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ZUBIN POTOK MUNICIPAL ASSEMBLY
No. 47/627 **Dt.** 22 / 08 / 2025
ZubinPotok

STATUTE OF THE MUNICIPALITY OF ZUBIN POTOK

August, 2025

ZUBIN POTOK MUNICIPAL ASSEMBLY
No. 47/627 **Dt.** 22/08/2025
ZubinPotok

Based on Article 12, paragraph 2, subparagraph a, of Law No. 03/L-040 On Local Self-Government (Official Gazette of the Republic of Kosovo/ No.28/ 04 June 2008); The Municipal Assembly of ZubinPotok, at its meeting held on 22.08.2025, after reviewing the Municipal Statute approved in principle, adopted:

STATUTE OF THE MUNICIPALITY OF ZUBIN POTOK

CHAPTER I
General Provisions

Article 1

1. The Statute of the Municipality of ZubinPotok (hereinafter referred to as the Statute) is the highest legal act of the Municipality of ZubinPotok (hereinafter referred to as the Municipality), which determines:

1.1. the establishment of the legal basis for the self-government of the Municipality;

1.2. competence, general principles of municipal finance, organization and functioning of municipal bodies, relations within the municipality and cooperation with other municipalities, including international cooperation and relations between the municipality and the central government.

2. This Statute applies to the territory of the Municipality, determined by the provisions of the Law on Administrative Borders of Municipalities.

CHAPTER II

Municipality
Article 2

1.The municipality is a basic territorial and administrative unit of the Republic of Kosovo. In the municipality, the right to local self-government is exercised directly and in the interest of all citizens of the municipality. This right is exercised within the framework of the competencies and responsibilities provided for by the Constitution of the Republic of Kosovo, the Law on Local Self-Government, the legal and sub-legal provisions regulating the functioning of local government and the provisions of this Statute.

2. All municipal bodies shall ensure that the citizens of the municipality enjoy all rights and freedoms related to race, ethnicity, color, gender, language, religion, political or other opinion,

and any type of discrimination, as well as that citizens have equal status and equal opportunities for municipal services at all levels.

3. Municipalities shall implement policies and practices to support coexistence and peace among their citizens and to create appropriate conditions that enable all communities to express, preserve, and develop their ethnic, cultural, religious, and linguistic identities.

4. All municipal authorities shall be accountable to the citizens of the Municipality in the forms established by law.

5. Citizens of the Municipality shall have the right to participate in the activities of the Municipality, as prescribed by law.

6. The Municipality shall have the right to enter into agreements with villages, neighborhoods, or settlements within its territory to provide services to citizens more closely, in accordance with Article 35 of the Law on Local Self-Government and this Statute.

Article 3

1. The Municipality shall be a legal person.

2. The seat of the Municipality is in ZubinPotok, KolashinskihKnezheva Street, number 17.

3. The Municipality is the bearer of the right:

3.1. to possess and manage the immovable property and various property of the Municipality;

3.2. to be the owner or co-owner of a company in the interest of the Municipality and its citizens;

3.3. to exercise legal rights in the courts;

3.4. to enter into contractual relations;

3.5. to employ workers and exercise other responsibilities that are not within the competence of the Central Government.

Article 4

A citizen of the Municipality is every citizen of the Republic of Kosovo residing in the territory of the Municipality.

Article 5

1. The Municipality of ZubinPotok, in addition to the city with urban neighborhoods, also consists of villages with the following cadastral areas:
1.1. Babić;

1.2. Badudovicë;

1.3. Banje;

1.4. Bojnović;

1.5. Brnjak;

1.6. Bube;

1.7. Burlate;

1.8. Çabër;

1.9. Çeçevë;

1.10. Çitluk;

1.11. Crepuljë;

1.12. Dobroshevina;

1.13. Dragaljica;

1.14. Drainović;

1.15. Dren;

1.16. Gazivodë;

1.17. Jabukë;

1.18. JasenovikiPoshtëm;

1.19. JasenovikiEpërm;

1.20. Jegenicë;

1.21. Junakë;

1.22. Upper Kaludra;

1.23. Small Kaludra;

1.24. Kërligatë;

1.25. Kijevce;

1.26. Kleqke;

1.27. KobilaGlavë;

1.28. Kopilović;

1.29. Kovaćë;

1.30. Kozarevë;

1.31. Ledenik;

1.32. LuqkaRekë;

1.33. MegjegjiPotok;

1.34. Oklace;

1.35. Padine;

1.36. Paruce;

1.37. Prelez;

1.38. Preseka;

1.39. Prevlaka;

1.40. Pridvorica;

1.41. Qeshanović;

1.42. Ranqiq;

1.43. Rezala;

1.44. Rujishtë;

1.45. Shipovë;

1.46. Shtuoce;

1.47. StermciiEpërm;

1.48. Tushice;

1.49. Ugljar;

1.50. Varaga e Epërme;

1.51. Varaga e Poshtme;

1.52. VeliBreg;

1.53. Vitakovo;

1.54. Vojmislice;

1.55. Vrba

1.56. Vukojevicë;

1.57. Vukosavljevicë;

1.58. Zagragjë;

1.59. Zagulj;

1.60. Zeqević;

1.61. Zharevë;

1.62. ZubinPotok; and

1.63. Zupq.

1. By special decision of the Assembly, other neighborhoods and settlements may be defined in the territory of the Municipality.

Article 6

The change of the boundaries of the Municipality may be made in accordance with the provisions of the Law on Administrative Borders of Municipalities in the Republic of Kosovo.

Article 7
Symbols, Seals and Holidays

1. The Municipality of ZubinPotok has its own seal, emblem and flag.
1.1. The Municipality has a round seal and a square protocol seal, the dimensions of the seals are according to the Law on the Use of Seals:
1.1.1. The round seal contains the text: first circle: Republic of Kosovo, second circle: Municipality of ZubinPotok and in the middle of the seal there must be the emblem of Kosovo.
1.1.2. The Protocol Seal of the Municipality has the shape of a rectangular rectangle with dimensions determined according to the Law on the Use of Seals with the text: Republic of Kosovo – Municipality of ZubinPotok, No. _____, date _____.

1.2. The Municipal Seals described in points 1 and 2 of paragraph 1 of this article must have the text written in the official languages determined by law.

1.3. The manner of keeping and using the Municipal Seals is determined by a special decision of the Mayor of the Municipality, which requires compliance with the legal acts regulating this issue, which authorizes the responsible person in writing to use the seal.

2. The Municipality of ZubinPotok has approved its coat of arms in accordance with the constitutional and legal provisions of the Republic of Kosovo.

3. The Municipality of ZubinPotok has adopted its flag in accordance with the constitutional and legal provisions of the Republic of Kosovo.

4. The Municipality shall celebrate state and national holidays according to the calendar of holidays in the Republic of Kosovo and municipal holidays.

5. The Municipality of ZubinPotok shall celebrate June 30, the day of the re-establishment of the Municipality of ZubinPotok.

6. Municipal holidays shall be celebrated by organizing solemn sessions of the Assembly and various cultural and sports events.

7. The form, content and use of the symbols of the Municipality shall be determined by a special regulation of the Municipal Assembly.

8. The symbols of the Municipality shall be approved and amended by the Municipal Assembly by 2/3 (two thirds) of the votes of the total number of members of the Municipal Assembly, in accordance with the relevant constitutional and legal provisions of the Republic of Kosovo, and shall not include the symbols of other states or other municipalities of Kosovo.

Article 8
Languages

1. The official languages in the municipality are Albanian and Serbian.

2. The municipality, in accordance with the Law on the Use of Languages, adopts a special Regulation on the use of languages within the territory of the municipality.

Article 9
Honorary Titles, Awards, Recognitions and Thanks

1. The Assembly shall award honorary titles, awards, recognitions, thanks and rewards.

2. A special Regulation of the Assembly shall determine the honorary titles, awards, recognitions and thanks, the conditions and manner of awarding.

Article 10
Municipal Bodies

1. The Municipal Bodies are:

1.1. The Municipal Assembly is the highest decision-making body of the Municipality, and

1.2. The Mayor is the highest executive body of the Municipality.

Article 11

1. The Municipal Assembly and the Mayor have the right to adopt acts and take measures for their implementation within the scope of their competences.

2. All acts of the Municipality must be in accordance with the constitutional and legal system of the Republic of Kosovo.

3. The publication on the official website of the Municipality of normative acts of a general nature of the Municipality is mandatory.

4. Normative acts and decisions of the Municipal bodies are sent to the unit responsible for publication on the official website of the Municipality in electronic form, in the official languages and in the format determined by the unit/official responsible for publication of the normative act and decisions of the Municipal bodies.

