

Business Council of Gradačac municipality, formed on the basis of a decision of Municipality Mayor number:02-05-1905/15 from 30.07.2015. at the 2nd session, held on 21.10.2015, brings a

RULES OF PROCEDURE OF BUSINESS COUNCIL

Article 1. (Introductory provision)

These Rules shall regulate the manner and scope of work, as well as the functioning of Business Council, and in particular:

- convening of Business Council session;
- work of the members of Business Council at the sessions;
- way of making decisions and acts;
- minutes of the Business Council sessions;
- the role of the coordinator (technical secretariat) of Business Council and
- other issues of importance from work of Business Council.

Article 2.

All the members of Business Council are obliged to respect and apply these Rules, until the end of performance of duties to which they are appointed, the end of the period of appointment, or replacement with new member of Business Council.

Article 3.

- (1) The President of Business Council is responsible for proper implementation of these Rules.
- (2) In case of the absence or inability of the President of Business Council, he shall be replaced by Vice President.

Article 4.

(Convening of the session of Business Council)

- (1) The session of the Business Council is convened by the President, on his own initiative, provided that at least four sessions must be convened i.e. a quarterly session.
- (2) The proposal for the convocation of the session can be submitted by 1/3 of the all members of Business Council, with written explanation for convocation, which is addressed to the President of Business Council.
- (3) Business Council Session is convened by the invitation which consists of: number of the session, venue, date and time of session, the draft agenda, name and surname of the people who are not the members (e.g. experts in various fields), but are invited to the session.
- (4) The invitation for the session is delivered to the members of Business Council at least three(3) days before the date determined for the session, by e-mail, or any other way, unless the session is convened by urgent procedure, when the invitation can be sent at the latest day before the session.
- (5) Convened session of Business Council can be cancelled if there are reasons that prevent from holding the session at the arranged time or when there is not enough number of the members, as defined by the article 7. paragraph 2. The session is cancelled by the President of Business Council. Technical secretary informs all the members about new time of the session.
- (6) With the invitation to the session the members shall also be submitted the minutes of the previous session, and if necessary a supporting material for the session, unless the session is convened by urgent procedure.

(7) Agenda is prepared and proposed by the President of Business Council in cooperation with technical secretary.

Article 5.

(Work of Business Council)

(1) Business Council is founded in order to establish a concrete framework for managing of local economic development of Gradačac Municipality and improvement of business environment in the Municipality.

(2) Basic activities are:

- a) Regular exchange of information of public and private sector,
- b) Considering significant development issues and issues of improvement of business environment and competitiveness,
- c) Proposal of measures for community development and improvement of competitiveness and business environment,
- d) Identification and initiative of business sector concerning higher levels of the authorities,
- e) Considering initiative for partner projects and their implementation.

Article 6.

(1) Business Council prepares and proposes to competent services of the Municipality, as the higher authorities:

- a) Initiatives (proposals, measures, recommendations) for the improvement of business environment in the area of the municipality;
- b) Initiatives (proposals, measures, recommendations) for the increase of business competitiveness that should result in the improvement of business in the municipality.

(2) Work of Business Council is done at the sessions.

(3) The President of The Business Council presides the sessions, and in case of his absence, the sessions shall be presided by Vice-President .

(4) The President of Business Council is elected by Municipality Mayor and Vice President is elected by the members of Business Council among all the members, with the majority of votes at the 1st constitutive session, or at the next first session.

(5) Technical work of Business Council shall be done by employee of the Department for management development and energetic efficiency at the competent service of Gradačac Municipality.

Article 7.

(1) The President of Business Council determines the number of present and absent members at the session.

(2) Business Council, which counts 15 members in total, can do and make decisions with the presence of at least 10 members, out of which 5 members must be from private and civil sector.

(3) Detailed composition of the Business Council members from paragraph (2) of this article is established by the Decision of Municipality Mayor on appointment of Business Council. Mandate of the Business Council members lasts two years from the appointment day. Upon the expiration of the mandate the members can be re-elected.

(4) Business Council can work in case there is no quorum from paragraph (2) of this article, but then it cannot make valid decisions, recommendations, proposals and initiatives.

(5) In case that a member of Business Council does not attend 50% of the sessions during one calendar year, the President of Business Council can propose to Municipality Mayor to appoint the other representative of popular sector. In case that the President of Business Council does not attend more than 50% of the session during one calendar year Municipality Mayor can re-elect new President.

(6) Other people can also attend the sessions who are invited by the President of Business Council, without the right to vote.

Article 8.

(1) Business Council determines the agenda at the proposal of the President of Business Council.

(2) Before the agenda The Minutes of the previous session is verified.

(3) Upon the adoption of the agenda each member of the Business Council is entitled to propose his/her amendments, with verbal explanation of the proposal.

(4) Considering individual items is done by the order determined by the agenda. Issues that are on the agenda the representatives of the proposers give introductory notes, or explanations.

