



# **GUIDELINE**

for the Organization, Functioning  
and Cooperation of Municipalities  
with Villages, Settlements and  
Urban Neighborhoods

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**November 2024**



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## for the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods

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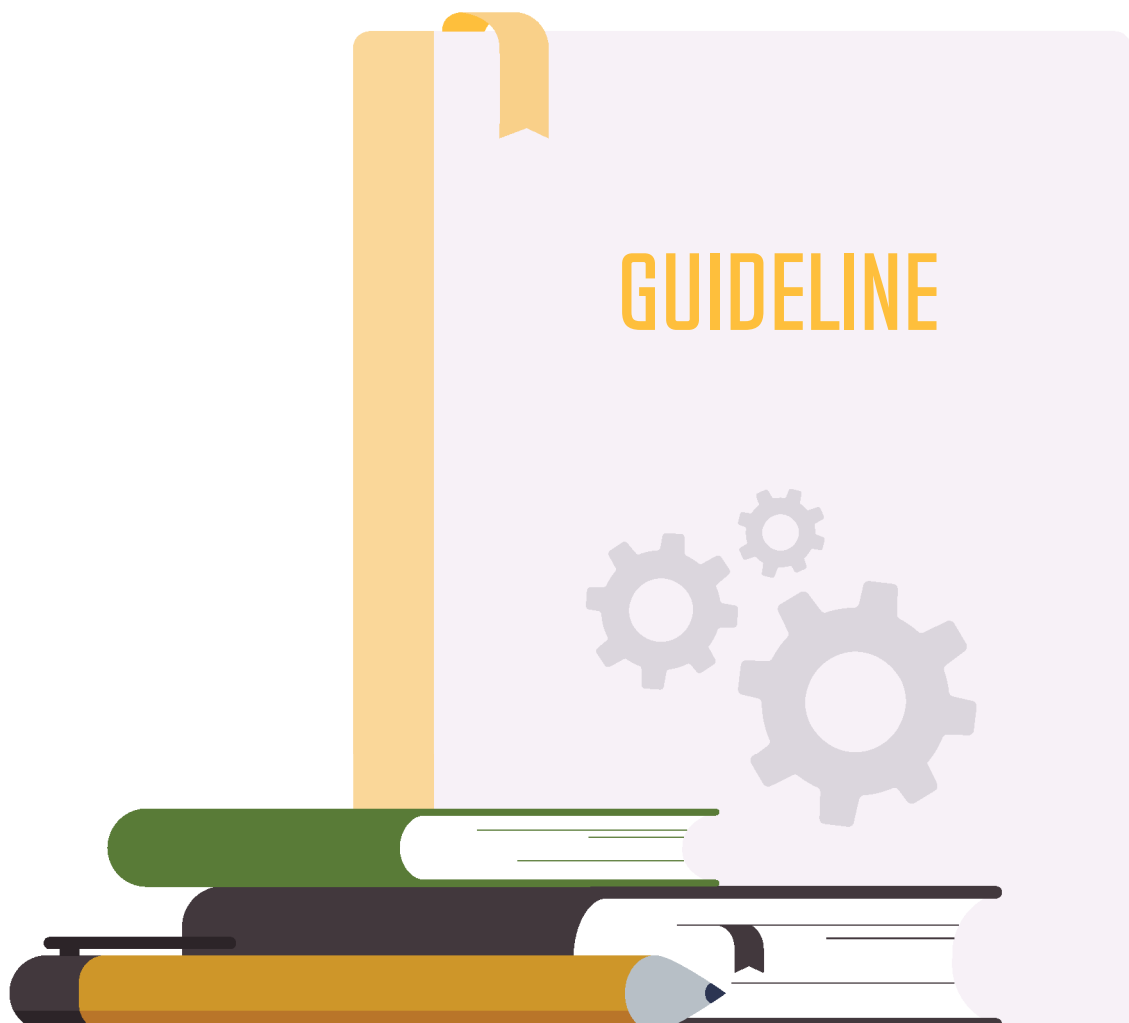


## SUMMARY

This guide is a tool that aims to bring a fair and clear understanding of the direction and responsibilities of local councils for villages, settlements and urban neighborhoods. It provides local leaders with a detailed and practical guide to successfully implement Administrative Instruction adopted in 2019. Namely, the Administrative Instruction (MLGA) No. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods which continues to be in force.

At a time when our communities face diverse challenges and increased demands for local services and support, it is important that local councils have clear guidance to ensure that the needs of communities are addressed efficiently and effectively.

This guide is a valuable source of information and a practical tool for local councils and local government authorities. Building on the existing legal framework, this guide provides a structured and clear approach to understanding, organizing and successfully implementing the tasks and responsibilities of local councils. In this way, the guide can be used by all parties as a powerful tool to build and progress our communities towards a better and more sustainable future for all residents.



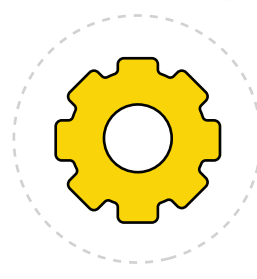
# 1. FOREWORD

After the entry into force of Administrative Instruction (MLGA) No. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods<sup>1</sup> In 2019, difficulties were observed in the full implementation of this Instruction and in the drafting of municipal regulations for the designation and compensation of local councils within the respective municipalities. This has occurred due to the different approaches used by municipalities in the implementation of Administrative Instruction No. 02/2019 and the lack of political will to harmonize this issue at the national level. These findings have been confirmed during two years of field work of the Civikos Platform, namely meetings with municipal officials of 12 different municipalities and workshops with members and chairmen of local councils. In the latter, it was assessed that there is a lack of sufficient information for local councils themselves on their responsibilities, duties and rights, making these workshops the only activities dedicated to building knowledge and capacities for some of them, as well as better information.

The development of this guide is a continuation of previous work with local councils in Kosovo and a response to the needs observed for their functioning. Furthermore, with the experience and expertise gained during activities in various municipalities, the guide has been designed to be clear and appropriate for mayors, members and administrative staff of local councils.

Local councils play an important role in improving community life and addressing the needs of their residents. To achieve these goals, it is important that cooperation between municipalities and local councils is strong and effective. Here, the guide provides a structured and clear approach to help local councils and municipalities in Kosovo understand and successfully and fully implement Administrative Instruction No. 02/2019 of the Ministry of Local Government Administration (MLGA).

This guide does not create legal obligations, but in fact provides detailed and comprehensive explanations on how to implement the Administrative Instruction no. 02/2019 of the MLGA at the level of village councils, settlements and urban neighborhoods and how to ensure a harmonized implementation for all municipalities. As such, it can be very useful for policymakers in local authorities as it offers them for consideration a set of initiatives, good practices and solutions that directly relate to the implementation of the Administrative Instruction no. 02/2019. Furthermore, it can also serve central authorities and structures in charge of training local civil servants and elected representatives.



<sup>1</sup> <https://gzk.rks-gov.net/ActDetail.aspx?ActID=21224>



## 2. THE IMPORTANCE OF DECENTRALIZATION OF POWER AT THE LOCAL LEVEL

### 2.1 Functioning of Local Councils

The functioning of local councils of villages, settlements and urban neighborhoods is important for several reasons:

**Community representation and participation:** Local councils are a forum for representing the interests and needs of small communities at the local level. Citizen participation in these councils allows them to have a voice and an active role in decision-making processes that affect their daily lives.

**Promoting local cooperation and dialogue:** Local councils are a platform to promote cooperation and dialogue between residents, local authorities and other sectors of civil society. Through discussions, consultations and projects, these councils can help solve local challenges and build a stronger and more united society.

**Sustainable local development:** Local councils are responsible for the sustainable development of villages, settlements and urban neighborhoods. Through urban planning and the development of necessary infrastructure, these councils can help ensure good living conditions for residents and promote the economic development of their territory.

