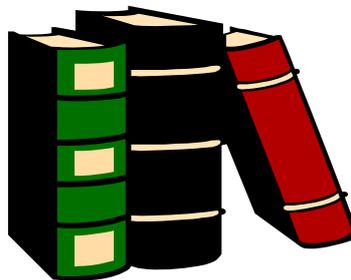




Emerika Bluma 1, 71000 Sarajevo
Tel. 28 35 00 Fax. 28 35 01

NOT AN OHR TRANSLATION!!!

Department for Legal Affairs



**RULES OF PROCEDURE
OF THE HOUSE OF PEOPLES
OF THE PARLIAMENTARY ASSEMBLY OF
BOSNIA AND HERZEGOVINA**

**“Official Gazette of Bosnia and Herzegovina”, 33/06,
41/06, [91/06](#) (Corrigenda), [91/07](#)**

NOTE: According to Changes and Amendments to the Rules of Procedure of the House of People of the Parliamentary Assembly of Bosnia and Herzegovina, published in the “Official Gazette of Bosnia and Herzegovina”, 41/06 (5/30/2006), in Article 183 of the Rules of Procedure of the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina (“Official Gazette of Bosnia and Herzegovina”, 33/06), at the end of the text, the full stop shall be replaced with a comma and the new wording shall be added to read as follows: “...and shall apply from the beginning of the term of the newly elected chamber.” Article 184 shall be changed to read as follows: “On the day of application of this Rules of Procedure shall cease to be applied the Rules of Procedure of the House of People of the Parliamentary Assembly of Bosnia and Herzegovina (“Official Gazette of Bosnia and Herzegovina”, 27/00”).

Pursuant to Article IV 3 (b) of the Constitution of Bosnia and Herzegovina, the House of Peoples of the Parliamentary Assembly of Bosnia and Herzegovina enacted at its 53rd session, held on January 31, 2006, the following

**RULES OF PROCEDURE
OF THE HOUSE OF PEOPLES
OF THE PARLIAMENTARY ASSEMBLY OF BOSNIA AND
HERZEGOVINA**

CHAPTER I. Constitution of the House

Part A. Constitution of the House

Article 1

(Organization and business of the House)

The House of Peoples of the Parliamentary Assembly of Bosnia and Herzegovina (hereinafter: the House) shall be organized and shall work under the Constitution of BiH, the law, and these Rules of Procedure.

Article 2

(Inaugural session)

- (1) The House shall be constituted through holding of the first session of its current members at the beginning of each new parliamentary term.
- (2) The first session of the House, after legislative elections, shall be convened by the Collegium of the previous term of the House, unless otherwise defined by the law.
- (3) Pending the election of a Chairman, the first session shall be chaired by the oldest elected Member in the capacity of an Interim Chairman.
- (4) After the opening of the first session, the Interim Chairman shall read the list of Members.

Article 3

(Swearing-in ceremony)

The Members shall take their mandate by taking an oath of office collectively, and signing the text of the oath of office individually. The text of the oath of office shall read as follows: «I solemnly swear that I will faithfully discharge the duties assigned to me; respect the Constitution of Bosnia and Herzegovina; implement fully the General Framework Agreement for Peace in Bosnia and Herzegovina; defend and support human rights and fundamental freedoms; and defend interests and equality of all the peoples and citizens.»

Part B. The caucuses

Article 4

(Establishment of the caucuses)

(1) After the Members have taken their oath of office, the House shall establish three caucuses of the constituent peoples (hereinafter: the people's caucuses)

- a) The Bosniak people's caucus;
- b) The Croat people's caucus;
- c) The Serb people's caucus;

(2) The people's caucuses shall act as a form of performance of the House Members, especially in the preparation, proposing and considering items of the agenda for the sessions of the House.

Article 5

(Organization of the people's caucuses)

Every people's caucus shall define its organization and manner of work, and shall select a chairman and his or her deputy.

Article 6

(Funding of the people's caucuses)

For the purpose of creating favorable conditions for the participation of the people's caucuses in the House activities, the responsible commission shall decide on and inform the House once a year about reallocation of the funds, premises as well as administrative, technical and other services required for the work of the people's caucuses.

Part C. Election of the Chairman, the First and the Second Deputy Chairman of the House

Article 7

(Election)

(1) After the people's caucuses have been formed, the House shall elect among its members one Bosniak, one Croat and one Serb who shall discharge the duties of: the Chairman, the First Deputy Chairman and the Second Deputy Chairman of the House. The Chairman may not be elected from the same constituent people as the Chairman of the House of Representatives.

(2) Every people's caucus and every Member may propose candidates for those duties. If there is more than one candidate proposed for the same position, the vote shall first be taken on the candidate proposed by the people's caucus. After the list of candidates has been drawn up for every position, the vote shall be taken.

(3) If out of several candidates proposed for one position no candidate has received the required majority or several candidates have received the same number of votes, the vote shall be taken on the two candidates who have received the highest or the same number of votes.

(4) The decision on election shall be taken in a manner established for the decision-making in the House. In case of agreement, the agreement shall be reached by the representatives of the people's caucuses and if it fails – the vote shall be repeated.

(5) If no candidate has received the required majority, the entire vote shall be repeated.

CHAPTER II. The rights and responsibilities of the Members

Article 8

(Participation in the operation)

- (1) The Member has the right and duty to attend sessions of the House and sessions of the House committee he or she is a member of. He or she shall take part in their work and shall be engaged in finding solutions and taking decisions which ensure the execution of constitutional powers of the institutions of BiH.
- (2) In executing his or her duties, every Member may take part in the work of the committee he or she is not a member of, without the right to vote.
- (3) The Member who is prevented from taking part in the House session or a committee session he or she is a member of or who has to leave during the session, he or she shall inform the Chairman of the House or the Chairman of the committee on time, and explain the reasons for his or her absence.

Article 9

(Initiation and proposing of the laws)

Each Member may initiate enactment of the laws and other regulations and amendments to the laws and other regulations, and apply other procedures defined in these Rules of Procedure, which the House shall always take a vote on.

Article 10

(The right to information)

In order to facilitate their participation in the House activities, the Members shall be informed in a timely fashion, under these Rules of Procedure, that a session has been convened, and shall receive the relevant materials.

Article 11

(Confidentiality)

- (1) The Members shall keep state, military, official or business secrets and treat classified information with confidentiality, and shall be responsible for that.
- (2) Prior to the distribution of materials to the Members, the Chairman of the House and the Chairman of the House Committee shall determine the level of confidentiality of the materials prepared in the House, in accordance with the law.
- (3) Article 11 (1) of these Rules of Procedure shall also apply to the materials which the Council of Ministers of BiH and other BiH institutions present to the House, which are marked as a state, military, official or business secret, in accordance with the law or other regulations made under the law.

(4) The House may, at the recommendation by the Constitutional and Legal Committee and upon debate, lift immunity to the Member found to have violated the rules from Article 11 (1) – (3) of these Rules of Procedure. A court procedure may be launched afterwards.

(5) The Constitutional and Legal Committee may propose to the House that immunity be lifted if so requested by the House Collegium, any standing body of the House or at least by one people's caucus. The motion must be reasoned.

Article 12

(Employment status of the Members)

(1) The Members who are full-time employees of the House are entitled to salaries in right of their offices they hold, and to other payments, in accordance with the law and decisions made by the responsible committee, and all the Members are entitled to the Member's bonus and compensation for various material expenses.

(2) The House shall define in its Conclusion, at the proposal by the House Collegium, the requirements for the Members, who are elected officials, to be entitled to the status of full employment outside the House.

Article 13

(Member's identity card)

(1) Each Member shall be issued Member's identity card and a voting card with the number. He or she shall be responsible for its use. A Member's identity card and a numbered voting card may not be shared with another person or a Member.

(2) The Member's identity card shall bear a photo and the Member's name and family name, the right to immunity and other entitlements defined by the law.

(3) The content, form and manner of keeping the records of Member's identity cards and numbered voting cards shall be defined by the House Collegium. The Secretary of the House shall be in charge of their issuance and keeping the records.

Article 14

(Member's responsibilities)

(1) Under the Constitution of BiH and the law, the Member may not be held responsible in a criminal or civil procedure for any actions he or she has taken in the line of duty during his or her term in office.

(2) Lifting of immunity in each specific case shall be decided by the House, at the proposal by the Constitutional and Legal Committee, under Article 11 (4) and (5) of these Rules of Procedure and in other cases as defined by the law.

Article 15

(Resignation of Members)

(1) The Members may resign from their duties. The resignation shall be submitted to the Chairman of the House in writing or orally at the House session, unless otherwise defined by the BiH Election Law.

(2) Each Member, including the Member who has resigned, may request an urgent debate over his or her resignation. If the Member adheres to his or her resignation at

the end of the debate, the Chairman shall inform accordingly the responsible body defined by law with a view to replacing the Member who has resigned.

CHAPTER III. Organization of the House

Part A. The House Collegium and the Joint Collegium of both Houses of the Parliamentary Assembly of BiH

Article 16

(Composition of the Collegium)

(1) The House Collegium (hereinafter: the Collegium) shall consist of: the Chairman, and the First and the Second Deputy Chairman of the House.

(2) If the position of the Chairman, or the First or the Second Chairman is vacant, the House shall, under the procedure defined in Article 7 of these Rules of Procedure, select a Member from the ranks of its members, from the same constituent people as the absent Chairman or a Deputy Chairman, who shall fill the vacancy.

Article 17

(Duties of the Collegium)

The Collegium shall be responsible for:

- a) exercising the rights and duties of the Members which are related to the execution of their responsibilities, and proposing the criteria which regulate the rights and duties of professional Members;
- b) establishing cooperation with the House of Representatives, including the holding of common sessions of both Houses at the request by the Collegium of the House of Representatives, and the holding of common sessions of the Collegiums of both Houses;
- c) exercising the rights and duties of the House in regard to the Presidency of BiH and the Council of Ministers of BiH, under the Constitution of BiH, the law and these Rules of Procedure;
- d) considering the initiatives and proposals made to the House in regard to their harmony with these Rules of Procedure;
- e) establishing cooperation with political parties, organizations and citizen associations;
- f) holding consultations in regard to preparation of an agenda for a House session;
- g) holding consultations in regard to the preparation of a work plan;
- h) any other issue which might influence the work of the House;
- i) carrying out any other duty assigned to the Collegium by the House and these Rules of Procedure.

Article 18

(Convening of the Collegium session)

- (1) The Collegium shall meet as and when necessary and at least once in two weeks – at the request by the Chairman. However, the Collegium may deviate from this rule in the period between July 15 and August 31.
- (2) The Collegium session shall be convened by the Chairman at the request by any member of the Collegium, within seven days.
- (3) When it so decides, the Collegium shall be working in an expanded composition, with the participation of the representatives of each people's caucus and/or chairmen of the committees.

Article 19

(Decision-taking in the Collegium)

The Collegium shall make decisions by consensus. If the efforts to reach a consensus fail, the decisions shall be made by the Chairman. The Chairman shall always inform the House accordingly.

Article 20

(Other participants at the Collegium sessions)

- (1) The Collegium session may also be attended, as and when necessary, on the invitation by the Chairman, by other Members and persons without the right to vote.
- (2) A representative of the Council of Ministers of BiH shall be invited to the sessions or parts of sessions of the Collegium at which issues referred to in Article 17, items (f) and (g) of these Rules are considered and in other cases as defined by the Collegium.

