

**Rules of Procedure**  
**of the**  
**Committee for Budget and Finance**  
**of the**  
**Assembly of the Republic of Kosovo**  
**(Fourth Legislative Period)**

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## I. General Provisions

### Article 1 (Rules of Procedure)

1. In accordance with Art. 62 No. 2 of the Rules of Procedure of the Assembly of the Republic of Kosovo<sup>1</sup> (hereinafter: the Assembly) these Rules of Procedure regulate the internal organisation and manner of work of the Committee for Budget and Finance of the Assembly of the Republic of Kosovo (hereinafter: the Committee).
2. The work of the Committee, including these Rules of Procedure of the Committee, is subject to the provisions of the Rules of Procedure of the Assembly.

### Article 2 (Scope of Work of the Committee)

1. In accordance with Art. 69 No. 3 of the Rules of Procedure of the Assembly the Committee is a main committee.
2. In accordance with Art. 69 No. 5 and Art. 88 of the Rules of Procedure of the Assembly the scope of activities and responsibilities of the Committee is described in Annex No. 2 to the Rules of Procedure of the Assembly. The Committee, within its scope of work and responsibilities shall discuss all matters relating to the budget and public finances in Kosovo. The scope of work of the committee includes:
  - Revising the annual budget of Kosovo;
  - Dealing with budgetary and financial issues;

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<sup>1</sup> "Rules of Procedure of the Assembly of the Republic of Kosovo" in the version of April 29, 2010 (Nr. 03-V-304).

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

- The Committee exercises other activities defined in the Rules of Procedure of the Assembly;
  - The Committee also reviews other matters that are defined in the Rules of Procedure of the Assembly and matters that are brought in front of the Committee upon a decision by the Assembly.
3. While exercising its functions, the Committee cooperates with the ministries responsible for specific institutions and all other ministries from which the Committee has the right to request information and data, including direct reporting from the respective ministers and/or other officials.

## **II. Chairperson and Vice Chairpersons**

### **Article 3 (Appointment of Chairperson and Vice Chairpersons)**

The Chairperson and the first and the second Vice Chairperson of the Committee are, in accordance with Art. 63 and Art. 69 No. 8 and No. 9 of the Rules of Procedure of the Assembly, assigned by the Presidency.

### **Article 4 (Rights and Duties of Chairperson)**

1. In accordance with Art. 65 No. 6 of the Rules of Procedure of the Assembly, the provisions for the authority of the President of the Assembly deriving from the Rules of Procedure of the Assembly apply for the Chairperson of the Committee accordingly.

2. The Chairperson shall determine the date of meetings of the Committee within the timetable approved by the Presidency unless the Committee has taken a prior decision thereon. The date of the meeting of the Committee shall be changed, if the President of the Assembly, the Presidency, one or more parliamentary groups or one third (1/3) of the Committee so demand.
3. The Chairperson shall prepare the agenda of the meeting of the Committee in accordance with the work plans of the Committee and the Assembly, and with the Rules of Procedure of the Assembly and with applicable laws of the Republic of Kosovo.
4. The Chairperson shall convene the meetings of the Committee and invite representatives of the institutions to be heard and representatives of civil society in order to present evidence or produce important documents.
5. The Chairperson shall conduct the meetings of the Committee. During the meetings of the Committee, the Chairperson shall give the other Members of the Committee and the invited representatives of other institutions the floor in due consideration of the order of their requests to speak.
6. Is it impossible to conduct a meeting of the Committee in due form, the Chairperson may suspend or in agreement with the Vice Chairpersons adjourn the meeting of the Committee and determine when it shall resume.
7. The Chairperson shall adjourn the meeting of the Committee, if
  - for a vote during the meeting of the Committee no quorum according to Art. 9 of these Rules of Procedure can be established;

- in the debate or prior to a vote the Committee decides that the opinion of independent experts, the Legislative and Legal Service, or of the Government needs to be obtained;
  - the majority of Members of the Committee decide so in a vote.
8. The Chairperson shall suspend the meeting of the Committee, if prior to a vote at least one third (1/3) of the Members of the Committee expresses the need for consultations.
  9. In coordination with the two Vice Chairpersons, the Chairperson determines the members of the working groups of the Committee according to Art. 16 of these Rules of Procedure.
  10. The Chairperson of the Committee shall ensure the orderly course of the meeting. During the course of the meeting of the Committee, the Chairperson shall be responsible for the interpretation of these Rules of Procedure of the Committee and the Rules of Procedure of the Assembly.
  11. The Chairperson, in cooperation with the Vice Chairpersons, and the Coordinator of the Committee, administers the annual budget allocated for the Committee in accordance with the Directive for the Administration of the Budget of Parliamentary Committees of the Assembly of the Republic of Kosovo<sup>2</sup>.