**Protection of the environment and cultural heritage:** Local councils have an important role in protecting and preserving the natural environment and cultural heritage in their areas. Through the design and implementation of appropriate environmental and cultural policies, they can help preserve the identity of communities and their natural environment.

For these reasons, the effective functioning of local councils of villages, settlements and urban neighborhoods is vital for the sustainable and equitable development of their communities.

### 2.2 Why are Local Councils important for the decentralization of power?

The decentralization of power and the creation of local councils in municipalities have a major impact on the development and functioning of the entire administrative and political system. Here are some ways in which decentralization helps the creation of local councils in municipalities, and conversely, why local councils are important for the decentralization of power:

a) **Direct community representation:** Local councils provide a way of directly representing communities in decision-making processes. Council representatives are usually residents of their areas, elected by other residents of the community. This ensures that the needs and interests of communities are reflected and addressed more directly in local decision-making.

b) **Local development of policies and strategies:** Local councils have the competence to draft and implement local policies and strategies. By having more direct access to the needs and challenges of their communities, local councils can develop policies and strategies that are more appropriate and effective to meet local development goals.

c) **Improving transparency and accountability:** The presence of local councils increases transparency and accountability in decision-making processes. The decisions and actions of local councils are open to citizens and can be more easily monitored and evaluated by the public. This increases the accountability and responsibility of local authorities towards citizens.

d) Stimulating citizen participation: The creation of local councils encourages the active participation of citizens in the political and social life of their communities. Citizens have the opportunity to contribute to discussions, make proposals, and follow developments in their community through these councils.

e) Improving the efficiency and effectiveness of local services: Local councils have the ability to coordinate and oversee local services, improving their accessibility and quality. Council representatives can help identify community needs and priorities and determine ways to improve local services to meet these needs. Fulfilling these functions and improvements is essential for an effective decentralization process and for building sustainable and accountable local governance.

## **2.3 International Standards for Local Councils**

Internationally, there are several standards and recommendations for the functioning and role of local councils of villages, settlements and urban neighborhoods. These standards have been developed by international organizations and various institutions that promote democracy, local development and good governance. Some of the most important and well-known standards are:

### **European Charter of Local Self-Government**

This charter, drawn up by the Council of Europe, is an international legal instrument that sets standards for the full and effective autonomy of local authorities. It defines the rights and obligations of local authorities and regulates their approach to the implementation of local policies and decision-making.

### **United Nations Recommendations on Local Government and Autonomy**

These recommendations set standards for the development of local governance and the autonomy of local authorities. They describe the ways in which local authorities should function and what powers should be given to them.

### **Sustainable Development Goals or Agenda 2030(Sustainable Development Goals - SDGs/Agenda 2030)**

Sustainable Development Goal 16 (of the 2030 Agenda) includes specific targets for promoting peace, justice and strong and effective institutions, including local governance as a key element.

### **Council of Europe Conventions on Local Democratic Governance**

These conventions set out minimum standards that local authorities must meet to ensure democratic and transparent governance. They include the implementation of democratic processes, transparency, accountability and respect for human rights at the local level.

### **International Union of Local Authorities (IULA/UCLG))**

This organization promotes international cooperation between local authorities and capacity building to fulfill their duties effectively and fairly.

These standards and recommendations are considered as reference points and guidelines against which local authorities can build and evaluate their local governance systems and ensure the effective and appropriate functioning of local councils of villages, settlements and urban neighborhoods.

## 3. ORGANIZATION AND FUNCTIONING OF LOCAL COUNCILS

### 3.1 Legal basis in the Republic of Kosovo

It should be noted that the sources of local government law in the Republic of Kosovo are of a formal/legal nature. Some of the sources of local government law in the Republic of Kosovo are:

- a) Constitution of the Republic of Kosovo;
- b) Ratified international agreements;
- c) Decisions of the Constitutional Court;
- d) Laws;
- e) Municipal Statutes;
- f) Regulations and Administrative Instructions issued by the Ministry responsible for local government;
- g) Municipal Regulations.

Constitution of the Republic of Kosovo<sup>2</sup> constitutes the main legal basis for local self-government, and that in two chapters. In Chapter I in the Basic Provisions, Article 12 (with two paragraphs), and in Chapter X in two Articles, 123 (with four paragraphs) and 124 (with seven paragraphs), it deals with the basic principles of local self-government, respectively the organization and functioning of local self-government. One of the fundamental guarantees of the Constitution is that it ensures local self-government and guarantees its regulation by law. While in Article 123 paragraph 1 it states: *"The basic unit of local self-government in the Republic of Kosovo is the municipality. Municipalities enjoy a high degree of local self-government and encourage and ensure the active participation of all citizens in the decision-making process of municipal bodies."*

While the local self-government of municipalities has its legal source in the aforementioned articles of the Constitution, the local councils have their legal source in the fundamental law, the **Law (no. 03/I-040) on Local Self-Government of 2008**<sup>3</sup>. This Law, among other things, in Article 34, with four paragraphs, has defined the fundamental legal basis for the functioning of local councils:

- The first issue determines the legal obligation of the relevant ministry for local self-government to issue administrative instructions on agreements between the municipality and villages, settlements and urban neighborhoods.
- The second issue addresses the right of villages, settlements and urban neighborhoods to carry out activities that are the responsibility of the municipality, with the approval of the municipality.
- The third issue provides that each municipality may enter into agreements with villages, settlements and urban neighborhoods within its territory to ensure the fulfillment of all the needs of all citizens of the municipality, and
- The fourth issue stipulates that the statutes and regulations of the municipality must provide for the form of cooperation.

The strength of this legal basis in the Law on Local Self-Government has prompted the obligation for this form of cooperation between municipalities and villages, settlements and urban neighborhoods to be further specified in the Administrative Instruction issued by the ministry responsible for local

<sup>2</sup> <https://gzk.rks-gov.net/ActDetail.aspx?ActID=3702>

<sup>3</sup> <https://gzk.rks-gov.net/ActDetail.aspx?ActID=2530>

self-government. The first Instruction was issued in July 2008, and aimed to regulate mainly the form of the agreement and the scope of these agreements between the municipality, villages, settlements and urban neighborhoods. This Administrative Instruction 2008/08 was very limited in content, and in a total of 10 articles it aimed to have as its object the legal regulation mainly of the form of the agreement, the method of financing and also the responsibility for implementation and monitoring. While other issues regarding the organization, selection, regulation of villages, settlements and urban neighborhoods have not been regulated and this has been left to the competence of the municipalities to carry out this organization through the statutes and regulations of the municipality. This has also had its shortcomings because leaving it to the discretion of municipalities to organize on a discretionary and individual basis has not ensured a uniform approach at the national level.

This Administrative Instruction has been repealed with the entry into force of another Instruction issued in 2019, Administrative Instruction (MLGA) No. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods.

**Bylaws of the Municipal Assembly**, but also those of the central bodies issued by the relevant ministry for local government, are sources of local government law. The Municipal Assembly, but also the Mayor of the relevant Municipality, within the scope of their competences have the right to adopt certain sub-legal acts. For the purpose of good governance of municipalities, in the absence of legal norms, the central bodies also adopt sub-legal acts (administrative instructions and regulations) which apply to all municipalities. As sub-legal acts which have been issued by the central bodies and which are currently in force in the Republic of Kosovo, we can mention: Administrative Instruction on the Organization, Functioning and Cooperation between Municipalities with Villages, Neighborhoods and Urban Settlements; Administrative Instruction on the Implementation of the Responsibility of the Ministry of Administration and Local Government in Relation to the Monitoring and Supervision of Municipalities; Regulation on the Performance Management System of Municipalities; Regulation on the Procedure for Drafting and Publishing Municipal Acts; Administrative Instruction on Minimum Standards of Public Consultation in Municipalities, etc.

