



**INSTITUTE FOR ACCREDITATION OF  
THE REPUBLIC OF NORTH MACEDONIA**

**Rules of Procedure of the IARNM Council**

**Regulation : R 02**



Pursuant to the Article 14, Paragraph 1, Indent 1 of the Law on Accreditation (“Official Gazette of the Republic of Macedonia” No.120/09) and Article 17 of the Statute of the Institute for Accreditation of the Republic of Macedonia, the Council of the Institute for Accreditation of the Republic of North Macedonia at its meeting held on 12 November 2020 adopted the following:

## **RULES OF PROCEDURE OF THE IARNM COUNCIL**

### **I. General provision**

#### **Article 1**

These Rules of Procedure shall regulate the manner of operation and conduct of the meetings of the Council of the IARNM (further referred to as Council), the rights and the obligations of the president, the members of the Council and other matters important to its work.

### **II. Authorization and constitution of the Council**

#### **Article 2**

The Council shall perform its duties and assignments within its competence determined in Article 13 from the Statute of the Institute for Accreditation of the Republic of North Macedonia, (further referred to as Statute).

#### **Article 3**

The Council shall perform its duties and assignments within its competence in line with the Council’s Operational Program.

In accordance with the Operational Program of the Institute for Accreditation of the Republic of North Macedonia (further referred to as IARNM), the Operational Program of the Council shall be adopted at the beginning of each calendar year.

#### **Article 4**

The Constitutive meeting of the Council shall be held after the nomination of the president and members of the Council by the Government of the Republic of North Macedonia.

The appointed Members of the Council shall elect the Vice President at the Constitutive meeting from within their ranks.

The President of the Council of the IARNM shall convene the Constitutive meeting.

#### **Article 5**

The operation of the Council shall be public.



### III. Convening the meetings, adopting the agenda and preparation of the materials

#### Article 6

The Council shall operate at its meetings.

The President of the Council shall convene and conduct the Council's Meetings, whereas in his or her absence or inability or due to personal reasons as a result of which he/she is not able to carry out his/her rights and obligations in line with these Rules of Procedure, the Vice President shall bear all the rights and obligation that the President has determined by these Rules of Procedure.

As a rule, the meetings of the Council shall be held with the physical presence of the members, and as an exception, under certain conditions, the meetings can be opened and conducted remotely using communication means (telephone or conference call using Internet communication and software tools).

#### Article 7

The Council's members and the IARNM Director (further referred to as the Director) shall be informed about the meeting at least 8 days in advance, and the meeting materials shall be distributed at least 5 days in advance.

In special cases, the President of the Council may schedule an emergency meeting by personal announcement without delivering the materials.

The President may invite other persons if he/she considers that they may contribute for an improved and more efficient Council work concerning certain agenda issues.

#### Article 8

Any Council member shall have the right and duty to be present at the Council meetings and to participate in its work, to propose an agenda, amending and supplements to the agenda, to participate in debates, to pass conclusions and resolutions concerning the issues on the agenda, and to perform other affairs concerning the competence of the Council entrusted to it by the Council.

#### Article 9

Any Council member can be absent from the Council meetings due to justified reasons only.

The Council member shall be obliged to inform the President of the Council in due time about his/her inability to attend the Council meeting.

#### Article 10

The invitation for the meeting of the Council shall consist of:

- Meeting ordinal number;
- Date, hour and place of the meeting;
- Draft agenda;
- Enclosed material concerning the matters proposed in the agenda and the minutes of the previous conference.



The enclosed material shall not be compulsory on matters of informational character.

### **Article 11**

Any modification to the proposed agenda can be proposed by the Council President, the Director or a Council member.

The Report on the Council decisions application passed on the previous meeting shall be a compulsory item on each meeting agenda. The report shall be submitted by the Director.

### **Article 12**

Any Council member or the Director may submit an explanatory request for convening a meeting.

The decision to convene the meeting referred to in paragraph 1 of this Article shall be adopted by the President of the Council within 8 days from receiving of the request.

If the President of the Council receives a request for convening a meeting by four members of the Council or by three members and the Director, the President shall be obliged to convene a meeting within 8 days.

### **Article 13**

In specific cases, the President of the Council may decide to convene a correspondence meeting of the Council when it comes to a special issue of essential and immediate interest for the work of the IARNM.

