



**LEADERSHIP OF THE REGIONAL HOUSE OF REPRESENTATIVES
(DPRD)
KUTAI KARTANEGARA REGENCY, KALIMANTAN TIMUR PROVINCE
REGULATION OF THE REGIONAL HOUSE OF REPRESENTATIVES OF
KUTAI KARTANEGARA REGENCY
NUMBER 1 OF 2024
REGARDING
RULES OF PROCEDURE
OF THE REGIONAL HOUSE OF REPRESENTATIVES
BY THE GRACE OF GOD ALMIGHTY
LEADERSHIP OF THE DPRD OF KUTAI KARTANEGARA REGENCY**

Considering:

- a. that in order to implement the provisions of Article 366 subsection (2), Article 368 subsection (3), Article 375 subsection (3), Article 377 subsection (6), Article 380, Article 385, Article 387, Article 393, Article 397, Article 412 subsection (5) of Law Number 17 of 2014 concerning the People's Consultative Assembly, the House of Representatives, the Regional Representative Council, and the Regional House of Representatives, Article 154 subsection (2), Article 156 subsection (3), Article 163 subsection (3), Article 165 subsection (6), Article 168, Article 173, Article 175, Article 181, Article 185, and Article 200 subsection (5) of Law Number 23 of 2014 concerning Regional Government, and the provisions of Article 24 subsection (3), Article 50 subsection (2), Article 114 subsection (3) and Article 125 subsection (2) of Government Regulation Number 12 of 2018 concerning Guidelines for the Preparation of Rules of Procedure for Regional House of Representatives of Provinces, Regencies, and Cities;
- b. that the Rules of Procedure of the Regional House of Representatives of Kutai Kartanegara Regency Number 1 of 2019 concerning Rules of Procedure, as amended by the Regional House of Representatives Regulation of Kutai Kartanegara Regency Number 1 of 2022, is no

longer in accordance with current conditions, and thus needs to be replaced;

- c. that based on the considerations as referred to in letter a and letter b, it is necessary to establish the Regional House of Representatives Regulation concerning the Rules of Procedure for the Regional House of Representatives.

In view of:

1. Article 18, subsection (6) of the 1945 Constitution of the Republic of Indonesia;
2. Law Number 27 of 1959 concerning the Establishment of Emergency Law No. 3 of 1953 on the Extension of the Formation of Second-Level Regions in Kalimantan (State Gazette of 1953 No. 9), enacted as Law (State Gazette of 1959 No. 72, Supplement to the State Gazette No. 1820), as amended several times, most recently by Law Number 8 of 1965 concerning the Formation of Second-Level Regions of Tanah Laut, Tapin, and Tabalong by Amending Law No. 27 of 1959 on the Establishment of Emergency Law No. 3 of 1953 regarding the Formation of Second-Level Regions in Kalimantan (State Gazette of 1965 No. 51, Supplement to the State Gazette No. 2756);
3. Law Number 17 of 2014 concerning the People's Consultative Assembly, the House of Representatives, the Regional Representative Council, and the Regional House of Representatives (State Gazette of the Republic of Indonesia of 2014 No. 182, Supplement to the State Gazette No. 5568), as amended several times, most recently by Law Number 13 of 2019 on the Third Amendment to Law Number 17 of 2014 concerning the People's Consultative Assembly, the House of Representatives, the Regional Representative Council, and the Regional House of Representatives (State Gazette of the Republic of Indonesia of 2019 No. 181, Supplement to the State Gazette No. 6396);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 No. 244, Supplement to the State Gazette No. 5587), as amended several times, most recently by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation as Law (State Gazette of the Republic of Indonesia of 2023 No. 41, Supplement to the State Gazette No. 6856);
5. Government Regulation Number 12 of 2018 concerning Guidelines for Drafting the Rules of Procedure of the Regional House of Representatives of Provinces, Regencies, and Cities (State Gazette of the

Republic of Indonesia of 2018 No. 59, Supplement to the State Gazette No. 6197);

DECIDES:

To Establish: REGULATION OF THE REGIONAL HOUSE OF REPRESENTATIVES (DPRD) ON THE RULES OF PROCEDURE OF THE REGIONAL HOUSE OF REPRESENTATIVES.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this DPRD Regulation, the terms are defined as follows:

1. Region refers to Kutai Kartanegara Regency.
2. Regional Government refers to the Regent as an element of regional government administration who leads the implementation of government affairs within the autonomous authority of Kutai Kartanegara Regency.
3. The Regional House of Representatives of Kutai Kartanegara Regency, hereinafter referred to as DPRD, is the regional representative body positioned as an element of the regional government of Kutai Kartanegara Regency.
4. Governor refers to the Governor of Kalimantan Timur.
5. Regent refers to the Regent of Kutai Kartanegara.
6. Deputy Regent refers to the Deputy Regent of Kutai Kartanegara Regency.
7. DPRD Leadership refers to the Chair and Deputy Chair(s) of the DPRD.
8. DPRD Members are members of the DPRD of Kutai Kartanegara Regency.
9. DPRD Equipment refers to the equipment of the DPRD of Kutai Kartanegara Regency.
10. Faction refers to the DPRD factions of Kutai Kartanegara Regency, which are groupings of DPRD members based on the configuration of political parties as a result of general elections.
11. Commission refers to the commissions in the DPRD, which are functional groupings of DPRD members based on DPRD duties.
12. Consultative Body refers to the Consultative Body of DPRD of Kutai Kartanegara Regency.

13. Budget Body refers to the Budget Body of the DPRD of Kutai Kartanegara Regency.
14. Honorary Body refers to the Honorary Body of the DPRD of Kutai Kartanegara Regency.
15. The Regional Regulation Drafting Body, hereinafter referred to as Bapemperda, is a permanent DPRD apparatus that specifically deals with the field of Regional Regulations.
16. Special Committee refers to the special committee of the DPRD of Kutai Kartanegara Regency established for the discussion of specific matters.
17. DPRD Code of Ethics, hereinafter referred to as the code of ethics, is a set of norms that must be followed by each DPRD member in carrying out their duties to uphold the dignity, honor, image, and credibility of the DPRD.
18. Regional Regulation, hereinafter referred to as Perda, is legislation formed by the DPRD with the joint approval of the Regent.
19. DPRD Secretariat refers to the Secretariat of the DPRD of Kutai Kartanegara Regency, which serves as a supporting element for the DPRD.
20. DPRD Secretary is the Secretary of the DPRD of Kutai Kartanegara Regency, an official of the regional apparatus leading the DPRD Secretariat.
21. Expert Group or Advisory Team refers to a certain number of experts or specialists in specific fields according to the needs of the DPRD's functions, duties, and authorities, reflected in the work plan of DPRD equipment based on DPRD needs as proposed by members or leaders of DPRD equipment.
22. Faction Expert is an expert provided for each faction, with one expert per faction, compensated in accordance with the functions and responsibilities of the faction.
23. Orientation for the Implementation of Duties for DPRD Members, hereinafter referred to as Orientation, is an introduction process regarding the implementation of duties and functions of DPRD Members as elements of regional governance.
24. Task Deepening is the enhancement of the capacity of DPRD Members in implementing governance and domestic political tasks.

25. General Budget Policy and Regional Revenue and Expenditure, hereinafter referred to as KUA, is a document containing policies in the fields of revenue, expenditure, and financing, along with the assumptions underpinning them for a one-year period.
26. Temporary Budget Priorities and Ceilings, hereinafter referred to as PPAS, are priority programs and maximum budget allocations provided to regional apparatuses for each program and activity, serving as a reference for preparing work plans and budget allocations of regional apparatus working units.
27. Regional Revenue and Expenditure Budget, hereinafter referred to as APBD, is the annual financial plan of the region, established by a Perda.
28. Accountability Statement Report of the Regional Head to the DPRD, hereinafter referred to as LKPJ, is a report in the form of information on regional government administration for a fiscal year or the end of a term of office, submitted by the Regent to the DPRD.
29. APBD Implementation Accountability Report, hereinafter referred to as LPJ.
30. Regional Regulation Drafting Program, hereinafter referred to as Propemperda, is a planning instrument for drafting regional regulations, organized in a planned, integrated, and systematic manner.
31. Dissemination refers to activities of providing information to the public regarding Propemperda, draft regional regulations under development or discussion, and those that have been enacted, enabling public feedback or understanding of enacted regional regulations.