### **3.2 Scope of Administrative Instruction No. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods**

Purpose of Administrative Instruction (MLGA) No. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods<sup>4</sup>, had the main aim of filling the gap from the previous Instruction of 2008. The Instruction of 2008 had regulated the issues of the cooperation agreement of municipalities with villages, settlements and urban neighborhoods, while the part of organization and functioning had remained unresolved and within the competence of the municipalities to make this regulation based on their own discretion. Due to the differences in the field of regulation and the different approaches of the municipalities in organizing local councils, this Administrative Instruction of 2019 would solve this challenge by providing a comprehensive legal basis for all municipalities in Kosovo. Therefore, the definition of the Instruction also focuses on **the organization and functioning** of local councils.

One of the articles of this Instruction clearly defines the purpose of delegating the competencies of municipalities to local councils, emphasizing “the exercise of certain activities that are the responsibility and competence of the municipality.” Therefore, it is a fundamental goal of this Instruction to transfer certain “competences” of municipalities to the level of village, settlement and urban neighborhood councils.

The articles of this Instruction on definitions include only two terms: “Local Councils” and “Chairman of the Council”. Local councils are defined as elected bodies (bodies) which represent the community of villages, settlements or urban neighborhoods in an organized manner. While for the chairman it is emphasized that it means the person with the most votes in the electoral rally. The electoral rally and

<sup>4</sup> <https://gzk.rks-gov.net/ActDetail.aspx?ActID=21224>

inclusion are defined in the other following articles on the voting procedure and the geographical extent of the settlement area, villages or urban neighborhoods.

Naturally, the articles of this Instruction also define the criteria for the establishment of councils for the respective municipalities using the number of inhabitants as the basic basis. Specifically:

- For up to 10,000 inhabitants, the municipality should have up to 4 local councils.
- For the number of inhabitants from 10,001 to 20,000, the municipality should have up to 8 local councils.
- For populations between 20,001 and 30,000, the number of councils reaches up to 12.
- For the number with 30,001 to 50,000 inhabitants, there should be up to 20 local councils.
- For 50,001 to 70,000 inhabitants, the municipality establishes up to 25 local councils.
- For 70,001 to 100,000 inhabitants, the number goes up to 30 local councils.
- Municipalities with over 100,001 inhabitants may have up to 40 local councils.
- While the Capital of Kosovo should have up to 50 local councils.

This system ensures that local representation is in fair proportion to the population of the municipalities.

### 3.3 Establishment of the Municipal Assembly Commission for the Election of Local Councils

**Municipal assemblies are responsible for establishing the commission for the election of local councils, and the election of this commission must comply with the mandate of the municipal assemblies.** This should happen immediately after the elections when the municipal assemblies are established, for the fundamental reason that the mandate of the commission is linked to the mandate of the municipal assembly. The aim is to ensure stability in the election of local councils, as well as to deal with cases of resignations or removal of the mandates of mayors for circumstances determined by the aforementioned Instruction. The assemblies should be able to complement and ensure the functioning of the local councils (Article 5, Par. 1).

The municipal commission must be composed of seven members: four of them members of the assembly from the different political entities represented in the assembly, one member elected by the municipal executive (who may be an employee of the municipal executive), one member from the community where the local council is elected, and one representative from NGOs that have a role and commitment at the local level. In the event that there are no local NGOs, representatives of regional NGOs or other organizations at the national level are not excluded from being included (Article 5, Par. 2).

The Commission must have ethnic and gender composition according to legal requirements. Law on Gender Equality<sup>5</sup> expressly requires that the composition must be of an equal level. Whereas, the ethnic composition must be adjusted according to the representation of minority communities in the respective municipality, which should at least include one member from the community who may also belong to the gender that is less represented in the commission (Article 5, Par. 3).

In terms of transparency and accountability as fundamental principles for the democratic functioning of authorities, it is foreseen that the municipal commission shall report to the municipal assembly - the authority that elected the commission. Such reports are not limited in how many times it can and must report, but in accordance with the spirit of other articles, it means that the commission for each relevant election must keep an official record of the electoral process and also report to the assembly

<sup>5</sup> <https://gzk.rks-gov.net/ActDetail.aspx?ActID=10923>

verbally and by presenting a written report.

The responsibility of the municipal commission for the election of local councils begins with its establishment by the assembly, and it is responsible and reports to the same assembly until it is dissolved, whether on the basis of regular municipal elections or extraordinary ones. With the establishment of the new assembly, this assembly establishes another commission, but this does not exclude the possibility of including members who were also in the previous commission. However, the responsibility of the commission for the election of local councils begins and ends with the mandate of the respective municipal assembly (Article 6, Par. 5).

### **3.4 Election of Local Councils**

The municipal regulations adopted for the implementation of the Administrative Instruction have been carefully drafted to ensure a fully transparent and efficient electoral process. In these regulations, one of the key points is the definition of the work of the municipal commission for the election of local councils. The municipalities have determined that through the information offices, villages, neighborhoods and settlements are notified 15 days before the date of the local council elections. These notifications are published in visible public places, in local media and through official websites. They must also include important information such as the agenda and details on the time and place of the elections.

The election of local councils through municipal regulations is set to be carried out either through open voting or secret voting, depending on the determination of the majority of participants. This means that every voter has the right and opportunity to express their election preferences without being influenced by pressure or influence from other factors. The right to vote will be held by individuals over the age of 18, who reside in those villages, settlements or urban neighborhoods where the elections are held. This ensures a broad involvement of the community in the electoral process and a fairer representation of their interests in the local council.

One of the criteria embraced by all municipalities is the prohibition of electing candidates who hold political positions or represent political parties to the local council. This policy aims to ensure complete independence and neutrality of the local council, avoiding the influence of political parties and, respectively, of the central government in local decision-making processes. This approach aims to strengthen the autonomy and independence of the local council, making it focus directly on the needs and interests of the local community, without interfering in the game of central party politics. Thus, the elected candidates will have the opportunity to represent and serve in an independent and purposeful manner for the well-being of their residents.

The composition of local councils is determined according to Instruction No. 02/2019 with the minimum and maximum limits of the composition of local councils. The minimum composition is five members, while the maximum is nine members. In this context, municipalities are left with discretion to determine the respective number of members, depending on the number of population and geographical area, through municipal regulatory acts, respectively municipal regulations (Article 6, par. 1).

In some cases, municipalities have left it to the discretion of villages, settlements and urban neighborhoods to determine the number of members of local councils. This is in line with the minimum and maximum limits on the number of council members (five to nine), which are set in the regulation. This limitation on the number of members aims to ensure an appropriate structure for municipal representation, giving settlements, villages and urban neighborhoods the opportunity to influence local decision-making and to address issues that are important to their community.

The following paragraph of Article 6 of Instruction No. 02/2019 then establishes the obligation to include every village, settlement or neighborhood.:



The council should include representation from each village, settlement or urban neighborhood, including gender and ethnic representation.

The solution to this issue by the municipalities has been determined in the municipal regulations in such a way that each village, settlement or urban neighborhood must be represented by one member in the council, while in cases where the number of villages, settlements and urban neighborhoods is even, then the settlement with the most inhabitants will have two members. Even in this composition, it is required to have equal gender inclusion, which is the same standard for the municipal commission for the election of local councils. Of course, in addition to other legal goals for equal gender and ethnic representation, the goal according to this Instruction is to have decent and equal representation in the articulation of the interests of the respective communities.

