



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

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Assembly of the Republic of Kosovo, Pursuant to Article 76 of the Constitution of the Republic of Kosovo, hereby adopts:

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

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Scope**

1. Rules of Procedure shall define the rules for the organization and functioning of the Assembly of the Republic of Kosovo, its governing and working bodies, in the exercise of legislative, oversight and representative function.
2. The Rules of Procedure shall define the rules for the organization and functioning of the Administration of the Assembly of the Republic of Kosovo.
3. Matters related to the Assembly work, which are not regulated by this Regulation, may be regulated by another act of the Assembly, in accordance with the Constitution and the provisions of this Regulation.

**Article 2  
Definitions**

1. Terms used in the present Rules of procedure shall have the following meaning:
  - 1.1. Act:** Constitution, amendment to the Constitution, law, resolution, declaration, decision and recommendation adopted by the Assembly.
  - 1.2. Amendment:** A written proposal to substantively change, delete or add words to the provisions of the Constitution of the Republic of Kosovo, to the law and to other acts adopted by the Assembly.
  - 1.3. Member of the Government:** Prime minister, Deputy Prime minister and Minister.

**1.4. Urgent matter:** An urgent matter, presented after the appointment of the plenary session, which could not be brought in a regular manner for consideration during the plenary session, upon which the Assembly takes a decision.

**1.5. Declarations:** Act by which the Assembly expresses a general policy statement on matters of internal or external policy, and on other matters of state importance.

**1.6. Working day:** A day of the week, from Monday to Friday, excluding public holidays, on which the Assembly would normally meet.

**1.7. Official document of the Assembly:** Parliamentary questions, draft laws, written answers to questions, committee reports, minutes of the meetings, as well as other materials submitted for consideration in the Assembly or any of its Committees. The records and transcripts of the Assembly Proceedings are not included.

**1.8. Parliamentary group:** The association of at least 6 (six) Members of the Assembly who have informed the Speaker and the Presidency of the Assembly about their intention to act as a parliamentary group.

**1.9. Volunteer group:** Voluntary organization of Members of the Parliament.

**1.10. Non-parliamentary language:** The usage of words, expressions and synonyms, which hurt or insult the dignity of the Members of the Parliament and other persons, incites hatred, intolerance and violence.

**1.11. Parliamentary committee:** Parliamentary committee is the Assembly working body, where all parliamentary groups are presented, and it reflects the political composition of the Assembly.

**1.12. Presidency:** President and Deputy-Presidents of the Assembly.

**1.13. Chair of the plenary session:** The President or one Deputy-Presidents of the Assembly.

**1.14. Assembly:** Assembly of the Republic of Kosovo.

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

**1.16. Law:** A binding normative act adopted by the Assembly, signed by the President of the Assembly, announced by the President of the Republic of Kosovo, and published in the Official Gazette of the Republic of Kosovo (hereinafter: Official Gazette).

**1.17. Motion:** Proposal or request to undertake a certain parliamentary act. The motion can be procedural and substantive.

**1.18. Body established by law:** Independent agencies established by the Assembly, according to Article 142 of the Constitution.

**1.19. Constitutional Body:** The President of the Republic of Kosovo, the Government of the Republic of Kosovo, the Constitutional Court and other independent institutions defined in Chapter XII of the Constitution.

**1.20. Petition:** Request written by a group of citizens, addressed to the Assembly on a certain issue.

**1.21. Conclusion:** Procedural act, which is addressed to the bodies of the Assembly and other bodies to consider a certain issue, which is in their scope.

**1.22. Draft law:** The proposal for a law submitted to the Plenary, through the Proposals and Submissions Office, for debate and a vote.

**1.23. Sponsor:** parliamentary group, committee, Member of the Parliament or Government, which has prepared a draft-act for consideration in the plenary session and/or working bodies of the Assembly.

**1.24. Rapporteur:** Member of a committee who is appointed by the committee to report on the draft -act at the plenary session of the Assembly or committee meetings.

**1.25. Resolution:** An act through which the Assembly indicates the state, and problems in a certain area, and the measures to be taken.

**1.26. Recommendation:** An act with which the Assembly expresses its views and puts forward a proposal for the performance of the state and public body

**1.27. Internal regulation:** Normative act for the internal administrative functioning of the Assembly or its bodies.

**1.28. Plenary session:** Meeting of the Assembly, as per the prepared agenda, until the conclusion of issues listed for consideration.

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

**1.30. Decision of the Presidency:** Administrative act, adopted by the Presidency.

**1.31. Decision of the Assembly:** Legal act, adopted by the Assembly, signed by the President of the Assembly.

**1.32. Nominal voting (roll call voting):** declaration of the MP's vote, after being called by name by the Chair.

**1.33. Proposals and Submissions Office:** Office within the Assembly administration where a draft-act, letters, parliamentary questions are registered, and then processed to the Assembly, Government and other working bodies of the Assembly

2. Terms used in this Rules of Procedure in reference to one gender shall imply the other gender as well.

**CHAPTER II**  
**ACTS ADOPTED BY THE ASSEMBLY AND THE PRESIDENCY OF THE**  
**ASSEMBLY**

**Article 3**  
**Acts adopted by the assembly**

1. The Assembly shall adopt the following acts:
  - 1.1. Constitution and amendments thereof;
  - 1.2. Law;
  - 1.3. Rules of Procedure of the Assembly;
  - 1.4. Decision;
  - 1.5. Resolution;
  - 1.6. Declaration;
  - 1.7. Recommendation.

**Article 4**  
**Acts adopted by the Presidency of the Assembly**

1. Assembly Presidency shall adopt the following acts:
  - 1.1. Internal regulation;
  - 1.2. Decision;
  - 1.3. Conclusion.

**CHAPTER III**  
**LEGAL STATUS, SEAT AND PREMISES OF THE ASSEMBLY**

**Article 5**  
**Legal status of the assembly**

1. The Assembly shall have the status of a legal person and is a subject of rights and obligations.
2. The Assembly shall have organizational, administrative and budgetary independence.
3. The Assembly shall be represented by the President of the Assembly in accordance with Article 67, paragraphs 7 and 8 of the Constitution. In case of legal proceedings and other administrative cases, and upon the decision of the Presidency, the representation of the Assembly may be delegated to the Assembly Administration.

**Article 6**  
**Seat, seal, logo and premises of the assembly**

1. The seat of the Assembly shall be in Prishtina;
2. The Assembly shall have its own Seal. The form and content of the seal of the Assembly shall be defined in accordance with the Law on Seals of Institutions of the Republic of Kosovo;
3. The Assembly shall have its logo. The form of the logo shall be adopted by the Presidency of the Assembly. The logo of the Assembly is placed in the premises of the Assembly, in the offices of the MPs, in internal documents and acts, in the communications of the MP with third parties, in publications and activities, which are organized by the Assembly;
4. The Assembly shall have ownership over its facilities for adequate exercise of its functions.

**CHAPTER IV**  
**INAUGURAL SESSION OF THE ASSEMBLY**

**Article 7**  
**Inaugural session**

1. The inaugural session of the Assembly shall be convened by the President of the Republic of Kosovo within 30 (thirty) days from the day of official announcement of election results.
2. If the President of the Republic does not convene the inaugural session, the Assembly shall convene on its own on the 30<sup>th</sup> (thirtieth) day.

**Article 8**  
**Preparations for the inaugural session**

1. The President of the previous term shall be responsible for preparations of the inaugural session of the Assembly.
2. The President of the previous term, not later than 5 (five) days before holding the inaugural session of the Assembly, shall convene the joint meeting with the leaders of political entities which have won seats in the Assembly, to prepare the draft agenda and decide on the seating order of MPs in the plenary chamber. If the meeting does not convene within the deadline of 5 (five) days, the Assembly shall convene on its own, on the day set by the President.
3. Paragraph 2 of this article shall not be applicable if the Assembly convenes according to article 7 paragraph 2 of this Regulation.
4. The agenda for the inaugural session of the Assembly shall include
  - 4.1. Establishment of the Temporary Committee for Verification of the Quorum and Mandates;
  - 4.2. Oath of MPs;
  - 4.3. Selection of the President of the Assembly, and

4.4. Selection of the Deputy Presidents of the Assembly.

5. The report of the Temporary Committee for Verification of the Quorum and Mandates shall be voted on by the Assembly.

6. Designation of the seating order in the plenary chamber shall be done according to the size of political entities. If two or more political entities have the same number of MPs, their seating order shall be decided based on the number of votes received in parliamentary elections.

## **Article 9**

### **Chairing of the inaugural session**

1. 1. Until the election of the President of the Assembly, the inaugural session of the Assembly shall be chaired by the MP the oldest in age, assisted by the youngest one.

2. If the MPs under paragraph 1 of this article, are absent in the inaugural session or refuse to chair the session, then MPs that meet the requirements set in paragraph 1 of this article shall take over.

3. There is no debate in the inaugural session.

4. After the opening of the session and after the agenda has been presented, the Chairperson of the inaugural session shall request from political parties represented in the Assembly, to appoint one deputy each in the ad-hoc Committee for verification of quorum and mandates. The Committee shall be chaired by the MP of the largest parliamentary political entity.

5. The ad hoc Committee for Verification of Quorum and Mandates shall review the relevant documentation of elections and shall present the Assembly a report on the validity of mandates of MPs and shall verify the presence and quorum in the inaugural session.

## **Article 10**

### **Oath of MPs**

1. After the verification of mandates, the chairperson of the inaugural session shall invite the MPs to solemnly swear. The text of the oath shall read as follows:

*“I, Deputy 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, protection of sovereignty, the territorial and institutional integrity of Kosovo, for guaranteeing human rights and freedoms, in accordance with the domestic laws and European standards. I swear!”*

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

3. MPs who are absent at the inaugural session when the oath is taken, and MPs who take seats during the legislature, shall take the oath in the first coming session.

4. The MP who does not take the oath in the first regular session of the next session, as defined by paragraph 3 of this article, if there is an objective impossibility to make the oath within this period, shall send a written notification to the President of the Assembly, regarding the reasons that justify his/her absence, and he/she shall take the oath after the passing of such circumstances, but not later than in the third regular session of the row, after winning the mandate as in paragraph 3 of this article.

### **Article 11** **Selection of the President of the Assembly**

1. The President of the Assembly shall be elected in the inaugural session by majority of votes of all MPs.
2. The Chairperson of the inaugural session shall request from the largest political entity in the Assembly to propose a candidate for the President of the Assembly.
3. The Chairperson of the inaugural session shall inform the Assembly on the voting results for election of the President of the Assembly, shall announce the election of the President and invite him to take his seat.

### **Article 12** **Election of the Deputy Presidents of the Assembly.**

1. Deputy Presidents of the Assembly shall be elected by majority of votes of all MPs.
2. The President of the Assembly shall request the three largest parliamentary political entities to propose a candidate each for Deputy President of the Assembly. The candidate for deputy president of the largest parliamentary entity shall be of a different gender from that of the President.
3. If two or more political entities have the same number of MPs, the right to propose a candidate for deputy president shall belong to the entity which has received more votes in the general elections.
4. The Presidents of the Assembly shall request from the MPs holding seats guaranteed for the Serb community to propose a (1) candidate for deputy president of the Assembly, as well as from MPs holding guaranteed seats for other communities, which are not in a majority, to propose a candidate for deputy president of the Assembly, who shall be elected with a majority vote of all MPs.
5. The constitutive session shall end with the election of the President and deputy presidents of the Assembly. Interruptions during the constitutive session cannot be longer than 48 hours.
6. Proposals from paragraph 4 of this article shall be made in writing, according to the following procedure:
  - 6.1. The candidate for the deputy speaker of the Assembly from the ranks of the Serbian community is proposed by the majority of MPs of the Serbian community, and

6.2. The candidate for the deputy president of the Assembly from among the MPs of other non-majority communities is proposed by the majority of the MPs of other non-majority communities.

