

MOSTAR CITIZENS' ASSEMBLY Rulebook



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Building democratic
participation in the
City of Mostar



**MOSTAR
CITIZENS'
ASSEMBLY**

Rulebook

| Original: Mostar Citizens` Assembly Rulebook
| (English version)

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MOSTAR CITIZENS' ASSEMBLY

RULEBOOK

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I. General Provisions

Section 1. Citizens' Assembly

1. The Rulebook sets out the rules for organizing the Mostar Citizens' Assembly, hereinafter referred to as "the Assembly".
2. The Assembly is a process of democratic decision-making by a randomly selected group of Mostar residents, whose composition takes into account the demographic criteria set out in section 11 item 3 hereof.
3. The Assembly aims at delivering the best possible solutions regarding the subject of the Assembly, taking into account the common good of Mostar residents.
4. Information and materials regarding the Assembly are published on the website: www.mostargradimo.ba

Section 2. Assembly Standards

1. The Assembly is organised in accordance with the following standards:
 - 1) random selection of Assembly Members - random selection is carried out in two stages: the first is inviting randomly selected residents to participate, and the second is selecting at random the final group of participants, including alternates. Every member of the population of Mostar who is eligible to take part in the Assembly can potentially receive an invitation;
 - 2) demographic representativeness of the Assembly - the composition of the Assembly should broadly match the demographic profile of Mostar. The aim is to create a microcosm of the city. The size of the group allows for inclusion of a wide diversity of views. A stipend is provided to all Assembly Members;
 - 3) independence of the Coordinating Team to lead the Assembly - the Coordinating Team has the final call regarding process decisions, provided they are in accordance with these Assembly Standards;

4) Assembly Members can decide to invite additional Experts and Witnesses;

5) the widest practical range of perspectives (opinions) is included in the learning phase of the Assembly - if there are diverse solutions and perspectives on a subject, ideally all of them should be presented during the learning phase of the Assembly (by Expert speakers and/or Witnesses). A method of combining perspectives due to time constraints or other practical considerations may be applied. Presentations may take the form of a video stream, a recording, a written note or other medium;

6) inclusion of all Stakeholders in the Assembly - any organisation, state or local government, informal group or institution whose area of work and expertise is related to the topic of the Assembly has the right to present its opinion to the Assembly Members. The role of the Coordinating Team is only to verify whether the Stakeholders meet the criteria laid out in the Rulebook, in which case they are accepted automatically. Due to limited time and a potentially large number of Stakeholders, a method of choosing their representatives (by the Stakeholders themselves) may be used. In this case, a diversity of perspectives should be taken into account;

7) the Assembly Program includes deliberation by Assembly Members - discussions which include listening to others mindfully and weighing options are a key element of the Assembly. The Program should involve discussions in small groups as well as in plenary sessions to maximise opportunities to speak and to be heard. The deliberation phase should be prepared and run by skilled facilitators;

8) openness - all Mostar residents are able to provide input to the Assembly in the form of written comments, proposals or suggestions;

9) sufficient time for reflection by Assembly Members - providing a sufficient amount of time for reflection is necessary to achieve well thought-out decisions. Assembly Members should be able to prolong their meetings – their length and number – if they choose to do so (subject to budgetary limits and the required number of Assembly Members available to participate);

10) transparency - all presentations during the learning phase are transmitted live and are recorded. All materials presented to the Assembly are made available online. After the Assembly is finished, a report presenting details of the methodology used for organising the Assembly is provided and published by the Coordinating Team;

11) visibility - residents of Mostar are informed that the Assembly is taking place. Information on how they can get involved and follow it is provided.

2. The Assembly Standards are related to the following guiding principles:
 - 1) Democracy is for everyone.
 - 2) The process should be organized in a fair and credible way.
 - 3) In a democracy, people are the sovereign.
 - 4) The aim of democracy is to improve the quality of life.
 - 5) The purpose of a citizens' assembly is to achieve high quality, well thought-out decisions.