Article 12
Acts of the Municipal Assembly

1. The Municipal Assembly may adopt acts within the scope of its competences, these acts include:

1.1. The Statute of the Municipality;

1.2. The Rules of Procedure;

1.3. Municipal Regulations;

1.4. Decisions;

1.5. Cooperation Agreements;

1.6. Other acts provided for by other laws; and

1.7. Any other act necessary or appropriate for the efficient functioning of the Municipality.

2. The Assembly shall adopt the Statute and amend it if it considers such an amendment to be necessary.

3. Any decision to approve or amend the Statute shall be taken by 2/3 (two thirds) of the votes of the total number of members of the Assembly.

4. The Assembly shall adopt the Rules of Procedure of the Assembly and may amend it if it considers such an amendment to be necessary. The decision to approve or amend the Rules of Procedure of the Assembly is made by a majority vote of the members of the Municipal Assembly. (50% + 1).

5. The proponents of normative acts of the Municipality are:

5.1. The Mayor and municipal directorates;

5.2. The Chairperson of the Municipal Assembly;

5.3. Committees of the Municipal Assembly;

5.4. Members of the Municipal Assembly;

5.5. Fifteen percent (15%) of the citizens of the municipality with the right to vote.

6. The repeal, amendment or amendment of a normative act of the Assembly is carried out by the same act, respecting legal procedures.

Article 13
Acts of the Mayor

1. The Mayor has the right to issue orders and decisions within the scope of his/her competences.

2. All decisions of the Mayor that directly affect the interests of citizens after signing are published on the official website of the Municipality.

Article 14
Municipal Property

1. The municipality has the right to own and manage movable and immovable property.

2. The municipality has the right to sell and lease movable and immovable property in accordance with the law, with the exception of the sale of land, which is regulated by a separate law.

3. The municipality maintains and manages the register of movable and immovable property in its use and possession.

CHAPTER III

Municipal Competences
Article 15

The municipality exercises its competences according to the principle of subsidiarity.

Article 16

The municipality exercises its own and delegated powers in accordance with the law.

Article 17
Own competences

1. Municipalities exercise full and exclusive competence, as far as local interest is concerned, respecting the provisions set out in the applicable legislation, in the following areas:

1.1. local economic development;

1.2. urban and rural planning;

1.3. land use and development;

1.4. enforcement of building regulations and building control standards;

1.5. protection of the local environment;

1.6. provision and maintenance of public services and municipal services, including water supply, sewerage and drainage, waste water treatment, waste management, local roads, local transport and local extraction schemes;

1.7. addressing local emergencies;

1.8. provision of public preschool, primary and secondary education, including the registration and licensing of educational institutions, employment, remuneration and training of instructors and education administrators;

1.9. promotion and protection of human rights;

1.10. provision of primary public health care;

1.11. provision of family services and other social welfare services, such as care for the vulnerable, foster care, childcare, care for the elderly, including the registration and licensing of such care centers, employment, remuneration and training of social welfare professionals;

1.12. public housing;

1.13. public health;

1.14. licensing of public services and facilities, including those relating to entertainment, cultural and leisure activities, food, accommodation, markets, street vendors, local public transport and taxis;

1.15. naming of streets, alleys and other public places;

1.16. provision and maintenance of public spaces and areas;

1.17. tourism;

1.18. cultural and leisure activities;

1.19. any matter not expressly excluded from their competence, or for which another authority has not been designated;

Article 18
Delegated Competences

1. The municipality exercises responsibilities delegated by the central authorities in accordance with the law, for the following competencies:

1.1. Cadastral records;

1.2. civil registration;

1.3. voter registration;

1.4. business registration and licensing;

1.5. distribution of social assistance payments (except for pensions);

1.6. protection of forests located on the territory of the municipality within the framework of the authorizations delegated by the central authority, including the issuance of licenses for felling trees based on the rules approved by the Government;

2. The central authorities in the Republic of Kosovo may delegate additional competencies to the municipalities, if necessary, in accordance with the law.

3. Delegated powers must, in all cases, be accompanied by necessary funding in accordance with the objectives, standards and requirements set by the Government of the Republic of Kosovo.

Municipal Finances
Article 19

1. For the benefit of the population of the municipality, financial resources that flow from municipal own revenues or that have been allocated to the municipality in the form of a general grant are independently regulated and managed.

2. The municipality approves the budget and finances for the financing of its competencies.

3. The financial resources of a municipality consist of:

a) the municipality's own revenues determined;

b) operating grants;

c) transfers for delegated competencies;

d) extraordinary grants; and

e) revenues from borrowings of the municipality.

4. Municipalities shall be entitled to receive financial assistance from the Republic of Serbia:
4.1. Any financial assistance to a municipality from the Republic of Serbia (i) shall be the dedicated revenue of the municipality and (ii) shall be used by a municipality solely for purposes that are directly related to the exercise by the municipality of its municipal competencies;
4.2. A municipality shall ensure that all such financial assistance is deposited (i) in an official bank account in accordance with the requirements of the Law on Public Financial Management and Accountability or (ii) in an account at a commercial bank that has been certified by the Central Banking Authority of Kosovo. If any such financial assistance is deposited in an account at a commercial bank, the municipality shall record such deposit in the Treasury Accounting Record in accordance with the Financial Management and Control Rules, indicating (i) the total amount deposited, (ii) the source of the funds deposited and (iii) all other information required by the Financial Management and Control Rules;
4.3. If any such financial assistance is deposited in an official bank account, such financial assistance shall be appropriated to the municipality in accordance with its proposed budget and appropriations request if such documents indicate that such financial assistance will be used

solely for purposed that are directly related to the exercise by the municipality of its municipal competencies;
4.4. If any such financial assistance is deposited in an account at a commercial bank account, the municipality may freely use such funds for any purpose that is directly related to the exercise by the municipality of its municipal competencies. However, any and all expenditures of such financial assistance shall be immediately reported by the municipality to the Treasury in accordance with the Financial Management and Control Rules;
4.5. Any such financial assistance shall be exempt from any taxes, fees, duties or similar charges provided for by law or sought to be assessed or collected by a public authority; and
4.6. Such financial assistance shall not be taken into consideration in any manner by the Minister of Economy and Finance, the Grants Commission or the Assembly when determining the amount of any Grant or appropriation to be provided to such municipality.

Article 20
Financial resources of the municipality

1. The municipality collects its own revenues in accordance with the legal provisions and by-laws from:

1.1. immovable property tax;

1.2. charges for municipal services;

1.3. fees for municipal administrative services;

1.4. immovable properties owned by the municipality;

1.5. annual fees for conducting business activities;

1.6. traffic fines;

1.7. fines for violating the regulations of the municipality;

1.8. revenues from the health sector;

1.9. revenues from the education sector;

1.10. revenues from internal donors and external donors;

1.11. other revenues in accordance with the legal provisions and by-laws.

2. The revenues under paragraph one of this article shall be determined and amended by the Assembly, in accordance with the law.

Article 21
Financial Administration of the Municipality

1. All matters related to the financial administration of the Municipality are the responsibility of the Mayor, the description of responsibilities and competencies of the Assembly.

2. The Mayor and the directors of the municipal departments must maintain financial control and must ensure the accuracy and completeness of financial information and operating systems within the department they manage. They must provide all data and information to the Director of the Finance and Economic Development Department, as well as to the internal audit unit.

3. The Director of the Finance and Economic Development Department provides financial advice to the Mayor and the committees of the Assembly, including the assessment of the financial cost of implementing regulations, decisions and policies that are reviewed by the municipal bodies.

Article 22
Municipal Procurement Procedures

1. The rules, financial procedures and procurement procedures of the Municipality are translated into legal provisions and sub-legal acts of the Ministry of Finance, Labour and Transfers (hereinafter referred to as the MFPT).

Article 23
Proposal of other regulations and procedures

1. The Mayor shall submit proposals for regulations, procedures and other financial rules in accordance with the procedures, rules and regulations of the Ministry of Finance, Labour and Transfers, to ensure efficient financial administration within the Municipality.

Article 24
Municipal Budget

The Mayor, in cooperation with the Director of the Directorate for Finance and Economic Development and the directors of other municipal departments, coordinates the overall budget process, as well as the budget preparation process, through internal consultations and with citizens and other relevant entities.

Article 25

1. The budget of the Municipality must be balanced, prepared in a transparent manner and based on objective criteria.

2. The budget must contain the plan for economic activities and management within the fiscal year. It must include all revenue forecasts, capital and daily expenditures of the Municipality. It must allocate existing funds for the needs and expenditures of the Municipality.

3. The competent bodies of the Municipality are obliged to determine, by special act, budgetary procedures, financial standards and procurement rules that meet the criteria provided for by law.

Article 26

1. The Mayor is responsible for proposing the budget of the Municipality, initially to the Committee for Policy and Finance and then to the Assembly.