7. In case of non-nomination of the candidates according to paragraph 6 of this article, the nomination of the candidates is done by lot, in the presence of the MPs of the respective communities. This procedure is administered by the President of the Assembly.

### **Article 13**

#### **Mandate of the Assembly**

1. The mandate of the Assembly, its continuation and dissolution, are outlined in articles 66 and 82 of the Constitution of the Republic of Kosovo.

2. Following the dissolution of the Assembly, according to paragraph 1 of this article, the President shall submit the Decree on the Dissolution of the Assembly.

3. The Assembly shall suspend its activity one day prior to the start of election campaign.

### **Article 14**

#### **Mandate of the President and Deputy Presidents of the Assembly**

If the Assembly suspends its work due to the start of the election campaign and when the Assembly is dissolved, the President and Deputy Presidents shall continue their work until the inaugural session, in order to maintain the administrative continuity of the work of Assembly.

### **Article 15**

#### **Dismissal, resignation of the President and Deputy President of the Assembly**

1. President and Deputy Presidents of the Assembly are dismissed with the majority vote of two thirds (2/3) of all MPs.

2. The proposal for the dismissal of the President of the Assembly can be made at the request of 1/3 of all the MPs of the Assembly.

3. The proposal for the dismissal of the President of the Assembly can be done at the request of the parliamentary group that proposed it.

4. The President of the Assembly and Deputy President of the Assembly may resign. The resignation act shall be submitted to the Assembly for notice.

5. In the case as per paragraphs 1 and 2 of this Article, the proposal for the new candidate shall be done by the parliamentary group proposing him/her.



## **CHAPTER V PRESIDENT OF THE ASSEMBLY, PRESIDENCY OF THE ASSEMBLY**

### **Article 16 President of the Assembly**

1. The President of the Assembly represents the Assembly, establishes cooperative relations with international institutions, ensures that the rights of MPs are respected, ensures the conduct of parliamentary activities and exercises other functions, in line with the Constitution and the Rules of Procedure of the Assembly.
2. The President of the Assembly proposes the agenda of the plenary session, calls and chairs the plenary session, gives the floor to MPs and members of the Government, and ensures order in the session.
3. The President of the Assembly signs the acts adopted by the Assembly.
4. The President of the Assembly is responsible to implement the Rules of Procedure of the Assembly and makes its final interpretation during the plenary session.
5. The President of the Assembly, in cooperation with the of parliamentary group leaders, determines the list of members and chairpersons of permanent delegations of the Assembly in international organizations. The composition of delegations shall reflect the political composition of the Assembly. The Assembly shall be notified regarding the list of members of permanent delegations and any subsequent amendment shall be notified to the next plenary session.

### **Article 17 Deputy Presidents of the Assembly**

1. Deputy Presidents shall assist the President and, with his authorization, shall perform all duties as per the scope of President's powers.
2. One of the Deputy Presidents, with the authorization of the President, shall replace the President of the Assembly.
3. In the case of lack of authorization as per paragraph 2 of this Article, the President shall be replaced by the Deputy President of the largest parliamentary group. In case of absence or rejection of the latter, then the President is replaced by the next deputy president according to political power.
4. One of the Deputy Presidents shall assist the President in chairing the plenary sessions of the Assembly.
5. The Deputy President of the Assembly, during the chairing of the plenary session, shall have all rights and duties of the President of the Assembly as provided in these Rules of Procedures.

**Article 18**  
**Assembly Presidency**

Assembly Presidency shall consist of the President and five Deputy Presidents.

**Article 19**  
**Duties of the Presidency**

1. The Presidency of the Assembly, in the joint meeting with the heads of the parliamentary groups, shall discuss the agenda of the plenary session, proposed by the President of the Assembly. The agenda is adopted by consensus, and if no consensus is reached, the President shall present the agenda to the plenary session for adoption.

2. The Presidency of the Assembly, in the joint meeting with the heads of the parliamentary groups:

2.1. At the beginning of the legislature, shall propose for adoption in the plenary session the number, structure and scope of the parliamentary committees, and during the mandate of the legislature, can propose to the Assembly the formation of new functional committees or the change of their composition.

2.2. Proposes the program of the work session of the Assembly for adoption in the plenary session.

2.3. Adopts the calendar of one-month works of the Assembly, which is published on the official website of the Assembly.

3. Assembly Presidency:

3.1. Adoption of the draft budget of the Assembly, prepared by the Committee on Budget and Finance in cooperation with the administration of the Assembly

3.2. Decides on the financial means and the creation of working conditions for the deputy-presidents of the Assembly, parliamentary groups and their staff, committees, MPs and the administration of the Assembly.

3.3. Appoints the Secretary General of the Assembly, in accordance with the relevant legislation for the civil service.

3.4. Based on the nature and specific conditions of the work of the Assembly of the Republic of Kosovo, with the proposal of the Secretary General, with the special act shall regulate the organization and functioning of the administration of the Assembly, the classification of the position, the coefficient, the rank, the compensation, the recruitment, the working hours and annual leave.

3.5. Adopts the annual work report of the Assembly, prepared by the Secretary General of the Assembly, and publishes it.

3.6. Adopts the periodic reports of expenses and the annual financial report of the Assembly, as well as authorizes their publication.

3.7. For official visits abroad, issue a special act.

## **Article 20**

### **Meeting of the Presidency**

1. The President of the Assembly shall convene and chair meeting of the Presidency.
2. The meeting shall be conducted when the majority of Presidency members are present.
3. Decisions of the Presidency shall be taken with a majority vote of MPs present in the meeting.
4. In case of absence of the President, the meeting of the Presidency is called according to article 17 paragraph 3 of this Regulation.
5. At the invitation of the President of the Assembly, the chairpersons of the parliamentary groups and the chairpersons of the parliamentary committees can participate in the meeting of the Presidency, without the right to vote.
6. The Secretary General of the Assembly shall attend the meeting of the Assembly.
7. The member of the Government and the representative authorized by the President of the Republic, in charge of maintaining relations with the Assembly, may participate in the meeting of the Presidency of the Assembly, when the matters from article 19, paragraphs 1 and 2 of this regulation are discussed,
8. As a rule, the meeting of the Presidency of the Assembly takes place no earlier than 48 hours from the notification for holding the meeting.
9. Summary of the minutes of the meeting of the Assembly Presidency is prepared.

## **CHAPTER VI**

### **RIGHTS AND RESPONSIBILITIES OF MPs**

#### **Article 21**

##### **Rights of MPs**

1. MPs of the Assembly shall have equal rights and responsibilities to participate fully in the proceedings of the Assembly and act in accordance with their convictions and conscience. MP shall have the right to initiate and vote according to legal regulations and procedures and address questions and interpellations to the member of the Government, in all debates of the Assembly, in accordance with the provisions as set out in the Rules of Procedure.

2. In exercising his\her function, the MP shall be entitled to have access to data, official materials and documents that are prepared and collected by the committees of the Assembly, the Administration of the Assembly, the ministries, the bodies of executive and public institutions.

3. In exercising his\her function, the MP shall be entitled to be informed or ask for clarifications in oral or in written on matters that are under the competence of the President of the Assembly and chairpersons of parliamentary committees.

4. An MP may participate, without the right to vote, in meetings of committees that he is not a member of.

5. In exercising his\her function, the MP must have an office, professional and technical support from the political staff appointed for this purpose, as defined by a special act of the Presidency of the Assembly.

## **Article 22** **Responsibilities of the MPs**

1. The MP shall exercise his/her mandate in accordance with the Constitution and shall serve the interests of the Republic of Kosovo.

2. The MP has the duty and obligation to participate in the proceedings of the Assembly.

3. The MP participates in the parliamentary work, in the plenary sessions and the bodies of the Assembly, where he/she is also a member.

4. The Presidency of the Assembly, with a special act, shall determine the terms and methods of compensation for the participation of the MP in the meeting of the working group, committee or plenary session.

5. The MP shall maintain the confidentiality (secrecy) of information and official documents, in accordance with the law.

6. Prior taking the floor in a plenary session, committee meeting or working body, the MP must declare the existence of any private interest.

7. The MP must withdraw from the right to vote on an issue in the plenary session and in the committee meeting, when the decision may result in personal benefits for him/her or his/her relatives, which constitutes a conflict of interest according to the law in force.

8. The MP must respect the code of conduct for MPs.

## **Article 23** **End of the mandate of the MP**

1. The mandate of the MP comes to an end in cases defined in article 70, paragraph 3 of the Constitution of the Republic of Kosovo.

2. When the MP is absent, according to article 70 paragraph 3, point (5) of the Constitution of the Republic of Kosovo, the President of the Assembly, on the first day following the expiration of the set deadline, shall request the recommendation of the relevant Committee on Mandates, Immunities and Regulations.

3. The Committee, according to the paragraph 2 of this article, submits the its recommendation to the President of the Assembly within seven (7) days. Following the recommendation of the Committee, the President proposes to the Assembly the termination of the mandate of the MP. The Assembly decides on the matter in the next session.

4. When the MP is absent, according to article 70 paragraph 3, point (5) of the Constitution of the Republic of Kosovo, may submit in writing, to the Assembly, the arguments showing the reasons for non-participation in the session.

5. In the event that the Assembly decides to terminate the mandate of the MP, the President of the Assembly shall declare the termination of the mandate of the MP, and immediately shall notify the President of the Republic of Kosovo, to make the replacement in accordance with the Constitution and the relevant Law on General Elections.

## **CHAPTER VII PARLIAMENTARY GROUPS**

### **Article 24 Establishment of Parliamentary Groups**

1. MPs may establish parliamentary groups.

2. A parliamentary group is formed by at least 6 (six) MPs.

3. MPs of the Assembly can only be members of one parliamentary group.

4. A Parliamentary Group is established after submitting the President of the Assembly a notification, signed by the MPs composing the said parliamentary group, and the notification shall include the name of the group, name of the chairperson of the group and deputy chairperson of the group, no later than seven (7) days from the inaugural session of the Assembly.

5. MPs shall have the right to take part equally in a parliamentary group, leave the group, or act as an MP without a parliamentary group. If a Member leaves a parliamentary group, he/she shall inform the President of the Assembly in writing. A Member is allowed to join another group.

6. If number of deputies of a parliamentary group falls below the number defined in paragraph 2 of this Article, the group shall cease to exist, and loses all the rights defined by this regulation and other acts of the Assembly.

7. The new parliamentary group established subsequently may not have the same name as another parliamentary group.

### **Article 25** **Establishment of voluntary groups**

1. MPs can form voluntary groups, by submitting to the President of the Assembly a notice with the signatures of the MPs who constitute the group, the name of the Chairperson and the scope of work.
2. The voluntary group is formed by at least six (6) MPs.
3. Volunteer groups are offered the necessary space on the official website of the Assembly, to promote the mission and activities of the group in question.

### **Article 26** **Women caucus**

1. The Group of Women Caucus is a voluntary group of MPs that can be formed after the constitution of the Assembly.
2. Members of the Assembly who aim to strengthen the role of women in Kosovo society can be members of the Women Caucus.
3. The Group of Women Caucus is offered support in organizing activities inside and outside the Assembly, work space and equipment, administrative assistant and space on the official website of the Assembly to reflect their work.

### **Article 27** **Group of Young MPs**

1. The group of young MPs is a voluntary group of deputies that can be formed after the constitution of the Assembly.
2. All the MPs of the Assembly who aim to strengthen the role of youth in the society of Kosovo can be members of the Group of Young MPs.
3. The group of Young MPs is offered support in organizing activities inside and outside the Assembly, work space and equipment, administrative assistant and space on the official website of the Assembly to reflect their work.