Article 21

(The Joint Collegium of both Houses of the Parliamentary Assembly of BiH)

- (1) The session of the Joint Collegium of both Houses of the Parliamentary Assembly of BiH (hereinafter: the Joint Collegium) shall be held at least once a month.
- (2) The Joint Collegium shall be chaired by the Chairmen of the Houses on a rotating basis. The first session of the Joint Collegium shall be convened by the Chairmen of both Houses. The next session shall be convened by the Chairman of the House who chairs the session.
- (3) The Joint Collegium shall make decisions by consensus.
- (4) When so decided, the representatives of the people's caucuses and Members' caucuses may also take part in the work of the Joint Collegium.
- (5) The Joint Collegium shall be responsible for:
 - a) Initiating and coordination of inter-parliamentary cooperation;
 - b) Appointing members of interim delegations who take part in inter-parliamentary meetings. They shall inform the people's caucuses and Members' caucuses accordingly;
 - c) decision-taking on the manner of and deadlines for making decisions which require approval by both Houses;
 - d) establishing the criteria for the selection of members of permanent delegations of the Parliamentary Assembly of BiH;

- e) convening and organizing joint sessions of both Houses of the Parliamentary Assembly of BiH;
- f) convening joint sessions with the Council of Ministers of BiH;
- g) appointing secretaries of the joint committees of both Houses of the Parliamentary Assembly of BiH;
- h) carrying out any other duty assigned to it by the Houses and these Rules of Procedure of the Houses.

Part B. Chairman of the House

Article 22

(Chairman of the House and rotation)

- (1) The Chairman of the House shall automatically rotate, without a vote, every eight months, starting from the day of election of the Chairman.
- (2) If the Chairman is unable to attend the session of the House, the duty of the Chairman shall be discharged by the First Deputy Chairman. If the First Deputy Chairman is unable to attend the session of the House, the duty of the Chairman shall be discharged by the Second Deputy Chairman.

Article 23

(Duties of the Chairman of the House)

- (1) The Chairman of the House shall:
 - a) represent the House;
 - b) take part in the preparation of House sessions; shall convene and chair the House sessions;
 - c) take part in the preparation of the Collegium sessions; shall convene and chair the Collegium sessions;
 - d) initiate the discussion about the issues from within the scope of responsibility of the House;
 - e) control the floor debate, call on the Members who seek recognition to speak and order a Member to stop speaking under these Rules of Procedure;
 - f) limit the duration of debate over one or more issues, if necessary, in order to ensure the debate of all the agenda items which the Members have approved;
 - g) take all the necessary measures to ensure a peaceful and proper debate, including the postponement of a debate for a shorter period of time;
 - h) take care of a consistent application of these Rules of Procedures;
 - i) apply the principle of holding the House and Committee sessions open to the public;
 - j) take care of exercising the rights and responsibilities of the Members in the House in connection with the execution of their duties from within the scope of the House;
 - k) sign the laws and other regulations enacted by the House;

- l) issue instructions to the Secretary of the House in regard to the implementation of the tasks and duties;
 - m) carry out any other duty in accordance with the House decisions.
- (2) In executing the above powers, the Chairman of the House shall consult the Deputy Chairmen.

Part C. The House Committees

Article 24 (Committees)

The House shall form standing and interim committees of the House and together with the House of Representatives, joint standing and interim committees of both Houses of the Parliamentary Assembly of BiH (hereinafter: PABiH).

Article 25 (Standing Committees of the House)

The House shall have the following standing committees:

- a) The Constitutional and Legal Committee;
- b) The Foreign and Trade Policy, Customs, Transportation and Communications Committee;
- c) The Finance and Budget Committee.

Article 26 (The Constitutional and Legal Committee)

- (1) The Constitutional and Legal Committee shall:
- a) monitor the implementation of the Constitution of BiH;
 - b) consider issues relevant for the constitutional order of BiH and make an initiative for amendments to the Constitution of BiH;
 - c) examine and submit to the House opinions on the proposed amendments to the Constitution of BiH;
 - d) when the House deems it necessary, conduct public debate about proposed amendments to the Constitution or bills, and inform the House about the results of the public debate;
 - e) consider bills which the House will enact into law, with a view to assessing their harmony with the Constitution of BiH and the legal system, and the standard legal wording of the bills, and report to the House on the opinion and proposals and legal and technical corrections of the errors noticed in the text of the bill under debate;
 - f) consider issues of legislative methodology and other issues relevant for the standard legal wording of the bills to be passed by the House;
 - g) present opinions to the Constitutional Court of BiH;
 - h) take part in the preparation of the work program from within the area of legislative activity of the House;
 - i) make, jointly with the relevant committee of the House of Representatives, a revised text of the bills and other regulations if and when so authorized by both Houses of PABiH;
 - j) Under Article 11 of these Rules of Procedures, consider motions for lifting

(2) The Committee shall consider issues which pertain to: the legal system, election system, the Council of Ministers of BiH, public holidays at the state level, the coat of arms, the flag and the state anthem of BiH, the seal of BiH, the state administration, and other issues from within the scope of responsibility of the House which do not fall within the scope of other committees.

Article 27

(The Foreign and Trade Policy, Customs, Transportation and Communications Committee)

(1) The Foreign and Trade Policy, Customs, Transportation and Communications Committee shall:

- a) monitor the implementation of the foreign policy of the Presidency of BiH and the Council of Ministers of BiH;
- b) consider the issues of cooperation between BiH and the United Nations and the international community as a whole;
- c) consider issues of inter-parliamentary cooperation with the appropriate committees in other countries;
- d) consider the issues of cooperation with the Council of Europe, Inter-Parliamentary Union, Central European Initiative and the Organization for Security and Cooperation in Europe, and other international organizations;
- e) consider the issues of cooperation with institutions of BiH, which are responsible for foreign affairs and international relations;
- f) consider the activities of permanent or interim delegations of PABiH in inter-parliamentary institutions;
- g) consider issues relevant for the approval of ratification of international treaties, agreements and conventions;
- h) consider issues of cancellation of international treaties, agreements and conventions;
- i) consider issues which refer to foreign trade policy;
- j) consider issues regarding international trade agreements;
- k) consider issues regarding customs policy;
- l) consider issues regarding tariffs, regulations and acts from within its own scope;
- m) consider issues regarding the BiH international commitments;
- o) consider relations with international trade institutions;
- p) consider issues regarding travel documents;
- q) consider issues regarding stay and movement of aliens;
- r) consider issues regarding the formation and functioning of mutual and international communications;
- s) consider issues regarding the regulation of inter-entity transportation;
- t) consider issues regarding the air traffic control;
- u) consider issues regarding frequency control.

(2) The Committee shall also consider other issues from within the area of international and foreign affairs, foreign trade, customs, transportation and communications.

Article 28
(Finance and Budget Committee)

- (1) The Finance and Budget Committee shall consider the issues which refer to:
 - a) the Central Bank;
 - b) banking system, except for the banking policy;
 - c) foreign debt;
 - d) the funding of the institutions of BiH – taxation, debt accumulation or accumulation of other resources;
 - e) the functioning of the financial institutions at the level of BiH;
 - f) the regulations pertaining to finance and budget;
 - g) consideration of, reporting on and oversight over the execution of the budget of BiH;
 - h) consideration of the reports referred to in Article 168 (2);
 - i) consideration of decisions on debt accumulation, public borrowings and other financial liabilities of BiH;
 - j) reports of the Office in charge of auditing the institutions of BiH.
- (2) The Commission shall, in cooperation with the appropriate body of the House of Representatives, prepare and submit the budget of the House and the joint budget of PABiH to the Council of Ministers of BiH before September 15 each year in order for the budgets to be included in the bill on the budget of the institutions of BiH for the next year.
- (3) The Commission shall also consider other issues regarding finance and the budget, under these Rules of Procedure.

Article 29
(Interim Committees of the House)

- (1) Pursuant to its Conclusion, the House may establish, at the proposal by the Members or the people's caucuses, interim committees, or, at the proposal by the House of Representatives, interim joint committees:
 - a) in charge of executing or preparing a regulation or an issue;
 - b) investigative committees.
- (2) The proponent shall propose objectives and tasks of the committee.
- (3) The tasks and the composition of the committee shall be defined in the Conclusion of the House.

Part D. General provisions regarding the House Committees

Article 30
(Appointment of members)

Upon establishment of the committee, the House shall appoint its members. The appointment must correspond to the distribution of the seats in the House.

Article 31
(Composition of the Committee)

- (1) The Committee shall have six members at most. The distribution of the seats must be proportionate to the people's caucuses in the House of which two thirds of its members are elected in the territory of the Federation of BiH, and one third in the territory of the Republika Srpska.

(2) The Committee shall elect a Chairman among its members and the First and Second Deputy Chairman. They shall be elected from the ranks of three constituent peoples.

Article 32

(Cooperation with other committees)

The Committee shall maintain cooperation with other House Committees, the relevant committees of the House of Representatives and the joint committees of both Houses in regard to issues of their common interest.

Article 33

(Cooperation with other institutions)

In discharging the duties from within the scope of their responsibility, the committee may establish cooperation with the relevant bodies of the Presidency of BiH, the Council of Ministers of BiH and entity parliaments and other bodies and institutions at all levels of authority, as well as with citizen group.

Article 34

(Powers of the committee)

The committee may:

- a) carry out public or closed hearings, independently from or in cooperation with the responsible committees;
- b) summon and hear witnesses from any institution in BiH and may request that they respond to all questions and present all the facts and information including those treated as a state secret;
- c) raise the issue of responsibility for a failure to appear before the committee, making false or untrue testimony before the committee under oath;
- d) request a report from any elected and appointed official, officer or institution;
- e) request assistance from an auditor;
- f) request assistance from independent experts outside the institutions in BiH.

Article 35

(Opinions, motions and reports by the committee)

(1) The committee shall give its opinions, table motions and submit reports to the House and carry out any other duty as defined in these Rules of Procedure or the law. The committee shall decide on all issues assigned to it through vote in the House, except for the enactment of laws.

(2) The committee shall submit its activity report to the House once a year.

Article 36

(Organization of the committee business)

The Chairman of the committee shall, in cooperation with the committee secretary, organize the committee business. The committee Chairman's powers and responsibilities for the committee procedures and debates shall be equal to those of the Chairman of the House.

Article 37

(Chairman of the Committee)

(1) If the Chairman of the Committee is unable to attend a committee session, the duty of the Chairman shall be discharged by the First Deputy Chairman. If the First Deputy Chairman is also absent, the duty of the Chairman shall be discharged by the Second Deputy Chairman.

(2) If the position of the Chairman of the Committee or a Deputy Chairman is vacant, the vacancy shall be filled on an interim basis by a committee member appointed by the committee. The committee shall inform the House accordingly.

Article 38

(Convening of committee sessions)

(1) The committee session shall be convened by the Chairman of the committee at his or her own initiative and at the proposal of the Collegium or a Deputy Chairman of the committee or at least of one third of committee members, as well as in the case described in Article 37 (1) of these Rules of Procedure.

(2) The Chairman shall convene a committee session five days prior to the date of the session. A committee session may be convened at a short notice for legitimate reasons. The Members shall receive the materials relevant for the agenda of the session in a timely fashion.

(3) If the Chairman of the committee fails to convene a session when he or she is so requested, the session shall be convened by a Deputy Chairman of the committee.

(4) The committee session may be attended by the Members who are not members of that committee, as well as different experts as non-voting members.

Article 39

(Decision-taking)

(1) The committee shall make decisions by a simple majority, provided that there is a quorum in which all three constituent peoples are represented.

(2) In making final decisions which will not be sent onto the House for a vote, the committee shall decide on a decision with a majority vote in which all three constituent peoples must be represented. The efforts to reach an agreement shall be made by the Chairman, the First and the Second Chairman of the Committee. If they reach an agreement, their decision shall be put to vote at the committee session.

Article 40

(Sub-committee and engagement of experts)

(1) For the purpose of examining certain issues from within its scope of responsibility, drafting reports or preparing bills and other regulations, the committee may establish a sub-committee or a working group, in which case it shall define its responsibilities.

(2) The Committee may request temporary assistance from experts from the list approved by both Houses of PABiH.

(3) Public competition shall be advertised and implemented by professional services of the PABiH Secretariat on the basis of the requirements defined by the Joint Committee for Administrative Affairs.

(4) The Joint Committee for Administrative Affairs shall define and propose to the House a list of experts agreed on by and between the responsible committees.

