



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

Department for Legal Affairs



RULES OF PROCEDURE OF THE PRESIDENCY OF BOSNIA AND HERZEGOVINA

“Official Gazette of Bosnia and Herzegovina”, 25/01, 35/02

NOTE: The Provisional Rules of Procedure of the Presidency of Bosnia and Herzegovina, of 5 November 1996, shall cease to be valid on the day of entry into force of this Rules of Procedure.

Pursuant to Article V. 2 (a) of the Constitution of Bosnia and Herzegovina, the Presidency of Bosnia and Herzegovina, at its 110th session held on September 14, 2001 adopted the following

RULES OF PROCEDURE OF THE PRESIDENCY OF BOSNIA AND HERZEGOVINA¹

CHAPTER I - CONSTITUTING THE PRESIDENCY

Article 1 (General Provisions)

1. The Presidency of Bosnia and Herzegovina (hereinafter: the Presidency) shall, within its competencies, act according to the Constitution of Bosnia and Herzegovina, the General Framework Agreement for Peace in Bosnia and Herzegovina and its Annexes, the laws of Bosnia and Herzegovina, and these Rules of Procedure.
2. The Presidency shall represent and symbolize the sovereignty of Bosnia and Herzegovina and its role shall be to coordinate and harmonize the work of its institutions and protect interests of citizens which shall include implicitly the constituent peoples and all citizens.
3. The seat of the Presidency shall be in Sarajevo.

Article 2 (Caretakership)

1. Following direct elections for members of the Presidency, and until the new members enter the office according to Article 4.1 of this Rules of Procedure, the outgoing Presidency members shall fulfill the responsibilities of the Presidency in a caretaker capacity.
2. When serving in a caretaker capacity, the outgoing Presidency members shall restrict their work to the acts strictly necessary according to the Constitution, laws, and these Rules.

Article 3 (Inaugural Session)

1. The outgoing Chair of Presidency of Bosnia and Herzegovina shall convene the inaugural session of the incoming Presidency not later than fifteen days (15) from the certification of the election results by the competent authority.
2. The inaugural session shall take place in the seat of the Presidency in Sarajevo, and it shall be public.

Article 4 (Oath)

1. During the inaugural session, and in the presence of the outgoing Members, the incoming members take office by jointly pronouncing the following public oath:

¹ Changes and Amendments to the Rules of Procedure of the Presidency of Bosnia and Herzegovina, published in the Official Gazette of Bosnia and Herzegovina 35/02 - italic

“I hereby swear to conscientiously carry out the responsibilities which are entrusted upon me, respect the Constitution of Bosnia and Herzegovina, implement the General Framework Agreement for Peace and its Annexes in their entirety, protect and promote human rights and fundamental freedoms, and protect the interest and equality of all peoples and citizens.”

2. Each member shall sign the text of the oath.

**Article 5
(Appointing the Chair)**

1. The members of the Presidency shall, from amongst its members, appoint the Chair of the Presidency of Bosnia and Herzegovina according to the Election Law or other law adopted by the Parliamentary Assembly of Bosnia and Herzegovina.
2. The Chair of the Presidency of Bosnia and Herzegovina shall be replaced after eight months based on the principle of rotation of the Presidency members pursuant to the Election Law of Bosnia and Herzegovina.

CHAPTER II – ORGANIZATION OF THE PRESIDENCY

Part 1 – Political Structures

Section A – The Chair

**Article 6
(Responsibilities of the Chair)**

In addition to the responsibilities vested in him/her as a Member of the Presidency, the Chair shall be responsible for:

- (a) programming the work of the Presidency, through the presentation of a work plan for the term of chairmanship and the drawing of agendas for the sessions;
- (b) conducting the work of the Presidency by convening the sessions, directing the discussion, and applying these Rules of Procedure;
- (c) signing and promulgating acts resulting from the work of the Presidency;
- (d) representing the Presidency in general, and representing the positions of the Presidency on important issues in public and other institutions in Bosnia and Herzegovina and abroad, in particular when the three members of the Presidency cannot jointly attend;
- (e) receiving credentials from diplomatic-consular representatives after previous acceptance of accreditation
- (f) carrying out other tasks as entrusted to him/her according to these Rules of Procedure.

**Article 7
(Acting Chair)**

1. After he/she takes the duty, the Chair shall, in writing, designate one member of the Presidency to replace him/her during temporary absence.