**Article 28**  
**Friendship groups**

1. Friendship groups are established at the beginning of the legislature by the Presidency of the Assembly, with the aim of inter-parliamentary cooperation.
2. The organization, representation and functioning of friendship groups is determined by a special act of the Presidency of the Assembly.

**CHAPTER VIII**  
**ASSEMBLY COMMITTEES**

**Article 29**  
**Competences of the committees**

1. The Assembly Committee, in its scope, shall review draft laws, acts and other documents that are submitted for review to the Assembly.
2. The Committee, from its scope, shall oversee the work of the Government and independent institutions, in accordance with the Constitution and the law.
3. The committee cannot make decisions on issues that are not on the agenda, which must be addressed to the plenary session.

**Article 30**  
**Functioning of the committee**

1. The committee proceeds issue that are submitted as per the work plan and calendar.
2. The committee shall have a special budget line for its functioning.

**Article 31**  
**Composition of the Assembly Committee**

1. Parliamentary groups shall be represented in all parliamentary committees according to the number of deputies.
2. The President of the Assembly cannot be member of the Functional Parliamentary Committee and Standing Parliamentary Committee. The Deputy President of the Assembly cannot be Chairperson of Functional Parliamentary Committee and Standing Committee.
3. The composition of parliamentary committee shall reflect the political power of parliamentary groups.
4. An MP may attend the meeting of another committee, to which he/she is not a member, but without the voting rights, except in cases where the meeting is closed.

## **Article 32**

### **Appointment of the chair, deputy chairs and members of Assembly committees**

1. The parliamentary group shall propose the chair, deputy chair and members of the committee in accordance with the agreement reached at the Presidency of the Assembly, as defined by article 19, subparagraph 2.1 and article 31, paragraph 1 and 3 of this Regulation.
2. 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.
3. One MP cannot be a chairperson of more than one committee.
4. The election of the committee chair by the parliamentary group shall be done according to the formula for the allocation of seats in the Assembly elections, until all seats are completed. This allocation shall also include the chairmanship of the Committee on the Oversight of Public Financial and the committee, which according to the law belongs to the opposition.
5. The parliamentary group cannot propose any of its members for deputy chairperson if it holds the position of the chair in the same committees, and vice versa.
6. If the parliamentary group does not want to make a propose in either case, although otherwise enjoying the right to do so, such right shall be transferred to the next parliamentary group which has the highest “qualifying majority”.
7. If two parliamentary groups have a “qualifying majority” equal to any round, the group which won the largest number of votes in the Assembly elections shall enjoy the right of proposal.
8. Members of committees, together with the chairs and deputy chairs, are appointed by open vote in the Assembly, upon the proposal of the Assembly Presidency.
9. The Assembly, on the proposal of the Assembly Presidency, may change the composition of committees, while maintaining the proportion of parliamentary groups in the Assembly

## **Article 33**

### **Duties of the committee chairperson**

1. The committee chairperson, in cooperation with the deputy chair, proposes to the committee the approval of the work plan, in accordance with the calendar of the Assembly.
2. The committee chairperson prepares the agenda, organizes the work for the conduct of the committee meeting, chairs the meeting, represents the committee in relations with other bodies of the Assembly and outside it, signs and submits to the plenary session the committee review report, ascertains the presence in the committee, opens coting and announces results of voting and follows the correspondence of the committee.
3. The Chairperson, with the consent of 1/3 (one third) of committee members, calls for reporting or information to the committee, heads of government and public institutions.



4. The committee chairperson informs the committee of any activity that he performs on its behalf.

#### **Article 34** **Convening committee meeting**

1. The meetings of committees are called in line with the plan and work program.
2. In the absence of the committee chairperson or refusal to convene the meeting, the meeting is convened by the first deputy chairperson, respectively the second deputy chairperson.
3. At the request of one third (1/3) of committee members, the Chairperson or one of the Deputy Chairpersons shall convene the committee meeting in accordance with the request.
4. Except in special cases, committee meetings are convened no later than three (3) business days prior to its holding.
5. The agenda shall be determined by the Chairperson or one of the Deputy Chairpersons unless the committee has decided otherwise. The agenda may be modified only if the committee agrees.

#### **Article 35** **Meeting of the committee**

1. The committee meeting is open, except in cases when there are discussions about confidential security issues and details of contracts that constitute business secrets, in line with laws in force.
2. During the consideration of a draft law, the committee may invite the relevant minister to attend the committee meeting. The Minister must attend the committee meeting. It has the right to make proposals during the consideration and amendment of a draft law. The committee may remove from the agenda the consideration of a draft law, if the Minister is absent.
3. The committee may invite a minister to attend the committee meeting when considering matters falling within his/her responsibilities. The committee may also invite representatives of other institutions and agencies, as well as representatives of civil society. The committee may remove from the agenda the consideration of a draft law, if the Minister is absent.
4. The committee may also invite representatives of other institutions and agencies, as well as representatives of civil society
5. The minister cannot refuse the invitation to participate in the committee meeting.
6. The Committee cannot invite the Prime Minister to the meeting, unless such a request is addressed to the Committee by the Prime Minister himself.

**Article 36**  
**Joint committee meeting**

1. Committees can hold joint meetings. The joint meeting is chaired by the chairperson of the reporting committee.
2. The same rules as for the committee meeting apply to the joint committee meeting. Decisions are taken by a majority of the votes of members participating in the vote.
3. The joint committee meeting shall conclude with a single report. When the positions of the committees are different, they are presented separately in the final report of the meeting.

**Article 37**  
**Quorum and decision-making in the committee**

1. The quorum required for holding a committee meeting is the majority of committee members, while a third (1/3) of committee members is required to hold a hearing session.
2. The committee shall take decisions by a majority of votes of the members taking part in the vote.
3. The committee shall take decisions by an open vote.
4. The opinion of the minority members in each case shall be recorded in the minutes and the committee report.

**Article 38**  
**Hearings sessions**

1. The committee may hold a hearing session on the draft laws that are in the consideration procedure, and on the oversight of law enforcement and policies with members of the Government, except the Prime Minister, with representatives of public institutions, civil society, experts, representatives of interest groups, and with interested citizens.
2. Hearing session may be:
  - 2.1. Legislative public hearing, and
  - 2.2. Oversight hearing.
3. Each committee member may propose holding a hearing session, and must justify it to the committee.
4. The Committee shall decide on the holding of a hearing by a majority of votes of members present.
5. The committee shall organize a hearing session if one third (1/3) of all members of the committee requests it in writing.

6. Each committee member, with the support of at least one third (1/3) of the members, may propose the inclusion of certain subjects in the list of invitees for the legislative or the oversight hearing.

7. The invitation to the hearing session, together with the agenda of the meeting, the draft law that will be discussed and, if any, other accompanying materials, is announced on the website of the Assembly at least five (5) days prior the meeting.

8. The hearing is chaired by the committee chair or the rapporteur, who enables the participants to present their contribution.

9. The committee may hold public meetings with citizens and interested parties on a specific issue outside the Assembly headquarters.

### **Article 39** **Public legislative hearing**

1. The legislative public hearing is organized for the gathering of information, remarks and recommendations on draft laws, and other matters that are in the consideration procedure by the committee.

2. The public hearing is organized between the first and the second reading, to enable the general public, including members of civil society, the business community, the academic world and other interest groups, to present to the committee, the issues of interest for them and the groups they represent within the scope of the relevant draft law.

3. The public hearing is open to all interested parties. Prior confirmation may only be required for logistical reasons, in case of limited seating. However, the availability of physical space cannot be a reason to exclude any interested party from the opportunity to share their views, whose contributions should be accepted by the committee in alternative forms or through additional public hearings.

4. The public hearing is chaired by the Chairperson of the Committee, in his/her absence, by the rapporteur, who makes sure that during the public hearing it is possible for each interested participant to present their contributions.

5. The public hearing is held in the premises of the Assembly headquarters, or even in other premises outside the Assembly headquarters, if it is estimated that it enables wider public participation.

6. With the proposal of each member of the committee, and with the majority of votes of the members present, the committee can also organize additional public hearings.

**Article 40**  
**Oversight hearing**

1. The oversight hearing is organized for the gathering of information, data and evidence related to the activity of ministries and other state and public institutions.
2. The oversight hearing is open to all interested parties, except when the committee decides otherwise. The committee decides with 2/3 of the members to close the oversight hearing.
3. The oversight hearing is held in the premises of the Assembly headquarters. If the committee approves, the hearing can be held outside the Assembly headquarters.
4. Interested parties, who are not part of the list of invitees to participate in the oversight hearing, must first express their interest at attending in the hearing and confirm their participation.

**Article 41**  
**Responsible-Rapporteur Committee**

1. The Speaker of the Assembly, according to the scope, appoints one of the committees, as the responsible committee, to report on the draft law and other documents submitted to the Assembly.
2. The Responsible-Reporting Committee shall review the draft law or motion, shall draft and recommend amendments and shall inform the assembly if amendments are in conflict with one another.
3. Only the Responsible-Rapporteur Committee shall report on the draft law to the Assembly.
4. The report shall contain the proposals of the Responsible-Rapporteur Committee, the opposing reasons and opinions, as well as the comments of other committees, for which the Assembly shall decide in a plenary session
5. The Chairperson or Rapporteur of the Responsible-Rapporteur Committee shall submit to the Assembly a report on the review of the draft law and the evaluation of the committee.

**Article 42**  
**Standing committees and functional committees**

1. The Assembly shall establish Standing and Functional Committees.
2. The Assembly, shall approve the establishment of committees, as per paragraph 1 of this article, and shall define their scope.
3. Standing committees are committees that cover relevant areas such as: budget and finances, legislation, European integration and the rights and interests of communities.

4. Standing committees shall consider all draft laws and other acts, from their scope, which are submitted to the Assembly and assigned to them with a decision of the Assembly.
5. Functional committees shall consider draft laws and other acts, only from their scope.

### **Article 43** **Working group**

1. The committee, for certain matters, can form a working group or appoint a referrer from among the committee members.
2. The working group, according to paragraph 1 of this article, consists of the committee members. In special cases, the committee may also include in the working group a member of parliament, who is not a member of the committee.
3. For matters of common interest, two (2) or more committees may form a joint working group.
4. The working group shall carry out activities that are under the competence of the committee and on the basis of authorizations given by the committee.
5. The working group shall report on its work to the committee.

### **Article 44** **Other Assembly Committees**

1. The Assembly may decide to form other committees on a specific matter:
  - 1.1. Ad hoc Committee,
  - 1.2. Investigative Committee and
  - 1.3. Election Committee.

### **Article 45** **Establishment of the Ad hoc Committee**

1. The Assembly may form Ad Hoc Committees for review and preparation of legislative initiatives as well as for other matters of particular importance.
2. The proposal to establish an ad hoc committee may be made by the President of the Assembly, a parliamentary committee or at least 6 (six) MPs. Within 10 (ten) days of the submission of the proposal, the President of the Assembly shall convene the Assembly Presidency to discuss the request for establishing the Ad-hoc Committee.
3. The organization and functioning of the ad hoc committee shall be determined by the Assembly by a special decision. For matters that are related to the work of the ad hoc

committee, which are not determined by decision, the provisions of the Rules of Procedure on the Functional Committee shall apply.

4. The Assembly, within two (2) weeks from the discussion at the Assembly Presidency, shall decide, according to the proposal of the Presidency, on: duties, number, composition and timing of the activity of the ad hoc committee.

5. The Assembly, with the proposal of the Presidency of the Assembly, can also establish ad-hoc committee that are provided for by a special law.

#### **Article 46 Investigation Committee**

The Assembly may establish investigation committees. The procedures of parliamentary investigations are defined in the Law on Parliamentary Investigations.

#### **Article 47 Election Committee**

When secret voting takes place by ballot, the Assembly forms the Election Committee, composed of one member per parliamentary group.