In the cases referred to in paragraph 1 of this Article, a short explanation and a draft decision shall be submitted to the members of the Council.

The members of the Council shall declare their opinion on the draft decision in writing.

The members of the Council shall submit their opinion on the draft decision within the determined deadline.

If a member of the Council does not submit a written opinion within the set deadline, he/she will be considered to agree with the draft decision.

Only written replies sent by mail, fax or e-mail shall be taken into account when conducting the formal voting.

### **Article 14**

If confidential materials are considered at the meeting of the Council, such materials shall be separately marked.

The confidential materials referred to in paragraph 1 of this Article shall be submitted to the members of the Council at the meeting itself and special records shall be kept for them.

After the meeting, the members of the Council must return the confidential materials to the President, i.e. in the archive of the IARNM.

## IV. Management of the Council meetings

### Article 15

The President of the Council shall have the right and duty to:

- Represent the Council;
- Appoint and chair the Council meetings;
- Propose an agenda;
- Formulate draft decisions and Council attitudes;
- Sign the meeting minutes, the Council decisions and other internal Council regulations;
- Determine the scope of information shared with the public about the adopted decisions of the Council;
- Supervise the implementation of the Council decisions;
- Perform other tasks according to the Law, the Statute of the IARNM and these Rules of procedure.

In exceptional situations, when for certain reasons the President, as the chairperson of the meeting, is not able to personally sign the adopted documents at the meeting, he/she shall have the right to authorize the Vice President to sign the minutes, decisions and other documents adopted at the current meeting. The President of the Council performs the delegation of the authorization for signature by depositing a personal statement giving the authorization, signed personally and submitted to the IARNM in a scanned form via e-mail. Before indicating the appropriate function of the signatory, a clause shall be placed on the document that the signing is done by authorization. The President, as a rule, shall inform the Council about the delegation of the authorization at the current meeting to be noted in the minutes.

Documents arising from the work of the Council may also be signed using a qualified electronic signature certificate of the authorized signatory for professional purposes, in accordance with the regulations for the use of electronic signatures. To apply this way of signing, the document shall be created and processed in an electronic form, and the signature shall be applied on the PDF format. The document signed in this way can be printed for distribution and storage in hard copy, and the seal of the Institution shall also be affixed.

### Article 16

The President of the Council shall check whether the required quorum for operation and passing the final decisions is present.

If the quorum is provided, the President shall put the proposed agenda for voting.

Each Council member or the Director may propose amendments or supplements to the agenda.

### Article 17

At the beginning of the meeting, the Council shall adopt the minutes from the previous meeting.

The minutes shall be considered as adopted if the Council members have no remarks, or if the changes in the minutes are performed according to the adopted remarks.

If a remark of a Council member is not adopted, he/she may ask this to be noted in the minutes.



### **Article 18**

The consideration of the items determined in the agenda shall start with the presentation of the proposer or the rapporteur on the given item.

The President of the Council shall give the present participants an opportunity for discussion in the order in which they applied.

No one shall be allowed to discuss before asking and getting an approval from the President.

Any member of the Council who required to speak on a particular topic can only discuss the issues that are directly related to the item on the agenda that is being discussed.

If such a person deviates from the topic, the President shall have the right to warn the speaker and stop the discussion.

### **Article 19**

As a rule, there is no limit in discussions, but the President of the Council shall be authorized to limit the discussion to reasonable time.

### **Article 20**

Having discussed the agenda items, the President of the Council shall propose the decisions, and put them for voting.

### **Article 21**

If more time is required to collect additional information in order to pass significant, time consuming decisions, the President may stop and reschedule the meeting for another time.

### **Article 22**

In specific cases, the President may temporarily interrupt the meeting or postpone it.

## **V. Council decisions**

### **Article 23**

The decision of the Council shall be valid if the meeting at which it was adopted was attended/participated by more than half of the members of the Council and if the majority of the present members, i.e. the members who participated in the meeting voted for it.

The Statute of the IARNM shall be adopted by a majority vote of all members of the Council.

When adopting a decision for election of a Director or a dismissal, as well as when making other decisions, the Council shall decide in line with the provisions of the Law on Accreditation and the Statute of the IARNM.