Section 3. Thematic scope of the Assembly

1. The subject of the Assembly is:
2. The list of specific topics related to the Assembly subject that are to be resolved as part of the Assembly is developed during the Scoping Workshop prepared by the Coordinating Team and may be further refined by that Team.
3. The list below provides the specific topics the Assembly Members will deliberate:
 - 1)

Section 4. Definitions

1. Expert - a person who specializes in the subject of the Assembly, by profession, education, training, skill or experience, and whose role is to transfer that knowledge to Assembly Members;

2. Witness - someone with personal insights on the Assembly topic, by virtue of first-hand life experiences, and whose role is to transfer those insights to Assembly Members;
3. Facilitator - a person who conducts meetings within the Assembly;
4. Observer - a person who watches the progress of the Assembly and may be present during the Assembly Members' meetings without the right to participate in discussions or voting;
5. Assembly Members - persons who form a randomly selected group of Mostar residents, and who make decisions within the Assembly;
6. Alternate Assembly Member - a person who was randomly selected to substitute for an Assembly Member from the primary group in case an Assembly Member is not able to participate in the Assembly. Alternates are members of the reserve group;
7. Recommendation - a proposal of a response or a solution that can be implemented in Mostar related to the subject of the Assembly;
8. Stakeholder - an organization, institution, or informal group whose activity is related to the subject of the Assembly, or which is directly affected by issues raised during the Assembly;
9. Design Team - a group that is responsible for creating the rules and processes that are presented in this Rulebook;
10. Coordinating Team - a group that is responsible for organizing the Assembly;
11. Oversight Team - a group that oversees the process of the Assembly to ensure that it follows the standards and rules set out in this Rulebook.

II. Assembly implementation

Section 5. Design Team

1. The tasks of the Design Team include:

- 1) creating the rules and processes that are presented in the Rulebook;
 - 2) providing guidance on the interpretation of the Rulebook, if need be;
 - 3) creating the timeline for the Assembly;
 - 4) designing the methodology for selecting the topic of the citizens' assembly;
 - 5) designing the random selection process;
 - 6) selecting Facilitators;
 - 7) designing the process of the Assembly (learning and deliberation phases) in collaboration with Facilitators.
2. Design Team members make decisions within their agreed roles. The pivotal decisions can be made by the entire Design Team, at the request of any of its members. In order for the pivotal decisions to be valid, they must be supported by all members of the team but one.
 3. The Design Team can be contacted at the following email address: dizajntim@mostargradimo.ba

Section 6. Coordinating Team

1. The Coordinating Team is responsible for the organization of the Assembly. It may consist of two sub-groups: The Core Team and the Support Team.
2. The Core Team is a group of lead coordinators that makes decisions on matters referred to in item 3. The Support Team has an auxiliary role, as assigned to them by the Core Team.
3. The tasks of the Coordinating Team include, but are not limited to:
 - 1) conducting the random selection process of Assembly Members;

- 2) recruitment of the Stakeholders;
- 3) selecting Experts;
- 4) preparation of the programme for the learning phase (in collaboration with the Design Team);
- 5) organisation of meetings taking place as part of the Assembly;
- 6) conducting the final voting on the proposals for Recommendations;
- 7) publishing all necessary information and materials regarding the Assembly on its website;
- 8) preparation of the final report that presents Recommendations and details of the methodology used for organizing the Assembly.

4. Core Team members make decisions within their agreed roles. The pivotal decisions can be made jointly by the entire Core Team, at the request of any of its members.

5. In all matters related to the organization of the Assembly, the Coordinating Team can be contacted by writing to the following email address: koordinacionitim@mostargradimo.ba

Section 7. Oversight Team

1. The Oversight Team oversees the process of the Assembly to ensure that it follows the standards set out in section 2.
2. The composition of the Oversight Team includes:
 - 1) 1 representative of the Mayor's Office (delegated by the mayor);
 - 2) representatives of all the political groups in the City Council of Mostar (1 seat for each of the city council party/coalition groups, selected by these groups themselves);