#### **Article 48 Hiring of external experts**

The committee may, in accordance with the procedural and financial guidelines of the Presidency of the Assembly, hire external experts in the performance of its duties.

### **CHAPTER IX BUSINESS OF THE ASSEMBLY**

#### **Article 49 Course of works in the Assembly**

1. The Assembly proceeds in plenary session and committees.
2. The Assembly shall proceed based on a calendar and schedule determined by the Presidency of the Assembly.

**Article 50**  
**Meetings outside the headquarters of the Assembly**

1. The Assembly and its working bodies can also hold meetings outside the headquarters of the Assembly.
2. The Presidency of the Assembly decides on the place when the plenary session is held outside the headquarters, while the committee decides on the meeting of the Parliamentary Committee.

**Article 51**  
**Working sessions in the Assembly**

1. The Assembly shall conduct its business in two sessions:
  - 1.1. The spring session, starting the end of January and concluding in the end of July.
  - 1.2. The autumn session, starting on the second Monday of September and concluding in the end of December.
2. Between the two sessions the Assembly may convene in extraordinary sessions.

**Article 52**  
**Agenda of the plenary session**

1. The President of the Assembly, shall set the agenda for the next session of the Assembly, according to Article 16 of this Regulation. The agenda, together with materials, is distributed to the MPs at least two working days prior the plenary session.
2. The agenda is considered adopted, except when:
  - 2.1. There was no consensus in the Presidency of the Assembly;
  - 2.2. When at the beginning of the session, a proposal is presented for amending the agenda, according to articles 53 and 94 of this Regulation.

**Article 53**  
**Amendment of the agenda**

1. The agenda can be amended at the beginning of the plenary session, in cases where:
  - 1.1. The chairperson of the parliamentary group, the parliamentary committee or at least six (6) MPs, propose the removal of an issue from the agenda. The Assembly decides by vote on the adoption of that proposal.

1.2. At least six (6) MPs propose in writing to complete the agenda. For the adoption of this proposal, the Assembly decides with 2/3 of the MPs present.

1.3. The MP, notifying the President of the Assembly in advance, proposes to consider an urgent matter, according to Article 94 of this Regulation.

2. The chairperson of the session opens the discussion regarding the proposal, according to subparagraphs 1.1. and 1.2, of this article. The proposer and the chairpersons of the parliamentary groups have the right to debate. The discussion can last up to three (3) minutes for each discussant.

#### **Article 54** **Start of the plenary session**

The Chairperson of the session shall open the plenary session of the Assembly, when the majority of the MPs are present. The plenary session shall begin with the approval of the minutes of the previous session. If there are no objections to the text, it is considered approved and, if asked to vote, the vote shall take place with a show of hands. The floor on this matter shall only be given to members who have remarks to the minutes, for no longer than two minutes. The minutes, upon approval, are signed by the President of the Assembly, are made public and are stored in the Assembly Archives.

#### **Article 55** **Time for the statements of MPs and parliamentary groups**

1. Time for statements of deputies and parliamentary groups shall take place after the approval of the minutes. Members can make a statement on various issues. The Member may speak for up to three (3) minutes, and if speaking on behalf of the parliamentary group for up to five (5) minutes.

2. The Chair of the Session shall ensure that statements of each deputy is harmonized, as per the affiliation to the Parliamentary Group.

3. The time assigned for statements of deputies outside of the scope of the agenda is limited to forty (40) minutes.

4. There are no replies to the statements of Members and parliamentary groups.

#### **Article 56** **Statements of the Government**

1. After the statements of the MPs outside the agenda, members of the Government may declare on any matter or clarification, arising from the statement outside the agenda of an MP, and on any matter concerning his/her scope and responsibilities.

2. After the statements of the member of the Government, the MP who raised the matter may also declare



3. The statement of the member of the Government may last up to three (3) minutes. Meanwhile, the MP's statement may last up to two (2) minutes.

4. The time allotted for statements on this agenda item is limited to forty (40) minutes.

### **Article 57** **Procedural motions**

1. The chairperson of a parliamentary group or an MP has the right to propose the following procedural motions, in the session:

- 1.1. To postpone the plenary session;
- 1.2. To refer an issue to the committee;
- 1.3. To postpone the review of the draft law before the adoption in principle;
- 1.4. To ascertain whether the Rules of Procedure was violated;
- 1.5. To ascertain whether the rights of a Member were violated.

2. Only parliamentary groups declare on postponing the plenary session.

3. The vote for the request submitted as set in paragraph 1, subparagraphs 1.2 and 1.3 of this article is done immediately, without debate.

4. The request to ascertain the violation of the Rules of Procedure shall be reviewed by the President of the Assembly immediately. If a violation is found, the President shall instruct the violator to comply with the Rules of Procedure.

5. If a Member submits a procedural motion stating that his/her rights have been violated, the President of the Assembly shall request the proceedings pursuant to Article 122 of the present Rules of Procedure.

6. The President of the Assembly or the Member shall address the disputed issues to the relevant Committee on Mandates, Immunities and Rules of Procedure of the Assembly, which shall submit the recommendation for motion to the next session.

### **Article 58** **Substantial motions**

1. At least six members may submit a substantive motion for a particular matter. The text of the proposed document for approval, whether a resolution, statement or other act, should be attached to the motion, only by the proposer of the motion.

2. The request for the development of the motion is addressed to the President of the Assembly. The President, within five (5) days, shall convene the Presidency of the Assembly, and shall decide on the date of the debate. The President shall strive to reach consensus at the Presidency of the Assembly, and if he/she fails to reach such consensus, the President shall include it in the agenda no later than fifteen (15) days from the date of filing the motion.

3. The President of the Assembly shall assess the need for additional information from the Government regarding the motion filed. The Government shall provide the requested information within 7 (seven) days, upon the request from the President of the Assembly.

4. The course of a substantive motion in a plenary session shall include a general debate on the draft statement, the draft resolution or another act. Upon the conclusion of the debate, the Chairperson of the session shall cast the proposed motion to a vote.

### **Article 59**

#### **Right to reply**

1. An MP or a member of the Government shall have the right to a reply to the discussion of an MP or a member of the Government, if his name has been mentioned or referred his discussion.

2. The right to a reply, according to paragraph 1 of this article, shall take place immediately after the end of the respective discussion and shall be limited to two (2) minutes. Counter-reply is allowed immediately for a duration of up to one (1) minute.

### **Article 60**

#### **Time of discussion**

1. The discussion of a member in a plenary session may take up to ten (10) minutes, unless the Assembly decides otherwise.

2. Exception is group discussion when the time of discussion is divided according to the power of parliamentary groups.

3. A Member of the Assembly shall discuss about a matter in the agenda only once, with the exception of the reply, as well as when speaking on behalf of the committee or parliamentary group.

4. A Member of the Assembly asking for the floor should do so through electronic equipment. The chairman of the session invites the discussants according to the order of appearance and affiliation of the parliamentary groups.

### **Article 61**

#### **Quorum and voting in the Plenary Session of the 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 session shall be verified through the electronic system of voting, physical counting 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. Decisions of the Plenary Session shall be valid if more than half of the Assembly members take part in the voting. An act of the Assembly shall be considered adopted if voted by a majority of Members of Parliament taking part in the voting. Exceptions shall be made in cases when the Constitution of the Republic of Kosovo and laws provide otherwise.

4. Voting shall be carried in an open manner or secret ballot:

4.1. Open voting may be electronic or by a hand raise;

4.2. Secret ballots shall be cast by calling each individual Member of Assembly, and

4.3. Nominal voting.

5. The secret ballot, with one candidate, must contain at least the voting object and the voting alternatives "for", "against" and "abstention". On the ballot paper, the MP shall mark, with a distinct and clear mark, the choice made in the alternative for which he/she is voting. In case the ballot paper contains more than one candidate, the MP places the mark for the choice made next to the names placed in the box.

6. Each vote shall be registered, except secret votes. "For", "against" and "abstain" votes of each Member of Assembly shall be registered in name and surname. In electronic voting, the screen shall record the number of attending members, voting members, and full results of voting. Upon a request of at least one parliamentary group, when technically possible, the screen shall present votes of each member of assembly. A Member of Assembly shall have a possibility of explaining his "for", "against" or "abstain" vote and require an electronic copy of voting results.

7. Voting shall be individual, and the right of vote cannot be delegated.

8. Duration of electronic voting shall be 20 (twenty) seconds.

9. Electronic voting results shall be published immediately after the conclusion of the plenary session plenary session. Meanwhile, the publication of manual voting is made public within two (2) working days after the end of voting in the plenary session.

10. In case it is requested by a parliamentary group or six (6) MPs, then voting will be done through a personalized ballot.

11. In case of absence of a quorum for decision-making, voting may be repeated twice. The second vote is held immediately after the first round. If the quorum is still not present, the session shall be suspended for ten minutes, before a third voting round is held or before the continuation of the plenary session.

12. If there is still no quorum in the third vote, the chairperson of the session moves on to the next item, while the remaining issue is carried over to the new session.

13. Exception to paragraph 11 of this article, are cases where voting is required by 2/3 of all MPs or by 2/3 of the MPs present. In these cases, it is moved to the next point.

**Article 62**  
**Nominal (roll call) voting**

1. Nominal (Roll call) voting can be requested by at least six (6) MPs and is decided by a vote of the Assembly. The chairperson of the session closes the discussions, declares the roll call vote and invites the MPs one by one to declare themselves.
2. In the nominal (roll-call) voting, the chairperson of the session calls the MPs in alphabetical order of their last name, and they shall answer out loud “for”, “against” or “abstention”.
3. In the case of nominal (roll call) voting, the list of voting MPs with the vote “for”, “against” or “abstention” of each MP is published together with the materials of the plenary session.

**Article 63**  
**Order and regularity of Assembly activities**

1. The Chairperson of the Session shall ensure order and regularity of the Assembly Session.
2. The Chairperson of the Session may admonish each Member of Assembly or member of Government in case of:
  - 2.1. Discussing matters not entered in the Session agenda;
  - 2.2. Taking the floor without permit of the Chairperson;
  - 2.3. Intervening to obstruct another speaker;
  - 2.4. Using non-parliamentary language;
  - 2.5. Taking any action disrupting the order of session;
  - 2.6. Inciting or exercising violence.
3. Members of Assembly and members of Government shall adhere to the decision of the Chairperson of the Assembly upon admonition on the conduct, including the measure of removal from the plenary session.
4. The Presidency of Assembly may issue rules on the conduct of the public, media representatives and other persons attending plenary sessions of the Assembly
5. The Chairman shall order the removal of those who do not respect the rules of the Assembly.

**Article 64**  
**Types of measures**

1. Measures that may be imposed upon Members of Assembly and members of Government shall be:
  - 1.1. Speech withdrawal;
  - 1.2. Ending the speech;
  - 1.3. Admonition;
  - 1.4. Admonition, with a warning of removal from the plenary session;

1.5. Removal from the plenary session.

### **Article 65**

#### **Measures of admonition and admonition with warning for removal from session**

1. When a Member of Assembly or member of Government uses non-parliamentary language, or conduct that obstructs the plenary session or violates its order, the Chairperson of the plenary session issues an “admonition” by stating that he/she is using non-parliamentary language.
2. In case the Member of Assembly or member of Government subject to the measure as per paragraph 1 of the present Article wishes to provide explanation for his/her actions or language used, word shall be given by the end of the plenary session of that day, for not more than two (2) minutes.
3. When a Member of Assembly or member of Government repeats the violation in the same plenary session, upon having been admonished, or engages in serious violation of the order of the plenary session, the Chairperson of the Session shall issue “admonition with warning for removal from plenary session”.
4. In case the Member of Assembly or member of Government, during the same session, publicly apologizes for the conduct admonished as per paragraph 3 of the present Article, such measure shall be annulled by the Chairperson of the Session.