2. If the Chair is unable to attend the session, the other Member designated in terms of paragraph (1) above shall serve as the Acting Chair, fulfilling all the responsibilities of the Chair until the Chair is able to resume them.

Article 8
(Work Plan of the Chair)

1. Within two weeks from being appointed to the office, the Chair shall present to the other Members and the public an indicative work plan for the term of office, according to his/her priorities for the work of the Presidency.
2. The work plan obligatorily shall include agenda items for upcoming sessions that have been already convened by the outgoing Chair, as well as any act of the Presidency for which the laws of Bosnia and Herzegovina specify relevant deadlines.
3. The work plan may also include items at the initiative of the Chair, items proposed to the Chair by the other Members, as well as items proposed to the Presidency by other institutions of Bosnia and Herzegovina and its Entities.

Section B - The Members

Article 9
(Responsibilities of the Members while working in the Presidency)

1. Each Member of the Presidency shall, in the work of the Presidency, be equally responsible for:
 - (a) contributing to the programming the work of the Presidency, through the submission of items for inclusion in the Chair's work plan and in the agendas for the sessions;
 - (b) participation in the work of the Presidency by attending the sessions, nomination of diplomatic-consular representatives and other international representatives and officials and employees in the institutions of Bosnia and Herzegovina according to the powers of the Presidency thus contributing to decision-making according to these Rules of Procedure;
 - (c) representing, along with the other two Members, the Presidency and its viewpoints to the public and to other institutions in Bosnia and Herzegovina and abroad;
 - (d) carrying out other tasks as entrusted to him/her according to these Rules of Procedure.
2. Each member shall fulfill his/her responsibilities from paragraph (1) above according to the procedures established under these Rules for Presidency activities.

Article 10
(Responsibilities of the Members)

1. All members of the Presidency, by virtue of the office, shall also be responsible for:
 - (a) civilian command over armed forces;
 - (b) membership in the Standing Committee on Military Matters;
 - (c) selecting the members of the Standing Committee on Military Matters;

(d) referring disputes to the Constitutional Court.

(e) performing other tasks vested in him/her in his/her capacity of the member of the Presidency according to the laws of Bosnia and Herzegovina

Article 11
(Absence of a Member)

1. If a member is unable to fulfill his/her responsibilities temporarily, a designated member of his/her Cabinet shall represent her/him at the session. If this is not possible the Chief of his/her Cabinet shall represent him/her.
2. The designated representative may express views on behalf of the absent Member but he/she shall not have the right to vote.

Article 12
(Immunity of the Members)

1. Each Member shall enjoy immunity against legal actions referring to acts made within the scope of his/her responsibilities, as provided by the laws of Bosnia and Herzegovina.
2. The immunity of a Member can be waived by the Presidency through a decision of the other two Members, if necessary to carry out the duties of the Presidency.

Part 2 – Support Structures

Section A - The Secretariat

Article 13
(Scope of the Secretariat)

The Secretariat of the Presidency shall be constituted to provide professional, administrative and technical support to the Members in the fulfillment of their collective and individual responsibilities.

Article 14
(Organizational Structure of the Secretariat)

1. *The Secretariat shall consist of three cabinets, the Public Relations Office and departments as established by the rulebook on internal organization of the Secretariat.*
2. *The three cabinets shall be:*
 - a) *The Cabinet of the Secretary-general;*
 - b) *The Cabinet of the Secretary for organizational and financial affairs;*
 - c) *The Cabinet of the Secretary for normative affairs.*

By virtue of their office, the Secretary for organizational and financial affairs and the Secretary for normative affairs shall be deputies of the Secretary-general.

3. *On the proposal of the Secretary-general, the Presidency shall adopt a Rulebook on internal organization and systematization of positions regulating all the issues that are not regulated by the Rules of Procedure.*

Article 15
(The Secretary-general)

The Secretary-general shall hold the overall responsibility for managing the Secretariat, and he/she shall be accountable for its work to the Members of the Presidency.

Article 16
(The Secretariat Staff)

1. Positions in the Secretariat shall be filled through either the conferment of a civil service status or the issuance of a labor contract.
2. The positions filled through the conferment of a civil service status are:
 - (a) Secretary-general;
 - (b) Secretary;
 - (c) Manager
 - (d) Senior specialist;
 - (e) Specialist
3. All other positions are filled through the issuance of a labor contract.
4. Political office holders and political advisers in the institutions of Bosnia and Herzegovina, the Entities or subdivisions thereof cannot serve as Secretariat staff.

