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## **Department for Legal Affairs**

# **RULES OF PROCEDURE OF THE HOUSE OF REPRESENTATIVES OF THE PARLIAMENTARY ASSEMBLY OF BOSNIA AND HERZEGOVINA**

**“Official Gazette of Bosnia and Herzegovina”, 79/14**

Pursuant to Article IV 3 (b) of the Constitution of Bosnia and Herzegovina, the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina adopted at its 66<sup>th</sup> session, held on May 14, 2014, the following

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

**CHAPTER I Constitution of the House**

**Article 1**

**(Organization and business of the House)**

The House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina (hereinafter: the House) shall be organized and shall work under the Constitution of Bosnia and Herzegovina (Hereinafter: 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 term, and it shall be completed by election of the Speaker and two Deputy Speakers.
- (2) The first session of the House, after 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 Speaker, the first session shall be chaired by the oldest elected or oldest present Representative in the capacity of an Interim Speaker.
- (4) After the opening of the first session, the Interim Speaker shall read the list of Representatives.

**Article 3**

**(Swearing-in ceremony)**

The Representatives shall take their office by taking an oath of office collectively, and signing individually the text of the oath of office which 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."

**Article 4**

**(Election of the Speaker, and Deputy Speakers of the House)**

- (1) After the representatives have made the declaration, the House shall elect among its members a representative from each constituent people who shall discharge the duties of the Speaker, the First Deputy Speaker and the Second Deputy Speaker of the House. The Speaker may not be elected from the same constituent people as the Speaker of the House of Representatives.

(2) Every Representative shall have the right to 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) In the first round of voting, the first voting shall be for the Speaker, than for the first Deputy Speaker and at the end for the second Deputy Speaker, whereas in the second round of voting the procedure shall be opposite.

(4) 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.

(5) The decision on election shall be adopted by majority vote of attendant Representatives who participate in voting. In case of voting adjustments, the adjustment shall be made by the representatives of political parties in the House, and if the adjustment fails, the voting procedure shall be repeated.

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

**Article 5**  
**(Establishment of the caucuses)**

- (1) Within the following seven days, the Representatives shall establish caucuses, in accordance with Article 16 herein. Each caucus shall provide the Speaker with a list of its members, signed by each, including the official name of the caucus and the name of its Speaker and deputy Speaker.
- (2) The Speaker and Deputy Speaker may rotate according to a previous agreement, which shall be stipulated in the list of Caucus members.

**Article 6**  
**(Deadline for election of the Committee members)**

- (1) Within seven days after the expiration of deadline referred to in the previous Article, the House shall decide, at the proposal of the caucuses, on membership in the Committees of the House according to the Article 30 of these Rules of Procedure.
- (2) Political parties, coalitions, and lists of independent candidates that have at least one of their representatives elected to the House of Representatives, shall each propose one candidate at the inaugural session, whereas the elected independent candidates shall be nominated automatically for membership of the Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina. At the same session the House shall decide about the membership of the Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina immediately after the Collegium of the House is elected.

**CHAPTER II Representatives and Representatives' caucuses**

**Section A. Rights and responsibilities of the Representatives**

**Article 7**  
**(Participation in the operation)**

- (1) A Representative shall have the rights and duties set forth in the Constitution of BiH, law, decision, Code of Conduct of the Representatives and Members in the Parliamentary Assembly of BiH (hereinafter: Code) and these Rules of Procedure.
- (2) A Representative shall have the right and duty to attend the sessions of the House and the sessions of the Committees of the House she/he is a member of. She/he shall participate in their work and shall be engaged in finding solutions and making decision that guarantee the implementation of Constitutional competencies of Institutions of Bosnia and Herzegovina.
- (3) In executing his or her duties, every Representative may take part in the work of the committee he or she is not a member of, except in the work of the of the Committee on Preparation of Election of the Council of Ministers and Joint Committee for Supervision of the Intelligence and Security Agency of BiH, without the right to vote.
- (4) A Representative 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, shall inform the Speaker of the House or the Chairman of the committee on time, and explain the reasons for his or her absence.

### **Article 8 (Representatives' Initiatives)**

A Representative shall have the right to initiate the adoption or amendments to the Constitution of BiH, laws and other normative acts, as well as to make use of other procedures envisaged in these Rules of Procedure.

### **Article 9 (Informing Representatives and delivery of materials)**

In order to facilitate their participation in the House activities, the Representatives shall be informed in a timely fashion, under these Rules of Procedure, on activities of the House, and shall be provided with relevant materials.

### **Article 10 (Rights and duties of the Representatives)**

- (1) Representatives shall have the right to freedom of actions and expression.
- (2) Representatives shall be obliged to address issues of political and public interest.
- (3) A Representative shall exercise the rights and duties referred to in paragraphs (1) and (2) of this Article in the Parliamentary Assembly of Bosnia and Herzegovina, in domestic and international institutions to which he/she is elected as Representative – agent of the Parliamentary Assembly of Bosnia and Herzegovina, by communicating with citizens, non-governmental organizations, representatives of all levels of government and political parties in Bosnia and Herzegovina, representatives of other states, international organizations, at public gatherings and in the media.

### **Article 11 (Obligation of confidentiality)**

(1) The Representatives shall be bound to protect secret data in accordance with the provision of the Law on Protection of Secret Data of BiH, as well as the personal data, in accordance with other relevant legislation.

(2) Prior to the distribution of materials to the Representatives, the Speaker of the House and the chairmen of the House committees shall determine the level of confidentiality of the materials prepared in the House, in accordance with the law.

## **Article 12**

### **(Employment status of the Representatives)**

The Representatives who are full-time employees of the Parliamentary Assembly of BiH shall be entitled to salaries in right of their offices they hold, and to other payments, in accordance with the law and decisions made by the Joint committee for administrative affairs, and all the Representatives shall be entitled to the Representative's bonus and compensation for various material expenses.

## **Article 13**

### **(Representative's identity card)**

(1) Each Representative shall be issued Representative's identity card and a voting card with the number, for the use of which he or she shall be responsible. A Representative's identity card and a numbered voting card may not be shared with another person or a Representative.

(2) The Representative's identity card shall bear the Representative'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 Representative's identity cards and numbered voting cards shall be defined by the House Collegium.

(4) The Secretary of the House, in consultation with the holder of the identity card, shall be in charge of entry of data onto the identity cards, their issuance and keeping the records.

## **Article 14**

### **(Immunity)**

(1) Under the Constitution of BiH and the law, the Representative shall not be held criminally or civilly liable for any acts carried out within the scope of their duties in the Parliamentary Assembly of Bosnia and Herzegovina.

(2) The House shall decide on revoking the immunity in each individual case, at the recommendation of the Committee for Constitutional and Legal Affairs.

## **Article 15**

### **(Resignation of Representatives)**

The Representatives may resign from their duties in accordance with the law, about which they shall notify the Speaker of the House.

## **Section B. Representatives' caucuses**

### **Article 16**

#### **(Manner of establishing caucuses)**

- (1) The caucuses are established as a form of action of representatives in the House, especially during the preparations and setting up of the agenda for the sessions of the House.
- (2) A caucus may be established by a minimum of three Representatives.
- (3) Representatives may establish the mixed caucuses. The rights and duties of mixed caucuses shall be the same as those of all other caucuses.
- (4) Representatives who have not entered any specific caucus may be members of the mixed caucuses.
- (5) Independent Representatives shall have the same rights and duties as Representatives who are members of caucuses.

### **Article 17**

#### **(Organization of the people's caucuses)**

Each caucus shall have a chair and deputy chair, and it shall independently regulate its organisation and functioning.

### **Article 18**

#### **(Funding of the people's caucuses)**

- (1) For the purpose of creating favorable conditions for the participation in the House activities, the representatives' caucuses shall be entitled to official premises, financial funds, administrative, technical and other services required for the work.
- (2) Joint committee for administrative affairs shall decide on method and possibilities of use of the right referred to in paragraph (1) of this Article.

## **CHAPTER III Organization of the House**

### **Section A. The House Collegium, Extended Collegium of the House and the Joint Collegium of both Houses of the Parliamentary Assembly of BiH**

#### **Article 19**

##### **(Composition of the Collegium)**

- (1) The House Collegium shall consist of: the Speaker, and the First and the Second Deputy Speakers of the House.
- (2) It shall be endeavored to ensure the representation of both genders within the composition of the House.

(3) The Speaker, First Deputy Speaker and Second Deputy Speaker shall be entitled to resign from his/her office by submitting the resignation to the House in writing, or verbally at the session of the House.

(4) The Speaker or a Deputy Speaker who resigned may request an immediate discussion on the resignation. If the Speaker or the Deputy Speaker, after the discussion, still persists in his/her resignation, the vacant position shall be filled in accordance with the provisions of these Rules or Procedure.

(5) In cases where one of the Collegium Representatives is unable to attend the session of the Collegium or the House, he/she may be replaced by the president of the Caucus of representatives whose member the absent Collegium member is or by a representative mandated by him/her.

(6) The representative of the absent Collegium member shall have the mandate to participate in the work of the Collegium of the House, Extended Collegium of the House and the Joint Collegium of both houses of the Parliamentary Assembly of Bosnia and Herzegovina, and shall cast his/her vote on the decisions taken by the Collegiums under these Rules.

(7) If the position of the Speaker, or the First or the Second Speaker remains vacant, the House shall elect one of its members from the same constituent people as the absent Speaker or a Deputy Speaker, who shall fill the vacancy.

## **Article 20**

### **(Duties of the Collegium of the House)**

The Collegium of the House shall be responsible for:

- a) creating preconditions for full exercise of the rights and duties of the Representatives which are related to the execution of their responsibilities;
- b) cooperation with the House of peoples, including the holding of common sessions of both Houses of the Parliamentary Assembly of BiH at the request by the Collegium of the House of Peoples, and the holding of common sessions of the Collegiums of both Houses of the Parliamentary Assembly of BiH;
- 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 view of their harmonization with these Rules of Procedure;
- e) deciding which committee is competent to consider a proposed law or other initiatives;
- f) holding consultations with the Collegium of the House of peoples regarding the determining of the annual calendar of sessions;
- g) determining proposals for appointment and dismissal of the Secretary of the House and Secretary of the Joint Service of the Secretariat of the Parliamentary Assembly of BiH;
- h) appointment and dismissal of the managerial civil servants at the proposal of the Collegium of the Secretariat of the Parliamentary Assembly of BiH and in accordance

with the Decision on Organization of the Secretariat of the Parliamentary Assembly of BiH;

- i) cooperation with political parties, organizations and citizen associations;
- j) deciding on interpretation of these Rules of Procedure, until this issue is regulated by the House;
- k) any other issue which might affect the work of the House and carrying out any other duty assigned to the Collegium by the House and these Rules of Procedure.

### **Article 21**

#### **(Convening sessions and Collegium decision making)**

- (1) The Collegium shall meet as necessary and at least once in 15 days.
- (2) The Collegium session shall be convened by the Speaker at the request by any Representative of the Collegium. If the Speaker is unable or refuses to convene a session of the Collegium upon the request of other Collegium's Representatives, one of the said Representatives may convene a session of the Collegium within seven days.
- (3) Two Representatives of the Collegium shall comprise a quorum. The Collegium shall adopt its decisions by consensus of those Representatives who are present. If efforts to reach such a consensus fail, the decisions shall be rendered by the House.

### **Article 22**

#### **(Extended Collegium of the House)**

- (1) The Extended Collegium of the House shall be comprised of the Collegium of the House and representatives of the Representatives' caucuses.
- (2) The Extended Collegium of the House shall:
  - a) Carry out consultations regarding the preparation of plenary sessions, wherein it shall decide on obligatory and other possible agenda items;
  - b) Determine of the monthly calendar of activities;
  - c) Decide on the duration of discussions on issues that are on the agenda, but are not of legislative character;
  - d) Determine the tentative work plan for a one-year period;
  - e) Consider any other issues that could affect the functioning of the House.
- (3) Majority of the total number of members of the Extended Collegium shall comprise a quorum, whereas decisions shall be taken by majority of votes of the Extended Collegium members present and voting. Abstaining votes shall be counted for a quorum but shall not be added to the votes "in favor" or "against".

### **Article 23**

#### **(Convening sessions of the Extended Collegium)**

The Extended Collegium shall convene according to the working plan, upon request of the Speaker of the House, Deputy Speaker of the House or at the reasoned request of the one of the caucuses.

### **Article 24**



**(Other participants at the Extended Collegium sessions)**

- (1) Chairs of the Committees of the House and other persons invited by the Speaker, without voting rights, shall be invited to attend the sessions of the Extended Collegium, as required.
- (2) A representative of the Council of Ministers of BiH shall be invited to the sessions or parts of sessions of the Extended Collegium at which issues referred to in Article 22, paragraph (2), items a) and b) of these Rules are considered and he/she shall participate in discussions on them. The position of the representative of the Council of Ministers of BiH shall not affect the adoption of a decision.

**Article 25**

**(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 Speakers of the Houses on a rotating basis. The first session of the Joint Collegium shall be convened by the Speakers of both Houses of the Parliamentary Assembly of BiH (hereinafter: both Houses). The next session shall be convened by the Speaker of the House who chairs the session. If the Speaker of the House of Peoples or the Speaker of the House of Representatives is unable or refuses to convene a session of the Joint Collegium, each of his/her Deputy Speakers may convene a session of the Joint Collegium.
- (3) A majority of members of the Joint Collegium shall comprise a quorum, provided that at least two members of each House are present. The Joint Collegium shall pass its decisions by consensus of those members who are present and voting. If efforts to reach consensus fail, the final decision shall be rendered by the Houses.
- (4) When so decided, the representatives of the people's caucuses and Representatives' 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, and informing caucuses of peoples and Representatives' caucuses thereof;
  - 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;
  - f) convening joint meetings with the Council of Ministers of BiH;
  - g) carrying out any other duty assigned to it by the Houses and determined by the Rules of Procedure of the Houses.

