

## ANNEX I

### Rules of Procedure and General Principles of the Supervisory Board

#### Section 1

##### Applicable Rules and General Principles

1.1 The Director of the Executive Secretariat shall represent the Executive Secretariat before the Supervisory Board.

1.2 The Chairperson acting in consultation with other members of the Supervisory Board may designate one or more persons to participate on an *ad hoc* basis in the work of the Board.

1.3 Every Member of the Supervisory Board shall designate a person to serve on the Board in his or her absence. In cases of absence of the Chairperson, a person designated by the Chairperson shall chair the Board session.

1.4 Members of the Supervisory Board shall perform their duties impartially and in accordance with the provisions of section 5 of UNMIK Regulation No. 2006/50. They shall not receive any instructions in relation to the exercise of their duties except as provided for under the applicable law.

1.5 No person may become or remain a member of the Supervisory Board if he/she is continuously occupying a property without the express written agreement or consent of the lawful property right holder or not in conformity with the applicable law. Where a Board member occupies a property which is the subject of a claim under section 3.1 of UNMIK Regulation No. 2006/50, he/she shall declare this fact in writing to the Supervisory Board through the Chairperson of the Board.

1.6 No member shall receive compensation for attending Supervisory Board meetings from the Kosovo Property Agency.

#### Section 2

##### Role of the Executive Secretariat

The Executive Secretariat shall provide secretariat support services to the Supervisory Board. The responsibilities of the Executive Secretariat shall include organizing Board meetings, preparing agendas for and minutes of these meetings, disseminating relevant documents and information, and monitoring follow-up actions in connection with decisions taken or advice provided by the Supervisory Board.

Section 3  
Meetings

3.1 Meetings of the Supervisory Board shall be convened quarterly. The Chairperson acting in consultation with other members of the Supervisory Board may convene more frequent meetings of the Board.

3.2 The Chairperson shall approve the draft agenda for each meeting of the Supervisory Board.

3.3 Notice of meetings of the Supervisory Board shall be communicated to members of the Board no later than two weeks prior to each meeting, except where circumstances warrant a shorter notification period. The agenda and any related documents and information shall be forwarded with the notice.

3.4 Minutes of each meeting shall be prepared and distributed for review to the members of the Supervisory Board prior to a subsequent meeting.

3.5 Members of the Supervisory Board may be accompanied at meetings of the Board by an assistant or aid of his/her own choice.

Section 4  
Decisions and Voting

4.1 The Supervisory Board shall have a quorum if at least three voting members are present.

4.2 Decisions of the Supervisory Board shall be made by consensus. Where no consensus is reached, decision shall be made by voting. Unless provided otherwise in this Administrative Direction, decisions shall be made by a simple majority of the members present. Where a qualified majority is provided for, at least three affirmative votes shall be required.

4.3 Members of the Supervisory Board have one vote. In cases where there is an equal division of votes, the Chairperson shall have the casting vote.