

**RULEBOOK OF PROCEDURE ON
WORK OF THE STEERING COMMITTEE
OF THE UNIVERSITY OF MONTENEGRO**
(Bulletin UMNE, no. 649/25 from 17.07.2025)

BASIC PROVISIONS

Subject of the Rulebook

Article 1

This Rulebook more closely regulates the manner of work and decision-making of the Steering Committee of the University of Montenegro (hereinafter: the Steering Committee), the manner of work of its working bodies, the rights and duties of the members of the Steering Committee, and other matters of importance for the work of the Steering Committee.

Venue of Meetings

Article 2

Meetings of the Steering Committee shall be held in Podgorica.

The Steering Committee may decide to hold individual meetings outside of Podgorica.

Logo

Article 3

The Steering Committee may have a logo.

The appearance of the logo shall be regulated by the Rulebook on the Logo adopted by the Steering Committee.

Transparency of Work

Article 4

Work of the Steering Committee shall be public, in accordance with the Law and this Rulebook.

Use of Gender-Sensitive Language

Article 5

Expressions used in this Rulebook in the masculine grammatical gender for natural persons shall be understood as equivalent expressions in the feminine grammatical gender.

ORGANIZATION AND WORK OF THE STEERING COMMITTEE

Constitutive Session

Article 6

Constitutive session of the Steering Committee shall be convened and chaired by the Chairperson of the previous convocation of the Steering Committee or by the Rector.

As a rule, the Steering Committee shall be convened for its first meeting within 15 days from the date of election of its members.

At the constitutive session, the Chairperson of the Steering Committee is elected.

Chairperson of the Steering Committee

Article 7

The Chairperson of the Steering Committee shall be elected by the Steering Committee from among its members holding an academic title.

The Chairperson of the Steering Committee shall:

- represent and act on behalf of the Steering Committee before state authorities, international organizations and institutions, and all third parties;
- ensure the organization and legality of the work of the Steering Committee;
- convene sessions of the Steering Committee, propose the agenda for such sessions, and preside over them;
- ensure the implementation of the Rules of Procedure of the Steering Committee;
- sign documents on behalf of the Steering Committee, as well as acts and decisions adopted by the Steering Committee;
- inform the public on matters of significance for the work of the Steering Committee.

The Chairperson may delegate certain duties and powers to the Deputy Chairperson of the Steering Committee.

The Chairperson may designate another member of the Steering Committee to perform their duties during the period when neither the Chairperson nor the Deputy Chairperson is able to perform them.

The Chairperson may authorize the Deputy Chairperson of the Steering Committee to sign documents of the Steering Committee related to day-to-day operational matters. The Chairperson shall also perform other functions and duties established by law, this Rulebook, other regulations, and internal acts of the Steering Committee.

Deputy Chairperson of the Steering Committee

Article 8

Deputy Chairperson of the Steering Committee shall be elected by the Steering Committee upon the proposal of the Chairperson, from among the members of the Steering Committee.

Rights and Obligations of Members of the Steering Committee

Article 9

The rights and obligations established by the Law on Higher Education, the Statute of the University of Montenegro, and this Rulebook are acquired by a member of the Steering Committee on the day their mandate is confirmed.

The confirmation of a member's mandate is carried out based on the decision issued by the body that performed the election or appointment of the member.

At the session, the presiding officer shall state that a decision has been adopted by the authorized body and that the mandate of the newly elected member of the Steering Committee has commenced.

Article 10

Members of the Steering Committee shall have the following rights and obligations:

- to be informed about all matters within the competence of the Steering Committee for the purpose of making decisions and forming individual positions and opinions;
- to regularly attend the sessions of the Steering Committee, except in cases of justified absence, about which they must, to the extent possible, inform the Chairperson or the Secretary in advance;
- to participate in discussions on every item on the agenda and vote on every proposal decided upon at the session of the Steering Committee, as well as to perform all tasks assigned by the Steering Committee;
- to provide the necessary information to the administrative and financial services of the Rectorate in relation to the calculation of their respective allowances;
- to maintain the confidentiality of information designated as confidential by the Steering Committee.