### **3.4.1 Election of Local Council members from non-majority communities**

A basic criterion for determining the composition of local councils from non-majority communities is the proportion of their representation in villages, settlements and urban neighborhoods. This proportion is determined on the basis of the 2011 population census, based on updated data on the community structure at that time. This method ensures a fair representation of the community in the local council, accurately reflecting the structure and weight of each settlement in municipal decision-making. Based on official population census data, this criterion provides a stable and transparent basis for determining the representation of non-majority communities in the electoral process.

### **3.4.2 Selection of the Chairman of the Local Council**

The council president is elected based on the highest number of votes received by the candidate at the election rally. If there are candidates with an equal number of votes in the first round of voting, then a second round of voting is organized. At this stage, the equal candidates go to an additional election process to determine the chairman of the local council. After this second round of voting, the candidate who receives the highest number of votes in this second round is declared chairman of the local council. This procedure ensures a clear and fair election for the chairman of the council, based on the support and preferences of the local community.

### **3.4.3 Minutes**

Regarding the progress of the election rally for the election of local councils of villages, settlements and urban neighborhoods, a report is drawn up, which is foreseen in most municipal regulations as an official document included in these acts. The report of the election rally must contain important information such as time, hour, place, number of participants in the signed list, data on the members of the local councils and the mayor, as well as notes on the progress of the electoral process.

Furthermore, the minutes must be given an official character by being signed by the members of the municipal commission, the recorder, the chairman of the meeting, and the members of the local council. The commission has a legal obligation to report to the assembly on the work of the election meeting, including all the details of the election process and the election results. They are also obliged to make public the names of those elected to local councils, ensuring full transparency in the election process for the community.

### 3.4.4 Quorum and administrative matters

In most municipal regulations, it is stipulated that the quorum to complete the election must be at least twice the number of members to be elected. This criterion ensures that the decisions taken by the local council have a sufficient basis to represent the will of the community. This way of setting the participation limits ensures that the decisions taken by the local councils after the elections represent the real will of the community and have full legitimacy in the eyes of the residents.

**What is not addressed by the administrative instructions, and in some cases even by the municipal regulations, is the lack of a clear procedure for handling complaints regarding the local council election process.** Only a few municipalities have provided for a complaints commission, which consists of three members authorized to receive complaints and decide on them within a 15-day period.

In cases where a separate complaints commission is not provided for, it has been assumed that the permanent complaints commission in the municipality should handle potential complaints related to the electoral process. This may have created a legal and administrative vacuum that has left room for the failure to implement a regular and fair procedure for handling electoral complaints. While some municipalities have acted to address this deficiency, it is necessary for all to do the same to ensure that any electoral complaint is handled fairly and transparently, ensuring that the electoral process is credible and legitimate for all citizens.

Also, an issue of administrative importance that is not addressed in either the Administrative Instruction or the municipal regulations is the lack of an administrative act to confirm the election and mandate of the mayor or members of local councils. Apart from the minutes and the obligation to make public the names of those elected to local councils, no act has been specified that will serve as an official individual document for elected persons.

In the case of the mandate of municipal assemblies, on which the municipal commission for the election of councils reports, it is difficult to understand why an act has not been provided for legitimizing the election of members and chairmen of councils. In the event that the assembly for various reasons cannot adopt such a decision, this competence may be transferred to the mayor, who is responsible under the Administrative Instruction for its implementation. This situation may create legal difficulties and uncertainty, as there is no official document certifying the election of persons to positions on local councils. It is important to address this legal and administrative gap in order to ensure a full and transparent process for the confirmation of elections and mandates of chairmen and members of local councils.

## 3.5 Mandate of the Mayor and members of Local Councils

In relation to the mandates, the basic principle for the mandate of local councils is the mandate of the municipal assemblies, which is 4 years. The same mandate was also addressed in the case of the commission for the election of local councils, which is established by the assembly. Therefore, these mandates of local councils and the commission for their election begin and end in the same way as those of the municipal assemblies.

In addition to this legal circumstance related to elections at the local level and then to the establishment of municipal assemblies as a result of the elections, the Administrative Instruction has foreseen all other circumstances that may cause the termination of the mandate of the mayor or council members, as follows:

- a) In case of resignation;
- b) Dismissal;
- c) Change of residence;
- d) Conviction for a criminal offense with imprisonment of over six months;



e) In cases of death.

In cases of dismissal of the president of the council and its members, the same procedure applies as in the case of their election.

The municipal regulations, as a general principle, have provided for the possibility of terminating the mandate of a member or chairman of the council in the event that the residents consider that they are not fulfilling their obligations under the Instruction, upon the initiative of more than half of the participants at the time of the election of the chairman or member of the council. This initiative must be evidenced by signatures provided by the residents and must be addressed to the municipal commission, which must organize an election rally to address the issue within 30 days.

While in the case of termination of the mandate of the local council president, the deadline for organizing new elections is 30 days, for replacing a council member, the deadline is 15 days.

Also, the procedure for election after dismissal or termination of mandate is simpler and carried out by automation, which means that the election is made from the waiting list that the municipal commission must have in the case of the election of local councils. This procedure provides a democratic mechanism to address issues of concern to residents regarding the fulfillment of obligations by the members and the chairman of the local council. By giving residents this possibility of dismissal, the municipal regulations aim to ensure accountability and responsibility towards the community, promoting transparency and accountability in local governance.



## 4. COOPERATION OF THE MUNICIPALITY WITH LOCAL COUNCILS

**Cooperation constitutes a fundamental issue of the entire Administrative Instruction because it includes the powers delegated to local councils.**

Article 8 of Administrative Instruction (MLGA) No. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods marks a key part of the responsibilities and rights of local councils for cooperation with municipal authorities as an essential instrument in terms of coordinating actions and supporting the municipality for the needs of the local community.

Regarding the competencies of the municipality, especially in the aspects of urban and rural planning, water supply, sewage regulation, drainage, public health, environmental protection, tourism, public spaces and cemeteries, as well as cultural and sports activities, it is important to understand that the fulfillment of these tasks requires joint efforts and continuous coordination.

For example, in urban and rural planning, municipalities and local councils should collaborate in the development of long-term and short-term plans taking into account the needs and aspirations of residents. In terms of public health, collaboration should focus on providing services that promote health and prevent disease at the local level.

In the field of environmental protection, cooperation should address environmental challenges at the local level, focusing efforts on waste management, building sustainable infrastructure, and promoting environmental practices.

Tourism, as an important source for local economic development, requires coordination of actions to promote tourist attractions and provide the necessary infrastructure to welcome visitors.

Public spaces and cultural and sports activities are key elements of community life, and cooperation between the municipality and local councils in these areas helps improve the quality of life and create a suitable environment for the development of social and sports activities.

In accordance with these powers, the Administrative Instruction aims to encourage and assist in the formation of effective local partnerships, in order to achieve common goals for the progress and development of the community.

### 4.1 Cooperation Agreement between the Municipality and Local Councils

The Administrative Instruction on the Cooperation of the Municipality with Villages, Settlements and Urban Neighborhoods is an instrument that helps regulate and coordinate relations between the municipality and small administrative centers. **This agreement, according to the Instruction, must contain several basic elements to ensure that cooperation is effective and transparent.**

**Regarding the elements of the agreement, it is important to determine:**

- a) **Subject of the agreement**, clearly specifying the purpose and scope of the cooperation activity;
- b) **Duration of the agreement**, clearly defined to avoid any interruption or misunderstanding in its implementation;
- c) **Description of obligations for the parties**, which includes the obligations of each party,

specifying their responsibilities and contributions to the implementation of the agreement;

- d) Dynamics of work implementation**, defined in order to ensure the progress of the defined goals in a timely and effective manner;
- e) Financial cost**, which is an essential element in ensuring that financial resources are available to support the implementation of the agreement.