**Section B. Speaker of the House**

**Article 26**

### **(Speaker of the House and rotation)**

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

### **Article 27**

#### **(Duties of the Speaker of the House)**

- (1) The Speaker of the House shall:
  - a) represent the House;
  - b) take part in the preparation of House sessions, convene and chair the House sessions;
  - c) take part in the preparation of the Collegium sessions, convene and chair the Collegium sessions;
  - d) initiate the discussion about the issues from within the scope of responsibility of the House;
  - e) direct the debates, give the floor to participants in the debate and rule them out of order under these Rules of Procedure;
  - f) limit the duration of debate over one or more issues, if necessary, in order to ensure consideration of the entire agenda;
  - 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) ensure consistent application of these Rules of Procedures;
  - i) be tasked to apply the principle of transparency of work of the House and committees of the House;
  - j) ensure the exercising of rights and responsibilities of the Representatives in the House with regard to the execution of their duties within the terms of reference 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 Speaker of the House shall consult the Deputy Speakers.
- (3) If the Speaker is prevented to attend the session, the duty of the Speaker shall be discharged by the First Deputy Speaker, and in his/her absence, the Second Deputy Speaker.

### **Section C. General provisions on the House Committees**

#### **Article 28**

##### **(Establishing the committees)**

The House shall form standing and interim committees of the House and together with the House of Peoples, joint standing and interim committees of both Houses of the Parliamentary Assembly of BiH.

### **Article 29**

#### **(Interim Committees of the House)**

- (1) Pursuant to its Conclusion, the House may establish, at the proposal of the Representatives or the Representatives' caucus, interim committees, or, at the proposal of the House of Peoples, interim joint committees:
  - a) in charge of executing or preparing a document or an issue;
  - b) investigative committees.
- (2) The proponent shall be bound to 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.

### **Article 30**

#### **(Appointment of the members of the Committees)**

- (1) The House shall appoint the members of the committees. The appointment must correspond to the distribution of the seats in the House.
- (2) Standing committees shall have nine members, whilst the interim committees may have up to nine members. The committees shall be filled proportionate to the Representatives' 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.
- (3) The first session of a committee shall be convened by the Secretary of the House.
- (4) 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.
- (5) Pending the election of a Chairman, the first session shall be chaired by the oldest elected members of the committee.

### **Article 31**

#### **(Composition of the Committee on Preparation of Election of the Council of Ministers)**

- (1) The number of members of the Committee on Preparation of Election of the Council of Ministers shall not be constant and shall be established for each newly elected House separately at the inaugural session depending on the election results.
- (2) The number of the Committee members during the term of office of the newly elected House may not be changed regardless of any potential change in relation to the inaugural session of the House in regard to the membership in the political parties and coalitions, or concerning any subsequent acquisition of status of an independent delegate. The exception shall be the end of mandate for the independent candidate, when such position is not to be filled.
- (3) The Committee shall be made of one representative of each political party, coalition, list of independent candidates as well as all independent candidates who are holders of the Representative mandates in the House.
- (4) In the event that the Representative mandate ends for a member of the Committee as provided under the Bosnia and Herzegovina Election Law, his/her Committee membership shall automatically be awarded to the candidate of the political party, coalition and list of independent

candidates that have received the vacant mandate. In the event that the Representative mandate ends for an independent candidate, the position in the Committee shall remain vacant.

### **Article 32**

#### **(Opinions, reports and motions by the committee)**

- (1) The committee shall provide 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 transferred to its competence by the House, provided that the competence for the enactment of laws cannot be transferred to it.
- (2) The committee shall submit its activity report to the House once a year.

### **Article 33**

#### **(Organization of the committee business)**

The Chair of the Committee shall organize, in co-operation with the Secretary of the Committee, the work of the Committee. He shall have the same powers and competencies as the Speaker of the House, as applied to the procedures and debates in the committee.

### **Article 34**

#### **(First and Second Deputy Chair of the Committee)**

- (1) If the Chair of the Committee is absent from the session of the Committee, the duty of the Chair shall be discharged by the First Deputy Chair. If the First Deputy Chair is absent from the session of the Committee, the duty of the Chair shall be discharged by the Second Deputy Chair.
- (2) If the position of the Chair of the Committee or a Deputy Chair is vacant, the vacancy shall be filled on an interim basis by a committee member appointed by the committee, and it shall inform the House thereof.

### **Article 35**

#### **(Convening of committee sessions)**

- (1) The committee session shall be convened by the Chair of the committee at his or her own initiative and at the proposal of the Collegium and Extended Collegium or a Deputy Chair of the committee or at least of one third of committee members, as well as in the case referred to in Article 34 (1) of these Rules of Procedure.
- (2) The Chair shall convene a committee session five days prior to the date of the session, unless there are justified reasons to convene it in a shorter period. The Representatives shall receive the materials relevant for the agenda of the session in a timely fashion.
- (3) If the Chair of the committee fails to convene a session when he or she is so requested, the session shall be convened by a Deputy Chair of the committee.
- (4) Representatives of caucuses that are not members of the Committee as well as experts for specific issues can participate in the work of the Committee but without voting rights, except for the session of the Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina and the Joint Committee for Supervision of the Intelligence and Security Agency of BiH.
- (5) Notwithstanding the paragraph (1) of this Article, the sessions of the Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina shall be convened at the initiative of the Chair and at the proposal of at least one member of the Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina.

**Article 36**  
**(Decision making in committees)**

The committee shall decide by simple majority, provided that at least the majority of the members are present, with the exception of final decisions that are not subject to the House vote, in which case the committee shall decide according to the procedure stipulated in Article 85 and Article 86 herein, given that efforts to reach an agreement are made by the Chair, First and Second Deputy Chair.

**Article 37**  
**(Cooperation with other committees)**

A committee shall co-operate with other committees of the House and appropriate bodies of the House of Peoples and joint committees of both Houses on issues of common interest.

**Article 38**  
**(Cooperation with other institutions)**

In carrying out responsibilities falling within its competence, the committee may cooperate with appropriate bodies of the Bosnia and Herzegovina Presidency, Bosnia and Herzegovina Council of Ministers, entity parliaments and all other bodies and institutions at all levels of government, as well as with citizens and their associations.

**Article 39**  
**(Powers of the committee)**

A 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 Bosnia and Herzegovina and may request that they respond to all questions and present all the facts and information including those treated as a secret data;
- 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 Bosnia and Herzegovina.

**Article 40**  
**(Public hearing)**

- (1) Public hearing shall be conducted when it is assessed that that is needed for obtaining information or expert opinions, assessment of the situation in certain fields that fall within the competence of the committee and finding solutions for certain issues.
- (2) The House or the committee shall make the decision on conducting a hearing.

- (3) When the House makes the decision on conducting a hearing, the Collegium shall notify the committee designated for conducting the hearing. House's decision shall contain:
  - a) Subject of the hearing;
  - b) Names of persons to be summoned;
  - c) Deadline for conducting the hearing.
- (4) When the decision on conducting the hearing is made by a committee, the Chairman of the committee shall inform the Collegium, and when the decision is made by the Joint Committee of both Houses, the Chairman of the Committee shall inform the collegiums of both Houses. Decision of the committee on conducting the hearing shall contain elements referred to in paragraph (3) of this Article.
- (5) The committee designated for conducting the hearing or committee that decided to conduct the hearing, shall set the time of the hearing and shall summon, in written form, persons referred to in Article 39, item b) of these Rules of Procedure.
- (6) As a rule, the audio record of the hearing shall be taken, i.e. the minutes of the hearing shall be taken, and technical and other corrections may be carried out only in agreement with and with the consent of the persons who are subject of the hearing.
- (7) The committee shall decide to close a part of the hearing for the public if it assesses that the issues subject to the hearing are sensitive for the national or personal security.
- (8) Public hearing shall not be allowed if it concerns issues about which there is a pending court procedure.
- (9) The committee shall draft and submit to the House the report on hearing which shall contain the core of the presentations, and the Joint Committee of both Houses of the Parliamentary Assembly of BiH shall submit the report to both Houses. The committee may also propose to the House adoption of corresponding conclusions.

#### **Article 41**

##### **(Sub-committees or working groups)**

For the purposes of studying certain issues falling within its competence, preparation of a report or law, the committee may establish a sub-committee or working group and define its terms of reference.

#### **Article 42**

##### **(Procedures)**

In cases that they are not specifically regulated by these Rules of Procedure, procedures in the committees shall follow the basic provisions on legislative activities.

### **Section D. Standing committees of the House**

#### **Article 43**

##### **(Standing Committees of the House)**

The House shall have the following standing committees:

- a) Constitutional and legal affairs;
- b) Foreign affairs;
- c) Foreign trade and customs;
- d) Financial and budget;
- e) Transport and communications;

- f) Gender equality;
- g) The Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina.

#### **Article 44**

##### **(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 launch 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) conduct public debate about proposed amendments to the Constitution or draft laws, and inform the House about the results of the public debate;
  - e) consider draft laws to be adopted by the House, with a view to assessing their harmonization with the Constitution of BiH and the legal system, as well as in terms of legal processing, and report to the House on the opinion and proposals and legal and technical corrections of evident errors in the text;
  - f) consider issues of legislative methodology and other issues relevant for harmonization of legal and technical processing of acts to be adopted by the House;
  - g) submit 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 Peoples, a consolidated text of the laws and other regulations if and when so authorized by both Houses;
  - j) consider motions for lifting immunity and propose relevant decisions to the House.
- (2) The Committee shall consider issues which pertain to: the legal system, election system, Council of Ministers of BiH, public holidays, coat of arms, flag and the state anthem of Bosnia and Herzegovina, seal of Bosnia and Herzegovina, state administration, enforcement of international and domestic criminal laws, and other issues from within the scope of responsibility of the House which do not fall within the scope of other committees.

#### **Article 45**

- (1) The Committee for Foreign Affairs shall:
  - a) monitor the conduct of foreign policy by the Bosnia and Herzegovina Presidency and the Council of Ministers of Bosnia and Herzegovina;
  - b) consider co-operation of Bosnia Herzegovina with the United Nations and international community;
  - c) consider inter-parliamentary co-operation with respective Committees of Parliaments of other countries;
  - d) consider co-operation with the Council of Europe, Inter-parliamentary Union, Central European Initiative and European Organisation for Security and Co-operation and other international organisations;
  - e) consider co-operation with Bosnia Herzegovina institutions competent for foreign affairs and international relations;

- f) consider activities of permanent or temporary delegations of the Bosnia and Herzegovina Parliamentary Assembly in inter-parliamentary institutions; and
  - g) consider granting and revoking consent to the ratification of international treaties, agreements and conventions.
- (2) The Committee shall also consider other issues in the field of international and foreign affairs.

**Article 46**  
**(Committee for Foreign Trade and Customs)**

- (1) The Committee for Foreign Trade and Customs shall consider the following issues:
- a) foreign trade policy;
  - b) agreements on international trade;
  - c) customs policy;
  - d) tariffs, regulations and laws from its field;
  - e) international obligations of Bosnia Herzegovina;
  - f) relations with international trade institutions.
- (2) The Committee shall also consider other issues related to foreign trade and customs.

**Article 47**  
**(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;
  - e) the functioning of the financial institutions at the level of BiH;
  - f) the regulations in the field of finances and budget;
  - g) fiscal and credit policy;
  - h) execution of, and oversight over the execution of the budget of BiH;
  - i) considering decisions on debt accumulation, debt reprogramming and other monetary liabilities of Bosnia Herzegovina;
  - j) reports of Office for Auditing the Institutions of Bosnia and Herzegovina;
  - k) monitoring the realization of recommendations from the audit report of the Parliamentary Assembly of BiH and, in cooperation with the Joint Committee for Administrative Affairs, undertake necessary measures for elimination of deficiencies determined by the audit report;
  - l) its competences determined by the Law on the Auditing of the Institutions of BiH;
  - m) inter-parliamentary cooperation with the appropriate committees of parliaments in other countries.
- (2) The Committee shall also consider other issues in the field of finances and budget.

**Article 48**  
**(Committee for Transport and Communications)**

- (1) The Committee on Transport and Communications shall consider the issues concerning:
- a) travel documents;



- b) establishment and functioning of common and international communications;
  - c) regulation of international and inter-entity transport;
  - d) civil aviation;
  - e) information and communication technologies.
- (2) The Committee shall also consider other issues in the field of transport and communications.

**Article 49**  
**(Committee for Gender Equality)**

- (1) The Committee for Gender Equality shall consider the following issues:
- a) exercising gender equality rights in Bosnia and Herzegovina, in particular concerning the promotion of status of women in Bosnia and Herzegovina;
  - b) encouraging activities in Bosnia and Herzegovina institutions regarding the implementation of the action platform of the Beijing declaration (IV World Conference on Women, Beijing 1995) in 12 critical spheres;
  - c) encouraging and coordinating activities with the entity parliaments in promoting the status of women and implementing of the action platform of the Beijing declaration;
  - d) considering proposed laws and other regulations from the gender equality perspective and preventing discrimination against women;
  - e) considering proposals of the documents and reports of the Bosnia and Herzegovina institutions dealing with gender equality and implementation of the action platform of the Beijing declaration in general, i.e. in individual areas;
  - f) considering and preparing Bosnia and Herzegovina delegations to participate in international meetings dealing with Beijing declaration (UN, Regional Cooperation Council – RCC, etc.).
- (2) The Committee shall also consider other questions concerning the implementation of gender equality.