Article 17
(Appointment to the Secretariat)

1. The staff of the Secretariat shall be recruited and promoted on the basis of professional merits, keeping in mind that the overall structure must be generally representative of the national and territorial composition of the population of Bosnia and Herzegovina so that at least 25 % of one of the constituent peoples is represented in the total number of employees.
2. *The Presidency shall appoint the Secretary-general, the Secretary for organizational and financial affairs and the Secretary for normative affairs.*
3. The Secretary-general shall appoint all other civil servants with full tenure, and contracts all those who are not covered by a civil service status.

Section B – The Cabinets

Article 18
(Scope of the Cabinet)

The Cabinet of a Member of the Presidency shall provide political support to the relevant Member in the fulfillment of his/her collective and individual responsibilities including also the appropriate professional and political support.

Article 19
(Organizational Structure of the Cabinet)

1. Each member shall organize the internal composition of his/her own Cabinet. Upon proposal of the Chief of Cabinet, he/she shall establish the composition of the Cabinet and make it available through the Secretariat to the other members and their Cabinets.
2. Each member can count on an identical budgetary allocation for the organization of his/her Cabinet, which shall be determined by the Presidency at the beginning of each budget year. The allocation shall be managed by the Secretariat, according to the Member's instructions.

Article 20
(The Chief of Cabinet)

The Chief of Cabinet shall be responsible for managing the Cabinet, and he/she shall be accountable for its work to the Member.

Article 21
(The Cabinet Staff)

1. Positions in the Cabinet shall be filled either through the issuance of a labor contract or on an accredited voluntary basis.
2. The positions filled through the issuance of a labor contract are those covered by the budget allocation specified in Article 19 paragraph 2.
3. All other positions shall be filled on an accredited voluntary basis.
4. Civil servants in the institutions of Bosnia and Herzegovina, the Entities or subdivisions thereof cannot serve as Cabinet staff.

Article 22
(Employment in a Cabinet)

1. Each Member of the Presidency shall, according to the needs, hire his/her Cabinet staffs, pursuant to the rules adopted by the Presidency regulating this issue.
2. Upon hiring a Cabinet staff, the Member shall give instructions to the Secretary-general for issuance of labor contracts, or accreditation to be provided.

CHAPTER III – SESSIONS OF THE PRESIDENCY

Part 1 – Convening Sessions

Section A – Time and Venue

Article 23
(Frequency)

1. As a rule, the Presidency shall meet once a week in an ordinary session.
2. The Presidency can also meet in an urgent session, as needed, according to Article 28 of this Rules of Procedure.

Article 24
(Venue)

1. As a rule, the Presidency shall hold both ordinary and urgent sessions at its premises in Sarajevo, unless the Presidency decides to hold a session elsewhere.
3. If a Member cannot be physically present at the venue of an ordinary or urgent session due to illness or official travel, his/her full participation shall be secured through a telecommunication system, in accordance with Article 32.

Section B – Ordinary Sessions

Article 25
(Convening an Ordinary Session)

1. The Chair shall convene an ordinary session of the Presidency by providing written notice to the other Members, through the Secretary-general, at least seven days in advance.
2. The notice shall include the agenda, and specify the time and venue of the session.

Article 26
(Agenda for an Ordinary Session)

1. The establishment of the agenda for an ordinary session shall start with the Chair providing written notice of a draft agenda to the other Members, through the Secretary-general.
2. Each Member shall have the right to add new items to the draft agenda by submitting them in writing to the Chair, through the Secretary-general, within seven days from receiving the notice in paragraph (1) above.
3. Upon receiving all the items submitted according to paragraph (2) above, the Chair immediately shall establish the proposed agenda for the ordinary session by entering them into the initial draft, and notify the other members according to article 25. The Chair shall decide on the order in which the items are entered.
4. At the beginning of the ordinary session, each member can present amendments to the proposed agenda, limited to the following cases:
 - (a) deletion of items; and
 - (b) introduction of new items related to urgent circumstances occurred after the expiration of the deadline from paragraph (2) above.
5. The Presidency shall decide on each amendment to the proposed agenda by simple majority voting. If no amendment is presented, the agenda shall be adopted without a vote.