Article 2 of the Instruction specifies that the subject matter of the agreement cannot include the responsibilities of the Municipal Assembly as defined in the Law on Local Self-Government (Article 40, Par. 2). Namely, it cannot include:

- a) Statute and Rules of Procedure, municipal regulations and their approval, amendment and repeal;
- b) Approval of the budget and investment plans;
- c) Approval of other financial matters, which are reserved for the assembly according to the Statute or Rules of Procedure;
- d) Annual work plan and annual report;
- e) The establishment of the committees required under this Law;
- f) Election of the mayor and deputy mayor of the municipality;
- g) Level of fees and charges;
- h) The creation and use of symbols, decorations and honorary titles of the municipality, in accordance with the law in force;
- i) Naming and renaming of streets, alleys and other public places; j) reaching inter-municipal and intra-municipal agreements;
- j) Making decisions to join representative associations of municipalities of the Republic of Kosovo; and
- k) Other responsibilities required by law.

These limitations are set to maintain clarity and prevent conflicts of competence between local institutions. Ultimately, these provisions on cooperation underline the importance of improving cooperation and coordination between the municipality and smaller administrative centres to accelerate development and address the common needs of local communities.

Cooperation agreements should be further processed with a request for approval from the relevant Directorate, in order to ensure that such agreements are in accordance with the law and policies set by the responsible official institution at the municipal level. And also, to ensure that the Directorate simultaneously bears full responsibility for the validity and legality of the agreement reached.

Official approval by the relevant Directorate fulfills several key functions:

- a) Legality:** Ensures that agreements are compliant with applicable local and national laws and regulations.
- b) Transparency:** By going through the formal approval process, agreements become transparent to all stakeholders and the public at large.
- c) Financial responsibility:** Approval by the relevant Directorate ensures that the municipality is financially ready to support the implementation of the agreements and to ensure that the financial aspects are clear and controllable.
- d) Compliance with local policies:** Ensures that agreements are in line with the municipality's local policies and strategies, helping to meet the goals set for the sustainable development of the territory.

Approval by the relevant Directorate also reflects a defined administrative process, including evaluating the content of the agreement, assessing its impact, and ensuring its compliance with the law and established policies.

Overall, this requirement for official approval from the relevant Directorate is an important measure to ensure that agreements between the municipality and local councils are sustainable, legitimate and compatible with the goals and policies set by the municipal authorities.

## 4.2 Consultations between the Municipality and Local Councils

The articles of the Administrative Instruction emphasize the importance of direct communication and cooperation between the mayor, the chairman of the assembly, and the chairmen of local councils to ensure the participation and representation of the councils in decision-making and consultative processes.

### **The Mayor and the Speaker of the Assembly organize at least two meetings per year with the Chairmen of Local Councils<sup>6</sup>**

This provision for two annual meetings emphasizes the importance of regular and structured communication between the mayor, the president of the assembly, and the heads of local councils. Periodic meetings provide the opportunity to address issues of importance to the community in an open and collaborative environment. Through these meetings, representatives of different levels of local government can share information, examine challenges, and discuss ways to address them. This process helps strengthen cooperation and coordination of actions between all levels of local government to improve services and improve the lives of residents.

### **Local council chairmen are invited to participate in consultative meetings, public debates and public consultations with citizens<sup>7</sup>.**

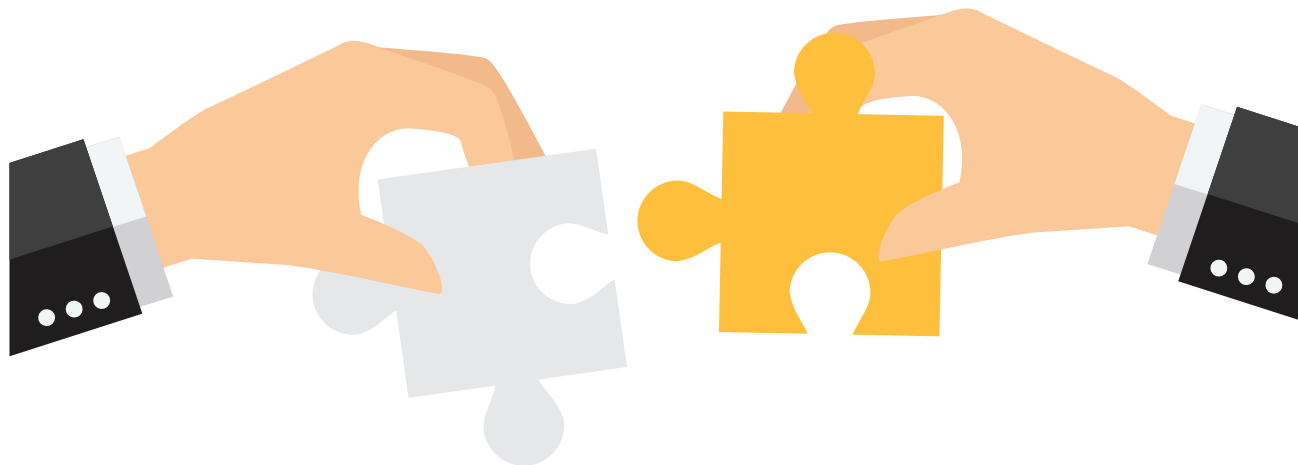
This Article emphasizes the importance of direct participation of local council representatives in consultative processes and public debates at the municipal level. Through participation in such meetings, local council chairmen can share their views, express community interests and contribute to the formulation of local policies and decisions. This reinforcement helps to increase transparency, accountability and citizen involvement in the local decision-making process. At the same time, this open and cooperative behavior promotes good relations and trust between local government and its citizens.

### **The municipal assembly must consult the local council on certain issues of interest to the community.**

This Article establishes an important mechanism to ensure the involvement and participation of local councils in the decision-making process of the municipal assembly on matters that have a

6 Article 11, Par. 1 of the Administrative Instruction (MLGA) NO. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods, referred to: <https://gzk.rks-gov.net/ActDetail.aspx?ActID=21224>

7 Article 11, Par. 2 of the Administrative Instruction (MLGA) NO. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods, referred to <https://gzk.rks-gov.net/ActDetail.aspx?ActID=21224>



direct impact on the local community. This type of consultation and cooperation helps to ensure a broad and representative perspective for discussion and decision-making. In addition, this process strengthens the relationship and cooperation between the municipal assembly and local councils, creating a more inclusive and sustainable environment for local community development.

## 5. IMPLEMENTATION OF THE ADMINISTRATIVE INSTRUCTION

The repeal of the previous Administrative Instruction (No. 2008/08) and its replacement with the new Administrative Instruction (MLGA) No. 02/2019 On the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods was an important step towards reviewing and improving local administration practices. A regular review of administrative instructions is necessary to reflect new legal developments, policies and good practices in the field of local governance.

**With the entry into force of this new Administrative Instruction, municipalities are expected to implement and respect its provisions and conditions in a full and appropriate manner, creating an appropriate and sustainable environment for the development and well-being of the local community.**

Article 16 of the Administrative Instruction establishes a legal obligation for all municipalities to amend or supplement their municipal regulations within a period of six months after the entry into force of this Administrative Instruction. This duty establishes a clear and defined process for adapting municipal regulations to the provisions and requirements of this Instruction, resulting in the strict implementation of this legal obligation. Also, such updates bring clarity to administrative procedures, ensuring that all interested parties are informed about their new rules and obligations in the framework of the cooperation of municipalities with villages, settlements and urban neighborhoods.

To fulfill this obligation, municipalities should conduct a detailed assessment of their existing regulations and identify any changes or additions that are necessary for compliance with the Administrative Instruction. Furthermore, municipalities should conduct appropriate consultations with local stakeholders and ensure transparency and inclusion in the process of updating municipal regulations.

It is also important that municipalities set a clear action plan and monitor their progress in fulfilling this obligation. This includes monitoring the timeline and resources needed to ensure the full and successful implementation of changes to municipal regulations.

