

**Government of the Republic of Macedonia
National Commission for Small Arms and Light Weapons**

**Rules of Procedure
of
The National Commission on Small Arms and Light Weapons**

Skopje, February 2013

Based on the Decision for the formation of a National Commission on Small Arms and Light Weapons ("Official Gazette" br.58/07) adopted at the National Commission on Small Arms and Light Weapons Meeting held on 02.08.2103.

* This translation is for the convenience of those unfamiliar with the language of the FYR Macedonia. Please refer to the original text for the official version.

Rules of Procedure of the National Commission on Small Arms and Light Weapons

Article 1

The present document sets the rules of procedure of the National Commission on Small Arms and Light Weapons (hereinafter National Commission), the composition of the National Commission, the rights and obligations of its President, the manner of organizing its sessions and the process of decision-making of the National Commission.

Article 2

The National Commission bares the responsibility to create measures for the control of small arms and light weapons within the society, and to improve the measures that determine the overall security in the Republic of Macedonia.

In addition to paragraph 1 of this Article, the National Commission shall perform the following duties:

- Plan, monitor and analyze the state of the control of small arms and light weapons;
- Coordinate the activities of the relevant institutions in the country, engaged in solving the issues related to the prevention and eradication of the proliferation of illicit arms, and the control of legal weapons;
 - Launch initiatives related to addressing the issues relevant to the control of small arms and light weapons;
 - Cooperate with relevant international bodies and institutions on matters within the competence of the National Commission;
 - Provide opinions and proposals on specific issues at the request of the Government;
 - Initiate the formation of a working group to accomplish a particular activity, i.e. purpose, associated with the control of small arms and light weapons;
 - Provide an annual report of its activities to the Government;
 - Perform other duties stipulated in laws and regulations related to the control of small arms and light weapons.

Article 3

The National Commission is chaired by a President – the Secretary of State in the Ministry of Interior or other person appointed by a Decision of the Government of the Republic of Macedonia.

The National Focal Point or the National Point of Contact for the Commission is appointed by a decision of the Government upon a proposal of the Ministry of Interior.

Members of the National Commission are appointed by a Decision of the Government on the proposal of:

- Ministry of Interior,
- Ministry of Defence,
- Ministry of Justice,
- Ministry of Foreign Affairs,
- Ministry of Economy,
- Ministry of Local Government,
- Ministry of Education and Science,
- Ministry of Agriculture, Forestry and Water Management,
- Ministry of Finance - Customs Administration.

The Secretary of the National Commission is appointed by the Decision of the Government on a proposal of the Ministry of Interior.

If necessary, the work of the National Commission may bring together representatives from local and international NGOs which have working experience in the field of small arms and light weapons.

Article 4

The President of the National Commission shall:

- Represent the Commission before the National Government and to other national and international institutions and authorities where necessary;
- Determine the draft agenda for the sessions;
- Convene sessions as stipulated in Article 10 of these Rules;
- Chair the sessions of the National Commission;
- Organize the work of the National Commission;
- Establish initiatives, opinions and proposals of the National Commission;
- Invite at the sessions representatives of state institutions and organs of government, individual companies, commercial associations, NGOs or individuals, academic institutions, if

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it is of interest to the work of the National Commission and on the basis of a decision by the National Commission, or a submitted proposal by a member of the National Commission and;

- Sign acts adopted by the National Commission.

Article 5

The members of the National Commission shall:

- Attend the sessions of the National Commission;
- Participate in the work of the National Commission;
- Propose relevant topics for the agenda;
- Propose amendments to the topics of the agenda;
- Participate in the discussion (debate) on the topics of the agenda;
- Participate in taking final decisions for the adoption of conclusions, i.e. decisions on topics from the agenda;
- Proposes relevant topics for future sessions of the National Commission and;
- Performs other tasks within the jurisdiction of the National Commission, delegated by the President of the National Commission.

Article 6

Administrative matters of the National Commission are in the competence of the Secretary of the National Commission.

As a Secretary of the National Commission is appointed that person in the Ministry of Interior, who acts as an adviser to the Secretary of State for the National Commissions of the Government of the Republic of Macedonia.

The Secretary of the National Commission shall:

- Organize and prepare the sessions of the National Commission in coordination with the President of the National Commission and the National Focal Point;
- Prepare the invitations for the sessions on the proposal of the President of the National Commission;
- Deliver the invitations for the scheduled sessions of the National Commission to its Members;
- Keep records of every session held;

- Submit the prepared reports from the sessions to the members of the National Commission for their consideration;
- Inform Members of the National Commission for other issues of relevance and in the competence of the National Commission;
- Prepare the annual report on the work of the National Commission and;
- Prepare all other documents and materials that are of relevance and in the competence of the National Commission.

Article 7

The responsibilities set in Article 2 of the present Rules are exercised during the sessions of the National Commission.

Article 8

The National Commission holds sessions every second month of the calendar year.

Notwithstanding paragraph 1 of this Article, extra-curriculum sessions may be held as necessary, or at the request of Members of the National Commission.

Article 9

The persons referred to in Article 3 of the present Rules shall be notified via a written invitation of the sessions of the National Commission.

