RULES OF PROCEDURE OF THE MANAGEMENT BOARD OF THE
SOUTH EAST EUROPEAN LAW SCHOOL NETWORK (SEELS)

As done on 25th March 2011, and amended on 24th June 2012
(Consolidated version)

The Management Board of the South East European Law School Network (hereinafter SEELS)
having regard to Article 12 of the SEELS Charter has adopted the following

RULES OF PROCEDURE OF THE MANAGEMENT BOARD OF THE
SOUTH EAST EUROPEAN LAW SCHOOL NETWORK (SEELS)

I. COMPOSITION, CHAIR AND VICE-CHAIR OF THE MANAGEMENT BOARD

Article 1

(1) Each SEELS Member with voting right shall be represented in Management Board with one person.
(2) The Members of the Management Board shall be legal representatives of the respective SEELS Members or other persons duly authorized by those legal representatives.
(3) SEELS Members with voting rights shall notify names of their legal representatives or duly authorized persons to the Centre for SEELS in eight days from the day of any change.
(4) The Centre for SEELS shall keep the data and necessary documents in regard of the duly representation of SEELS members in the Management Board.

Article 2

(1) Chair of the Management Board shall rotate semi-annually starting from the 1st April 2011 in the following alphabetical order:
    1. Faculty of Law Belgrade;
    2. Faculty of Law Kragujevac;
    3. Faculty of Law Niš;
    4. Faculty of Law Podgorica;
    5. Faculty of Law Sarajevo;
    6. Faculty of Law Skopje;
    7. Faculty of Law Split;
    8. Faculty of Law Tirana;
    9. Faculty of Law Zagreb; and
   10. Faculty of Law Zenica.
II. MEETINGS AND DECISIONS

Article 3

(1) The presence of more than half of the Management Board Members shall constitute a quorum.
(2) If not provided otherwise with these Rules of Procedure or the Charter, decisions of the Management Board shall be taken by one-half majority of present Members.
(3) The following persons may attend Management Board meetings without being entitled to vote:
   1. Representatives of the SEELS Members without voting rights;
   2. Representative of the Centre for SEELS.

Article 4

(1) Regardless of Article 3(2) of these Rules of Procedure, the Chair of the Management Board, or in his/her absence Vice-Chair, is empowered to take any interim decisions which are urgent and necessary for the management of the SEELS between two meetings of the Management Board.
(2) Interim decisions shall be subject to confirmation by the Management Board at its next meeting and if not confirmed shall cease to exist without any effect on the acquired rights of third persons.
(3) Provision of the previous section shall not be interpreted as to exclude civil liability of Chair in any manner to SEELS or any of its Members.

Article 5

(1) The Management Board shall meet at least twice a year. It shall be convened by its Chair on his/her own initiative or at the request of at least one third of SEELS Members with voting rights. In the latter case, the Chair shall convene a meeting within thirty days after service of last request.
(2) The Chair shall notify each Member of a meeting at least fifteen days before its scheduled date together with the draft agenda comprising all items to be discussed and any relevant supporting documents.

Article 6

(1) Meetings of the Management Board shall be held at the seat of SEELS member which holds the Chair.
(2) At the beginning of a meeting, the Management Board shall adopt the agenda which shall comprise all items included in the draft agenda referred to in Article 5(2) and
any new items which the Management Board accepts to include on a proposal by the Chair or, in accordance with section 3 of this Article, by any of its Members with voting rights.

(3) Any request by a Member of the Management Board for inclusion or deletion of an agenda item must be in writing, reasoned and sent to the Chair at least five working days before the meeting. Upon receipt of a request, the Chair shall immediately inform each Member of the Management Board.

(4) During a meeting, any member may propose and the Management Board shall decide on the inclusion of an item on the agenda for the subsequent meeting.

**Article 7**

(1) In the absence of a quorum, the Chair shall close the meeting and convene a new meeting as soon as possible.

(2) The Chair shall direct the proceedings, giving precedence to Members who wish to raise a point of order or a preliminary matter.

(3) Language of the proceedings shall be English.

(4) If a speaker departs from the subject and has already been called to order by the Chair twice, the Chair may, if the speaker’s remarks are still not to the point, withdraw permission to speak.

(5) If during a meeting any Member raises any matter of procedural nature (for example: admissibility; scope and order of motions; timing; etc.), it shall be put to a vote. The substance of a matter may only be discussed, if the Management Board has previously decided to do so.

(6) A motion which deals with several questions shall be divided into its individual parts, if this is so requested. Where several motions are tabled on the same question, the latest motion among them shall be put to a vote first. In the case of amendments, the amendment which departs furthest from the basic text shall be put to a vote first. In case of an amendment to an amendment, this shall be put to a vote first, beginning with the most far-reaching amendment. The final vote shall be taken on the version of the text, which resulted from previous voting.

(7) If the Chair considers that a motion may impede the proceedings, he/she shall put the matter to a vote without debate.

(8) The Management Board may set up sub-groups or task forces to address specific questions on the basis of terms of reference to be specified by it.

**Article 8**

(1) The Chair may move to closure of the debate when he/she considers that all members have had an opportunity to express their views. Members may also move for closure.

(2) Any Member asking to speak on closure shall be given precedence.

(3) Any motion to close the debate shall be put to a vote.
Article 9

(1) Voting shall be by show of hands or, in cases of dispute in a vote by show of hands, by roll call. For matters involving persons, the vote will be secret.

(2) A record of the voting figures for each decision adopted by the Management Board by voting shall be stated in the minutes and be accompanied by a written statement of the minority view, where the latter so requests.

(3) The Chair may authorize a Member to give a brief explanation of the reasons for his/her vote.

(4) In urgent cases decisions of the Management Board can also be adopted by means of a written procedure.

(5) In case of a written procedure, a decision shall be considered adopted unless an objection is raised by at least one Member within 15 days from the day which the proposed decision has been dispatched to the Members. In that case, the matter will be put on the agenda of the next Management Board meeting.

(6) All decisions shall be signed by the Chair.

Article 9-a

(1) The Management Board may decide by means of electronic communication (e-mail).

(2) The Chair shall e-mail each Member the issue to be discussed and adopted via e-mail and accompanying materials with a period in which the decision should be made.

(3) The decision shall be considered reached if more than half of the Management Board members consent. No-reply shall be considered no-vote.

III. MINUTES

Article 10

(1) Minutes shall be taken of each meeting of the Management Board and shall include:
   1. the list of those present;
   2. the record of the proceedings; and
   3. the decisions adopted including a record of the voting figures for each decision of the Management Board adopted by vote.

(2) The draft minutes shall be submitted for adoption only if a draft copy has been sent to Members at least 15 days before the next meeting. Should this draft not have been sent in time, its adoption may be postponed to the following meeting.

(3) Motions to amend the draft minutes shall be submitted in writing to the Chair not later than the opening of the meeting at which they are to be adopted.

(4) The minutes shall be signed by the Chair to signify adoption.

(5) After each meeting, the Chair shall provide public information on the outcome of the Management Board meeting.
IV. FINAL PROVISIONS

Article 11

(1) The Centre for SEELS shall prepare and organize the work of the Management Board under the directions of the Chair.

(2) Any correspondence intended for the Management Board shall be addressed to the Centre for SEELS.

(3) The Centre for SEELS is responsible for archiving Management Board papers and decisions.

(4) Each Management Board member shall have unlimited access to any document held by the Centre for SEELS.

Article 12

These Rules of Procedure shall enter into force as of 1st April 2011.

Article 9-a of the Rules of Procedure shall enter into force on 24th June 2012.