### 5.1 Responsibility for the implementation of the Administrative Instruction

**Article 14 of the Administrative Instruction clearly defines the mayor of the municipality as the person responsible for implementing all provisions of this Instruction.** This designation of a person responsible for implementing the Guidelines is intended to ensure that the implementation process is appropriate and carefully followed.

The Mayor, as the person responsible for implementing the Administrative Instruction, should have an active role in monitoring and ensuring the implementation of the policies and procedures set out in the Instruction. This includes leading the coordination of activities, monitoring the progress of implementation and addressing any challenges that may arise during the process. In this context, it is essential that the Mayor plays a proactive role in guiding his/her team towards the correct and efficient implementation of the policies and procedures. The Mayor should have the responsibility to ensure that all stakeholders involved in the implementation process are involved and adequately informed.

Finally, a sustainable and effective role of the mayor in implementing the Administrative Instruction is important to ensure that the goals and objectives of the Instruction are achieved in an appropriate

and fair manner.

## 5.2 Monitoring the implementation of the Administrative Instruction

**Article 15 of the Administrative Instruction assigns the responsibility of monitoring the implementation of the instructions to an independent and specialized entity, in this case the Ministry of Local Government Administration.** This monitoring mechanism is vital for ensuring the fair and appropriate implementation of the Administrative Instruction at all levels of local government.

The Ministry of Local Government Administration, as the body responsible for monitoring the implementation of the Administrative Instructions, should have the resources and capacities to carefully monitor the progress and consistency of the implementation of the Instruction at the entire municipal level. This includes assessing the accountability of municipalities in implementing the policies and procedures set out in the Instruction.

Regular and effective monitoring of the implementation of Administrative Instructions ensures that any violations or non-implementation are identified and addressed in a timely manner, thereby improving the integrity and efficiency of the decision-making process at the local level. It also increases the level of transparency and accountability among local authorities and the general public.

To ensure successful monitoring of the implementation of the Administrative Instructions, it is important that the Ministry of Local Government Administration has an active role in defining monitoring criteria, collecting relevant data and reporting monitoring results in a transparent and clear manner.

## 5.3 Financing of Local Council activities

Article 13 of the Administrative Instruction emphasizes the importance of the availability of financial resources to support the activities and projects of local councils. Funding for these activities can come from a wide range of sources, including:

- a) **Contributions of residents of the village, settlement or urban neighborhood:** This is an important form of local financing that encourages the active participation of the community in the development of their activities. Their contributions, in the form of financial contributions or volunteer work, can be an important source of funding for projects and activities important to the community.
- b) **Financing from the respective municipality:** The respective municipality is a fundamental source of funding for the activities of local councils. The description of the respective municipality's budget and the allocation of funds for local projects and activities is vital to ensure that the needs of the community are addressed effectively and appropriately.
- c) **Donors:** Contributions from donors, including local government organizations, non-governmental organizations, private companies, and wealthy individuals, can be an additional source of funding for local projects and activities. This requires a continuous effort to identify and secure appropriate financial support from these sources.
- d) **Joint financing:** In cases where a project or activity has shared benefits for several communities or local partners, joint funding can be a favorable solution. This pooling of resources can strengthen collaboration and ensure that the project has maximum impact in the area of common interest.



To ensure sustainable and effective funding for local activities, it is important that local councils establish good relationships with all possible financial sources and develop strategies for their most efficient use.

## 5.4 Financial compensation of the heads of Local Councils

Article 12 of the Administrative Instruction (MLGA) No. 02/2019 on the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods determines how the heads of local councils will be compensated for their work. It is important that this is done in a transparent manner and in accordance with the established rules.

First, the agreement that local council presidents will be compensated from the municipal budget for their work emphasizes the financial responsibility of the municipality towards these representatives. This enables them to be able to cover at least some administrative expenses towards the fulfillment of their duties towards the citizens they represent.

**It is important to note that the compensation for local council chairmen is made in the equivalent amount of members of mandatory committees.** This decision is reasonable, as it does not distinguish between the work of mandatory committees and local councils.

**Compensation for meeting attendance is only made for six local council meetings held within the calendar year.** This is an important measure to ensure that the remuneration of local council chairmen is based on their active presence and genuine contribution to local decision-making processes. It also encourages their commitment and participation in council activities.

**However, compensation can be made after certain procedures and rules are followed by both parties - the municipality and the local council presidents.**

### 5.4.1 Guidelines for Municipalities

Based on a legal analysis prepared by the Civikos Platform<sup>8</sup>, regarding the compensation of local council chairmen, it has been found that there are dilemmas regarding the payment of local council chairmen. This has caused challenges in the functioning of local councils, and has made it impossible to achieve the goals for which they exist. However, from this analysis it has been found that there are no legal obstacles for municipalities to compensate local council chairmen, if they follow a clear legal path. In this regard, the following are listed the steps that municipalities should follow to implement the payment in a unified and effective manner:

- 1) Updating Municipal Regulations for Cooperation with Local Communities** - Any municipality that has not updated the regulation must update the relevant municipal regulation on cooperation with villages and urban settlements and neighborhoods, specifying the election of local community leaders, the manner of functioning of local communities, including the organization of meetings and the compensation of leaders. This update must be in accordance with the requirements of Administrative Instruction (MLGA) No. 02/2019 on the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods.
- 2) Election of Local Council Chairmen** - Municipalities should supervise the process of election and functioning of local councils, ensuring that the chairmen of local councils are legitimate and elected in a transparent manner and in accordance with the legal and sub-legal acts in force. After the elections, the decision on the election of the chairmen of local councils, which is approved by the Municipal Assembly, should also specify the amount of compensation for

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<sup>8</sup> Analysis of the Legal Basis for the Compensation of Local Council Chairmen (Platforma Civikos, 2024), available at: <https://civikos.net/wp-content/uploads/2024/11/Analiza-shqip.pdf>



meetings, the keeping of minutes, regular records of meetings to justify the compensation, as well as the category of expenses from which the chairmen of these councils will be compensated.

- 3) Compensation Budgeting** - Municipalities should plan a budget for the compensation of local council chairmen. This compensation is based on meeting attendance (maximum 6 meetings per year) and according to Administrative Instruction No. 02/2019 is equivalent to the compensation of members of mandatory committees. Consequently, municipalities should analyze the data on the number of chairmen and budget the appropriate monetary amount. This budgeting could be done within the Municipal Assembly.
- 4) Proposals for expenditure category** - Since the heads of local councils are not employees of the municipality, their compensation could be made from the category of goods and services. The heads of councils should be compensated for the services they provide at the meetings of the local councils. The municipality should determine the amount of compensation and the number of meetings that will be compensated within the year as well as the economic category from which the payment will be made, basing this on the evidence of the meetings held. This should also be determined in the relevant decision for their election.

In case of uncertainty, the Ministry of Local Government Administration (MLGA) and the Ministry of Finance, Labor and Transfers (MFLT) can provide legal advice on the practical implementation of the compensation of local council chairmen. By following these steps, municipalities will enable the effective functioning of local councils and increase citizen participation in decision-making processes.

## **5.4.2 Guidelines for Local Councils**

To ensure the effective operation of Local Councils, to meet the requirements of Administrative Instruction No. 02/2019, as well as to receive financial compensation, local councils and their mayors must follow these instructions:

### **1) Organizing and Holding Meetings**

- Planning and Invitations: Council Chairs shall organize at least six (6) meetings during the calendar year, as provided for in Article 12 of the Administrative Instruction. Invitations to meetings shall include the agenda and be distributed at least seven (7) days in advance.
- Preparation of Minutes: Each meeting should be documented with official minutes, including the date, place, quorum, and decisions made.
- List of participants: each participant in the meeting must be registered, have a contact number or email address, and be signed. Participation can be additionally documented with photographs or videos, if the participants' consent to be photographed has been obtained.

