

On the basis of article 11, article 12, paragraph 12.2 point c, on the basis of article 34, paragraph 34.4 of the Law Nr. 03/L-040 on Local Self Government, Administrative Instruction of MLGA nr. 2008/08 for agreements on cooperation of Municipalities with villages, dwellings and urban quarters, article _____ of the Municipal Statute of _____, nr.____, the Municipal Assembly of _____ in its session held on the _____ approves the:

REGULATION

FOR THE ORGANISATION OF AND COOPERATION OF THE MUNICIPALITY WITH VILLAGES, SETTLEMENTS AND URBAN QUARTERS ON THE TERRITORY OF THE MUNICIPALITY OF _____

Article 1

Purpose

This regulation sets the rules for the organisation of and cooperation of the Municipality with villages, settlements and urban quarters on the territory of the Municipality in undertaking activities which are within the municipal own competences, as determined by the Law on Local Self-Government.

Article 2

Scope

This regulation determines the procedures for the organisation of and the cooperation of the Municipality with villages, settlements and urban quarters through the establishment of local councils as supporting bodies of the municipal organs, in order to support comprehensive consultations, promote and develop transparency, accountability and participation of citizens in decision making processes.

Article 3

Number of villages, settlements and urban quarters of the Municipality

1. In order to better implement the functions and competences foreseen by the law on local self-government, the Municipality of _____ will support the election of local councils in its villages, settlements and urban quarters and the elections of leaders of the local councils.
2. The number of local councils of villages, formal and informal settlements and urban quarters will be presented in a special list, provided in annex nr.1, which forms an integral part of this regulation.
3. In case it reveals impossible to elect local councils in every village, settlement and urban quarter one local council may cover more than one village, settlement or urban quarter.

Article 4
Establishment of a Municipal Assembly Commission for the election of local councils

1. The Municipal Assembly appoints one commission to lead and coordinate in the field the election of the local councils. The commission must comprise 5 members: two from the Municipal Assembly, one member from the executive, one from the civil society and one representative of a village, settlement, or urban quarter. The composition of the commission must include representatives of political parties with the highest number of members represented in the Municipal Assembly. The head of the commission is appointed by the members of the commission.
2. The commission appointed by the Municipal Assembly is responsible for defining the timeframe for organising the citizens' meetings for the election of the members of the local councils and the election of the leaders of the local councils of villages, settlements and urban quarters.
3. The commission appointed by the Municipal Assembly and the representatives of villages, settlements and urban quarters cooperate in order to organise the elections of the members of the local councils and of the leaders of the local councils.
4. The commission appointed by the Municipal Assembly, through the municipal information office, informs citizens on the date of the citizens' meeting organized for the election of local councils 15 days in advance through:
 - 4.1 public announcements placed in public buildings and most frequented places within the territory where the gathering for the election of the local council is taking place;
 - 4.2 the local media;
 - 4.3 the official municipal web-page.
5. Notification to the public must necessarily contain:
 - 5.1 the agenda;
 - 5.2 the date;
 - 5.3 the time;
 - 5.4 the location of the meeting.
6. After completion of the process of electing local councils and leaders of the local councils, the commission appointed by the Municipal Assembly shall cease its activities.

Article 5
Establishment of local councils and election criteria

1. The local council of a village, settlement or urban quarter can comprise between 5 and 7 members. The exact number of members for each council is determined by the inhabitants of the village, settlement or urban quarter which are present in the election meeting.