## **Article 5 (Substitution of the Chairperson/Role of Vice Chairperson)**

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<sup>2</sup> "Directive for the Administration of the Budget of Parliamentary Committees of the Assembly of the Republic of Kosovo" in the version of April 19, 2011 (Nr. 04-V-025).

1. In absence of the Chairperson of the Committee, the first or the second Vice Chairperson respectively shall perform the tasks of the Chairperson according to Art. 4 No. 1 to No. 8 and No. 10 of these Rules of Procedure of the Committee.
2. In the case of absence of the Chairperson and both Vice Chairpersons the by age oldest Member of the Committee present in the Meeting of the Committee shall perform the tasks of the Chairperson analogous to Art. 5 No. 1 of these Rules of Procedure.

### **III. Meetings of the Committee**

#### **Article 6 (Annual Work Plan and Financial Plan of the Committee)**

At the beginning of each calendar year, the Committee shall schedule its work in accordance with the Legislative Strategy of the Government of the Republic of Kosovo and the Annual Work Plan of the Assembly, and draft a plan for its financial resources in accordance with Art. 3 of the Directive for the Administration of the Budget of Parliamentary Committees of the Assembly of the Republic of Kosovo. Both plans shall be approved by the Committee.

#### **Article 7 (Invitation to and Agenda of Committee Meetings)**

1. In accordance with Art. 64 No. 5 of the Rules of Procedure of the Assembly the Committee shall meet at least twice per month.
2. For each meeting of the Committee an invitation in written form shall be issued by the Chairperson. In accordance with Art. 64 No. 4 of the Rules of Procedure of the



Assembly, the invitation shall be sent to the Members of the Committee and to the representatives of the institutions to be heard no later than four (4) working days before the meeting of the Committee.

3. An extraordinary meeting of the Committee shall be scheduled for as soon a date as an extraordinary meeting of the Committee may be organized in an orderly way. The invitation together with all relevant documents for an extraordinary meeting of the Committee shall be issued as soon as possible.
4. The Chairperson shall convene a meeting of the Committee, if one third (1/3) of the members of the Committee requests a meeting indicating the reason for the request of the meeting.
5. The invitation for each meeting of the Committee shall include an agenda of the respective meeting and all documents for the meeting.
6. A modification of the agenda for a meeting of the Committee shall be announced to the Members of the Committee in written form no later than two (2) days prior to the meeting of the Committee. With the announcement of the modification of the agenda the Chairperson shall present the reason for the modification.
7. The agenda of the meeting of the Committee may be modified by a decision of the Committee at the beginning of the meeting of the Committee. An item may be taken off the agenda by a majority vote of the Members of the Committee at the beginning of the meeting of the Committee while simultaneously deciding on a date for a renewed referral of the item. An item may be added to the agenda by a majority vote of the Members of the Committee at the beginning of the meeting of the

Committee. In both cases the sponsor of the motion to modify the agenda shall present the reason for the modification.

8. The items on the agenda of a meeting of the Committee are discussed in the order determined in the invitation to the meeting of the Committee. The order of items on the agenda may be altered on a proposal of the Chairperson or any Member of the Committee provided that the proposal is not opposed by one third (1/3) of the Members of the Committee present.
9. On a proposal of one third of the Members of the Committee, the Committee may vote on a limitation of the time for debate of individual items on the agenda.
10. Already discussed items on the agenda may be adjourned until the subsequent meeting of the Committee, if the Members of the Committee establish the need for further debate or information.

#### **Article 8 (Official Documents of the Committee)**

1. Each official document for the Committee shall be submitted to the Unit for Support to the Committee no later than five (5) working days prior to the meeting of the Committee in which the official document for the Committee shall be discussed.
2. Additional official documents for the Committee for an extension of the agenda shall be submitted no later than two (2) days prior to the meeting of the Committee. Official documents for the Committee for an extraordinary meeting of the Committee shall be submitted promptly.
3. In accordance with Art. 79 of the Rules of Procedure of the Assembly, each official document of the Committee shall be submitted in the following two (2) languages:

Albanian and Serbian. Members of the Committee from other than the Albanian or the Serbian communities may submit documents in their own language, translation for the other Members of the Committee into Albanian and Serbian will be provided as required. Each official document of the Committee shall be submitted in hard copy and electronically.