Part E. The Joint Committees of both Houses of PABiH

Article 41

(Opinions, motions and reports of the Joint Committees)

(1) The Joint Committees of both Houses shall give their opinions, table motions and submit reports and carry out any other activity as defined in the Rules of Procedures of both Houses. The Joint Committees shall also decide on other issues assigned to them by the Houses. The responsibility for the passage of bills into law may not be delegated to the Joint Committees.

(2) The Houses may establish, by their Conclusion, at the proposal by the Members, representatives, people's caucuses and Members' caucuses, interim Joint Committees for the purpose of monitoring, considering and examining some specific issues, as well as for the purpose of preparing and presenting motions for enactment of bills or other regulations from within the scope of responsibility of both Houses.

Article 42

(Establishment of the Joint Committees)

(1) The Joint Committee shall have 12 members, of whom six are elected from the House and six from the House of Representatives. Two thirds shall be elected from the territory of the Federation of BiH, and one third from the territory of the Republika Srpska.

(2) The first session of the Joint Committee shall be convened by the Chairmen of both Houses.

(3) The Joint Committee shall elect among its members a Chairman, and the First and the Second Deputy Chairman from the ranks of three constituent peoples. The Chairman and the First Deputy Chairman may not be the Members of the same House.

(4) The Joint Committees may request temporary assistance from experts who will be engaged from the list of experts, as defined in Article 40 of these Rules of Procedure.

Article 43

(Quorum and decision-taking)

(1) Seven members of the committee shall make a quorum necessary for the operation of the Joint Committee. Of that number, at least one half of the members of the committee shall come from each House, provided that a majority vote includes at least one representative of each constituent people in the House.

(2) The Joint Committee shall make decisions by a simple majority, provided that it includes at least one third of the members of each House and one representative of each constituent people. Exceptionally, when the Joint Committee for Administrative Affairs makes final decisions, it shall apply the provisions of these Rules of Procedure regarding the vote and decision-taking in the House. Efforts to reach an agreement shall be made by and between the Chairman, the First and the Second Deputy Chairman of the committee.

Article 44

(Activity Report)

The Joint Committee shall submit an activity report as and when needed, at least once a year.

Article 45
(Chairman of the Joint Committees)

Each House shall have in the Joint Committees at least on half of its members, and at least one third of the Chairmen.

Article 46
(Operation of the Joint Committees)

The Joint Committees shall apply in their operation other general provisions of the Rules of Procedure of the Houses governing the operation of the committees.

Article 47
(Joint Committees)

The Houses shall have the following Joint Committees:

- a) The Joint Committee for Defense and Security;
- b) The Joint Security and Intelligence Committee for Oversight over the operation of the Intelligence and Security Agency of BiH;
- c) The Joint Committee for Economic Reforms and Development;
- d) The Joint Committee for European Integration;
- e) The Joint Committee for Administrative Affairs;
- f) The Joint Committee for Human Rights, the Rights of the Child, the Youth, Immigration, Refugees, Asylum and Ethics.

Article 48
(The Joint Committee for Defense and Security)

- (1) The Joint Committee for Defense and Security of BiH shall:
 - a) consider and oversee the implementation of the BiH security and defense policy;
 - b) oversee the operation and consider the reports by the Standing Committee on Military Matters, the Defense Ministry of BiH, the Ministry for Security of BiH and other executive bodies dealing with the issues from within the area of security and defense, and inform accordingly PABiH, with a special reference to the reports, short-term and long-term plans about the structure of the Armed Forces of BiH, staffing policy and recruitment, salaries and other payments, education and training of members of the Armed Forces of BiH, professional conduct and ethic standards for civil and military staff, provision of equipment to the military, operation of the military industry, procurement of supplies and import and export of weapons and ammunition, material assistance and contracts with foreign companies providing services to defense institutions on a commercial basis, combat readiness, military exercises and operations, including the implementation of international commitments and international peace missions;
 - c) consider the laws and amendments to the existing laws from within the scope of responsibility of the Committee;
 - d) consider and provide opinions and recommendations, amendments to the proposed defense budget;
 - e) consider reports on execution of the defense budget, as well as audit reports for the institutions involved in defense and security policy of BiH;

- f) consider issues of cooperation between BiH and the United Nations, the Organization for Security and Cooperation in Europe, NATO, the Stability Pact of South Eastern Europe and other organizations and countries in the area of security and defense;
 - g) consider activities of permanent and interim delegations of BiH in international and inter-parliamentary institutions from within the area of security and defense;
 - h) consider and submit opinions to PABiH in regard to ratification and implementation of international contracts from within the area of security and defense;
 - i) maintain cooperation with the responsible parliamentary committees and BiH entities, other states, as well as with international organizations and other defense bodies.
- (2) The Committee shall also consider other issues from within the area of security of BiH.

Article 49

(The Joint Security and Intelligence Committee for Oversight over the Operations of the Intelligence and Security Agency of BiH)

- (1) The Joint Security and Intelligence Committee for oversight over the operations of the Intelligence and Security Agency of BiH shall:
- a) oversee the legality of operations of the Agency;
 - b) debate on and issue opinions on the appointment of the director general and deputy director general;
 - c) consider reports of the Chairman on the issues from within his or her scope of responsibility, including the measures undertaken for the purpose of solving all the problems in the Agency established during the inspection, audit or investigation;
 - d) consider reports by the director general on the operations and costs of the Agency and analyze in particular the manner of spending the budgetary funds;
 - e) give opinions on a detailed proposal of the budget of the Agency;
 - f) consider reports by the chief inspector;
 - g) request that Agency staff, supported by the Chairman, ensure expertise and advice when this is required for oversights;
 - h) carry out inquiries about the operation of the Agency.
- (2) The Committee shall also consider any other issue from within the area of the operation of the Agency in accordance with the Law on Intelligence and Security Agency of BiH, as well as other separate laws stipulating the relevant responsibility.

Article 50

(The Joint Committee for Economic Reforms and Development)

- (1) The Joint Committee for Economic Reforms and Development shall consider issues which refer to:
- a) economic reforms which fall within the responsibility of the institutions of BiH;
 - b) proposed reforms or initiatives for amending the laws presented to the Committee by the representatives of the civil society, or the business

- associations, union of employers, trade unions, regional development agencies, citizen associations, or other non-governmental interest groups;
- c) monetary policy;
 - d) foreign debt policy;
 - e) relations with international financial institutions;
 - f) policy and program for reconstruction and development of BiH;
 - g) defining of economic policy measures;
 - h) fiscal and credit policy of BiH;
 - i) banking policy;
 - j) statistics, measures and standards.
- (2) The Committee shall also consider other issues from within the area of economic reforms, reconstruction and development of BiH.

Article 51

(The Joint Committee for European Integration)

- (1) The European Integration Joint Committee shall consider the issues which refer to:
- a) the debate over general issues relating to the European integration;
 - b) overseeing the realization of the rights and responsibilities of BiH arising from international treaties regarding the Council of Europe;
 - c) coordination of the work of the working bodies in charge of the European integration issues and presentation of opinions, recommendations and warnings to the working bodies;
 - d) analysis of the consequences of an interaction strategy for BiH and preparation of general reports;
 - e) overseeing the development of the feasibility study and monitoring the implementation of the BiH pre-accession and accession strategy (stabilization and association process);
 - f) overseeing the process of harmonizing the BiH legislation with *acquis communautaire* of the EU once the conditions have been created in the Committee for that purpose;
 - g) cooperation with the institutions in BiH (especially with the BiH Directorate for European Integration), the EU institutions and the institutions in other countries regarding the issue of integration;
 - h) organization of presentation of public opinion on integration issues;
 - i) gathering, storage and systemic presentation of the information regarding the EU to the Committee members;
 - j) supervision over the use of the EU funds;
 - k) execution of any other activity in relation to the European issues which do not fall within the responsibility of other working bodies;
 - l) public hearing in regard to the European integration issues for the purpose of collecting opinions from the representatives of the civil society, non-governmental organizations, academic society and governmental and non-governmental experts in various fields.
- (2) The Committee shall also consider any other issue regarding the European integration affairs.

Article 52

(Joint Committee on Administrative Affairs)

- (1) The Joint Committee on Administrative Affairs shall:
- a) approve the regulations which regulate the amount of salaries and other payments to all employees of the PABiH;
 - b) approve the regulations pertaining to the amount of compensation for specific expenses of the employees of PABiH, issue individual regulations on the salaries and compensation for material and other expenses, compensations and daily allowances paid to experts and witnesses, and compensation of expenses to advisers;
 - c) in cooperation with the responsible bodies of both Houses, follow and consider reports on the execution of the Budget for PABiH, and inform the Houses accordingly, and issue all the regulations of PABiH pertaining to expenses and the use of funds established in the budget of PABiH;
 - d) carry out all activities relating to real estate owned by PABiH especially the use of apartments allocated to PABiH staff and the right to use those apartments, decide on their allocation, exchange and a one-time transfer of the right to use such apartments in accordance with the law;
 - e) decide on allocation of temporary accommodation to the employees in accordance with the law and regulations of PABiH;
 - f) issue approval of the Rulebook on Internal Organization of the Secretariat, in accordance with the Decision on the Organization of the Secretariat, approved by the PABiH;
 - g) give a proposal for and an opinion on the changes to the organization of the Secretariat;
 - h) define the requirements for an official use of vehicles;
 - i) decide, on the basis of annual reports by caucuses on the use of funds and presented annual needs of the caucuses, decide on and present annual reports to the House on re-allocation of funds, space and administrative and technical and other conditions necessary for the operation of the caucuses;
 - j) define the criteria for the hiring of experts and witnesses for the needs of committees and other working bodies of the House.
- (2) The Committee shall also consider other administrative issues from within the scope of responsibility of both Houses.

Article 53

(Joint Committee for Human Rights, the Rights of the Child, the Youth, Immigration, Refugees, Asylum and Ethics)

- (1) The Joint Committee for Human Rights, the Rights of the Child, the Youth, Immigration, Refugees, Asylum and Ethics shall consider the issues which refer to:
- a) the implementation of human rights and fundamental freedoms, guaranteed by the Constitution and the legislation of BiH, by the state authorities, public institution and organizations discharging public powers, in the cases presented by the Ombudsmen, citizens and the entities, and shall inform both Houses accordingly;
 - b) citizenship;
 - c) immigration, refugees and asylum;

- d) implementation of Annex 6 and Annex 7 to the General Framework Agreement for Peace;
- e) development and problems in the realization and protection of human rights, and freedoms, and measures to be taken to ensure as effective protection as possible. The Committee shall not consider issues which are pending in courts or other institutions, except for unacceptable delays in the procedure or an obvious abuse of powers and arbitrary actions that the Ombudsman has drawn the Committee's attention to;
- f) applications filed by citizens, in which case the applicant must be informed on the outcome;
- g) petitions regarding violations of human rights and fundamental freedoms, in which the appropriate measures shall be approved and the applicants and both Houses shall be informed about the decisions made;
- h) cooperation with the Human Rights Commission (under Annex 6) and the Commission for Displaced Persons and Refugees (under Annex 7 to the General Framework Agreement for Peace) and the Human Rights Committees in the Parliament of the Federation of BiH and the National Assembly of the Republika Srpska;
- i) consideration of issues regarding the implementation of the rights of the child – especially the improvement of status of the child in Bosnia and Herzegovina;
- j) encouragement of activities in the institutions of BiH on the implementation of the Convention on the Rights of the Child and encouragement and implementation of cooperation with the committees of the entity parliaments toward improving the status of the child and implementing the Convention on the Rights of the Child;
- k) consideration of bills and other regulations in regard to the rights of the child and prevention of discrimination against children;
- l) consideration of the issues regarding the implementation of the rights of the youth – especially improvement of the rights of the youth in Bosnia and Herzegovina;
- m) encouragement of activities in the institutions of BiH toward the ratification and implementation of the most important international instruments about the rights of the youth;
- n) consideration of the proposed documents and reports of the institutions of BiH regarding the rights of the child and issues relevant for the youth, and consideration of preparations for the participation of the BiH delegations in international meetings to discuss the rights of the child and the youth-related issues;
- o) analysis of the reports on the implementation of the Law on Conflict of Interest in the institutions of BiH by the BiH Election Commission;
- p) issuing warnings to elected officials in PABiH and the Council of Ministers of BiH regarding the provisions of the Law on Conflict of Interest for the purpose of its consistent implementation;
- r) consideration, jointly with the Election Commission of BiH, of the possible cases of violations of the Law on Conflict of Interest of elected officials of PABiH and the Council of Ministers of BiH;
- s) preparation and approval of the proposed Code of Conduct for the representatives and members of PABiH.