Article 27
(Materials for an Ordinary Session)

1. Materials related to the items to be discussed in an ordinary session shall be provided the Secretary-general, as a rule, at the same time the item is submitted for inclusion in the proposed agenda, and in any case not later than seven days before the relevant session.

2. Upon receiving the materials, the Secretary-general immediately shall circulate them to the Members. The materials shall not be not public, unless the Presidency deliberates otherwise.

Section V – Urgent Sessions

Article 28 (Convening an Urgent Session)

1. The Chair shall convene an urgent session of the Presidency by providing adequate notice to the other Members, through the Secretary-general, at least twenty-four hours in advance.
2. The notice shall include the agenda, specify the time of the session and its venue.

Article 29 (Agenda for an Urgent Session)

1. The agenda for an urgent session shall include a single item submitted by the Chair.
2. The agenda for an urgent session shall be accepted without a vote at the beginning of the session.

Article 30 (Materials for the Urgent Session)

Materials related to the item to be discussed in an urgent session shall be provided through the Secretary-general, as a rule, at the same time the session is convened, or at the beginning of the session itself at the latest.

Part 2 – Course of the Sessions

Section A – Attendance and Development

Article 31 (Public Relations)

1. The session shall not be open to the public, unless the Presidency deliberates otherwise.
2. *After the session of the Presidency, the Public Relations Office shall organize a press conference, unless otherwise decided by the Presidency.*

Article 32 (Attendance at Sessions)

1. The Secretary-general, in his/her capacity of secretary *ad acta*, shall have to be present during the entire session. His/her Office's staff can assist him/her, unless otherwise decided by the Presidency.
2. *The Secretaries and the Head of the Public Relations Office shall attend the sessions, unless the Presidency decides otherwise. Other staff of the Secretariat shall attend the session if required by the Presidency.*
3. Other staff of the Cabinets shall attend the session, if the Presidency so requires.
4. The Presidency can require other persons to attend the session, entirely or in part, in order to receive information and expert opinions. It can also invite guests for protocol reasons.

Article 33
(Quorum for Session)

1. A session cannot take place unless at least two Members are present.
2. A Cabinet staff representing the Member in terms of Article 11.1 shall not represent the Member for the purpose of paragraph (1) above.

Article 34
(Course of the Session)

1. The Chair shall open the session by introducing the agenda pursuant to Article 26 paragraph 4.
2. After the agenda is defined the Chair shall present the items of agenda one after another. Each item shall be discussed prior to decision-making.
3. If necessary the Chair may adjourn the session for 48 hours at maximum after the adjournment is agreed.

Section B – Documentation of Sessions

Article 35
(Minutes of the Sessions)

1. The minutes of the session shall have an informative character only. The Secretary-general shall be responsible for establishing their proposed text, which includes:
 - (a) the date and time of the session;
 - (b) the venue of the session;
 - (c) the names and capacity of those attending;
 - (d) the items discussed;
 - (e) the votes taken; and
 - (f) the adopted decisions;
 - (g) a concise indication of any objection raised by a Member in relation to alleged violations of the Constitution or these Rules, if so requested.
2. The working text of the minutes of the Presidency session including the conclusions on certain items on the agenda shall be forwarded to the members of the Presidency or their Cabinets the day after session was held.
3. The members of the Presidency, or their Cabinets, shall declare themselves on the working texts of the minutes or authenticity of the conclusions referring to certain items of the agenda of the session, the day after they received the texts.
4. After the members of the Presidency declared themselves, or their Cabinets, on the working text of the minutes or authenticity of the conclusions, and when the time given for declaration expires it shall be possible to act upon the conclusions.
5. The adopted minutes shall be signed by the Chair and the Secretary-general.

Article 36
(Sound Record of the Sessions and its Transcript)

1. The sound record of the session and its transcript shall have an informative character only. The Secretary-general shall be responsible for the making of the sound record and transcript.
2. The sound record and its transcript shall be kept in the Presidency archives. It shall be made fully available to the public eight years after the session, unless the Presidency decides otherwise.