### **Article 66**

#### **Measure of removal from session**

1. When a Member of Assembly or member of Government uses offensive language, insults the personality of the Chairperson of the Session or a fellow Member of Assembly, or continues the conduct against which measures are imposed as per Article 65 of the present Rules, the Chairperson of the Session shall impose the measure of “removal from plenary session” for that day.
2. In case the Member of Assembly or member of Government refuses to leave the plenary hall, the Chairperson of the Session shall interrupt the session thereby summoning the Security Service to enforce the measure.
3. Measure of “removal from plenary session” shall be followed by a monetary fine equivalent to the compensation for one plenary session.

### **Article 67**

#### **Suspension and closure of plenary session**

In case of major disorder and failure to respect the calls of the Chairperson of Session to order, the Chairperson stops the session. In case such disorder continues, the Chairperson of the Session suspends the session, and the Assembly session continues another day.

**Article 68**  
**Extraordinary session**

1. The President of the Assembly shall convene an extraordinary session, upon the request of the President, Prime Minister or 1/3 of the MPs.
2. The request for extraordinary session, of the President or the Prime Minister, shall contain the matter to be reviewed.
3. The request for extraordinary session coming from 1/3 of the MPs, shall contain the matter to be reviewed, signatures of MPs together with the request for an extraordinary session. An MP may withdraw the signature until the submission of the request to the Table Office.
4. An extraordinary session shall be held no sooner than 24 hours and no later than 72 hours from the submission of the request to the Table Office. Time for holding the session will be determined by the convener of the session.
5. Only the raised issue shall be discussed in the extraordinary session.
6. The MP can be part of the list for calling the extraordinary session, according to paragraph 3 of this Article, by sending an e-mail through the official email, with which he confirms his will to call the session. The e-mail must contain a clear title, the statement of the MP, the subject, date and time. The e-mail is attached to the request for calling the extraordinary session.

**Article 69**  
**Meetings and voting in extraordinary situations**

1. In cases of a state of emergency, according to Article 131 of the Constitution or in case of declaring state of emergency, plenary sessions and meetings of the Assembly's bodies can be held remotely, through electronic means of communication or combined meetings.
2. The decision on conducting the work of the Assembly, according to paragraph 1 of this Article, is taken by the Presidency of the Assembly, which decides on the way of organizing and conducting the work of the Assembly's bodies.
3. When the meeting is held according to this Article, voting can be done by means of electronic or combined communication, ensuring the identification of the MP.

**CHAPTER X**  
**LEGISLATIVE PROCEDURE**

**Article 70**  
**Proposal of the draft law**

1. The right to propose laws in the Assembly belongs to:
  - 1.1. The President of the Republic of Kosovo, within own range of competencies;

- 1.2. Government;
  - 1.3. One MP supported by at least 5 MPs of the Assembly;
  - 1.4. At least ten thousand citizens, according to the procedure as provided by law.
2. Draft laws proposed as per subparagraph 1, 3 and 4 of the present Article, together with submissions as required by Article 71 of the present Rules of Procedure, shall be forwarded to the Government for opinion, through the President of Assembly. The Government shall submit an opinion in writing, signed by the Prime Minister, within a timeline of thirty (30) days from the date of receipt of the draft law. Upon expiry of such deadline, the draft law shall be proceeded to the Assembly.

### **Article 71**

#### **Conditions for tabling a draft law**

1. A draft law proceeded to the Assembly shall comprise:
  - 1.1. Explanatory note, with objectives to be attained by such law, its harmonization with applicable legislation, and reasoning of provisions of the law;
  - 1.2. Budgetary implication statement for the first year and two subsequent years;
  - 1.3. Statement of approximation and harmonization with EU legislation, including a Table of Concordance with acts it shall refer to;
  - 1.4. Linguistic Proofreading and Harmonization Statement.
2. Each draft law proceeded to the Assembly shall be tabled in paper and in an electronic format, drafted in: Albanian, Serbian and English language.
3. Upon a verification of formal and legal aspects, the Table Office shall register the draft law in the set order, and promptly disseminate hard copies to each parliamentary group, and electronic copies to all Members of Assembly, together with a cover letter as signed by the President of Assembly. Such Draft law shall be published in the official Assembly website.
4. In case the draft law does not meet the requirements as per paragraphs 1 and 2 of the present Article, the President shall return the draft law to the proposer for appropriate corrections.

### **Article 72**

#### **Reading draft laws and motions in the plenary session**

1. Reading of draft laws and motions in the plenary session shall pursue the following order:
  - 1.1. The proposer of the draft law or motion;
  - 1.2. The Chairperson of the responsible-reporting committee;
  - 1.3. Chairpersons or representatives of parliamentary groups;

1.4. In cases when a sponsor of the draft law or motion is not the Government, the Government shall make a statement;

1.5. Other members of Assembly discuss the draft law or motion, in an order of appearances and according to their parliamentary groups;

1.6. Upon discussions, the sponsor of the draft law or motion may take the floor, up to five (5) minutes.

2. At the conclusion of reading, in the order as per paragraph 1 of the present Article, the Chairperson of the Session closes the discussion and calls Members of Assembly to declare their votes on the draft law or the motion.

### **Article 73** **Order of voting amendments**

1. Amendments shall be voted in the order of the text of the draft law.

2. Before voting an amendment, the Chairperson of the Session informs the MPs about the proposal of the responsible-reporting Committee.

3. Amendments shall be voted in the order presented by the responsible-reporting Committee. In case of multiple amendments to a single article, the first vote is casted for the amendment proposed by the responsible-reporting Committee. If the amendment of the Committee is adopted, the next amendment shall not be voted. If the amendment of the Committee is not adopted, the next amendment in order shall be voted.

4. When a responsible-reporting Committee presents more than one amendment to the same Article in a draft law, the Chairperson of the Session may call for a vote on the group of amendments, unless a specific voting round is required.

5. In case of amendments linked in content with amendments to the subsequent articles, the Chairperson of the Session, upon a motion of the responsible-reporting Committee, may decide to call for a vote on a group of amendments, unless at least six (6) members of Assembly or the chair of a parliamentary group require individual voting, for which the Assembly decides by a vote.

## **CHAPTER XI** **READING PHASES OF A DRAFT LAW**

### **Article 74** **First reading of a draft law**

1. The first reading of a draft law shall not take place before two (2) weeks from the date of its distribution.

2. Before the first reading of the draft law in the plenary session, the responsible-reporting Committee, as assigned by the President of the Assembly, shall review the draft law in



principle. The Committee shall present the Assembly a report of recommendations on adoption or rejection of the draft law.

3. The first reading of the draft law shall comprise of discussion and voting.
4. Discussion on principle of the draft law shall take place regardless of the recommendation of the responsible-reporting Committee.
5. A draft law that is not adopted in the first reading in a plenary session may not be tabled again before 3 (three) months from the date of rejection. Draft laws on ratification of international agreements are an exception to this rule.

#### **Article 75** **Withdrawal of a draft law or motion**

A proposer may retract a draft law during the review at the Assembly until voting the draft law with amendments in a second reading, and retract a motion until voting. Before the review in the plenary session, the proposer shall notify on such retraction the President of Assembly, who shall further notify the members of parliament in the next plenary session.

#### **Article 76** **Review of draft laws in committees**

1. Upon adoption in a first reading, the draft law shall be reviewed by the responsible-reporting Committee.
2. In the event that a draft law regulates matters in the scope of two (2) functional committees, the Assembly shall task one of the committees to be the responsible-reporting committee.
3. An amendment to a draft law may be proposed by an MP, parliamentary committee and the Government. Such amendment shall be addressed to the responsible-reporting Committee, through the Table Office within fifteen (15) days from the date of adoption in principle.
4. A proposal for amendment shall comprise: reference to provisions of the draft law, precise wording of the amendment, and reasoning of such proposed amendment.
5. A proposed amendment shall be submitted to the Table Office.
6. Should the amendment fail to meet the requirements as per paragraphs 3 and 4 of the present Article, the Table Office shall return such amendment to the proposer for necessary supplementation.
7. The responsible-reporting Committee shall read the draft law article by article, including proposed amendments. A report with recommendations shall be sent to the permanent committees.
8. The permanent Committee shall read the draft law with the amendments proposed by the responsible-reporting Committee, and amendments proposed by authorized parties as per

paragraph 3 of the present Article. The permanent Committee shall, within fifteen (15) days from the date of receipt of report, submit a report on the draft law and amendments of the responsible-reporting Committee, and upon expiry of such deadline, the report of the responsible-reporting Committee shall be proceeded for approval at the plenary session.

9. Upon concluding its reading, the responsible-reporting Committee shall present the Assembly a report of recommendations. Such report shall include opinions of permanent committees, and statements on amendments proposed by the Member of Assembly, the committee and the Government. The report shall also contain opinions of members voting against.

#### **Article 77**

#### **Reading of a draft law amending and supplementing a law**

In the event of a draft law proposing amendments and supplementation to a law, only provisions proposed with such draft law for the amendment of an existing law shall be amended.

#### **Article 78**

#### **Second reading of a draft law**

1. Second reading of Draft-Laws shall commence upon the presentation of the report of the responsible-reporting committee. Upon presentation of such report, the order of speeches shall be given to representatives of permanent committees, representative of a parliamentary group, representative of the Government, proposer of amendments and the MP.

2. In the second reading in the plenary session, no new amendments can be proposed, except when there is a need to avoid the collision of the provisions of the Draft Law. With the proposal of the chairperson of the responsible-reporting Committee, the Assembly decides to stop the review of amendments and takes the case for consideration only to the responsible-reporting Committee, which presents the supplementary report during the ongoing session or for the next session.

3. The second reading of a draft law shall proceed with the voting on amendments proposed by the responsible-reporting Committee and amendments proposed by other committees, the Government and MPs. Before voting an amendment, a debate may be held.

4. The order of amendments, reflected in the comparative table with two columns (the text of the draft law and the amendments), for review and voting in the plenary session is done according to Article 73 of this Rules of Procedure.

5. Upon voting on the amendments, the text of the draft law with the approved amendments is voted on.

6. Upon the request of the responsible-reporting Committee, the voting of the draft law with the approved amendments can be postponed until the next session.

7. The text of the draft law with the adopted amendments is prepared by the relevant organizational unit of the Assembly's administration and sent to the responsible-reporting

Committee. During the preparation of the text of the draft law with the adopted amendments the unit is limited only to the possible elimination of terminological and legal inconsistencies in the text or conflicts between the norms of the draft law and other norms of the legal system.

8. The responsible-reporting committee, during the review of the draft law with the adopted amendments, does not review the adopted content of the draft law, but is limited only according to paragraph 7 of this Article.

9. The responsible-reporting committee, according to paragraph 8 of this Article, proceeds the text of the draft law for adoption in the Assembly, within five (5) working days, from the day of decision according to paragraph 6 of this Article.

10. During the first plenary session after the submission of the draft law with eventual amendments, proposed in accordance with paragraph 7 of this Article, the final voting on the draft law will be held.

### **Article 79** **Third reading of a Draft-Law**

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 proposer of the Draft-Law or the responsible-reporting Committee, 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, shall not be proposed for the third reading.

3. The procedure for reviewing of additional amendments and the procedure of reviewing the Draft-Law amended in the third reading shall be in accordance with Article 78 of this Rules of Procedure.

### **Article 80** **First reading of the Draft Law on the Annual Budget**

1. The first reading of the Draft Law on the Annual Budget in a plenary session shall be held not earlier than one (1) week from the date of its dissemination.

2. During a plenary session, upon submission of report on reading in principle by the responsible-reporting Committee, The Assembly shall discuss and decide on adoption in principle of the Draft Law on the Annual Budget.

3. Upon adoption in a first reading, the Draft Law on the Annual Budget shall be reviewed by the responsible-reporting Committee and other parliamentary committees.