### **2) Saving and Documenting Decisions**

- Register of Decisions: All decisions taken by Local Councils must be registered according to Article 6 of the Administrative Instruction. This register must contain accurate information and be accessible for inspection by municipal authorities.
- Periodic Reports: Reports on the activities and achievements of the council must be submitted to the municipality every six (6) months.

### **3) Declaration of Ethics and Conflicts of Interest**

- Compliance with Ethical Standards: Chairmen and members of councils must sign declarations of compliance with ethical standards, avoiding conflicts of interest while performing their duties.

### **4) Request for Compensation**

- Compensation Criteria: Chairs must document attendance at meetings and provide minutes and a list of participants to justify their compensation, as set forth in Article 12.
- Deadlines for Submission of Documents: Documentation justifying compensation must be submitted to the municipality in accordance with municipal guidelines.

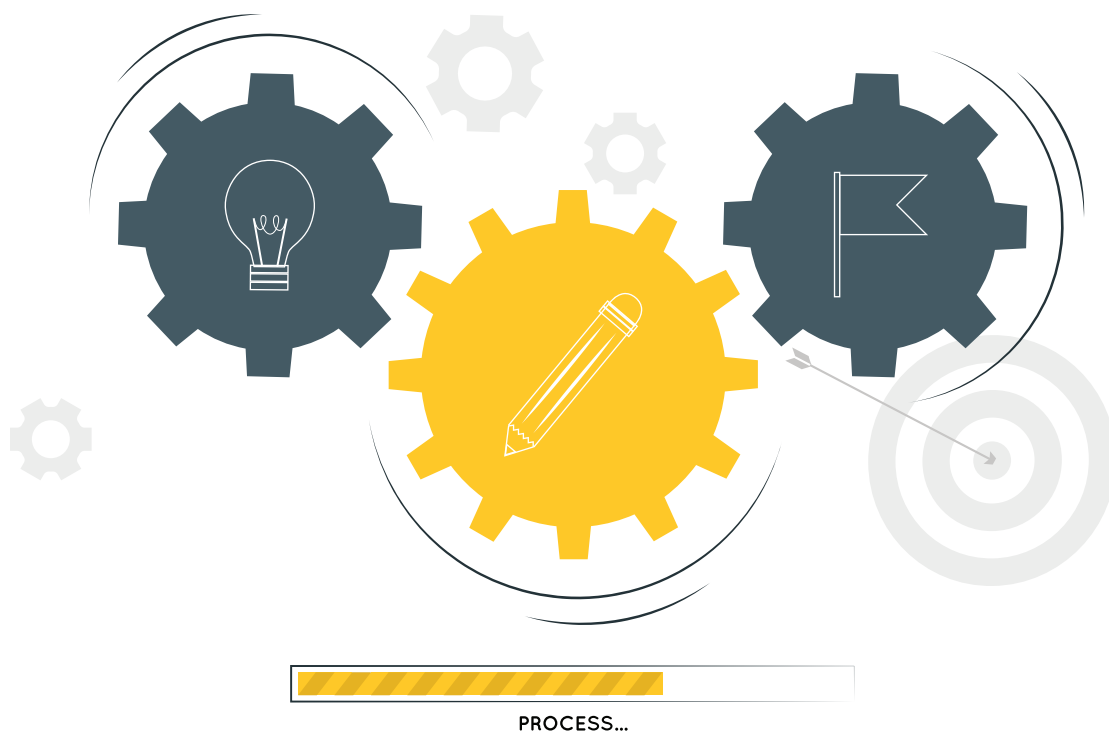
### **5) Cooperation with the Municipality**

- Mayors must participate in periodic consultations organized by the mayor and the chairperson of the municipal assembly, as required by Article 11 of the Instruction.

### **6) Monitoring and Accountability**

- Mayors are responsible for reporting the progress and fulfillment of the council's duties to the municipality. Reporting must be transparent and based on accurate data.

These guidelines are essential to ensure the proper functioning and fulfillment of the legal responsibilities of Local Councils. Their observance helps to create a strong partnership between councils and municipalities and to effectively address the needs of the community. Examples of documents to facilitate the following of these guidelines are provided in the following chapter.



## 6. EXAMPLES OF DOCUMENTS FOR LOCAL COUNCILS

### Invitation

*Note: The shaded parts are to be filled in with the relevant information, as they are given here only as examples. It is preferable that the invitation be sent at least one week in advance.*

#### Local Council XY

In accordance with the Law (no. 03/I-040) on Local Self-Government, Article 34, and Administrative Instruction (MLGA) no. 02/2019 on the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods, Article 1, as well as the Regulation on the Organization and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods in XY Municipality, You are invited to the following meeting.

#### Meeting Invitation

**Time:** September 5, 2024, 6:00 PM

**Country:** Municipality Meeting Hall, XY

**Dear Members of the Local Council/ citizens** (depending on whether the meeting is held with Council members or other citizens),

We invite you to participate in the next meeting of the Local Council XY, which will be held on September 5, 2024 in Municipal Meeting Room, XY.

#### Purpose of the Meeting:

Discussion and decision-making on important issues related to the needs and priorities of our community, including organizing an open meeting with citizens and planning activities for the next month.

#### Agenda:

1. Opening of the Meeting and Approval of the Agenda
2. Reporting on Activities Carried Out by the Local Council  
(Initiatives to improve local infrastructure and campaign for environmental protection)
3. Discussion and Decisions on the Work Plan for the Next Month  
(Organizing an open meeting with citizens and identifying their needs)
4. Miscellaneous Issues  
(Discussion on improving neighborhood safety and improving municipal services)
5. Closing of the Meeting

Please confirm your attendance and prepare any issues/proposals you would like to add to the agenda.

With respect,

First and Last Name

Chairman of the Local Council XY

## Record

*Note: The shaded parts are filled in with the relevant information, as they are given here only as examples. In this case, the other constituent text of the document is also given only as an example and form, and should be consistent with the activities of the relevant Council. The list of signed participants should be attached to the minutes. It is preferable to also take photos/videos of the meeting for additional documentation, after obtaining the consent of the participants to be photographed.*

### Minutes of the Local Council Meeting XY

**Time:** August 25, 2024, 6:00 PM

**Country:** XY Municipality Meeting Room

**Number of Participants:** 10 (The signed list of participants is attached to this document)

#### Participant Data:

- **Chairman of the Local Council:** First and Last Name XY
- **Local Council members present at the meeting:**

1. First and Last Name XY	4. First and Last Name XY
2. First and Last Name XY	5. First and Last Name XY
3. First and Last Name XY	6. First and Last Name XY

#### Agenda Items:

##### 1. Opening of the Meeting and Determination of Quorum

- The meeting was opened by the Chairman, First and Last Name XY, who found that the quorum was met to hold the regular meeting. He then presented the agenda, which was approved.
- Note the number of people who agreed and if any disagreed.

##### 2. Reporting on Activities Carried Out by the Local Council (enter the reporting period, example: During the month of August)

- The Mayor presented the report of the activities carried out during the last month, including initiatives to improve local infrastructure and the organization of an awareness campaign for environmental protection. All activities were discussed and approved by the council members.
- Note if there were any additional observations and recommendations for the reporting period.

##### 3. Discussion and Decisions on the Work Plan for the Next Month

- It was discussed and decided to organize an open meeting with citizens to identify their needs and priorities for future investments in the community. The date for this meeting was set for September 5, 2024.
- Record all decisions about future activities.

##### 4. Miscellaneous

- Members discussed XY issues that affect the community, including increasing neighborhood safety and improving municipal services.
- Write down everything else that was discussed and decided during the meeting.

#### Closing of the Meeting

The meeting was closed by the Chairman at 19:30, with a special thanks for the active participation of all members.