CHAPTER IV –ACTS AND ACTIVITIES OF THE PRESIDENCY

Part 1 – Documents of the Presidency

Article 37
(Documents of the Presidency)

1. In the course of its activities, the Presidency shall adopt the following enactment:
 - (a) decisions related to its responsibilities in the realm of foreign policy;
 - (b) proposals of legislation sent to the Parliamentary Assembly;
 - (c) approval of decisions of the Parliamentary Assembly related to state symbols;
 - (d) nominations of government officials;
 - (e) appointments of government officials;
 - (f) authorization for the armed forces of one Entity to enter the other’s territory;
 - (g) testimony on signing or signed memorandums of understanding involving the Entities;
 - (h) Rules of Procedure, Rule Book on internal organization of the Secretariat and other Rules on internal organization; and
 - (i) other enactment falling within their powers;
2. In the course of its activities, the Presidency also adopts non-normative acts such as:
 - (a) opinions related to its activity as a mediator within and between institutions;
 - (b) declarations aiming to convey its position to other organs or the general public;
 - (c) other acts as regarded appropriate by the Presidency.

Article 38
(Entry into Force of Acts)

1. All the acts of the Presidency shall become official upon signature by the Chair.
2. The Secretary-general shall also sign the acts and stamp on them the official seal, the form of which shall be decided by the Presidency through an internal Rule.

Article 39
(Publication and Notification)

1. The enactments under Article 37.1.(a), (c), (f), (g), (h) and if it is necessary i) shall be, upon their signature, immediately forwarded by the Secretary-general for publication in the Official Gazette of Bosnia and Herzegovina. Unless otherwise provided, they shall enter into force on the eighth day from their publication.
2. Other enactments and non-normative acts shall display their effects through their notification by the Secretary-general to the relevant person or authority. They shall not be published on the Official Gazette of Bosnia and Herzegovina, unless the Presidency decides otherwise.

Part 2 –Activities of the Presidency related to National Symbols

Article 40
(National Symbols)

1. The Presidency shall be responsible for approving the symbols of Bosnia and Herzegovina after the Parliamentary Assembly has decided on them.
2. If the Presidency approves the symbols, the decision of the Parliamentary Assembly shall become effective. Otherwise, the Presidency shall require the Parliamentary Assembly to reconsider its decision.

Article 41
(Commission to Preserve National Monuments)

1. The Presidency shall appoint the five members of the Commission to Preserve National Monuments, if the responsibility for the continued operation of the Commission is transferred to the institutions of Bosnia and Herzegovina.
2. Before the nomination, the three Members jointly initiate a round of consultations with:
 - (a) the outgoing members of the Commission to Preserve National Monuments;
 - (b) the competent Ministers in the Government of the Republika Srpska;
 - (c) the competent Ministers in the Government of the Federation of Bosnia and Herzegovina, and internal subdivisions thereof.
3. The Presidency shall try to make decision on the appointment of the five members of the Commission to Preserve National Monuments by consensus. If a consensus is not reached, the voting method in Article 43.4 to 6 shall apply for each member of the Commission to be appointed.

PART 3 – ACTIVITIES OF THE PRESIDENCY IN RELATION TO THE INSTITUTIONS OF BiH

Section A – Activities in relation to the Parliamentary Assembly of BiH

Article 42
(Relations with the Parliamentary Assembly)

The Constitution, the laws of Bosnia and Herzegovina, and the Rules of Procedure of the House of Representatives and the House of Peoples of the Parliamentary Assembly of Bosnia and Herzegovina shall regulate relations between the Parliamentary Assembly and the Presidency, unless otherwise provided by these Rules.

Article 43
(Nomination of the Chair of the Council of Ministers)

1. The Presidency shall forward to the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina a name of the Chair of the Council of Ministers for approval, in the cases and within the deadlines established by the Constitution and the laws of Bosnia and Herzegovina.
2. Before the nomination, the three Members jointly can undergo a 7-days round of consultations with, in the order:
 - (a) the outgoing Chair of the Council of Ministers;
 - (b) the outgoing Ministers, starting with the oldest of them;
 - (c) the Speaker and Deputy Speakers of the House of Representatives of Bosnia and Herzegovina, jointly;
 - (d) presidents of the caucuses in the House of Representatives starting with the president of the largest caucus;
 - (e) the Speaker and Deputy Speakers of the House of Peoples, jointly;
 - (f) the Prime Minister of the Federation of Bosnia and Herzegovina and the Prime Minister of Republika Srpska, starting with the oldest of them;
 - (g) the Mayor of the Brcko District;
 - (h) heads of diplomatic missions and heads of mission of international organizations in Bosnia and Herzegovina.
3. After having completed the round of consultations, and in no case later than 7 days after its start, the Chair shall convene an urgent session, the agenda of which includes as a single item the vote on the nomination for the Chair of the Council of Ministers.
4. In the nomination procedure, each Member can put forward up to 3 candidates of his/her choice pursuant to Article 6 of the Law on the Council of Ministers. After the nomination, the Secretary-general shall establish the ballot by listing them in alphabetical order.
5. Each Member shall vote by assigning to each candidate a score ranging from the number of candidates on the list (most preferred) to one (least preferred). All candidates must be assigned a score, and no two candidates can be assigned the same score.
6. To determine the results of the vote, the Secretary-general shall sum the scores expressed for each candidate by each Member. The candidate with the highest total score shall be the nominee for the Chair of the Council of Ministers, with the others candidates as reserves in decreasing order of score. If two candidates have the same total score, the oldest candidate shall have priority in the list.
7. The Secretary-general shall forward the nomination, along with the ordered list of reserve candidates, to the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina. The three Members of the Presidency shall attend the session of the House of Representatives at which the nomination is considered. If the House rejects the first nominee, the Chair shall immediately introduce the first reserve candidate as the new nominee, and so on with all reserve candidates until one of them is approved.