- 3) 2 academics (the rectors of the universities in Mostar nominate 2 academics);
 - 4) representatives of NGOs (the same number as the total number of representatives of public authorities, 2/3 selected by preferential voting among the candidates from the NGOs, 1/3 by random selection);
 - 5) 5 representatives of the Congress of Local and Regional Authorities (representative of the Secretary General and 4 Members of the Congress).
3. In case there is not a sufficient number of applicants, a seat or seats may remain vacant.
 4. The first meeting of the Oversight Team is organized by the Council of Europe.
 5. In order for the Oversight Team's meeting to be considered valid, the number of present members needs to reach the quorum of at least 3/5 of the whole team.
 6. The Oversight Team can be contacted in all matters related to the implementation of the Assembly via email at:
nadzornitim@mostargradimo.ba

Section 8. Recruitment of representatives of NGOs or informal groups to the Oversight Team

1. The recruitment of representatives of NGOs or informal groups to the Oversight Team is announced by the Design Team on the Assembly's website.
2. Any NGO or informal group may propose only one person to the Oversight Team.
3. To participate in the recruitment, one may send their application by the date posted on the Assembly's website. An NGO or informal group that

proposes its representative to the Oversight Team should demonstrate that its activities are related to one or more of the following areas:

- 1) *topic of the assembly*;
 - 2) public participation;
 - 3) local community advocacy.
4. In the event that a proposed entity does not meet the prerequisites set out in item 3, the application is considered invalid.
 5. If the number of valid applications is smaller or equal to the intended number of seats assigned to NGOs or informal groups, all applications are accepted automatically and the remaining seats are left vacant.
 6. If the number of valid applications exceeds the intended number of seats assigned to NGOs or informal groups, two thirds of their representatives are selected through preferential voting (ranked voting) and the remaining 1 third are selected at random. Voting is conducted among the applicants only, with one vote per applicant.
 7. The voting procedure referred to in item 6 is conducted using the entire pool of applicants, prior to random selection. The random selection follows the voting procedure, using the remaining pool of applicants.
 8. For voting to be valid, at least half of those entitled to vote should participate. If fewer persons take part in the voting, the recruitment for the Oversight Team shall be carried out entirely by random selection.
 9. The organization of voting is prepared by the Design Team.
 10. In case any of the NGOs or informal group members of the Oversight Team resigns their position resulting in a vacancy, the empty seat is filled through randomly selecting a new member from a new pool of applicants. The open call for applicants should last at least 7 days.
 11. In the event of a fault in the voting process, the Design Team repeats the election process of representatives of NGOs or informal groups to the Oversight Team.

Section 9. Tasks of the Oversight Team

1. The role of the Oversight Team is to ensure compliance with the Assembly Standards and rules described in this Rulebook.
2. The Oversight Team fulfils its role through:
 - 1) monitoring compliance of the Assembly process with the Assembly standards and rules;
 - 2) reviewing reports on possible violations of the Assembly's standards and rules;
 - 3) if need be, calling on the Coordinating Team or Design Team to restore compliance with Assembly standards and rules;
 - 4) if need be, initiating the arbitration procedure outlined in the Rulebook to resolve issues;
 - 5) overseeing the process of random selection of Assembly Members;
 - 6) reviewing any and all appeals in case the Coordinating Team declines to grant the status of a Stakeholder;
 - 7) appointing Observers to attend Assembly Members' meetings during the closed part of the Assembly.
3. Anyone may submit issues for consideration by the Oversight Team.
4. The Oversight Team meets when it receives a report regarding a possible breach of Assembly Standards.
5. The Oversight Team selects a liaison officer for organising its meetings and handling correspondence.
6. Meetings of the Oversight Team for other purposes are convened on the initiative of the liaison officer or at least 1/4 of the team members. The initiative can take the form of in-person or virtual means of communication (email or text message).

7. In order for the Oversight Team's decisions to be valid, they must be taken by at least 60% of the whole team. Voting may take place outside an Oversight Team meeting via email or other virtual means of communication.
8. The Oversight Team may summon a representative of the Design Team or the Coordinating Team to its meeting to provide explanations on issues related to the course of the Assembly.
9. The Oversight Team may invite experts on deliberative democracy and other topics as advisors.

