



REGULATION ON THE ORGANIZATION AND CONDUCT OF THE MEETINGS OF THE GOVERNING BOARD OF THE NATIONAL AGENCY FOR QUALITY ASSURANCE IN EDUCATION AND RESEARCH

Issue I, Review 0

Approved by the Governing Board of
the National Agency for Quality Assurance in Education and Research,
Decision no. 38 of February 26, 2021

President

Andrei CHICIUC

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I. General provisions

1. The Regulation on the organization and conduct of the meetings of the Governing Board of ANACEC (hereinafter - Regulation) is developed based on point 29 of the Regulation on the organization and operation of the National Agency for Quality Assurance in Education and Research (GD 201/2018).
2. The Regulation establishes the way of organizing and conducting the meetings of the Governing Board (hereinafter - GB) of the National Agency for Quality Assurance in Education and Research (hereinafter - ANACEC).
3. GB meetings are public, with the exception of cases when the public examination of the subject or a part of it is restricted by law. In all cases, the results of the review or the decisions taken are published on the official website of ANACEC.

II. Organization of the meeting of the Governing Board

Convocation

4. GB convenes in ordinary and extraordinary meetings.
5. GB meetings are convened by the President of ANACEC, and in his/her absence - by the Vice-President of ANACEC.
6. The ordinary meeting of the BG is convened, as a rule, monthly, on the last Friday of the month, at 14:00, and takes place in the ANACEC headquarters.
7. The BG meeting, for valid reasons, at the President's decision, can be held online through electronic communication platforms.
8. At the President's decision, the meeting of the GB can be set for another day, time and/or place, which is made public by placing it on the official web page of ANACEC.
9. Extraordinary meetings can be convened at the initiative of the President or at least 5 members of the GB.

The agenda

10. Proposals for topics to be included on the agenda of the GB meeting are presented to the President by the Secretary General of the GB based on the materials prepared for examination by the Profile Committees and ANACEC subdivisions.
11. (a) In case the GB members request the additional inclusion of a topic on the agenda of the GB meeting, this, as a rule, is presented to the Secretary General 72 hours before the start of the GB meeting.
(b) The updated agenda of the GB meeting with the additional topics included on the agenda, and with the additional materials, will be delivered to the participants at the meeting by the Secretary General.

Presentation of materials

12. The Secretary General sends to GB members and other participants in the GB meeting, at least 96 hours before the start of the GB meeting, the link to the draft agenda of the GB meeting and the corresponding materials related to the topics on the agenda placed in the Cloud.

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13. The agenda of the extraordinary meeting of the GB and related materials are sent by the Secretary General before the start of the GB meeting, and if this is not possible, the Secretary General ensures its distribution during the GB meeting.
14. The Secretary General, at least 48 hours before the start of the meeting, ensures the publication of the draft agenda of the GB meeting on the official website of ANACEC.

III. The conduct of the Governing Board meeting

Participation in meetings and approval of the agenda


15. The GB meeting must be attended by the members of the GB, people who have been appointed as rapporteurs for the subjects established in the agenda and the invited persons whose presence is necessary for the adoption of decisions by the GB.
16. The GB member can be absent or participate online in the BG meeting in case of leave, business trip or illness, as well as for other legitimate reasons.
17. The GB member confirms attendance at meetings by signing the *Attendance List*, and in the case of GB meetings organized in online format, the *Attendance List* will be completed by the Secretary General.
18. The GB meeting is deliberative if at least 10 members participate in it.
19. GB meetings are chaired by the President, and in the absence of the President - by the Vice-President.
20. At the beginning of each meeting, the GB examines the draft agenda.
21. The draft agenda of the GB meeting, at the proposal of the GB members, can be modified by including or excluding a certain topic.
22. The agenda of the GB meeting is approved by the majority vote of the GB members.

Examining the topics on the agenda

23. The examination of topics during the GB meeting is usually carried out in the consecutive order of their listing in the agenda approved by the GB.
24. At the proposal of GB members and with the approval of the President, the consecutiveness of the examination of the topics on the agenda can be changed.
25. The rapporteur/rapporteurs present the topic on the agenda within the allotted time.
26. GB members have the right to ask questions, submit proposals and objections, and present additional explanations and arguments on the examined topic, which are recorded in the minutes of the GB meeting.
27. The President decides to end the debates on the topic on the agenda of the GB meeting.