**Article 50**  
**(Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina)**

- (1) The Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina shall consider all information, which, in accordance with the Law on the Council of Ministers of BiH, candidates nominated to the positions as Chair and members of the Council of Ministers are bound to submit, and, as need may arise, put questions to the nominated candidates in regard to submitted information and in regard their suitability to exercise the functions of to which they have been nominated.
- (2) On the basis of the information submitted pursuant to paragraph (1) hereof and, when so required, after the interviews with the candidates, the Committee shall decide whether it shall recommend the verification of the selection of the candidates to the House.
- (3) The recommendation of the Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina, in which the number of votes “against” is stated along with the explanation for such votes, shall not be binding for the House.

**Article 51**  
**(Procedures followed by the Committee on Preparation of Election of the Council of Ministers of Bosnia and Herzegovina)**

- (1) A member of the Committee on Preparation of Election of the Council of Ministers may request that a person nominated to the position of Chair of Council of Ministers, Ministers and Deputy Ministers be invited to attend a session of this Committee and answer questions asked.
- (2) The member of the Committee shall have a total of five (5) minutes for asking the questions referred to in paragraph (1) of this Article per person nominated.
- (3) Each person nominated shall have a total of fifteen (15) minutes to answer all questions asked by the member of the Committee pursuant to paragraphs (1) and (2) of this Article.
- (4) The request to attend the session to answer questions referred to in paragraph (1) of this Article shall be submitted in writing to the Chair of the Committee on Preparation of Election of the Council of Ministers. The Chair shall send the request to the respective addressee.
- (5) The Committee may restrict access of the public to the session where the person nominated to the position of Chair of the Council of Ministers, Ministers and Deputy Ministers is supposed to answer the questions asked.
- (6) Should the nominated person fail to respond to the invitation to attend the Committee session, the Committee may postpone the discussion on that matter and notify the proponent thereof – i.e. the Presidency and the Chair of the Council of Ministers respectively, and request from them to make sure that the nominated person attends the following session. Should the nominated person fail to respond to the invitation to attend the following session, the person shall not receive the recommendation for his/her confirmation.

**Section E. Joint Committees of both Houses of the Parliamentary Assembly BiH**

**Article 52**  
**(Composition and establishment of the Joint Committees of both Houses of the Parliamentary Assembly of BiH)**

- (1) The Joint Committee of the both Houses of the Parliamentary Assembly of BiH (hereinafter: Joint Committee) shall have 12 Representatives, of whom six shall be elected from the House and six from the House of Peoples, given that two-thirds shall be elected from the territory of the Federation of BiH, and one-third from the territory of Republika Srpska.
- (2) The first session of the Joint Committee shall be convened by the Secretaries of both Houses.
- (3) The Joint Committee shall elect among its Representatives a Chair, and the First and the Second Deputy Chair from the ranks of three constituent peoples. The Chair and the First Deputy Chair may not be the Representatives of the same House.
- (4) Pending the election of a Chair, the first session shall be chaired by the oldest elected member of the Joint Committee.

**Article 53**  
**(Structure of Membership and chairpersons in the Houses)**

In Joint Committees, the Houses shall have one-half each, and at least one-third of chairpersons.

**Article 54**  
**(Quorum and decision-taking)**

(1) Seven Representatives of the committee shall make a quorum necessary for the operation of the Joint Committee of which at least one half of the members of the committee shall come from each House.

(2) Joint Committees shall adopt decisions by a simple majority of those present and voting provided that the said majority includes at least one-third of the members of each House who are present and voting and one representative from each constituent people which has at least one such representative present and voting. Notwithstanding the above provision, when adopting final decisions, the Joint Committee for Administrative Affairs shall apply Articles 85 and 86 of these Rules of Procedure.

**Article 55**

**(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, but the responsibility for the adoption of laws may not be transferred to the Joint Committees.

(2) The Houses may establish, by their conclusion, at the proposal by the Representatives, Members, people's caucuses and Representatives' 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 draft laws or other regulations from within the scope of responsibility of both Houses.

**Article 56**  
**(Activity Report)**

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

**Article 57**

**(Application of the provisions of the Rules of Procedure of the Houses to Joint Committees)**

(1) The Joint Committee shall apply in their operation the other general provisions of the Rules of Procedure of the Houses governing the operation of the committees.

(2) The Joint Committee may enact its Rules of Procedure that shall have to comply with the Rules of Procedure of the Houses of the Parliamentary Assembly of BiH.

**Section F. Standing Joint Committees**

**Article 58**  
**(Standing Joint Committees)**

The Houses shall have the following Standing Joint Committees:

- a) The Joint Committee for Defense and Security of BiH;
- b) The Joint Security and Intelligence Committee for Supervision 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.

### **Article 59**

#### **(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 security and defense policy of Bosnia and Herzegovina;
- b) conduct parliamentary supervision with objective of improvement of efficiency, transparency and functionality. Conducting parliamentary supervision is based on principles of constitutionality, legality, democracy and respect of human rights and freedoms.

Parliamentary supervisions shall be conducted in following institutions:

- 1) institutions of defense: Ministry of Defense of BiH and Armed Forces of BiH;
  - 2) institutions of security: Ministry of Security of BiH, Border Police of BiH; State Investigation and Protection Agency – SIPA, Service for Foreigners' Affairs, Directorate for Coordination of Police Bodies of BiH, Agency for Forensic and Expert Examinations, Agency for Education and Professional Training and Police Support Agency;
  - 3) other institutions and bodies of Bosnia and Herzegovina within the scope of their competences concerning the issues of defense and security: Ministry of Foreign Trade and Economic Relations of BiH, in part concerning the import, export and transit of weapons, military equipment and products of dual purpose, as well as Ministry of Civil Affairs of BiH, in part concerning de-mining;
  - 4) Bodies of the Parliamentary Assembly of BiH within the scope in which their work is subject of the parliamentary supervision: Independent Board of the Parliamentary Assembly of BiH, Citizens' Complaint Board on Work of the Police Officers in Police Bodies in BiH and Office of the Parliamentary Military Commissioner of BiH;
  - 5) Joint Committee shall conduct parliamentary supervision also over other institutions of Bosnia and Herzegovina if the Parliamentary Assembly of BiH passes separate decision on that;
- c) consider the laws and amendments to the existing laws from within the scope of responsibility of the Joint Committee;
  - d) monitor legality and harmonization of the work of supervised institutions with the defense and security policies of BiH;
  - e) consider reports, short-term and long-term plans pertinent to structure of the Armed Forces of BiH, personnel policy and recruiting, salaries and allowances, education and training of the Armed Forces of BiH, professional conduct and ethical standards of civilian and military staff;
  - f) oversee the procedures of equipping the Army, procurement and export/import of weapons and military equipment, material assistance and contracts with foreign companies rendering services to the defense institutions on the commercial basis, combat alert, military exercises, process of military de-mining and operations,

- including execution of international obligations and international peace support operations;
- g) monitor and consider the state of human rights and freedoms in the defense and security sectors;
  - h) monitor compliance with political, ideological and interest neutrality in the work of supervised institutions;
  - i) monitor and consider the application of assets and methods in conduct of special investigative actions in supervised institutions;
  - j) consider reports on execution of the budget, as well as audit reports of the supervised institutions;
  - k) consider and adopt reports on work of supervised institutions;
  - l) launch initiatives and submit draft laws from the scope of competence of supervised institutions;
  - m) consider the complaints of the employees in supervised institutions, except the issues concerning the labor-law relations;
  - n) consider proposals and petitions sent to the Parliamentary Assembly of BiH or Joint Committee concerning the work of supervised institutions, propose to the Parliamentary Assembly of BiH measures for resolution of issues contained in proposals and petitions and inform the applicants thereof;
  - o) establish facts and take statements from elected or appointed officeholders, advisors, civil servants, employees, police officers, military or civilian staff of the Armed Forces of BiH in cases of detected illegalities or irregularities in work of supervised institutions;
  - p) consider issues of cooperation between BiH and the bodies of the European Union, United Nations, NATO, OSCE, Regional Cooperation Council (RCC) and other organizations and countries in the area of security and defense;
  - r) consider activities of permanent and interim delegations of BiH in international and inter-parliamentary institutions from within the area of security and defense;
  - s) maintain cooperation with the responsible parliamentary committees of BiH entities, other states, as well as with international organizations and other bodies from the area of defense and security;
  - t) Joint Committee may supervise any activity of the Armed Forces of BiH, including military exercises, assistance to civilian authority bodies in crisis situations, activity of military de-mining and attend these activities. Joint Committee may announce its attendance at supervised activities to the Minister of Defense of BiH and Joint Chief of Staff of the Armed Forces of BiH.
- (2) Joint Committee shall submit reports to the Parliamentary Assembly of BiH on activities referred to in paragraph (1) of this Article, and it shall inform the Parliamentary Assembly of BiH on its conclusions and proposals in accordance with the provisions of the Rules of Procedure.
- (3) Joint Committee shall also consider other issues from within the area of defense and security of BiH.

## **Article 60**

### **(The Joint Security and Intelligence Committee for Supervision over the Operations of the Intelligence and Security Agency of BiH)**

- (1) The Joint Security and Intelligence Committee for supervision over the operations of the Intelligence and Security Agency of BiH shall:
  - a) oversee the legality of operations of the Intelligence and Security Agency (hereinafter: Agency);
  - b) debate on and issue opinions on the appointment of the director general and deputy director general of the Agency;
  - 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 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) provide 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 expert advice when this is required for conducting supervision;
  - h) conduct 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 61**

##### **(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 62**

##### **(The Joint Committee for European Integration)**

- (1) The Joint Committee for European Integration shall consider the issues which refer to:
  - a) the debate over general issues relating to the European integration;
  - b) monitoring the implementation of rights and obligations of Bosnia and Herzegovina arising from international treaties regarding the Council of Europe;

- c) coordination of the work of the committees of the Parliamentary Assembly of BiH related to the European integration issues and presentation of opinions, recommendations and warnings to the committees;
  - d) analysis of the consequences of an integration strategy for BiH and preparation of comprehensive reports;
  - e) consideration of plans, programs, reports and information on the stabilization and accession process to the EU;
  - f) monitoring of the realization of the strategy of accession, launching initiative for acceleration of the realization of the strategy of accession within the scope of competence of the Parliamentary Assembly of BiH;
  - g) supervising the process of harmonizing the BiH legislation with *acquis communautaire* of the EU once the Committee meets the necessary requirements for that;
  - h) 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;
  - i) organization of presentation of public opinion on integration issues;
  - j) collecting, archiving and systemic presentation of the information regarding the EU to the Committee Representatives;
  - k) supervision over the use of the funds allocated by the EU;
  - l) execution of any other activity in relation to the European issues which do not fall within the responsibility of other working bodies;
  - m) holding public hearings related to EU integration issues in order to collect opinions and standpoints of representatives of civil society, non-governmental organizations, intellectuals, as well as governmental and non-governmental experts in certain fields.
- (2) The Committee shall also consider any other issue regarding the European integration affairs.

### **Article 63**

#### **(Joint Committee for Administrative Affairs)**

- (1) The Joint Committee for Administrative Affairs shall:
- a) enact general and individual acts regulating the status issues and material status of the Representatives and Representatives in accordance with the law;
  - b) consider and propose the projection of the budget in part of funds planned for the operation of the Parliamentary Assembly of BiH;
  - c) consider reports on the execution of the Budget in part of funds planned for the operation of the Parliamentary Assembly of BiH, and issue all the regulations for their realization;
  - d) make a decision on allocation of funds for financing political parties, i.e. coalitions of political parties and independent candidates represented in the PABiH, i.e. caucuses of peoples and representatives in the PABiH;
  - e) on the basis of the opinion of both Houses, issue approval of the Rulebook on Internal Organization and Systematization of Work Posts of the Secretariat, and the Rulebook on Work of the Collegium of the Secretariat of the PABiH;
  - f) issue approval for the acts which, in accordance with the Decision on the Organization of the Secretariat, are passed by the Collegium of the Secretariat of the PABiH, for which it is authorized by law;

- g) pass acts concerning the registry of property and other necessary acts important for management of property of the PABiH;
  - h) monitor the realization of recommendations from the audit report of the PABiH and, in cooperation with committees for finances and budget of the Houses of the PABiH, undertake necessary measures for elimination of deficiencies detected by the audit report;
  - i) decide, on the basis proposal of the Collegium of the Secretariat of the PABiH, on allocation of work space in the PABiH;
  - j) in accordance with the law and by-laws, define the allowances and other material rights of the Representatives of special and independent bodies of the PABiH;
  - k) appoint three Representatives between the Representatives of the committees from the House to the Committee for Election and Appointment of the Representatives of the Central Election Commission of BiH;
  - l) undertake legal actions in accordance with the provisions of the Code.
- (2) The Committee shall also conduct other tasks from within the scope of responsibility of the PABiH when the PABiH requests so.

