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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”, 33/06, [91/06](#)
(Corrigenda)**

NOTE: According to Changes and Amendments to the Rules of Procedure of the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina, published in the “Official Gazette of Bosnia and Herzegovina”, 41/06 (5/30/2006), Article 186 of the Rules of Procedure of the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina (“Official Gazette of Bosnia and Herzegovina”, 33/06), shall be changed to read as follows: “On the day of application of this Rules of Procedure shall cease to be applied the Rules of Procedure of the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina, published in the “Official Gazette of Bosnia and Herzegovina”, 20/00”. In Article 187 of the Rules of Procedure of the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina (“Official Gazette of Bosnia and Herzegovina”, 33/06), at the end of the text, the full stop shall be replaced with a comma and the new wording shall be added to read as follows: “...and shall apply from the beginning of the term of the newly elected chamber.”

NOTE: [Amendments to the Rules of Procedure of the House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina was published in the “Official Gazette of Bosnia and Herzegovina”, 81/06.](#)

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, at its 72nd session, held on January 16, 2006, passed the following

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

CHAPTER I - Constituting the House

**Article 1
(Constituting the House)**

The House of Representatives of the Parliamentary Assembly of Bosnia and Herzegovina (hereinafter referred to as: House) shall be organised and it shall work in accordance with the Constitution, Law and these Rules of Procedure.

**Article 2
(Constituent assembly)**

1. The House shall be constituted by holding the first session of the new mandate.
2. Upon the elections, the previous Collegium shall call for the first session of the House, unless otherwise regulated by Law.
3. Until the Chair is elected, the first session shall be chaired by the most senior elected Representative, as the interim Chair.
4. After opening of the first session, the interim Chair shall read the roll of the elected Representatives.

**Article 3
(Solemn declaration)**

The Representatives shall take office by jointly making and individually signing the following solemn declaration: "I hereby declare that I shall conscientiously exercise the duties entrusted to me, respect the Constitution of Bosnia and Herzegovina, fully implement the General Framework Agreement for Peace in Bosnia and Herzegovina, protect and advocate human rights and fundamental freedoms, and protect the interests and equality of all peoples and citizens."

**Article 4
(Election of the Collegium of the House)**

1. After the representatives have made the declaration, the House shall elect from among its members a Serb, a Bosnian and a Croat to serve as the Chair, first Deputy Chair and second Deputy Chair of the House. The Chair can not be from the same constituent people as the Chair of the BIH Presidency and the Chair of the BIH Council of Ministers.
2. Any elected representative shall have the right to propose a candidate to fill these positions. If there are two or more candidates for the same position, the order of candidates shall be determined by lottery. The voting shall take place after determining the list of candidates for each position.
3. In the first round of voting, the first voting shall be for the Chair, than for the first Deputy

Chair and at the end for the second Deputy Chair. The procedure shall be opposite in the second round of voting.

4. If there are several candidates for one position and none of them receive the required majority, or if they receive the same number of votes, the voting shall be repeated for two candidates who received the majority 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 receives the required majority, the entire voting procedure shall be repeated.

Article 5 (Establishing Representatives' Caucuses)

1. Within the following seven days, the Representatives shall establish caucuses, in accordance with Article 16 herein. Each caucus shall provide the Chair with a list of its members, signed by each, including the official name of the caucus and the name of its chair and deputy chair.
2. The Chair and Deputy Chair 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)

Within seven days after the expiration of deadline referred to in the previous Article, the House shall decide, upon proposal of Caucuses, on membership in the Committees of the House according to the Article 30.

CHAPTER II - Representatives and Caucuses

Section A - Rights and Duties of Representatives

Article 7 (Participation in the work of the House sessions and Committees)

1. A representative shall have the right and duty to attend the sessions of the House and the sessions of the working Committees of the House of which she/he is a member. She/he shall participate in their work and decision making that guarantee the implementation of Constitutional competencies of BIH Institutions.
2. In order to realise her/his functions each representative may also participate, without the right to vote, in the work of the working Committees of which she/he is not a member.
3. A representative who is prevented from attending a session of the House, or the session of the Working Committee of the House, that she/he is a member of, or if she/he needs to leave during the session, she/he shall be obliged to timely inform the Chair of the House or the Chair of the Working Committee, and present reasons for his/her absence.

Article 8 (Initiatives by Representatives)

A Representative shall have the right to initiate the adoption of amendments to the BIH Constitution, 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 her/his participation in the activities of the House, the representative shall be timely informed, in accordance with Rules of Procedure, that a session is convened, and he/she shall be provided with appropriate materials.

Article 10
(Right to freedom of expression)

1. Representatives shall have the right to freedom of expression.
2. Representatives shall be obliged to address issues of political and public interest.
3. Rights and duties referred to in previous paragraphs of this Article shall be exercised at the speaker's platform of the Parliamentary Assembly of Bosnia and Herzegovina, at public gatherings organised by authorities or non-governmental organisations, and in the media.

Article 11
(Obligation of confidentiality)

1. Representatives shall be obliged to keep state, military, official or business secrets and confidential data and they shall be held accountable for it.
2. Before distributing materials to representatives, the Chair of the House and the chairs of the working Committees of the House shall decide, in cooperation with the submitter, on the level of confidentiality of such materials, in accordance with the Law.
3. Paragraph 1. of this Article shall also refer to the materials sent to the House by the Council of Ministers and other authorities of Bosnia and Herzegovina which are designated as state, military, official or business secret, as stipulated by law or other regulations passed on the basis of the law.
4. Upon recommendation of the Committee for Constitutional and Legal Affairs and after conducting a discussion, the House may revoke immunity of any Representative who breaches the rules defined in paragraphs 1 to 3 of this Article. After revoking the immunity, relevant court procedure may be initiated.
5. The Committee for Constitutional and Legal Affairs may give a recommendation to the House to revoke the immunity, if such request is made by the House Collegium, one of the permanent bodies of the House, or at least by one Caucus.

Article 12
(Employment and legal status of Representatives)

1. Representatives, who have the status of permanent staff to the House, shall have the right to salary and other compensations, in accordance with the law and decisions of the Joint Committee for Administrative Affairs. All Representatives shall have the right to receive Representatives' fee, and the right to compensation of certain material costs.
2. At the recommendation of the Collegium, the House shall adopt a conclusion establishing

criteria according to which a Representative, in the capacity of an elected official, shall have the status of permanent staff within the House.

Article 13 (Representatives' ID cards)

1. Representatives shall be issued a representative's ID and a numbered voting card, for the use of which they shall be responsible. Representative's ID and voting card may not be given to any other person or representative.
2. The representative's ID shall contain the first and the last name of the representative, the immunity right of the representative, and any other rights as stipulated by law.
3. The contents, form and the manner of keeping the record of representatives' IDs and voting cards with the number shall be defined by the Collegium of the House. The Secretary to the House shall be responsible for their issuance and for keeping record thereof.

Article 14 (Responsibilities of Representatives)

1. In accordance with the Constitution of BiH and the law, Representatives shall not be held criminally or civilly liable for any acts carried out within the scope of their duties in the Parliamentary Assembly of BiH.
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)

1. A representative shall have the right to resign from his office. The resignation shall be submitted to the Chair of the House in writing, or verbally at the session of the House, unless otherwise stipulated by the Election Law.
2. Representatives, including the representative who resigned, may request an immediate discussion on the resignation. If the representative, after the discussion, still persists in his/her resignation, the Chair shall notify the competent body established by law about the resignation, in order to conduct his/her substitution.

Section B - Caucuses

Article 16 (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 who have not entered any specific caucus may be members of the mixed caucuses. The rights and duties of mixed caucuses shall be the same as those of all other caucuses.
4. Independent Representatives shall have the same rights and duties as Representatives who are members of caucuses.

Article 17
(Management and organization of caucuses)

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

Article 18
(Conditions for work of caucuses)

In order to create optimal conditions for participation of caucuses in activities of the House, the Joint Committee for Administrative Affairs shall decide and report annually to the House on the allocation of financial resources, office space as well as administrative, technical and other services for caucuses' work.

CHAPTER III – Organisation of the House

Section A – Collegium of the House, Extended Collegium of the House, and Joint Collegium of both Houses of the PABiH

Article 19
(Collegium of the House)

1. The Collegium shall be composed of the Chair, First Deputy Chair and Second Deputy Chair of the House.
2. In case the post of the Chair, first Deputy Chair or second Deputy Chair remains vacant, the House shall elect one of its members from the same constituent people as the absent Chair or Deputy Chair to fill the vacancy.

Article 20
(Duties of the Collegium)

1. The Collegium shall be responsible for:
 - a) exercising the rights and duties of representatives related to their function, and drafting the proposed criteria regulating the rights and duties of professional representatives;
 - b) co-operation with the House of Peoples, including holding a joint plenary session of both Houses upon its own request or the request of the Collegium of the House of Peoples, and for holding joint sessions of the Collegia;
 - c) realisation of the House's rights and duties toward the Presidency of Bosnia and Herzegovina, Council of Ministers of Bosnia and Herzegovina in accordance with the Constitution of BiH, Law and these RoP;
 - d) considering initiatives and proposals submitted to the House in view of their harmonisation with these RoP;
 - e) deciding which committee is competent to consider a proposed law or other initiatives;
 - f) deciding on the official stamp of the House to be affixed on any approved act;
 - g) co-operation with political parties, organisations and associations of citizens;
 - h) deciding on interpretation of these RoP, until this issue is regulated by the House;
 - i) exercising other competencies as granted by these RoP.

Article 21
(Convening sessions and Collegium decision making)

1. A session of the Collegium shall be convened by the Chair, upon request of any of its members.
2. The Collegium shall adopt its decisions by consensus. 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 Collegium shall work in an extended form with the participation of a representative of each caucus on the following:
 - a) Consultations regarding the preparation of plenary sessions, wherein it shall decide on obligatory and other possible agenda items;
 - b) Consultations regarding the preparation of a possible work plan;
 - c) Deciding on the duration of discussions on issues that are on the agenda, but are not of legislative character;
 - d) any other issues that could influence the functioning of the House.
2. The Extended Collegium shall make every effort to adopt decisions by consensus. If efforts to reach such a consensus fail, decisions shall be adopted by the Collegium, by a consensus.
3. Representative of the BIH CoM shall be invited to attend the session, or a part of the session, of the Extended Collegium, to participate in discussion pertaining to issues referred to in paragraphs 1.a) and b) of this Article. The opinion of the representative of the CoM shall not bear weight when making final decisions.