The professional services of the Rectorate shall maintain records on the date of appointment/election, the termination of mandate, and all other administrative and financial data related to the members of the Steering Committee.

Secretary of the Steering Committee

Article 11

The General Secretary of the University of Montenegro also serves as the Secretary of the Steering Committee and is responsible for preparing the sessions of the Steering Committee, implementing the conclusions of the Steering Committee, and ensuring the application of this Rulebook in the part that relates to the preparation of Steering Committee sessions.

Working Bodies of the Steering Committee

Article 12

For the purpose of improving efficiency and studying specific issues within its competence, the Steering Committee may establish commissions, expert teams, working groups, or other working bodies (hereinafter: working body), either on a permanent or temporary basis.

Article 13

A working body shall be established by a decision of the Steering Committee, which determines its composition, tasks, manner of work, and the deadline for completing the assigned task.

A working body shall have a Chairperson and a certain number of members, who may also be from outside the Steering Committee.

A member of the Steering Committee may be part of one or more working bodies.

Article 14

The working body shall submit a report to the Steering Committee, containing the opinion and proposal of the working body in the form in which the Steering Committee is to adopt them.

Article 15

Professional and administrative-technical tasks necessary for the work of the Steering Committee's working bodies shall be performed by the professional services of the Rectorate.

Preparation of Acts and Other Materials

Article 16

Materials to be considered at the session of the Steering Committee shall be prepared by the proposer in the manner determined by this Rulebook.

The material shall be submitted in the form of a draft decision or another act, a draft opinion, or an initiative.

A proposal for consideration and decision-making must include a written explanation. If an amendment or supplement to a law, bylaw, or other act is proposed, the proposer must attach an overview of the provisions being amended or supplemented.

Materials submitted by organizational units of the University of Montenegro shall be accompanied by a cover letter stating the reasons for submission (for consideration and decision-making, for providing an opinion, consent, or for review), and the letter shall be signed by the Dean or Director.

Article 17

The material prepared for consideration at the session of the Steering Committee shall be submitted by the proposer no later than ten days before the session of the Steering Committee.

The material for the session, together with the invitation and the agenda, shall be made available to the members of the Committee by publishing it in a timely manner on the Steering Committee's portal.

The final material, along with accompanying documents, shall be published on the portal three days before the session.

Article 18

If the proposer deems it necessary to make certain changes to the material already submitted, they are obliged to withdraw the material from the procedure and submit a new one no later than before the convening of the Steering Committee session.

Article 19

If the material is not prepared in accordance with this Rulebook, the proposer shall be informed of these deficiencies and requested to bring the material into compliance with the provisions of this Rulebook.

Sessions of the Steering Committee

Article 20

Sessions of the Steering Committee shall be held as needed.

Sessions of the Steering Committee shall be conducted in an open atmosphere and in a spirit of mutual respect for opinions.

During discussions, the Steering Committee shall strive to conduct a complete analysis and cover all aspects of the issue.

Exceptionally, in urgent and other particularly justified cases, the Steering Committee may, upon the proposal of the Chairperson of the Steering Committee and without holding a session, decide on individual matters based on the obtained consent of the majority of the members of the Steering Committee, provided that this is recorded in the minutes at the first subsequent session of the Steering Committee.

Convening a Session of the Steering Committee

Article 21

The Chairperson of the Steering Committee convenes a session of the Steering Committee on their own initiative, at the proposal of the Senate of the University of Montenegro, the Rector of the University of Montenegro, a permanent working body of the Steering Committee, or if proposed by at least one-third of the members of the Steering Committee.

The invitation for the session shall be sent to members together with the proposed agenda, the minutes from the previous session, and the materials for the session (hereinafter: written materials) via email.

The invitation with the written materials referred to in paragraph 2 of this Article shall also be published on the portal of the Steering Committee.

The invitation and materials shall be delivered to the members of the Steering Committee at least five days before the date of the session. A session may also be convened within a shorter period when special reasons exist.