2. The fiscal year of the Municipality begins on one (1) January and ends on thirty-one (31) December of the calendar year. The Mayor submits the budget to the Committee for Policy and Finance, respectively to the Assembly for approval according to the Budget Circular of the Ministry of Finance, Labour and Transfers of the Government of the Republic of Kosovo.

Article 27
Approval of the Budget

The Assembly approves the municipal budget for a fiscal year, together with priority projects, allocations, determination of values for economic categories and the dynamics of the municipality's overall budget expenditures.

Article 28
Budget Review

In the period from one (1) July and no later than thirty (30) September of the fiscal year, the Assembly shall review the dynamics of the implementation of budgetary funds and, if necessary, reallocate the relevant budgetary funds.

Article 29

The financial report for the preceding fiscal year shall be reviewed by the Assembly no later than thirty-one (31) March of the following year.

Article 30

Budgetary data and financial reports are transparent and citizens and interested parties have the right to access them.

Article 31
Budget of Public Enterprises

1. Municipal enterprises that provide public services shall submit their budget to the Assembly for approval. The proposed budget shall include the proposed tariff structure for the provision of services and shall be submitted by 15 November, prior to the next fiscal year.

2. In cases where an enterprise provides local public services to more than one municipality, the municipality shall enter into an agreement with the respective municipalities on the level of tariffs and joint supervision of the activities of that enterprise.

Article 32
Internal Audit

1. The municipality has a legal obligation to conduct an internal audit, at least once a year.

2. The municipality has the right to establish an autonomous audit service within the municipality, or to ensure internal audit by an accredited audit firm in accordance with the applicable legislation in the Republic of Kosovo.

Article 33
External Audit

The central level conducts the external audit of the Municipality on an annual basis, in accordance with the legal provisions in force for the Auditor General and the National Audit Office of the Republic of Kosovo.

CHAPTER V

Inter-municipal Cooperation

Article 34

For the purpose of exercising its own and extended competencies, a municipality may enter into an Inter-municipal Cooperation Agreement with one or more municipalities of the Republic of Kosovo on the basis of the agreement for the most efficient and effective exercise of the municipalities' own and extended competencies and duties as determined by law, as well as for the realization of their common interests and goals in the field of municipal public services and local development.

Article 35

1. The initiative for the establishment of inter-municipal cooperation shall be submitted in writing by:

1.1. The Mayor;

1.2. 1/3 of the members of the Municipal Assembly;

1.3. At least 5% of the citizens of the Municipality with the right to vote;

1.4. The Government of the Republic of Kosovo, when the establishment of inter-municipal cooperation is considered to be of particular public and local interest.

2. The initiative for the establishment of inter-municipal cooperation shall contain the purpose of the cooperation, the competencies related to the cooperation, the municipality involved in the cooperation, the form of the cooperation, the expected benefits, the possible financial implications of the cooperation, as well as other important issues on the establishment of inter-municipal cooperation.

3. The Mayor shall, within three (3) weeks from the date of submission of the initiative, provide the Municipal Assembly with his/her written and reasoned opinion regarding the initiative or proposal in question, unless the initiative was submitted by the Mayor himself/herself.

4. The Municipal Assembly shall review the initiative together with the opinion of the Mayor and shall decide by a majority vote of the members of the Municipal Assembly on the need to establish cooperation in accordance with the law in force.

Article 36

5. The Municipal Assembly shall hold an open session to consider and decide on the initiative. The session shall be held within ninety (90) days from the submission of the initiative and shall inform the interested parties thereof.

6. If the Municipal Assembly approves the initiative for the establishment of inter-municipal cooperation, then the Assembly shall by decision authorize the mayor to begin consultations with the municipality and other interested parties for their participation in the cooperation and, on the basis of these consultations, to prepare a draft agreement for the establishment of inter-municipal cooperation.

7. After receiving the authorization, the mayor shall notify the relevant municipality of the initiative by which the establishment of inter-municipal cooperation is requested.

8. The Municipal Assembly, to which the initiative for the establishment of inter-municipal cooperation is sent, shall be obliged to take a decision on the commencement of negotiations on the establishment of the proposed cooperation within ninety (90) days from the date of receipt of the proposal. If the Municipal Assembly approves the initiative, then it shall, by decision, authorize the Mayor to represent the municipality during the negotiations for the conclusion of the inter-municipal cooperation agreement.

9. The Inter-Municipal Cooperation Agreement shall be signed by the Mayor and approved by the Municipal Assembly.

10. The Inter-Municipal Cooperation Agreement shall become effective after the assessment of its legality by the Ministry responsible for local government and the publication of the agreement in the Official Gazette of the Republic of Kosovo.

Article 37
Joint Public-Private Partnerships

Within the framework of inter-municipal cooperation and for the needs of performing local public services and providing public infrastructure, municipalities may jointly enter into institutional or contractual forms of public-private partnerships in accordance with the conditions and procedures set out in the relevant legislation on public-private partnerships.

Article 38
International municipal cooperation

1. Within the framework of its own and extended competences, for the needs of administrative cooperation, a municipality may conclude cooperation agreements with foreign municipalities and local government institutions in accordance with the conditions, limitations and procedures set out in the Law on Local Self-Government.

2. Agreements concluded within the framework of international municipal cooperation may only be of an administrative and technical nature.

3. Within the framework of international municipal cooperation, a municipality does not have the right to waive its competences determined by law, to delegate the exercise of its competences to a foreign municipality or public authority, as well as to allow a foreign municipality or public authority to exercise any executive, administrative, legislative power in the territory of the municipality or which is intended to have such an effect.

CHAPTER VI

Municipal Assembly

Article 39

1. The Municipal Assembly is the highest body in the municipality and is directly elected by the citizens in accordance with the Law on Local Elections.

2. The Assembly exercises the function of local government as determined by the legal provisions, by-laws of the Central Level, this Statute and the Rules of Procedure of the Assembly.

3. The Municipal Assembly has fifteen (15) members.

4. The mandate of each member of the Municipal Assembly is verified by the commission for the verification of mandates established by the Municipal Assembly, before the signing of the mandate by each councilor.

5. All members of the Municipal Assembly shall sign the following solemn oath: "I swear (or solemnly declare) that I will perform my duties and exercise my powers as a councilor of the Municipal Assembly of ZubinPotok with honor, loyalty, impartiality and conscientiousness and in accordance with the law, in order to ensure conditions for a peaceful life for all."

6. Members of the Municipal Assembly who do not sign the oath or mandate in accordance with paragraphs 4 and 5 of this Article within one month after the certification of the election results shall cease to be members.

7. All members of the Assembly shall have the same and equal rights and opportunities to fully participate in the processes of the Assembly. The Assembly shall ensure that these rights and opportunities are included in the rules of procedure of the Assembly.

8. The power and duties of the Municipality are exercised by the Assembly, the executive and administrative bodies of the Municipality.

Article 40
Term of Office of the Assembly Members

1. The term of office of the members of the Municipal Assembly is four (4) years.

2. A member of the Municipal Assembly ceases to be a member:

2.1. upon the expiration of his/her term of office;

2.2. if he/she fails to sign the oath or solemn declaration within one month after his/her election;

2.3. if he/she has been convicted of a criminal offense punishable by six (6) months of imprisonment and a detention order has been issued.

2.4. does not participate in meetings of the Assembly or its committees for three (3) consecutive months, unless he/she was absent for a reason approved by the Assembly;

2.5. if he/she changes the place of residence where he/she was elected.

2.6. if he/she submits a written resignation from his/her position to the Mayor of the Municipality;

2.7. upon the death of the member; and

2.8. upon the loss of legal capacity.

3. A member of the Municipal Assembly cannot at the same time be a deputy of the Assembly of the Republic of Kosovo.

Article 41
Conflicts of Interest

1. A member of the Municipal Assembly or a member of a committee may not participate in decision-making and administrative procedures relating to any matter in which he or she, or any close member of his or her family, has a personal or material interest.

2. Each member shall disclose all conflicts of interest that arise at any meeting at which he or she is present. Each councilor may provide information about the interests of another member.

3. Before the first meeting of the Municipal Assembly, members of the Assembly shall register full and open declarations of their financial interests in a public register maintained by the Chief of Administration and Personnel.

4. Members shall record any changes in their financial situation as soon as they occur.

5. The Rules of Procedure shall determine the measures for the exclusion of members from the decision-making process and from administrative procedures, where members of the Assembly have a conflict of interest.

Article 42
Rights and Duties of Members of the Municipal Assembly

1. All members of the Municipal Assembly have equal rights and opportunities to participate fully in the work of the Assembly. The Municipal Assembly shall ensure that these rights and opportunities are provided for in its rules of procedure.