Article 23
(Convening sessions of the Extended Collegium)

The Extended Collegium shall convene according to the working plan, upon request of the Chair, Deputy Chair or one of the caucuses.

Article 24
(Invitations to sessions of the Extended Collegium)

Chairs of working Committees of the House and other persons invited by the Chair, without voting rights, shall be invited to attend the sessions of the Extended Collegium, as required.

Article 25
(Joint Collegium of both Houses)

1. Sessions of the Joint Collegium of both Houses shall take place at least once a month.
2. The Joint Collegium shall be alternately chaired by the chairs of Houses. The first session of the Joint Collegium shall be convened by chairs of both Houses. The following session shall be convened by the chair of the House chairing the session.
3. The Joint Collegium shall pass its decisions by a consensus. If efforts to reach a consensus fail, the final decision shall be rendered by the Houses.
4. If so decided, representatives of clubs and caucuses may participate in the work of the Joint Collegium.
5. The Joint Collegium shall be competent for:

- a) initiating and coordinating inter-parliamentary cooperation;
- b) appointing members of interim delegations participating in inter-parliamentary meetings, and informing clubs and caucuses thereof;
- c) deciding on the method and deadlines for discussions on decisions requiring approval of both Houses;
- d) determining criteria for election of members of permanent delegations of PABiH;
- e) convening and organizing joint sessions of both Houses of PABiH;
- f) convening joint meetings with the Council of Ministers of BiH;
- g) appointing the Secretary of Joint Services and Secretaries of Joint Committees of both Houses in accordance with the Decision on Organization of the Secretariat of the Parliamentary Assembly of BiH;
- h) carrying out other tasks assigned by the Houses, as determined by Rules of Procedure of the Houses.

Section B – Chair of the House

Article 26

(Rotation of chairpersons and chairing the sessions)

1. The post of the Chair shall automatically rotate, without voting, every eight months starting from the day of the election of the Chair.
2. If the Chair is temporarily prevented from attending sessions of the House, the first Deputy Chair shall perform his duty. If the latter is also temporarily absent, the second Deputy Chair shall perform the duty of the Chair.

Article 27

(Duties of the Chair)

1. The Chair of the House shall:
 - a) represent the House;
 - b) take part in the preparation of, convene and chair sessions of the House;
 - c) take part in the preparation of, convene and chair sessions of the Collegium;
 - d) initiate the debate on issues within the competencies of the House;
 - e) direct the debates, give the floor to participants in the debate and rule them out of order, according to the Rules of Procedure;
 - f) limit the duration of discussion related to one or more issues when needed, in order to ensure consideration of the entire agenda;
 - g) take all measures needed to secure a peaceful and orderly debate, including adjournment for a short period of time;
 - h) ensure application of these Rules of Procedure;
 - i) ensure application of the principle of transparency of work of the House and working Committees of the House;
 - j) ensure the exercising of rights and duties of Representatives in the House with regard to the execution of their function within the terms of reference of the House;
 - k) sign laws and other documents adopted by the House;
 - l) issue instructions to the Secretary of the House with regard to the execution tasks and duties;
 - m) carry out other duties in accordance with the decisions of the House.
2. In exercising the above powers, the Chair shall hold consultations with the Deputy Chairs.

Section C – General provisions on the Committees of the House

Article 28 (Committees)

The House shall establish permanent and temporary committee of the House and joint permanent and temporary committees of both Houses of the Parliamentary Assembly of BiH (hereinafter referred to as: PABiH).

Article 29 (Temporary committees of the House)

1. At the proposal of a representative or caucus, the House may adopt a conclusion establishing temporary committees of the House:
 - a) for considering the enforcement or preparation of a certain document or issue;
 - b) investigative committees.
2. The proponent shall be obliged to recommend objectives and tasks.
3. The tasks and the composition of the committee shall be determined by a conclusion of the House.

Article 30 (Number and structure of members, Chair, and hiring experts in the committees)

1. Permanent committees shall comprise nine members, while temporary committees may comprise up to nine members. Filling up committees shall be proportionate to the size of caucuses in the House, two thirds of whom shall be elected from the territory of the Federation BiH, while one third shall be elected from the territory of Republika Srpska.
2. The committees shall elect the Chair, First and Second Deputy Chair from amongst their members. They shall be elected from the ranks of the three constituent peoples.
3. Committees may request occasional assistance by experts from the list confirmed by both Houses of PABiH. The public competition shall be advertised and implemented by administrative services of the Secretariat of PABiH, on the basis of criteria established by the Joint Committee for Administrative Affairs.
4. The Joint Committee for Administrative Affairs shall determine and propose to the House the list of experts, harmonised with competent committees.

Article 31 (Duties of the committee)

1. Committees shall render opinions, submit proposals and reports to the House and exercise other duties as provided by these Rules. Committees shall decide on issues that are delegated to them by the House, with the exception of competencies for adoption of laws which cannot be delegated to the committees.
2. The committee shall submit an activity report to the House once a year.

Article 32
(Organization of work of committees)

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

Article 33
(First and Second Deputy Chair of the committee)

1. If the Chair of the working Committee is unable to attend sessions of the working committee, the first Deputy Chair shall perform his duty. If the latter is absent, the second Deputy Chair shall perform the duty of the Chair.
2. If the position of the Chair of the working Committee or one of his Deputies remains vacant, the working Committee shall designate one of its members to temporarily fill the vacancy, and it shall inform the House thereof.

Article 34
(Convening the committee sessions)

1. A session of the working Committee shall be convened on the personal initiative of its Chair and following the proposal of: the Collegium and Extended Collegium, deputy chairs of that Committee, or at least one third of the members of the working Committee, as in Article 31, paragraph 1 herein.
2. The chair shall convene a session of the working Committee, five days before the holding of the session, unless there are justified reasons to convene it in a shorter period. Materials pertaining to the agenda shall be distributed to representatives in a timely manner.
3. If the chair of the working Committee fails to convene a session when he is required to, the session shall be convened by one of the deputy chairs of the working Committee.
4. Members 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.

Article 35
(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 79 and Article 80 herein, given that efforts to reach an agreement are made by the Chair, First and Second Deputy Chair.

Article 36
(Cooperation with other committees and bodies)

1. The working Committee shall co-operate with other working Committees of the House and appropriate bodies of the House of Peoples on issues of common interest.
2. In exercising duties within the scope of its competencies, the working Committee may co-operate with appropriate bodies of the BIH Presidency, BIH Council of Ministers, Entity parliaments and all other bodies and institutions at all levels of government, as well as

with groups of citizens.

Article 37
(Method of work of committees)

1. The committee may:
 - a) conduct public or closed hearings;
 - b) invite and conduct interviews with witnesses from any institution in BiH, and may request them to answer any questions and present all facts and information, including those that are considered a state secret. False or inaccurate statements given to the committee shall be treated in line with applicable legislation;
 - c) request reports from any elected and appointed official, employee or institution;
 - d) request assistance from auditors;
 - e) request assistance from independent experts outside of BiH institutions.
2. Committee may hold joint public or closed hearings with another competent committee.

Article 38
(Sub-committees, working groups)

For the purposes of studying certain issues within its competencies, compiling a report or preparing a law, the working Committee may establish a sub-committee or working group and define its terms of reference.

Article 39
(Procedures)

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

Section D - Permanent working committees of the House

Article 40
(Permanent committees)

1. The House shall have the following permanent working Committees for:
 - a) Constitutional and legal affairs;
 - b) Foreign affairs;
 - c) Foreign trade and customs;
 - d) Financial and budget issues;
 - e) Transport and communications;
 - f) Gender equality.

Article 41
(Committee for Constitutional and Legal Affairs)

1. The Committee for Constitutional and Legal Affairs shall:
 - a) monitor compliance with the Constitution of Bosnia Herzegovina;

- b) consider the issues significant for the constitutional order of Bosnia Herzegovina and launch the initiative for amendments to the Constitution of BiH;
 - c) examine and provide opinions on proposals for amendments to the Constitution of BiH to the House;
 - d) **conduct** public debate on proposals of amendments to the BiH Constitution or draft laws, and inform the House on the results of the public debate;
 - e) consider proposed laws to be adopted by the House, in terms of their harmonisation with the BiH Constitution and legal system, as well as in terms of legal processing, and present to the House the report together with opinion, proposals and legal and technical corrections of evident errors in the text;
 - f) consider the issues of legislative methodology and other issues of importance for harmonisation of legal and technical processing of acts to be adopted by the House;
 - g) submit opinions to the Bosnia Herzegovina Constitutional Court;
 - h) participate in preparing the work program for legislative activities of the House;
 - i) finalize, together with the appropriate committee of the House of Peoples, the clarified text of laws and other regulations, when and if so authorised by both Houses of the PABiH;
 - j) consider proposals to suppress immunity rights and in this respect shall propose adequate decisions to the House.
2. The Committee shall consider issues in the fields of: legal system, election system, the Council of Ministers, national holidays, coat of arms, flag, national anthem and seals of Bosnia Herzegovina, state administration, enforcement of international and domestic criminal laws, and other issues under the House's competence that are not covered by the scope of activities of other working Committees.

Article 42
(Committee for foreign Affairs)

1. The Committee for Foreign Affairs shall:
- a) monitor the conduct of foreign policy by the BiH Presidency and the Council of Ministers of BiH;
 - 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 BiH Parliamentary Assembly in inter-parliamentary institutions; and
 - g) consider granting and revoking consent to the ratification of international treaties.
2. The Committee shall also consider other issues in the field of international and foreign affairs.

Article 43
(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 44
(Committee for Financial and Budget Issues)

1. The Committee for Financial and Budget Issues shall consider the following issues:
 - a) Central Bank;
 - b) external debt;
 - c) financing the institutions of BiH
 - d) fiscal and credit policy
 - e) banking, with the exception of banking policy;
 - f) functioning of financial institutions at the level of Bosnia Herzegovina;
 - g) regulations in the field of finances and budget;
 - h) considering the budget, budget execution and control of budget execution;
 - i) considering decisions on debt accumulation, debt reprogramming and other liabilities of Bosnia Herzegovina;
 - j) reports of Office for Auditing the Institutions of BiH;
2. The Committee shall also consider other issues in the field of economy, finances and budget.

Article 45
(Committee for Transport and Communications)

1. The Committee on Transport and Communications shall consider the issues concerning:
 - a) travel documents;
 - b) residence and movement of foreigners;
 - c) relations with Interpol;
 - d) establishment and functioning of common and international communications;
 - e) regulation of inter-entity transport;
 - f) air traffic control;
 - g) frequency control.
2. The Committee shall also consider other issues in the field of transport and communications.