Exceptionally, the materials for the session may, upon the proposal of the presiding officer, be made available to the members on the day the session begins.

Preparation of the Session of the Steering Committee

Article 22

In preparing materials for consideration of issues within the competence of the Steering Committee, the Chairperson of the Steering Committee may request the necessary information and data.

Issues on the agenda of the session of the Steering Committee shall first be considered by the competent working bodies of the Steering Committee.

For purpose of decision-making by the Steering Committee on documents or requests that have budgetary implications, a prior opinion shall be obtained from the Director of the Financial Service, and for legal issues, from the Director of the Legal Department in the Rectorate and the General Secretary of the University of Montenegro.

Handling Submissions out of Competence of the Steering Committee

Article 23

The Steering Committee does not provide legal assistance, nor does it decide on submissions requesting legal advice and opinions on specific matters, or assistance in exercising rights and interests, as well as on other submissions requesting the Steering Committee to act on issues that do not fall within its competence.

Regarding the Steering Committee's lack of competence to act on the submissions referred to in paragraph 1 of this Article, the Chairperson or Deputy Chairperson of the Steering Committee shall notify the submitter in writing.

Agenda of the Steering Committee Session

Article 24

Agenda of the Steering Committee session shall be proposed by the Chairperson.

Any member of the Steering Committee may propose an item for the agenda.

Such a proposal shall be submitted to the Chairperson at least five days before the date of the session.

The proposed agenda shall be published on the Steering Committee's portal before the session.

Article 25

In urgent and other particularly justified cases, the Steering Committee may, upon the proposal of the Chairperson of the Steering Committee and without holding a session, decide on specific matters based on the obtained consent of the majority of the members of the Steering Committee, through an electronic session, provided that this is recorded in the minutes at the first subsequent session of the Steering Committee.

Attendance at Steering Committee Sessions

Article 26

The Chairperson and members of the Steering Committee are obliged to attend the session and participate in its work and decision-making.

A member of the Steering Committee who is unable to attend a session is obliged to notify the Chairperson or the Secretary of the Steering Committee in a timely manner.

Exceptionally, if a member of the Steering Committee is outside the territory of Montenegro (for the purpose of fulfilling business obligations) or, for other justified reasons, is unable to attend the session in person, they may submit a request no later than three days before the session to be allowed to participate via one of the video conferencing platforms, provided that such attendance is recorded at the beginning of the session and that technical conditions enabling equal participation in the session can be ensured.

No more than one-third of the members of the Steering Committee may participate in the session via one of the video conferencing platforms. In the event that more than one-third of the members submit requests for this form of participation, attendance shall be approved according to the chronological order in which the requests were received.

The Rector shall participate in the work of the Steering Committee.

The Steering Committee may decide to invite members of a working body, as well as representatives of the proposer, to present information regarding an agenda item at the session.

The Secretary of the Steering Committee shall attend the sessions of the Steering Committee.

At the invitation of the Chairperson, the Director of the Finance Department, the Head of the Public Procurement Service, and the Head of the Internal Audit Service may attend the session for the purpose of explaining reports on their work.

Persons attending the session of the Steering Committee who are not its members may participate in the discussion but may not take part in the decision-making process.

Presiding over the Session

Article 27

The session of the Steering Committee shall be presided over by the Chairperson, and in case of their absence or participation in accordance with Article 26, paragraph 3, by the Deputy Chairperson.

In the case of the absence or participation of both the Chairperson and the Deputy Chairperson in accordance with Article 26, paragraph 3, the Chairperson may authorize another member to preside over the session.

Course of the Session

Article 28

The presiding officer shall open the session and determine whether the required majority for conducting the session is present.

The Steering Committee may conduct its work if the majority of members are physically present at the session or participate in accordance with Article 26, paragraph 3 (quorum for work).

At the beginning of the session, before adopting the agenda, the minutes from the previous session shall be adopted.

A member of the Steering Committee may submit remarks on the minutes and request that appropriate amendments be made.

The Steering Committee shall decide immediately, without discussion, on validity of any remarks regarding the minutes.