The invitation referred to in paragraph 1 of this Article shall be submitted to the persons referred to in Article 3 of these Rules no later than seven days prior to the session.

The invitation referred to in paragraph 1 of this Article shall contain the day, hour and place of the session and the proposed agenda for the session.

Besides the invitation referred to in paragraph 1 of this Article, the persons referred to in Article 3 of these Rules shall as well be notified of the session via an electronic message.

Notwithstanding paragraphs 1, 2, 3 and 4 of this Article, the persons referred to in Article 3 of these Rules may be notified of the date and time of the session via a telephone notification by the Secretary of the National Commission.

Article 10

The Members of the National Commission may be absent from the sessions of the National Commission for justifiable reasons only.

Members of the National Commission who would be absent from a session shall notify the President of the National Commission for their inability to attend no later than three days prior to the session.

In exceptional cases, a notice of inability to attend a session of the National Commission can be done in a shorter period than the one referred to in paragraph 2 of this Article.

Article 11

Sessions are chaired by the President of the National Commission.

In the absence of the President of the National Commission, the session shall be chaired by the National Focal Point or another person assigned by the President.

Article 12

The session may be held if attended by at least half of the Members of the National Commission.

The session of the National Commission begins with the adoption of the minutes of the previous session.

The minutes referred to in paragraph 2 of this Article shall be considered adopted if the Members of the National Commission have no objections to any amendments or remarks that might have been added to the initially adopted minutes.

The adoption of the minutes is based on the principle of consensus or acceptance by all Members of the National Commission.

A Member of the National Commission, whose remark was not adopted, may request further discussion until a mutually acceptable solution is reached.

Failure to reach consensus on the remarks referred to in paragraph 5 of this Article, should be indicated in the minutes.

Article 13

After the adoption of the minutes, the National Commission shall determine the agenda and begin its session.

On the proposal of any of the Members of the National Commission, new topics can be added to the agenda if approved by a majority of the present members of the National Commission.

Certain topics of the agenda may be deferred for consideration at the next session, if the majority of the present Members of the National Commission considered that there was insufficient information to be discussed and voted on.

Article 14

After setting the agenda, each topic on the agenda shall be discussed (debated).

The Chairman of the session of the National Commission gives the floor for remarks to the Members in order of their registration.

Consideration of specific issues from the agenda shall be initiated by the Member who has proposed the issue for discussion, or by a Member of the National Commission who has been designated to report on the specific issue.

If the speaker moves the discussion away from the main topic of the agenda, the President can warn the speaker and if the speaker continues to adhere to his/her point, the President may suspend the remark.

Article 15

After each discussion on a topic of the agenda, conclusions on the topic shall be adopted.

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The conclusions are agreed upon through a vote from the Members of the National Commission. The Members vote via raising their hands, in a manner previously agreed upon that would clearly indicate which movement shall mean “for” and which “against”.

The Members of the National Commission give their opinions on the conclusions according to their own opinion and belief, while adhering to the policies of the Ministry which has appointed them to the National Commission.

The conclusions are considered adopted with more than a half of the votes of the present Members.

After determining the results of the vote, the Chairman of the session announces that the conclusions or decisions are adopted.

Article 16

Minutes are taken for each session of the National Commission.

Article 17

The minutes referred to in Article 16 shall contain information on:

- Date of the session;
- Time of beginning and end of the session;
- Information about the person authorized to conduct the session (Chairman) in the absence of the President of the National Commission;
- Number and information on the Members attending the session;
- Conclusions from the adopted minutes of the previous meeting;
- Adopted agenda for the current session;
- A summary of discussions and explanations on certain topics;
- Conclusions and decisions on specific agenda topics; and
- Signature of the President or the person authorized to conduct the session (Chairman) of the National Commission.

The minutes shall be approved by the President of the National Commission.

Article 18

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Conclusions made by the National Commission contain full mention of the decisions adopted by the National Commission, the date of the conclusion, dispositive and rationale for the conclusion or decision.

Conclusions or decisions referred to in paragraph 1 of this Article shall be submitted to the competent authority.

Article 19

For the implementation of certain activities and objectives related to small arms and light weapons the National Commission can initiate the formation of a working group to accomplish the specified activity, i.e. purpose.

A proposal for the initiative referred to in paragraph 1 of this Article shall be submitted to the Minister of Interior.

With a decision of the Minister of Interior a working group is formed to accomplish the specified activity, i.e. purpose.

With the decision referred to in paragraph 3 of this Article the duties of the working group are determined (drafting a proposal for a working or other material, proposal for a position or conclusion, etc.), obligations and deadlines for the specified activity, i.e. purpose.

Article 20

The provisions of the present Rules are obligatory for all persons referred to in Article 3 of these Rules.

Article 21

The present Rules of Procedure are adopted by the National Commission.

The Rules referred to in paragraph 1 of this Article shall be adopted at a meeting of the National Commission through a positive vote of more than a half of the present Members of the National Commission.

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Article 22

The present Rules of procedure shall enter into force on the day of adoption.

Issue, _____
_____ 2013
Skopje

**President of the National Commission
on Small Arms and Light Weapons**

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