4. Amendments to the Draft Law on the Annual Budget can be proposed by an MP, the parliamentary committee and the Government. Amendments are addressed to the responsible-reporting Committee, through the Table Office within ten (10) days from the day of adoption in principle.

**Article 81**  
**Reading of the Draft Law on the Annual Budget in committees**

1. Parliamentary Committees, in their own scope of duty, shall review the Draft Law on the Annual Budget. The committee meeting shall be attended by the respective minister and other representatives of budgetary organization, to make the presentation and provide necessary clarifications.
2. A parliamentary Committee may hold hearing sessions to obtain remarks and opinions of institutions, persons or groups of interest on the Draft Law on the Annual Budget.
3. The Committee shall present a report of recommendations on the Draft Law on the Annual Budget to the responsible-reporting Committee, within two (2) weeks from the date of adoption in principle.
4. A proposal for amendments to the tables in the Draft Budget should comprise: a reference to the budgetary code from which an amount of budget funds is to be deduced, and the budgetary code to which the amount of budgetary funds is to be transferred, and a reasoning of such proposed amendment.
5. Proposers of amendments may attend the reading of the Draft Law on the Annual Budget in the responsible-reporting Committee.
6. Upon conclusion of reading, the responsible-reporting Committee presents the plenary session with a Report on reviewing the Draft Law on the Annual Budget.

**Article 82**  
**Second reading of the Draft Law on the Annual Budget**

1. The second reading of the Draft Law on the Annual Budget begins with the presentation of the Report of the responsible-reporting Committee. Upon such presentation, the order of speeches is given to representatives of committees that have proposed amendments, representative of a parliamentary group, representative of the Government, proposer of amendments, and Member of Assembly.
2. In the second reading of the plenary session, no new amendments can be proposed, except when there is a need to avoid the collision of the provisions of the Draft Law or the budget tables. With the proposal of the chairperson of the responsible-reporting Committee, the Assembly decides to stop the review of the amendments and takes the matter for consideration only to the responsible-reporting Committee, which presents the supplementary report during the plenary session.
3. The second reading of a draft law shall proceed with the review and voting on amendments proposed, according to the order presented in the Report of the responsible-reporting Committee.
4. Upon voting of amendments, the text of the draft law is voted with amendments adopted.

**Article 83**  
**Ratification of international agreements**

1. The Assembly of the Republic of Kosovo shall ratify international treaties as required by law and pursuant to the Article 18 of the Constitution of the Republic of Kosovo.
2. The Government shall prepare a draft law on the ratification of the international treaty, thereby including the text of such international treaty, reasons for ratification, and a financial statement in the event of budgetary implications.
3. Proceeding a Draft-Law on ratification of international agreements is special and shall be subject to only one review.
4. Reading of a Draft law on the ratification of the international treaty shall take place not earlier than one (1) week from the date of its distribution.
5. A Draft law on the ratification of the international treaty shall be reviewed by the responsible-reporting Committee.
6. The text of such treaties may not be amended.

**Article 84**  
**Promulgation of a law and Decree of the President of the Republic of Kosovo on revision of a law**

1. Laws adopted by the Assembly shall be signed by the President of Assembly and submitted to the President of the Republic of Kosovo for promulgation, not earlier than eight (8) days from the date of adoption.
2. In case of return for revision of the law at the Assembly by the President of the Republic of Kosovo, pursuant to Article 80, paragraph 3 and Article 84 (6) of the Constitution, the President of Assembly shall promptly submit it to the responsible-reporting Committee for review.
3. The responsible-reporting committee prepares the report for the plenary session within four (4) weeks from the day of its receipt.
4. In order to overturn the President's veto, at least 61 MPs need to vote for the adopted law which was returned by the President of the Republic and the law is considered promulgated. If the Assembly does not overturn the President's veto, it is considered that there is no law.

**Article 85**  
**Accelerated procedure for reading of draft laws**

1. The first reading of the draft law with an accelerated procedure cannot be done earlier than 48 hours from the distribution of the material, while the second review cannot be done earlier than 72 hours from the day of its adoption in principle, with the exception of a state of emergency or declaring a State of Emergency.

2. On the request of the Government or 1/4 of the total number of MPs, the Assembly reviews with an accelerated procedure the draft laws related to:

- 2.1. National security;
- 2.2. Public health; and
- 2.3. Budgetary and financial issues.

3. The request from paragraph 2 of this Article is addressed to the President of the Assembly, who calls the plenary session.

### **Article 86** **Urgent procedure for reading of a draft law**

1. The Assembly, at the request of the Government or 1/4 of all the MPs of the Assembly, can review the draft law with an urgent procedure, which is related to taking measures for the Extraordinary Situation, according to Article 131 of the Constitution or for the State of Emergency.

2. The review of the draft law, according to paragraph 1 of this Article, is special and is reviewed only by the functional Committee, except when required according to Article 78, paragraph 2 of the Constitution of the Republic of Kosovo.

3. The first reading of the draft law with an urgent procedure takes place within 48 hours from the distribution of the material, while the second review takes place within 72 hours from the day of adoption in principle, except in cases when the Assembly decides otherwise.

## **CHAPTER XII** **AMENDMENT OF THE CONSTITUTION**

### **Article 87** **Procedure for amending the Constitution**

1. The Constitution of the Republic of Kosovo shall be amended in accordance with Article 144 of the Constitution of the Republic of Kosovo.

2. Amendments proposed by authorized entities as per Article 144, paragraph 1 of the Constitution shall be submitted to the President of the Assembly.

3. In the next plenary session, the President of Assembly shall notify the Assembly about the proposal for amendments to the Constitution and shall find meeting of requirements, as per Article 144 of the Constitution, to initiate proceedings for the amendment of the Constitution of the Republic of Kosovo.

4. Not later than seven (7) days from the date of plenary session, the President of Assembly shall submit such proposed amendments to the Constitutional Court for preliminary assessment

whether such amendments proposed diminish any of the rights and freedoms as provided by Chapter II of the Constitution.

5. Upon receipt of assessment of the Constitutional Court, the relevant Legislative Committee shall, within seven (7) days, present recommendations on proposed amendments to the Assembly.

### **Article 88** **Review and adoption of the amendment to the Constitution**

1. Review and adoption of amendments shall be made in a special plenary session.
2. The plenary session for adoption of constitutional amendments shall be convened within two (2) weeks from the receipt of assessment by the Constitutional Court.
3. The Assembly shall review and vote each individual amendment.
4. Voting of amendments shall be open.
5. Amendments shall be adopted in compliance with Article 144, paragraph 2 of the Constitution of the Republic of Kosovo.

## **CHAPTER XIII** **RELATION OF THE ASSEMBLY WITH THE CONSTITUTIONAL COURT**

### **Article 89** **Referral of a matter to the Constitutional Court**

Authorizations of the Assembly and the MPs on referring a matter to the Constitutional Court are defined by Article 113 of the Constitution of the Republic of Kosovo.

### **Article 90** **Procedure of Contesting an Act of the Assembly**

1. When the Assembly receives from the Constitutional Court a request of an authorized party on initiating the procedure of assessing the constitutionality of another act adopted by the Assembly, the request shall be submitted to the MPs and the relevant Committee on Legislation.
2. The Assembly shall base the request of the Authorized Party on Article 22 of the Law on Constitutional Court.

**Article 91**  
**Enforcement of Decisions of the Constitutional Court**

1. The President of the Assembly shall inform Members of Assembly and the Government about the decision of the Constitutional Court.
2. When an act is disputed prior to the entry into force and the Constitutional Court repeals any article of such act, the President of the Assembly shall request the responsible-reporting Committee, according to the decision of the Constitutional Court, to prepare the text of the act for promulgation by the President.
3. When the act is disputed after its entry into force and the Constitutional Court repeals any article of the act, the President of the Assembly shall request the Official Gazette of the Republic of Kosovo that in addition to the published act to also publish the Judgment of the Constitutional Court.

**CHAPTER XIV**  
**PARLIAMENTARY CONTROL**

**Article 92**  
**Parliamentary Questions for verbal answers**

1. After the item for declarations outside the agenda each plenary session shall include the time for parliamentary questions for verbal answers, in a duration of sixty (60) minutes. A member of the Assembly may ask a maximum of 2 (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 pursuant to Article 63, subparagraph 2.4 of this Rules of Procedure.
4. The MP filing the question in written shall also deliver the same question orally at the plenary session.
5. Verbal question shall not take more than two (2) minutes and the response of the member of the Government shall not take more than three (3) minutes.
6. The Member of the Assembly, after the response of the member of the Government, shall have the right to make an additional verbal questions, which cannot take more than one (1) minute. The response of a member of the Government to the supplementary question cannot take more than two (2) minutes. The MP shall have one (1) minute to conclude the discussion.
7. A member of the Assembly who has filed a question in accordance with the Rules of Procedure, 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. The MP's question remains in the procedure until he receives an answer from the member of the Government.



8. In the event that the member of the Government cannot be present in the session at the time of parliamentary questions, he informs the President in advance about his absence. In case of his absence without reason, he will be publicly reprimanded by the chair of the session for his disrespectful approach to the Assembly and the MP.

9. The Presidency of the Assembly can organize a special session for parliamentary questions. A quorum is not necessary to hold this session and it cannot last more than 3 hours. The MP cannot ask more than three (3) parliamentary questions. With the exception of paragraph 1 of this article, the same rules of this Article apply to the organization of the parliamentary question session.

### **Article 93** **Parliamentary Questions for written answers**

Members of the Assembly may submit questions for written answer to the Prime Minister, deputy Prime Minister or any other Minister, about his or her area of responsibility. The question shall be submitted through the Table Office. 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. The list of unanswered questions within the required period of time shall be published on the official website of the Assembly.

### **Article 94** **Urgent matters**

1. At the beginning of a plenary session, any MP, by previously informing the chair of the session, may propose to the Assembly to review immediately an urgent issue, which was raised in the meantime and was not possible to be filed in the Assembly in a regular way.

2. The proposer and the head of parliamentary groups have the right to debate up to three (3) minutes for each speaker.

3. The MP's proposal is put to voting. If the Assembly adopts the proposal, the issue is placed on the agenda of the session, as the first item after adoption of the minutes.

### **Article 95** **Interpellation**

1. At least six (6) Members of Assembly 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. No more than one interpellation can take place in a plenary session. If there are multiple motions for interpellation pending, the Presidency of the Assembly shall allow each submitter 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:
  - 4.1. A concise formulation of the issue;
  - 4.2. A justification for the motion;
  - 4.3. The name, last name and signature of the authorized person of the Group;
  - 4.4. Text of the motion proposed for voting.
5. The motion of interpellation is forwarded to the President of the Assembly. Within two (2) days, after its receipt, the President shall forward it to the Prime Minister. The Prime Minister shall be obliged to review the motion and respond to the Assembly within seven (7) days.
6. The interpellation shall be included in the agenda of the plenary session within seven (7) days after a reply is received from 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. 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 Article.
7. The Member, on behalf of the proposer of the interpellation, shall be given the floor at the beginning of the debate for ten (10) minutes and at the end of the debate for five (5) minutes.
8. The Prime Minister or the minister to whom the interpellation is addressed presents and argues the opinion of the Government regarding the issue raised by interpellation. Time for discussion for the Government shall be limited to fifteen (15). After using this time, the Government has the right to use the time of the parliamentary groups that are part of the governing coalition with their approval.
9. Time reserved for interpellation shall reflect the representation of the parliamentary group in the Assembly. Time for presenting the interpellation at the beginning and at the end for the representative of the proposer of the interpellation, as well as time for reasoning of the stance of the Government shall be taken from the overall time for interpellation. Additional time for discussion of the member of the Government shall be taken from the time reserved for the governing coalition. Transfer of time from one group to another parliamentary group is not allowed.
10. Members of Assembly who are not in a parliamentary group may use the right of floor up to three (3) minutes.
11. The interpellation debate may not be carried over to the next session of the Assembly.
12. Interpellation on the same issue may not be submitted unless six (6) months have passed.