#### **Article 64**

##### **(Joint Committee for Human Rights)**

- (1) The Joint Committee for Human Rights 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 institutions and organizations discharging public powers, in the cases presented by the Institution of the Ombudsmen of BiH, citizens and the entities, and shall inform both Houses accordingly;
  - b) citizenship;
  - c) emigration, immigration, refugees and asylum;
  - d) implementation of Annex 6 and Annex 7 to the General Framework Agreement for Peace;
  - e) movement and stay of aliens;
  - f) exercise 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 Institution of the Ombudsmen of BiH has drawn the Committee's attention to;
  - g) protection of personal data and cooperation with the Personal Data Protection Agency in Bosnia and Herzegovina;
  - h) rights of national minorities in Bosnia and Herzegovina;
  - i) applications filed by citizens, in which case the applicant must be informed on the outcome;
  - j) 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;
  - k) 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;

- l) exercise of the rights of the child, especially by improvement of status of the child in Bosnia and Herzegovina;
- m) 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;
- n) consideration of proposed laws and other regulations in regard to the rights of the child and prevention of discrimination against children;
- o) 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;
- p) 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;
- r) 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;
- s) analysis of the reports on the implementation of the Law on Conflict of Interest in the institutions of BiH;
- t) 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;
- u) consideration, jointly with the Committee on Deciding on Conflict of Interest, 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;
- v) preparation and finalization of the proposal of the Code of Conduct for the representatives and Representatives 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 House sessions and joint sessions of both Houses of PABiH**

### **Section A. Tentative Work Plan of the House**

#### **Article 65 (Tentative work plan)**

(1) The Extended Collegium shall establish annual tentative work plan for the House. 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 Extended Collegium shall request that the Presidency of BiH, the Council of Ministers of BiH and all the committees and Representatives' caucuses present their proposals and opinions within the deadline set by the Extended 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 Extended Collegium a proposed work plan for consideration. Once the Extended Collegium has approved the work plan, it shall share the plan with the Representatives and other bodies and organs referred to in paragraph (2) of this Article.

## **Article 66**

### **(Monthly calendar of activities)**

- (1) The Collegium shall define a calendar of House's activities for the next month by the end of the month.
- (2) The monthly calendar of activities shall include the dates for holding sessions of the House, joint sessions of both Houses, sessions of the international organizations attended by the Representatives of the House, sessions of the committees of the House and joint committees, caucuses, Collegium of the House, Joint Collegium, and other activities.
- (3) As a rule, the House shall meet once a month.
- (4) The monthly calendar of activities shall be communicated to the Representatives, House committees, House of Peoples, the Presidency of BiH and Council of Ministers of BiH, and it shall also be published at the web-page of the PABiH.
- (5) The calendar may be adapted to the requirements of the House.

## **Section B. Convening House sessions, proposing and approval of agendas**

### **Article 67**

#### **(Convening House sessions)**

- (1) The Speaker, in agreement with the Deputy Speakers, or at his/her own initiative, 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 Representatives 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, as case may be, the minutes from the last session shall be attached to the invitation letter sent to the Representatives.
- (3) In exceptional cases, the agenda, and any amendments to the agenda may be proposed during the session of the House, and the materials may be distributed during the session.

### **Article 68**

#### **(Convening an urgent session)**

Notwithstanding the provisions of Article 67 of these Rules of Procedure, the Speaker shall, for justified reasons and at the request of at least five Representatives or at the request of a majority of the members of the Collegium, convene a session of the House within three (3) days of receipt of the said request. In such a case, the agenda for the session may be proposed during its holding and the materials distributed in the course of the session.

### **Article 69**

**(Convening House session in case that Speaker is prevented to do it)**

- (1) The Deputy Speaker of the House shall convene a session if the Speaker is prevented from convening a House session.
- (2) If the Speaker of the House fails to convene a session within the three-day deadline referred to in Article 68 of these Rules of Procedure, the Deputy Speaker shall convene a House session within than three days at the latest.

**Article 70**

**(Establishing the agenda)**

- (1) The Extended Collegium shall include in the agenda the proposals of laws, with opinions referred to in Article 111, paragraph (2), i.e. report referred to in Article 123 of these Rules of Procedure, 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.
- (3) The Extended 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.
- (4) The Extended Collegium shall not introduce other issues referred to in paragraph (3) of this Article, for which the competent committee did not submit an opinion.

**Article 71**

**(Amendments to the agenda)**

- (1) At the beginning of the House session, every Representative and every authorized proponent shall have the right to request that any non-mandatory item be struck from the agenda and that any new item is included instead. The removal of obligatory items under Article 70 (2) of these Rules of Procedure is prohibited.
- (2) The Representative 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 Representatives, decides otherwise.

**Article 72**

**(Adoption of the agenda)**

If no amendments to the agenda have been proposed, the agenda shall be deemed adopted by the House. In case that some amendments on agenda are proposed and upon the expressed opinion of the Representatives on those proposals, the House shall vote on each proposed amendment. The voting shall follow the order in which the Representatives proposed the amendments.

**Section C. Definition of quorum, chairmanship and participation in work**

**Article 73**

**(Quorum)**

- (1) A majority of all members elected to the House of Representatives shall comprise a quorum.
- (2) At the beginning of a session, in the course of it and before the vote, the Speaker shall determine whether there is a quorum and shall inform the House thereof.
- (3) If it is established that a quorum does not exist, the Speaker shall order a recess of up to 60 minutes, during which he or she shall attempt to ensure that there is a quorum.

#### **Article 74**

##### **(Attendance of sessions by Representatives of Presidency of BiH, Council of Ministers of BiH, proponents and guests)**

- (1) The proponent or a representative of the proponent shall be obliged to attend the House.
- (2) The Representatives of the Presidency of BiH may, while the Representatives of the Council of Ministers of BiH shall have the obligation to attend the House sessions.
- (3) In case of absence of the proponent of the issue under debate at the House session, it shall not be debated, unless the House decides otherwise.
- (4) The guests invited by the Speaker may attend the session, in accordance with these Rules of Procedure.

#### **Article 75**

##### **(Participation in the discussion)**

- (1) A Representative or another participant at the session of the House may be given the floor, if he or she so requests, by the Speaker but for no longer than 10 minutes.
- (2) The proponent of the law has the right and duty to explain the proposed law in 15 minutes at most before the beginning of the debate.
- (3) Applications for participation in discussion may be submitted by the end of the debate.
- (4) The Speaker shall give the floor to the Representatives by order of their application.

#### **Article 76**

##### **(A breach of the Rules of Procedure and corrections of quotations)**

- (1) The Speaker shall give the floor to the Representative who wants to address a breach of the Rules of Procedure or a non-compliance with the established agenda, as soon as he or she has requested the floor. The presentation upon complaint cannot last longer than three minutes. The Representative shall be bound to quote the provision of the Rules of Procedure that has been breached, after which the Speaker shall decide on justifiability of the complaint on breach of the Rules of Procedure.
- (2) The Representative 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 requires an explanation. The Speaker shall give the floor to the Representative after the Representative whose statement has caused a need for an explanation finishes his or her speech. The correction, or an explanation, may last up to two minutes, and it may not be used twice within one agenda item.

#### **Article 77**

##### **(Compliance with the agenda)**

The Representative 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 Speaker shall warn him or her. If the Representative continues to deviate from the agenda after the warning, the Speaker shall deprive him or her of the right to speak.

#### **Article 78**

##### **(Speaker's participation in the debate)**

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

### **Section D. Maintaining order**

#### **Article 79**

##### **(Measure taken in case of non-compliance with the order or the Rules of Procedure)**

- (1) The Speaker shall maintain order during the session of the House. All present are obliged to comply with his or her instructions.
- (2) The Speaker may warn a Representative whose conduct or speech during the session violates the order or the provisions of these Rules of Procedure.
- (3) The Representative 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 Speaker may order anyone present at the session and found to be breaching the order to leave the room.
- (5) The non-compliance with the order shall imply:
  - a) Insulting the Representatives of other attendees;
  - b) Frequent interruption of others;
  - c) Not respecting the warning of the Speaker.

#### **Article 80**

##### **(Adjournment of a session)**

If the Speaker 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 conditions for that are met, provided that session may not be adjourned for more than one hour.

### **Section E. Course of the session**

#### **Article 81**

##### **(Minutes)**

- (1) The minutes from the session shall be presented for approval at the next session.

- (2) Every Representative shall be entitled to make objections to the minutes for no longer than three minutes.
- (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 approved minutes shall be signed by the Speaker and the Secretary of the House.

## **Article 82**

### **(Debate on the agenda items)**

- (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 Speaker shall put the proposed conclusions to vote by order in which they were proposed. After rendering its opinion on Representatives' proposals, the House shall vote on the proposed material considered, in its entirety.
- (3) The debate on the Constitution of BiH and constitutional amendments, proposed laws and Rules of Procedure of the House shall consist of two parts: general debate, and a debate on particulars.
- (4) Debate on all other issues shall be conducted in committees in one reading, and it shall be possible to act by way of amendments until the completion of the debate at the session of the House.

## **Article 83**

### **(Break)**

- (1) A Representatives' caucus may request a 30 minute break in regard to every individual item. The Speaker shall be obliged to allow the requested break immediately, provided that the vote has not begun.
- (2) After the break, the Speaker shall give floor to a representative of the caucus to explain the request for a break.
- (3) If a Representatives' caucus requests a break longer than 30 minutes, the Speaker shall put such proposal for voting.
- (4) If the Speaker assesses that for any reason it is appropriate to announce a break, he/she shall, at any moment, announce the break which cannot last more than one hour.

## **Section F. Decision-making**

## **Article 84**

### **(Votes by Representatives)**

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

**Article 85**  
**(Decision Making Procedure)**

- (1) All decisions in the House shall be by majority of those present and voting.
- (2) The Representatives shall make their best efforts to see that the majority includes at least one-third of the votes of the Representatives from the territory of each Entity.
- (3) If a majority vote does not include one-third of the votes of Representatives from the territory of each Entity, the Speaker and Deputy Speakers shall meet as a commission and attempt to obtain approval within three days of the vote.
- (4) If those efforts fail, decisions shall be taken by a majority of those present and voting, provided that the dissenting votes do not include two-thirds or more of the Representatives elected from either Entity.

**Article 86**  
**(Decision-making when majority does not include one-third of votes from territory of an entity)**

- (1) If the majority vote does not contain one third of votes from the territory of each entity, the Collegium shall, working as a commission, make effort to reach an agreement within three days.
- (2) If the Speaker and Deputy Speakers obtain the approval referred to in Article 85 of these Rules of Procedures, the relevant decision of the House shall be considered adopted, and the House shall be duly informed thereof. Notwithstanding the provisions of Article 21 of these Rules of Procedure, the agreement shall be reached by consensus of the Speaker and two Deputy Speakers.
- (3) If the Collegium fails to reach a consensus, the decision shall be passed by majority of the total number of representatives attending and voting, provided that dissenting votes do not include two thirds or more of the Representatives elected from either Entity.
- (4) In case of a lack of quorum, if after the break the Speaker verifies or the vote reveals, that the lack of quorum persists, the respective issue shall be postponed for another session.
- (5) If a Representative does not declare in the vote “in favor”, “against” or “abstained”, and is present in the hall during the vote, his/her shall be considered as “abstained”.

**Article 87**  
**(Manner of voting)**

The vote in the House shall be public and shall be done:

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

**Article 88**  
**(Electronic vote)**

- (1) The electronic voting system shall be used in the House, registering and displaying the total number of votes “in favor”, votes “against” and “abstained” votes. The vote of each

Representative shall be displayed on the screen in green color (“in favor”), red color (“against”) and white color (“abstained”), as well as in grey color, for all the vacant seats of absent Representatives. The electronic voting system shall register whether the quorum exists and whether the majority, if it exists, includes at least one third of the votes of the Representatives from the territory of each entity. After the voting, the results shall be displayed on the screen.

(2) If the vote is taken after the procedure in which an agreement is sought under Article 86 of these Rules of Procedure, the electronic voting system shall register and display the overall number of votes “in favor”, votes “against” and “abstained” votes and whether the votes “against” contain two thirds or more votes of the Representatives elected from each entity.

(3) The electronic voting system registers also the manner in which every Representative has voted.

(4) The time for vote by using the electronic voting system shall be 10 seconds.

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

### **Article 89**

#### **(Voting by show of voting cards or by raising hands)**

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

(2) The Speaker shall, with the assistance of his or her Deputy and the Secretary of the House, state the number of votes “in favor”, votes “against” and “abstained” votes, taking into consideration the fulfillment of other requirements referred to in Articles 85 and 86 of these Rules of Procedure.

### **Article 90**

#### **(Voting by roll call)**

(1) The voting by roll call shall be applied when the Speaker alone or at the proposal by any Representative 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 Representative, every Representative called by the Secretary shall say “in favor”, “against” or “abstained”. During the roll call vote, Representatives shall be called in a Latin or Cyrillic alphabetic order depending on which one of them the Speaker prefers.

### **Article 91**

#### **(Voting results)**

The Speaker shall declare at the end of the voting procedure how many votes were in favor, how many votes were against and how many votes were abstained and the voting results from each entity separately, as it is provided for in Article IV 3 (d) of the Constitution of BiH, and shall declare the final decision.

## **Section G. The minutes and records of the debates**



**Article 92**  
**(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 Representative may request that his or her warning regarding an alleged breach of the Constitution of BiH or these Rules of Procedures be included in the minutes.

**Article 93**  
**(Transparency of the minutes)**

- (1) The minutes from the House debates shall be fully open to the public and they shall be published at the web-page of the PABiH.
- (2) The minutes or part of the minutes referred to in Article 96 (4) of these Rules of Procedure shall not be open to the public.

**Article 94**  
**(Audio recording and transcript of sessions)**

- (1) The audio records of the House sessions shall be taken and short notes may be taken for the purpose of making a final transcript of the floor session.
- (2) The Collegium shall regulate more precisely the manner of preparation, keeping, publishing and distribution of transcripts.