Section 10. Arbitration

1. In the event of a violation of any of the Assembly Standards, the Oversight Team shall call on the Coordinating Team to take action to restore compliance with the standards. The Coordinating Team may refuse to take the actions recommended by the Oversight Team, upholding the position that existing activities are in line with the Assembly standards. In such cases, the Oversight Team may initiate an arbitration procedure.
2. A vote to initiate an arbitration procedure takes place at the request of at least 1/3 of the members of the Oversight Team. The request can arise either during an Oversight Team meeting or outside an Oversight Team meeting via email or other virtual means of communication.
3. The Oversight Team initiates the arbitration procedure by a majority of votes of all of its members. The voting process can take place via email or other virtual means of communication.
4. Five arbiters are appointed to resolve the issue that is the subject of the arbitration.
5. Where issues related to the subject and to the process of the Assembly are to be resolved, in particular, the topics of presentation or selection of experts, arbiters will be:

- 1) Representative of the Association of Municipalities and Cities of the Federation of Bosnia and Herzegovina;
 - 2) 2 national academics (experts in the topic);
 - 3) 2 international experts (in the area of deliberative democracy).
6. The arbitration procedure, including the random selection of specialists, is prepared by the Coordinating Team in a transparent manner and communicated to the Oversight Team.
 7. As part of the arbitration, both the Oversight Team and the Coordinating Team present the arbiters with their opinions on the given matter and issues to be resolved.
 8. The arbiters' decisions are made by a 2/3 majority and are final.
 9. The arbitration procedure on matters related to the Assembly process can be initiated by a 2/3 majority of all Assembly Members.

III. Assembly Participants

Section 11. Selection of Assembly Members

1. To become an Assembly Member, one must meet the following eligibility criteria:
 - 1) be a resident of Mostar;
 - 2) be at least 16 years old;
 - 3) live in a household which received an invitation to participate;
 - 4) confirm their willingness to participate as Assembly Members.
2. The Assembly consists of 40 persons in the primary group and 8 persons in the reserve group (alternates).
3. The composition of the Assembly Members group reflects the demographic structure of Mostar in terms of the following criteria:

- 1) gender;
 - 2) age group:
 - a) 16-24 years,
 - b) 25-39 years,
 - c) 40-64 years,
 - d) 65+ years;
 - 3) level of education;
 - 4) city area;
 - 5) economic criterion;
 - 6) ethnicity.
4. Assembly Members are selected at random. The final stage of selecting Assembly Members uses an analogue method of random selection (e.g., rolling dice), and is transmitted live and recorded.
 5. The number of Assembly Members per area is calculated using the appropriate selection method.
 6. To ensure the Assembly's impartiality, the following persons are not eligible to participate:
 - 1) persons in the City Administration:
 - holding managerial positions;
 - working in areas related to the subject of the Assembly;
 - 2) persons holding managerial positions in public organisational units of Mostar, the Herzegovina-Neretva Canton, the Federation of BiH and BiH, and working in companies whose activities are in areas related to the subject of the Assembly;
 - 3) elected politicians and political appointees, including their advisors;

- 4) lobbyists working in an area related to the subject of the Assembly;
 - 5) members of the Design Team, Coordinating Team and Oversight Team;
 - 6) Experts, Observers, or Facilitators.
7. The eligibility of selected Assembly Members may be verified by the Coordinating Team. In case a selected person does not pass the verification, they are dismissed from participating in the Assembly. Dismissed individuals can submit an appeal against the decision of the Coordinating Team to the Oversight Team.

Section 12. Rights of Assembly Members

1. Each Assembly Member has the right to:
 - 1) take part in all meetings organized as part of the Assembly;
 - 2) ask questions of presenters within the time allowed;
 - 3) request additional opinions from Experts and Stakeholders between meetings. Such requests are handled by the Coordinating Team;
 - 4) submit proposals for Recommendations;
 - 5) participate in the discussion of the Recommendations;
 - 6) submit motions to verify the accuracy of information that appears in the discussion;
 - 7) participate in the final vote on Recommendations, subject to items 2-4;
 - 8) submit motions to invite additional Experts;
 - 9) submit motions to dismiss a Facilitator;
 - 10) submit motions for additional meetings by the Assembly;

