

Pursuant to Article 23 of the Law on Social and Economic Council ("Official Gazette of the Republic of Serbia" no. 125/04), the Social and Economic Council of the Republic of Serbia, in its meeting held on 26 December 2008, issued these

**RULES OF PROCEDURE
OF THE SOCIAL AND ECONOMIC COUNCIL
OF THE REPUBLIC OF SERBIA**

GENERAL PROVISIONS

Article 1

These Rules of Procedure of the Social and Economic Council of the Republic of Serbia (hereinafter: Rules) regulate in more detail the manner and organization of work and decision-making of the Social and Economic Council of the Republic of Serbia (hereinafter: Council) and other issues of relevance for the Council work.

Article 2

The work of the Council shall be public.

Public information on the work of the Council shall be disseminated through press releases, conferences, interviews and in other appropriate manner.

The manner of public information on the work of the Council shall be decided by the Council Chairman (hereinafter: the Chairman), or the Council Secretary (hereinafter: the Secretary) under authority of the Chairman.

If needed, the Council Secretary may prepare in advance the press release in accordance with the Council decision.

MANNER OF WORK OF THE SOCIO-ECONOMIC COUNCIL

Article 3

The Council shall work through meetings.

At the meetings, the Council shall take up positions, render opinions, launch initiatives and propose through recommendations the appropriate solutions and decide on all issues within its purview.

Article 4

The Council meetings shall be convened and run by the Chairman in the manner specified in these Rules.

PREPARING AND CONVENING THE MEETING

Article 5

As a rule, at each meeting, the proposed agenda for the following meeting shall be specified, as part of miscellaneous issues.

Article 6

The convening of the Council meeting shall be prepared and final agenda proposed by the Chairman in cooperation with the Secretary and after consultation with the representatives of other social partners, and/or the Minister of Labour, as the Government representative.

Article 7

Every member of the Council shall have the right to launch an initiative for an issue to be included in the agenda.

Such a proposal must be explained and documented by the appropriate material.

Article 8

The Council meetings shall be convened by the Chairman, on personal initiative or upon proposal of Council members.

The Chairman shall convene the Council meeting at least once a month, and more often if necessary.

In the event the Chairman is unable to attend, he shall appoint Council member to run the meeting in his absence

INVITATIONS TO THE MEETING

Article 9

The invitation to Council meeting shall be sent in writing, as a rule, not later than seven days prior to the meeting date.

The invitation to the Council members shall be accompanied by the proposed agenda, the minutes from the previous meeting and necessary materials to be discussed at the meeting.

Exceptionally, when justified, the invitation to the meeting may be sent in another manner, and the meeting may be convened within a shorter period of time than the one referred to in paragraph 1 of this Article.

An extraordinary meeting can be convened urgently upon request of any Council member with appropriate explanation.

Article 10

In the event a Council member is unable to attend the meeting, the organization that appointed him shall provide the presence of the designated deputy,

and if that is impossible, the reasons preventing the attendance should be notified in writing to the Secretary or the Chairman.

Article 11

The members of the standing and ad hoc working bodies of the Council may, by invitation, attend and participate in the work of the Council meetings, without the voting rights.

ESTABLISHING THE QUORUM AND AGENDA OF THE MEETING

Article 12

The Council shall work at the meeting attended by at least two members of the Council from each social partner.

Article 13

The Chairman shall open the meeting and proceed with the approval of the proposed agenda.

In the process of agenda approval, any member of the Council shall have the right to propose the amendments thereof.

In the event that amendments to the agenda are proposed at the meeting, the proponent shall orally explain the proposal prior to the final setting of the agenda.

In the case no consensus on the agenda amendments proposed at the Council meeting is reached, the proposal shall not be discussed, but it may be included in the proposed agenda of the following Council meeting in a regular procedure.

The approval of the agenda shall be followed by the process of approval of the minutes from the previous meeting.

Any remarks concerning the minutes of the previous meeting shall be decided on by the Council.

MANNER OF WORK AT THE MEETING

Article 14

The discussions and decision-making at the meeting shall be carried out according to agenda items.

The Chairman shall open discussion on every item on the agenda.

In running the meeting, the Chairman shall:

- propose positions, opinions, initiatives, recommendations and conclusions;
- give and take the floor;
- maintain order in the meeting;
- be responsible for the discussion and decision-making in accordance with the Law on Social and Economic Council and these Rules.

Article 15

For the purposes of efficiency, the time for discussions may, if necessary, be limited, which shall be separately discussed by the Council.

In the course of discussion a member of the Council shall adhere to the agenda.

Article 16

The Council shall make decisions in the form of:

- position,
- opinion,
- initiative,
- recommendation,
- conclusion.

The Chairman shall propose the form and contents of the decision to be approved by the Council.

After the discussion, the Chairman shall establish whether the particular decision has been approved or not.

The Chairman may propose certain issues to be discussed in working bodies prior to the decision making process in the Council. Thereafter, the Council shall, taking into consideration the position of the working body, make the appropriate decision.