CHAPTER II FUNCTIONS, DUTIES, AND AUTHORITIES

Part One: Functions

Paragraph 1 General Article 2

The DPRD has the following functions:

- a. legislation (formation of regional regulations);
- b. budgeting; and
- c. oversight.

Paragraph 2
Function of Legislation (Formation of Regional Regulations)
Article 3

The legislative function (formation of regional regulations) is carried out by:

- a. preparing a program for the formation of regional regulations together with the Regent;
- b. discussing with the Regent and either approving or disapproving the draft regional regulations; and
- c. proposing draft regional regulations.

Article 4

- 1) The program for the formation of regional regulations is established for a period of one (1) year based on the priority scale for the formation of regional regulation drafts.
- 2) The program for the formation of regional regulations is established based on an agreement between the DPRD and the Regent.
- 3) The program for the formation of regional regulations must be preceded by research and analysis before obtaining joint approval between the DPRD and the Regent.
- 4) The research and analysis as referred to in subsection (3) are proposed by the Chairperson of Bapemperda with the approval of the DPRD Leadership.
- 5) In conducting research and analysis as referred to in subsection (3), the provision of legal product materials by Bapemperda is assisted by the DPRD Secretary.

Article 5

- 1) Draft regional regulations may originate from either the DPRD or the Regent.
- 2) Draft regional regulations originating from either the DPRD or the Regent must be accompanied by explanations or annotations and/or an academic manuscript.
- 3) Draft regional regulations are submitted based on the program for the formation of regional regulations or outside the program for the formation of regional regulations in accordance with statutory provisions.
- 4) The cumulative open list of draft regional regulations includes:
 - a. consequences of a Supreme Court ruling;

- b. APBD (Regional Revenue and Expenditure Budget);
- c. structuring of sub-districts; and
- d. structuring of urban villages/rural villages.

Article 6

- 1) Draft regional regulations originating from the DPRD may be proposed by DPRD members, commissions, joint commissions, or Bapemperda, coordinated by Bapemperda.
- 2) Draft regional regulations proposed by DPRD members, commissions, joint commissions, or Bapemperda are submitted in writing to the DPRD Leadership along with:
 - a. explanations or annotations and/or an academic manuscript; and
 - b. a list of names and signatures of the proposers.
- 3) Draft regional regulations are submitted by the DPRD Leadership to Bapemperda for review in terms of harmonization, alignment, and finalization of the concept of the draft regional regulation.
- 4) The draft regional regulation reviewed by Bapemperda is submitted by the DPRD Leadership to all DPRD members no later than seven (7) days before the plenary meeting.
- 5) The results of the Bapemperda review are presented by the DPRD Leadership in a plenary meeting.
- 6) In the plenary meeting as referred to in subsection (5):
 - a. the proposer provides an explanation;
 - b. factions and other DPRD members provide their views; and
 - c. the proposer responds to the views of the factions and other DPRD members.
- 7) The decision of the plenary meeting on the draft regional regulation proposal may be:
 - a. approval;
 - b. approval with amendments; or
 - c. rejection.
- 8) In the case of approval with amendments, the DPRD assigns a commission, joint commissions, or Bapemperda to refine the draft regional regulation.
- 9) The draft regional regulation prepared by the DPRD is sent via a letter from the DPRD Leadership to the Regent.

Article 7

- 1) The draft regional regulation originating from the DPRD as referred to in Article 5, subsection (1) is a draft regional regulation resulting from harmonization, alignment, and finalization of the concept coordinated by Bapemperda.
- 2) The draft regional regulation originating from the Regent as referred to in Article 5, subsection (1) is a draft regional regulation resulting from harmonization, alignment, and finalization of the concept coordinated by the regional apparatus handling legal affairs.
- 3) In harmonization, alignment, and finalization of the concept of the draft regional regulation as referred to in subsections (1) and (2), vertical agencies responsible for legal affairs in government may be involved.

Article 8

If, within one (1) session period, both the DPRD and the Regent submit draft regional regulations concerning the same subject matter, the draft submitted by the DPRD will be discussed, while the draft submitted by the Regent will be used as reference material for comparison.