2. The composition of local councils must reflect ethnic and gender composition. Local councils shall comprise a minimum 30% of each gender. When members of a minority community inhabit the territory of the village, settlement or urban quarter, they must be represented in the local council.
3. Citizens' meetings are chaired by one representative of the village, elected by the majority of participants in the election meeting.
4. Villages, settlements and urban quarters of the Municipality elect the members of their local council on the occasion of citizen meetings, which gather all interested inhabitants of the village, settlement or urban quarter.
5. The election can be made through an open vote or secret ballot. Secret vote can be proposed by any citizen participating in the gathering and introduced if it is supported by 1/3 of participants of the gathering.
6. Candidates for the position of member of the local council must be permanent residents of the locality.
7. Candidates for the positions of member of the local council or leader of the local council must candidate as citizens and not in the name of any political party.
8. The candidates that receive the highest number of votes from the total number of inhabitants of the village, settlement or urban quarter that are present in the election meeting are elected as members of the local councils of the village, settlement or urban quarter.
9. The leader of the council is elected among the elected members of the council of the village, settlement or urban quarter through a majority vote of citizens who are participating in the meeting. If in the first round of voting, none of the candidates did win an absolute majority of votes, a second round of voting is organised. The candidate who receives the highest number of votes is elected as leader of the local council.
10. The members and leaders of the local councils of villages, settlements or urban quarters are elected for a 3-year mandate.
11. At least one member of the municipal commission appointed by the Municipal Assembly must be present in every election meeting which is organised for the election of local councils.

Article 6

Dismissal and termination of mandate of members and leaders of local councils

1. In cases where citizens consider that members or the leader of the local council did not fulfil the obligations deriving from this regulation, the members and the leader of the local council can be discharged of their mandate through a majority vote of the

inhabitants of the village, settlement or urban quarter on the occasion of a public meeting with citizens.

2. In order for such a meeting to take place, a petition requesting a vote of dismissal of the local council must be signed by the inhabitants of the village, settlement or urban quarter. The petition must gather a number of signatures that is higher than half the number of participants of the citizens' meeting where the local council was elected. The Municipality must be informed in advance of such a meeting.
3. In cases where a local council is discharged according to procedures provided in paragraph 2, a new vote must be done immediately based on the procedure provided in article 5 of this regulation in order for a new local council to be elected. The results of the vote must be reported based on the requirements of article 6 of this regulation.
4. The mandate of the members and leaders of local councils ends:
 - 4.1 with completion of mandate;
 - 4.2 if he/she dies;
 - 4.3 if he/she resigns;
 - 4.4 if he/she changes place of residence;
 - 4.5 if he/she is discharged.

Article 7

Minutes of the election's meetings

1. The minutes of the citizens' meetings must contain the following; the number of citizens that participated in the meeting, the results of the votes for the election of the members and the leader of the local council, the voting procedure and other issues addressed on the occasion of the meeting.
2. The minutes are signed by the chair of the meeting, the member of the commission appointed by the Municipal Assembly and the minute taker, while the commission appointed under article 4 of this regulation reports to the Municipal Assembly on the way the meeting processed and on the election of the local council of the village, settlement or urban quarter.
3. The results of the election, the names of the members and of the leader of the local council must be published immediately after the election meeting.

Article 8

Consultation between the Municipality and local councils

1. The Municipal Assembly and the Mayor of the Municipality invite the representatives of villages, settlements and urban quarters to participate in public meetings with citizens, in public hearings on budget, in regular public meetings, in meetings for strategic planning, which are organised by the Municipality respectively by the Municipal Assembly or the Mayor.

2. At least one representative of the local councils of villages, settlements or urban quarters must be included as a member in every municipal planning working group that is established for the development of municipal, urban and rural development plans which include their locality.
3. The Mayor of the Municipality must organise at least two meetings per year with leaders of the local councils. The meetings must be held at least once per semester. The leaders of local councils are consulted on the agenda of these meetings.
4. The Municipal Assembly can request an opinion from the local council of a village, settlement or urban quarter on matters that are of specific interest for a local community.

Article 9

Transfer of activities from the Municipality to local councils

1. On request of a local council and recommendation of the Mayor of the Municipality or any municipal committee, the Municipal Assembly can adopt a decision to transfer the execution of certain activities to local councils of villages, settlements and urban quarters. Activities that can be transferred must be in the scope of municipal own competences.
2. The local councils of villages, settlements and urban quarters must be consulted and accept a transfer of activities from the Municipality to the local council.
3. In case of a transfer of activities from the Municipality to local councils the Municipality shall offer support and sufficient resources to the villages, settlements and urban quarters in order for them to execute the transferred responsibilities.