Article 46
(Committee for Gender Equality)

1. The Committee for Gender Equality shall consider the following issues:

- a) exercising gender equality rights in BiH, in particular concerning the promotion of status of women in BiH;
 - b) encouraging activities in BiH institutions regards the implementation of the action platform of the Beijing declaration (IV World Conference on Women, Beijing 1995) in 12 critical spheres;
 - c) encouraging and co-ordinating activities with the Entity Parliaments in promoting the status of women and implementing of the action platform of the Beijing declaration;
 - d) discussing proposed laws and other regulations from the gender equality perspective and preventing discrimination against women;
 - e) discussing proposals, documents and reports of the BIH institutions dealing with gender equality and implementation of the action platform of the Beijing declaration in general, i.e in individual areas;
 - f) discussing and preparing BiH delegation to participate in international meetings dealing with Beijing declaration (UN, Stability Pact, etc.).
2. The Committee is responsible for other questions concerning the implementation of gender equality.

Part E – General Provisions on Joint Committees

Article 47

(Joint Committees of both Houses)

1. Joint Committees shall present their opinions, proposals and reports to the Houses, and conduct other activities as stipulated by the Rules of Procedure of both Houses. Joint Committees shall decide on issues delegated to them by the Houses, with the exception of competencies for adoption of laws which cannot be delegated to the Joint Committees.
2. At the proposal of representatives, delegates and their caucuses, the Houses may, by a conclusion, set up interim joint committees in the aim of monitoring, considering, and investigating specific issues, and for preparing and presenting proposals for adoption of laws or other documents under the competencies of both Houses.

Article 48

(Number and structure of members, Chair and hiring experts in joint committees)

1. Joint Committee shall comprise twelve members, six of which shall be elected from the House and six from the House of Peoples, given that 2/3 of members are elected from the territory of the Federation BiH and 1/3 from the territory of Republika Srpska.
2. The first session of Joint Committee shall be convened by the Speakers of both Houses.
3. The Joint Committee shall, amongst its members, elect its Chair, First and Second Deputy Chair, and they shall be elected from the ranks of the three constituent peoples. The Chair and the First Deputy Chair cannot be from the same House.
4. Joint Committees may occasionally request expert assistance, as provided by Article 30, paragraph 3 of the Rules of Procedure.

Article 49

(Definition of a quorum and decision-making method of joint committees)

1. Seven committee members shall make a quorum for the committee's work, given that at least one half of the total number of committee members are from each House, and provided

that the said majority includes at least one representative from each of the constituent peoples in the House of Peoples.

2. Joint Committees shall adopt decisions by a simple majority, provided that the said majority includes at least 1/3 of members of each House and one representative of each constituent people. Notwithstanding the above provision, when adopting final decisions, the Joint Committee for Administrative Affairs shall apply Article 79 of the Rules of Procedure, which stipulates a mandatory entity majority, provided that efforts to reach a consensus are made by the Chair, First and Second Deputy Chair.

Article 50
(Reports of Joint Committees)

Joint Committee shall submit a report on its activities as deemed necessary, and at least once a year.

Article 51
(Structure of membership and chairpersons in the Houses)

In Joint Committees, the Houses shall have ½ each, and at least 1/3 of chairpersons.

Article 52
(Application of provisions of the RoP of Houses to the Joint Committees)

In its work, Joint Committee shall apply other general provisions of the Rules of Procedure of both Houses pertaining to the work of committees.

SECTION F – Standing Joint Committees

Article 53
(Standing Joint Committees)

The Houses shall have the following Standing Joint Committees:

- a) Joint Committee for Defense and Security of BiH;
- b) Joint Security and Intelligence Committee for Supervision of the Intelligence and Security Agency of BiH;
- c) Joint Committee for Economic Reform and Development;
- d) Joint Committee for European Integration;
- e) Joint Committee for Administrative Affairs;
- f) Joint Committee for Human Rights, Rights of Children, Youth, Immigration, Refugees, Asylum and Ethics.

Article 54
(Joint Committee for Defense and Security)

1. Joint Committee for Defense and Security of BiH shall:
 - a) consider and monitor the implementation of security and defense policy of BiH;
 - b) monitor the work and consider reports of the Standing Committee for Military Matters, Ministry of Defense of BiH, Ministry of Security of BiH and other executive bodies dealing with defense and security issues, and report to the PA

BiH thereof, in particular focusing at 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 ethic standards of civilian and military staff, equipment of the Army, military industry activities, 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 and operations, including enforcement of international obligations and international peace support operations;

- c) consider laws and amendments to laws within the competencies of the Committee;
- d) consider and submit opinions and recommendations and amendments to the defense budget;
- e) consider reports on the defense budget execution, as well as reports on auditing of institutions in the domain of the defense and security policy of BiH;
- f) consider co-operation of BiH with UN, OSCE, NATO, Stability Pact of the South-East Europe, and with other organizations and countries in the domain of defense and security;
- g) consider activities of permanent and interim delegations of BiH in the international and inter-parliamentary institutions in the domain of security and defense;
- h) consider and submit opinions to PA BiH on ratification and implementation of international treaties in the domain of security and defense;
- i) establish and maintain cooperation with competent parliamentary committees of the BiH entities, other countries, as well as with international organizations and other defense institutions.

3. Joint Committee shall also consider other issues in the domain of security in BiH.

Article 55

(Joint Security and Intelligence Committee for Supervision of the Intelligence and Security Agency of BiH)

1. Joint Security and Intelligence Committee for Supervision of the Intelligence and Security Agency of BiH shall:

- a) supervise lawfulness of the Agency work;
- b) discuss and provide opinions on appointment of Director General and Deputy Director General;
- c) consider reports of the Chair on issues under his competences, including measures taken in order to resolve all problems in the Agency, identified during an inspection control, audit or investigation;
- d) consider reports of the Director General on the activities and costs of the Agency and especially analyze manners of spending of the budget funds;
- e) provide opinion on the itemized Agency's budget proposal;
- f) consider reports by the Chief Inspector;
- g) request Agency's employees to ensure expert advise, with the assistance of the Chair, as required for carrying out supervision;
- h) conduct investigations on the work of the Agency.

2. The Committee shall also consider other issues under its competencies in line with the Law on Intelligence and Security Agency of BiH, as well as with any other *lex specialis* enshrining relevant competencies.

Article 56
(Joint Committee for Economic Reform and Development)

1. Joint Committee for Economic Reform and Development shall consider the following issues:

- a) economic reforms within the competencies of the BiH institutions;
- b) proposed reforms or initiatives to amend the laws submitted to the Committee by: representatives of the civil society, entrepreneurs' associations, employers' unions, trade unions, agencies for regional development, associations of citizens or other non-governmental interest groups;
- c) monetary policy;
- d) foreign debt policy;
- e) relations with international financial institutions;
- f) policy and program of reconstruction and development of BiH;
- g) economic policy measures;
- h) fiscal and credit policy of BiH;
- i) banking policy;
- j) statistics, measurements and standards.

2. The Committee shall also consider other issues in the domain of economic reforms, reconstruction and development.

Article 57
(Joint Committee for European Integration)

1. The joint Committee for European Integration shall consider the following issues in the light of:

- a) general issues related to the EU integrations,
- b) monitoring the implementation of rights and obligations of BiH arising from the international treaties in view of the CoE membership;
- c) coordinating the work of working bodies related to the EU integrations, and submitting opinions, recommendations and warnings to these bodies;
- d) analyzing the impact of integration strategy for BiH and drafting comprehensive reports;
- e) supervising drafting of the feasibility study and monitoring the implementation of pre-accession (SAP) and accession strategy of BiH;
- f) supervising the harmonization of BiH legislation with *aquis communautaire* (applicable EU legislation) when the Committee meets all the necessary requirements;
- g) cooperation with institutions of BiH (particularly with the Directorate for EU Integrations), institutions of EU and other countries related to integration issues;
- h) organizing public opinion debates on integration issues;
- i) collecting, archiving, and systematic presentation of information the Committee members regarding the EU;
- j) supervising the use of funds allocated by the EU;
- k) other affairs related to the EU issues, which are beyond the competencies of other working bodies;
- l) holding public hearings related to EU integration issues in order to collect opinions and standpoints of representatives of civil society, NGOs, intellectuals, as well as governmental and NGO experts in specific fields.

2. The Joint Committee shall also consider other issues related to the EU affairs.

Article 58
(Joint Committee for Administrative Affairs)

1. The Joint Committee for Administrative Affairs shall:

- a) adopt documents regulating the salary and allowance rates for all employees of the PA BiH;
- b) adopt documents regulating the amount of compensations for special material costs of the employees in the PA BiH, adopt individual documents on salary and allowance rates, material and other costs, compensations and per diem costs for hiring experts and witnesses, as well as compensations for certain material costs of advisors;
- c) in cooperation with competent institutions of both Houses, monitor and consider the budget execution reports for PA BiH and inform both Houses thereof, and adopt all documents of PA BiH regulating the use or disposal of funds determined by the PA BiH budget;
- d) perform activities related to real estate owned by the PA BiH, in particular the use and disposal of apartments for employees of PA BiH; decide on allocation of apartments' occupancy, exchange and one-off transfer of occupancy right over apartments, pursuant to the law;
- e) decide on allocation of temporary accommodation to employees, pursuant to law and relevant documents of PA BiH;
- f) give approval to the Rule Book on Internal Organization of the Secretariat, pursuant to the Decision on Organization of the Secretariat, adopted by the PA BiH;
- g) provide proposals and opinions on changes in the organization of the Secretariat;
- h) define conditions for the use of cars for official purposes;
- i) based on annual reports of caucuses on expenditures and their indicated financial plans, decide and annually report to the House on allocation of funds, premises, as well as administrative, technical and other services for the work of caucuses;
- j) determine criteria for hiring experts and witnesses as required by committees and other working bodies of the House.

2. The Committee shall also consider other administrative issues under the competencies of the Houses, pursuant to the Rules of Procedure of both Houses.