(5) For the work efficiency on each item the member of Business Council is entitled to one discussion and it can be, if necessary, limited by time, upon which Business Council separately declares. During the discussion the members of the Business Council are obliged to adhere to the item of the agenda.

Article 9.

(1) For the realization of the issue from its scope of work Business Council can form its permanent and temporary working bodies.

(2) The role of permanent and temporary working bodies is to professionally and responsibly consider materials which are sent by Business Council, and that in a determined period of time, send explained opinions to technical secretary.

Article 10.

(Making decisions at the sessions of Business Council)

(1) Business Council can make decisions in the form of initiatives, recommendations, opinions, proposals and conclusions.

(2) Business Council decisions are made by consensus, with the possibility of declaring on individual decisions by electronic way of communication, if the member of Business Council is not able to attend the session. In case of inability in reaching consensus then it shall be reached by two-third of votes of present Business Council members provided that a quorum is present from the article 7.

(3) Voting is public. If a member has voted by electronic way the President of Business Council is obliged to inform present members about the member's way of voting by e-mail.

(4) The President of Business Council can decide that certain issues, before voting, shall be considered previously in compatible working bodies, and subsequently Business Council, taking into account the composition of the working body, makes the appropriate decision.

Article 11.

(Minutes of the session of Business Council)

(1) The minutes of the session is conducted and it consists of:

a) order number of the session of Business Council.

b) date, time and venue, start time and end time of the session;

c) names and surnames of the present and absent people who are involved according to the invitation;

d) information on approval of the minutes from the previous session;

e) agenda (and data on eventual amendments);

f) summary of each item considered individually with the names of speakers and participants in the discussion.

g) The results of voting

h) decisions that have been made, then conclusions, proposals, initiatives, opinions and recommendations.

(2) The President can decide to enter other facts in the minutes which are important for the work of the session or for the decision making

(3) The minutes is verified by the signature of the clerk and the president of Business Council.

(4) At the request of the President, in order to make a valid minutes, Business Council can make a decision about the sound recordings of the session or any other part.

(5) The minutes is made at the latest in three working days' time, counting the day of holding the session of Business Council.

Article 12.

(Coordinator of the work of Business Council)

(1) Coordinator of the Business Council is responsible for professional activities on drafting laws, under the competence of Business Council, and that the Team for verification is appointed by Municipality Mayor.

(2) All the initiatives proposed by Business Council the Coordinator of the work of Business Council shall send to Municipality Mayor and/or Municipal Council, and also to appropriate higher authorities for further treatment. Depending on the character of the initiative, they can be send to other local public organisations and institutions as well as the organisations of private and civil society for further treatment.

(3) In order to realize Initiatives from paragraph (2) of this article and in order to keep the continuity of public-private dialogue, the coordinator of the work of Business Council performs the following tasks:

- a) asks from the members of Business Council to submit initiatives for competitiveness with a detailed explanation of the proposal of individual initiative (reasons for initiating, estimated influence of the initiative on the increase of competitiveness of private sector, estimated necessary financial resources for initiative realization and so on) and according to collected data drafts laws which Business Council shall consider at the session,
- b) prepares the invitation for Business Council session,
- c) invites to theme session of Business Council, optionally, and people who are not the members of Business council,
- d) sends the invitation for the session to the members, with the minutes from the previous session of Business Council, and all the other supporting materials,
- e) conducts the minutes during the session of Business Council (clerk)
- f) proposes the way of implementation of conclusions, initiatives, recommendations and so on, from the sessions of Business Council (measures for quality improvement of business environment and competitiveness).
- g) performs the activities of public-private dialogue between the meetings of Business Council (contacting entrepreneurs and the association of entrepreneurs, investors, civil society organisations, keeping business forums, round tables, public discussions and so on.)
- h) makes and keeps database relevant for conducting public-private dialogue and the work of Business Council.
- i) cooperates with the media while they follow the work and the result of Business Council and regularly maintains the web page in order to inform the public and in order to keep the process of public-private dialogue transparent.
- j) sends the Report of Business Council to Municipality Mayor at least once a year,
- k) cooperates with all the members of Business Council,
- l) cooperates with departmental institutions of higher level in order to direct and coordinate their activities in conducting of developmental documents and initiatives which influence on business competitiveness in Gradačac Municipality,
- m) monitors and evaluates the processes and effects of public-private dialogue.

Article 14.

(Final provisions)

The work of Business Council is public.

The President of Business Council, or the member of Business Council who is appointed by him or the member of the Team for certification can give information for the public about the work of Business Council.

Optionally, the media can be invited to the convened session by technical secretariat.

Amendments of these Rules of Procedure are enacted in the same way and following the same procedure according to which the Rules is adopted.

Article 15.

These Rules come into force on the day of adoption.

President of Business Council
Muhamed Bilajac

Number:02-05-1529-PS-2-/15
Gradačac, 21.10.2015.