(2) The Committee shall also consider any other issue from the area of human rights, implementation of the rights of the child, the youth, immigration, refugees, asylum and ethics.

CHAPTER IV. The House sessions and joint sessions of both Houses of PABiH

Part A. The House's Work Plan

Article 54

(Annual work plan)

(1) The Collegium shall establish a framework work plan for the House for a one-year period. The plan shall include the issues and the deadlines for the debate over those issues at the House sessions.

(2) For the purpose of developing a work plan, the Collegium shall request that the Presidency of BiH, the Council of Ministers of BiH and all the committees and people's caucuses present their proposals and opinions within the deadline set by the Collegium.

(3) Bearing in mind all these proposals and any other issue which is already under deliberation, the Secretary of the House shall present to the Collegium a proposed work plan for consideration. Once the Collegium has approved the work plan, it shall share the plan with the Members, all the committees and people's caucuses and the Presidency of BiH and the Council of Ministers of BiH.

Article 55

(Monthly work plan)

The Collegium shall define a calendar for the next month, including the dates or weeks in which the House sessions are scheduled to take place. The Collegium shall share the calendar to the Members, the Presidency of BiH, the Council of Ministers of BiH and the House committees.

Part B. Convening sessions, proposing and approval of agendas

Article 56

(Convening sessions – the Chairman)

(1) In agreement with the Deputy Chairmen, the Chairman shall convene a House session and propose the agenda under the work plan;

(2) An invitation to the House session shall be sent to the Members at least seven days prior to the date of the planned session, unless otherwise stipulated by these Rules of Procedure. The agenda, the materials prepared for the session and, when appropriate, the minutes from the last session shall be attached to the invitation letter sent to the Members.

(3) In exceptional, justified cases, the agenda, and any changes to the agenda may be proposed during the session of the House, and the materials may be distributed during the session.

(4) In urgent cases and at the request by one people's caucus or at least five Members, or further to his or her own decision, the Chairman may convene a session within three days. In that case the agenda, like in all other justified cases, may be proposed during the session and the materials distributed in the course of the session.

Article 57

(Convening a session – the Deputy Chairman)

(1) The Deputy Chairman of the House shall convene a session if the Chairman is prevented from convening a House session.

(2) The Deputy Chairman shall convene a House session within than three days at the latest if the Chairman of the House fails to convene a session within the deadline set in Article 56 (3) of these Rules of Procedure.

Article 58

(Drafting the agenda)

(1) The Collegium shall include in the agenda the bills and the committees' reports and any other item which is mandatory under these Rules of Procedure.

(2) The item shall be considered as mandatory if it has gone through a procedure under these Rules of Procedure or if it is so requested by a unanimous vote by the House Committee

(3) The Collegium may also include in the agenda any other issue submitted to the House by authorized proponents and which falls within the Collegium's scope of responsibility.

Article 59

(Additions to or corrections of the agenda)

(1) Every Member and every authorized proponent may request at the beginning of the session that any unobligatory item be struck from the agenda and that any new item be included instead. The deletion of obligatory items under Article 58 (2) of these Rules of Procedure is prohibited.

(2) The Member may not speak on a specific item for more than three minutes or elaborate on the substance of an issue proposed as an agenda item, unless the Collegium, at the request of the Members, decides otherwise.

Article 60

(Vote on additions to or corrections of the agenda)

Unless changes to the agenda have been proposed, the agenda shall stand approved as read. In case the amendments have been proposed to the agenda, and after the Members have expressed their positions about the proposal, the proposed amendments shall be put to vote by the House. The vote shall be taken on every proposed amendment separately, by order in which the Members proposed them.

Part C. Definition of a quorum, chairmanship and participation in work

Article 61

(Quorum)

- (1) The Chairman shall determine at the beginning of every session and before the vote whether there is a quorum and shall inform the House accordingly.
- (2) A quorum shall be considered to exist if there are nine Members, provided that at least three Bosniak, three Croat and three Serb Members are present.
- (3) If it is established that a quorum does not exist, the Chairman shall order a break of 60 minutes maximum, during which he or she shall attempt to find a solution.

Article 62

(Participation at the House session)

- (1) The proponent or a representative of the proponent shall take part in the House session and in the Committee's session.
- (2) The members of the Presidency of BiH may, and the members of the Council of Ministers of BiH have the right and responsibility to, take part in the House sessions.
- (3) In case of absence of the proponent of the issue under debate at the House session, the House may decide to adjourn, postpone or hold the debate without the presence of the proponent.
- (4) The guests invited by the Chairman may take part in the session, in accordance with these Rules of Procedure.

Article 63

(Participation in the discussion)

- (1) Every Member or another participant at the session of the House may be given the floor, if he or she so requests, by the Chairman. When given the floor, he or she will speak for 10 minutes at most.
- (2) The proponent of the bill has the right and duty to explain the bill during 15 minutes, before the commencement of the debate.
- (3) The participation in the debate may be notified in writing before the end of the debate.
- (4) The Chairman shall give the floor to the Members by order of their notification.

Article 64

(A breach of the Rules of Procedure and the right of reply)

- (1) The Chairman shall give the floor to the Member who wants to address a breach of the Rules of Procedure or a non-compliance with the agenda, as soon as he or she has requested the floor. The Member may not speak longer than one minute, after which the Chairman shall solve the issue.
- (2) The Member may ask the floor in order to correct a quote he or she thinks was incorrect and which may be a cause to misunderstanding or seeks explanation. The Chairman shall give the floor to the Member after the Member whose statement has caused a need for an explanation finishes his or her speech. The Member's speech

must focus on a correction, or an explanation, which may not last more than three minutes.

Article 65

(Compliance with the agenda)

The Member or another participant in the debate may discuss only the issue under debate, in accordance with the approved agenda. If he or she deviates from the agenda, the Chairman shall warn him or her. If the Member continues to deviate from the agenda after the warning, the Chairman shall discontinue speaking.

Article 66

(Chairman's participation in the debate)

If the Chairman wants to take part in the debate, he or she shall leave the position of the Chair and go to the podium. During his or she speech, the session shall be chaired by the First Deputy Chairman.

Part D. Maintaining order

Article 67

(Measure taken in case of non-compliance with the agenda or the Rules of Procedure)

- (1) The Chairman shall maintain order during the session of the House. All present are obliged to comply with his or her instructions.
- (2) The Chairman may warn a Member whose conduct or speech during the session is not in compliance with order or the provisions of this Rules of Procedure.
- (3) The Member who has been warned of his or her failure to comply with order and provisions of these Rules of Procedure twice during the same session shall be forbidden to take the floor if he or she persists to violate order or the application of these Rules of Procedure.
- (4) The Chairman may order anyone present at the session and found to be breaching the order to leave the room.

Article 68

(Adjournment of a session)

If the Chairman deems that he or she is not able to maintain order during the session, he or she shall decide to adjourn the session and to continue the session once it is possible. The session may not be adjourned for more than one hour.

Part E. Course of the session

Article 69

(Minutes)

- (1) The minutes from the session shall be presented for approval at the next session.
- (2) Every Member may make objections to the minutes during three minutes maximum.
- (3) The decisions on justifiability of the objections made to the minutes shall be approved at the session without a debate. If the objections are approved, they shall be incorporated in the minutes.
- (4) The minutes or a part of the minutes that the objections are made to shall be considered as approved.
- (5) The approved minutes shall be signed by the Chairman and the Secretary of the House.

Article 70

(Debate)

- (1) The content and substance of the documents from every agenda item shall be considered before the decision is made, unless the Rules of Procedure define that the decisions on certain documents and issues should be taken without a debate.
- (2) When more than one conclusion on a particular agenda item is made during the debate, the Chairman shall put the proposed conclusions to vote by order in which they were proposed.
- (3) The debate on constitutional amendments, bills and other issues shall consist of two parts: general debate, and a debate on individual issues.

Article 71

(The right of a caucus to a break)

- (1) Any people's caucus may request a 30 minute break in regard to every individual item. The Chairman shall allow the requested break provided that the vote has not begun.
- (2) After the break, a representative of the caucus shall explain the request for a break.

Part F. Decision-making

Article 72

(Votes by Members)

The vote by every Member shall be his or her personal vote and may not be transferred.

Article 73

(Decision-making in the House)

(1) The decisions shall be made in the House by the majority vote of the Members who are present and vote. The Members shall make efforts to include in the majority at least one third of the Members elected from the territory of both entities, unless otherwise stipulated in the Constitution of BiH and these Rules of Procedure.

(2) If the Member has not voted «for», «against» or «abstained» and is present during the vote, he or she shall be considered to have abstained.

(3) In all cases the number of counted votes must be at least equal to the quorum prescribed in Article 61 (2) of these Rules of Procedure, except otherwise stipulated in the Constitution of BiH and these Rules of Procedure.

Article 74

(Decision-making – lack of votes from one entity)

(1) If the majority vote does not contain one third of votes from the territory of each entity or if it is established that a quorum does not exist, the Chairman may order a 60 minute break during which attempts will be made to find a solution.

(2) In case there is no majority and if the contentious issue is not resolved after the break, the Chairman shall convene a Collegium within the next three days for the purpose of agreement. The Chairman shall inform the Members about the agreement without delay.

(3) If the Collegium fails to find an agreement, the decision shall be made by the majority of the overall number of the Members who are present and vote provided that the votes against do not contain two thirds or more Members elected from each entity. The House session shall be convened for the purpose of voting within the shortest period possible after the Collegium session, and no later than within the next three days.

(4) If the Collegium reaches an agreement, it shall inform the House accordingly. This shall be followed by a vote under Article 73 of the Rules of Procedure. If the vote does not result in the required majority vote, the issue shall be put to vote immediately under Article 74 (3) of the Rules of Procedure.

(5) In case a quorum does not exist, if the Chairman has established a continued lack of quorum after the break or the vote shows a continued lack of quorum, the issue concerned shall be postponed to the next session.

Article 75

(Manner of voting)

The vote in the House shall be done:

- a) electronically;
- b) by a show of voter cards, or by raising of hand;
- c) by calling roll.

Article 76
(Electronic vote)

(1) When the electronic voting system is used, the overall number of votes 'in favor', the number of votes 'against' and the number of 'abstained' votes is registered and shown. All the votes 'for' will appear as green on the screen, the votes 'against' as red and 'abstained' votes as white, while the seats of the Members who are absent from the session will appear as gray. The electronic voting system registers whether a quorum existed and whether the majority vote, if it exists, contains at least one third of the votes cast by the Members from each entity. After the vote is taken, the results are shown on the screen.

(2) If the vote is taken after the procedure in which an agreement is sought under Article 74 of these Rules of Procedure, an electronic voting system registers and shows the overall number of votes 'for, the votes 'against' and 'abstained' votes and whether the votes 'against' contain two thirds or more votes of the Members elected from each entity.

(3) An electronic voting system registers also the manner in which every Member has voted. However, the electronic voting system also enables a secret ballot.

(4) All the information shown on the screen shall be written in the languages in official use in BiH and in both scripts.

Article 77
(Voting by cards)

(1) If an electronic system of voting is not functioning or if one third of Members so requests, the vote shall be done by raising a voting card, or by hand-raising.

(2) The Chairman shall, with the assistance of his or her Deputy and the Secretary of the House, state the number of votes 'for', votes 'against' and 'abstained', taking into consideration the fulfillment of other requirements from Articles 73 and 74 (2) of these Rules of Procedure.

Article 78
(Voting by calling roll)

(1) The voting by calling roll shall be applied when the Chairman alone or at the proposal by any Member has assessed that it is necessary for the purpose of removing any doubt as to the regularity of the voting results.