Article 59
(Joint Committee for Human Rights, Rights of Children, Youth, Immigration, Refugees, Asylum and Ethics)

1. Joint Committee for Human Rights, Rights of Children, Youth, Immigration, Refugees, Asylum and Ethics shall consider the following issues pertaining to the :

- a) exercise of human rights and fundamental freedoms, as guaranteed by the Constitution and legislation of BiH, by the state institutions, public institutions and organizations with public responsibilities, in cases presented by the Ombudsman, citizens and Entities, and inform the Houses thereof;
- b) citizenship;
- c) immigration, refugees and asylum;
- d) implementation of Annex 6 and Annex 7 of the GFAP;
- e) development and implementation and protection of human rights and freedoms issues, and the efficient protection measures thereof. Committee shall not consider issues that are

- f) proposals submitted by citizens, along with informing the petitioners of the outcome;
- g) petitions related to violations of human rights and fundamental freedoms, adopting relevant measures and informing the petitioners and Houses thereof;
- h) co operation with the Committee for Human Rights (envisaged in Annex 6) and the Committee for Refugees and Displaced Persons (foreseen by Annex 7 of GFAP), and the Committees for Human Rights in the Federation BiH Parliament and the RSNA;
- i) issues pertaining to the exercise of children’s rights – in particular, improving the status of children in BiH;
- j) promoting activities in the BiH institutions related to implementation of the Convention of the Rights of the Child, and promoting and achieving co operation with committees of the Entity parliaments, related to improvement of status of children and implementation of the Convention on the Rights of Child;
- k) considering of proposals of laws and other regulations, against of the background of the rights of children and prevention of the discrimination of children’s rights;
- l) issues related to the exercise of the rights of youth – in particular improving the status of youth in BiH;
- m) promotion of activities in BiH institutions related to adoption and implementation of most significant international documents pertaining to youth issues;
- n) considering proposed documents and reports of BiH institutions pertaining to rights of children and youth, and considering preparations for participation of BiH delegations at international meetings discussing issues related to rights of children and youth;
- o) analyzing reports on implementation of the Law on Conflict of Interest in the Institutions of BiH, carried out by the Election Commission of BiH;
- p) drawing attention of elected officials of PA BiH and CoM of BiH to provisions of the Law on Conflict of Interest, in order to ensure its consistent implementation;
- r) considering, in cooperation with the Election Commission of BiH, possible cases of violation of conflict of interest by elected officials of PA BiH and the CoM of BiH;
- s) development and finalization of proposals of the code of conduct for representatives and delegates of PA BiH.

2. The Committee shall also consider other issues in the domain of human rights, rights of children, youth, immigration, refugees, asylum and ethics.

CHAPTER IV – Sessions of the House and joint sessions of both Houses of PA BiH

Section A - Work Plan of the House

Article 60 (Tentative Work Plan)

1. The Extended Collegium shall elaborate a tentative work plan of the House for a period of one year. Such a plan shall include issues and deadlines for their discussion in plenary sessions.
2. For the purpose of development of the work plan, the Extended Collegium shall require from the Presidency BiH, the Council of Ministers, and all committees and caucuses to present proposals and opinions within a deadline as determined by the Collegium.

3. Taking into consideration all these proposals and any other issue already in process, the Secretary shall present the extended Collegium a draft proposal of the work plan for its consideration. Once adopted by the Extended Collegium, the work plan shall be forwarded to the Representatives and to the other bodies mentioned in paragraph 2 of this Article.

Article 61 (Calendar)

The Extended Collegium shall determine a calendar for the month ahead, including the dates or weeks when the plenary sessions are foreseen. This calendar shall be forwarded to the Representatives, committees of the House, the Presidency and the Council of Ministers of BiH.

Section B - Convening a session, proposing and determining the agenda

Article 62 (Convening the sessions of the House)

1. The Speaker shall convene a session, in agreement with Deputy Speakers, and propose the agenda to the Representatives according to the work plan.
2. The invitation for the session of the House shall be distributed to the representatives ten days before the day of the scheduled session, unless regulated otherwise by these Rules of Procedure. The agenda, the materials prepared for the session and, as case may be, the minutes of the previous session, shall be distributed to the Representatives together with the invitation for the session.
3. In cases of urgency and upon request of at least ten representatives, Deputy Chair, or upon his/her own decision, the Chair may convene the session within a deadline of less than ten days. In that case, the agenda for the session shall be proposed during its holding.

Article 63 (Convening of the session by Deputy Chair)

1. Deputy Speaker of the House shall convene the session if the Speaker is impeded to convene the session of the House.
2. If the Speaker of the House does not convene the session within the deadline under article 62, paragraph 3 of these Rules of Procedure, the Deputy Speaker shall convene the session of the House within seven days at latest.

Article 64 (Mandatory items of the agenda)

1. The Extended Collegium shall include into the agenda, in accordance with the present Rules, the proposed law, with opinions referred to in article 105, paragraph 1, i.e. report referred to in Article 117, and any other item that is mandatory.
2. A mandatory item is an item that passed the procedure defined by the Rules of Procedure.
3. The Extended Collegium may introduce into the agenda other issues that authorised proponents have submitted to the House, and fall within the scope of its competency.
4. The 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 65
(Proposing new and suppression of non-mandatory items of the agenda)

1. At the beginning of each session any representative, as well as any authorised proponent shall have the right to request the suppression of any non-mandatory items and propose a new one. Removal of mandatory items from Article 64.1 of these RoP shall not be allowed.
2. During his/her statement, the representative cannot speak for more than 3 minutes, and shall not elaborate on the essence of the issue, which is proposed as the item of the agenda, unless the Collegium decides otherwise at the request of the representatives.

Article 66
(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, chairing and participation in the work

Article 67
(Definition of quorum)

1. At the beginning of each session, and at any moment at the request of a caucus, the Speaker shall verify if there is a necessary quorum and inform the House on the result.
2. Twenty-two representatives shall comprise a quorum provided there is minimum 1/3 of the representatives present from each entity unless the decision-making procedure in certain matters is otherwise regulated by the Constitution and these RoP.
3. If there is no quorum, the Speaker shall call a recess of 60 minutes, during which he/she will make an effort to find a solution.

Article 68
(Attendance of sessions by members of BiH Presidency, BiH CoM, proponents and official guests)

1. Members of the Presidency of Bosnia and Herzegovina may, while members of the Council of Ministers of Bosnia and Herzegovina have the right and duty to participate in the sessions of the House.
2. In case of absence of the proponent from the session, the House may decide to conduct the discussion in the absence of the proponent.
3. Official guests invited by the Speaker may participate in the session pursuant to the Rules of Procedure.

Article 69
(Application for participation in discussion and the length of discussion)

1. Each representative, or other participant in the session of the House, may speak after asking for and getting the floor from 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 discussion.

3. Applications for participation in discussion may be submitted by the time of adjourning the session.
4. The Chair shall give the floor to the representatives respecting the order in which they have applied for that.

Article 70
(Discussion on breaches of RoP and corrections of quotations)

1. The Speaker shall give the floor to the representative who intervenes regards a breach of the Rules of Procedure or non-compliance with the established agenda immediately after her/his intervention. The above intervention shall not exceed three minutes, after which the Speaker shall decide on the matter.
2. The representative may ask for the floor to correct a quotation incorrectly cited and which may be a reason for misunderstanding or which requires an explanation. The Speaker shall give the floor immediately after the person whose statement need explanation finishes his/her speech. In that case, the representative has to restrict herself/himself to the correction, i.e. the explanation, which shall not be longer than three minutes.

Article 71
(Digression from the agenda)

The representative, or other participant in the discussion, may speak exclusively about the issue discussed in accordance with the established agenda. If s/he digresses from the agenda, the Speaker shall warn him/her, or deprive her/him of the right to speak, if after this warning s/he does not keep to the agenda.

Article 72
(Participation in discussion by the Speaker)

If the Speaker wants to take the floor she/he has to leave his seat and speak from the speaker's platform. Meanwhile, the first Deputy Speaker shall chair the session.

Section D - Maintenance of order

Article 73
(Maintenance of order during the session)

1. The Speaker shall maintain the order during the session. All attendants are obliged to comply with her/his instructions.
2. The Speaker may warn a Representative, who by her/his behaviour or by talking during the session violates the order or the provisions of these Rules.
3. The representative, who was warned twice during the same session for not respecting the order and provisions of these Rules of Procedure, shall be deprived of the right to speak, if by talking, s/he continues to disturb the order and the application of these Rules of Procedure.
4. The Speaker, upon consultation with Deputy Speakers, may order any other attendant to be removed from the room, if s/he disturbs the order.

Article 74
(Interruption of session)

If the Speaker assesses that s/he is not able to maintain order during the session, in consultation with Deputy Speakers s/he shall decide to interrupt the session and continue it after obtaining necessary conditions for the continuation of work. The interruption of the session may not last for more than an hour.

Section E - Course of the session

Article 75 (Minutes of the session)

1. The minutes of each session shall be submitted for approval at the first following session.
2. Any Representative may present his/her objections to the minutes for no more than three minutes.
3. The decision on justification of each presented objection shall be passed at the session without a discussion. If an objection is adopted, the appropriate changes shall be entered into the minutes.
4. The minutes, or part of the minutes, to which objections were not made shall be considered adopted.
5. The Speaker and Secretary of the House shall sign the adopted minutes.

Article 76 (Discussion on agenda items)

1. Any item of the agenda shall be considered before a decision is made thereupon, unless the Rules of Procedure regulate that decision on a respective issue shall be passed without a debate.
2. When several proposals arise from the discussion of an item on the agenda, the Speaker shall offer proposed conclusions for voting, in the order in which proposals were made. After rendering its opinion on representatives' proposals, the House shall vote on the proposed material considered, in its entirety.
3. The debate on reports on constitutional amendments, proposed laws and other matters shall include two parts: general debate and debate on details.

Article 77 (Break)

1. The representatives of any caucus shall have the right to ask for maximum 30 minutes break regards any respective issue. The Speaker shall be obliged to announce a break immediately, unless the voting has started.
2. If a caucus asks for a break longer than 30 minutes, the Speaker shall put such proposal for voting.

Section F - Decision-making procedure

Article 78 (Non-transferability of votes)

The vote of each representative is personal and may not be delegated.

Article 79
(Decision-making procedure)

1. Decisions in the House shall be made by majority of the total number of the representatives attending and voting. Abstaining votes are counted for a quorum but shall not be added to the votes in favour or against. Representatives shall make efforts to see that the majority includes at least one third of the representatives from the territory of each Entity, unless otherwise provided by the Bosnia Herzegovina Constitution and the Rules of Procedure.
2. In case a representative does not vote “in favor” or “against” or is not abstained, but he/she is present at the session, he/she is considered “abstained”.
3. In any case, the number of votes cast must be equal at least to the quorum regulated in Article 67 paragraph 2 of the Rules of Procedure, unless otherwise provided by the Bosnia Herzegovina Constitution and the Rules of Procedure.