**Article 95**  
**(Authorization of the transcripts)**

- (1) Any Representative may request a transcript of his or her speech for the purpose of authorization not later than five days before the start of the next House session. The Representative is expected to give the transcript back within 48 hours from the delivery. In authorizing his or her speech, the Representative may not make any significant changes to the text or omit his or her thoughts expressed at the session.
- (2) If the Representative 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.

**Section H. Transparency of work**

**Article 96**  
**(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 House sessions shall be directly broadcast on the web page of the PABiH.

(3) The minutes of the House debates, legislative and other activities relating to the House operation, shall be accessible to the public in electronic form at the web page of the PABiH, in accordance with the abilities of PABiH, and in a printed publication.

(4) An exception from the aforementioned published information shall be the information for which it can be expected 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 public institutions when rendering opinions, 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.

#### **Article 97**

##### **(Publishing acts and adopting proposals)**

- (1) Proposals of laws, materials for the sessions of the committees and other proposals sent for deliberation to the PABiH, shall be published on the web page of the PABiH, except the materials that are classified in accordance with the Law on Protection of Secret Data.
- (2) After the publication in the “Official Gazette of BiH”, adopted laws shall be published on the web page of the PABiH.
- (3) Proposals and acts adopted by the House and its working bodies may be published in printed and other media.

#### **Article 98**

##### **(Access to sessions)**

(1) Representatives of the media and other visitors shall be ensured access to the sessions of the House in a room specially designated for them, as determined by the Collegium, in accordance with the capabilities.

(2) The session or a part of the session at which the issues to which Article 11 of these Rules of Procedure applies shall be held without the presence of the media and visitors.

#### **Article 89**

##### **(Reserving the seats)**

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

### **Section I. Joint sessions of both Houses of the Parliamentary Assembly of BiH**

### **Article 100**

#### **(Convening and chairing the sessions)**

- (1) Joint session of both Houses of the Parliamentary Assembly of BiH (hereinafter: joint session of both Houses) shall be convened by the Speakers of the Houses:
  - a) at any time, when the Joint Collegium assesses it necessary;
  - b) in formal occasions;
  - c) in exceptional circumstances, at the request of the Presidency of BiH.
- (2) Joint session shall be chaired alternately by the Speakers of the Houses.

### **Article 101**

#### **(Invitation and agenda of the joint session of both Houses)**

- (1) The agenda for a joint session of both Houses shall be defined by the Joint Collegium.
- (2) An invitation to the joint session of both Houses shall be sent to the Representatives and Members within the deadlines set in the Rules of Procedures of both Houses.

### **Article 92**

#### **(Decision-making)**

In the decision-making procedure the Houses shall vote separately, and apply the provisions of the respective Rules of Procedure pertaining to the decision-making in the Houses.

## **CHAPTER V. Activities of the House**

### **Section A. General Provisions**

### **Article 103**

#### **(Activities of the House)**

The House shall carry out the following activities:

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

### **Section B. Basic legislative procedure: initiative**

## **Article 104**

### **(Authorized proponent)**

- (1) The proposed law may be presented by a Representative, a House committee, a joint committee, the House of Peoples, as well as the Presidency of BiH and the Council of Ministers of BiH, within their respective responsibilities.
- (2) The proponent of the law or authorized representative of the proponent shall be bound to attend all debates on the proposed law during the course of legislative procedure.
- (3) The citizens may submit initiatives for amendments of the law to the authorized proponents.

## **Article 105**

### **(Content of the proposed law)**

- (1) The proposed law shall be presented in the form of a proposed text of the law, in accordance with Uniform Rules for Drafting Legal Regulations in the Institutions of BiH. The proponent shall present the proposed law simultaneously in a hard copy and electronically, in languages in official use in BiH. Exceptionally, when a Representative is the proponent, he or she may present a proposed law in a hard copy and electronically in one of the languages and scripts in official use in BiH.
- (2) The proposal of the law that is to be harmonized with the EU legislation shall be submitted and deliberated pursuant to articles 134 and 135 of these Rules of Procedure.
- (3) The explanation shall be attached to the proposed law, which shall contain:
  - a) the constitutional basis for adoption of the law;
  - b) the reasons for the passing of the law;
  - c) the principles on which the proposed law is based;
  - d) estimate of the financial and other resources needed for the implementation of the law;
  - e) the opinion of the Directorate for European Integration on the alignment of a proposed law with legally binding norms of the EU, as well as opinions of institutions and organizations which were consulted during the drafting procedure; and
  - f) any other circumstances that could clarify to the House the reasons for adoption of the proposed law.
- (4) When a Representative is the proponent of the law, the opinion of the Directorate for European Integration about the alignment of the proposed law with the EU legislation shall be obtained by the Collegium of the House.
- (5) Along with the proposed amendments to the law or other acts, provisions of articles that are amended, and the consolidated version of the text of the law or other act, shall also be attached.
- (6) If the proposal of the law does not contain all the elements stipulated in paragraphs (1), (3) and (5) of this Article, the Collegium of the House shall request from the proponent to correct the deficiencies within seven days, and it shall notify the Constitutional and Legal Committee thereof, along with submitting the proposed law. If the proponent fails to correct the deficiencies within the specified deadline, the Constitutional and Legal Committee shall act pursuant to Article 117, paragraph (2) of these Rules of Procedure.
- (7) When developing the proposed laws, the Representatives shall request expert assistance from the Legislative-Legal Sector of the Secretariat of the Parliamentary Assembly of Bosnia and Herzegovina, for the purpose of aligning the proposed law with the Uniform Rules for Drafting Legal Regulations in the Institutions of BiH.

**Article 106**

**(Submission of proposed laws)**

- (1) The proposed law shall be submitted to the Speaker, who shall immediately forward it to the Collegium and Legislative-Legal Sector for the purpose of presenting opinions on alignment of the proposed law with Article 105 of these Rules of Procedure and Uniform Rules for Drafting Legal Regulations in the Institutions of BiH.
- (2) The Legislative-Legal Sector shall communicate its opinion to the Collegium of the House and Constitutional and Legal Committee within three days from the day of reception of the proposed law.
- (3) The Collegium shall within seven days present the bill to the Constitutional and Legal Committee for the purpose of obtaining its opinion on its compliance with the Constitution of BiH and the legal system of BiH, and to the competent committee for the purpose of obtaining its opinion on the principles on which the proposed law is based. At the same time the Collegium shall present the proposed law to the Representatives, the Council of Ministers of BiH and the Presidency of BiH, when they are not the proponents.
- (4) The Secretaries of the Houses shall give the agreed proposal to the Collegium of both Houses, in order to determine the competent joint committee, which shall be decided by the Collegium of both Houses, no later than seven days from the initial submission of the proposed law, and submit it to relevant bodies referred to in paragraph (3) of this Article.
- (5) If the deadlines referred to in paragraphs (1) and (3) of this Article are not met, the Collegium of the House shall be bound to 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 and acceptance of the new deadlines.
- (6) If the House has received more than one proposed law regulating the same issue, the Collegium shall put them in the procedure in accordance with paragraph (3) of this Article. If the Council of Ministers of BiH is not the proponent of the proposed law, the Collegium shall present the proposed law to the Council of Ministers of BiH which shall be bound to provide its opinion within 20 days. Once the House has received the opinion on the proposed law from the Council of Ministers of BiH, the proposed law which has received a positive opinion shall be given a priority in the further procedure of the House.
- (7) The Collegium shall invite the proponents of the proposed laws referred to in paragraph (6) of this Article to make efforts within seven days to harmonize their proposals into one proposal of the law 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.
- (8) If the Council of Ministers of BiH fails to submit its opinion within the deadline set in paragraph (6) of this Article, the parliamentary procedure shall proceed in regard to the proposed laws pending the completion of the procedure before the Constitutional and Legal Committee and a competent committee, under paragraph (7) of this Article. Once the Collegium has received an opinion from the Constitutional and Legal Committee and a competent committee, the proposed law 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 proposed laws shall rest pending the completion of the House proceedings in regard to the first proposed law.

**Article 107**

**(The proponent of the law – a Representative or the House committee)**

- (1) If the proponent of the proposed law is the Representative or the House Committee, and the Collegium of the House has established that a Joint Committee of both Houses is the competent committee, the proposed law shall be presented to the Collegium of the House of Peoples.
- (2) After the Collegium of the House of Peoples has confirmed that the Joint Committee is competent, the proposed law 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.

### **Section C. Basic legislative proceedings: the proceedings in the Constitutional and Legal Committee and a competent committee – phase I**

#### **Article 108**

##### **(Compliance of the proposed law with the Constitution of BiH)**

The Constitutional and Legal Committee, having considered the compliance of the proposed law with the Constitution of BiH and the legal system of BiH, shall present its opinion to the Speaker of the House within 10 days from the day of receipt of the proposed law.

#### **Article 109**

##### **(First phase before the competent committee)**

Upon considering the proposed law in first phase, the competent committee shall submit the opinion on principles of the proposed law to the Speaker of the House within 10 days from receiving the proposed law, which the Speaker shall immediately refer to the House.

#### **Article 110**

##### **(Extension of deadline for submitting opinions)**

- (1) The committees referred to in Articles 108 and 109 of these Rules of Procedures may file a request to the Collegium of the House asking for extension of the period required for submission of the opinion, indicating also the reasons for not being able to submit the opinion within the required time.
- (2) The Collegium of the House shall take its decision on the Committee's request referred to in paragraph (1) and shall determine the final deadline for submission of the opinion, pursuant to the Committee's proposal.
- (3) In the event that the Committee has failed to submit the opinion by the final deadline, the House shall declare its position as to whether to determine a new deadline or suspend the legislative procedure.

#### **Article 111**

##### **(Inclusion on the agenda of the session of the House)**

- (1) Once it receives the opinion from the Constitutional and Legal Committee and a competent committee, presented by the Speaker of the House, the Collegium shall include the proposed law on the agenda for the next session of the House.

(2) If the proponent of the law is a Representative or a House committee, the Collegium of the House shall present the opinion of the Joint Committee to the House of Peoples together with the proposed law, which shall consider it after completion of the procedure on the proposed law in the House.

## **Section D. Basic legislative proceedings: Debate at the session of the House – first reading**

### **Article 112**

#### **(General debate, principles, necessity of enactment and compliance 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 proposed law is based and the necessity to enact the proposed law, 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 adoption or rejection of the proposed law in the first reading.
- (3) The deadlines for submission of amendments begin on the day of the passage of the proposed law into law.
- (4) If the House estimates that the proposed law is of minor extend or complexity, the House may decide that it should consider the proposed law also in the second reading, without the prior consideration of the proposed law within the responsible committee – the second phase.
- (5) The House may adopt a conclusion by which it has concluded that the competent committee should conduct a public debate over the proposed law within 30 days.

### **Article 113**

#### **(House debate when the opinion of the competent committee or the Constitutional and Legal Committee is negative)**

- (1) When the Collegium of the House receives the opinions by the Committee for Constitutional and Legal Affairs and the competent committee about the proposed law indicating that the committee has found no compliance with the Constitution of Bosnia and Herzegovina and the legal system of BiH, i.e. it did not approve the principles as laid by the proposed law, along with the explanations for such rejection, the Collegium shall include the proposed law, together with the opinions of the committees, on the agenda for the next session of the House.
- (2) If the House accepts the opinions of the Constitutional and Legal Committee or the competent committee referred to in paragraph (1) of this Article, the proposed law shall be considered as rejected.
- (3) If the House does not accept the opinions of the Constitutional and Legal Committee or the competent committee referred to in paragraph (1) of this Article, the House shall request that the committees provide a new opinion, bearing in mind the debate conducted at the session of the House and within the deadline set by the House.
- (4) The process referred to in paragraph (3) may be repeated two times at most, after which the legislative procedure shall be suspended in case that the opinion is not adopted.

### **Article 114**

#### **(Public hearing)**

- (1) Before the bill is entered into the procedure referred to in Article 119 of these Rules of Procedure, the committee may decide to open public hearing on the proposed law which would involve all the interested parties, specialist institutions and individuals.
- (2) Public hearing shall be held within 30 days.
- (3) In case of conducting the public hearing referred to in Article 112 (5) and paragraph (1) of this Article, the deadlines determined by Article 118 paragraph (1) and Article 120 paragraphs (1) and (2) shall start from the day when public hearing has been held.
- (4) The committee shall announce the public hearing at the web page of the Parliamentary Assembly of BiH.

#### **Article 115**

##### **(Opinions by the participants in the public hearing)**

- (1) Invited individuals and representatives of the bodies and institutions shall present their opinions on issues related to the proposed law.
- (2) After the hearing is concluded, with the conclusion reached by the committee, the participants may attach the expert papers and other material presented in the course of the public hearing.

#### **Article 116**

##### **(Outcome of the public hearing)**

The Committee, along with the report it submits, shall also attach a transcript of the public hearing, if there is one, as well as all the papers and materials presented in the course of the hearing.

### **Section E. Basic legislative proceedings: the proceedings of the responsible committee – phase II**

#### **Article 117**

##### **(Presence of the proponent at the competent committee sessions)**

- (1) The proponent of the law 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 law.
- (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, or if it establishes that the proponent has failed to correct certain deficiencies in proposed act, the committee may postpone the debate on the issue and inform the proponent thereof, and request from the proponent to attend the next session, i.e. to correct the deficiencies in the proposed act by next session. If the proponent or the proponent's authorized representative fails to attend the next session i.e. to correct the deficiencies in the proposed act, upon receipt of a repeated invitation, the proponent shall be considered to have withdrawn the proposed law, on which the committee shall inform Collegium of the House.