### **Article 9 (Language and Translation)**

1. In accordance with Art. 78 of the Rules of Procedure of the Assembly, meetings of the Committee shall be conducted in the Albanian and Serbian language with interpretation provided as needed.
2. Members of the Assembly from communities other than the Albanian and Serbian communities shall be entitled to address the Committee in their own languages. In such cases, interpretation into the Albanian and Serbian language will be provided for other members of the Committee as needed.

### **Article 10 (Quorum & Voting)**

1. The meetings of the Committee shall have a quorum of at least half of the Members of the Committee in attendance. The decisions in the meetings of the Committee are valid, if more than half of the total number of Members of the Committee were present at the time the decision was taken.
2. Voting shall be carried out by open ballot, i.e. by raising hands “for”, “against”, and “abstain”. The Chairperson shall announce the result of the vote after the ballot.

## **Article 11 (Rights and Duties of Members of the Committee)**

1. Each Member of the Committee shall contribute actively to the work of the Committee and to the work in their respective working group.
2. Each Member of the Committee may speak about every item on the agenda during meetings of the Committee provided that the Member has requested the Chairperson to speak and is given the floor by the Chairperson.
3. Each Member of the Committee shall respect the order of speakers and shall allow the other Members of the Committee to finish their contributions without interference. The Chairperson shall ensure that every Member of the Committee can exercise their right to speak.
4. Contributions of Members of the Committee shall be with reference to the discussed item of the agenda, shall be objective, and shall not exceed a reasonable time frame. The Chairperson may withdraw a Member of the Committee the right to speak, if the contribution of this Member of the Committee is not with reference to the discussed item of the agenda.
5. Each Member of the Committee shall have the right to respond to comments of other Members, if they have made reference to the contribution of this Member and/or their comments show signs of misunderstanding or misinterpretation of the contribution of this Member. The Member shall be given the floor immediately upon request.

### **Article 12 (Procedural Motions)**

1. Each Member of the Committee may introduce procedural motions to discuss the application or a potential violation of these Rules of Procedure.
2. The Member of the Committee introducing a procedural motion shall upon request be given the floor immediately to explain the motion within a reasonable time frame.
3. The Chairperson may refrain from giving the Member of the Committee the floor or withdraw the right to speak, if they abuse the procedural motion.
4. The procedural motion must include a proposal, which shall be voted upon without debate.

### **Article 13 (Non-Members)**

1. In accordance with Art. 21 No. 5 of the Rules of Procedure of the Assembly, members of the Assembly, who are not Members of the Committee, shall be allowed to participate in the meeting of the Committee at any time.
2. Members of the Assembly as specified in No. 1 of this Article shall be given the floor upon request, but shall not have a vote in the Committee. The provisions of Art. 11 No. 2 to No. 5 of these Rules of Procedure are applicable to such members correspondingly.

### **Article 14 (Access of the Public and the Media)**

1. In accordance with Art. 65 No. 1 of the Rules of Procedure of the Assembly, the meetings of the Committee are in principle open to the public; exceptions shall apply corresponding to Art. 65 No. 1 of the Rules of Procedure of the Assembly.

2. Invitations to the meetings of the Committee shall be made public. The participation of visitors and representatives of the media may depend on the seating capacity available during the meeting of the Committee. All visitors shall register with the Unit for Support to the Committee no later than one (1) day prior to the meeting of the Committee.
3. All visitors shall take their assigned seats before the beginning of the meeting of the Committee. Representatives of the media may set up cameras and/or voice recording equipment in the designated area in the meeting room of the Committee. Visitors and representatives of the media may observe the meeting of the Committee and shall not interfere in the course of the meeting of the Committee.

#### **Article 15 (Committee Legislative Work)**

1. In accordance with Art. 62 No. 1 the Committee shall process matters referred to it without delay.
2. In accordance with Art. 67 of the Rules of Procedure of the Assembly, the Committee on matters referred to it shall report to the Assembly. The reports of the Committee shall be submitted in written form and shall contain recommendations of the Committee to the Assembly along with the relevant reason. The reports may be supplemented orally by the Chairperson or a Member of the Committee. The Committee shall recommend to the Assembly final decisions that relate to the matters or works referred to it, or questions directly related to it.
3. In accordance with Art. 56 No. 2, the Committee shall review, in principle, the draft laws, for which it is, in accordance with Art. 68 of the Rules of Procedure of the

Assembly, the lead reporting committee, before the first reading in the plenary session. The Committee shall present a report to the Assembly with recommendations for its adoption or non-adoption.