(2) In that case the Secretary shall call every individual Member, every Member called by the Secretary shall say 'for', 'against' or 'abstained'. During the roll call vote, Members shall be called in a Latin alphabetic order if the Chairman is a Bosniak or a Croat, and in a Cyrillic alphabetic order if the Chairman is a Serb.

Article 79
(Voting results)

The Chairman shall say at the end of the voting procedure how many votes were affirmative, how many votes were negative and how many votes were abstained and the voting results from each entity separately, as it is envisaged in Article IV 3 (d) of the Constitution of BiH, and shall state the final decision.

Part G. The minutes and the session recording

Article 80

(Content of the minutes)

(1) The minutes shall contain the data such as the date, place and hour of the session; debated issues; names or official titles of the participants in the debate; the voting results and decisions made.

(2) Any Member may request that his or her objection regarding an alleged breach of the Constitution of BiH or these Rules of Procedures be included in the minutes.

Article 81

(Transparency of the minutes)

(1) The minutes from the House debates shall be fully open to the public.

(2) The minutes referred to in Article 84 (3) of these Rules of Procedure shall not be open to the public except as otherwise decided by the House.

Article 82

(Sound recording of sessions)

(1) The House sessions shall be recorded and short notes may be taken for the purpose of making a final transcript of the floor debate.

(2) The Collegium shall regulate in detail the manner of preparation, keeping, publishing and distribution of transcripts.

Article 83

(Authorization of the transcript of the debate)

(1) Any Member may request a transcript of his or her speech for the purpose of authorization. The Member is expected to give the transcript back once it is authorized. In authorizing his or her speech, the Member may not make any significant changes to the text or delete his or her thoughts expressed at the session.

(2) If the Member fails to return corrections within 48 hours from the moment he or she has been given the transcript, the transcript shall be considered to have been authorized in its original form.

Part H. Transparency of work

Article 84

(Transparency of work and access to information)

(1) The House business shall be transparent and shall inform the public about its business on time, fully and objectively. Under the same conditions, and under the Freedom of Access to Information Act of BiH, the House shall allow all interested parties to have access to available information.

(2) The complete minutes of the House debates, legislative and the most important activities relating to the House operation, the House committees and the Joint Committees shall be accessible to the public, in accordance with the abilities of PABiH.

(3) An exception from Article 84 (1) and (2) of these Rules of Procedure shall be the information for which the House, as the responsible public authority, has established

that their exposure could cause damage to the legitimate goals of the following categories:

- a) foreign policy, interests of defense and security, and the protection of public security;
- b) interests of a monetary policy;
- c) prevention of crime and detection of crime;
- d) protection of the procedure for making decisions by a public institution, provision of opinion, advice or recommendation by a public institution, an employee of a public institution, or any person who carries out a duty for or in the name of a public institution, and does not include the facts, statistics, scientific or technical information;
- e) other goals defined by the Freedom of Access to Information Act of BiH;
- f) the House shall publish the requested information, regardless of the exception defined in this paragraph, if this is justified by public interest, and shall take into consideration any advantages or damages which could arise from that. This shall be decided on by the Collegium of the House.

Article 85

(Access to sessions)

(1) Citizens and representatives of the media shall be given free access to the sessions of the House in a room specially designated for that purpose by the Collegium, in accordance with the available space.

(2) The Committee sessions shall be open to the public except as otherwise defined by the committee.

(3) The session or a part of the session at which the issues to which Article 11 of these Rules of Procedure applies shall be closed to the media and the public.

Article 86

(Reserving the seats)

Except for the seats reserved for the Members, the appropriate seats in the room in which sessions take place shall be reserved for the members of the Presidency, the Council of Ministers of BiH and guests.

Part I. Joint sessions of both Houses of PABiH

Article 87

(Convening of sessions and chairmanship)

(1) The common session of both Houses shall be convened by the Chairmen of the Houses.

- a) under all circumstances, pursuant to the assessment by the Joint Collegium of both Houses;
- b) for ceremonial purposes;
- c) under exceptional circumstances, at the request of the Presidency of BiH.

(2) The joint session shall be chaired alternately by the Chairmen of the Houses.

Article 88
(Invitation and agenda)

(1) The agenda for a joint session shall be defined by the Joint Collegium of both Houses.

(2) An invitation to the joint session of both Houses shall be sent to the members of both Houses within the deadlines set in the Rules of Procedures of both Houses.

Article 89
(Decision-making)

In making decisions, the Houses shall vote separately and the provisions of the Rules of Procedures which refer to the voting – decision-making in the House shall apply.

CHAPTER V. Activities of the House

Part A. General provisions

Article 90
(Work of the House)

The House shall work in compliance with the Constitution of BiH, the law and the provisions of these Rules of Procedure.

Article 91
(Activities of the House)

The House shall carry out the following activities:

- a) legislative,
- b) controlling,
- c) informative,
- d) internal regulation,
- e) makes decisions on issues of vital interest, and its own dissolution,
- f) inter-parliamentary cooperation jointly with the House of Representatives,
- g) and any other activity in accordance with the Constitution of BiH, the law and these Rules of Procedure.

Part B. Other main legislative proceedings

Article 92
(Authorized proponent)

The bill may be presented by a Member, a House committee, a joint committee of both Houses, the House of Representatives, the Presidency of BiH, and the Council of Ministers of BiH, within their respective responsibilities.

Article 93

(Content of the bill)

- (1) The bill shall be presented in the form of a proposed text of the law, with separate articles. The proponent shall present the bill simultaneously in a hard copy and electronically, in the scripts and the languages in official use in BiH. Exceptionally, when a Member is the proponent, he or she may present a bill in a hard copy and electronically in one of the scripts and languages in official use in BiH.
- (2) The explanation shall be attached to the bill, which shall contain:
 - a) the constitutional basis for the passage of the bill into law;
 - b) the reasons for the passage of the bill;
 - c) the principles on which the bill is based;
 - d) financial and other resources needed for the implementation of the law;
 - e) opinions of institutions and organizations which were consulted during the drafting procedure; and
 - f) any other information which explains the reasons for the enactment of the bill by the House.
- (3) The provisions of articles or the provisions to which additions or corrections are made shall also be presented along with the proposed corrections and/or additions to the law or another piece of legislation.

Article 94

(Debate)

- (1) The acts and other regulations, presented to PABiH, shall first be considered in the House of Representatives.
- (2) At the proposal by the Collegium of the House, the acts referred to in this Article may be considered in the House prior to the debate in the House of Representatives.

Article 95

(Presentation of bills)

- (1) The bill shall be presented to the Chairman, who shall forward it to the Collegium without delay.
- (2) The Collegium shall make a decision within seven days on which committee the bill should be presented to, and shall present the bill to the Constitutional and Legal Committee for the purpose of obtaining its opinion on its harmony with the Constitution of BiH and the legal system, and to a different responsible committee for the purpose of obtaining its opinion on the principles on which the bill is based. At the same time the Collegium shall present the bill to the Members, the Council of Ministers of BiH and the Presidency of BiH, if they are not the proponents.
- (3) The Secretaries of the Houses shall make a proposal to the Collegiums of both Houses for the purpose of determining the responsible joint committee. The Collegiums of both Houses shall make a decision within seven days from the day of submission of the proposed law and shall submit it to the Members and the institutions referred to in paragraph (2) of this Article.
- (4) If the deadlines referred to in paragraphs (1) and (2) of this Article are not respected, the Collegium of the House shall inform the House and the proponent of the reasons for the delay and propose new deadlines. The House shall decide on the justifiability of the reasons stated by the Collegium of the House and shall approve or reject the proposed deadlines.

(5) If the House has received more than one bill in regard to the same issue, the Collegium shall put them in the procedure in accordance with paragraph (2) of this Article. If the Council of Ministers of BiH is not the proponent of any of the bills presented, the Collegium shall present the bill to the Council of Ministers of BiH for the purpose of obtaining its opinion within 20 days. Once the House has received the opinion on the bill from the Council of Ministers of BiH, the bill which has received a positive opinion shall be given a priority in the House proceedings to follow.

(6) The Collegium shall invite the proponents of the bills referred to in paragraph (5) of this Article to make efforts within seven days to harmonize their bills into one bill which they will present for adoption in a parliamentary procedure. If the proponents of the bills fail to reach an agreement, the bill which was first introduced into the House shall be taken in the further procedure.

(7) If the Council of Ministers of BiH fails to submit its opinion within the deadline set in paragraph (5) of this Article, the parliamentary procedure shall proceed in regard to the bills pending the completion of the procedure before the Constitutional and Legal Committee and a different responsible Committee, under paragraph (6) of this Article. Once the Collegium has received an opinion from the Constitutional and Legal Committee and a different responsible committee, the bill which was first introduced into the House shall be included in the agenda for the session of the House. The procedure in regard to other bills shall be frozen pending the completion of the House proceedings in regard to the first bill.

Article 96

(The proponent of the bill – a Member or the House committee)

(1) If the proponent of the bill is the Member or the House Committee, and the Collegium of the House has established that a Joint Committee of both Houses is the responsible committee, the bill shall be presented to the Joint Collegium of both Houses.

(2) After the Joint Collegium of both Houses has confirmed that the Joint Committee is responsible, the bill shall be presented to the Constitutional and Legal Committees of both Houses.

(3) After the Constitutional and Legal Committees have given their opinions, the procedure shall proceed before the Joint Committee in accordance with the Rules of Procedures of both Houses.

Part C. The main legislative proceedings:

- the proceedings in the Constitutional and Legal Committee and a different responsible committee – phase I

Article 97

(Harmony between the bill and the Constitution of BiH)

The Constitutional and Legal Committee, having considered the harmony of the bill with the Constitution of BiH and the legal system, shall present its opinion to the Chairman of the House within 15 days from the day of receipt of the bill.

Article 98

(The first phase before the responsible committee)

(1) The responsible committee, having considered the bill in the first phase, shall present its opinion on the principles of the bill to the Chairman of the House within 15 days from the day of receipt of the bill, which the Chairman shall present further to the House.

(2) The responsible committee shall obtain during this phase the opinion from the BiH Directorate of European Integration on the harmony of the bill with the European Union regulations.

Article 99

(Putting the bill on the agenda of the House session)

(1) Once it receives the opinion from the Constitutional and Legal Committee and a different responsible committee, presented by the Chairman of the House, the Collegium shall put the bill on the agenda for a session of the House, which will take place within 7 to 15 days.

(2) If the proponent of the bill is a Member or a House committee, the Collegium of the House shall present the opinion of the Joint Committee to the House of Representatives together with the bill. The proceedings of the House of Representatives shall not commence before the completion of the proceedings of the House.

Part D. The main legislative proceedings: Debate at the session of the House – first reading

Article 100

(General debate, principles, necessity of enactment and harmonization with the Constitution of BiH)

(1) The general debate in the House shall begin with the first reading which concerns the principles on which the bill is based and the necessity to enact the bill, in the opinion of the Constitutional and Legal Committee and the responsible committee in the first phase.

(2) The debate in the first reading shall end with the enactment or rejection of the bill in the first reading.

(3) The deadlines for submission of amendments begin on the day of the passage of the bill into law.

(4) The proponent may withdraw the bill pending the final debate on the bill in the first reading.

(5) If the House has determined a lower level of complexity of the bill under debate, the House may decide that it should consider the bill also in the second reading, without the prior consideration of the bill within the responsible committee – the second phase.

(6) The House may adopt a conclusion by which it has concluded that the responsible committee should have a public debate over the bill within 21 days.

Article 101

(House debate when the first report of the responsible committee or the Constitutional and Legal Committee is negative)

(1) Once the Collegium of the House has received opinions from the Constitutional and Legal Committee and the responsible committee on the bill, from which it arises

(2) If the House accepts the opinions of the Constitutional and Legal Committee or the responsible committee referred to in paragraph (1) of this Article, the bill shall be considered as rejected.

