

Statute of the Association of Kosovo Municipalities

1. General Principles

- 1.1. Association of Kosovo Municipalities (further only as Association) is non-profitable organisation and is a legal subject that represents general interests of its members – Local Authorities.
- 1.2. Association has the freedom to act, the right for constitutional initiatives (legal framework) and other Laws. Activities of the Association are based on the principles of voluntarism of its members, on the democratic principles and in the principles of the decentralisation of the power.
- 1.3. The memberships of the Association are Local Authorities of Kosovo.
- 1.4. Local Authorities join the membership of the Association through the Assembly of the Association, after the decision was brought first in their Municipal Assemblies.
- 1.5. The Association shall be called: in Albanian “ **Asociacioni i Komunave të Kosovës**” acronym- **AKK**; In Serbian “**Asocijacija Kosovskih Opstina**”, acronym – **AKO**; In English “**Association of Kosovo Municipalities**”, acronym – **AMK**.
- 1.6. Association has its bank account and the symbol where it says: “ Association of Local Authorities of Kosovo-Kosovë”.
- 1.7. The time period of the Association is not limited.
- 1.8. Association has its head office in Prishtina.

2. Objectives and responsibilities of the Association

- 2.1. Association is engaged to implement rules from the European Charter for Local Governance in Kosovo; to organise and co-ordinate the activities of its members in the field of investments, economic development of Municipalities; improving legal fundamentals; supporting the businesses; prevention and fight against the crime; culture, education, science, health care, social issues, conflict resolution, improving the services for the citizens and co-operation with similar International Organisations.
- 2.2. Association is responsible for:
 - 2.2.1. initiates, organises and promote the co-operation between local authorities of Kosovo, solves the general problems of local authorities, compose methodology materials which later distributes to the local authorities;
 - 2.2.2. harmonise the regulations and other legal acts concerning the governance;
 - 2.2.3. provides legal and organisational assistance for local authorities
 - 2.2.4. represents the general professional interests of the authorities and civil service towards the local authorities;
 - 2.2.5. represents the interests of it’s members towards the international authorities and Organisations and also assist local authorities to co-operate with foreign partners;
 - 2.2.6. organises and co-ordinate professional training’s for political representatives and civil servants among local authorities;
 - 2.2.7. organises and co-ordinate the flow of information’s for it’s members and publishes it’s newsletter;
 - 2.2.8. creates funds, open’s representative offices, public institutions, etc;
 - 2.2.9 make other services for its members.

3. The rights, obligations and responsibilities of members of the association

3.1. Members of the association are entitled to:

3.1.1. free access of information's, methodology assistance and other services;

3.1.2. to make proposes in the association towards the development of self-government and other activities of association.

3.1.3. to delegate the representatives in the assembly of the association and to replace them in accordance with paragraph 4.3. and 4.4. Members enjoy the right to be appointed elected and to elect for different management positions and supervisory positions of the association.

3.1.4. local authorities can bring a decision to terminate the membership of its municipal council from the association. After terminating the membership from the association (municipality –local authorities) are obliged to pay the member-fee for the time period while they where inside the association.

3.2. Members of the association are obliged to:

3.2.1. they pay 30.000 per month in accordance with the number allowed by municipalities;

3.2.2. to respect the regulations and decisions of assembly of the association and its council;

3.2.3. with recommendation of the council of association, assembly of association can dismiss the member of association, who violated the rules and regulation. The decision is brought with 2/3 of total votes of the members. If the member didn't pay the membership-fee he will remain only as observer of the assembly.

4. Governing body, founding procedures, decision making processes, functions, rights, obligations and responsibilities

4.1. Governing bodies of the association are: Assembly, Council, Board and the Administration.

4.2. The Assembly of members is the highest governing body of the association. It shall consist of all members of the organisation. The representatives of minorities are participating in the assembly, due to the agreement of President of Municipalities (number and ethnicity). The representation of political parties is required.

4.3. Local Authorities (municipal councils) on 10 municipal councillors delegate one representative in the association.

4.4. Local authorities elect their representatives in the Assembly of the association in proportion with number of votes that the party won in the municipal council. Representatives (members of the Assembly) can be replaced with the decision of municipal council in accordance with paragraph 4.3. Representatives of the assembly will be replaced after every electoral process in municipal level, in accordance with above-mentioned procedure.

