

Statute

of the Supportive Council of Civil Budget

“The Supportive Council of Civil Budget” aims to consider civic initiatives during the formation of the budget of Marneuli municipality, as well as to pay attention to the public interest during considering social needs and to enable the citizens to elaborate and present priorities in respective settlement areas.

Article 1. *General regulations*

1. The statute is formulated according to the Constitution of Georgia and Organic Law of Georgia - “Local Self-Government Code” and defines the competences of the discussion organ under the Head of Marneuli Municipality’s Executive Body (Gamagebeli) - “Supportive Council of Civil Budget” (“Council”), as well as the rules of its foundation for providing transparency of activities of the local self-governing authority and promoting active public engagement in the process of the authority’s budget formation.
2. The Council consists of public officials from the Municipality, representatives of NGOs, invited specialists, the head of the civil advisory board as well as representatives of the local population.
3. The Council is made up of at least 7 members and the Secretary.
4. The Council membership is defined by the special administrative-legal act of the Head of Marneuli Municipality’s Executive Body (Gamagebeli).

Article 2. *The rights of the Council*

1. The Council is authorized to discuss the project proposals presented through the competition during implementation of Civil Budget, to reveal the author of a particular project that met with high standards and in case of necessity to have a discussion with and name the winner of the competition.
2. The Council is authorized to consider initiatives proposed by citizens during the project on any specific issue about particular settlement area, to assess its necessity and public profit.
3. The Council is authorized to assess the possibility of carrying out the project proposed by any interested individual upon the financial agreement defined in advance by the Municipality and to express its opinion to the Head of Municipality (Gamagebeli) with a respective recommendation on the issue of the project implementation.

Article 3. *Structure and code of conduct of the Council*

1. The activities of the Council is supervised by its head elected and appointed by the Head of Municipality.
 - 1.1. The head of the Council is authorized:
 - 1.1.1. To lead the Council, appoint and organize meetings.
 - 1.1.2. To coordinate all the activities of the Council.
 - 1.1.3. To sign the proceedings of the Council meetings.
 - 1.1.4. To approve the agenda and the list of issues to be discussed during the Council meeting and to supervise how it together with the working plan and the formulated decisions are fulfilled.

- 1.1.5. To undertake representation of the Council.
- 1.1.6. To appoint the Council assembly anytime in case of necessity and to inform the members as well as interested individuals no later than two days before the appointed date.
- 1.1.7. To open the assembly, to present the issues outlined in the agenda and to close the assembly.
- 1.1.8. The Head of the Council, as well as other members, have the right to just one vote during discussions.
- 1.1.9. The Head of the Council is authorized to invite a specialist to the meeting which can have the right to vote.
2. The Council has the Deputy Head appointed and dismissed by the Head of Municipality and he/she has the right to cover the Head's responsibilities in case of his/her absence.
3. Organizational issues of the Council is supervised by the Secretary who is in charge of formulating agendas and presenting them to the Head for eventual approval, besides:
 - 3.1. To correct the documents presented for discussion.
 - 3.2. To issue the proceedings of the Council assembly to be signed by the Head, the Secretary, the members and the people who attended the assembly with the right to vote.
 - 3.3. To hand the proceedings after having it registered in a special journal in no later than 5 days to the staff member of the Municipality who made a recommendation to the Head of Municipality about the related issue to be discussed on the meeting.
3. A Council member:
 - 3.1. Attends the meetings.
 - 3.2. Expresses his/her own position on each issue defined by the agenda and has the right to one vote only.
 - 3.3. Signs the proceedings.
4. An invited specialist is entitled to rights and responsibilities outlined in the part 3 of this Article.
5. Council members must be deprived of the right to take part in the discussion in case of their direct or indirect private/institutional interest in the discussed issue.
6. A Council member is suspended in case of:
 - 6.1. Personal statement.
 - 6.2. Lack of qualified skills necessary for a particular task.
 - 6.3. Breaching the rules and responsibilities.
 - 6.4. Having shown a biased attitude towards the discussed issue.
 - 6.5. A legal decision or a judicial verdict suspending his/her involvement.
 - 6.6. Acknowledged as disabled or lost by the court or announced dead.
 - 6.7. Found dead.
 - 6.8. Any other judicial restrictions making it impossible that he/she further continue to be a member of the Council.
7. Changes to the membership of the Council can be initiated by the Head of Marneuli Municipality.

Article 4. The Basis of the Council's Activities

1. The Head of the Municipality provides the Council with proposals for discussion after receiving them to the Municipality's official e-mail address (municipaliteti@marneuli.gov.ge) directly from the citizens.
2. The issues that have to be sent to the Council are reviewed by the service or/and a staff member defined by a special individual administrative-legal act of the Head of Municipality, he/she reviews the proposals received in an electronic format in no more than 5 working days; more precisely, corrects the documents (whether they're fully prepared with the application form outlined in the supplement #1.1) and prepares them to further present

on the discussion for which he/she provides the Head of Municipality with a written recommendation about the issue to be discussed by the Council or informs the interested party in case of any flaws.

Article 5. The Working Rule of the Council

1. The Council meets in case of necessity, but no less than once in a calendar year, in case of request of either the Head or 1/3 of the Council members.
2. The Council is authorized to start working only if more than a half of its members are present.
3. The agenda of a Council meeting is formulated according to the prepositions made the Head of Municipality.
4. Te decision is made by the support of over a half of the members. In case of equal votes the Head of the Council has the final vote.

Article 6. Accountability

The Council is accountable to the Head of Marneuli Municipality (Gamagebeli).