### **Article 24**

The decisions referred to in Article 23 of these Rules of procedure shall be passed by a public voting.

- The Council members shall express their will with secret voting in the following cases:
- When the Vice President of the Council is being elected;
  - When the Director is being elected or dismissed;
  - When voting for declaring confidence or distrust in the work of certain members of the Council.
  - In the cases determined in the Statute of IARNM.

At a proposal by a member of the Council, the Council may decide to vote secretly in other cases than the ones stated above.

### **Article 25**

When there are several draft decisions under the same item on the agenda, the Council shall vote on each draft decision separately.

The order of voting shall be decided by the President.

If none of the proposed decisions receives a sufficient number of votes during the first voting, the voting shall be repeated for the two proposed decisions that have received the most votes. If during the re-voting neither of the two draft-decisions receives the required majority of votes, the Council shall not make a decision, whereby the manner and the procedure for finding a solution to the open issue shall be determined.

### **Article 26**

The Council also may decide to conduct individual voting.

If the Council decides to conduct individual voting, than every member of the Council can give an explanation for his/her stance.

## **VI. Meetings minutes**

### **Article 27**

Minutes shall be taken for every meeting.

The minutes shall contain:

- The meeting ordinal number;
- Date, time and hour of the meeting's beginning, adjournment and place of meeting;
- Information for interruption and continuation of the meeting;
- Name and surname of the people who attended the meeting;
- Information about the person who chaired the meeting;
- Quorum information;
- The adopted agenda;
- Statement on the adopted minutes from the previous meeting;
- Information on the people who spoke in view of certain items on the agenda and people who took part in the discussions;
- List of written materials that served as a basis for discussion and decision making;
- Short content of the discussions;



- Requests for change of decisions by the members of the Council and results of the voting, separately for each draft decision;
- Decisions taken by majority vote specifying the majority;
- Information about each draft-decision that is not adopted;
- Certain attitudes/positions of the Council members entered in the minutes at their request;
- Signatures of the Minutes Taker and the President.

### **Article 28**

A signed copy of the minutes shall be delivered to each member of the Council and to the Director within 10 days after the meeting was held.

The other participants invited to attend the meeting of the Council shall only receive parts of the minutes that pertain to the agenda issues in which they were involved with their exposition or discussion.

## **VII. Special provisions**

### **Article 29**

The minutes are internal documents and their publication shall be strictly forbidden.

### **Article 30**

The IARNM shall perform administrative and technical works required for the operation of the Council.

The IARNM shall keep the originals of the minutes, decisions, reports and other internal acts of the Council and shall prepare the materials for its meetings.

The Council may request the Director to appoint an expert person as secretary of the Council for performing the activities referred to in paragraph 1 of this Article.

### **Article 31**

The procedure for appointment and dismissal of the Director shall be conducted by the Council in accordance with the provisions of the Law on Accreditation and the Statute of the IARNM.

### **Article 32**

The procedure for conducting the process for electing a Director shall be carried out by a three-member commission, established by the Council.

The commission shall be entitled to:

- check the completeness of the documents of the registered candidates according to the announced public call;
- determine whether the candidates meet the conditions of the public call;
- reject the applications of the candidates who did not meet the deadline stated in the public call;





- prepare a report on its work and submit it to the Council.

### **Article 33**

The provisions referred to in these Rules of procedure shall be compulsory for the members of the Council and the other persons that take part in the work of the Council meetings.

### **Article 34**

If a procedure, according to which certain decisions are to be made, is not covered by these Rules of Procedure, the Council may postpone the adoption of the relevant decision until the procedure is determined and its adoption is referred to as an addition to the Rules of Procedure.

## **VIII. Final provisions**

### **Article 35**

A proposal for amendments and supplements to the Rules of Procedure of the Council may be submitted in writing by any member of the Council.

### **Article 36**

All amendments and supplements to the Rules of Procedure shall be executed according to the same procedure as in the case of their enacting.

### **Article 37**

With the entry into force of these Rules of Procedure, the Rules of Procedure of the Council of the Institute for Accreditation of the Republic of Macedonia adopted on 30.11.2010 shall cease to be valid.

### **Article 38**

These Rules of Procedure shall enter into force on the day of their adoption.

Date: 12 November 2020

President of the Council of IARNM  
Eljesa Jonuzi, m.p.