Article 80
(Procedures applied when the majority does not comprise 1/3 of votes from the territory of each Entity)

1. If the majority of votes does not comprise one third of votes from the territory of each Entity, the Speaker may call for a break of up to 60 minutes. During the break, the attempts to find a solution shall be made in cooperation with Chairs of caucuses and independent representatives.
2. In case the controversial issue is not solved after the break referred to in paragraph 1, the Chair shall convene the Collegium, which, working as a Committee, shall make efforts to find a conciliatory solution within the next three days.
3. If the Collegium manage to obtain agreement, the House shall be informed about it, which is followed by voting pursuant to the procedure provided by Article 79 of these RoP.
4. If the Collegium fails to reach a consensus, or if it reaches consensus about a new solution that was not subject to the voting procedure of the House, 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.
5. 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.

Article 81
(Voting procedures)

1. Voting within the House may be conducted:
 - a) electronically;
 - b) by raising the voting card;
 - c) by roll call.

Article 82
(Electronic voting system)

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 colour (“in favor”), red colour

2. If voting takes place after the conciliatory process, regulated in Article 80 paragraphs 2 and 4 herein, the electronic vote system shall display and register the total number of votes in favour, votes against and abstained votes, as well as whether the votes against include those of two thirds or more of the representatives elected from either Entity.
3. When voting on the amendment to the Constitution, the approval of the appointment of Chairman of the Council of Ministers of BiH, or when requested by one third of the House, the electronic vote system shall register, in addition, the way each representative has voted individually. This information shall be made public. The electronic voting system also enables voting in secret.
4. All information displayed on the screen shall be written in the official languages in BiH and in respective scripts.

Article 83
(Voting by raising the voting card)

1. In case the electronic vote system is not in function, or upon the request by one third of the House, voting shall take place by raising hands or voting cards.
2. The Speaker shall count, with the assistance of the Deputy Speakers and the Secretary, the votes in favour, votes against and abstained votes, taking into account the fulfilment of the other requirements under article 80, paragraph 1 herein.

Article 84
(Voting by roll call)

1. Vote by roll call shall be applied when the Speaker, Deputy Speaker estimate it necessary in person, or when such an estimate is based on a proposal of the caucus representative, or individual proposal of any representative, in order to remove doubts in regularity of voting results.
2. In such a case, the Secretary shall call upon the Representatives individually, who shall reply by saying “yes”, “no” or “abstained”. In the roll call, the Latin alphabetic order shall be followed if the Chair is Bosnian or Croat, and the Cyrillic order, if the Chair is Serb.

Article 85
(Announcing the voting results)

The Speaker shall declare, at the end of the voting procedure, how many votes in favour, votes against and abstained were cast, as well as the result of the vote of representatives from the territory of each Entity, as required by article IV.3.d of the Constitution of Bosnia Herzegovina, and he/she shall declare the final decision after voting.

Section G- Minutes and records of the debates

Article 86
(Elements of Minutes)

1. The minutes shall have date, place and time of the session, and shall include data referred

2. A representative may require that his complaint on a possible breach of the Constitution or of the present Rules of Procedure is entered into the minutes.

Article 87
(Publishing the Minutes)

The minutes shall be published in full.

Article 88
(Audio recording and transcripts of sessions)

1. The sessions of the House shall be recorded and shorthand notes may be taken, for the purpose of producing the final official record of the debate.
2. The Collegium shall regulate more precisely the manner of preparing, keeping, publishing and distribution of the official transcript.

Article 89
(Authorization of transcripts)

1. Any representative may require the transcrip of his/her speech for authorisation. The requesting representative is expected to return the transcrip forwarded to her/him. S/he may not, however enter significant changes in the text, or omit expressed ideas.
2. If s/he does not submit any comment within 48 hours from the time the transcript was forwarded to her/him, the transcript shall be considered authorized.

Section H - Transparency of work

Article 90
(Transparency of work and access to information)

1. The House shall work in a transparent manner, timely, fully and objectively informing the public on its work. The House shall provide, under same conditions, access to information and materials to all interested parties, pursuant to the Law on Freedom of Access to Information in BiH.
2. Complete minutes of discussions in the House, legislative and most significant activities related to the work of the House and its committees, shall be made accessible to the public in electronic form, in accordance with the capacities of PA BiH, and in print media.
3. information that rae not subject to the above disclose provision are the ones whose disclosure is deemed as potentially detrimental to legitimate objectives of the following categories:
 - a) foreign policy, defence and security interests, and protection of public security;
 - b) monetary policy interests;
 - c) prevention of crime and detection of criminal activites;
 - d) protection of decision-making procedures in public institutions when rendering opinions, advice or recommendation by a public authority, employee in a public institution, or any person performing duties for or on behalf of the public institution, but not comprising factual, statistical, scientific and technical information;
 - e) other exceptions as defined by the Law on Freedom of Access to Information in BiH;
 - f) the House shall publish requested information notwithstanding the stipulated

exception in paragraph 3 of this Article, if it is justified by public interest, and shall take into account any benefit or damage that might arise from such publishing, which is decided by the Extended Collegium of the House.

Article 91
(Publishing acts and adopting proposals)

Proposals and acts adopted by the House may be published in printed and other media.

Article 92
(Access to sessions)

1. Citizens and representatives of the media shall be ensured access to the sessions of the House in a space especially reserved to them, as determined by the Collegium according to the space available.
2. The sessions of the Committees shall be open for public, unless otherwise decided by the a committee.
3. The sessions, or part of the sessions in which issues referred to in Article 11 of this RoP are discussed, shall be held without the presence of the media or the public.

Article 93
(Reserving seats)

Besides the seats reserved for the Representatives, appropriate places shall be provided for Members of the Presidency, members of the Council of Ministers, and official guests.

Section I – Joint sessions of both Houses

Article 94
(Convening and chairing the sessions)

1. Joint sessions of both Houses shall be convened by the Speakers of both Houses:
 - a) at any time, based on the assessment of the Joint Collegium of both Houses
 - b) at formal occasions
 - c) in extraordinary occasions upon the request by the Presidency of BiH.
2. Joint sessions shall be alternately chaired by the Speakers of both Houses.

Article 95
(Invitation and agenda)

1. The agenda for the joint session shall be determined by the Joint Collegium of both Houses.
2. Invitation to joint sessions of Houses shall be submitted to representatives and delegates within deadlines stipulated by the RoP of the respective Houses.

Article 96
(Decision-making procedure)

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

CHAPTER V – Activities of the House

Section A - General provisions

Article 97 (The work of the House)

The House shall work in accordance with the Constitution of Bosnia and Herzegovina, the law and the provisions of the Rules of Procedure.

Article 98 (Activities of the House)

1. The House shall perform activities in the following domains:

- a) legislation;
- b) information;
- c) control;
- d) internal regulation.

Section B - Basic legislative procedure: initiative

Article 99 (Authorized proponent)

A proposed bill may be introduced by any representative, working committees of the House, joint committees of both Houses, the House of Peoples, as well as by the BIH Presidency and the Council of Ministers of BiH within the scope of their respective competencies.

Article 100 (Content of proposed law)

1. The proposed bill shall be submitted in the form of a text divided into articles. The proponent of the law shall be obliged to submit the proposed bill, in written and electronic form and in languages in official use in BiH. An exception may be made when a proponent is a representative, who may submit the bill in both written and electronic form in one of the languages in official use in BiH.
2. The bill shall be accompanied by an elaboration containing:
 - a) the constitutional basis for the adoption of the law;
 - b) the reasons for passing the law;
 - c) the principles on which the bill is grounded;
 - d) the financial and other resources necessary for implementation of the law;
 - e) the opinions of institutions and organisations consulted in the course of the drafting;
 - f) any other circumstances that could clarify to the House the reasons for adoption of the bill.
3. Along with the proposed amendments to the law or other acts, provisions or articles that

are amended shall also be attached.

Article 101 (Submission of proposed laws)

1. The bill shall be submitted to the Speaker who shall refer it immediately to the Collegium.
2. The Collegium shall decide within seven days to which working Committee the bill should be assigned, and forwards it to the Constitutional and Legal Affairs Committee for its opinion on compliance with the Constitution of BiH and the legal system, and to the relevant committee for the opinion on the principles on which the law is grounded. At the same time, the Collegium shall submit the bill to the representatives, the Council of Ministers and the Presidency of BiH, when they are not the proponents.
3. 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 bill to the Speaker, and submit it to relevant bodies referred to in paragraph 2 of this Article.
4. If deadlines referred to in paragraphs 1 and 2 of this Article are not met, the Collegium of the House shall inform the House and the proponent about the reasons for delay, and propose new deadlines. The House shall decide on the justification of the indicated reasons and acceptance of new deadlines.
5. If the House receives several bills governing the same issues, the Collegium shall forward such bills to the procedure in accordance with paragraph 2 of this Article. If the Council of Ministers of BiH is not the proponent, the Collegium shall forward the bills to the Council of Ministers of BiH for its opinion, within 20 days. When the House receives the opinion of the Council of Ministers, the bill which received a positive estimate shall be prioritised in further procedure of the House.
6. The Collegium shall invite the proponents of laws referred to in paragraph 3 of this Article to make efforts, within seven days, to harmonise their proposals and forward one proposal of the law for further procedure. If the proponents fail to reach an agreement, the proposed bill that was first submitted to the House shall be forwarded to further parliamentary procedure.
7. If the Council of Ministers of BiH fails to deliver its opinion within the deadline stipulated in paragraph 5 of this Article, the parliamentary procedure for the proposed laws shall be continued until the completion of procedure before the Committee for Constitutional and Legal Affairs and the competent committee, pursuant to paragraph 6 of this Article. The Collegium shall include in the agenda the first law submitted to the House, once it received the opinions of the Committee for Constitutional and Legal Affairs and the competent committee. Until the procedure on the first law is completed in the House, the procedure on other proposed bills shall rest.

Article 102 (Proponent of the law – a representative or a committee of the House)

1. If the proponent of the law is a representative of a committee of the House, and the Collegium of the House determines that the competent committee is the joint committee of both Houses, the proposed law shall be submitted to the Joint Collegium of both Houses.
2. After the Joint Collegium of both Houses confirms the competency of the joint committee, the proposed law shall be forwarded to Committees for Constitutional and Legal Affairs of both Houses.
3. After the Committees for Constitutional and Legal Affairs provide their opinions, the procedure before the joint committee shall be continued pursuant to the Rules of Procedure of

both Houses.