Article 44
(Dissolution of the House of Peoples)

1. The Presidency can dissolve the House of Peoples of the Parliamentary Assembly of Bosnia and Herzegovina, including the cases of a change of political majority:
 - (a) in the National Assembly of the Republika Srpska;
 - (b) in the Bosniac caucus of the House of Peoples of the Federation of Bosnia and Herzegovina;
 - (c) in the Croat caucus of the House of Peoples of the Federation of Bosnia and Herzegovina.
2. Before dissolving the House of Peoples of the Parliamentary Assembly of Bosnia and Herzegovina, the three Members jointly undergo a 7-day round of consultations with:
 - (a) the Speaker and Deputy Speakers of the House of Peoples of the Parliamentary Assembly of Bosnia and Herzegovina, jointly;
 - (b) the Speaker and Deputy Speakers of the National Assembly of the Republika Srpska;
 - (c) the presidents of the caucuses in the National Assembly of the Republika Srpska, starting with the oldest of them;
 - (d) the Speaker and Deputy Speakers of the House of Peoples of the Federation of Bosnia and Herzegovina, jointly;
 - (e) the presidents of the Bosniak and Croat caucuses of the House of Peoples of the Federation of Bosnia and Herzegovina, starting with the oldest of them.
3. After having completed the round of consultations, and in no case later than 7 days after its start, the Chair convenes an urgent session. The agenda of the urgent session shall include, as a single item- decision on the dissolution of the House of Peoples of the Parliamentary Assembly of Bosnia and Herzegovina.
4. The Presidency shall try to make decision on the dissolution of the House of Peoples of the Parliamentary Assembly of Bosnia and Herzegovina by consensus. If a consensus is not reached, two Members can nevertheless dissolve it.

Article 45
(Proposal for the Annual Budget of the Institutions of BiH)

1. The Presidency shall propose to the House of Representatives of Bosnia and Herzegovina an annual budget of the institutions of Bosnia and Herzegovina, upon recommendation of the Council of Ministers.
2. Before submitting the proposal, the three Members shall jointly undergo a 7-day round of consultations with:
 - (a) the Prime Minister of the Republika Srpska, along with his/her competent Ministers;
 - (b) the Prime Minister of the Federation of Bosnia and Herzegovina, along with his/her competent Ministers;

- (c) the Chair of the Council of Ministers and the Minister of the Treasury of the Institutions of Bosnia and Herzegovina.;
3. After completed round of consultations, and in no case later than 7 days after its start, the Chair shall convene an urgent session, the agenda of which includes as a single item a decision on the proposal for the annual budget of the institutions of Bosnia and Herzegovina.
 4. The Presidency shall endeavor to decide on the proposal for the annual budget of the institutions of Bosnia and Herzegovina by consensus. If a consensus is not reached, two Members can nevertheless make the proposal.

Section B – Activities in relation to the Council of Ministers of BiH

Article 46 (Relations with the Council of Ministers)

The Constitution, the laws of Bosnia and Herzegovina, and the Rules of Procedure of the Council of Ministers shall regulate relations between the Council of Ministers and the Presidency, unless otherwise provided by these Rules.