MANNER OF DECISION-MAKING

Article 17

The Council shall decide by consensus on all issues from its purview.

Article 18

The wording of the positions, opinions, initiatives, recommendations, and conclusions adopted at the meeting must be unambiguous.

MINUTES OF THE COUNCIL MEETING

Article 19

As a rule the meeting shall be taken down in shorthand, on the basis of which the minutes of the Council meeting shall be produced.

The minutes shall contain:

- meeting number,
- date and place of meeting, start and end time,
- names of present and absent Council members,
- agenda,
- names of persons participating in the meeting by invitation,
- summary of discussions,
- positions, opinions, conclusions and/or decisions adopted in the meeting.

Upon the request of the Secretary, the Council may decide that the entire meeting or part thereof shall be audio recorded.

Article 20

In the course of preparation of the minutes, any member of the Council shall have the right to edit his presentation without making any substantial changes to the text.

If, in the course of editing, the Council member identified a substantial discrepancy with his presentation, he shall have the right to inspect the shorthand records of the meeting in the presence of the Secretary.

Article 21

As a rule, the Council shall approve the minutes from the previous meeting, except in extraordinary circumstances, when the minutes may be approved at a later date, upon the decision of the Council.

Article 22

The minutes shall be signed by the Chairman and the Secretary of the Council.

The shorthand and audio records shall constitute permanent documentation record to be stored in the Secretariat archives.

The Secretary shall take care on taking and storing the minutes.

Article 23

The Council decision shall be delivered submitted to the appropriate public institutions, associations, the media and other legal entities to be decided by the Council upon the Chairman's proposal.

CANCELLATION; POSTPONEMENT OR TERMINATION OF THE MEETING

Article 24

The attendance of the Council meeting shall be mandatory.

If a Council member or his deputy fails to attend the meeting three times in a year without any justification, the organization or the ministry to which the member of the Council belongs shall be notified.

Article 25

The Council meeting convened may be cancelled if the reasons occur that prevent the holding of the meeting at a set hour and day, or when the sufficient number of the Council members fail to attend the meeting.

The meeting shall be cancelled by the Chairman and the members notified of the new time of the meeting.

Article 26

A meeting may be terminated due to gross violation of order in the meeting, the decisions on which shall be made by the Council.

Article 27

The Chairman shall maintain order at the meeting in cooperation with the members of the Socio-Economic the Council.

COUNCIL ORGANIZATION

Article 28

The Council shall form the following permanent bodies:

1. The Working body on economic issues
2. The Working body on legislation
3. The Working body on collective bargaining and peaceful resolution of industrial disputes
4. The Working body on occupational health and safety issues

Article 29

Working body members shall be appointed by the Council upon the proposal of social partners, on the principle of equal representation of all social partners.

Article 30

In a separate conclusion, the Council shall decide on the number of members and scope of work of permanent working bodies.

The chairman of permanent working body shall be elected by the working body members from among their ranks. They shall also adopt the Rules of Procedure, with the consent of the Council.

The meetings and work of the permanent working body shall be run by its chairman.

Other persons of appropriate expertise who can contribute to a more efficient and better quality work of a particular permanent working body may participate in its work, by invitation.

Article 31

Ad hoc working bodies may be formed by the Council decision.

The decision referred to in paragraph 1 of this Article shall define the tasks of the ad hoc working body, composition, number of members and term for which they are elected.

Other persons of appropriate expertise who can contribute to a more efficient and better quality work of a particular permanent working body may participate in its work, by invitation.

The chairman of the ad hoc working body shall be elected by the Council among its members.

Article 32

The role of permanent and ad hoc working bodies shall be to consider the materials referred to them by the Council in a professional and responsible manner and to submit their reasoned opinions through the Secretary.

Article 33

In the meeting, the Council may or may not accept the opinion of the working body, about which it shall adopt a separate conclusion or decide to refer the material back to the working body for re-consideration.

Article 34

Administrative and technical operations for working bodies shall be performed by the Council Secretariat.

Article 35

The Chairman shall sign the original of the Council acts.

The original signed by the Chairman and bearing the seal of the Council shall be stored as part of the documentation maintained by the Council Secretariat.

The preparation of the acts and their copies, storing the acts and records thereof, publication of acts and their delivery to the bodies and organizations shall be the responsibility of the Council Secretariat.

Article 36

The materials for the meeting shall be kept with the Council Secretariat and used with the consent of the Chairman or the Secretary.

A Socio-Economic Council member may, at any time, have access to the materials of past meetings, with prior notice to the Secretary.

TRANSITIONAL AND FINAL PROVISIONS

Article 37

The amendments to these Rules shall be made in the manner stipulated for the approval hereof.

Article 38

The Chairman shall take care that these Rules are complied with.

Article 39

These Rules shall come into force on the eighth day of publication on the Bulletin board of the Secretariat of the Social and Economic Council of the Republic of Serbia.

In Belgrade, 26 December 2008

Chairman
of the Social and Economic Council
Stevan Avramovic