive in the following categories:
  - (a) Employment, trade, profession or vocation (apart from Membership of the Assembly) for which remuneration is obtained, or in which the Member has any financial interest;
  - (b) Directorships of public or private companies for which remuneration is obtained (even if it is paid through a related company);
  - (c) Contracts for consultancy, representation or similar services, not arising out of an occupation already declared;
  - (d) Contracts for journalism, other writing, lecturing etc;
  - (e) Gifts, including hospitality or travel, above a value to be specified by the President of the Assembly relating to or arising out of their membership to Assembly;
  - (f) Financial sponsorship as a candidate for election to the Assembly, other than by a political party, coalition or citizens' initiative which the Member represents, that exceeds 25% of the Member's election expenses; and
  - (g) Financial support as a Member of the Assembly, other than by a political party, coalition or citizens' initiative which the Member represents.
7. This written declaration should be made to the office of the President of the Assembly within thirty (30) days of the inaugural session of the Assembly and should be updated thereafter within thirty (30) days of any material change occurring.



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**ANNEX 4**

**ADDITIONAL RIGHTS OF MEMBERS OF THE ASSEMBLY**

**Rule 1: Additional Rights of Members of the Assembly**

1.1 Once the term of office of a Member of the Assembly has been certified, the Member of the Assembly shall be entitled to all the rights that he/she is entitled to as a Member of the Assembly, including the additional rights, with the aim of providing conditions for successful exercise of the function that he/she holds, in compliance with the law.

1.2 These rights shall include:

- a) The right to remuneration in monthly salaries;
- b) The right to additional remuneration;
- c) The right of the member to reimbursement of official duty travel and accommodation expenses, both in the country and abroad;
- d) The right to use the Assembly services;
- e) The right to information;
- f) The right to be provided with Member's identity documents.

**Rule 2: The right to remuneration in monthly salary**

2.1 Once the term of office of a Member of the Assembly has been certified, the Member shall have the right to remuneration in monthly salaries, which are determined by the Presidency of the Assembly upon the recommendation of the Budget and Finance Committee.

2.2 After his or her term of office has terminated normally, the Member of the Assembly shall be entitled to a monthly salary defined in Rule 2.1 for twelve (12) months, if he or she does not, during this time, return to the workplace that he/she had before being elected as a Member of the Assembly or if he/she does not take up other employment.

2.3 A Member of the Assembly whose term of office has terminated on the grounds set out in the Rules of Procedure of the Assembly, article 25, as well as on the grounds of his or her resignation, shall not be entitled to a monthly salary.

2.4 If the term of office of a Member of the Assembly terminates because of his/her death, the family of the Member of the Assembly shall, on the occasion of his/her burial, be entitled to an amount of money equaling to two months salary, as well as to an amount of monthly

salary set out in Rule 2.1 for one calendar year, starting from the day when the term of office was terminated.

### **Rule 3: Additional remuneration**

- 3.1. Apart from monthly salaries set out in Rule 2.1, each Member of the Assembly shall be entitled to additional remuneration for participating in sessions of the Assembly, for his or her work in the Committees of the Assembly and for taking part in other bodies outside the usual activities of the Assembly.
- 3.2. By a special decision of the Presidency of the Assembly, a Member of the Assembly shall be given additional remuneration for participation in each session of the Assembly.
- 3.3. If a Member of the Assembly misses a session of the Assembly, he/she shall not receive the additional remuneration set out in Rule 3.2 for that session.
- 3.4. Members of committees shall be paid for their work in each committee of the Assembly.
- 3.5. A Member of the Assembly shall be given additional remuneration for his/her work in committees.
- 3.6. Incomes under Paragraph 3.4. shall be given to a Member proportionally to his or her attendance in the committee sessions, through the month
- 3.7. The Chairpersons of main and functional Committees shall receive additional remuneration, which is determined by a special decision of the Presidency of the Assembly.
- 3.8. Parliamentary Group Leaders shall receive additional remuneration, which is determined by a special decision of the Presidency of the Assembly.
- 3.9. The decision on the amount of monthly salaries and additional remunerations shall be made by the Presidency of the Assembly following recommendations of the Budget Committee.

### **Rule 4: Incomes of members of the Presidency of the Assembly**

- 4.1. Members of the Presidency of the Assembly shall, aside from their regular monthly salaries as Members of the Assembly, be entitled to additional remuneration for their work in the Presidency of the Assembly.
- 4.2. Members of the Presidency of the Assembly shall receive additional remuneration for participating in meetings of the Presidency and sessions of the Assembly.
- 4.3. Members of the Presidency of the Assembly who miss a meeting of the Presidency or an Assembly session and fail to provide a proper justification shall not receive the remuneration set out in Rule 4.2.
- 4.4. The decision on the amount of additional remuneration for members of Presidency shall be made by the Presidency of the Assembly following the recommendations of the Budget and Finance Committee.

**Rule 5: Remuneration for the activities of Members of the Assembly outside the usual activities of the Assembly**

5.1.A Member of the Assembly, who engages in activities on behalf of the Assembly outside the usual activities of the Assembly and beyond his or her obligations as a Member, shall be entitled to remuneration. The amount of remuneration shall be decided upon by the Presidency, following the recommendation of the Budget and Finance Committee, and shall be commensurate to the value of work performed.

**Rule 6: The right of the Member to reimbursement of official duty travel and accommodation expenses, both national and international**

6.2.A Member of the Assembly who travels on official duty abroad or in the country – outside of his/her place of residence, whether individually or as a member of a delegation representing the Assembly or its bodies - shall be entitled to compensation for travel and accommodation expenses and also to a *per diem* rate.

6.2.The amount of compensation for travel and accommodation expenses and per diems shall be determined by a special decision by the Presidency of the Assembly.

**Rule 7: The right to use the Assembly Services**

7.1.All Members of the Assembly have the right to use all the services of the Assembly including the Assembly building, professional services of the Assembly, computer services, the Internet and other electronic services, library, interpretation, transport and other services.

7.2.The services set out in Paragraph 7.1 of this Rule may be used only through the Assembly Secretariat, by notifying it for each individual service needed.

**Rule 8: The right to information**

8.1.Each Member of the Assembly has the right to be informed on the work of the Assembly and to express his or her opinions on certain issues. These opinions may be expressed to the Chairmanship of the Assembly, directly or through questions raised, or at debates in sessions of the Assembly.

**Rule 9: The right to identity documents**

9.3.The Assembly Secretariat shall be obliged to provide every Member of the Assembly with identity documents.

9.3.An identity document shall contain the basic data on the Member of the Assembly, the Assembly of Kosovo and a short text on the right of the Member of the Assembly to freely and without obstructions enter Kosovo institutions and other public institutions, as well as his or her right to move freely and without obstructions throughout the territory of Kosovo.

A Member shall be provided with a special immunity dokument.