**CHAPTER XV**  
**MOTION OF NO CONFIDENCE AND MOTION OF CONFIDENCE**

**Article 96**  
**Motion of no confidence**

1. With the proposal of 1/3, namely 40 MPs of the Assembly, a motion of no confidence for the Prime Minister can be initiated.
2. The motion of no confidence, signed by at least 1/3, respectively by 40 MPs, is accepted when the majority of all the MPs of the Assembly vote for it.
3. The no confidence motion shall be placed on the agenda, no later than five (5) days and no earlier than two (2) days from the day of its submission.
4. If the motion of no confidence is voted for the Government as a whole, the Government is considered to have resigned.
5. If the motion of no confidence fails, another motion of no confidence may be filed only after the next ninety (90) days.

**Article 97**  
**Motion of confidence of the Prime Minister**

1. The Prime Minister may seek the vote of confidence for the Government.
2. Immediately upon filing motion, the President of Assembly shall convene the Presidency and schedule the session for the motion. Such motion shall be scheduled in the agenda of the Assembly not later than five (5) days and not earlier than two (2) days from the date of its filing.
3. The debate on the motion of confidence shall begin with a presentation by the Prime Minister.
4. If the motion of confidence presented by the Prime Minister is not voted by the majority of Members of Assembly, the Government is deemed to have resigned.

**Article 98**  
**Special proceedings for reporting of independent bodies**

1. The Assembly, in accordance with special laws and the relevant law on the organization and functioning of the state administration and independent agencies, oversees the work of independent bodies.
2. Annual working report of an independent body shall be reviewed by the responsible-reporting Committee.

3. The responsible-reporting Committee shall review annual reports of independent bodies and present the Assembly a report of recommendations, upon having the financial and audit reports of such body reviewed by relevant committees, and upon proceeding to the responsible-reporting Committee.

4. The report with recommendations shall contain:

- 4.1. Performance Appraisal of the independent body's work;
- 4.2. Appraisal of the annual report; and
- 4.3. Recommendations.

5. The reading of the annual report in the plenary session of the Assembly shall begin with the presentation of the report by the responsible-reporting Committee. Upon presentation of such report, the order of speech is given to representatives of parliamentary groups and MPs.

6. If the report is not adopted by the Assembly, the responsible-reporting Committee may recommend measures of liability for the senior officer of the independent body pursuant to applicable legislation.

7. Notwithstanding the paragraph 5 of the present Article, upon a request by the Presidency of the Assembly, the plenary session may give the floor also to a senior officer of the independent body.

8. The annual work report and the financial report of the independent constitutional institution are discussed in the plenary session, and are subject to voting, with the exception of the recommendations given by these institutions to other public institutions.

## **Article 99**

### **Oversight of implementation of laws and decisions**

1. Within its scope of activity, the Parliamentary Committee shall be authorized to oversee implementation of laws and decisions of the Assembly.

2. The Committee shall oversee:

- 2.1. General activities of the relevant ministry;
- 2.2. Implementation of laws, assess their effectiveness, and propose concrete measures;

3. In accordance with the annual work plan, the Committee may oversee the implementation of a certain law.

4. The Committee may summon the Minister to report before the committee, or require a written report from the ministry responsible for the implementation of such law.

5. The Committee shall submit a written report on every law it oversees and recommends to the Assembly for review in a plenary session.

6. The report with recommendations adopted in the plenary session shall oblige the ministry to implement recommendations in the set deadline.

7. The Committee may invite the minister to report on the implementation of recommendations adopted by the Assembly in relation to the implementation of the law.

8. Ministries and other executive institutions shall inform the relevant Committee on the issuance of any secondary legislation, and shall officially submit a copy of such acts.

9. By the end of year, the Committee may require from the ministries and independent bodies to submit a report in writing on the situation of implementation of all laws under their scope.

### **Article 100** **Petitions**

1. Petitions addressed to the Assembly shall be reviewed by the relevant Committee on petitions.

2. Petitions related to judicial matters shall not be reviewed by the relevant Committee.

3. Not later than forty-five (45) days from the date of receipt, the committee shall review the petition and inform the parties on the conclusions of the committee.

4. The procedure of petition receipt and review shall be set forth by the relevant committee with a special act.

## **CHAPTER XVI** **COOPERATION BETWEEN THE ASSEMBLY AND THE GOVERNMENT WITH** **RESPECT TO MATTERS OF EUROPEAN INTEGRATION**

### **Article 101** **General rules of cooperation**

1. The Assembly and the Government shall cooperate in the course of implementation of the Stabilization and Association Process of the European Union for the enforcement of the interests of the Republic of Kosovo.

2. Beside its rights provided for in the Constitution and the Rules of Procedure, the Assembly shall have the right to exercise control over the activity carried out by the Government with regard to the EU integration, to be consulted, as well as to receive information on the activity of the Government, according to the provisions of this Chapter.

**Article 102**  
**Review of the Stabilization and Association Process**

1. The Assembly shall regularly review the progress made in the Stabilization and Association Process and the measures taken by the Government in the interest of legal, administrative, institutional and economic reforms.
2. The review of the Stabilization and Association Process by the Assembly shall cover:
  - 2.1. The implementation of the Stabilization and Association Agreement, between the Republic of Kosovo on one side, and the EU and the European Atomic Energy Community on the other side (hereafter “SAA”);
  - 2.2. The political dialogue and regional cooperation envisaged in the SAA;
  - 2.3. The negotiations of other respective agreements with the European Union;
  - 2.4. The program of the Instrument for Pre-Accession Assistance;
  - 2.5. The approximation of laws.
3. In order to effectively carry out the review of the Stabilization and Association Process, the Assembly and its committees shall have the right to information from the Government in the field of European integration.
4. When reviewing the Stabilization and Association Process, the Assembly may, in every stage of the review, adopt resolution, declaration or recommendation highlighting its position on a specific issue of EU related policies.

**Article 103**  
**Information to be provided by the Government to the Assembly**

1. The Government shall submit to the Assembly for discussion:
  - 1.1. in advance, its contribution to the country report of the European Commission on Kosovo;
  - 1.2. its follow-up evaluation about the country report of the European Commission on Kosovo;
  - 1.3. by the end of March every year, its annual report on the implementation of the SAA as well as the current stage of European integration process of the Republic of Kosovo, which includes the following sections:
    - 1.3.1. Development of political and economic relations between the EU and the Republic of Kosovo;
    - 1.3.2. Implementation of the SAA;

1.3.3. Implementation of recommendations contained in the country report of the European Commission on Kosovo;

1.3.4. The measures taken by the Government in the field of approximation of laws and institution building.

2. The Government shall submit to the Assembly for approval, taking into account the SAA rules, the national program for the implementation of SAA

3. The Plenary session shall discuss the reports stated in paragraph 1.2 and 1.3 of this Article. The plenary session shall discuss and approve program referred to in paragraph 2 of this Article.

4. When the draft laws transpose EU legislation, the Government shall submit to the Assembly together with draft laws the following documents:

4.1. Table of concordance and statement of compliance;

4.2. The explanation notes on the extent of approximation of the draft law to the applicable EU legislation; and

4.3. The explanation notes on the compliance of the draft law with SAA.

#### **Article 104**

##### **Information to be provided by the Government to the committees of the Assembly**

1. The Government shall inform the committee of the Assembly responsible for matters on EU integration (hereafter "Committee"):

1.1. Prior to the meeting of the Stabilization and Association Council or Committee about the agenda thereof and the standpoint to be represented thereon, and

1.2. About the decisions adopted at the meeting of Stabilization and Association Council or Committee.

2. When, according to the Committee, the point of view mentioned in subsection 1.1, of paragraph 1 of this Article, represents an impact on the powers of the Assembly, a preliminary consultation is held between the Government and the Committee.

3. In addition to the information referred to in paragraph 1 of this article, the Government shall regularly give the Committee information on.

3.1. The activities of the EU institutions related to European Integration Process for Kosovo;

3.2. The preparation of the draft agreements to be concluded by Kosovo with the EU or with the EU and its Member States;

3.3. Representation of Kosovo Institutions in regional initiatives and organizations related to European Integrations.

4. The documents provided for by the Government to the Committee in the framework of the Stabilization and Association Process, shall also be made available for the members of the other respective committees of the Assembly responsible for the policy issues covered by the relevant documents.

### **Article 105**

#### **Establishment and composition of the Parliamentary Committee on Stabilization and Association**

1. The Presidency of the Assembly establishes the Parliamentary Stabilization-Association Committee.
2. The composition, structure and organization are defined by a special act of the Presidency of the Assembly.
3. Members of the Parliamentary Committee on Stabilization-Association are: the Chairperson of the relevant Committee for European Integration, the Chairperson of the relevant Committee for Legislation and the Chairperson the relevant Committee for Foreign Affairs.

## **CHAPTER XVII**

### **ELECTION, APPOINTMENT AND DISMISSAL OF CONSTITUTIONAL BODIES**

#### **Article 106**

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

1. The President of the Republic of Kosovo shall be elected in accordance with the provisions of the Constitution and provisions of the Law on the President of the Republic of Kosovo.
2. The relevant Committee on Legislation shall review whether the candidates nominated for President meet the requirements as provided by Constitution and the Law on the President of the Republic of Kosovo, and shall present a report to the plenary session.
3. For the election of the President of the Republic of Kosovo, in three rounds of voting, there shall be at least two (2) candidates.
4. The Plenary session shall establish a Voting Committee for the election of the President of the Republic of Kosovo, consisting of one Member of Assembly from each parliamentary group.
5. For the first and second round of voting, at least 80 MPs shall attend, while for the third round, there shall be at least 61 MPs attending. In order the first and second round of voting to be valid, at least 80 MPs must participate in the voting, while in the third round of voting, at least 61 MPs must participate.

#### **Article 107**

##### **Election of the Government**

1. The Government of Kosovo shall be elected by the Assembly of Kosovo in accordance with the provisions of the Constitution of the Republic of Kosovo.
2. The Prime Minister shall inform the Assembly in cases of substitution of Deputy Prime Minister and ministers.



**Article 108**  
**Nomination of judges of the Constitutional Court**

1. Nominations for judges of the Constitutional Court, pursuant to Article 114 of the Constitution and the Law on the Constitutional Court shall be made by the Assembly.
2. Voting procedure is carried in accordance with article 61, subparagraph 4.2 of these Rules of Procedures.

**Article 109**  
**Appointment and dismissal of the Ombudsperson**

1. The Assembly shall appoint and dismiss the Ombudsperson, in accordance with the provisions of the Constitution of the Republic of Kosovo.
2. Voting procedures are conducted according to Article 61, subparagraph 4.2 of the present Rules.

**CHAPTER XVIII**  
**ELECTION, APPOINTMENT AND DISMISSAL OF BODIES ESTABLISHED BY LAW**

**Article 110**  
**Election and appointment to bodies established by law**

1. The Assembly shall elect and appoint bodies established by law, unless otherwise provided by law.
2. Upon receipt of proposals as per law, the President of Assembly shall task the responsible-reporting committee for the review of candidacies of members proposed. The Assembly shall review such proposals in a plenary session within two (2) weeks.
3. If the Assembly is required to make proposed candidacies, the President of Assembly shall task the responsible-reporting Committee to review and submit a relevant report within four (4) weeks. The Assembly shall review the proposed candidacies in a plenary session within two (2) week from the submission of the report by the responsible-reporting Committee.
4. If a candidacy does not meet the requirements according to the law, the Committee shall require from the President of Assembly to notify the proposing institution on such failure to meet requirements.
5. If none of the candidates obtains the required majority of votes, the procedure shall be reinitiated with new candidacies.