(3) If the House does not accept the opinions of the committees referred to in paragraph (1) of this Article, the House shall request that the committees provide a new opinion which will be based on the new guidance established by the House, within the deadline set by the House.

Part E. The main legislative proceedings

The proceedings of the responsible committee

Article 102

(Responsibilities of the proponent)

(1) The proponent of the bill or an authorized representative of the proponent shall attend a committee session. A representative of the Council of Ministers of BiH may take part in the committee business also in situations in which the Council of Ministers of BiH is not the proponent of the bill.

(2) If the proponent or an authorized representative of the proponent fails to attend the committee session, and the committee has established that the presence of the proponent or an authorized representative of the proponent is necessary, the committee may postpone the debate on the issue and inform the proponent accordingly. The presence of the proponent at the next session shall be requested. If the proponent or the proponent's authorized representative fails to attend the next session, upon receipt of a proper invitation, the proponent shall be considered to have withdrawn the bill. The committee shall inform the Chairman of the House accordingly.

Article 103

(Submission of amendments)

(1) Every Member, people's caucus, the responsible committee, the proponent of the bill and the Council of Ministers of BiH may submit amendments to the responsible committee in a hard copy within 15 days from the day of the passage of the bill into law in the first reading.

(2) After the debate begins, the Chairman shall approve, in agreement with the Deputy Chairmen of the Committee, the debate on the new amendments, in addition to the amendments referred to in paragraph (1) of this Article, in the following situations:

- a) when they refer to some new aspects; or
- b) when there is an attempt to harmonize two or more bills under debate.

(3) When the Joint Committee is responsible for the consideration of the bill, every Member may submit amendments in accordance with paragraph (1) of this Article of the Rules of Procedures.

Article 104

(Proceedings in the committee)

- (1) The committee proceedings shall begin with the debate on the bill and presented amendments.
- (2) Following the debate, the committee shall vote on the proposed amendments, on every article the amendments refer to separately. In case of an exceptionally large number of the amendments, the Chairman may order another manner of debate, ensuring the possibility for all the positions to be expressed correctly.
- (3) The amendments which refer to the same Article shall be debated and voted on, starting from those which will be largely amended, which shall be decided on by the Chairman. The proponents of the amendments may agree on a joint text of the amendments.
- (4) Upon the vote on all proposed amendments, the vote shall be taken on the bill with approved amendments.

Article 105

(The committee's report)

- (1) The responsible committee shall submit a report to the House within 30 days from the day of enactment of the bill in the first reading.
- (2) When the joint committee is responsible, the committee shall send a report within 30 days from the day of enactment of the bill in the first reading at the session of the House which considered the bill last.
- (3) The report by the responsible committee shall contain a report on the bill and adopted amendments which became an integral part of the bill.

Article 106

(A negative report by the responsible committee on the bill as a whole)

- (1) When the Collegium of the House has received a report from the responsible committee on the bill, from which it arises that the committee has not accepted the bill as a whole, in which the committee shall explain the reasons for rejection of the bill, the Collegium shall put the bill and the committee's report on the agenda of the House which will be held within 7 to 15 days.
- (2) If the House approves the report from the responsible committee referred to in paragraph (1) of this Article of the Rules of Procedure, the bill shall be considered rejected.
- (3) If the House rejects the report, the House shall seek from the responsible committee a new report based on the new guidance defined by the House and within the deadline set by the House. The procedure defined in Article 101 of these Rules of Procedure shall proceed in regard to the bill referred to in paragraph (1) of this Article.

Article 107

(The committee's rapporteur)

- (1) The chairman of the committee or another appointed rapporteur shall submit a report at the session of the House.
- (2) The rapporteur shall defend the committee's position at the session of the House.

Article 108
(Expanded debate)

(1) Prior to the commencement of the proceedings referred to in Article 104 (1) of these Rules of Procedure, the committee may make an independent decision to expand the debate on the bill which would include interested groups, professional institutions and individuals.

(2) An expanded debate shall last 15 days maximum. If an expanded debate takes place, the deadline set in Article 105 (1) and (2) of these Rules of Procedure shall be extended for 15 days.

Article 109
(Opinions of participants in an expanded debate)

Invited individuals and representatives of the bodies and institutions shall present their opinions on the issues related to the bill. At the request by the committee, they shall express their opinions orally or in writing, and shall submit professional and technical works and other materials.

Article 110
(Results of an expanded debate)

The committee shall include in its report the conclusions and results of the expanded debate and may attach the papers and materials submitted during the expanded debate. A transcript of the expanded debate, if it exists, shall also be attached.

Part F. The main legislative proceedings
Debate at the House session – second reading

Article 111
(Convening a session of the House)

(1) Once it receives a report from the responsible committee, the Chairman of the House shall send the report to the Members and shall convene a session of the House within 7 to 15 days at which the second reading of the bill shall commence.

(2) Exceptionally, the deadline referred to in Article 111 (1) of these Rules of Procedure may be shorter or longer, in compliance with the decision of the Collegium of the House.

Article 112
(Amendments)

(1) The Members and people's caucuses may propose amendments which challenge the amendments approved by the committee. These amendments shall be submitted 24 hours prior to the commencement of the House session at the latest.

(2) Authorized proponents of the amendments referred to in Article 103 (1) of these Rules of Procedure may propose within the same deadline the amendments in writing which they want to defend again at the session of the House, after they did not defend them successfully in the committee.

(3) After the debate has commenced, in addition to the amendments referred to in paragraphs (1) and (2) of this Article, the Chairman, in consultation with the Deputy Chairmen, shall approve the debate on the new amendments only in the following cases:

- a) when they refer to some new aspects which the committee could not take into consideration, or
 - b) when they are attempting to harmonize two or three proposals under debate.
- (4) The proponent of the amendments referred to in this Article may withdraw, modify or make additions to the amendments at any moment before the end of the debate.

Article 113
(Second reading)

- (1) The second reading shall consist of the debate and the vote on proposed amendments, for every Article which the amendments refer to separately. In case of an exceptionally large number of the amendments, the Chairman may define a different debate, ensuring that all the views may be expressed correctly.
- (2) The proposed amendments which refer to the same Article shall be debated and voted on starting from those which imply a major modification of an article, which shall be decided by the Chairman.
- (3) The proponent, the rapporteur and a representative of the Council of Ministers of BiH shall be given the floor when they so request, in accordance with the Chairman's instructions.
- (4) Upon the vote on all proposed amendments, the vote shall be taken on the bill, in its final text.
- (5) If the bill is rejected, the proponent of the bill shall have the possibility to present the same bill once more to the Chairman of the House, six months after the day of receipt of the report reading that the bill is rejected.

Article 114
(Lack of harmony and legal and technical errors)

During the debate referred to in Article 109 of these Rules of Procedure, the House may assess that the approved amendments cause an internal disharmony or contain some legal and technical errors. In that case, such amendments or some articles shall be sent to the responsible committee which shall consider them, change them and propose a harmonized text of the law.

Part G. The main legislative proceedings: relations between the two Houses

Article 115
(Enactment)

The bill shall be considered as passed once it has been adopted by both Houses of PABiH in an identical text.

Article 116
(The Joint Committee for Harmonization)

- (1) When the bill has passed the House first, the Chairman shall forward it to the House of Representatives within three days.
- (2) If the text enacted by both Houses is not identical, the Chairman shall inform the House of Representatives accordingly, for the purpose of the establishment of a joint

committee in charge of harmonizing different texts.

(3) The first session of the joint committee shall be convened by the Secretaries of both Houses of PABiH.

Article 117

(Harmonization)

(1) The joint committee referred to in Article 112 of these Rules of Procedure shall consist of six members, three members from each House.

(2) The joint committee shall attempt to reach an agreement on an identical text. The agreement shall require the majority vote by all the members of the joint committee, among them all three constituent peoples, and the majority from each House.

(3) If one of the two Houses fails to approve a report of the joint committee, the bill shall be considered as rejected.

(4) If both Houses fail to approve a negative report of the joint committee, the bill shall be forwarded to the joint committee for the purpose of developing a new report, under the guidance issued by the Houses.

Article 118

(The report by the joint committee)

(1) In making a decision on the report by the joint committee, the House shall apply the provisions from Articles 73 and 74 of these Rules of Procedure.

(2) If both Houses fail to approve the report by the joint committee, the bill shall be considered as rejected.

Article 119

(Adoption of an identical text)

If the House has approved the bill in the text which is identical to the text approved by the House of Representatives, the bill shall be considered as enacted. The Chairman shall take the actions necessary for its publication.

Article 120

(Original text of the acts and other pieces of legislation)

(1) The Secretary of the House shall be responsible, in cooperation with the Secretary of the House of Representatives, for the writing of an original text of the Acts and other pieces of legislation passed by both Houses, affixing a stamp and shall take care of other actions, in accordance with the law.

(2) The Secretary of the House shall be responsible for the writing of an original text of the Acts passed by the House, affixing a stamp and shall take care of other actions in accordance with the law.

Part H. Summary and emergency procedures

Article 121

(Summary procedure)

(1) When presenting a bill, the proponent may request that the bill be considered in a summary procedure. In that case the proponent shall explain the reasons which justify the summary procedure.

(2) The motion referred to in Article 121 (1) of these Rules of Procedure shall be considered at the next session of the House. The House shall vote on the motion following the debate.

(3) If the House accepts to consider the bill in a summary procedure, all the deadlines which apply to a regular legislative procedure shall be shortened by one half.

(4) When the bill is considered in a summary procedure, the Collegium may place a number of additional restrictions on the length of the debate, and the number of opportunities given to the Members to speak.

(5) If the House rejects the motion, the bill shall be considered in regular legislative proceedings.

Article 122

(Emergency procedure)

(1) When presenting the bill of high urgency or the bill written in such a simple way that it may be approved or rejected as a whole, the proponent may request in writing that the House consider the bill in one reading debate.

(2) The motion referred to in Article 122 (1) of the Rules of Procedure shall be considered at the next session of the House. The House shall make a decision on the motion following the debate.

(3) Once the debate has taken place on the motion, the motion shall be put to vote. If approved, the House shall proceed with the debate and shall vote on the bill. The amendments to the Act passed by the House shall not be tabled to the House.

(4) If the House does not approve the proponent's motion to consider the bill in an emergency procedure, the House shall decide on whether the bill shall be debated under Article 121 of these Rules of Procedure or in a regular procedure.

Part I. Budget and a report on execution of the budget of the institutions of BiH

Article 123

(Budget)

(1) The Presidency of BiH, on recommendation by the Council of Ministers of BiH, shall introduce into the PABiH before October 15 of the current year a proposed bill which contains the budget of the institutions of BiH for the next year (hereinafter: the budget).

(2) The bill which contains the budget of the institutions of BiH for the next year shall have its first reading in the House of Representatives. After it has passed the House of Representatives, the House of Representatives shall send the bill with the budget to the House no later than November 15 of the current year.

(3) In debating the budget, the provisions which regulate the main legislative proceedings shall apply. However, the Collegium shall shorten the deadlines and shall take all other measures necessary for the passage of the budget or, when necessary, shall make amendments to the budget no later than 15 December of the current year.

(4) The bill on the budget shall be passed within the deadlines set in Articles 123 (1), (2) and (3) of these Rules of Procedure.

Article 124

(Amendments to the budget)

The budget may be amended in the same manner and through all the stages through which the bill was passed.

Article 125

(Report on the execution of the budget)

(1) Following the proposal by the Council of Ministers of BiH, the Presidency of BiH shall present to the House a report on the execution of the budget of the institutions of BiH, including the information on collected revenues and expenditures in the last budget year.

(2) The figures contained in the report may not be changed. If the House has any doubts as to the accuracy of the figures, it may request the necessary explanation or corrections from the Council of Ministers of BiH.

Part J. Authorization to ratify international treaties and to cancel treaties

Article 126

(Motion for ratification or cancellation of a treaty)

(1) The Presidency of BiH, under the Constitution of BiH and the law, shall table a motion with the House seeking its agreement to ratify or cancel the ratified international treaties, agreements and conventions.