4. In accordance with Art. 57 Nr. 1 of the Rules of Procedure of the Assembly, the Committee as a main committee shall review every draft law after its first reading.
5. Proposals for amendments to a draft law may be introduced by the Committee, in accordance with Art. 57 Nr. 3 of the Rules of Procedure of the Assembly, within two (2) working weeks from the approval in principle and shall be addressed to the lead reporting committee. The proposals for amendment shall, in accordance with Art. 57 Nr. 4 of the Rules of Procedure of the Assembly, contain reference on the provision of the draft law, accurate formulation of the amendment, and reasoning for the proposed amendment.
6. In accordance with Art. 57 Nr. 5 of the Rules of Procedure of the Assembly the Committee on proposals by other committees containing amendments with budgetary implications shall give its opinion through a report, within five (5) working days from the day of their receipt.
7. The Committee, in cases in which it is the lead reporting committee, shall, in accordance with Art. 57 Nr. 6 of the Rules of Procedure of the Assembly, present to the Assembly a report with recommendations on the draft law within two (2) months from the first reading. An extension of this deadline may be requested in accordance with Art. 57 Nr. 7 of the Rules of Procedure of the Assembly.

8. In accordance with Art. 57 Nr. 8 of the Rules of Procedure of the Assembly the Committee shall present its reports to the functional committee within ten (10) days from the day of receipt of amendments from the functional lead committee.
9. The Committee, in cases in which it is the lead reporting committee, once it has completed the review of a draft law, shall, in accordance with Art. 57 Nr. 9 of the Rules of Procedure of the Assembly, submit a report with recommendations to the Assembly, at least five (5) working days prior to the second reading in the plenary. The report shall also include the opinions of the other main committees as well as the statement on proposed amendments from members of the Assembly, from Committees, Parliamentary Groups or the Government.
10. The Committee may request information and/or documents from other committees of the Assembly and, in accordance with Art. 65 No. 5 of the Rules of Procedure of the Assembly, the Committee may provide other committees with information or documents upon their requests.

#### **Article 16 (Working Groups)**

1. For the annual deliberations of the Draft Budget the Committee shall establish Working Groups. A Working Group shall consist of no less than three (3) Members of the Committee. The Chairperson shall, in coordination with the two Vice Chairpersons, determine the composition of a working group in accordance with the principle of equal representation of coalition and opposition parties within the Working Groups. Each Member of the Committee may be a Member of more than one (1) Working Group.



2. Each Working Group shall be appointed for the entire legislative period. Each Working Group shall be responsible for a clearly defined part of the Draft Budget covering as a whole of all Working Groups the entirety of the Draft Budget.
3. Each Working Group shall scrutinise its area of responsibility within the Draft Budget and report its findings to the Committee proposing recommendations and amendments. Each Member of the Committee may upon their request participate in the work of other than their specific Working Group.
4. The principles for the work in the Committee shall be valid analogous for the work in the Working Groups.
5. In addition to the annual deliberations of the Draft Budget, the Working Groups shall assess draft laws, reports and/or other matters within their area of responsibility referred to the Committee. The working groups shall produce a report with their findings, recommendations, and amendments and submit the report to the Committee for debate in a meeting of the Committee.
6. For the organisation of meetings of Working Groups outside of the seat of the Assembly the procedural and financial guidelines issued by the Presidency in the Directive for the Administration of the Budget of Parliamentary Committees of the Assembly of the Republic of Kosovo shall apply.

#### **Article 17 (Hearings of Ministers)**

1. In accordance with Art. 65 No. 2 of the Rules of Procedure of the Assembly, when discussing a draft law, the Committee shall invite the minister of the relevant ministry to participate in the meeting of the Committee. The minister or their

representative shall be obliged to take part in the meeting of the Committee. They shall have the right to present proposals during the process of discussion of the draft law.

2. Without adequate representation of the ministry or in case of absence of a representative of the ministry, the Chairperson may, in accordance with Art. 7 No. 10 of these Rules of Procedure, remove the item from the agenda or adjourn the discussion of the item on the agenda and decide when to resume the discussion.
3. The Ministry of Finance may send a permanent representative to all meetings of the Committee.