2. A member of the municipal assembly has the right to request information regarding municipal matters from the chairman or the deputy chairman of the committee. The request shall be reviewed in accordance with the procedures to be determined in the Statute and the Rules of Procedure.

3. A member of the municipal assembly may submit written remarks, which shall be attached to the minutes.

4. A member of the municipal assembly may address those present in any committee of the municipal assembly of which he is not a member, but may not vote. He or she may propose to the chairperson of the committee that any matter that is the responsibility of the committee be discussed.

5. A member of the municipal assembly may request from the chairperson information that is necessary for his or her work as a councilor. If he or she is not satisfied with the answer, he or she may raise the matter with the municipal assembly.

6. A member of the municipal assembly is allowed to be absent from his or her workplace for periods of time that are necessary for the performance of the assembly's business.

7. Members of the municipal assembly are required to attend all meetings of the assembly, duly convened by the committees of which they are members, unless there are justifiable reasons for their absence.

Article 43
Compensation of Assembly Members

The Municipal Assembly, in accordance with the laws and instructions issued by the central government, shall provide compensation to the members of the Assembly for their work in the Municipal Assembly, standing committees, other committees and commissions established by decision of the Assembly.

Article 44
Functions of the Assembly

The Municipal Assembly functions on the basis of the law, this Statute and other by-laws.

Article 45

1. The Assembly shall not delegate its responsibilities regarding decision-making on:

1.1. the statute and Rules of Procedure, municipal regulations and their approval, amendment and repeal;

1.2. approval of the budget and investment plans;

1.3. approval of other financial issues, which are reserved for the assembly according to the statute or rules of procedure;

1.4. the annual work plan of the Assembly and the annual report;

1.5. establishment of committees and commissions provided for by legal provisions;

1.6. election of the chairperson and deputy chairperson of the Assembly;

1.7. level of fees and charges;

1.8. creation and use of symbols, decorations and honorary titles of the Municipality, in accordance with the law in force;

1.9. naming and renaming of streets, alleys and other public places;

1.10. reaching inter-municipal and intra-municipal agreements;

1.11. making decisions to join representative associations of municipalities of the Republic of Kosovo; and

1.12. other responsibilities determined by legal provisions.

Article 46

1. The Assembly may delegate responsibilities for making decisions to a committee of the Assembly.
2. Delegated responsibilities may be revoked by the Assembly at any time.

3. A delegated responsibility may be further delegated within the authority specified in this statute.

Article 47
The Chairperson of the Municipal Assembly

1. The Municipal Assembly shall, no later than 30 days from its constitution, elect the Chairperson of the Municipal Assembly from among the members of the Assembly.

2. Each political entity, citizens' initiative or independent candidate has the right to propose a member from among the members of the Assembly for the Chairperson of the Municipal Assembly.

3. The Chairperson of the Municipal Assembly shall be elected for the same term as the members of the Assembly.

4. Voting in all elections for the Chairperson of the Municipal Assembly shall be by secret ballot.

5. The Municipal Assembly, by a simple majority of the members of the Municipal Assembly, shall form the Commission for the conduct of the voting, which shall consist of 3-5 members from among the members of the Municipal Assembly. The Commission for Voting shall be responsible for counting the votes and communicating the results of the voting to the members of the Municipal Assembly.

6. To be elected in the first round, the candidate proposed for the Chairperson of the Municipal Assembly must receive more than half of the votes of the total number of members of the Assembly.

7. If after the first round, none of the candidates proposed for the Chairperson of the Municipal Assembly receives more than half of the votes of the total number of members of the Municipal Assembly, then the two candidates who have received the highest number of votes shall proceed to the second round. The candidate who receives more than half of the votes of the total number of members of the Municipal Assembly in the second round shall be elected Chairperson of the Municipal Assembly.

8. If after the second round, none of the candidates has received the majority required as in paragraph 5 of this article, then a third round of voting shall proceed. In the third vote, the Chairperson of the Municipal Assembly is elected by the candidate who receives more than half of the votes of the members present and voting for the proposal at the Municipal Assembly meeting.

9. If the Chairperson of the Municipal Assembly is not elected after the third vote, then the entire process for electing the Chairperson of the Municipal Assembly is repeated.

Article 48
Responsibilities of the Chairperson of the Municipal Assembly

1. The Chairperson of the Municipal Assembly shall convene and chair the meetings of the Municipal Assembly and the Committee on Politics and Finance, shall ensure the efficient and

regular functioning of the Municipal Assembly and its respective Committees and shall monitor the implementation of the decisions taken by the Municipal Assembly.

2. The Chairperson of the Municipal Assembly and the Mayor shall set the agenda for the meetings of the Assembly.

3. The Chairperson of the Municipal Assembly shall notify the Central Election Commission of the vacancy of any member of the Assembly who ceases to be a member as provided for in Article 37 of the Law on Local Self-Government.

4. The Chairperson of the Municipal Assembly shall sign all acts adopted by the Municipal Assembly.

5. The Chairperson of the Municipal Assembly, after signing the acts approved by the assembly, shall submit a copy of the signed act to the Mayor.

6. The Chairperson of the Municipal Assembly shall require human and material resources to exercise these powers, which shall be provided by the Municipal Executive.

7. The Rules of Procedure of the Assembly shall determine who shall convene and chair the meeting of the Municipal Assembly if the position of Chairperson of the Municipal Assembly remains vacant.

Article 49
Deputy Chairperson for Communities

1. In municipalities where at least ten per cent (10%) of the citizens belong to Communities not in the majority in those municipalities, a post of the Chairperson of the Municipal Assembly for Communities shall be reserved for a representative of these communities

2. The post of the Deputy Chairperson of the Municipal Assembly for Communities shall be held by the non-majority community's candidate who received the most votes on the open list of candidates for election to the Municipal Assembly.

Article 50
Duties of the Deputy Chairperson of a Municipality for Communities

1. The Deputy Chairperson of a Municipality for Communities shall promote inter- community dialogue and serve as formal focal point for addressing non-majority communities' concerns and interests in meetings of the Assembly and its work.

2. The Deputy Chairperson of a Municipality for Communities shall be responsible for reviewing claims by communities or their members that the acts or decisions of the municipal assembly violate their constitutionally guaranteed rights.

3. The Deputy Chairperson of a Municipality for Communities shall refer such matters to the Municipal Assembly for its reconsideration of the act or decision.

4. In the event the Municipal Assembly chooses not to reconsider its act or decision, or the Deputy Chairperson of a Municipality for Communities deems that even upon reconsideration the act or decision presents a violation of a constitutionally guaranteed right, the Deputy Chairperson of a Municipality for Communities may submit the matter directly to the Constitutional Court, which may decide whether to accept the matter for review.

Article 51
Meetings of the Municipal Assembly

1. The Municipal Assembly shall hold:

1.1. Inaugural meeting;

1.2. Regular meeting;

1.3. Extraordinary meeting;

1.4. Urgent meeting; and

1.5. Solemn meeting.

2. All meetings shall be convened and held in accordance with the Rules of Procedure of the Assembly.

3. The Chairperson of the Municipal Assembly shall chair the meetings of the Municipal Assembly.

4. The Assembly shall hold at least ten sessions per year, five of which shall be held during the first six months of the year, as determined by the Rules of Procedure.

Article 52
Inaugural Meeting of the Municipal Assembly

1. The inaugural meeting of the Municipal Assembly shall be convened by the Mayor (if elected) within fifteen (15) days from the date of certification of the election results by the CEC.

2. The invitation for the inaugural meeting is sent seven (7) working days before the Assembly meeting is held.

3. In special cases, the invitation may be submitted three (3) working days prior to the session.

4. If the Mayor does not convene the meeting pursuant to paragraph 1 of this Article, the inaugural meeting of the Municipal Assembly shall be convened by the oldest elected member of the Municipal Assembly, within fifteen (15) days from the date the Mayor was to convene the inaugural meeting of the Municipal Assembly.

5. If the oldest member of the Assembly does not call the inaugural meeting of the Municipal Assembly, the meeting shall be called upon the initiative of the majority of the elected members of the Municipal Assembly.

6. The chairmanship of the inaugural meeting and all other meetings of the Assembly until the election of the Chairperson of the Municipal Assembly shall be performed by the oldest member of the Municipal Assembly.

7. At the inaugural meeting, the agenda shall include the swearing-in of the members of the Assembly and the Mayor, and the election of the Mayor of the Municipal Assembly.

8. The swearing-in of the members of the Assembly and the Mayor is a solemn act and must be signed.

Article 53
Regular Meetings of the Municipal Assembly

1. The Chairperson of the Assembly shall convene and chair the regular meetings of the Assembly.

2. At the first meeting of each subsequent year, the Assembly shall approve the schedule (set the dates) on which regular meetings are planned to be held during the relevant year.