Article 47 (Decisions Related to Foreign Affairs Domain)

1. The Presidency shall endeavor to adopt by consensus a Decision on:
 - (a) the conduct of foreign policy;
 - (b) the appointment of ambassadors and other international representatives of Bosnia and Herzegovina;
 - (c) the representation of Bosnia and Herzegovina in international and European organizations and institutions, or any request for membership therein;
 - (d) the negotiation, denunciation, or ratification of treaties of Bosnia and Herzegovina; and
 - (e) the execution of decisions of the Parliamentary Assembly.
2. If a consensus is not reached at the session in which the adoption of the Decision is first discussed, the Chair shall include the issue in the agenda of the following session, as a compulsory item. If efforts to reach a consensus at the following session fail, two Members can nevertheless adopt the Decision, which shall become effective 72 hours after the end of the session in which it was adopted if no declaration is made in terms of paragraph (3) below.
3. Within 72 hours from the end of the session in which a Decision was adopted in terms of paragraph (2) above, the dissenting Member can declare it destructive of a vital interest of the Entity from the territory of which he/she was elected. The declaration shall be motivated in writing and forwarded to the Secretary-general, who shall immediately circulate it to the other Members and refers it to the relevant Entity organ, that is:
 - (a) the National Assembly of the Republika Srpska, if the declaration was made by the Serb Member;
 - (b) the Bosniac caucus of the House of Peoples of the Federation, if the declaration was made by the Bosniac Member;

- (c) the Croat caucus of the House of Peoples of the Federation, if the declaration was made by the Croat Member.
4. The Secretary-general maintains shall contact the relevant Entity organ in order for the Members to attend any session convened to discuss the referred declaration. At the session, each Member shall present the Entity organ with his/her arguments in favor or against the referred declaration. If a two-thirds vote of those comprising the relevant Entity organ confirms the declaration within 240 hours from its referral, the challenged Decision shall not become effective.

Article 48
(Carrying out Functions Assigned by the Parliamentary Assembly)

1. The Presidency shall perform the other functions as may be assigned to it by the Parliamentary Assembly of Bosnia and Herzegovina.
2. The Presidency shall always decide, in the exercise of such functions, by consensus. In case of appointments, the voting method in Article 43. 4. to 6. shall apply if a consensus is not reached.

Section C – Activities in relation to the Standing Committee on Military Matters

Article 49
(Relations with the Standing Committee on Military Matters)

Relations between the Standing Committee on Military Matters and the Presidency shall be regulated by the Constitution, the laws of Bosnia and Herzegovina, and the Rules of Procedure of the Standing Committee on Military Matters, unless otherwise provided by these Rules.

Article 50
(Authorization for Entity Armed Forces to Cross the IEBL)

1. The Presidency can authorize the armed forces of either Entity to enter into or stay within the territory of the other Entity, by its own initiative or upon request from:
 - (a) the Standing Committee on Military Matters;
 - (b) the President of the Republika Srpska;
 - (c) the President of the Federation of Bosnia and Herzegovina.
2. Before granting the authorization the Presidency shall undergo consultations, if feasible, with the Standing Committee on Military Matters and the relevant Entity organs specified in paragraph (1) above.
3. The Presidency shall decide on the authorization for the armed forces of either Entity to enter into or stay within the territory of the other Entity by consensus.

Section D – Activities in relation to the Constitutional Court of BiH

Article 51
(Relations with the Constitutional Court of Bosnia and Herzegovina)

Relations between the Constitutional Court of Bosnia and Herzegovina and the Presidency shall be regulated by the Constitution, the laws of Bosnia and Herzegovina, and the Rules of Procedure of the Constitutional Court of Bosnia and Herzegovina, unless otherwise provided by these Rules.

Article 52
(Joint submission to the Constitutional Court)

1. The members of the Presidency can unanimously decide to jointly exercise their individual power to submit a case to the Constitutional Court of Bosnia and Herzegovina.
2. In the case referred to in paragraph (1) above, the Chair shall be formally authorized to submit a case Constitutional Court of Bosnia and Herzegovina.

Section E – Activities in relation to the Central Bank of BiH

Article 53
(Relations with the Central Bank)

The Constitution and the laws of Bosnia and Herzegovina and the Internal Rules of the Central Bank shall regulate relations between the Central Bank and the Presidency, unless otherwise provided by these Rules.