Adoption of GB decisions

28. The decisions of the Governing Board are adopted with the vote of at least 8 members, except for the cases in which the Regulation on the organization and operation of the National Agency for Quality Assurance in Education and Research (GD 201/2018) establishes otherwise.
29. The GB member does not participate in the voting process on the topic of the agenda in the case of a conflict of interest.
30. The expression of the open vote by the member of the GB is usually done by raising the hand or expressed verbally/in writing, using one of the following options:
 - 1) *For* - if the GB member supports the adoption/approval of the topic/decision under examination;

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- 2) *Against* - if the GB member does not support the adoption/approval of the topic/decision under examination.
31. The GB member cannot avoid expressing one of the opinions mentioned in point 30 of this Regulation. If the GB member avoids expressing one of these options, his/her vote is considered to be expressed against the subject under examination.
 32. GB members can decide by vote that some topics/decisions should be adopted by secret ballot.
 33. (1) In the case of the GB meeting that takes place in the ANACEC headquarters, in the deliberation process by secret ballot, a Vote Counting Commission is formed ad hoc, which organizes the voting process. The Vote Counting Commission is made up of 3 members elected by the GB.
(2) The Vote Counting Commission elects the Chairperson of the Commission. The Vote Counting Commission prepares the ballots; monitors the voting process; collects the ballots; processes the results of the vote and includes them in the minutes that are presented to the GB.
(3) The GB, by open vote, takes a decision regarding the approval of the minutes of the Vote Counting Commission.
 34. During the online meeting of the GB, the deliberation process by secret ballot is carried out through voting web applications.
 35. Based on the results of the examination of the topic on the agenda and the result of the vote expressed by the GB members, the President announces the decision taken on the respective topic, which is recorded in the minutes of the GB meeting.

Minutes of the meeting

36. In accordance with the results of the GB activity during the meeting, the Secretary General drafts the minutes.
37. The participants in the meeting, the topics examined, the rapporteurs, the summary of their speeches, the decisions adopted on each individual topic are recorded mandatorily in the minutes.
38. The minutes of the GB meeting are signed by the President, countersigned by the Secretary General.
39. The Secretary General can make the video/audio recording of GB meetings.
40. The video/audio recording of the GB meeting is a document for internal use of ANAOEC, which contains information with limited accessibility, and is used only for the drafting of the minutes of the ANACEC meeting and is kept in the established manner together with the materials of the respective GB meeting.

IV. Final provisions

41. The remuneration for the activity of GB members is done according to the normative framework in force from the financial means provided for this purpose in the ANAOEC budget.
42. This Regulation is public and is posted on the ANACEC website.

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Annex 1

Model of the Ballot Distribution Sheet

Ballot distribution sheet
during the meeting of the Governing Board of the National Agency for Quality Assurance in
Education and Research
on _____

No.	Surname, first name	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

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*Annex 2
Ballot paper models*

BALLOT No. 1

Governing Board of ANACEC

Meeting of _____

The name of the study programme subject to external evaluation, the evaluated entity	Voting option	Voting result
	Accreditation	For Against

Voting is done by cutting out the word "For" or "Against". The word that is not cut out shows the vote.

BALLOT No. 2

Governing Board of ANACEC

Meeting of _____

The name of the study programme subject to external evaluation, the evaluated entity	Voting option	Voting result
	Accreditation	For Against
	Non-accreditation	For Against

Voting is done by cutting out the word "For" or "Against". The word that is not cut out shows the vote.

Annex 3
Model of the minutes of the Vote Counting Commission

**Minutes
of the Vote Counting Commission**

1. At the Governing Board meeting of _____, the Vote Counting Commission is elected:
2. At the Commission meeting, _____ is elected as chairperson.
3. The Commission distributed sets of ballot papers for the secret ballot to the members of the ANACEC Governing Board. After opening the ballot box, _____ sets of ballots were found:

No.	The name of the study program subject to external evaluation; the evaluated entity	Sets of ballots	
		Distributed	Found
1.			
2.			

4. Number of votes obtained:

No.	The name of the study program subject to external evaluation; the evaluated entity	Voting option	Votes obtained		
			For	Against	Unfavourable ballots
1.					
2.					

5. As a result of the voting, the following results were obtained:

No.	The name of the study program subject to external evaluation; the evaluated entity	The decision taken after the votes were counted
1.		
2.		

Date: _____

Chairperson of the Vote Counting Commission: _____

Members of the Commission: _____