3. The Assembly may meet at the invitation of the Chairperson of the Assembly even outside the hours provided for holding meetings.

4. The Chairperson or the most senior member of the Assembly who chairs the meeting shall ensure that all members participating in the meeting have the same and equal rights and have the opportunity to participate in all actions taken in the assembly.

5. All members of the Municipal Assembly shall be notified in writing, as required, seven (7) working days prior to the meeting. Such notification shall state:

5.1. the date of the meeting;

5.2. the time of the meeting;

5.3. the place of the meeting;

5.4. the agenda for the meeting;

5.5. the meeting materials; and

5.6. other information that may be determined by the Rules of Procedure.

6. The notice and the meeting materials must comply with the Law on Languages, the same notice must be made public.

7. The notice from paragraphs 5 and 6 of this article must also be sent to the ministry responsible for local government.

Article 54
Extraordinary Meetings

1. Extraordinary meetings of the Municipal Assembly shall be called upon a written request by at least 1/3 (one third) of the total number of members of the Municipal Assembly, or upon a request by the Mayor.

2. The Chairperson of the Assembly is obliged to call a meeting upon a written request by at least 1/3 (one third) of the total number of members of the Municipal Assembly, or upon a request by the Mayor.

3. The right to call an extraordinary meeting also includes the right to set the agenda for the specific meeting.

4. The items set out in the agenda for extraordinary meetings may not be changed during the meeting.

5. An extraordinary meeting of the Municipal Assembly shall not be held unless all members of the Municipal Assembly and the public have been notified, as required by the rules of procedure, at least three (3) working days prior to the date of the meeting.

6. The same procedures required for notice and other matters that apply to regular meetings shall also apply to extraordinary meetings.

7. The above procedures shall not apply to meetings called due to urgent circumstances.

Article 55
Emergency Meetings

1. An emergency meeting of the Assembly shall be called by the Chairperson of the Assembly and the Mayor of the Municipality.

2. An emergency meeting of the Assembly of the Assembly shall be called in cases of natural disasters or other urgent circumstances in the Municipality.

3. The procedures for calling emergency meetings shall not be applied as in cases of calling other meetings.

Article 56
Sole meetings

1. The solemn meeting of the Assembly is called by the Speaker of the Assembly or the Mayor of the Municipality.

2. The solemn meeting of the Assembly is called on special occasions, state holidays, municipal holidays, or other solemnities in the municipality.

3. The solemn meeting is called at least 1 (one) day before the meeting is held.

Article 57
Public Participation in Meetings and Transparency

1. Meetings of the Municipal Assembly, its committees and all its commissions are open to the public.

2. Members of the Assembly are allowed to participate in meetings of the Municipal Assembly, as provided for in the Rules of Procedure.

3. The Chairperson of the Municipal Assembly meeting or the relevant Committee shall provide the necessary materials and space for the participation of the public and representatives of the print and electronic media, at the place where the meeting is held.

4. The Chairperson of the Municipal Assembly meeting or the relevant Committee, through the unit, the information officer, shall notify the public at least seven (7) working days before regular meetings and three (3) working days before extraordinary meetings, through:

4.1. public announcements on information boards within the territory of the Municipality;

4.2. the official website of the Municipality and social networks.

5. The public notice pursuant to paragraph 3 of this Article shall contain:

5.1. the date, time, and place of the meeting;

5.2. the agenda;

5.3. the meeting materials; and

5.4. other information that may be determined by the Statute and the Rules of Procedure.

6. The Municipality shall broadcast the meetings of the Municipal Assemblies through its official website, using the necessary broadcasting equipment.

7. The publication on the official website of the Municipality of normative acts of a general nature of the Municipality is mandatory.

8. All decisions of the Mayor of the Municipality that directly affect the interests of citizens after signing shall be published on the official website of the Municipality.

9. Normative acts and decisions of the Municipal bodies shall be sent to the unit responsible for publication on the official website of the Municipality in electronic form, in the official

languages and in the format determined by the unit/official responsible for publication of the normative act and decisions of the Municipal bodies.

10. The Municipal Assembly, or the committee, by majority vote, may decide to exclude the public from the entire meeting, or from part of it, in cases where:

10.1. it is considered that holding an open meeting may lead to public disorder or violence;

10.2. the open meeting threatens to disclose information (and documents) that are classified as confidential under the Law on Access to Official Documents;

10.3. threatens to disclose sensitive personal or commercial information;

10.4. information related to current or future judicial proceedings; and

10.5. in such cases, the Municipal Assembly shall notify the public of the decision taken.

11. The meetings of the Municipal Assembly or of the Committees may be closed, partially or completely, only for the reasons provided for by the legislation in force.

12. The Municipal Assembly or the relevant Committees shall, by decision, declare the meetings partially or completely closed to the public.

13. Any person may have access to the documents of the Municipality in accordance with the law in force on access to official documents.

Article 58
Quorum and decision-making

1. The quorum for all meetings of the Assembly, its committees and commissions shall consist of a majority of the members of the Municipal Assembly, or the committee (50%+1).

2. The quorum shall be verified before any decision is taken.

3. The Assembly, committees and commissions shall take decisions by open vote, unless otherwise required by law, this Statute and the Rules of Procedure of the Assembly.

4. At all meetings of the Municipal Assembly and its committees, each member, including the Chairperson, shall have one vote, but the Chairperson shall have an additional vote if the vote is equal for or against a proposal.

5. Unless otherwise expressly provided by law and this Statute, decisions of the Municipal Assembly shall be adopted by a majority of the members present and voting.

6. Abstentions are recorded for the purpose of establishing a quorum, but are not taken into account in the voting results.

Article 59
Agenda

1. The agenda for the meeting of the Municipal Assembly shall be determined by the Chairperson of the Municipal Assembly in agreement with the Mayor.

2. A member of the Municipal Assembly may request the addition of an item before the approval of the agenda during a regular session of the Municipal Assembly, if the issue requested to be included in the agenda is an urgent matter of public importance.

3. Such a request may be approved or rejected by a majority vote.

4. The agenda may not be changed in cases of holding an extraordinary meeting of the Municipal Assembly.

Article 60
Minutes

1. Minutes shall be kept at all meetings of the Assembly and its committees. The minutes shall contain the names of the members of the Assembly present at the meeting and other persons present; the agenda; the substance of the discussions; the numerical result of the vote; any votes cast by each member of the Assembly, the proposals approved or rejected; if it is requested that the name of each member be called, the minutes shall record how he or she voted.

2. The minutes shall be approved at the next meeting and signed by the chairperson of the meeting.

3. The minutes shall be kept by a municipal civil servant, appointed by the Secretariat of the Assembly.

4. The minutes shall be distributed to all members of the Assembly and may also be received by other participants in the meeting.

Article 61
Dissolution of a Non-Functioning Municipal Assembly

1. The Municipal Assembly shall be considered non-functioning if:

1.1. it fails to elect a Chairperson within thirty (30) days of its establishment;

1.2. it fails to approve the budget within the time limit provided for by the relevant law; and

1.3. it fails to hold meetings for a period longer than six (6) months;

2. The Ministry responsible for local government shall notify the Government of the Republic of Kosovo of the non-functioning of the Municipality. The Government may dissolve a non-functioning Municipal Assembly.

3. New elections for the Municipal Assembly shall be held in accordance with the law on local elections.

Article 62
Assembly Committees

1. The Assembly shall establish the Committee on Politics and Finance and the Committee on Communities as standing committees.

2. The Municipal Assembly shall establish such other committees as it deems necessary for the performance of its responsibilities.

3. Unless otherwise provided by law, the committees shall reflect the composition of the Municipal Assembly.

4. The Municipal Assembly shall ensure equal gender representation when establishing committees.

Article 63
Meetings of standing committees

1. Meetings of standing committees are called by the chairman of the committee, as well as by 1/3 of the committee members.

2. Standing committees hold regular and urgent meetings depending on the need.

3. The invitation to regular meetings contains:

3.1. Agenda;

3.2. Time and place of the meeting; and

3.3. Materials for the items to be considered at the meeting.

4. The invitation to the meeting must be sent to the committee members 7 (seven) working days before the meeting.

5. Urgent meetings are called by the chairman and 1/3 of the committee members for specific issues that need to be addressed urgently.

Article 64
Recommendations and reporting of standing committees

1. Recommendations in standing committees are taken by a majority vote of the members present at the meeting.

2. Minutes are kept at each committee meeting, which are approved at the next meeting.

3. Standing committees submit the annual work report to the Municipal Assembly for review and approval.

Article 65

Term of office of members of standing committees

1. The term of office of members of standing committees is 4 years, and ends with the end of the term of office of the Municipal Assembly.