- 11) raise objections and comments regarding the functioning of the Assembly to the Oversight Team;
 - 12) receive a stipend for their participation in the Assembly;
 - 13) keep their identity private.
2. Persons from the primary group and the reserve group (alternates) participate in the Assembly on the same terms, except for final voting on Recommendations, in which only those from the primary group participate, subject to items 3-4.
 3. If a person from the primary group is absent from the final vote or was present at fewer than half of the previous meetings of the Assembly, they are replaced by a person from the reserve group.
 4. In the situation referred to in item 3, the person from the reserve group whose demographic profile is closest to that of the person being replaced from the primary group and who has participated in at least half of the previous Assembly meetings takes part in the voting. Demographic criteria are compared in the following order: gender, age group, ethnicity, education level, city area. In the event that these criteria are met by more than one person, the substitute person shall be selected at random.
 5. If an Assembly Member submits a motion to verify the accuracy of information that is presented during the Assembly, fact-checking is provided by the Coordinating Team. Responses are presented to all Assembly Members orally or in writing.
 6. The identity of the Assembly Members may only be published after the process has ended and with their consent.
 7. Assembly Members can initiate the arbitration procedure on matters related to the process if 2/3 of all Assembly Members vote in favour (as laid out in section 10, item 9).

Section 13. Recruitment of Stakeholders

1. A Stakeholder is an organisation, institution, or an informal group of people whose activity is related to the subject of the Assembly, or which is directly affected by issues raised during the Assembly.
2. The Coordinating Team draws up a list of parties of interest, which it invites to participate in the Assembly. The invitees should confirm their participation via e-mail by the date specified in the invitation.
3. Stakeholders who have not been invited to participate in the Assembly may notify the Coordinating Team about their interest in participating per the instructions and by the deadline posted on the Assembly's website. In their application, the Stakeholders should demonstrate that they meet the prerequisites specified in item 1.
4. In the event that an entity does not meet the requirements set out in item 1, the Coordinating Team shall reject the application and inform the entity by email. The email will contain a description of the appeal process.
5. An entity that was refused participation in the Assembly by the Coordinating Team may submit an appeal against its decision to the Oversight Team, by electronic means, within 7 days of receiving a refusal to participate in the Assembly. The decision of the Oversight Team is final.
6. The list of the Stakeholders participating in the Assembly is published on the Assembly's website.

Section 14. Rights of the Stakeholders

1. Stakeholders participating in the Assembly have the right to:
 - 1) suggest topics to be covered during the learning phase of the Assembly and/or experts to present them;

- 2) make an oral presentation during the Assembly Members meeting, which may include proposals for Recommendations and references to the Experts' speeches;
 - 3) provide Assembly Members with a summary of the opinion referred to in point 1 in electronic form;
 - 4) provide the Assembly Members with their comments on the suggested Recommendations by Experts and other Stakeholders in electronic form;
 - 5) provide the Assembly Members with materials pertaining to the subject of the Assembly;
 - 6) submit a motion to dismiss a Facilitator;
 - 7) raise objections and comments regarding the course of the Assembly to the Oversight Team.
2. The time allocated for the Stakeholders' speeches during Assembly meetings is divided equally between each of them. The minimum time for each Stakeholder's speech is 6 minutes and the maximum is 8 minutes.
 3. If the total time for presentations by all Stakeholders exceeds the time allocated to this part of the Assembly, the Coordinating Team shall organize a workshop with the intent to discuss the possibilities of consolidating the presentations. The decision on whether to consolidate presentations is made by the Stakeholders concerned, and the time for presenting is the same as for presenting the position of one Stakeholder. If the presentations cannot be consolidated, the decision as to which Stakeholders present their opinion to the Assembly is made by Assembly Members via preferential voting.
 4. The order of the Stakeholders' presentations is randomly selected on the day of the Assembly Members meeting, at which the Stakeholders' opinions are to be presented.
 5. The Stakeholders shall submit the materials referred to in item 1 points 2-3 to the Coordinating Team in electronic form no later than 3 days

before the day of the meeting at which they are to be delivered to the Assembly Members.