The presiding officer shall state that the minutes are adopted either without remarks or with the accepted amendments.

After the minutes are adopted, presiding officer shall provide necessary information related to the proposed agenda.

The Steering Committee shall vote on the proposed agenda in its entirety.

Any member of the Steering Committee may propose, during the session, an amendment or addition to the proposed agenda and must provide justification for such a proposal. The Steering Committee shall decide on such a proposal by a majority vote, without discussion.

The presiding officer shall announce the adopted agenda, after which the discussion and decision-making on individual agenda items shall commence.

The presiding officer may change the order of consideration of certain agenda items or combine the discussion of specific items.

Article 29

Discussion shall be held on each item of the agenda and shall, as a rule, begin with proposer's presentation or the presiding officer's introductory remarks.

The presiding officer shall give the floor during the session in the order in which members have requested to speak.

Article 30

The presiding officer may declare a recess if required by the circumstances of the session.

Maintaining Order during the Session

Article 31

The presiding officer is responsible for maintaining order during the session and, for this purpose, shall warn any member or other person attending the session if they disrupt the work of the Steering Committee.

If the warning is unsuccessful, the presiding officer may impose a measure of revoking the right to speak or decide to remove the person from the session.

Use of electronic devices that could disrupt the work of the session is not permitted during sessions of the Steering Committee.

Adjournment and Postponement of the Session

Article 32

The Chairperson shall decide to adjourn the session if measures from Article 31 of these Rules of Procedure are insufficient to maintain order during the session or if, during the session, any other condition necessary for its continuation ceases to exist.

The decision to adjourn the session shall determine the time of its resumption.

If the required majority of the Management Board members is not present at the session, or if any other condition necessary for holding the session is not met, or if consultations need to be conducted and the necessary opinions obtained, the Chairperson shall decide to postpone the session and shall simultaneously determine the date and time when the next session will be held, taking into account the deadlines for making decisions on the items from the proposed agenda.

Decision-making

Article 33

A member of the Steering Committee has the right and obligation to decide, that is, to vote on every issue that is being decided upon at the session of the Steering Committee. The presiding officer shall put the proposed decision to a vote.

Voting is public unless otherwise prescribed or unless the Steering Committee decides otherwise.

Public voting shall be conducted by a show of hands or by individual verbal declaration.

A member of the Steering Committee shall vote by declaring "in favor," "against," or by abstaining from voting.

A decision is adopted if a majority of all members of the Steering Committee vote in favor of it.

The presiding officer shall determine the results of the vote and announce whether the proposal put to the vote has been adopted or rejected.

If verification of the voting results is requested, it should be requested prior presiding officer declares that a particular decision has been adopted.

A member of the Steering Committee may express a dissenting opinion, which must be explained.

The dissenting opinion shall be recorded in the minutes. A member of the Steering Committee who expressed a dissenting opinion at the session may request that essential parts of their statement be included in the minutes, in which case the statement must first be authorized.

Article 34

Secret voting shall be conducted using ballots of the same size, color, and shape, certified with the seal of the University of Montenegro, containing the proposal being voted on and instructions regarding the procedure and validity of the voting.

Secret voting shall be carried out by a commission appointed by the Steering Committee from among its members.

The person responsible for the work of the Steering Committee shall publicly call the names of the members and hand them the ballots, recording which member has received a ballot.

If, in accordance with Article 26, paragraph 3, some members participate in the work via one of the video conferencing platforms, they may not participate in secret voting.

Article 35

Amendments may be proposed to a draft law, bylaw, or other general act that is being voted on. Amendments shall be submitted in a form that allows their direct inclusion in the text of the proposal.

In cases where an amendment has been submitted, the Steering Committee shall first vote on the amendment, unless the proposer of the original draft agrees with the proposed amendment.

The proposer of the draft under consideration may withdraw their proposal in its entirety if they believe that the adopted amendment substantially changes the content of the proposal.

If the proposer agrees with the text of the amendment, the amendment becomes an integral part of the proposal.