Article 54
(Appointment of the Governing Board of the Central Bank)

1. The Presidency shall appoint the five members of the Governing Board of the Central Bank of Bosnia and Herzegovina after the end of the first six-year mandate.
2. Before making the nomination, the three Members can jointly undergo a round of consultations with, in the order:
 - (a) the outgoing Governor of the Central Bank of Bosnia and Herzegovina;
 - (b) the outgoing members of the Governing Board of the Central Bank of Bosnia and Herzegovina, starting from the older of them;
 - (c) the Chair of the Council of Ministers of Bosnia and Herzegovina;
 - (d) the Minister of the Treasury of the Institutions of Bosnia and Herzegovina;
 - (e) the Prime Minister of the Republika Srpska and the Prime Minister of the Federation of Bosnia and Herzegovina, starting from the older of them.
3. The Presidency shall endeavor to decide on the appointment of the five members of the Governing Board of the Central Bank of Bosnia and Herzegovina by consensus. If a consensus is not reached, the voting method in Article 43.4. to 6. shall apply for each member of the Governing Board to be appointed.

PART 4 – ACTIVITIES OF THE PRESIDENCY IN RELATION TO THE ENTITIES

Article 55
(Inter-entity Coordination)

1. In order to facilitate inter-entity coordination on matters not within the responsibility of Bosnia and Herzegovina, the Presidency can, by a simple majority, invite the Entities to a conference on cooperation aimed at the signing a Memorandum of Understanding.
2. A conference on cooperation shall be chaired by the Chair and co-chaired by the other two Members, and it shall be attended by:

- (a) relevant officials from the Entities and the Brcko District, as delegated by the respective Prime Minister or Mayor;
- (b) relevant officials of Bosnia and Herzegovina, as delegated by the Council of Ministers of Bosnia and Herzegovina;
- (c) relevant officials from international organizations and diplomatic missions, in a consultative capacity.

Article 56
(Memorandum of Understanding)

1. Pursuant to the adopted conclusions or based on the Memorandum of Understanding, a conference on cooperation can result in commitment of the entities and their internal units to take a parallel action, or establish the institutions in charge of carrying out the same action on their behalf.
2. The Chair shall witness signing of any of Memorandum of Understanding, which owing to conferences on cooperation, result in an agreement of the entities and their administrative units and he/she shall sign it if the entities and their administrative units agree to identify the Presidency as the institution in charge of carrying out action on their behalf.

Part 5 – Activities of the Presidency in relation to its Internal Regulation

Article 57
(Internal Regulations)

The Presidency shall enact the Rules of Procedures and approve the Rule Book on the internal organization of the Secretariat, as well as any other internal Rule and amendment thereto by consensus.

Article 58
(Internal Appointments)

The Presidency shall endeavor to decide on the appointment of the Secretary-general, the Secretary for organisational and financial affairs and the Secretary for normative affairs by consensus.

Article 59
(Procedural Decisions)

The Presidency shall makes all internal decisions preliminary to the adoption of a final act by simple majority voting, unless otherwise specified by these Rules.

Article 60
(Report on Expenditures)

1. At the end of each budget year or whenever required, the Presidency shall provide to the Parliamentary Assembly, through the Secretary-general, a report on its expenditures.
2. The report shall be prepared by the Secretary-general through the Finance Sections of the Administration Department, and it shall be approved by the Presidency with simple majority vote and without prior discussion.

CHAPTER V – TRANSITIONAL AND FINAL PROVISIONS

Article 61
(Repeal of Acts)

1. The Provisional Rules of Procedure of the Presidency of Bosnia and Herzegovina, of 5 November 1996; the Provisional Decision on the Establishment and Internal Organization of the Cabinets of the Members of the Presidency of Bosnia and Herzegovina, of 4 February 1997; the Decision on the Establishment and Basic Rules for the Work of the Secretariat of the Presidency of Bosnia and Herzegovina of 18 April 2001; shall cease to be valid on the day of entry into force of this Rules of Procedure.
2. The Provisional Rule Book in Internal Organization of the Cabinets, which has been in effect until adoption of this Rules of Procedure shall remain valid until adoption of the new Rule Book.
3. The new Rule Book referred to in the previous paragraph shall be issued at maximum 60 days after the day of adoption of this Rules of Procedure.

Article 62
(Legal Validity)

These Rules of Procedure shall become legally valid on the eighth day from its publication in the Official Gazette of Bosnia and Herzegovina.

Number: 1-02-01-295/01
September 14, 2001
Sarajevo

Chair
of the Presidency of BiH
Jozo Krizanovic, M.A