**Section C - Basic legislative procedure: COMMITTEE STAGE
Procedure before the Committee for Constitutional and Legal Affairs
and the competent committee – First phase**

**Article 103
(Harmonisation of the proposed law with the Constitution of BiH)**

Upon considering whether the proposed law is harmonised with the Constitution of BiH and the legal system, the Committee for Constitutional and Legal Affairs shall submit its opinion to the Speaker of the House within fifteen days from receiving the proposed law.

**Article 104
(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 15 days from receiving the proposed law, which the Speaker shall immediately refer to the House.

**Article 105
(Inclusion on the agenda of the session of the House)**

1. After receiving the opinions of the Committee for Constitutional and Legal Affairs and the competent committee, submitted by the Speaker of the House, the Collegium shall include the proposed law in the agenda of the session of the House, to be held within 7 to 15 days.
2. If the proponent is a representative or a committee of the House, the Collegium of the House shall submit the opinion of the Joint Committee to the House of Peoples, along with the proposed law, and it shall delay the procedure until the completion of procedure on the proposed law in the House.

**Section D . Basic legislative procedure
Plenary phase- First reading**

**Article 106
(General debate, principles, need for adoption and harmonization with the BiH
Constitution)**

- (1) General debate starts with the first reading concerning the principles on which the proposed bill is grounded and the need for its adoption, based on the opinions of the Committee for Constitutional and Legal Affairs and the competent committee from the first stage of the consideration.
- (2) The proponent shall have the right to withdraw the bill from the procedure until the conclusion of the debate on the proposed law in the first reading.
- (3) The debate in the first reading is concluded by either adoption or rejection of the bill in the first reading.
- (4) If the House estimates that the proposed bill is of minor complexity, it may consider the

bill in the second reading, without its consideration at the level of the competent committee-second phase.

Article 107

(Debate in the house when the first report by the competent committee or the Committee for Constitutional and Legal Affairs 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 bill indicating that the committee has found no compliance with the Constitution of BiH and the legal system, i.e. it did not approve the principles as laid by the bill, along with the explanations for such rejection, the Collegium shall place the proposed law, together with the opinions of the committees, on the agenda for the session of the House that shall be convened within 7 to 15 days.

(2) In case the House adopts the opinions of the committees from paragraph (1) of this Article, the proposed law shall be considered rejected.

(3) In case the opinions of the committees from paragraph (1) of this Article is not adopted, the House shall request the committees to present new opinion based on new guidelines and within the term as determined by the House.

Section E. Basic legislative procedure

-Procedure with the competent committee – Second phase

Article 108

(Presence of the proponent at the competent committee sessions)

(1) The proponent, or the authorized representative of the proponent, shall attend the session of the committee. The representative of the CoM BiH may participate in the work of the committee even when the Council of Ministers of BiH is not the proponent.

(2) If the proponent or the authorized representative are not present at the session of the committee, and it finds the presence of the proponent or the authorized representative necessary, the committee may postpone the discussion that matter and inform the proponent thereof, requesting his presence at the next session. In case the proponent or the authorized representative are absent from the next meeting as well, the proposal shall be considered withdrawn, and the committee shall inform the Speaker of the House of the current state of affairs.

Article 109

(Submission of amendments)

(1) Any representative, a caucus, non competent committee, the proponent or the Council of Ministers of BiH may submit amendments in written form within 15 days from the day when the debate on the bill has been concluded in the first reading.

(2) Once the debate has commenced, the Speaker, in consultation with deputy chairs of the committee, approves debate on the amendments from paragraph (1) of this Article and about the new amendments only in the following cases:

a) when they pertain to new aspects, or

b) when they are aimed at harmonization of two or more proposals that are being debated.

(3) When for the joint committee is competent for the consideration of the bill, any representative may submit amendments pursuant to paragraph (1) of this article.

Article 110 **(Procedure with the competent committee)**

(1) The procedure with the committee shall start with the debate on the proposed law and the 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 Chair may rule other methodology of the debate, provided that all political opinions are appropriately expressed.

(3) The amendments referring to the same article shall be debated and voted upon, beginning with those that imply major changes in the text, which shall be decided by the Chair.

(4) Once the voting on all amendments is completed, the votes shall be cast on the proposed law with the adopted amendments.

Article 111 **(Report by the competent committee)**

(1) The competent committee shall submit a report to the House within 20 days after the adoption of the proposal in the first reading.

(2) When a joint committee is competent, it shall submit a report within 30 days after the date when proposed law has been adopted in the first reading at the session of the House that was the last one in considering the bill.

(3) The report by the competent committee shall contain the report on the proposed law and the adopted amendments that have become an integral part of the law.

Article 112 **(Negative report by the competent committee on the proposed law in general)**

(1) When the Collegium of the house receives a report from the competent committee indicating that the committee has rejected the proposed law in general, with the reasons for such rejection adduced, the Collegium shall include the proposed law with the report by the committee into the agenda for the session of the House that shall be held within the term of 7 to 15 days.

(2) If the House adopts the report by 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 based on new guidelines and within the term as determined by the House.

Article 113

(The Rapporteur of the competent committee)

The committee shall appoint, from its members, a rapporteur who shall submit the report as referred to in Article 111 of the RoP. The rapporteur shall defend the position of the committee at the plenary session.

Article 114 (Public hearing)

(1) Before the bill is entered into the procedure referred to in Article 110 of the RoP, 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 not be longer than 15 days. In case there is a public hearing conducted, the term determined by Article 111 of the RoP shall be extended for another 15 days.

Article 115 (Opinions by the participants in the public hearing)

Invited individuals and representatives of the bodies and institutions shall present their opinions on issues related to the proposed law, if requested so by the committee. After the hearing is concluded, with the conclusion reached by the committee, they may attach the requested papers and other material presented in the course of the hearing.

Article 116 (Outcome of the public hearing)

The committee shall include in its report the conclusions and the outcome of the public hearing and attach, in the annex thereto, all the papers and material presented in the course of the hearing. The transcript of the hearing, if any, shall be also attached.

Section F. Basic legislative procedure -Plenary stage – Second reading

Article 117 (Procedure with the report by the competent committee)

When the Speaker of the House receives the report by the competent committee s/he shall refer it to the representatives and convene a plenary session of the House within 15 days, when the debate on the proposed law shall start in the second reading.

Article 118 (Amendments at the plenary stage)

(1) Representatives and caucuses may propose amendments contesting the amendments adopted by the committee. Such amendments shall be submitted 24 hours at the latest before the beginning of the plenary session.

(2) Within the same term, the authorized proponents as referred to in Article 109, paragraph (1), may propose amendments in written form which they want to advocate at the plenary stage, after having failed to defend them at the level of the committee.

(3) Once the debate has started, the Speaker, in consultations with the Deputy Speakers, shall approve, the discussion on the amendments from paragraphs , (1) and (2) of this Article and the new amendments, but refereing to the latter only in the following cases:

- a) when they are related to the new aspects; or
- b) when they are aimed at harmonization of two or more proposals being debated.

Article 119 (Second reading)

(1) The second reading shall include debate and voting on proposed amendments, following the order of the Articles they refer to. In case of extraordinary large number of amendments, The Speaker may rule a diferent methodology of the debate, provided that all the political opinions are appropriately expressed.

(2) The proposed amendments to the same article shall be discussed and voted upon, strating with those implying major changes in the text, which shall be decided by the Speaker.

(3) The proponent, Raporteur and representative of the BiH Council of Ministers shall be given floor upon their request and pursuant to the instructions by the Speaker.

(4) Once the voting on all the proposed amendments has been completed, the propsed law shall be voted upon in its final text.

Article 120 (Inconsistency and legal and typographic errors)

During the debate referred to in Article 119, paragraph (2) of the RoP, the House may conclude that the adopted amendments result in in internal inconsistency or that they contain legal or typographic errors. If it is the case, such amendments shall be referred to the competent committee who shall consider them, change an propose the edited harmonized text of the law.

Section G. Basic legislative procedure -Relation between the Houses –

Article 121 (Passing the law)

The bill shall be considered passed when it has been adopted by both Houses in the identical text.

Article 122 (Joint committee for harmonization)

(1)When the proposed law is first adopted by the House, the Speaker shall refer it to the House of peoples within 3 days.

(2) If the text adopted by both Houses is not identical, the Speaker shall inform the House of the Peoples, in order to set up a joint committee.

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

Article 123
(Harmonization)

(1) Joint committee shall be comprised of six members, three from each House.

(2) Joint committee shall aim at agreement on identical text. In order to reach such agreement the majority of votes of all the joint committee members shall be required, and the majority representing all the three constituent Peoples, and the majority from each House.

(3) If one of the Houses does not adopt the report by the joint committee, the proposed law shall be considered rejected.

(4) If the negative report of the joint committee is not adopted by either House, the proposed law shall be referred to the joint committee for the development of a new report in accordance with the guidelines of both Houses.

Article 124
(Adoption of identical text)

If the House adopts the proposed law in the text identical to the one adopted by the House of Peoples, the proposed bill shall be considered passed. The Speaker shall take measures necessary for its publication.

Article 125
(Original text of the law)

(1) The Secretary of the House, in cooperation with the Secretary of the House of Peoples, shall be responsible for developing the original text of the law, the seal thereto and other acts foreseen by law.

(2) The Secretary of the House shall be responsible for development of the original text of the acts of the House, the seal thereto, and shall take care of other acts as foreseen by law.

Section H. Summary procedure

Article 126
(Summary procedure)

(1) When submitting the bill, the proponent may request its consideration in summary procedure. In such case the proponent shall present reasons justifying summary procedure.

(2) The request from paragraph (1) of this Article shall be considered at the next session of the House. The House shall decide on the request after the debate.

(3) If the House agrees to consider the proposed law in summary procedure, all the terms from regular legislative procedure foreseen by Articles 103, 104, 105, 111, 114 and 117 shall be reduced to one half of their original time frame.

(4) When the bill is in 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 House rejects the request, the bill shall be entered into procedure pursuant to the general rules.

Section I. Emergency procedure

Article 127 (Emergency procedure)

(1) When the proposed law has high emergency status, or the proposed law is not too complex so that it could be either adopted or rejected in general, the proponent may request in written form its consideration in one reading only.

(2) The request from paragraph (1) of this Article shall be considered at the next session of the House. The House shall decide on the request after the debate.

(3) Once the debate on the request has been completed, the request shall be voted upon. If adopted, the House shall continue the debate and vote on the proposed law. There shall be no amendments to the proposed law.

(4) If the House rejects the request by the proponent to consider the proposed law in emergency procedure, the House shall decide whether to consider the law pursuant to Article 126 or in accordance with general rules.