**Article 111**  
**Dismissal of members of constitutional or legal bodies**

1. Dismissals of members of constitutional and legal bodies shall be in compliance with the Constitution, legislation and Rules of Procedure of the Assembly.
2. Upon receipt of request, the President of Assembly shall forward such request and relevant documentation to the relevant responsible-reporting Committee, which shall, within fifteen (15) days, submit a report of recommendations to the Assembly.
3. Within seven (7) days from the date of submission of report with recommendations by the relevant responsible-reporting Committee, the Presidency of the Assembly shall render decision to schedule such report for the next plenary session.
4. Unless otherwise provided by the Constitution or law, the Committee shall review the request for dismissal, in a procedure which guarantees the person against which a dismissal request has been filed his/her rights to timely information, right to query, right to be heard, the right to make questions to the requestors of dismissal, and present his/her own replies and explanations.

**CHAPTER XIX**  
**ADMINISTRATION AND POLITICAL APPOINTEES OF THE ASSEMBLY OF**  
**THE REPUBLIC OF KOSOVO**

**Article 112**  
**Organizational structure of the Assembly Administration**

1. The Administration of the Assembly of the Republic of Kosovo (hereinafter: "Administration") shall provide professional legal, procedural, administrative and technical support to the Plenary Session, the President of Assembly, Presidency of Assembly, parliamentary committees and Members of Assembly.
2. The Administration shall be independent in its operations, and shall strive to provide equal opportunities and conditions for the Members of Assembly, the Assembly and its bodies to exercise their constitutional and legal duties.
3. The Administration shall be managed by the Secretary General in accordance with relevant legislation.
4. The Administration shall consist of:
  - 4.1. Secretary General of the Assembly
  - 4.2. General Directorate, headed by the General Director;
  - 4.3. Directorate, headed by the Director;
  - 4.4. Unit, headed by the Unit Coordinator.
5. Directorates, units and officers may be directly subordinated to the Secretary General.

6. The organizational structure, number of civil servants, organization of operations of administrative services, rights and duties, shall be provided on by a special regulation adopted by the Presidency, upon a proposal by the Secretary General of the Assembly. Job description for civil servants of the Administration shall be determined by a special act issued by the Secretary General of the Assembly.

**Article 113**  
**Responsibilities of the Secretary General**

1. The Secretary General shall be responsible for the organization of Administration operations in providing necessary services to the operations of the Assembly and its bodies, including planning, monitoring and execution of Assembly expenditures.
2. The Secretary General shall regularly inform the Presidency, and shall submit, at least every six (6) months, reports on activities and current situation in the Administration.

**Article 114**  
**Appointment of the Secretary General**

The Secretary General of the Assembly is elected in accordance with the relevant legislation for the civil service.

**Article 115**  
**Political staff of the Assembly**

1. The political staff of the Assembly, hired to support the activities of the President of Assembly, Deputy President of the Assembly, and activities of parliamentary groups are not civil servants and shall not be subject to principles and rules set forth for the civil staff.
2. Salary, staffing numbers and employment relationships for the political staff as per paragraph 1 of the present Article shall be provided for by an Internal Regulation adopted by the Presidency of Assembly, upon a relevant proposal of the Committee for Budget and Finance.

**CHAPTER XX**  
**TRANSPARENCY OF THE ASSEMBLY**

**Article 116**  
**Openness of the Assembly**

1. Activities of the Assembly shall be open, unless the Constitution of the Republic of Kosovo stipulates otherwise.
2. Openness of the Assembly is achieved through:
  - 2.1. Media and public access to activities of the Assembly;

- 2.2. Publication of general activities of the Assembly;
  - 2.3. Publication of parliamentary documentation;
  - 2.4. Publication of regular quarterly financial reports;
  - 2.5. Website of the Assembly; and
  - 2.6. Publication of sessions on social networks.
3. Media representatives covering activities of the Assembly shall be accredited by the Assembly, following a special procedure.

**Article 117**  
**Publication and registration of meetings**

1. Plenary sessions and Committee meetings in the Assembly shall be public, unless the Assembly or Committee deems otherwise.
2. Plenary sessions shall be electronically recorded. Each discussion shall be recorded in the language spoken and transcribed.
3. Meetings of the Presidency shall be recorded. Minutes and decisions shall be published.
4. Committee meetings shall be recorded in a transcript.
5. Minutes shall record items of the agenda, summarized discussions and decisions.
6. Recordings, transcripts and minutes of meetings as per paragraphs 2, 3 and 4 of the present Article:
  - 6.1. Shall be stored in the Archives of the Assembly,
  - 6.2. Shall be published on the website of the Assembly,
  - 6.3. Shall be disseminated to Members of Parliament in an electronic format,
  - 6.4. Shall be made available to the public pursuant to the law.
7. Plenary sessions shall be broadcasted in full by the public broadcaster.

**Article 118**  
**Parliamentary documentation and publications**

1. Parliamentary documentation shall comprise the following:
  - 1.1. Acts approved by the Assembly;
  - 1.2. Documents related to the exercise of function of the President of Assembly;
  - 1.3. Documents related to the preparation and holding of Plenary Sessions of the Assembly;
  - 1.4. Documents related to the preparation and holding of Assembly Committee meetings;
  - 1.5. Documents related to activities of Assembly bodies;
  - 1.6. Parliamentary editions of the Assembly;
  - 1.7. Audio-visual productions related to the activities of the Assembly.

2. Parliamentary publications shall comprise the following:
  - 2.1. Minutes of plenary sessions of the Assembly;
  - 2.2. Minutes of meetings of the Presidency;
  - 2.3. Summarized minutes of Assembly Committee meetings;
  - 2.4. Acts adopted by the Assembly;
  - 2.5. Presentation of activities of the Assembly and its bodies;
  - 2.6. Annual work report of the Assembly;
  - 2.7. Publications posted on the Assembly website.
3. Parliamentary documentation and publications shall be public in accordance with the law.
4. Parliamentary documentations, parliamentary publications, and the historical stock of the Assembly shall be kept in the Archives of the Assembly. Systematization, classification and procedures of use of parliamentary documentation and historical stock shall be determined by a special regulation, adopted by the Presidency of Assembly, in accordance with the law.
5. The Original Declaration of Independence of 17th of February 2008 shall be kept in the Museum of Kosovo.

**Article 119**  
**Use of languages in the Assembly**

Meetings of the Assembly and parliamentary committees shall be held in Albanian and Serbian, and translation shall be provided as needed. A Member of Assembly, the native language of which is not Albanian or Serbian, shall address the Assembly or Committee in his/her own language. In such cases, interpretation into the Albanian and Serbian languages will be provided for other members of the Assembly or committee, as needed.

**Article 120**  
**Language used in the documents**

1. Official documents of the Assembly shall be recorded in official languages as provided by the Constitution.
2. The Assembly will try to prepare the official documents in the language of that community, apart from the Albanian and Serbian ones, to which the document refers. The members of the Assembly, from these communities, can send documents for review in their language to the Assembly or its committees. In such cases, translation into Albanian and Serbian for other members of the Assembly or committees will be provided by the Assembly.
3. Transcripts of Assembly speeches shall record each discussion only in the language of the speaker.

**Article 121**  
**Security services of the Assembly**

1. Assembly premises shall have a Security Service. The Security Service shall be armed in the Assembly premises, while in areas of the Plenary Session, it shall be unarmed. The Security Services shall be provided a special uniform and technical means for the execution of its functions.
2. Employees of the Security Service of the Assembly shall intervene in the Plenary Sessions of the Assembly only by an order of the Session Chair, while outside the Plenary Session, according to the rules as provided by the Presidency of Assembly.
3. Security services in the Assembly shall be performed by the Police of the Republic of Kosovo.

**Article 122**  
**Interpretation of the Rules of Procedure**

1. Any interpretation of the Rules of Procedure shall be made by the Chairperson of the Plenary Session, and the Chairperson of the Committee meeting in a committee meeting. Such interpretation shall not be subject to dispute or discussion in the plenary or committee session.
2. A Member of Assembly may address the relevant Committee for Mandates, Immunities and Rules of Procedure for an interpretation of the Rules of Procedure. Such Committee shall provide within fifteen (15) days the final interpretation on the issue raised in the Assembly or the Committee.
3. The Committee shall notify the Assembly of such interpretation issue in the next plenary session.
4. The President of Assembly, a chair of a parliamentary group, a Chairperson of Committee or six (6) MPs may require the interpretation of the committee on a specific case to be presented to the Plenary Session of the Assembly, for a decision of the Assembly.

**Article 123**  
**Avoidance of the Rules of Procedure**

1. Upon the proposal of at least six (6) MPs, the Assembly decides with 2/3 of the present MPs to avoid the procedural deadlines of the Rules of Procedure.
2. Avoidance can be done when it is not in conflict with the provisions of the Constitution of the Republic of Kosovo.

**Article 124**  
**Deadlines calculation**

1. Deadlines are calculated in accordance with the relevant Law on the general administrative procedure.
2. The period during the break between sessions is not counted, except when the issue is included in the agenda of an extraordinary session.

**Article 125**  
**Matters outstanding in the reading procedure**

1. Matters proceeded to the Assembly and remaining outstanding by the closure of last session of legislature shall be considered as not tabled for the incoming legislature. This shall not apply for the laws adopted by the Assembly and proceeded for promulgation, in cases of draft laws tabled by 10 thousand citizens as well as petitions and referendums, and matters not requiring a decision by the Assembly.
2. A draft law proposed by 10 thousand citizens which remains in the review procedure by the Assembly shall be sent by the incoming legislature for an opinion of the Government, which then proceeds the draft law for reading at the Assembly.

**Article 126**  
**Adoption and amendment of the Rules of Procedure**

1. The relevant Committee for the Rules of Procedure of the Assembly, or at least six (6) MPs, have the right to submit a proposal for the amendment and completion of the Rules of Procedure of the Assembly. The proposal for the amendment and completion of the Rules of Procedure of the Assembly is special and is subject to only one review and is approved by 2/3 of all MPs of the Assembly of the Republic of Kosovo.
2. The proposal for the amendment and completion of the Rules of Procedure the Assembly is reviewed by the relevant Committee for the Rules of Procedure the Assembly, which presents the report with recommendations for consideration at the plenary session, within thirty (30) days, from the date of receipt.
3. The relevant Committee for Rules of Procedure of the Assembly prepares the consolidated text after each completion and amendment of the Rules of Procedure.

## **CHAPTER XXI TRANSITIONAL AND FINAL PROVISIONS**

### **Article 127 Draft acts in procedure**

1. Draft acts processed in the Assembly, before the entry into force of this Regulation, are reviewed in accordance with the provisions of the Regulation of the Assembly of the Republic of Kosovo, no. 03-V-304, dated April 29, 2010.
2. Working bodies established according to the provisions of the Regulation of the Assembly of the Republic of Kosovo, no. 03-V-304, dated April 29, 2010, continue their work.
3. The Presidency of the Assembly, within 6 (six) months from the entry into force of this regulation, issues the internal acts defined by this regulation.

### **Article 128 Repealing provision**

On the date of entry into force of these Rules of Procedure, the Rules of Procedure of the Assembly of the Republic of Kosovo, no. 03-V-304, dated 29 April 2010 shall be considered repealed.

### **Article 129 Code of Conduct**

The Code of Conduct for the MPs of the Assembly of the Republic of Kosovo is a separate act and is approved by the Assembly with the proposal of the relevant Committee for Assembly Rules of Procedure.

### **Article 130 Entry into force**

These Rules of Procedure shall enter into force on the date of publication in the Official Gazette of the Republic of Kosovo.

No.08 -V- 349

Pristina, on 28 July 2022

**Glauk KONJUFCA**  
President of the Assembly