Article 36

Upon conclusion of discussion, the Steering Committee shall adopt the appropriate act, decision, or conclusion, or shall take positions and provide opinions, proposals, and consents.

Article 37

Procedural matters shall be resolved at the session without discussion.

Under the item "Information and Questions," the Steering Committee may adopt only working conclusions, which serve the purpose of providing answers to questions raised and preparing appropriate materials to be decided upon in the regular procedure, as well as informing the Steering Committee on specific issues.

Minutes of Meeting from Session Held by the Steering Committee

Article 38

Minutes of each session shall be kept.

The minutes shall include: date, time, and place of the session; the name of the presiding officer; the names of present and absent members of the Steering Committee; the names of members who, in accordance with Article 26, paragraph 3, participated via an online platform; the names of persons attending the session by invitation; the adopted agenda of the session; basic information on the course of the session, generally including a summary of discussions; the names of persons who participated in the discussion; the wording of the adopted decision or conclusion; positions and opinions expressed; the results of the voting; and an indication of any member who submitted a dissenting opinion.

At the request of the presiding officer, the minutes of the session of the Steering Committee may also contain other relevant information.

The adopted minutes shall be signed by the person who presided over the session to which the minutes refer and by the person who recorded the minutes.

The adopted minutes shall be published on site of the Steering Committee.

Article 39

As a rule, meetings of the Steering Committee shall be recorded.

The audio recording referred to in paragraph 1 of this Article may be used by the members of the Steering Committee and the expert services supporting the work of the Steering Committee when they need to refer to the discussions and decisions made during the meeting.

Article 40

Materials from sessions of the Steering Committee, the minutes, audio recordings, and adopted decisions shall be kept in the Rectorate's archives and may be used only with the consent of an authorized person.

The right to review, transcribe, and make copies of the materials referred to in paragraph 1 of this Article, excluding the audio recordings, is granted to the person whose rights and obligations were decided upon in the relevant procedure.

Third parties may exercise the rights referred to in paragraph 2 of this Article in accordance with the Law on Free Access to Information, the Law on Personal Data Protection, and the Law on Data Confidentiality.

TRANSPARENCY OF THE STEERING COMMITTEE

Article 41

The Steering Committee informs the public about its work by holding press conferences, issuing statements, giving interviews, and in other appropriate ways.

Public statements regarding sessions of the Steering Committee are given by the Chairperson or a person authorized by the Chairperson, as well as by the Office for Communications and Public Relations within the Rectorate.

Exceptionally, if matters discussed are of particular importance to the University of Montenegro, as assessed by the Chairperson or in consultation with the members of the Steering Committee, representatives of the media may also attend sessions of the Steering Committee.

Article 42

Acts and statements of final decisions, as well as conclusions and positions of the Steering Committee lacking a procedural character, are published in the Bulletin of the University of Montenegro.

By way of exception from paragraph 1 of this Article, if there is a need to inform state authorities or other institutions about a decision, the Steering Committee shall publish a statement containing only the operative part of the decision.

If the published text in the Bulletin of the University of Montenegro is not consistent with the original, a correction shall be issued. If the certified copy of the decision or ruling contains technical errors, a correction shall also be issued.

The correction referred to in paragraph 3 of this Article shall be issued by the Secretary of the Steering Committee. The correction shall be delivered to the parties involved in the proceedings and published in the same manner as the text being corrected.

FINAL PROVISIONS

Article 43

A proposal for amendments and supplements to these Rules of Procedure may be submitted by a member of the Steering Committee or by a permanent working body of the Steering Committee.

The proposal referred to in paragraph 1 of this Article, together with an explanation, shall be submitted in written form for consideration at a session of the Steering Committee.

Article 44

Upon entry into force of these Rules of Procedure, the Rules of Procedure of the Steering Committee of the University of Montenegro No. 391/17 of 31 January 2017, including all its amendments and supplements, shall cease to be valid.

Article 45

These Rules of Procedure shall enter into force on the eighth day following their publication in the Bulletin of the University of Montenegro.