Article 10

Role, duties and responsibilities of local councils

1. The local council of a village, settlement or urban quarter can meet any time in order to discuss issues that are in the interest of the locality. It drafts and approves the work plan of the local council and the procedures for its internal functioning.
2. The local council of a village, settlement or urban quarter organises, follows and plans the development programs and plans of the locality in every field in co-operation with the Municipal Assembly, the Mayor of the Municipality, municipal committees and municipal directors.
3. A local council must inform the Municipality on the date and agenda of its meetings. Municipal officials can participate in meetings organised by local councils.
4. Meetings with citizens can be organised on the initiative of the local council of a village, settlement or urban quarter.
5. The local council can undertake activities, especially in relation to:

- 5.1. sustainable local economic development of the locality;
 - 5.2. urban and rural planning of the locality;
 - 5.3. the protection of the environment in the locality;
 - 5.4. support the increase of efficiency in the delivery of municipal public services within the locality;
 - 5.5. gathering elementary data for each family in the locality, information on their economic, social status and provision of recommendations and proposals for the support of these cases;
 - 5.6. the maintenance of cemeteries and public green spaces;
 - 5.7. the development of tourism;
 - 5.8. the organisation of cultural and sport activities;
 - 5.9. the co-operation with municipal organs and other organizations of the civil society for issues of interest for the locality;
 - 5.10. the organisation of voluntarily actions in the interest of locality;
 - 5.11. the implementation of transferred activities according to the procedures of article 8 of this regulation.
6. The local councils of villages, settlements and urban quarters have the right to co-operate with one another on the territory of this specific Municipality.
 7. The local councils can send to municipal organs written questions on different issues that are of interest for the locality, while municipal organs have a time limit of 30 days, to answer to the relevant local councils.

Article 11
Role of the leaders of the local councils

1. The leader of a local council represents the village, settlement or urban quarter in consultations and discussions that take place with municipal organs.
2. The leader of a local council calls and leads the meetings of the local council and is responsible for the organisation of the work of the local council. Also he/she signs the conclusions and recommendations approved by the local council and must communicate them to the Mayor of the Municipality within a time limit of 15 days from the day of their approval.

Article 12
Financing of activities

1. The financing of activities of the local councils can be made by the inhabitants of the village, settlement or urban quarter, by the Municipality or through joint financing and through donors' contributions, in full compliance with the municipal statute, municipal regulations and the legislation applicable in the Republic of Kosovo for the management of public finances.
2. Local councils prepare six-months and annual reports of incomes and expenditures and make them transparent to citizens of the locality and to municipal organs.

Article 13
Compensation for members of the local councils

The procedures for financial compensation of the work of the leaders and members of the local councils of the villages, settlements and urban quarters are determined through a specific decision of the Municipal Assembly.

Article 14
Non fulfilment of responsibilities

For all activities transferred by the Municipal Assembly to local councils, local councils of villages, settlements and urban quarters carry the legal obligations and responsibilities for the fulfilment of the transferred activities.

Article 15
Transitory, abrogative and final provisions

In case of conflicts between the provisions of this regulation with the Law on Local Self-Government or the municipal statute, the latter two shall prevail.

Article 16

Changes and revisions of this regulation shall be made according to the same procedure of approval of this regulation

Article 17

1. This regulation enters into force after its approval by the Municipal Assembly, after its review of legality by supervisory organs and eight days after its publication on the information boards or the web-site of the Municipality.
2. Implementation of this regulation must start no later than six months after its entry into force.

THE MUNICIPAL ASSEMBLY OF _____ Nr. _____, date. _____

**THE HEAD OF
THE MUNICIPAL ASSEMBLY**