#### **Article 18 (Hiring of Advisers or Experts)**

1. In accordance with Art. 65 No. 3 of the Rules of Procedure of the Assembly, the Committee may hire advisers or experts.
2. The procedural and financial guidelines issued by the Presidency in the Directive for the Administration of the Budget of Parliamentary Committees of the Assembly of the Republic of Kosovo shall apply for the hiring of advisers and experts.

#### **Article 19 (Joint Meetings)**

In accordance with Art. 65 No. 5 of the Rules of Procedure of the Assembly, the Committee may hold joint meetings with other committees of the Assembly.

## **Article 20 (Public Hearings)**

1. In accordance with Art. 66 of the Rules of Procedure of the Assembly, the Committee may hold public hearings to obtain information on a subject under debate.
2. The Committee may for this purpose invite experts, public organizations, representatives of interest groups, and other persons. The committee may enter into a general discussion with the persons furnishing information insofar as this is necessary to clarify the facts.
3. The procedural and financial guidelines issued by the Presidency in the Directive for the Administration of the Budget of Parliamentary Committees of the Assembly of the Republic of Kosovo shall apply for the organisation of public hearings.

## **Article 21 (Subcommittees)**

In accordance with Art. 70 of the Rules of Procedure of the Assembly, the Committee may, from among the Members of the Committee, establish subcommittees for specific tasks. The regulations of Art. 70 of the Rules of Procedure of the Assembly shall apply.

## **Article 22 (Monitoring the Implementation of Laws)**

1. In accordance with Art. 73 of the Rules of Procedure of the Assembly, the Committee shall, within the scope of its authority, be authorized to monitor the implementation of a law by the government of Kosovo or ministry, respectively.
2. The selection of the law to monitor by the Committee shall be subject to a debate in a meeting of the Committee.

3. The respective ministry shall report to the Committee about the implementation of the law without request, at least once every year.
4. In order to fulfill the authority given above, the Committee shall:
  - a) perform controls and studies of the effectiveness of the laws in force on issues within the scope of its authority, their implementation, and propose measures to be taken in concrete situations;
  - b) produce a list containing: the date of the promulgation of the law, the date of its publication in the Official Gazette, the list of the provisions of the law that need to be implemented by the Government, the list of the Government's decisions implementing those provisions;
  - c) exercise control over the overall activity of the ministry; and
  - d) report in writing and orally once a year to the plenary session of the Assembly.
5. If the Ministry fails to report or if the report is deemed incomplete, upon the request of the Committee, the issue shall be put to the agenda of the next plenary session.
6. For the monitoring of the implementation of laws the procedural and financial guidelines issued by the Presidency in the Directive for the Administration of the Budget of Parliamentary Committees of the Assembly of the Republic of Kosovo shall apply.

### **Article 23 (Minutes of Meetings)**

1. A summary of the discussion of the items on the agenda of the meeting of the Committee, a list of participants in the meeting, the votes of the Members of the Committee and the results of the votes, and all other announcements about the

business of the Committee shall be recorded in the minutes of each meeting of the Committee.

2. The minutes of meeting shall be put to the vote without delay at the beginning of a subsequent meeting of the Committee. The minutes of meeting shall be made available to the public.
3. The Chairperson may ask the Unit for Support to the Committee to keep a record of requested and submitted reports, and a corresponding schedule.

#### **IV. Final Provisions**

##### **Article 24 (Amendments)**

1. Every Member of the Committee can propose amendments to these Rules of Procedure to the Chairperson.
2. All Amendments to these Rules of Procedure have to be in accordance with the Rules of Procedure of the Assembly and shall be agreed upon by a majority of two thirds (2/3) of the Members of the Committee after debate in a meeting of the Committee.
3. In case of changes in or the approval of a new version of the Rules of Procedure of the Assembly, the Committee shall establish a working group consisting of four (4) Members of the Committee and the Coordinator of the Unit for Support to the Committee. The working group shall propose the necessary amendments to these Rules of Procedure of the Committee deriving from the changes of the Rules of Procedure of the Assembly.

### **Article 25 (Entry into Force)**

1. These Rules of Procedure of the Committee for Budget and Finance shall enter into force on the day they are agreed upon by a majority of two thirds (2/3) of the Members of the Committee and made available to the public on the Assembly website.
2. These Rules of Procedure apply for the Committee for Budget and Finance of the Assembly of the Republic of Kosovo in its Fourth (4<sup>th</sup>) Legislative Period.

Pristina, November 25, 2011



Safete Hadërgjonaj

- Chairwoman -

Committee for Budget and Finance

Assembly of the Republic of Kosovo