#### Signatures:

- **Chairman of the Local Council:** \_\_\_\_\_
- **Process holder:** \_\_\_\_\_
- **Local Council Members:**

1. First and Last Name XY
1. First and Last Name XY
1. First and Last Name XY

**Date:** August 25, 2024

**Country:** XY

The signed list of participants is attached as an annex to these minutes.

## List of participants

*Note: The shaded areas are filled in with the relevant information, as they are provided here only as examples. The list of signed participants is attached to the minutes and documents that the meeting was held. For each participant, there should also be a contact number or email address to identify and verify them if necessary.*

*It is preferable to take photos/videos of the meeting for documentation, but only after obtaining the consent of the participants to be photographed. In case there are participants who do not want to be photographed, their decision must be respected as this right is guaranteed by law.*

*According to the Law on Personal Data Protection, the telephone number is personal data, so this list must be kept carefully and the data must not be shared.*

### Local Council Meeting XY

#### List of participants

Place: \_\_\_\_\_ Date: \_\_\_\_\_

No.	First and Last Name	Contact number	Do you agree to be photographed? YES/ NO	MEMORANDUM
1				
2				
3				
4				
5				
6				
7				
8				

\*Your personal data will only be used for the purpose of identifying participants in the activity and not for other purposes.

## Register of decisions

*Note: The shaded parts are filled in with the relevant information, as they are given here only as examples. In this case, the other constituent text of the document is also given only as an example and form, and should be subject to the decisions of the relevant Council. The register of decisions should be updated after each meeting of the Council to reflect all decisions taken. The voting results should include the number of votes for, against and abstentions where necessary. Additional notes may include important information for the implementation of the decisions or remarks made during the meeting.*

### Register of Local Council Decisions XY

No.	date	Themes	Decision Description	Voting Result	Additional Notes
1	August 25, 2024	Approval of the Agenda	Approval of the agenda for the meeting of August 25, 2024.	Approved unanimously	
2	August 25, 2024	Reporting on Activities Performed	Approval of the report on activities carried out during the last month.	Approved unanimously	
3	August 25, 2024	Planning an Open Meeting with Citizens	Setting the date and topics for the open meeting with citizens on September 5, 2024.	Approved by majority vote	
4	August 25, 2024	Election of New Council Member	Election of First Name and Last Name XY as a new member of the Local Council.	First and Last Name XY: 8 votes, First and Last Name XY: 2 votes	
5	August 25, 2024	Improving Neighborhood Safety	Decision to organize a campaign to increase neighborhood safety.	Approved by majority vote	

**Date of preparation: August 25, 2024**

**Prepared by: First and Last Name XY, Chairman of the Local Council**

## Declaration of Ethics and Conflicts of Interest

*Note: The shaded parts are filled in with the relevant information, as they are provided here only as examples.*

In accordance with the Law (no. 03/I-040) On Local Self-Government, Article 34, the Law (no. 06/I-011) On Prevention of Conflict of Interest in the Exercise of Public Function, Article 17, Administrative Instruction (MLGA) no. 02/2019 on the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods, Article 1, and the Regulation on the Organization and Cooperation of the Municipality with Villages, Settlements and Urban Neighborhoods in the Municipality XY, sign this:

### Statement of Ethics and Conflict of Interest

Local Council XY

Date: Date of Signature

#### General Declaration

I, the undersigned, FIRST AND LAST NAME XY, as member/chairman of the Local Council of XY, accepting the responsibilities and obligations that have been given to me, I declare that I will act with complete integrity, honesty and dedication to the interests of the community I represent. I commit that during the exercise of my duties I will follow the principles of ethics and will avoid any situation that may create a conflict of interest.

#### Principles of Ethics

1. **Integrity:** I commit to acting in accordance with the highest principles of integrity and honesty in all actions and decisions I make as member/chairman of the Local Council.
2. **Transparency:** I will ensure that my actions are open and transparent, allowing all citizens to have access to relevant information.
3. **Responsibility:** I will take full responsibility for my decisions and actions, being willing to account for them to the community and my colleagues.
4. **Respect for the Law:** I will comply with all laws and regulations related to the duties and responsibilities of the Local Council.

#### Conflict of Interest

1. **Declaration of Interests:** If, during the performance of my duties, I am faced with a situation where personal, financial, or family interests may influence my decisions, I commit to immediately declare this conflict and recuse myself from decision-making in that matter.
2. **Avoidance of Personal Benefits:** I will not use my position on the Local Council to personally benefit, directly or indirectly, to the detriment of the interests of the community.
3. **Disclosure of Potential Conflicts:** I will notify the Council of any situation that may create a conflict of interest, even if it is not currently apparent, to ensure that my actions are consistent with the highest ethical standards.

#### Acceptance and Signature

By signing this statement, I acknowledge that I have read, understood and agree to abide by these principles throughout my period of service on the Local Council.

Name and Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Reports

*Note: The shaded parts are filled in with the relevant information, as they are given here only as examples. In this case, the other constituent text of the document is also given only as an example and form, and should be subject to the activities of the relevant Council.*

In accordance with the Law (no. 03/I-040) on Local Self-Government, Article 34, and Administrative Instruction (MLGA) no. 02/2019 on the Organization, Functioning and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods, Articles 1, 14 and 15, as well as the Regulation on the Organization and Cooperation of Municipalities with Villages, Settlements and Urban Neighborhoods in **XY Municipality**, We present the following report.

### Local Council Activity Report XY

**Period:** May-August 2024

**Report Date:** September 1, 2024

**Country:** XY

#### 1. Introduction

This report summarizes the activities carried out by the Local Council XY during the period May-August 2024, including progress achieved, challenges encountered, and recommendations for the future.

#### 2. Activities Implemented

During the period May-August 2024, Local Council XY has carried out the following activities:

- **Improvement of local infrastructure and monitoring by the Council:**
  - Municipality XY has completed the repair of the main road in the village XY and improving public lighting in some areas.
  - The Local Council, in cooperation with the Municipality, supervised the works and addressed the following issues:
    - XY.
    - XY.
    - XY.
- **Environmental Protection Campaign:**
  - Organizing an awareness campaign for waste recycling, in which the village residents participated.
  - Placing new waste bins in different areas of the village.
- **Community Meetings:**
  - They were held X meetings with citizens to discuss their needs and concerns. During the meetings, these challenges were identified and these recommendations emerged

#### 3. Progress Achieved

- **Infrastructure:** Significant improvements have been made to the condition of the main road and public lighting, increasing safety and comfort for residents.
- **Environmental Protection:** The recycling campaign has resulted in an increase in awareness of environmental protection and has helped reduce pollution in the village.
- **Community Engagement:** The meeting with citizens has improved communication and cooperation between the council and residents, contributing to more informed decision-making.

#### 4. Challenges Encountered

- **Lack of Funding:** There have been difficulties in securing sufficient funds to complete all



planned activities.

- **Low Participation in Some Activities:** Some activities, such as the recycling campaign, have had low participation from citizens, which has limited their impact.

#### 5. Recommendations for the Future

- **Securing New Financial Resources:** The Council should explore new funding opportunities, including applying for grants and collaborating with other organizations.
- **Raising Community Awareness:** It is necessary to organize other activities to increase awareness and participation of citizens in local initiatives.
- **Improving Coordination with the Municipality:** Continuing close cooperation with the Municipality to ensure greater support in the implementation of awareness-raising activities.

#### 6. Conclusion

This report provides an overall assessment of the activities of the Local Council during the period **May-August 2024**. Despite the challenges encountered, significant progress has been made in several key areas, and the recommendations for the future will help further improve the work of the council.

#### Signature

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First and Last Name **XY**

Chairman of the Local Council **XY**

Date: **September 1, 2024**

Country: **XY**