(2) The text of international treaties, agreements and conventions may not be amended.

Part K. Amendments to the Constitution of BiH

Article 127

(An authorized proponent)

The amendments to the Constitution of BiH may be proposed by the Presidency of BiH, the Council of Ministers of BiH, the House of Representatives and every Member, in accordance with the Constitution of BiH and these Rules of Procedure.

Article 128

(Introduction of amendments)

(1) Unless otherwise prescribed in this Part, the amendments to the Constitution of BiH shall be introduced under the conditions which apply to the introduction of bills, and shall be considered through the same stages of the legislative proceedings.

(2) The Collegium shall send the proposed constitutional amendments to the Presidency of BiH and the Council of Ministers of BiH for the purpose of obtaining their opinions, if they are not the proponents of the amendments.

Article 129

(Public debate)

The amendments to the Constitution of BiH shall be introduced to a public debate, under the procedure defined by the House in its Conclusion. The Conclusion of the House shall define the responsible committee in charge of implementing a public debate and shall set a deadline for the debate.

Part L. Corrections made to acts, other regulations and enactments

Article 130

(Corrections)

- (1) The proposal to correct typing errors in the published text of an Act or another piece of legislation or enactment passed by the House shall be made to the House by the body responsible for the implementation of the Act or the enactment.
- (2) The corrections of typing errors shall be made by the Secretaries of both Houses of PABiH after a comparison with the original text.

Part M. Authentic interpretation of the law and another enactment

Article 131

(Procedure)

- (1) The purpose of an authentic interpretation shall be to determine the truthfulness, originality and a proper meaning of a clause of the Act, another regulation or enactment which is not clear enough.
- (2) The institutions responsible for the implementation of the Acts and other pieces of legislation may introduce a motion for an authentic interpretation.
- (3) As soon as he or she receives a motion for an authentic interpretation of an Act or another regulation or enactment, the Chairman of the House shall send it to the Constitutional and Legal Committee, the responsible committee and the Council of Ministers of BiH for the purpose of obtaining their opinions. The Council of Ministers of BiH shall present its opinion within 20 days.
- (4) After the Constitutional and Legal Committee has considered the motion and assessed the clarity of the clause for which interpretation is sought, the report of the Constitutional and Legal Committee and the opinion of the Council of Ministers of BiH shall be sent to the responsible committee of the House within 30 days.
- (5) The responsible committee shall make a proposal for an authentic interpretation within 15 days from the day of receipt of the report of the Constitutional and Legal Committee, and shall send it to the Constitutional and Legal Committee.
- (6) The Constitutional and Legal Committee shall make a final proposal for an authentic interpretation and shall send it to the Chairman of the House within 30 days.

Article 132

(Passage)

- (1) An authentic interpretation shall be passed by the House and it shall become an integral part of the Act, another regulation or enactment.
- (2) The Chairman of the House shall send the authentic interpretation to the Chairman of the House of Representatives.

Article 133
(Application)

An authentic interpretation of the Act, another regulation or enactment shall be applied and be in force as from the date of application of the Act or regulation it refers to.

Article 134
(Publication)

An authentic interpretation of the Act, another regulation or enactment shall be published in the «Official Gazette of BiH».

CHAPTER VI. Vote of no confidence in the Council of Ministers of BiH

Article 135
(Duties of the Council of Ministers of BiH)

(1) The Council of Ministers of BiH shall be responsible to the House for its proposing and implementing the policy and application of the acts, other regulations and provisions the implementation of which falls within the Council of Ministers' constitutional and legal powers, and for directing and coordinating operations of its Ministers.

(2) The Council of Ministers of BiH shall present, at the request of the House, complete information on all the relevant activities from within the scope of its responsibilities.

Article 136
(Initiation of a confidence motion)

(1) No less than three Members in the House may table a motion of no confidence in the Council of Ministers of BiH or for its reform.

(2) The signed and reasoned motion referred to in paragraph (1) of this Article shall be presented to the Chairman of the House in writing.

(3) The Chairman of the House shall send the motion to the Presidency of BiH, the Council of Ministers of BiH, the Members and the House of Representatives without delay.

Article 137
(Inclusion in the agenda)

The motion referred to in Article 136 (1) of these Rules of Procedure shall be put on the agenda of the House within the deadline which the House has set in its Conclusion, and in any case within 30 days from the day of sending the motion to the Council of Ministers of BiH.

Article 138

(Report by the Council of Ministers of BiH)

Prior to the commencement of the debate in the House on the issues from the motion referred to in Article 136 (1) of these Rules of Procedure, the Council of Ministers of BiH may send to the House a report in writing, including its opinion and positions. The report shall be sent to the Members 24 hours prior to the commencement of the session at the latest.

Article 139

(Explanation of the motion and the response from the Council of Ministers of BiH)

- (1) The proponent has the right and duty to explain at the House session a motion referred to in Article 136 (1) of these Rules of Procedure.
- (2) The Council of Ministers of BiH has the right to respond to the motion and present its positions. A debate shall be opened thereafter.

Article 140

(Voting)

- (1) Following the debate, the motion referred to in Article 136 (1) of these Rules of Procedure shall be put to vote.
- (2) If the motion is passed, other initiatives in that regard may also be put to vote.
- (3) The Chairman shall inform the House of Representatives, the Council of Ministers of BiH and the Presidency of BiH of the results of the vote taken on the motion referred to in Article 136 (1) of these Rules of Procedure and other initiatives in that regard, if any.

CHAPTER VII. Resolutions and other documents

Article 141

(Introduction of a proposed resolution)

- (1) The House may express its opinion on the relevant political issues, social problems and the needs in the form of a resolution and define political guidance to be implemented by the Presidency of BiH, the Council of Ministers of BiH or other institutions of BiH.
- (2) The Members may submit a proposed resolution. The proposed resolution shall be considered at the session of the House, unless the House has decided that the proposed resolution should be considered first at the session of the responsible committee.

Article 142

(Debate)

- (1) The proponent of a resolution shall be allowed to speak for 20 minutes at most. Other participants in the debate may speak for 10 minutes at most. The amendments

to the proposed resolutions shall be tabled in writing, at any moment during the session.

(2) The Chairman may conclude the debate when he or she believes that the issue has been clarified fully. Once the debate is over, the proposed amendments and the proposed resolution shall be put to vote.

Article 143

(Other documents)

(1) The House may pass declarations, decisions, recommendations, conclusions and other documents.

(2) The documents referred to in paragraph (1) of this Article are defined as follows:

a) The declaration shall be understood to mean a document passed by PABiH which contains a principled opinion on some important issues introduced to PABiH for consideration.

b) The decision shall be understood to mean the document which regulates the issue from within the scope of responsibility of PABiH.

c) The recommendation shall be understood to mean the document which indicates the importance of some issues regarding the implementation of different acts.

d) The conclusion shall refer to the issues in individual matters regarding the procedure.

(3) The vote on the documents referred to in paragraph (1) of this Article shall be taken in accordance with the established manner of decision-making in the House, unless otherwise defined in the Constitution of BiH, these Rules of Procedure or the law.

CHAPTER VIII. Information activities

Part A. MPs questions

Article 144

(Questions from MPs)

(1) The Members may pose questions to the Council of Ministers of BiH or to any member of the Council of Ministers of BiH, and to all the institutions of BiH. The questions shall refer to specific facts, situations or the official information from within the scope of responsibility of the institutions of BiH.

(2) The questions may also be posed to the Office of the High Representative for BiH and the representatives of other international organizations in BiH.

Article 145

(Submission of questions)

The questions shall be submitted to the Chairman in writing. The submission shall also contain a statement – whether the Member is seeking an oral response during the session of the House or a written response. If neither of these is stated, it shall be understood that a response should be given orally at the session of the House.

Article 146
(Oral response)

- (1) When the submission of an oral response at the House session is requested, a written submission shall be short and contain one question.
- (2) When the question is formulated in accordance with Article 146 (1) of these Rules of Procedure, the Chairman shall send the question to the person or institution it is addressed to.
- (3) The minimum of one hour shall be allotted for MPs questions at each regular session. A live TV coverage shall be ensured. Responses to the questions posed shall be included in the agenda in order in which the questions were posed, no later than 30 days from the day on which they were posed. Before the commencement of the MPs question, the Chairman shall inform the House on which questions have been answered and which questions remained unanswered.

Article 147
(Responses)

- (1) The questions with responses in writing shall refer mainly, although not exclusively, to technical issues or those which do not allow a simple oral explanation. Neither the question nor the response may take more than a standard A-4 page.
- (2) The Chairman shall send the question to the person or institution to which it is addressed.
- (3) A written response shall be submitted within 30 days.
- (4) Once the Chairman has received a response, he or she shall send a copy to the Member who posed the question. The response and the question shall be published, the Chairman shall give an opportunity to the Member who sought a written response to his or her question to say whether he or she is satisfied with the response, if the Member is not satisfied with the response Article 149 (1) of this Rules of Procedure shall apply.
- (5) If a response is not submitted within the deadline referred to in Article 147 (3) of these Rules of Procedure, the Member who posed the question may request that the Collegium include the question seeking a response in the agenda of the next session of the House.

Article 148
(Joint session of the Houses- questions and responses)

- (1) At least once in six months the Joint Collegium of both Houses shall organize a special or joint session of both Houses: «Members Ask – the Council of Ministers of BiH Responds».
- (2) A live television and radio coverage of these sessions in which a dialogue is run shall be ensured for the purpose of transparency and informing the citizens about all the relevant issues from within the scope of responsibility of the executive authorities at the level of BiH.
- (3) Every Member may pose one question and reply to the response during three minutes at most. The questions shall be submitted to the Council of Ministers of BiH at least seven days prior to the date of the session.
- (4) The session referred to in paragraph (1) of this Article shall be convened 30 days in advance and may last up to 4 working hours.

Article 149

(Procedure at the session)

(1) The question shall be explained in the following way: the Member shall be allotted three minutes to pose a question. Thereafter the Council of Ministers of BiH or a responsible Minister shall be allotted three minutes to respond. Thereafter the Member may give a comment to the response or pose a new question. The time allotted for that purpose shall be two minutes. The Council of Ministers of BiH or the responsible Minister shall also be allotted two minutes to react, upon which the Chairman shall conclude the debate and give the floor to another person authorized to speak.

(2) The Council of Ministers of BiH or the Minister may request for certain reasons and only once that the debate on a certain issue be postponed to the next session of the House.

Part B. Interpellation

Article 150

(Submission and consideration)

(1) An interpellation shall be submitted to the Chairman in writing and shall refer to some specific areas from within the scope of responsibility of all the institutions of BiH and the Ministries of BiH – to the implementation of a defined policy or an Act.

(2) The interpellation submitted to the Chairman in writing shall not refer to the Constitutional Court of BiH.

(3) The Collegium of the House shall consider the interpellation submitted in writing. If the interpellation is found to be substantiated, the Collegium shall submit the interpellation to the person or institution it is addressed to. If the interpellation is unfounded, the Collegium shall return it to the proponent for the purpose of changing the interpellation to a question.

Article 151

(Inclusion in the agenda)

(1) After the interpellation is sent to whom it is addressed, the interpellation shall be put on the agenda of the session of the House within 15 to 60 days from its submission.

(2) Only one interpellation may be included in the agenda of a session.

Article 152

(Debate)

(1) The interpellant shall be allotted 30 minutes maximum to explain his or her interpellation. Then the floor shall be given to the person to whom the interpellation is addressed. Thereafter other Members may, at their own request, intervene within 10 minutes maximum. The same rule shall apply to an interpellant and to the person to whom the interpellation is addressed.

(2) The Chairman shall conclude the debate when he or she believes that the debate on the interpellation has been sufficient.

Article 153

(Submission of a resolution)

Every Member may submit a resolution under Articles 141 and 142 of these Rules of Procedure within three days from the day of conclusion of the debate on the interpellation. The submitted resolution shall be included in the agenda for the next session.