#### **Article 118**



**(Submission of amendments)**

- (1) Any Representative, Representatives' caucus, non-competent committee, the proponent of the law and the Council of Ministers of BiH may submit amendments in written form within 10 days from the day of the adoption of the proposed law in the first reading, and Representatives of the competent committee may submit amendments until the end of consideration of the proposed law in the committee. Proponents of the amendments may modify their amendments in the course of debate in the committee.
- (2) When developing amendments to the proposed laws, any Representative and Representatives' caucus may request expert assistance from the Legislative–Legal Service of the Parliamentary Assembly of Bosnia and Herzegovina and other Institutions of BiH.
- (3) After the debate begins, the Chairman of the Committee shall approve, in agreement with the Deputy Chairmen of the Committee, the debate on the new amendments, except the amendments referred to in paragraph (1) of this Article, only in the following situations:
  - a) when they pertain to some new aspects; or
  - b) when there is an attempt to harmonize two or more bills under debate.
- (4) When the Joint Committee is competent for the consideration of the proposed law, any Representative may submit amendments in accordance with paragraph (1) of this Article.

**Article 119**

**(Proceedings in the committee)**

- (1) The committee proceedings shall begin with the debate on the proposed law and amendments submitted.
- (2) After the debate, the committee shall vote on the proposed amendments, following the order of the Articles to which they refer. In case of extraordinary large number of amendments, the Chairman of the Committee may rule other method of the debate, ensuring that all opinions can be appropriately expressed.
- (3) The amendments which refer to the same Article shall be debated and voted on, beginning with those that imply major changes in the text, 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 proposed law with approved amendments.

**Article 120**

**(The committee's report)**

- (1) The competent committee shall submit a report to the House within 20 days from the day of enactment of the proposed law in the first reading.
- (2) When the joint committee is competent, it shall be bound to send a report within 30 days from the day of enactment of the proposed law in the first reading at the session of the House which considered the proposed law last.
- (3) The report by the competent committee shall contain a report on the proposed law and adopted amendments that have become an integral part of the proposed law.
- (4) The competent committee may file a request to the Collegium of the House asking for extension of the period required for submission of the report, indicating also the reasons for not being able to submit the report within the required time.
- (5) The Collegium of the House shall take its decision on the Committee's request and shall determine the final deadline for submission of the report, pursuant to the Committee's proposal.

In that event, the final deadline for submission of the amendments referred to in Article 118, paragraph (1) of these Rules of Procedure shall be 24 hours prior to the Committee's session.

(6) In the event that the Committee has failed to submit the opinion by the final deadline, the House shall declare its position as to whether to determine a new deadline or suspend the legislative procedure.

#### **Article 121**

##### **(Negative report by the competent committee on the proposed law as a whole)**

(1) When the Collegium of the house receives a report from the competent committee indicating that the committee has rejected the proposed law as a whole, in which the committee is bound to explain the reasons for rejection of the proposed law, the Collegium shall include the proposed law and the committee's report into the agenda for the next session of the House.

(2) If the House adopts the report from the competent committee referred to in paragraph (1) of this Article, the proposed law shall be considered rejected.

(3) If the House does not adopt the report, the competent committee shall be requested to present a new report, bearing in mind the debate conducted at the session of the House and within the deadline set by the House.

(4) The process referred to in paragraph (3) may be repeated two times at most, after which the legislative procedure shall be suspended in case that the report is not adopted.

#### **Article 122**

##### **(The committee's rapporteur)**

The chairman of the committee or another appointed rapporteur shall submit a report at the session of the House.

### **Section F. Basic legislative proceedings: Debate at the House session – second reading**

#### **Article 123**

##### **(Procedure with the report made by competent committee)**

When the Speaker of the House receives the report by the competent committee s/he shall refer it to the Representatives for debate at the session of the House on the proposed law in the second reading.

#### **Article 124**

##### **(Amendments)**

(1) The Representatives and Representatives' caucuses may propose amendments which challenge the amendments adopted 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 118 (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 were not adopted by the committee.

(3) After the debate has commenced, in addition to the amendments referred to in paragraphs (1) and (2) of this Article, the Speaker, in consultation with the Deputy Speakers, 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.
- (5) The proponent shall be entitled to withdraw the proposal of the law 24 hours prior to the commencement of the session at the latest.

**Article 125**  
**(Debate and vote)**

- (1) The second reading shall consist of the debate and the vote on proposed amendments, following the order of the Articles they refer to. In case of an exceptionally large number of the amendments, the Speaker of the House 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 Speaker.
- (3) The proponent, the rapporteur and a representative of the Council of Ministers of BiH shall be given the floor whenever they so request, in accordance with the Speaker's instructions.
- (4) Upon the vote on all proposed amendments, the vote shall be taken on the proposed law, in its final text.

**Article 126**  
**(Lack of harmony and legal and technical errors)**

- (1) During the debate referred to in Article 125 (2) of these Rules of Procedure, the House may assess that the approved amendments cause an internal disharmony or contain some legal and technical errors.
- (2) In that case, the House shall stop the debate of the proposed law and such amendments or some articles shall be referred to the competent committee which shall consider them, change them and propose a harmonized text of the law by the next session of the House, when the debate and declaring opinions on the law shall continue.

**Section G. Basic legislative proceedings – relations between the Houses**

**Article 127**  
**(Enactment)**

The proposed law shall be considered as passed once it has been adopted by both Houses of the Parliamentary Assembly of BiH in an identical text.

**Article 128**  
**(The Joint Committee for Harmonization)**

- (1) When the proposed law or other act that are to be adopted by both Houses is first adopted by the House, the Speaker shall forward it to the House of Peoples within three days.
- (2) If the text adopted by the House is not identical to the text adopted by the House of Peoples, the Speaker shall inform the House of Peoples immediately, in order to set up a joint committee

in charge of harmonizing different texts at the next session of the House.

(3) The first session of the joint committee for harmonizing texts shall be convened by the Secretaries of both Houses of the Parliamentary Assembly of BiH within seven days from the day of appointment of members of the committee for harmonizing texts.

#### **Article 129**

##### **(Harmonization)**

(1) The joint committee 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 the majority representing all the three constituent peoples, and the majority from each House.

(3) If one of the Houses fails to adopt the report of the joint committee, the proposed law shall be considered as rejected.

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

#### **Article 130**

##### **(Adoption of an identical text)**

If the House has adopted the proposed law or other act in the text which is identical to the text adopted by the House of Peoples, the proposed law shall be considered as enacted. The Speaker shall take the actions necessary for its publication.

#### **Article 131**

##### **(Original text of the laws and other acts)**

(1) The Secretary of the House shall be responsible, in cooperation with the Secretary of the House of Peoples, for the writing of an original text of the laws and other acts 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 adopted by the House, affixing a stamp and shall take care of other actions in accordance with the law.

### **Section H. Summary and emergency procedures**

#### **Article 132**

##### **(Summary procedure)**

(1) When submitting a proposed law, the proponent may request that the proposed law be considered in a summary procedure. In that case the proponent shall be bound to explain in written form the reasons which justify the summary procedure.

(2) The motion referred to in paragraph (1) of this Article shall be considered by the Collegium of the House and decide on it at its first session.

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

(4) When the proposed law is considered in a summary procedure, the Collegium may additionally limit the duration of the debate, as well as restrict how many times individual Representatives may be given floor.

(5) If the Collegium of the House rejects the motion, the proposed law shall be considered pursuant to provisions regulating the regular legislative proceedings.

**Article 133**  
**(Emergency procedure)**

(1) When presenting the proposed law of high urgency or the bill written in such a simple way that it may be adopted 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 paragraph (1) of this Article 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 adopted, the House shall proceed with the debate and shall vote on the proposed law. The amendments to the proposed law may be submitted in written by completion of the debate on the proposed law only if they pertain to correction of obvious normative and technical and printing errors in the text of the proposed law.

(4) If the House does not adopt the proponent's motion to consider the proposed law in an emergency procedure, the House shall decide on whether the proposed law shall be debated pursuant to provisions regulating the summary or regular procedure.

**Section I. Laws with mark “EI”**

**Article 134**  
**(Consideration of laws with mark “EI”)**

(1) When the House receives the proposal of the law that the Council of Ministers has marked as connected to integration into European Union, the Collegium shall refer it to the summary legislation procedure.

(2) The proposal of the law referred to in paragraph (1) of this Article shall in upper right corner bear the mark “P.Z.E.I.” and number of such proposal of the law.

**Article 135**  
**(Submitting amendments)**

If the amendments to the proposal of the law referred to in Article 134 of these Rules of Procedure are submitted, the chairman of the competent committee shall refer them, after the expiry of the time limit for their submission, to the Directorate for European Integration with request to declare its position in regard to their harmonization with the EU legislation.

**Section J. Budget and a report on execution of the budget of the institutions of BiH**

**Article 136**  
**(Budget)**

(1) After the Parliamentary Assembly of BiH receives the proposal of the law containing the budget of the Institutions of BiH for the subsequent year (hereinafter: the budget), which the

Presidency of BiH referred in accordance with law and deadlines stipulated by the law, shall be first considered by the House of Representatives.

(2) After adoption, the House of Representatives shall refer the proposal of the law with the budget to the House of Representatives no later than November 15 of the current year.

(3) When adopting the budget the provisions regulating the basic legislative procedure shall apply. However, the Collegium shall reduce the terms and adopt other measures necessary for the adoption of the budget or, as need may arise, amendments to the budget until November 15<sup>th</sup> of the current year at latest.

#### **Article 137**

##### **(Amendments to the budget)**

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

#### **Article 138**

##### **(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 for the preceding year, including the information on collected revenues and expenditures in the budget year.

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

### **Section K. Deciding on consent for ratification of international treaties and cancellation of treaties**

#### **Article 139**

##### **(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 consent to ratify or cancel the ratified international treaties, agreements and conventions.

(2) After it obtains the opinion of the competent committee, the Speaker of the House shall include it into the agenda of the House session.

(3) Texts of international treaties, agreements and conventions shall not be subject to amendments.

### **Section L. Amendments to the Constitution of BiH**

#### **Article 140**

##### **(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 Representative, in accordance with the Constitution of BiH and these Rules of Procedure.

**Article 141**  
**(Submission of amendments)**

- (1) The amendments to the Constitution of BiH shall be submitted under the conditions which apply to the laws, and shall be subject to the basic legislative procedure.
- (2) The Collegium shall refer 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.

**Article 142**  
**(Public hearing)**

- (1) The proposal of the amendments to the Bosnia and Herzegovina Constitution shall undergo public hearing procedure, after the House adopts it in the first reading.
- (2) The Constitutional and Legal Committee shall conduct a public hearing in accordance with the conclusion of the House, not earlier than 30 days after the amendments to the Constitution have been proposed.
- (3) The public hearing shall not last less than 15 days.

**Article 143**  
**(Adoption of the amendments to the Bosnia and Herzegovina Constitution)**

Proposed amendments to the Constitution of Bosnia and Herzegovina shall be adopted by the House, including two-third majority of the representatives present and voting.

**Section M. Corrections made to laws, other regulations and enactments**

**Article 144**  
**(Corrections)**

- (1) The proposal to correct typing errors in the published text of a law 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 law or the enactment.
- (2) The corrections of typing errors, after comparing texts with the original, shall be edited by the secretaries of both Houses of the Parliamentary Assembly of BiH.

**Section N. Drafting consolidated text of a law and other act**

**Article 145**  
**(Consolidated text of a law and another enactment)**

- (1) The Constitutional and Legal Committee, in cooperation with the Constitutional and Legal Committee of the House of peoples, shall prepare the proposal of the official consolidated text of a law and other act when both Houses of the Parliamentary Assembly of BiH authorize them for that in accordance with Article 44 (1) i) of these Rules of Procedure.
- (2) The Houses of the Parliamentary Assembly of BiH shall determine the official consolidated text of a law and other act.

(3) Established official version of the consolidated text of a law and other act shall be published in the “Official Gazette of BiH”.

(4) Unofficial version of the consolidated text, after every amendment to the law and other act, shall be drafted by the expert services of the Secretariat of the Parliamentary Assembly of BiH, which shall be published on the web-page of the Parliamentary Assembly of BiH.

## **Section O. Authentic interpretation of a law and other act**

### **Article 146**

#### **(Authentic interpretation procedure)**

(1) Authentic interpretation shall ensure truthfulness, authenticity, original and correct meaning of an ambiguous provision in the law or other legislation, i.e. general act, which could not have been determined by other interpretation methods.

(2) Only the law enforcement entities responsible for implementation of laws and other general acts may apply to the Parliamentary Assembly of Bosnia and Herzegovina with the request for authentic interpretation. If the request is submitted by an unauthorized entity, the procedure shall be suspended.

(3) When the Speaker of the House receives a request for authentic interpretation of a law or other legislation, i.e. general act, s/he shall refer it to the Constitutional and Legal Committee, competent committee and the Council of Ministers of Bosnia and Herzegovina for their opinion. The Council of Ministers of Bosnia and Herzegovina shall submit its opinion within 20 days.

(4) Once the Constitutional and Legal Committee has considered the request, assessing the clarity of the norm referred to, the report by the Constitutional and Legal Committee, together with the opinion by the Council of Ministers of Bosnia and Herzegovina, shall be sent to the competent committee of the House within the term of 30 days.

(5) Once the Constitutional and Legal Committee, after assessing the clarity of the norm, has decided that the norm is clear and that its interpretation is not required, or once it determines that it was submitted by an unauthorized entity, the procedure following the request for an authentic interpretation shall be suspended without reasoning. The Collegium of the House, the competent committee and the applicant shall be notified thereof.

(6) The competent committee shall determine the proposal for authentic interpretation, within 15 days upon the receipt of the report by the Constitutional and Legal Committee and refer it to the Constitutional and Legal Committee.