4.5. First regular assembly meeting will take place not later than three months after the elections and announcement of electoral results. The assembly will meet at least ones per year. The president of the assembly calls the assembly meetings. He proposes the agenda, as well, which has to be approved by the assembly.

4.6. The date, time and place of the meeting have to be announced two months in advance. All the materials should be distributed to the members not later that one-week before the meeting.

4.7. Extra-ordinary meetings of the assembly can be convoked at least one month after they have been announce and after the approval of 2/3 of members of the assembly.

4.8. Meetings and decisions will be considerate omnipotent, if the half of the members participated in the meeting. Decisions are all-powerful if the majority voted in transparency.

4.9. Regulations of the association are approved if 2/3 of present participants voted for. Voting should be open and transparent.

4.10. President and deputy presidents are elected with majority of votes (open voting).

4.11. The association can be dissolved by the decision of the majority of the members of the assembly of association.

4.12. The president, who is elected by the assembly, chairs the assembly. The secretary takes minutes from the assembly meetings. The mandate for the president is two years, with the right of another mandate.

4.13. The assembly approves the decisions concerning different issues, in accordance with approved agenda.

4.14. The assembly of the association is responsible for:

4.14.1. approve the working regulation of the association and the amendments in this regulation;

4.14.2. confirms and change the membership-fee;

4.14.3. accepts new members and dismiss members in accordance with paragraph 1.4 and 3.3.;

4.14.4. approves and estimates the expenditures of the association, and in case of transparency calls the Council to check;

4.14.5. determines the priority of activities and responsibilities;

4.14.6. elects the commissions of the association;

4.14.7. elects the president and two deputy presidents of the association;

4.14.8. discuss the reports of the association;

4.14.9. approves the decision to join similar International Association's;

4.14.10. approves the symbols of the association;

4.14.11. brings the decision of dissolution of the association and appoints the commission to lead this process;

4.14.12. elects and dismiss members of the board;

4.15. In the time period between two assemblies, the assembly of the association will be administrated by the council, which is composed by the president of municipalities. The council will convoke at least every three months. The president of the association signs all the decisions brought by the council and as well chairs the meetings.

4.15.1. the president of municipalities and members of the board compose the council.

4.16. Meetings of the council and the decisions are considered all-powerful, if the meeting was participated at least by the half of the members of the board. Decisions are brought with open voting and majority members present in the meeting. If the voting is half-half, the vote of the chairperson deters.

4.17. Council of association is responsible for:

4.17.1 with the recommendation of the board, analyse the acts and project-decisions (project resolute) which are connected directly with local authority activities;

4.17.2. approves the programme of activities and the final financial account of the association;

4.17.3. confirms the agreements of the association;

4.17.4. analyse the issues proposed by the board and as well as issues proposed by the members of the council, and takes adequate decisions;

4.17.5. discuss the financial issues of the association, and working agreements with the members of the commissions. It also fixes their salaries;

4.17.6. discuss the reports of the board and the commissions;

4.17.7. decide, regulate and re-organises the funds;

4.17.8. complete other functions delegated by the assembly of the association;

4.18. The members of the association elect board of the association. Board is composed by seven (7) members: president, two deputy presidents (one of them should come from Serb minority) secretary and other three members. The representation from political parties should be respected. The Board will have at least one meeting per month. The president of the association convokes the meetings. The president chairs the meeting and also signs all the decisions, which are brought.

4.19. Board of association is responsible for:

4.19.1. discuss the problems raised in the meetings of the assembly, council, meetings of the presidents and offers proposals-solutions;

4.19.2. makes remarks and proposals towards the authorities and government, regarding the improvement of self-government.

