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The Representative Council of Shota Meskhia
State Teaching University of Zugdidi

Regulations of the Representative Council of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. The representative body of the university is the Representative Council, which is elected from amongst the representatives of the faculties, separately by students and academic staff, pro rata to their number in main educational units at the moment of electing the Representatives Council.

2. The Representative Council shall be elected for a term of four years, on the basis of general, direct, equal elections.

3. The members of the Representative Council are at least twice as many as the members of the Academic Council. The students comprise one-third of the members of the Representative Council. An assistant participates in the elections as a student. While calculating the number of students, the number shall be approximated for the benefit of students.

4. The representative of the university's library is a member of the Representative Council.

5. The ground for termination of the status of a member for a student or a professor is the termination of academic or labor relations with the university for a professor and suspension or termination of a student's status for a student.

6. In case of early termination of powers of a member of the Representative Council, the vacant position shall be filled up for the remaining period of the term of office of the Council by the member who gathers the most of the votes. If there is no such candidate, new elections shall be held to fill up the vacant position for the same term.

7. The representatives of either the administrative and auxiliary staff or the members of the Academic Council shall not be elected to the Representative Council.

Article 2. Authority of the Representative Council

1. To carry out the activities envisaged by the present Regulations, the Academic Council, pursuant to legislation, shall:

- a) With the participation of the Academic Council develop and discuss the Statute of the Teaching University and submit it to the Ministry of Education and Science of Georgia for further approval;
 - b) Develop and approve internal regulations, Code of Ethics and disciplinary liability standards of the Teaching University;
 - c) Approve the rule of higher education institution budget planning and the regulations of structural units;
 - d) Elect a Speaker of the Representative Council;
 - e) Approve the nominee for the office of the Head of Administration, upon the recommendation of the Academic Council;
 - f) Approve the budget of the Teaching University upon the submission of the Head of Administration;
 - g) Approve the structure of administration of the Teaching University, upon the submission of the Head of Administration;
 - h) Approve the annual report of the Head of Administration;
 - i) Be entitled to terminate the term of office of the Head of Administration before the expiration of his/her term of office, upon a sound proposal of the Academic Council or on his/her own initiative;
 - j) Approve the auxiliary personnel recruitment procedures and the terms and amount of remuneration, upon the submission of the Head of Administration;
 - k) Approve the academic personnel recruitment procedures, terms and amount of remuneration upon the submission of the Academic Council;
 - l) Approve the nominee for the position of the Head of Quality Assurance Office of the Teaching University, upon the submission of the Academic Council;
 - m) Approve the rule of electing managerial bodies (managerial entities), upon nomination of the Academic Council.
 - n) Exercise other powers granted by the present Regulations and the Georgian legislation.
2. Representative Council enacts the ordinances of the Representative Council.
 3. The Representative Council makes its decisions with the majority of its list members
 4. The elections of the Representative Council are announced by the Rector.

Article 3. Speaker of the Representative Council

1. The meetings of the Academic Council are organized and chaired by the Speaker; the Academic Council elects the latter for a term of four years, in a manner prescribed by the Statute of the Teaching University.

2. The following shall be the grounds for early termination of the term of office of the Speaker of the Representative Council:

a) His/her own will;

b) Enforced judgment of conviction;

c) Death;

d) The decision of the court that he/she has limited or no legal capacity, except for the case, when the court has decided otherwise.

e) Dismissal from the academic office of the Teaching University.

f) Any other case envisaged by the statute of the Teaching University.

Article 4. Organizational Provision of the Representative Council's work

1. The first meeting of the newly elected Representative Council shall be presided over by the oldest member of the session;

2. At the first meeting of the newly elected Representative Council, the chairperson of the Teaching University's election commission shall inform the Council about election results and give the chairperson of the meeting the documentation proving the authority of the Council members (election protocols, materials about election results, complaints received, statements and facts about violation of election legislation and other election-related information).

3. The chairperson of the meeting shall introduce the information and documentation received from the election commission to the attendees.

4. The decision about acknowledgment of the authority of the members of the Representative Council shall include all those persons, whose elections were deemed legal by the election commission of the Teaching University and approved by the majority of the full complement of attendees.

5. If the number of persons, whose powers were acknowledged by the Representative Council is less than half of the whole membership, the meeting shall terminate. The next meeting of the newly elected Representative Council shall be convened by the chairperson of the university's

election commission within 10 days after electing at least more than half of the Representative Council's members.

6. The Representative Council shall elect the speaker from its own members via open balloting by majority of votes. A person shall be considered elected if he/she is backed by more than half of the Representative Council's members on the list. If there is more than one candidate and none of them has gathered enough votes, the repeated ballot should be held on the same day between the two candidates with the best results. If the winner is still not identified, the meeting of the Representative Council shall be convened again within 5 days and the speaker-election procedure will be held again.

7. The meeting of the Representative Council shall be convened upon the initiative of the speaker or at least one third of the members of the Representative Council.

8. Each member of the Representative Council has one vote. The reason of absence from the session shall be presented to the chairperson in writing. The members of the Representative Council attend the meeting without special invitation. During the work of the Representative Council, its member has the right to participate in the discussion of all the issues within the competence of the Representative Council, in accordance to the rules set. The member has the right to make suggestions, comments or amendments on the issues under the discussion, to propose candidates and express his/her own opinion about candidates to be approved or appointed by the Representative Council, to ask questions, to exercise other powers granted by applicable legislation and the present Regulations.

9. The Representative Council, which is represented by absolute majority of its members, shall be entitled to set up commissions and/or groups of its members working on particular issues. The commissions and work groups might be composed of invited experts, public persons, employees of the Teaching University and other interested persons.

10. The responsibility for convening the Representative Council meetings shall lay on the Secretary of the Representative Council, who is elected from the members of the Representative Council.

11. The meeting shall be valid if it is attended by more than half of the members of the Representative Council. Before opening of the meeting and before decision-making, the members shall undergo registration at the Secretary of the Representative Council (the registration data shall be attached to the minutes of the meeting and represent an integral part of them).

12. The Representative Council meetings may be closed;

13. Confidential issues are announced as closed completely or partly by the majority of attendees. The circle of attendees at the closed meeting is defined by the Speaker of the Representative Council.

14. During the meeting, the invited persons shall be obliged to meet ethical standards and other requirements.

15. The issues that are subject to discussion are identified at least three days prior to the meeting (except the agenda of an extraordinary session) and the speakers are indicated as well.

16. The Representative Council is entitled to make decisions on procedural issues via open balloting by a majority of votes.

17. The Representative Council meetings shall be formalized by minutes of the meeting and the Secretary of the Representative Council ensures its regularity. All the materials that are related to the issues on the agenda are attached to the minutes. The authenticity of the minutes shall be confirmed by the signatures of the Speaker and the Secretary of the Representative Council.

18. The Representative Council seal shall be affixed to the last page of the minutes.

19. The Representative Council is entitled to make decisions in the form of resolution on all the issues within its competence.

Article 5. The Rules of Making Amendments and Additions to the Regulations

1. The amendments and the additions to the Regulations can be made with the decision of the Representative Council, in accordance with the legislation.

2. The Regulations of the Representative Council of Shota Meskhia State Teaching University of Zugdidi shall enter into force upon its approval.