2. Members of standing committees cease to be members:

2.1. Upon the end of the term;

2.2. Upon the resignation of the member;

2.3. In the event of death;

2.4. If the member does not attend 3 (three) consecutive meetings without reason; and

2.5. When the member switches to another political entity, in this case the member is replaced by a member from the ranks of the same political entity to which the member belonged upon the establishment of the committee.

Article 66
Committee on Politics and Finance

1. The Municipal Assembly shall decide on the establishment and composition of the Committee on Politics and Finance.

2. The Committee on Politics and Finance shall consist of no more than 5 (five) members.

3. The composition of the Committee on Politics and Finance shall reflect the representation of political entities in the Municipal Assembly.

4. In the event that more political entities are represented in the composition of the Assembly, which makes it impossible to include all entities, then the representation shall be based on the percentage represented in the Municipal Assembly.

5. The Committee on Politics and Finance shall be chaired by the Chairperson of the Municipal Assembly; in cases where a meeting has been scheduled and the Chairperson is absent, the meeting shall be chaired by the oldest member of the committee.

6. The Committee on Politics and Finance shall be responsible for reviewing:

6.1. All policies, fiscal and financial documents;

6.2. Plans and initiatives, including strategic planning documents;

6.3. Annual budget and medium-term budget;

6.4. Annual procurement plan;

6.5. Annual regulation on taxes, fees and payments;

6.6. Annual work plan for internal audit;

6.7. Annual budget and any changes to the budget during the fiscal year;

6.8. For receiving reports from the Mayor and submitting recommendations to the Assembly; and

6.9. Monitoring cooperation, inter-municipal, with the central level and abroad.

7. Members of the Committee on Politics and Finance are not entitled to be members of other committees.

8. The Assembly may delegate other responsibilities from its scope of activity to the Committee on Politics and Finance.

Article 67
Communities Committee

1. The Communities Committee shall consist of members of the Assembly and representatives of communities.

2. The Communities Committee shall include members of non-majority communities represented in the Assembly and outside it.

3. The Communities Committee shall consist of 5 (five) members.

4. The election of members from among the communities shall be made upon the proposal of candidates offered by the communities, while the approval shall be made by the Assembly.

5. The election of the chairperson of the committee shall be made by a majority vote of the members of the committee.

6. The Communities Committee shall be responsible for:

6.1. Promoting and affirming the rights and interests of communities and reviewing any violations committed in this regard and making recommendations to the Municipal Assembly.

6.2. Reviewing all municipal policies, practices and activities to ensure that the rights and interests of communities are fully respected.

6.3. The Committee also recommends to the Municipal Assembly the measures that should be taken to ensure the implementation of the provisions relating to the need of communities to advance, express, protect and develop their ethnic, cultural, religious and linguistic identity; and

6.4. To ensure adequate protection of the rights of communities within the Municipality.

Article 68
Other Committees

1. The municipal assembly may also establish committees by decision to carry out its responsibilities:

1.1. Committee on Health and Social Welfare;

1.2. Committee on Education and Culture;

1.3. Committee on Economic Development;

1.4. Committee on Urban Planning, Cadastre and Environmental Protection; and

1.5. Committee on Gender Equality.

2. The committees referred to in point one of this article shall be established in the composition of 5 (five) members, provided that the majority of the members shall be members of the Municipal Assembly.

3. External members of the committee shall not have the right to vote in the committee.

4. The committees shall reflect the composition of the Municipal Assembly.

5. Committee members shall be compensated for their work in the committee from the budget of the Municipality. The amount of compensation should be in accordance with applicable legislation.

6. Committee members may not be paid for more than 6 (six) meetings held within a year.

Article 69
Committee on Health and Social Welfare

1. The Committee on Health and Social Welfare shall monitor primary health care and, within the framework of inter-municipal cooperation, secondary health care, for facilities related to drinking water, sewage, water treatment, waste collection and disposal, as well as support for social services and housing.

2. It shall advise the Assembly on issues related to health and social welfare. It shall supervise the work of the Directorate for Health and the Directorate for European Integration and Social Welfare on issues related to health and social policies in the municipality, and shall make recommendations in accordance with the laws in force.

Article 70
Committee on Education, Culture and Youth

1. Oversees areas related to preschool, primary, secondary education and kindergartens, the establishment and functioning of educational institutions, the employment of teaching staff, the establishment and functioning of facilities in the field of sports and culture, as well as the organization of cultural and sports events.

2. This committee monitors the work of the Directorate of Education, the Directorate of Culture, Youth and Sports, and provides recommendations according to the laws in force.

Article 71
Committee on Finance, Budget and Economic Development

1. Oversees areas related to supporting the economic development of the Municipality, including the organization of trade fairs and markets, attracting businesses and tourism, and business cooperation at the local level.

2. This committee supervises the work of the Directorate of Finance and Economic Development and makes recommendations in accordance with applicable laws.

Article 72
Committee on Urban Planning, Cadastre, Geodesy and Environmental Protection

1. It shall monitor general and specific spatial plans for urban and rural areas, including issues related to housing, public buildings, tourism, environmental protection, areas for public use such as parks, green areas and recreational spaces, playgrounds and public transport.

2. This committee shall assist the Assembly in drafting and approving regulations in the following areas: traffic movements, parking lots, construction, issuing construction permits, maintenance standards, municipal roads and pedestrian crossings, identification of features of natural, historical and environmental interest, including their protection.

3. This committee monitors the work of the Urban Planning, Cadastre, Geodesy and Environmental Protection sectors on issues related to land use and environmental policies in the municipality, and provides recommendations in accordance with applicable laws.

4. The establishment of each committee must be voted on by a simple majority of the members of the Assembly present.

Article 73
Consultative Committees

1. Consultative Committees are established by the Assembly upon a proposal received from the Mayor, the permanent committees in the municipality and from the group of citizens.

2. Membership in consultative committees is made by citizens and representatives of non-governmental organizations who must also be experts in the relevant fields. Expert in that field or member of an organization that deals with that field of activity.

3. The Assembly announces a public competition for membership in the relevant committee by determining the criteria for competition/membership.

4. The candidate for member must be a resident of the Municipality.

5. Gender representation in Consultative Committees must be at the quota of 50%, including members of the non-majority population, in proportion to their representation in the municipality.

6. The Assembly shall establish a panel for interviewing candidates, which shall be composed of members of the Assembly and civil society, which shall propose to the Municipal Assembly the list of members for the Consultative Committees.

Article 74
Ad hoc Committees

1. The Assembly may establish ad hoc Committees and working groups to examine specific issues.

2. The mandate of ad hoc Committees and working groups shall be determined by decision of the Assembly and shall cease upon resolution of the issue.

Article 75

The Assembly, within its competence, shall adopt the Regulation on the responsibilities and scope of activity of the standing committees, other committees, commissions and working groups.

CHAPTER VII
MUNICIPAL EXECUTIVE

Article 76
Election of the Mayor

1. The Mayor shall be elected by direct elections in accordance with the Law on Local Elections.

2. The Mayor shall be elected for a period of four years.

3. The mandate of the Mayor shall terminate:

3.1. upon completion of his/her mandate;

3.2. upon death;

3.3. upon resignation;

3.4. upon change of residence to another municipality;

3.5. upon failure to report to work for more than 1 month without reason;

3.6. upon dismissal from office in accordance with this Law on Local Self Government;

3.7. in the event of a final court decision depriving the Mayor of legal capacity; and

3.8. upon conviction for a criminal offense with an order for imprisonment for six (6) months or more.

Article 77
Oath

1. Upon election, the Mayor shall take an oath or solemn declaration before the members of the Municipal Assembly.

2. The text of the oath shall be as follows: "I swear (or solemnly declare) that I will perform my duties and exercise my powers as Mayor of the Municipality of ZubinPotok with honor, loyalty, impartiality, conscientiousness and in accordance with the law, in order to ensure the conditions for a peaceful life for all."

3. Taking the oath is a solemn act and must be signed.

4. The lack of a quorum shall not affect the taking of the oath by the Mayor.

5. If the Mayor fails to take the oath within one (1) month of the certification of the election results, he shall lose his mandate.