- 4.19.3. determines the obligate responsibilities for the administration, administrative structure, list of staff members and also specifies and estimate the costs;
- 4.19.4. discuss the plan of activities and the report of the administrator;
- 4.19.5. determines and confirms the list of the commissions and regulations;
- 4.19.6. appoints and dismiss the chairman of the administration through open competition;
- 4.20. The board decisions are all-powerful, if more than the half members of the board voted for;
- 4.21. The council and the board of the association decides if it is necessary to create different consultative organs (working groups, self-government institutions in the regions, etc)
- 4.22. The regional meetings are composed by the president's of that region, they are called only when necessary;
- 4.23. Meetings are chaired by the chairperson elected in the meeting. Schedule and agenda are brought with agreement. Emergency issues for local authorities in the region, are discussed in this meeting. The conclusions are followed to the board through the authorised person. Participant's in the meeting can be authorised to follow their messages directly to the board.
- 4.24. The mandate of the president and deputy presidents starts from the day when they were elected in the meeting. Their mandate of board members is two years, with the right of re-election for another mandate. If the president or deputy president are changing their positions or withdrawing from their activities in local authorities, they are discharge from their functions in the association. In such case the council will appoint council members in these functions, up to the next assembly meeting.
- 4.25. President of the association is responsible for:
- 4.25.1. organises the work of management institutions of the association;
- 4.25.2. represents the association in front of state authorities; President, Government, Independent International Organisations and co-ordinate the work of local authorities;
- 4.25.3. defines the responsibilities, authorisations and competencies of deputy presidents;
- 4.25.4. in accordance with the council's authorisation, he signs the agreements;
- 4.25.5. guarantee the continuity of activities in the association, during the election of the new members as representatives of local authorities, after new municipal elections;
- 4.26. Activities of the association are organised by the administration, which determines technical rules for management bodies of the association. The administration chairperson chairs administration. Administration work is based in the law, in the regulations approved by the assembly, in the assembly decisions, council and board decisions and based in the orders of director of the association.
- 4.27. Administration chairperson is responsible for:
- 4.27.1. organises and leads the daily activities of the association;
- 4.27.2. solves the organisational, economic and financial issues of the association;
- 4.27.3. submits the working and account plans to the board and the council for further discussion, and also provides information's to members of the association concerning the implementation of decisions of the assembly;
- 4.27.4. represents the association in the court, in relations with other legal subjects concerning the competencies of local authorities and other state institutions;
- 4.27.5. confirms economic activities of the association;
- 4.27.6. employs, dismiss and undertakes disciplinary measures for the personnel;
- 4.27.7. open and close the bank account;
- 4.27.8. authorises (when necessary) board members to complete tasks from their competencies;
- 4.27.9. bring out orders concerning the work of administration;
- 4.27.10. secures the property of association and works toward better working conditions;
- 4.28. Delegates from local authorities compose the supervisory bodies of the board of association – commissions. The board will approve the list of association commissions. The activities of commissions are based in the regulations. They are supervised and co-ordinated by the deputy president. Technical regulations are undertaken by the administration.

4.29. Association applies the law of languages in Kosovo.

5. Property, financial resources and procedures for use of the property

5.1. Property of the association and other funds consist on:

5.1.1. membership-fee;

5.1.2. incomes from publications and services;

5.1.3. incomes from the state and municipal budget;

5.1.4. incomes from central level and other incomes from out-side;

5.1.5. funds from gifts, aid, donations and funds from inheritance.

5.1.6. incomes from other sources;

5.2. Association administrates the property and funds in accordance with regulation of the association and the law;

5.3. The director of administration, with full responsibility manages the property and the fund of association. The property and the funds are used only for implementing the responsibilities of the association.

6. Control over financial activities

6.1. Control over financial activities is responsibility of finance commission.

6.2. Three members, elected by the assembly of association compose commission of finances. The work of commission starts from the day it is elected and ends with the election of new commission, after the Municipal Elections. Chairperson of the commission chairs the commission. If a member of commission is dismissed from his function in Municipal Council, automatically he is dismissed from his position in the commission. In such case, the Council of Association appoints a new member of commission, until the next meeting of the assembly of association, which elects a new member.

6.3. Commission of finances makes the inspection of financial activities of the administration, at least once per year, and reports to the Council of Association.

6.4. All the documents concerning the finances should be available to the commission of finances.

7. Dissolution of the association

7.1. The Association can be dissolved by the decision of more than 2/3 of the members of the assembly of the association.

7.2. The association can be dissolved by the decision of state authorities (authority that registered the association), if in the association remain less then half of its members and their positions are not fulfilled, in one year time period.

7.3. If the assembly brings the decision for dissolving the association, it has to appoint a commission to discharge the liabilities of the association and also to specify the responsibilities of this commission.

7.4. The discharge commission is obliged to inform all the members of the assembly concerning the discharging process.

7.5. The articles and paragraphs of this statute are all-powerful starting from the date of registration.

7.6. The statute has been approved in the meeting of the assembly held on: 30.06.2001.