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

Article 128 (Budget)

(1) BiH, on the recommendation by the BiH CoM, shall, before October 15th of the current year, submit the proposal of the law which includes the budget of the BiH institutions for the forthcoming year (hereinafter: the Budget).

(2) 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 and refer it to the House of Peoples at latest until November 15th of the current year.

Article 129 (Amendments to the Budget)

The Budget may be amended in a manner and in compliance with the procedure prescribed for its adoption.

Article 130

(Report on the execution of the Budget)

(1) BiH Presidency shall, based on the proposal by the BiH Council of Ministers, submit a report on the execution of the budget of the BiH institutions for the preceding year, and submit data on revenue and expenditures in the budget year.

(2) The figures contained in the report shall not be subject to amendments. If the House deems the figures presented incorrect, it may request necessary explanations or corrections by the BiH Council of Ministers.

Section K. Authorization of ratification of international treaties and cancellation of contracts

Article 131

(Request for ratification or cancellation)

(1) BiH Presidency, in accordance with the BiH Constitution, shall submit to the House a request for authorization to ratify or cancel ratified international treaties, agreements and conventions.

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

Section L. Amendments to the BiH Constitution

Article 132

(Authorized proponents)

Amendments to the BiH Constitution may be proposed by the BiH Presidency, BiH Council of Ministers, House of Peoples and the House as foreseen by the BiH Constitution and this Rules of Procedure.

Article 133

(Submitting amendments to the BiH Constitution)

(1) Unless it is otherwise prescribed in this Section, amendments to the BiH Constitution shall be submitted under same conditions as the laws and shall be subject to the basic legislative procedure.

(2) The Collegium shall refer to the BiH Presidency and BiH Council of Ministers the proposed amendments to the Constitution for their opinion, if they are not the proponents.

Article 134

(Public hearing)

(1) Amendments to the BiH Constitution shall undergo public hearing procedure.

(2) The Committee for Constitutional and Legal Affairs shall conduct a public hearing and inform the House thereupon. The hearing shall be held 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 135
(Adoption of the amendments to the BiH Constitution)

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

Section M. Correction in laws, other legislation and general acts

Article 136
(Corrections)

(1) Proposals for correction of printing errors in published texts of a law or other legislation, i.e. general acts, passed by the House, shall be submitted to the House a authority competent for the enforcement of such legislation, i.e. general acts.

(2) Corrections of printing errors, after comparing texts with the original, shall be edited by the secretaries of both Houses.

Section N. Authentic interpretation of laws and other general acts

Article 137
(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.

(2) Law enforcement entities responsible for implementation of laws and other general acts may apply to the Parliamentary Assembly of BiH with the request for authentic interpretation.

(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 Committee for Constitutional and Legal Affairs, competent committee and the BiH Council of Ministers for their opinion that shall be submitted within 20 days.

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

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

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

Article 138

(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.

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

**Article 139
(Application)**

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 140
(Publishing)**

The authentic interpretation of the law, other legislation or general act shall be published in the "Official Gazette of BiH".

CHAPTER VI. Control activities

Section A. General provision

Article 141

(Responsibility and duty of the BiH Council of Ministers to submit information)

(1) The Council of Ministers of BiH shall be responsible to the House for proposing and implementing policy and laws, other legislation and provisions the implementation of which is a part of its constitutional and legal competence, as well as for guidance and co ordination of the work of the ministries.

(2) The Council of Ministers of BiH shall, upon the request by the House, submit information on all relevant activities in its domain.

Section B. Approval of the nomination of the Council of Ministers of BiH

Article 142

(Approval of the nomination of the Chairman of the Council of Ministers of BiH)

(1) When the House receives the decision on the nomination of the chairman of the BiH Council of Ministers, the Collegium shall convene the session pursuant to Article V.4 of the BiH Constitution.

(2) After the Speaker has read the decision, the person nominated shall be given the floor to present her/his political program, which shall be followed by a debate. The approval of the nomination shall be put up for voting pursuant to Article 82, paragraph of the Rules of Procedure.

(3) The approval for other members of the Council of Ministers of BiH undergoes the same procedure, given that the Speaker may limit the number of discussions, their duration and exclude application of Article 82, paragraph (3) of the Rules of Procedure.

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

Article 143

(Initiating voting of no confidence in the Council of Ministers of BiH)

- (1) A caucus or at least three representatives in the House may launch proposal for voting on no confidence in the BiH Council of Ministers, or on the need for reconstruction of the BiH Council of Ministers.
- (2) The proposal from paragraph (1) of this Article shall be submitted to the Speaker of the House in written form, with the signature and explanation thereof.
- (3) The Speaker of the House shall immediately refer such proposal to the BiH Council of Ministers, representatives and the House of Peoples.

Article 144

(Including the proposal into the Agenda)

The proposal for voting no confidence shall be included into the Agenda after 20 days and not later than 30 days after it is referred to the BiH Council of Ministers..

Article 145

(Report the the BiH Council of Ministers)

Before the beginning of the session on voting no confidence, the BiH Council of Ministers may submit to the House a report in written form with its opinion and positions. The Report shall be distributed to the representatives 48 hours at the latest before the session.

Article 146

(Explanation of the proposal and response by the BiH Council of Ministers)

- (1) At the session of the House, each proponent shall have the right to offer explanation for the proposal for voting no confidence in the BiH Council of Ministers.
- (2) The BiH Council of Ministers shall have the right to respond and present its position, after which the general debate shall start.

Article 147

(Voting procedure)

- (1) When the debate is concluded, the proposal on no confidence is put up for voting.
- (2) If the proposal is not adopted, other incentives related to this proposal may be voted upon.
- (3) The Speaker shall inform the House of Peoples, BiH Council of Ministers and the BiH Presidency on the voting results and other incentives there to, if any.

CHAPTER VII. Resolutions and other acts

Article 148
(Submitting proposals for resolutions)

(1) The House may express its position by a resolution on relevant political, social issues and needs and determine political guidelines to be implemented by the BiH Presidency, BiH Council of Ministers or other BiH institutions.

(2) Any representative may give proposal for a resolution. The resolution proposal shall be considered at the session of the House, unless the House decides on preliminary consideration by the committee.

Article 149
(Debate)

(1) Proponent of a resolution shall be given floor in duration of 20 minutes, whereas other participant in the debate may be given floor in duration of ten minutes. Amendments to the proposed resolution shall be written form at any point during the session.

(2) The Speaker may conclude the debate when an issue, in his opinion, has been sufficiently clarified. Once the debate has been concluded, the proposed resolution shall be put up for voting.

Article 150
(Other acts)

(1) The House shall be entitled to pass declarations, decisions, recommendations, conclusions and other acts.

(2) The acts from paragraph (1) of this Article are defined as follows:

- a) Declaration is an act of PABiH which contains principal opinion on significant issues considered by the PABiH;
- b) Decision is an act resolving the issues falling within the competencies of PABiH,
- c) Recommendation is an act indicating the significance of individual issues concerning the law enforcement;
- d) Conclusion is an act concerning the procedural issues in individual matters.

(3) Voting procedure on the acts referred to in paragraph (1) of this Article shall be in compliance with the decision making procedure of the House, unless otherwise prescribed by the BiH constitution, the Rules of Procedure or the law.

CHAPTER VIII. Information activities

Section A. Questions by the representatives

Article 151
(Raising questions)

Representatives may raise questions to the BiH Council of Ministers or its members, independent authorities, institutes or directorates. The questions shall relate to specific facts, situations or a part of information from their respective competencies.

Article 152
(Procedure for submitting questions)

Questions shall be submitted to the Speaker in written form. The submission shall include a statement whether a representative requests for a verbal response in the House, or a written response. In case there is no such statement, the response is condireds to be given verbally at the session of the House.

Article 153
(Verbal response)

(1) When there is a request for verbal response at the session of the House, the written submissio shall be formulalted in one question.

(2) The Speaker shall refer the question to the person it is addressed, notwithstanding the questions fulfilling the conditions as prescribed by paragraph (1) of this Article.

(3) The questions shall be allocated minimum of one hour at each regular plenary session and the direct TV broadcasting shall be ensured. The responses to the questions raise may be given immediately at the session , provided there is presence of the BiH Council of Ministers memebtrs and that they are able to respond to the questions raised. N case that the representative of the BiH Council of Ministers cannot provide an answer to the questiuon posed. s/he shall be given a term of 7 to 30 days to prepare the answer. The responses shall be given in the order the questions were raised. Bef ore the question part of the session, the Speaker shall inform the House which questions have been, or have not been answered.

Article 154
(Resons adduced to the questions raised and postponment of the debate)

(1) Reasons adduced to the questions shall be according to the following procedure: a representative shall given floor up to five minutes, afeter which the floor is given in the same duration to the BiH Council of Ministers or the relevant ministry. Foloowing this, a represntative may give his comment to the response, or raise a new question in duration no longer tha two minutes. Finally, the adressed person is given opportunity to give a new ansewr, on the same issue, after which the Speaker proclaims the debate concluded and gives floor to the person authorized to speak.

(2) The BiH Council of Ministers or a minister may ask, for certain reasons and only once, to have the debate postponed for the first forthcoming plenary session.

Article 155
(Response in written form)

(1) A question requesting response in written form shall be limited, but not exclusievely to technical or questions that seek for more than simple verbal explanation. Neither the quaetion nor the answer shall belonger that a standard A-4 form.

(2) The Speaker shall refer the question immediately to the BiH Council of Ministers or the competent ministry.

(3) The answer to the question posed must be provided within the term of 30 days that may be extended for another ten days, if requested.

(4) When the speaker receives the answer, s/he shall send one copy to the person that posed the question. The response shall be published together with the question. The Speaker shall give opportunity to the person asking for the answer in written answer to say if s/he is satisfied with the answer provided. If the representative is not satisfied with the answer, Article 154, paragraph (1) of the Rules of Procedure shall apply.

(5) If the addressed subject does not provide answer within the terms as provided, the representative posing the question may request from the Collegium to include such a question as a mandatory one into the agenda for the next session of the House.

Article 156 **(Questions posed to other subjects)**

(1) Representatives may pose questions concerning specific facts or situations to other subjects as well. The answers to such questions shall be provided in written form.

(2) Questions may also be addressed to the Office of High Representative for BiH, or representatives of other international organizations.

Article 157 **(Joint session of the Houses – Questions and answers)**

(1) At least once each six months, Collegium of the House, i.e. Joint Collegium, shall organize a joint session of both Houses on the subject:” Representatives (delegates) as – BiH Council of Ministers gives answers”.