Article 78
Responsibilities of the Mayor

1. The Mayor shall exercise the following responsibilities:
1.1. Represent the municipality and act on its behalf;
1.2. Lead the executive of the Municipality and its administration and supervise the financial administration of the Municipality;
1.3. Exercise all powers not explicitly granted to the Municipal Assembly or its committees;
1.4. Execute the acts of the Municipal Assembly;
1.5. Issue decisions and ordinances;
1.6. Appoint or dismiss the directors of the departments;
1.7. Appoint and dismiss its members who assist it in carrying out its duties;
1.8. Organize the work and direct the policy of the Municipality;
1.9. Calls and chairs the meetings of the Board of Directors and is responsible for the smooth running of its work;
1.10. Proposes regulations or other acts for approval by the Municipal Assembly;
1.11. Proposes the approval of the Municipality's budget after holding the necessary consultations in the Municipal Assembly, and is directly responsible for its implementation in accordance with legal procedures;
1.12. Proposes municipal development projects, regulatory and investment plans and other projects as needed;
1.13. reports to the Municipal Assembly on the economic and financial situation of the Municipality and on the implementation of the Municipality's investment plans, at least once every six months or whenever requested by the Municipal Assembly;

1.14. May request that the Municipal Assembly review a municipal act before its entry into force, when it considers that the act violates applicable legislation or the interests of communities;
1.15. Consults the Deputy Mayor for Communities on issues related to the non-majority community (when there is an appointed Deputy Mayor);
1.16. Ensures the implementation of legislation related to the responsibilities of the Municipality;
1.17. Proposes to the Municipal Assembly the adoption of the regulation on the internal organization of the Municipality;
1.18. Proposes to the Municipal Assembly the constitution, organization and manner of work of municipal bodies, as well as the creation of institutions and enterprises;
1.19. In cooperation with the Chairperson of the Municipal Assembly, sets the agenda for the Assembly meeting, and participates in meetings of the Assembly and the Committee for Policy and Finance and in meetings of other committees and commissions;
1.20. Ensures the implementation of the Statute and Rules of Procedure;
1.21. Distributes acknowledgements and thanks in accordance with the municipal regulation;
1.22. Announces, recruits and dismisses the Head of Personnel, in accordance with the legislation in force; and
1.23. Ensures the transparency of the Municipality.

Article 79
Conflicts of interest

1. Immediately after his election, the Mayor shall terminate any contract or relationship that he has and which may call into question his ability to discharge his responsibilities in a fair and impartial manner.

2. The Mayor shall be excluded from decision-making and administrative procedures relating to any matter in which he, or any close member of his family, has a personal or financial interest.

3. The Mayor shall be required to disclose conflicts of interest as soon as they arise.

4. The Mayor may voluntarily exclude himself from decision-making and administrative procedures if he considers that a conflict of interest may exist. The Mayor shall record any change in the financial situation immediately after it arises.

5. Other cases that are treated as a conflict of interest and the measures that must be taken to exclude the President from decision-making and administrative procedures in cases where there is a conflict of interest are regulated by legal and sub-legal acts in the relevant field.

Article 80
Deputy Mayor

1. The Mayor shall appoint a Vice Mayor.

2. The Vice Mayor shall be appointed by the Mayor no later than 30 days after the Mayor has taken the oath of office, for the same term, and shall be dismissed by the Mayor.

3. The Vice Mayor shall have been a resident of the Municipality for at least 3 years.

4. At the request of the Mayor, the Vice Mayor shall assist the Mayor in the exercise of daily executive functions and shall act on behalf of the Mayor in his absence.

5. In the event of the Mayor's absence, the Vice Mayor shall replace him and act on behalf of the Mayor.

6. When the position of the Vice Mayor becomes vacant, the Mayor shall appoint a new Vice Mayor no later than thirty days after the vacancy occurs.

7. Article 79 of this statute on conflicts of interest of the Mayor shall apply mutatis mutandis to the Deputy Mayor.

8. In the event of premature termination of the mandate of the Mayor, the duty of the Mayor shall be exercised by the Deputy Mayor until the election of the new Mayor.

Article 81
Deputy Mayor for Communities

1. The Municipality shall have a Deputy Mayor for Communities only if at least 10% of the citizens in the Municipality belong to non-majority communities.

2. The Deputy Mayor for Communities shall be appointed for the same term as the Mayor.

3. The appointment and dismissal of the Deputy Mayor for Communities shall be proposed by the Mayor and shall be approved by a majority of the members of the Municipal Assembly present and voting who belong to non-majority communities.

4. The Deputy Mayor for Communities shall assist the Mayor and shall provide advice and guidance to the Mayor on matters relating to minority communities.

5. When the position of the Deputy Mayor for Communities becomes vacant, the Mayor shall propose a new Deputy Mayor, no later than 30 (thirty) days after the vacancy has arisen in accordance with the procedures of paragraph 3 (three) of this Article.

6. Article 79 on conflicts of interest of the President applies mutatis mutandis to the Deputy President for Communities.

Article 82

In order to exercise the responsibilities determined by law and the responsibilities determined by the Assembly, the Mayor is assisted by the Deputy Mayor, the directors of the departments and the municipal administration.

Article 83
Dismissal of the Mayor

1. The Mayor may be suspended by decision of the Government of the Republic of Kosovo within a period of 30 (thirty) days, if he has violated the Constitution and the laws in force.

2. If it is considered that the conditions for the suspension of the Mayor from office have been met, the ministry responsible for local government shall recommend his suspension to the Government of the Republic of Kosovo.

3. The Government of the Republic of Kosovo may, within 30 (thirty) days, suspend the Mayor by decision and submit the case to the Constitutional Court.

4. If the Constitutional Court upholds the decision, the Government may dismiss the Mayor from office.

Article 84
Removal of the Mayor

1. The citizens of the Municipality may initiate the removal of the Mayor.

2. Such request must be signed by 20% of the registered voters and submitted to the Chairperson of the Municipal Assembly, who is the problem of the matter regarding the administration of the vote.

3. If the majority of the registered voters vote for the at-large election of the Mayor, the new election of the Mayor must comply with the requirements in force for elections.

Article 85
Directors of Municipal Directories

1. The Executive-Administration of the Municipality is organized into directorates.

2. The Municipal Assembly, by special regulation, determines the internal organization of the Municipal Administration, the competencies, duties and responsibilities of the Administration bodies, as well as the number of directorates.

3. Each directorate is managed by a director, who is appointed by the Mayor for the same mandate and dismissed by the Mayor.

4. Directors manage and lead the respective directorate, in accordance with legal provisions, by-laws, provisions of this Statute, regulations of the Municipality, as well as the strategic and political instructions of the Mayor.

5. Directors regularly report to the Mayor on issues under their responsibility and provide him with all information and reports necessary for the decision-making process.

6. The Mayor, within six (6) months from the approval of this Statute, proposes to the Municipal Assembly the approval of the Regulation on the organization, competencies and responsibilities of the directorates and other sectors of the Municipal Administration.

Article 86
Conflict of Interest for Directors of Municipal Directories

1. Directors are excluded from decision-making and administrative procedures related to any matter in which they or any close member of their family has a personal or financial interest.

2. Directors are required to disclose in writing any conflict of interest immediately upon its occurrence.

3. The rules of procedure shall include measures to exclude Directors from decision-making and administrative procedures where they have a conflict of interest.

Article 87
Municipal Officials

1. The municipal staff consists of Civil Servants and other public officials, whose salaries are paid from the budget of the Republic of Kosovo, and who are employed and managed in accordance with applicable legislation.

2. Employment shall be based on the legal conditions, selecting candidates with appropriate qualifications and experience.

3. Civil Servants and other Public Officials shall be enabled to attend various training courses that are necessary for career advancement (promotion).

Article 88

1. The municipal administration shall have a Head of Personnel, who shall be recruited by the Mayor, in accordance with the rules and legal procedures in the Republic of Kosovo.

2. Employment procedures in the municipality shall be supervised and managed by the Head of Personnel, providing fair participation in the procedure to all based on the criteria

3. Employment in the institution as a whole shall include a fair proportion of representation of persons with disabilities and shall ensure a balance in gender equality.

4. Employment of officials in the municipality shall be carried out through a public competition, in accordance with applicable laws.

5. All employees shall comply with the orders of their superiors, except in cases where their orders are in conflict with the legislation.

6. Officials are obliged to disclose conflicts of interest if they arise during the performance of their duties and responsibilities.

Article 89
Annual Report

1. The Mayor shall submit the annual report after the end of each fiscal year. The report shall be submitted to the Assembly for approval by 31 (thirty-one) March of the following year.

2. The report shall contain:

2.1. Planned revenues and expenditures;

2.2. Achievements, budgeted goals and the rates of their achievement;

2.3. The manner and amount of financing of the specific activity;

2.4. The financial situation of the Municipality at the end of the fiscal year;

2.5. Financial control report;

2.6. Support provided to non-profit organizations; and

2.7. Agreements reached with villages, settlements and urban neighborhoods and other data provided for by law and other acts in the field of finance.

Article 90

1. In order to fulfill the reporting responsibilities of the Mayor and the Committee on Policy and Finance, the following actions should be taken:

1.1. The annual budget should include the objectives of the Municipality in relation to the activities for which the Municipality is responsible;

1.2. The objectives should be kept under constant supervision;

1.3. Mechanisms should be established through which the achievement of the objectives is monitored; and

1.4. Current and future needs should be identified and the means through which their fulfillment can be ensured.

CHAPTER VIII
Consultation and participation of citizens in decision-making processes

Article 91
Requests for information, citizens' initiatives and petitions

1. Any natural or legal entity has the right to submit a request for the exercise of any right, citizens' initiatives and petitions, on matters for which the municipal bodies are responsible.