6. Materials submitted by the Stakeholders in electronic form are published by the Coordinating Team on the Assembly's website, provided that they do not include abusive language or in any other way go against the standards of the Council of Europe for respectful communication.

Section 15. Experts

1. The Coordinating Team draws up a list of Experts and invites them.
2. The list of Experts who have accepted the invitation to participate in the Assembly is published on the Assembly's website.
3. Assembly Members may decide to appoint additional Experts by majority vote.
4. The tasks of Experts include:
 - 1) giving a presentation during an Assembly meeting;
 - 2) preparing written materials containing a summary of the presentation and proposals for Recommendations;
 - 3) preparing other written educational materials for Assembly Members;
 - 4) giving opinions on the Recommendations prepared by the Assembly Members and other Experts.
5. An Expert may choose to provide the materials referred to in item 4 point 2 without making a presentation.
6. The time allocated for each Expert's speech is at least 12 minutes. In special cases, this time may be extended to a maximum of 20 minutes.
7. Experts are entitled to compensation for taking part in the Assembly.

Section 16. Facilitators

1. The recruitment of Facilitators is carried out by the Design Team.
2. The list of Facilitators is published on the Assembly's website.
3. The tasks of Facilitators include:
 - 1) conducting Assembly meetings;
 - 2) moderating discussions in the Assembly meetings;
 - 3) co-designing the Assembly meetings.
4. Assembly Members may dismiss a Facilitator at the request of an Assembly Member, or a Stakeholder, or the Oversight Team by a simple majority vote. The discussion regarding the dismissal of a Facilitator is moderated by a person designated by the Oversight Team.
5. If a Facilitator is dismissed, the Coordinating Team shall appoint a new person in their place.
6. The Facilitators are entitled to remuneration for taking part in the Assembly.

Section 17. Observers

1. Those professionally or academically involved with the subject of the citizens' assemblies and those interested in organizing a citizens' assembly may participate in the Assembly's plenary sessions as Observers.
2. Observers cannot be Experts or representatives of Stakeholders.
3. A request to become an Observer should be sent to the Coordinating Team per the instructions on the website. Requests should be submitted at least one week prior to the relevant meeting and should

include an overview of one's background and an explanation of interest.

4. The Oversight Team may appoint up to four Observers to take part in the closed part of the Assembly. Observers are selected by the Oversight Team by preferential voting. Candidates may be nominated by any member of the Oversight Team and they do not need to meet the requirements set out in item 1.
5. If there are doubts as to whether the Observer selected by the Oversight Team meets the prerequisites set out in item 2, the decision of the Oversight Team may be appealed.
6. Any person may appeal the decision of the Oversight Team, by submission to the Coordinating Team. Appeals are handled by the Design Team. The appeal shall be submitted to the Coordinating Team at the following email address: koordinacionitim@mostargradimo.ba

IV. Course of the assembly

Section 18. Assembly Program

1. The Assembly Program, which sets out the detailed course of Assembly Members meetings, is prepared by the Coordinating Team in cooperation with Facilitators.
2. The Assembly Program includes meetings at which:
 - 1) speeches by Experts and Stakeholders are presented (learning phase);
 - 2) a list of draft Recommendations is created;
 - 3) deliberation about proposed Recommendations is carried out;
 - 4) a final vote on the Recommendations is held.
3. All Stakeholders are invited by the Coordinating Team to provide input to the Assembly Program in the form of suggestions regarding topics to be presented during the learning phase and the choice of Experts.

4. Before the Assembly meetings at which Experts' speeches and the Stakeholders' opinions are presented, presenters meet to familiarize themselves with the Assembly meeting's Program and the content of the others' presentations.
5. The meetings referred to in item 2 point 1 (learning phase) are open to the media and are broadcast live on the Internet (plenary only). Meetings referred to in item 2 points 2-4, (deliberation phase) are not broadcast or recorded, and only the Assembly Members, the Coordinating Team, Facilitators, Observers and persons supporting the Assembly's organization may attend.
6. The Assembly Program is published on the Assembly's website.
7. Any person may ask the Oversight Team to evaluate the integrity of the Assembly Program.
8. Assembly Members may decide to conduct additional meetings of the Assembly. The decision on this matter is taken by a 2/3 majority and is subject to budget constraints.
9. A minimum of 2/3 of the Assembly's primary group must be present at a meeting in order for the meeting to be considered valid.
10. The Assembly Program may include meetings for Assembly Members, such as workshops, for which the presence of at least 2/3 of the Assembly Members is not required.