(2) These sessions, in a form of a dialogue, offer an opportunity for direct TV and radio broadcasting and are aimed at informing the public on all relevant issues in the scope of executive authorities at the level of Bosnia and Herzegovina.

(3) A representative shall have right to ask one question, in duration of up to three minutes, and to a rebuttal, in the same duration. The questions shall be submitted to the BiH Council of Ministers, seven days at the latest, before the session.

(4) The session from paragraph (1) of this Article shall be convened 30 days in advance and may last to four working hours.

Section B. Interpellation

Article 158 **(Submission and consideration)**

(1) Interpellation shall be submitted to the Speaker in written form and it shall refer to individual field within the competencies of BiH institutions or the Activities of BiH Council of Ministers, or any other ministry, concerning the implementation of determined policies and laws.

(2) Collegium shall look at the interpellation and refer it to the addressee. If the content is inappropriate for an interpellation, Collegium shall inform the proponent thereof, in order to change interpellation into a question.

Article 159
(Including interpellation into the Agenda)

(1) Interpellation shall be included into the Agenda within the term of 15 to 60 days from the day it was sent to the BiH Council of Ministers, i.e any other addressee.

(2) No more than one interpellation shall be included into the agenda for one session.

Article 160
(Debate)

(1) Interpellant shall be given floor in duration of up to 30 minutes to explain his interpellation. Then the floor shall be given to the addressee in the same duration. After this, other representative may ask for intervention, which shall not be longer than 10 minutes. The same rule applies to both the interpellant and the addressee.

(2) The Speaker shall conclude the debate when, in his opinion, the interpellation has been sufficiently discussed.

Article 161
(Proposal for a resolution following the debate on interpellation)

(1) Within the period of three days after the debate on an interpellation has been concluded, any representative may propose a resolution as referred to in Articles 148 and 149 of the Rules of Procedure.

(2) The proposed interpellation shall be included into the agenda for the next session, provided general conditions have been satisfied.

Section C. Informative session and Annual Report by the BiH Council of Ministers

Article 162
(Informative activities before committees)

(1) Members of the BiH Council of Ministers, upon their request or request by the competent committee, shall appear before the committee in a informative session concerning the relevant issue.

(2) The committee may request to be provided with a written report on the same issue before the session.

(3) The committee may, after the debate has been concluded or at its next session, adopt resolutions presenting its position or the guidelines concerning respective policy of a ministry.

(4) The committee may initiate procedure for calling to account an invited member of the BiH Council of Ministers in the following cases:

- a) if s/he does not respond to the invitation by the committee;
- b) if s/he does not provide the committee with necessary information;
- c) if s/he presents incomplete or incorrect information.

Article 163
(Report by the BiH Council of Ministers)

- (1) BiH Council of Ministers shall submit to the House its report at least once a year.
- (2) The House shall consider the report about the work of the BiH Council of Ministers within the period of 30 day after its submission. After the debate, the House may express its political view on the submitted report in a resolution.

CHAPTER IX. Internal regulatory activities

Article 164
(Amendment to the Rules of Procedure)

The House may, at the proposal by representatives, at any time, make amendments to the current Rules of Procedure, in compliance with the Constitution, using the decision making procedure pursuant to Article IV. 3.d) of the BiH Constitution.

Article 165
(Regulating specific issues through conclusions)

- (1) The House may, through a conclusion, regulate specific issues that are not otherwise regulated by the Rules of Procedure. In such a case, the provisions pertaining to basic legislative procedures shall apply, unless they refer to the work at the committee stage.
- (2) A conclusion shall be binding, until its is differently regulated by the Rules of Procedure. Conclusions shall be applied from the day of adoption, unless provided otherwise.

Article 166
(Conclusions of the committees)

Committees may adopt conclusions for the same purpose as referred to in Article 165 of the Rules of Procedure and regards the issues within their respective competence. Such conclusions shall be subordinate to the conclusions of the House.

CHAPTER X. relations with other BiH institutions

Section A. Council of Ministers of BiH

Article 167
(Rights and duties of the Council of Ministers of BiH)

Within its rights and duties listed in the Constitution of BiH, the Council of Ministers of BiH may:

- a) submit proposals for laws to the House and give its opinion on proposals of laws submitted by other parties;
- b) request the session of the House to be convened to consider an issue on which the Council wants both to present its position and obtain the opinion, i.e position of the House,

- c) participate, through its representative, in the sessions of the House, Extended Collegium and the committees;
- d) intervene in debates at any point.
- e) request for an item to be included into the Agenda of the House. In such case the requested item shall be included into the Agenda of the House;
- f) request debate on a non mandatory item on the agenda to be postponed in order to take position and present it at the next session. In such case the item shall be taken off the agenda of the House.

Article 168
(Representation of the Council of Ministers of BiH)

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

(2) Ministers may be represented by deputy ministers and, if it is the presence at the committee sessions, the assistant ministers, unless otherwise prescribed by the Rules of Procedure or the law.

Article 169
(Notifying the Council of Ministers of BiH on the sessions of the House and the committees)

The House and its committees shall notify the BiH Council of Ministers about the sessions in order to provide for the presence of the representatives of the BiH Council.

Section B. Presidency of BiH
Article 170
(Notifying the BiH Presidency on the sessions of the House)

(1) The Speaker of the House shall notify the BiH Presidency on any session where the laws proposed by the BiH Presidency will be considered under the conditions as referred to in Article 101 of the Rules of Procedure.

(2) The BiH Presidency, through its representatives, shall attend the session of the House and may participate in a discussion at any point.

Article 171
(Positions and Report of the Presidency of BiH)

(1) The BiH Presidency, shall, upon the request by the House, present its positions and inform the House about the issues falling within its competence.

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

Section C. Other institutions

Article 172

(Co operation with other BiH institutions)

The rights and duties, as well as co operation of the House with other BiH institutions shall be in compliance with the BiH Constitution and the law.

CHAPTER XI. Miscellaneous

Article 173

(Appointment of the members of Parliamentary delegations)

(1) Before appointing members of the PABiH who will participate in parliamentary assemblies or other international institutions, the Collegium shall, in co operation with the Collegium of the House of Peoples, determine the number of the members to be selected by both Houses. The Collegium shall attempt at achieving a proportional formula reflecting the composition of the PABiH.

(2) The House shall appoint its members who will be participating in international parliamentary assemblies or other international institutions and ensure that the appointed members reflect the composition of the House. The Collegium shall take care, assisted by the Secretariat, to ensure necessary conditions for the implementation of planned international activities of standing and ad hoc parliamentary delegations.

(3) The delegation shall, within seven days after the appointment of its members, appoint a head and two deputy heads, determine the working program and inform the House thereof.

(4) The delegation shall adopt its rules of procedure closely determining the rights and duties of the head, deputy heads, relation with the House and the submission of reports methods and other issues relevant for the work of the delegation.

Article 174

(Twinning)

In accordance with the criteria set forth in Article 173 of the Rules of Procedure, the House may appoint its members in a **twinning** group with other countries.

Article 175

(Consultations for newly appointed representatives of Bosnia and Herzegovina)

(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 developing a membership list, hold consultations in the House.

(2) The consultations shall be presented at the session of Joint Collegium, before the House declares itself.

Article 176

(Languages)

(1) The minutes from meetings and reports of the House, committees and joint committees of both Houses shall be written in the Bosnian Croatian and Serbian language in Latin and

Cyrillic alphabets. Laws, amendment to the Constitution, rules of procedure, conclusions and resolutions shall be written and published in the same manner.

(2) A representative shall state in writing in which language he wants to be served the materials from paragraph (19) of this Article.

Article 177
(Handling confidential materials)

The Houses shall prescribe in their rules handling of confidential materials. The members of the House shall sign the statement on keeping secret after their mandate in the House or a committee expires.

Article 178
(The emblem and the flag of BiH)

The emblem and the flag of Bosnia and Herzegovina shall be placed in the conference halls of the House and caucuses' facilities, and the national anthem shall be played, pursuant to the law.

CHAPTER XII. Secretariat

Article 179
(Setting up and structure of the Secretariat)

(1) The House shall, together with the House of Peoples, set up a Secretariat.

(2) The structure and activities of the Secretariat shall be regulated by special acts.

Article 180
(Appointment of the Secretary of the House)

The house shall have a Secretary who will be appointed by the House upon the proposal of the Collegium.

Article 181
(Appointment of the Secretary of Joint Service)

Both Houses shall, upon the proposal of the Collegia of both Houses, appoint the Secretary of joint service.

Article 182
(Rights and duties of the Secretary of the House)

(1) Secretary of the House shall:

- a) assist the Collegium and the Speaker of the House in their duties;
- b) ensure taking and keeping of the minutes from the sessions of the House, Collegium, Extended Collegium and the committees;
- c) take care of official publication of the debates;
- d) take care of publishing, placing the seal and referring, whichever the case may be, the laws and acts passed by the House;

- e) be responsible for other rights and duties as determined by the Rules of Procedure and other duties entrusted by the Collegium and the Speaker of the House.
- (2) In case the secretary of the House is prevented from attending a session of the House, The Speaker of the House shall be assisted in chairing the session by a servant from the Secretariat as designated by the Collegium and upon the proposal of the Secretary of the House.

CHAPTER XIII. Interim and final provisions

Article 183 (Passing of the Rules of Procedure of the House)

The Rules of Procedure of the House shall be passed pursuant to the decision making procedure and in accordance with Article IV.3.d) of the BiH Constitution.

Article 184 (Procedure with pending proposals)

The procedure with the proposal of the laws and other acts that are in parliamentary procedure shall be completed pursuant to the provisions of the former Rules of Procedure (“Official gazette of BiH”, No. 20/00).

Article 185 (Procedure with pending proposals in case of a new sitting of the House due to elections)

(1) The procedure with the laws and other acts, whose authorized proponents are the BiH Presidency, BiH 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, and who are not in the new sitting of the House, shall not be continued. They shall be referred to the caucuses in order to create possibility for an elected representative to take over the role of a proponent.

Article 186 (Expiration)

The Rules of Procedure of the House of Representatives of the PABiH (“Official Gazette BiH”, No. 20/00) shall no longer apply with the present Rules of Procedure entering into force.

Article 187 (Entering into force)

The present Rules of procedure shall enter into force on the eight day from its publishing in the “Official Gazette BiH”.

No: 01-34-6-96/00
January 16th, 2006
Sarajevo

Parliamentary Assembly BiH
House of Representatives
Speaker
Nikola Špirić, Ph.D.