2. Citizens may take the initiative to propose regulations, within the competences of the municipality, for approval by the assembly or by vote of citizens, in accordance with the legislation in force.

3. Any person or organization with an interest in the municipality has the right to present a petition to the municipal assembly on any matter related to the responsibilities and competences of the municipality. The municipal assembly shall consider the petition in accordance with the statute and the rules of procedure.

4. The subjects mentioned above may petition the Municipal Assembly on matters that are within its competence in an unlimited manner, and that relate to:

4.1. urban planning;

4.2. maintenance of order and infrastructure of the municipality/city;

4.3. urbanization of the city and the countryside;

4.4. maintenance of the living environment;

4.5. implementation of self-control; and

4.6. other issues important for the life of the local population.

5. Requests, citizen initiatives and petitions are reviewed by the Municipal Assembly within a period of sixty (60) days as stipulated in Articles 69 and 70 of Law No. 03/L-040 on Local Self-Government.

6. After the discussion in the Municipal Assembly, the Mayor or the relevant service shall, no later than fifteen (15) days from the date of the review, notify the applicant of the request or petition in writing.

7. In cases where the request for the exercise of any right, citizen initiative or petition is related to issues for which the municipality is not directly competent, the Mayor or the relevant service, within the deadline specified in paragraph 6 of this article, shall notify the applicant of the request or petition in writing that it is not competent, and shall process it to the competent bodies, also notifying the applicant.

Article 92
Meetings with citizens

1. Every year, the municipality holds at least two public meetings with citizens on issues of general interest.

2. One of the public meetings must be held in the first six (6) months of the year, while the other meeting must be held in the second six (6) months of the year.

3. Public meetings are required to be attended by the highest officials of the municipal bodies, such as: the Mayor, the Chairperson of the Municipal Assembly, Directors of Departments, Chairmen of Committees and Officials competent for issues under public discussion.

4. The place, date and time when the meetings with citizens will be held are announced in the electronic and printed media, on the notice board in the Municipality building and in the most frequented places in the city, villages and urban neighborhoods, on the official website of the Municipality and on social networks, two (2) weeks before the meeting.

5. The public announcement shall be made by the Public Relations Office.

6. Public meetings shall be led and chaired by the Mayor or his representative.

7. The Mayor shall be authorized to set the agenda and the procedure for conducting discussions. If necessary, he shall have the right to interrupt discussions on issues that do not relate to the responsibilities and powers of the Municipality. He may refuse, call or hear discussants who present or repeat views and may set the time allotted for discussion.

8. If a question is raised during a public meeting that cannot be answered immediately, the submitter shall have the right to request a written answer within thirty (30) days after the meeting.

9. Minutes shall be kept for each public meeting, which shall contain all information provided by municipal representatives, proposals submitted by the public and the reaction to them, as well as all questions and answers given.

10. The minutes with all issues discussed and proposals given, within thirty (30) days from the date of the meeting, shall be reviewed by the Committee on Policy and Finance. The Committee shall analyze each proposal submitted at the meeting and make the necessary recommendations, which it shall propose to the Municipal Assembly for the next meeting.

11. The Mayor or the authorized representative of the Mayor shall appoint an official to keep records of the number of participants in public meetings and to keep minutes.

12. Requests and recommendations given by the public during the meetings shall be recorded and published on the official website of the municipality, within fifteen (15) days after the end of the public meetings.

Article 93
Other consultative meetings

1. In addition to the two public meetings, the Municipality also holds other consultative meetings within the neighborhoods, settlements and other locations on issues related to the municipal budget, municipal projects, local economic development, use of municipal property, spatial planning, investments, municipal revenues and other issues of general interest.

6. The deadline for exercising the right of access to public documents may be extended by up to fifteen (15) days, if the public document is requested outside the municipal bodies, and if several public documents are requested through one request.

Article 96
Referendum

1. Certain issues of general interest, related to the competences of the Municipality, on which the Assembly for various reasons does not take a final decision, then a referendum shall be organized.

2. The conduct of the referendum shall be entrusted to a qualified and independent institution.

3. The manner of organizing this form of citizens' declaration shall be regulated by law.

CHAPTER IX

Article 97
Supervisory Authority

1. The ministry responsible for local government is the supervisory authority, unless the responsibility for the supervision of municipalities is assigned by law to the responsible ministry or to an institution dealing with a specific area.

2. The review of delegated powers is exercised by the central government body that delegated them.

Article 98
Mutual Responsibilities and the Administrative Review Process

Municipal and supervisory authorities are obliged to cooperate with each other in the review process. All review measures are taken by supervisory authorities on the basis of relevant administrative acts. Such acts provide the legal basis and explain the reasons for the implementation of a particular supervisory measure.

Article 99
Rights of the supervisory authority to be informed

1. The supervisory authority has the right to receive and provide full information on all matters, including the right to visit municipal offices and municipal facilities and the right to request access to municipal documents.

2. The mayor is responsible for making information available to the supervisory authority.

3. Any request for documents shall be addressed to the local government body and the distribution of documents shall be ensured by the mayor in accordance with paragraph 1 of Article 79 of the Law on Local Self Government.

4. The ministry responsible for local government has the right to be regularly informed by the municipality in areas in which the ministry is not a supervisory authority.

Article 100
Types of review

1. The review of the functioning of the municipality in the area of its own competences is limited to the review of legality.

2. The administrative review of the functioning of the municipality in the area of delegated competences is subject to the supervision of the legality and appropriateness of actions.

Article 101
Regular review of legality

1. The Mayor shall send the supervisory authority a list of all acts approved by the Mayor and the Assembly in the previous month, by the 10th of each month.

2. The supervisory authority shall have the right to supervise any act that has not been checked according to the mandatory review procedures, within 30 days after receiving the list referred to in paragraph 1 of this Article.

Article 102
Mandatory review of legality

1. The following acts are subject to the procedure of mandatory review of legality:

1.1. general acts adopted by the municipal assembly;

1.2. decisions regarding joint activities of cooperation partnerships; and

1.3. acts adopted within the framework of the implementation of delegated powers.

2. All municipalities are obliged to submit the aforementioned acts to the supervisory authority within 7 days from the date of their issuance.

3. The supervisory authority confirms the receipt of the local government act by registering it in the protocol office of the supervisory authority. The supervisory authority is obliged to give its opinion on the legality of each registered act within 30 days from its receipt, in accordance with the procedures mentioned above.

Article 103
Procedure for the review of legality

1. If the supervisory authority considers that a decision or an act of the municipality is not in accordance with the constitution and the laws, it may request that the municipality reconsider such decision or act.

2. The request must contain the alleged reasons for the violation of the constitution or the law and shall not suspend the execution of the municipal decision or other acts.

3. The body of the local self-government unit shall respond to the request for reconsideration within 30 days from the date of receipt of the request.

Article 104
Review of suitability

The review of the act of the municipality on delegated powers is exercised by the supervisory authority for delegated powers, as defined in Article 84 of Law No. 03/L-040 on Local Self-Government.

Article 105
Prior consultation

1. Before issuing an act, the municipal body may request consultation with the supervisory authority.

2. The request for prior consultation shall contain the draft of the act intended to be issued and the specific issue on which the advice of the supervisory authority is requested regarding the legality and/or reasonableness of the act in question.

3. The supervisory authority shall be obliged to respond in writing within 30 days of receipt of the request.

Article 106
Citizens' Complaints

Citizens' complaints against an administrative act of municipal bodies are reviewed in accordance with the Law on General Administrative Procedure.

CHAPTER X

Final Provisions

Article 107

In the event of any inconsistency between the provisions of this Statute and the Law on Local Self-Government, the legal provisions shall prevail.

Article 108

Upon the entry into force of this Statute, all provisions of previous acts of the Municipality shall cease to operate, insofar as they are in conflict with this Statute.

Article 109

After the approval of this Statute, within a period of 6 (six) months, all acts of the Municipality shall be harmonized in accordance with the provisions of this Statute.

Article 110

This Statute shall be promulgated thirty (30) days after registration in the Protocol Office of the Ministry responsible for Local Self-Government and shall enter into force seven (7) days after publication in the official languages on the website of the Municipality of ZubinPotok.

ZubinPotok

Speaker of the Assembly

Vedat Mehmeti

Submitted to:
1x1 to the Speaker of the Assembly
1x1 to the MLGA
1x1 to the Archive
Copy: to the Mayor of Municipality