Section 19. Work on Recommendations

1. Proposals for Recommendations may be submitted by anyone other than persons from the Coordinating Team, Design Team, Facilitators, and Observers.
2. The general public may submit their proposals for Recommendations via the Assembly's website.
3. Experts and Stakeholders submit their proposals for Recommendations electronically to the Coordinating Team.

4. Assembly Members submit their proposals for Recommendations to the Coordinating Team during the course of the Assembly as specified during the meetings.
5. Proposals for Recommendations from the general public, Stakeholders and Experts may be submitted no later than the last day of the learning phase of the Assembly, as published in the program on the website. Proposals for Recommendations submitted after this day may be accepted with the approval of the Coordinating Team.
6. The Coordinating Team prepares a list of proposed Recommendations, submits it to Assembly Members within 3 days of the last meeting of the learning phase and publishes all submitted proposals on the Assembly's website.
7. All proposals for Recommendations put forward by Assembly Members, Stakeholders and Experts are submitted for final voting, subject to items 8-9.
8. The Coordinating Team may decide to:
 - a) put proposals for Recommendations to a preliminary vote, at which point some of them may be rejected;
 - b) divide proposals for Recommendations into several parts;
 - c) conduct a workshop for Assembly Members, with the aim of selecting the most important proposals for Recommendations.
9. As part of the workshop referred to in item 8.b, the Assembly Members can merge proposals for Recommendations or create new ones based on submitted proposals.
10. The list of proposals for Recommendations to be put to the final vote shall be published by the Coordinating Team on the Assembly's website and sent to the Stakeholders and Experts for consultation (a review phase). At least 4 working days are allowed for a response. Anyone may submit comments and/or amendments to the proposed Recommendations. All submitted insights are shared with the Assembly Members.

11. Before the final vote, the wording of the proposed Recommendations is refined. The Design Team may decide to invite an editor or a legalese specialist for this purpose.
12. After the review phase, Assembly Members may still make amendments to the proposals for Recommendations. At this stage, however, developing new proposals for Recommendations is no longer possible.
13. A decision whether a particular proposal for Recommendation should be considered as new or an amended version of an old proposal is made by the Coordinating Team. To consider a proposal as a new one, a unanimous decision of all Core Team members is required.

Section 20. Final vote

1. Voting on Recommendations is done by each Assembly Member completing a voting ballot.
2. Assembly Members cast their vote by selecting one of the following options for each proposal:
 - 1) I strongly agree;
 - 2) I agree;
 - 3) I agree, although I have some doubts or reservations;
 - 4) I have many doubts;
 - 5) I rather disagree;
 - 6) I disagree;
 - 7) I strongly disagree;

where options 1-3 indicate support for the proposals for the Recommendation and options 4-7 indicate a lack of support.

3. For each vote, points are granted as follows:

- 1) I strongly agree - 3 points;
 - 2) I agree - 2 points;
 - 3) I agree, although I have some doubts or reservations - 1 point.
4. An arithmetic mean is calculated for the points granted in accordance with item 3.
 5. Voting ballots are prepared by the Coordinating Team and reviewed by Assembly Members.
 6. If two or more proposed Recommendations have been made that concern the same issue and are mutually exclusive, they are grouped and voting is carried out in accordance with the principles described in items 1-3.
 7. A Recommendation is considered as approved by the Assembly when:
 - 1) it receives the support of at least 80 percent of Assembly Members, and
 - 2) the arithmetic means of the points granted to it is at least 1.75.
 8. If two or more proposals that are mutually exclusive have received the support of at least 80 percent of Assembly Members, the Recommendation approved is the one that received the highest total number of points granted according to item 3.
 9. If two or more proposals that are mutually exclusive have received the same number of points, they shall be discussed and voted on again, until a winning proposal is determined.
 10. If the proposal for the Recommendation has not received the support of at least 80 percent of Assembly Members, and 2/3 of Assembly Members agree, it is possible to revisit it, amend the proposal and vote again. Voting on a proposed Recommendation can take place a maximum of 3 times. In case the level of at least 80 percent of support was not reached, the proposal for the Recommendation is considered as not approved.

