



**ODA E AVOKATËVE TË KOSOVËS
ADVOKATSKA KOMORA KOSOVA
KOSOVA BAR ASSOCIATION**

Pursuant to Article 83 paragraph 2 of the Statute of KBA, the Managing Board of Kosovo Bar Association in the session held on December 28, 2013 issued this:

REGULATION FOR ORGANISATION AND WORK OF THE COMMITTEES

**Chapter I.
GENERAL PROVISIONS**

Article 1

1. Committees are forms of activities and actions of the Managing Board of KBA, through which the Managing Board of KBA exercises activities as foreseen by the Statute of the Chamber. Through activities of the Committees the mission of the Chamber and its strategic aims are fulfilled. Their activity itself must be undertaken in compliance with the mission of KBA.
2. Committees are established by the Managing Board, which also appoints their members. They are formed in certain fields of practical implementation of activity of the Council. In this case the Council must take into consideration the general mission of the Chamber, plans for strategic development and existing priorities.
3. Committees are also idea, need and aim discoverers for the future of KBA. Each committee must develop its own capacities. Committees must ground their activity on the strategy of the Chamber.

**Chapter II
ORGANISATION AND COMPETENCES**

Article 2

1. Upon decision for establishment, the Board is going to describe the scope of activity and duties of the committee and is going to determine the number of members and its leadership.
2. Committees shall promote and develop standards from the field of its activity, compiling and realising projects and programs.
3. For matters in the scope of Committee, recommendations and suggestions may be made by the Managing Board.

Article 3

1. In the fields of the Managing Board activity, the Chamber is going to establish permanent Committees.

2. KBA is going to have the following permanent Committees:

- 1) Committee for Interns
- 2) Committee for Strategic Planning,
- 3) Committee for Ethics and Disciplinary System,
- 4) Committee for Legislation and normative matters,
- 5) Committee for gender issues
- 6) Committee for non-majority community.

3. The Managing Board of KBA may establish also other permanent committees on its scope.

4) Permanent Committees are obliged to present the annual work plan to the Managing Board and the budget proposal 30 days prior to holding the annual Assembly of KBA.

Article 4

Committees intending to act efficiently, for certain fields of their own activity may create groups and sections, work and activity of which is directed and supervised by themselves, within the procedures determined by themselves.

Article 5

Permanent Committees, at least every six months shall report for their work and activity to the Managing Board.

Article 6

1. For daily defined issues, the so called *ad-hoc* issues, the Managing Board shall form the temporary Committees. They are established for a certain matter or task.

2. The following may be as such: programs and services with benefit for members and the community, followed by programs for communication with the courts and other authorities, for initiation, support and realisation of the day to day initiatives and policies.

3. Temporary Committees cease functioning upon completion of the project, respectively resolution of the matter for which they have been established.

Article 7.

1. Chairman of the Committee directs the activity, invites and chairs meeting of the Committee. For Chairman of Committee the following lawyers are eligible for appointment:

- Lawyer who is known for his/her engagement and work,
- The enthusiastic ones,
- Lawyer who has knowledge regarding the aims of the organisation and functions of the committee and
- has the trust of the other members.

2. Persons whose experience, skills and interests are in line with objectives of the committee can be appointed as members of the committees.

3. Members are obliged to participate in the activity of the Committee in which they are appointed, to attend the meetings regularly, to understand the duties and tasks assigned to them and to take responsibility for carrying them out.

4. Number of Committee members is determined based on the field, dedication and duties of the committee. The number of permanent Committees cannot be smaller than 5.

Article 8

1. Mandate of the members of permanent and temporary Committees is two years with opportunity of being re-appointed for one more mandate.

2. Mandate of the members of Committee may terminate before the foreseen end of term:

- upon decision from the Managing Board,

- upon request from the members themselves – resignation or request for being released from duty,

- in cases of deregistration from KBA registry,

- in case the member has not participated three times without reasoning at the work and activity of the Committee.

Article 9.

1. Other professionals may engage in activities of the Committee, with special knowledge in the scope of work of Committee.

2. Status of members from Paragraph 1 of this Article is determined by the Managing Board, through a decision for appointing a member.

Article 10.

Technically the Committees are helped by the administration of the Chamber, respectively in the manner as provided by the Managing Board.

Article 11

1. Meeting of the Committee may be held and make conclusions, if the majority of members participate in the meeting.

2. Committee draws conclusions by majority of votes of the members present.

Article 12.

Members should attend the Committee work, they must regularly attend the meetings, understand the work and duties they are assigned and take responsibility for implementation thereof.

Article 13.

1. Members of Committees shall not use their membership and engagement in Committee to ensure themselves or whoever privileges and benefits of any kind of nature, to raise the reputation of the organisation or to increase his/her fame.

2. No member of Committee can use membership in the Committee to enhance his/her own political activity or interests of whichever organisation.

Article 14.

Members of Committees are obliged to apply the principles determined by the Law on Advocacy, the Statute of KBA, Code of Ethics and this Regulation when engaged in their activities.

Chapter III SUPERVISION, MONITORING AND EVALUATION

Article 15.

Chairman of Committees shall inform the Managing Board on the progress of work and activities of the committee. The Chairman must inform the members of Committee regarding responses and decisions of the Managing Board.

Article 16.

The Managing Board of KBA shall ensure regular monitoring for all committees formed and organised according to this regulation. Monitoring includes supervision of work, activity and expenses of the Committee means. The Assembly of KBA shall be informed on the results of supervision.

Chapter IV ENSURING WORK CONDITIONS FOR THE COMMITTEES

Article 17.

1. The Managing Board of KBA is obliged to ensure conditions for work and activities of Committees.
2. Means for financing the activities of Committees are ensured from Budget of the Chamber, whereas only the committees as such may not have their own special funds.
3. Chairman of the Committee takes care of the spending of allowed means in accordance with the budget approved by the Managing Board.

Chapter V FINAL PROVISIONS

Article 18

1. Reorganisation of existing Committees according to this regulation shall take place latest in time limit of 3 months from entering into force of this Regulation.
2. Committees are obliged to present the work plan and quarterly draft budget to the Managing Board within three months after this Regulation has entered into force.
3. Committees not meeting the obligations according to Paragraph 2 of this Article shall be disbanded by the Managing Board.

Article 19.

Regulation enters into force on the day it is approved by the Managing Board.

For the Managing Board
Ibrahim Dobruna, Lawyer, President of KBA