(7) The Constitutional and Legal Committee shall determine the final proposal for authentic interpretation and submit it within 30 days to the Speaker of the House.

### **Article 147**

#### **(Adoption)**

(1) Authentic interpretation shall be adopted by the House and it shall become an integral part of the respective law, other legislation, i.e. general act that is being interpreted.

(2) The Speaker of the House shall refer the authentic interpretation to the Speaker of the House of Peoples.

### **Article 148**

#### **(Application)**



The authentic interpretation of a law, other legislation and general act shall apply and becomes valid from the day of entering into force of the legislation it refers to.

**Article 149**  
**(Publishing)**

The authentic interpretation of the law, other legislation or general act shall be published in the “Official Gazette of Bosnia and Herzegovina”.

**CHAPTER VI Special and independent bodies of the Parliamentary Assembly of BiH**

**Article 150**

**(Special and independent bodies of the Parliamentary Assembly of BiH)**

- (1) Parliamentary Assembly of BiH shall have its special and independent bodies that shall be established pursuant to the law.
- (2) Special and independent bodies of the Parliamentary Assembly of BiH shall be:
  - a) Council of National Minorities in BiH;
  - b) Office of the Parliamentary Military Commissioner;
  - c) Independent Board as independent body of the police structure of BiH;
  - d) Citizens' Complaint Board on Work of the Police Officers in Police Bodies in BiH;
  - e) Independent Committee for the Monitoring of Conditions in Penal Institutions, of Treatment and of Respect for the Human Rights of Persons Subject to Criminal Sanctions and Other Measures Pronounced in Criminal Proceedings by the Court of Bosnia and Herzegovina or by International Courts for Acts Stipulated by the Criminal Code of Bosnia and Herzegovina or by an International Agreement Signed by Bosnia and Herzegovina or by Any Other Court In Accordance With Laws of Bosnia and Herzegovina;
  - f) Other bodies established by laws as independent and special bodies of the Parliamentary Assembly of BiH.
- (3) Representatives of the special and independent bodies of the Parliamentary Assembly of BiH shall be appointed in accordance with the law.
- (4) Method of selection of the candidates to carry out duties of Representatives and duration of term of Representatives of the special and independent bodies of the Parliamentary Assembly of BiH shall be stipulated by laws on founding.
- (5) Representatives may also establish and participate in work of other parliamentary bodies or groups whose operation shall be regulated by a separate act of the Joint Committee for Administrative Affairs.

**Article 151**

**(Operation of the special and independent bodies of the Parliamentary Assembly of BiH)**

- (1) Special and independent bodies of the Parliamentary Assembly of BiH shall operate in accordance with their Rules of Procedure, which shall be adopted in manner and procedure stipulated by laws and which must not be contrary to the laws on founding and acts of the Parliamentary Assembly of BiH.
- (2) Special and independent bodies of the Parliamentary Assembly of BiH shall submit to the Parliamentary Assembly of BiH activity reports in manner stipulated by laws on founding.

- (3) Special and independent bodies of the Parliamentary Assembly of BiH shall cooperate with the working bodies of the Parliamentary Assembly of BiH, as well as with all other bodies and institutions in extent stipulated by the laws on founding.

#### **Article 152**

##### **(Providing administrative, technical and expert assistance)**

The Secretariat of the Parliamentary Assembly of BiH shall provide all required administrative, technical and expert assistance, within the scope that is stipulated by the laws on founding, to the special and independent bodies of the Parliamentary Assembly of BiH.

#### **Article 153**

##### **(Memorandum and seal)**

Special and independent bodies of the Parliamentary Assembly of BiH shall in their operation use the memorandum and seal of the Parliamentary Assembly of BiH.

### **CHAPTER VII Confirmation of the appointment of the Council of Ministers of BiH and vote of no confidence and need for reconstruction of the Council of Ministers of BiH**

#### **Section A. General Provision**

#### **Article 154**

##### **(Duties and responsibilities 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 ministries.
- (2) The Council of Ministers of BiH shall be bound to present, at the request of the House, information on all the relevant activities from within the scope of its responsibilities.

#### **Section B. Confirmation of the appointment of the Chair and members of the Council of Ministers of BiH**

#### **Article 155**

##### **(Confirmation of the appointment of the Chair of the Council of Ministers of BiH)**

- (1) The Presidency of BiH shall be bound to submit to the Committee on Preparation of Election of the Council of Ministers of BiH, for the person appointed to the office of the Chair of the Council of Ministers of BiH, within the time limit specified in the Law on the Council of Ministers of BiH:
  - a) Signed statement, form and content of which is to be signed by the Central Election Commission of BiH, in which the appointed person shall provide data referred to in Article 10d, paragraph (1), item a), lines from 1) to 6) of the Law on the Council of Ministers of BiH;
  - b) Official confirmation of the Central Election Commission of BiH that the appointed person meets all the criteria set forth in Article 10c of the Law on the Council of Ministers of BiH.

- (2) The Committee on Preparation of Election of the Council of Ministers of BiH shall submit its recommendation to the Collegium within the time limits set forth in the Law on the Council of Ministers of BiH.
- (3) Once it receives the recommendation of the Committee on Preparation of Election of the Council of Ministers of BiH, the Collegium shall immediately convene the House session in order to have the appointment confirmation procedure completed within the time limits set forth in the Law on the Council of Ministers of BiH. Concerning the confirmation of the Chair of the Council of Ministers of BiH after resignation or removal, the procedure shall be conducted in the Committee on Preparation of Election of the Council of Ministers of BiH and the House within the time limits set forth in the Law on the Council of Ministers of BiH.
- (4) After the Speaker reads the decision on appointment of the Chair of the Council of Ministers of BiH at the session, s/he shall give floor to the appointee to explain his/her program on which the debate shall be conducted.
- (5) After the debate, it shall be voted on the confirmation of the appointment in accordance with the provisions of the Rules of Procedure.

#### **Article 156**

##### **(Confirmation of the appointment of other members of the Council of Ministers of BiH)**

- (1) The Chair of the Council of Ministers of BiH shall be bound to submit to the Committee on Preparation of Election of the Council of Ministers of BiH, for the persons appointed to the offices of the ministers and deputy ministers and within the time limit set forth in the Law on the Council of Ministers of BiH, the information referred to in Article 155, paragraph (1), items a) and b) of these Rules of Procedure.
- (2) The Committee on Preparation of Election of the Council of Ministers of BiH shall submit its recommendation to the House within the time limits set forth in the Law on the Council of Ministers of BiH.
- (3) Once it receives the recommendation, the Collegium shall immediately convene the House session in order to have the appointment procedure and appointment confirmation procedure of the members of the Council of Ministers of BiH completed within the time limits set forth in the Law on the Council of Ministers of BiH.
- (4) After the Chair of the Council of Ministers of BiH reads the decision on appointment of the ministers and deputy ministers at the session, the debate shall be conducted thereon.
- (5) After the debate, it shall be voted on the confirmation of the appointment in accordance with the provisions of the Rules of Procedure.

### **Section C. Vote on no confidence and need for reconstruction of the Council of Ministers of BiH**

#### **Article 157**

##### **(Initiation of a vote of no confidence)**

- (1) No less than eight Representatives in the House may table a motion for vote of no confidence in the Council of Ministers of BiH or on the need for reconstruction of the Council of Ministers of BiH.
- (2) The Presidency of BiH may propose the removal of the Chair of the Council of Ministers of BiH.

(3) The motions referred to in paragraphs (1) and (2) of this Article shall be presented to the Speaker of the House in writing, signed and reasoned.

(4) The Speaker of the House shall immediately refer the motion to the Presidency of BiH, the Council of Ministers of BiH, the Representatives and the House of Peoples.

**Article 158**  
**(Inclusion in the agenda)**

The motion for vote of no confidence or reconstruction in the Council of Ministers of BiH shall be obligatorily included into the agenda of the House session within the deadline of 20 days, and not later than 30 days from the day of referring the motion to the Council of Ministers of BiH.

**Article 159**  
**(Report by the Council of Ministers of BiH on vote of no confidence)**

(1) Before the beginning of the session on voting no confidence, the Bosnia and Herzegovina Council of Ministers may submit to the House a report in written form with its opinion and positions.

(2) The report shall be send to the Representatives 48 hours prior to the commencement of the session at the latest.

**Article 160**  
**(Report by the Council of Ministers of BiH on reconstruction)**

(1) Before the beginning of the session on reconstruction, the Bosnia and Herzegovina Council of Ministers may submit to the House a report in written form with its opinion and positions.

(2) Ministers whose removals were proposed may submit their reports to the House.

(3) The report shall be send to the Representatives 48 hours prior to the commencement of the session at the latest.

**Article 161**  
**(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 for vote of no confidence or reconstruction in the Council of Ministers of BiH.

(2) The Council of Ministers of BiH has the right to respond to the motion and present its positions, and a debate shall be opened thereafter.

**Article 162**  
**(Voting)**

(1) After the debate, the proposal on no confidence or reconstruction shall be put up for voting.

(2) If the proposal is not adopted, other incentives related to the proposal may be voted upon.

(3) The Speaker shall inform the House of Peoples, the Council of Ministers of BiH and the Presidency of BiH on the voting on no confidence or reconstruction results and other incentives related thereto, if any.

**Section D. Removal of ministers or deputy ministers**

### **Article 163**

#### **(Initiating procedure for removal of ministers or deputy ministers)**

- (1) The Chair of the Council of Ministers of BiH may table the motion for removal of ministers or deputy ministers.
- (2) The motion referred to in paragraph (1) of this Article shall be presented to the Speaker of the House in writing, with reasoning.
- (3) The Speaker of the House shall immediately refer the motion to the Representatives and the House of Peoples.

### **Article 164**

#### **(Inclusion in the agenda)**

The motion for removal of ministers or deputy ministers shall be obligatorily included into the agenda of the House session within the deadline of not later than 30 days from the day the Speaker of the House receives from the Council of Ministers of BiH.

### **Article 165**

#### **(Explanation of the motion and debate)**

- (1) The Chair of the Council of Ministers of BiH shall have the right to explain his/her initiative at the House session, and a debate shall be opened thereafter.
- (2) The minister or deputy minister whose removal is proposed shall have the right to address the House.

### **Article 166**

#### **(Vote on confirmation of the removal of a minister or deputy minister)**

- (1) When the debate is concluded, the confirmation of the removal of a minister or deputy minister shall be put up for voting.
- (2) If the proposal is not confirmed, other incentives related to this proposal may be voted upon, if any.
- (3) The Speaker shall inform the House of Peoples, the Council of Ministers of BiH and the Presidency of BiH on the voting results and other incentives related thereto, if any.

## **CHAPTER VIII Resolutions and other documents**

### **Article 167**

#### **(Submitting proposals for resolutions)**

- (1) The House may express its opinion on the relevant political issues 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) Any Representative may submit a proposal of a resolution that shall be considered at the session of the House.

### **Article 168**

#### **(Debate and voting on the proposal of the resolution)**

- (1) The proponent of a resolution shall be allowed to speak for 20 minutes, whereas other participants in the debate may speak for 10 minutes.

- (2) The amendments to the proposed resolutions shall be tabled in writing, at any moment during the session.
- (3) Once the debate is over, the proposed amendments and the proposed resolution shall be put to vote.

**Article 169**  
**(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 which contains a principled opinion on some important issues considered by the House;
  - 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 pertaining to the implementation of laws;
  - d) The conclusion shall be understood to mean the document which shall be passed on 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 IX Information activities**

### **Section A. Representatives' questions and initiatives**

**Article 170**  
**(Representatives' questions and initiatives)**

- (1) The Representatives may ask questions and submit initiatives to the Chair and Representatives of the Council of Ministers of BiH or to other subjects regarding the issues falling within the scope of their responsibilities, particularly about the situation in certain areas of societal life and implementation of laws and other acts of the PABiH, i.e. on operation of the ministries and other bodies of the state administration.
- (2) Representatives' questions may be asked in oral or written form, whilst the initiatives may only be launched in a written form.
- (3) Representatives may also ask the Office of the High Representative for BiH questions in written form.

### **Section B. Questions and responses in oral form**

**Article 171**  
**(Questions in oral form)**

- (1) The Representatives may ask the Council of Ministers of BiH or certain Representative of the Council of Ministers of BiH questions orally, at the beginning of the first House session in a month, before debate on the agenda, in live TV broadcast.
- (2) The Representatives shall ask questions according to the order of their application.
- (3) A Representative may ask one question in duration of up to two minutes. The question must be short and clearly formulated and, as a rule, such that it can be responded to immediately and without preparation.
- (4) A Representative may say whether he/she is satisfied or unsatisfied with the response to the question, presenting the reasons in duration of up to one minute.
- (5) If he/she is unsatisfied with the response, a Representative may request that the response be communicated to him/her in written form within 15 days.

**Article 172**  
**(Asking questions)**

- (1) The Representatives shall announce asking Representatives' oral questions in written form not later than 24 hours before the beginning of the House session.
- (2) The announcement referred to in paragraph (1) of this Article shall be submitted to the Chair of the Council of Ministers of BiH and to the Representative of the Council of Ministers of BiH to whom it is directed, and shall mandatorily contain the name and surname of the Representative who wishes to ask a question orally, indication who shall be asked the question and indication to which area questions pertains to.
- (3) The Chair of the Council of Ministers of BiH shall be bound to ensure the attendance of at least one-half of the Representatives of the Council of Ministers of BiH at the House session at the time specified for oral questions.