Part C. Informative sessions of the Presidency of BiH

Article 154

(Informative sessions of the Presidency of BiH)

(1) The members of the Presidency of BiH shall appear before the House at their own request or at the request by the House to hold an informative session on the issues from within their scope of responsibility.

(2) The House may request that the Presidency of BiH submit a written report prior to the session.

(3) Following the debate, the House may pass a resolution which contains its opinion or guidance in regard to the relevant policy.

Part D. Informative sessions of the Council of Ministers of BiH

Article 155

(Informative activities before the committees)

(1) The members of the Council of Ministers of BiH shall, at their own request or at the request of an authorized committee, appear before the committee for the purpose of holding an informative session on a given issue.

(2) The committee may request that the members of the Council of Ministers of BiH submit a written report on the given issue prior to the session.

(3) After the debate is concluded or at its next session the committee may pass a resolution with the committee's opinion or guidance in regard to the relevant policy of the Ministry.

(4) If the invited member of the Council of Ministers of BiH

a) fails to respond to the invitation by the committee;

b) or fails to submit the required information to the committee;

c) or submits incomplete or incorrect information to the committee;

the committee may launch a procedure for the establishment of the member's responsibility, in accordance with Articles 136 – 140 of these Rules of Procedure.

Part E. Annual reports by the Council of Ministers of BiH

Article 156

(Activity report by the Council of Ministers of BiH)

- (1) The Council of Ministers of BiH shall submit to the House its activity report at least once a year.
- (2) The House shall consider the activity report of the Council of Ministers of BiH within 30 days from the day of its submission. Following the debate, a resolution may also be passed.

CHAPTER IX. Internal regulation

Article 157

(Amendments to the Rules of Procedure)

The House may, at the proposal by any Member, at any moment, amend these Rules of Procedure in accordance with the Constitution of BiH, through the stages of the proceedings applied to making decisions under Article IV, paragraph 3 (d) of the Constitution of BiH and these Rules of Procedure.

Article 158

(Regulating issues)

- (1) The House may regulate by its Conclusion a certain issue which is not regulated at all or is not regulated in precise terms by these Rules of Procedure.
- (2) The Conclusion shall be binding only in terms of a specific issue as described in Article 158 (1) of these Rules of Procedure.

Article 159

(Conclusion)

The committees may pass Conclusions for the same purpose as described in Article 158 of these Rules of Procedure and also on issues from within their own scope of responsibilities. The Conclusions of the House shall take precedence over these Conclusions.

Article 160

(Interpretation of the Rules of Procedure)

The Collegium shall establish, when necessary, the interpretation of these Rules of Procedure until such time as the House has established a different interpretation in the form of a Conclusion or amendments to the Rules of Procedure.

CHAPTER X. Decisions on issues of vital interest and self-dissolution of the House

Part A. Decisions on issues of vital interest

Article 161

(Declaring a decision detrimental to vital interest)

- (1) A decision proposed by PABiH may be declared detrimental to the vital interest of Bosniak, Croat or Serb people by the majority vote by the Bosniak, Croat or Serb Members.

(2) Such a proposed decision in the House needs the approval by the majority of Bosniak, the majority of Croat and the majority of Serb Members who are present at the session and have voted.

Article 162

(An attempt to resolve a disputable issue at the joint committee or the submission of an issue to the Constitutional Court of BiH)

(1) In case the majority of Bosniak, Croat or Serb Members are opposing the invocation of Article 161 of the Rules of Procedure, the Chairman of the House shall convene a joint committee composed of three Members of whom one is selected by Bosniak, one by Croat and the third one by the Serb Members, for the purpose of resolving a controversial issue.

(2) If the joint committee fails to resolve that issue within the next five days, the issue shall be submitted to the Constitutional Court of BiH which will consider in an emergency procedure whether there was any irregularity in the course of the proceedings.

Part B. Self-dissolution of the House

Article 163

(Self-dissolution of the House)

(1) At least three Members may submit to the Collegium through the Chairman a proposal of the decision to dissolve the House.

(2) The Collegium shall convene the House for the purpose of considering that proposal within 15 days from the day of its submission.

(3) Following the debate, the proposal shall be put to vote. It shall be considered as adopted if approved by the majority which contains the majority of Members from at least two peoples.

(4) The decision shall be published and submitted to the House of Representatives, the Presidency of BiH and the Council of Ministers of BiH.

CHAPTER XI. Relations with other institutions of BiH

Part A. Council of Ministers of BiH

Article 164

(Rights and duties of the Council of Ministers of BiH)

Within its rights and duties defined in the Constitution of BiH and the law, the Council of Ministers of BiH:

- a) may introduce bills to the House and present opinions on the bills introduced by the Council of Ministers of BiH;
- b) may request that a session of the House be convened for the purpose of considering the issue on which it wants to present its position and obtain an opinion or position from the House;

- c) through its representative, it shall take part in the sessions of the House, the Collegium of the House and the House committees;
- d) has the right and duty to intervene in the debates;
- e) may request that an item be put on the agenda of the session of the House. In that case, the requested item shall be put on the agenda of the House; and
- f) may request that a debate on an unobligatory agenda item be postponed in order to take a stand and present it at the next session. In that case the requested item shall be deleted from the agenda of the House.

Article 165

(Representation of the Council of Ministers of BiH)

(1) The Council of Ministers of BiH shall be represented in the House by its Chairman or one or more of its members, unless otherwise prescribed in these Rules of Procedure of the law.

(2) The Ministers may be represented by their Deputies, and if their presence is related to the committee sessions, by Assistant Ministers, unless otherwise defined in these Rules of Procedure or the law.

Article 166

(Information to the Council of Ministers of BiH)

The House and its committees shall inform the Council of Ministers of BiH on its sessions in order for the representatives of the Council of Ministers of BiH to take part in those sessions.

Part B. Presidency of BiH

Article 167

(Information on the House session)

(1) The Chairman of the House shall inform the Presidency of BiH on every session which will consider the bills introduced by the Presidency of BiH – under the conditions defined in Articles 92 and 95 of these Rules of Procedure.

(2) The Presidency of BiH shall be represented at the House sessions by at least one member of the Presidency of BiH who has the right and duty to intervene in the debate.

Article 168

(Positions and reports of the Presidency of BiH)

(1) At the request of the House, the Presidency of BiH shall express its positions and shall inform the House on the issues from within its scope of responsibility.

(2) The Presidency of BiH, also at the request of the House, shall submit to the House a report on expenditures of the Presidency of BiH at least once a year.

Part C. Other institutions

Article 169

(Cooperation with other institutions of BiH)

The rights and duties as well as cooperation of the House with other institutions of BiH shall be carried out in accordance with the Constitution of BiH and the laws.

CHAPTER XII. Miscellaneous

Article 170

(Appointment of members to the parliamentary delegations)

(1) Prior to the appointment of the members of PABiH who will take part in international parliamentary assemblies or other international institutions, the Collegium, in cooperation with the Collegium of the House of Representatives, shall define the number of members to be elected in both Houses. The Collegium shall attempt to find a proportionate formula which will reflect the overall composition of PABiH.

(2) The House shall appoint its members who should take part in international parliamentary assemblies or other international institutions, and shall ensure that they reflect the overall composition of the House, and through their permanent bodies and the Secretary of PABiH shall ensure that appointed representatives may discharge these duties toward international bodies in a decent and unimpeded way. The Collegium of the House shall ensure with the assistance of the Secretariat of PABiH that the required conditions exist for the execution of planned international activities of the permanent and interim parliamentary delegations.

(3) The delegation shall select, within seven days after the appointment of members, its chairman and two deputies and shall define a work program and inform the House accordingly.

(4) The delegation shall adopt the rules of procedure which will regulate in detail the rights and duties of the chairman, deputy chairmen and members of the delegation, attitudes toward the House, the manner of submission of reports and other issues important for the delegation's business.

Article 171

(Groups of friendship)

In accordance with the criteria defined in Article 170 of these Rules of Procedure, the House may appoint its members to the groups of friendship with other interested states.

Article 172

(Consultations with newly appointed representatives of BiH)

(1) In drawing up the lists of members, the responsible authorities of BiH which are implementing procedures for nomination of representatives of BiH (for membership in the EU institutions or international institutions) shall have consultations in the House.

(2) Prior to the vote in the House, the consultations shall be done at the expended session of the Collegium and the Commission for European Integration.

Article 173

(Use of language)

(1) The minutes of the sessions and reports of the House, committees and joint committees of both Houses shall be written in the Bosnian, Croat and Serb language. The acts, constitutional amendments, the rules of procedures, conclusions and resolutions shall be written and published in the same way.

(2) The materials referred to in paragraph (1) of this Article shall be written in Latin and Cyrillic scripts.

(3) The Member shall state in writing the language in which he or she wants to receive materials referred to in paragraph (1) of this Article.

Article 174

(Treatment of confidential materials)

The Houses shall prescribe by their decisions the manner of treatment of confidential materials. The Members shall sign an affidavit by which they commit themselves to keeping a secret also after the end of their terms in the House and/or committee.

Article 175

(Display of the coat-of-arms and flag of BiH)

The display of the coat-of-arms and flag of BiH in the conference rooms of the House and in the premises of the people's caucuses and the striking up of the national anthem shall be done under the law.

CHAPTER XIII. Secretariat of PABiH

Article 176

(Establishment of the Secretariat of PABiH)

(1) The House shall jointly with the House of Representatives establish the Secretariat of PABiH.

(2) The organization and activities of the Secretariat of PABiH shall be regulated by separate regulations.

Article 177

(Appointment of the Secretary of the House)

The House shall have its Secretary. At the proposal of the Collegium, the Secretary shall be appointed by the House.

Article 178

(Appointment of the Secretary of the Joint Service of PABiH)

The Secretary of the Joint Service of PABiH shall be appointed by both Houses at the proposal of the Collegiums of both Houses.

Article 179

(Rights and duties of the Secretary of the House)

(1) The Secretary of the House shall:

- a) assist the Collegium and the Chairman of the House in discharging their duties;
- b) ensure the keeping and preservation of the minutes of the sessions of the House, the Collegiums and the committees of the House;
- c) take care of an official publication of debates;
- d) take care of preserving and affixing the stamp, publishing and distribution of the Acts and other regulations passed by the House, on a case-by-case basis; and
- e) exercise any other right and carry out any other duty defined in these Rules of Procedure and other duties assigned to it by the Collegium and the Chairman of the House.

(2) In case the Secretary of the House is unable to attend sessions of the House, the Chairman of the House shall be assisted in chairing sessions by a staff member of the Secretariat of PABiH designated by the Collegium, at the proposal of the Secretary of the House.

CHAPTER XIV. Transitional and concluding provisions

Article 180

(Passage of the Rules of Procedure)

The Rules of Procedure of the House shall be passed under the procedure established for decision making in the House, in accordance with Article IV, paragraph 3 (d) of the Constitution of BiH.

Article 181

(Bills already introduced in the parliamentary procedure)

The proceedings in relation to the bills and other proposed regulations already introduced in a parliamentary procedure shall be completed under the provisions of the previous Rules of Procedure («Official Gazette of BiH», number 27/00).

Article 182

(Bills introduced in the procedure during the previous parliamentary term before the election)

(1) The debate on the bills and other proposed pieces of legislation introduced in the procedure by the House of Representatives, the Presidency of BiH and the Council of Ministers of BiH before the expiry of the House term shall proceed in a new House as

from the stage in which the bill or another proposal was considered in the previous House.

(2) The debate on the bills introduced by the Members from the previous composition of the House shall not proceed unless a newly elected Member takes over the role of a proponent of the bill or another proposed regulation.

Article 183

(Entry into force)

These Rules of Procedure shall enter into force on the eighth day from the day of its publication in the «Official Gazette of BiH».

Article 184

(Cessation of effectiveness)

The Rules of Procedure of the House of Peoples of PABiH (“Official Gazette of BiH”, No. 27/00) shall cease to be effective on the day on entry into force of these Rules of Procedure.

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January 31, 2006

Sarajevo

Chairman
Of the House of Peoples
of the Parliamentary Assembly of BiH

Mustafa Pamuk