11. The Coordinating Team can merge proposals for Recommendations into blocks, with the consent of the majority of Assembly Members.
12. Voting on the Recommendations is secret.
13. The list of Recommendations along with the percentage of support by Assembly Members is published on the Assembly's website immediately after the official presentation of Recommendations.

Section 21. Submitting an appeal

1. Anyone may file an appeal against the manner in which the Recommendations were created or voted on.
2. Appeals shall be considered by the Oversight Team.
3. Appeals must be filed within 3 days from the publication of Recommendations on the Assembly's website.
4. A decision to repeat the process of creating a Recommendation requires 4/5 majority of votes of all Oversight Team members.

V. Final provisions

Section 22. Implementation

The rules and procedures presented in the Rulebook take effect on the day of publication on the Assembly's website.

Section 23. Changes to the Rulebook

1. Proposals for amendments to the Rulebook may be submitted at any point of the Assembly by:
 - 1) Design Team - requires unanimous decision of all Design Team members;

- 2) Core Team - requires unanimous decision of all Core Team members;
 - 3) Oversight Team - requires 2/3 majority of votes of all its members.
2. Proposals for amendments are shared by their initiator with all the teams indicated in item 1 by email. Each team has 7 working days to respond to the proposals.
3. If no objections are raised, the Design Team makes amendments to the Rulebook on the next working day after the deadline for sending objections has passed.
4. If all teams express their approval for the proposed amendments before the deadline given for sending objections (as laid out in item 2), the amendments to the Rulebook are made by the Design Team on the same day or the day after the approvals were expressed.
5. The Design Team has the right to veto proposed amendments to the Rulebook. If this happens, the arbitration procedure may be initiated and its outcomes are final.
6. Arbitration procedures related to proposals for amendments to the Rulebook may be initiated by:
 - 1) Design Team - requires unanimous decision of all Design Team members;
 - 2) Core Team - requires unanimous decision of all Core Team members;
 - 3) Oversight Team - requires 2/3 majority of votes of all of its members.
7. The rules for the arbitration procedure related to proposals for amendments are covered by section 10 items 6-9.
8. The amended version of the Rulebook is published by the Coordinating Team on the same day that the Design Team makes amendments to the Rulebook.

9. Amendments to the Rulebook take effect on the day of publication on the Assembly's website.

Section 24. Conclusion of the Assembly

The Assembly concludes when the Recommendations have been presented to the public and there are no appeals against the manner in which they were created or voted on, or the appeals have been resolved.

The Rulebook sets out the rules for organising the Citizens' Assembly in the City of Mostar.

The Citizens' Assembly is a form of citizen deliberation, which allows a group of randomly selected citizens of Mostar to discuss a topic of interest and address the recommendations to the local authorities.

This deliberative process is organised in the framework of the project „Building democratic participation in the City of Mostar“.

The ultimate goal is to revitalise citizens' confidence and trust in public authorities.

The project is implemented by the Congress of Local and Regional Authorities of the Council of Europe as part of the Council of Europe Action Plan for Bosnia and Herzegovina 2018-2021 and in line with the principles enshrined in the European Charter for Local Self-Government (ETS No.122) and its Additional Protocol on the right to participate in the affairs of a local authority (CETS No. 207).

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The Council of Europe is the continent's leading human rights organisation. It comprises 47 member states, including all the members of the European Union. The Congress of Local and Regional Authorities is an institution of the Council of Europe, responsible for strengthening local and regional democracy in its 47 member states. Composed of two chambers – the Chamber of Local Authorities and the Chamber of Regions – and three committees, it brings together 648 elected officials representing more than 150 000 local and regional authorities.