**Article 173**  
**(Responses to questions)**

- (1) A member of the Council of Ministers of BiH to whom the question is directed shall be bound to answer the asked question at the same session it was asked or to state the reasons due to which he/she cannot answer the question. In that case he/she shall be bound to give an oral answer to the question asked at the first subsequent House session at the time specified for oral questions.
- (2) The response to the question asked should last up to two minutes.

**Section C. Questions in written form and initiatives**

**Article 174**  
**(Asking questions and submitting initiatives)**

- (1) A Representative may ask a question and submit an initiative in written form through the Speaker of the House.
- (2) When a question is formulated in accordance with paragraph (1) of this Article, the Speaker shall forward the question and initiative to the one it has been directed to.
- (3) At the beginning of every House session, the Speaker shall inform the House which Representatives asked questions and to which questions did they have the answers.

**Article 175**

**(Responses in written form)**

- (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) A written response must be submitted within 30 days from the day when the question was asked the one it was directed to.
- (3) If the Council of Ministers of its Representative cannot respond within the deadline referred to in paragraph (2) of this Article, they shall be bound to inform the Representative through the Speaker on reasons because of which they cannot do it and on the time when they shall deliver the response.
- (4) When the Speaker receives the response, he/she shall forward the copy of it to all Representatives. The Speaker shall give opportunity to the Representative asking for the response in written answer to say if s/he is satisfied with the response provided. If the Representative is not satisfied with the response, he/she may ask additional question in written form.

**Section D. Joint session of the Houses – questions and responses**

**Article 176**

**(Joint session of the Houses – questions and responses)**

- (1) At least once a year the Joint Collegium shall organize a special joint session of both Houses on the subject: “Representatives and Members Ask – the Council of Ministers of BiH Responds”.
- (2) For these sessions in form of a dialogue, conditions for live television and radio coverage shall be ensured for the purpose of transparency of work 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 Representative shall have the right to ask one question and reply to a rebuttal of up to three minutes. 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 177**

**(Procedure at the joint session)**

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



## **Section E. Interpellation**

### **Article 178 (Submission and consideration)**

- (1) An interpellation is an issue with which the debate shall be opened on the work of the Council of Ministers of BiH as a whole, or on certain decisions of the Council of Ministers of BiH, or on certain ministries, and the implementation of a defined policy and laws.
- (2) The interpellation may also be submitted when a Representative is not satisfied even with the subsequent additional written response of the Council of Ministers of BiH to the question asked, and question and answer indicate that there are particularly justified reasons to open debate on them in the House.
- (3) The interpellation may be submitted by eight Representatives to the Speaker of the House in written form. The issue to be considered must be clearly presented and explained in it.
- (4) The Collegium of the House shall consider the interpellation submitted in writing and it shall submit it to the one it is addressed to.

### **Article 179 (Inclusion of the interpellation in the agenda)**

- (1) After the interpellation is sent to whom it is addressed, the interpellation shall be included into the agenda of the session of the House within 30 days from the day of its submission.
- (2) Only one interpellation may be included in the agenda of a session.

### **Article 180 (Debate on the interpellation)**

- (1) The representative of the interpellants shall be allotted 30 minutes maximum to explain the interpellation. Then, for the same duration, the floor shall be given to the person to whom the interpellation is addressed. Thereafter other Representatives may, at their own request, intervene in duration of 10 minutes maximum. The same rule shall apply to an interpellant and to the person to whom the interpellation is addressed.
- (2) The interpellants may withdraw the interpellation by the conclusion of the debate.

### **Article 181 (Adoption of an interpellation with required measures)**

After the debate, the House shall take a position on the issue raised by the interpellation and proposed conclusions, determine the measures for solving the problem and, as need may arise, determine the responsibility for the situation that have arisen.

## **CHAPTER X Relations with other institutions**

### **Section A. Presidency of BiH**

#### **Article 182 (Notifying the Presidency of BiH on the House sessions)**

- (1) The Speaker shall invite the Presidency of BiH to each House session.
- (2) At the sessions on which the proposals of laws proposed by the Presidency of BiH are considered or on which the issues falling within the responsibility of the Presidency of BiH

are being solved, the presence of at least one Representatives of the Presidency shall be mandatory.

- (3) The Presidency of BiH, through their representatives, shall take part in the House sessions referred to in paragraph (2) of this Article and it shall have the right and obligation to take part in debate at any time.

### **Article 183**

#### **(Informing House on issues falling within responsibility of the Presidency of BiH)**

- (1) At their own request or at the request by the House, the Presidency of BiH shall present, at a House session, its positions and shall inform the House 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 guidelines in regard to the relevant policy.
- (4) The Presidency of BiH shall, in accordance with the Constitution of BiH, at least once annually submit the report on its expenditures to the House.

## **Section B. Council of Ministers of BiH**

### **Article 184**

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

Within its rights and duties referred to in the Constitution of BiH and law, the Council of ministers of BiH:

- a) May submit proposals of laws to the House and communicate opinions on proposals of laws it is not proponent of;
- b) May request convening of a House session to consider an issue it wishes to present its position about and to obtain the opinion or position of the House;
- c) Through its representative, it shall be bound to participate in the sessions of the House and committees of the House, and by invitation, in the sessions of the Collegium;
- d) Shall have the right and obligation to intervene in debates;
- e) May request to include an item into the agenda of the House session. In that case, the requested item shall be included into the agenda of the House session; and
- f) May request postponement of the debate only on one non-mandatory agenda item in order to take its position and present it at the next session. In that case, the requested item shall be removed from the agenda of the House session.

### **Article 185**

#### **(Representation of the Council of Ministers of BiH)**

- (1) The Council of Ministers of BiH shall be in the House represented by its Chair or one or more of its Representatives, unless provided otherwise by these Rules of Procedure or law.
- (2) Ministers may be represented by their Deputies and, if the presence refers to the committee sessions, Assistant Ministers, unless otherwise specified by these Rules of Procedure or law.

### **Article 186**

**(Notifying the Council of Ministers of BiH on the House and committee sessions)**

The House and its committees shall notify the Council of Ministers of BiH on time of holding their sessions so that the representatives of the Council of Ministers could participate in those sessions.

**Article 187**

**(Informative activities before committees)**

- (1) The Representatives of the Council of Ministers of BiH shall, at their own request or at the request of an authorized committee, come to the committee session for the purpose of informing about a given issue.
- (2) The committee may request that the Representatives 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 guidelines in regard to the relevant policy of the Ministry.
- (4) The committee may launch a procedure for the establishment of the Representative's responsibility if the invited Representative of the Council of Ministers of BiH:
  - a) fails to respond to the invitation by the committee;
  - b) fails to submit the required information to the committee;
  - c) submits incomplete or incorrect information to the committee.

**Article 188**

**(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, the House may present its political position on the submitted report by a resolution.

**Section C. Other institutions**

**Article 189**

**(Cooperation with other institutions of BiH)**

Rights and duties, as well as the cooperation of the House with other institutions of BiH, shall be carried out in compliance with the Constitution of BiH, laws and these Rules of Procedure.

**CHAPTER XI Internal regulatory activities**

**Article 190**

**(Amendments to the Rules of Procedure)**

The House may, at the proposal by any Representative, amend these Rules of Procedure in compliance with the Constitution of BiH, using the procedure applied to making decisions under Article IV, paragraph 3 (d) of the Constitution of BiH, and provisions of these Rules of Procedure.

### **Article 191**

#### **(Regulating issues by conclusions)**

- (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 paragraph (1) of this Article.
- (3) A conclusion shall be binding, until it is differently regulated by the Rules of Procedure. Conclusions shall be applied from the day of adoption, unless provided otherwise.

### **Article 192**

#### **(Conclusions of the committees)**

The committees may adopt conclusions for the same purpose as referred to in Article 191 of these Rules of Procedure and also on issues from within their own scope of responsibilities. Such conclusions shall be subordinate to the conclusions of the House.

## **CHAPTER XII Miscellaneous**

### **Article 193**

#### **(Appointment of Representatives to the parliamentary delegations)**

- (1) Prior to the appointment of the Representatives of the Parliamentary Assembly of BiH who will take part in parliamentary assemblies of international organizations or in international institutions, the Collegium, in cooperation with the Collegium of the House of Peoples, shall define the number of Representatives to be selected in both Houses. The Collegium shall attempt to find a proportional formula which will reflect the overall composition of the Parliamentary Assembly of BiH, having consideration for the criterion of appropriate gender representation.
- (2) The House shall appoint its Representatives who should take part in parliamentary assemblies of international organizations or in international institutions, and shall ensure that they reflect the overall composition of the House. The Collegium of the House shall ensure with the assistance of the Secretariat of the Parliamentary Assembly of BiH that the required conditions exist for the execution of planned international activities of the permanent and interim parliamentary delegations.
- (3) The delegation shall be bound to select, within seven days after the appointment of its Representatives, its chairman and two deputies and shall define a work program and inform the House thereof.
- (4) The delegation shall adopt its rules of procedure which will regulate in detail the rights and duties of the chairman, deputy chairmen and Representatives of the delegation, relation with the House, the method of submission of reports and other issues relevant for the delegation's work.

### **Article 194**

#### **(Groups of friendship)**

In accordance with the criteria defined in Article 193 of these Rules of Procedure, the House may appoint its Representatives to the groups of friendship with other countries.

### **Article 195**

#### **(Consultations with newly appointed representatives of BiH)**

(1) The competent authorities of Bosnia and Herzegovina conducting the nomination procedure for the representatives of Bosnia and Herzegovina in the membership in international institutions shall, when drawing up a membership list, hold consultations in the House.

(2) The consultations, before the House declares its position, shall be carried out at the session of the Joint Collegium and the Commission for European Integration.

#### **Article 196**

##### **(Use of languages)**

(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 languages, written in Latin and Cyrillic scripts. The laws, constitutional amendments, the rules of procedures, conclusions and resolutions shall be written and published in the same way.

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

#### **Article 197**

##### **(Treatment of confidential materials)**

The Houses shall prescribe by their decisions the method of treating confidential materials. The Representatives 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 198**

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

The State anthem shall be played, and the coat-of-arms and flag of BiH shall be displayed in the conference rooms of the House and in the premises of the people's caucuses, pursuant to the law.

### **CHAPTER XIII Secretariat of the Parliamentary Assembly of BiH**

#### **Article 199**

##### **(Establishment of the Secretariat of the Parliamentary Assembly of BiH)**

(1) The House shall establish, jointly with the House of Peoples, the Secretariat of the Parliamentary Assembly of BiH.

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

#### **Article 200**

##### **(Appointment of the Secretary of the House)**

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

#### **Article 201**

##### **(Appointment of the Secretary of the Joint Service of the Parliamentary Assembly of BiH)**

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

**Article 202**  
**(Rights and duties of the Secretary of the House)**

(1) The Secretary of the House shall:

- a) assist the Collegium and the Speaker of the House in discharging their duties;
- b) ensure the taking and keeping the minutes of the sessions of the House, Collegium and committees of the House;
- c) ensure the taking and keeping the minutes of the joint sessions of both Houses and Joint Collegium together with the Secretary of the House of Peoples;
- d) ensure the taking and keeping the minutes of the sessions of the sessions of joint committees together with the Secretary of the House of Peoples;
- e) together with the Secretary of the Joint Service of the Secretariat of the Parliamentary Assembly of BiH take care of releasing the publications of the House, and together with the Secretary of the House of Peoples, take care of releasing the publications of the Parliamentary Assembly of BiH;
- f) take care of realization of the conclusions of the House;
- g) together with the Secretary of the Joint Service of the Secretariat of the Parliamentary Assembly of BiH and Secretary of the House of Peoples be responsible for the work of the Secretariat of the Parliamentary Assembly of BiH;
- h) take care of preserving and affixing the stamp, publishing and distribution, on a case-by-case basis, of the laws and other regulations passed by the House; and
- i) have other rights and duties defined in these Rules of Procedure and other duties assigned to him/her by the Collegium, the Speaker and the House.

(2) In case the Secretary of the House is unable to attend sessions of the House, the Speaker of the House shall be assisted in chairing sessions by a civil servant of the Secretariat of the Parliamentary Assembly of BiH designated by the Collegium, at the proposal of the Secretary of the House.

**CHAPTER XIV Transitional and final provisions**

**Article 203**  
**(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 204**  
**(Law proposals already introduced in the parliamentary procedure)**

The procedure in relation to the proposed laws 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”, nos. 33/06, 41/06, 81/06, 91/06, 91/07, 87/09 and 28/12).

**Article 205**

**(Law proposals introduced in the procedure during the previous parliamentary term before the election)**

(1) The procedure with the laws and other acts, whose authorized proponents are the Bosnia and Herzegovina Presidency, Bosnia and Herzegovina Council of Ministers and the House of Peoples, and which were submitted before the sitting of the House expired, shall continue in the new sitting of the House in the legislative procedure the proposed law or other act was considered in the preceding sitting.

(2) The procedure with the proposals of the laws and other acts whose proponents are the Representatives from the preceding sitting of the House shall not proceed unless some of the Representatives from the new sitting take over the role of a proponent of the proposal of a law or other act.

**Article 206  
(Non-discrimination)**

Terms that are, for the sake of clarity, presented in one grammatical gender in this document, shall without discrimination apply to both males and females.

**Article 207  
(Cessation of effectiveness)**

The Rules of Procedure of the House of Representatives of the Parliamentary Assembly of BiH ("Official Gazette of BiH", nos. 33/06, 41/06, 81/06, 91/06, 91/07, 87/09 and 28/12) shall cease to be effective on the day on entry into force of these Rules of Procedure.

**Article 208  
(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 Bosnia and Herzegovina", and shall apply from the beginning of the term of the new sitting of the House.