Article 9

- 1) Draft regional regulations originating from either the DPRD or the Regent are discussed jointly by the DPRD and the Regent to obtain mutual approval.
- 2) Discussion of the draft regional regulation is conducted in two stages: Stage I and Stage II.
- 3) Stage I discussion, as referred to in subsection (2), includes the following activities:
 - a. In the case where the draft originates from the Regent:
 1. The Regent provides an explanation in a plenary meeting regarding the draft regulation;
 2. The factions provide general views on the draft regulation; and
 3. The Regent responds to or addresses the general views of the factions.
 - b. In the case where the draft originates from the DPRD:
 1. The chair of the commission, the chair of the joint commission, the chair of Bapemperda, or the chair of the Special Committee provides an explanation in a plenary meeting regarding the draft regulation;
 2. The Regent presents his opinion on the draft regulation; and

3. The factions respond to or address the Regent's opinion.
 - c. Discussion in the commission meeting, joint commission, or Special Committee meeting held jointly with the Regent or an appointed representative.
 - d. Presentation of the final opinion of the factions is made at the end of the discussion between the DPRD and the Regent or the appointed representative.
- 4) Stage II discussion, as referred to in subsection (2), includes the following activities:
- a. Decision-making in a plenary meeting, which is preceded by:
 1. Presentation of a report containing the discussion process, the opinions of the factions, and the results of Stage I discussion by the chair of the commission, joint commission, or special committee;
 2. A request for verbal approval from the meeting chair to the members in the plenary meeting; and
 3. The final opinion of the Regent.
 - b. If consensus cannot be reached as referred to in sub-point a.2, the decision is made by majority vote.
 - c. If mutual approval between the DPRD and the Regent is not obtained for the draft regulation, the draft regulation cannot be reintroduced in the same session period of the DPRD.

Article 10

- 1) A draft regional regulation can be withdrawn before it is jointly discussed by the DPRD and the Regent.
- 2) The withdrawal of a draft regulation by the DPRD is executed by a decision of the DPRD Leadership, accompanied by a reason for withdrawal.
- 3) The withdrawal of a draft regulation by the Regent is communicated through a letter from the Regent, accompanied by a reason for withdrawal.
- 4) A draft regulation under discussion can only be withdrawn based on mutual approval between the DPRD and the Regent.
- 5) The withdrawal of a draft regulation can only occur in a plenary meeting attended by the Regent.

- 6) A withdrawn draft regulation cannot be reintroduced in the same session period.

Article 11

- 1) A draft regulation that has been mutually approved by the DPRD and the Regent is submitted by the DPRD Leadership to the Regent to be enacted as a regional regulation.
- 2) The submission of the draft regulation, as referred to in subsection (1), is conducted within a maximum period of seven (7) days from the date of mutual approval.

Article 12

Draft regional regulations concerning the Regional Long-Term Development Plan, the Regional Medium-Term Development Plan, APBD (Regional Revenue and Expenditure Budget), APBD amendments, accountability for APBD implementation, regional taxes, regional levies, and regional spatial planning that have been mutually approved by the DPRD and the Regent in a plenary meeting can be enacted after evaluation by the Governor as the representative of the Central Government, according to his authority.

Article 13

- 1) In the event that the evaluation results by the Governor, as the representative of the Central Government, on the draft regional regulation concerning the APBD, amendments to the APBD, and accountability for APBD implementation require revisions, the draft regional regulation shall be refined by the Regent together with the DPRD through the Budget Committee.
- 2) The result of the refinement of the draft regional regulation as referred to in subsection (1) is stipulated by a decision of the DPRD Leadership.
- 3) The decision of the DPRD Leadership as referred to in subsection (2) serves as the basis for the enactment of the regional regulation on the APBD, amendments to the APBD, and accountability for APBD implementation by the Regent.

Article 14

- 1) The Regent and DPRD are required to involve legislative drafters in the formation of regional regulations.
- 2) Legislative drafters, as referred to in subsection (1), are civil servants who are assigned, authorized, and fully empowered by the relevant official to conduct activities related to drafting legislation and/or other legal instruments in accordance with statutory regulations.

- 3) The formation of regional regulations involves public participation as stipulated by statutory regulations.

Paragraph 3
Budgeting Function
Article 15

- 1) The budgeting function of the DPRD is manifested in the form of joint discussion for mutual approval of the draft regional regulation concerning the APBD submitted by the Regent.
- 2) The budgeting function is carried out by:
 - a. discussing the general policy of the APBD and the temporary budget priorities and ceilings prepared by the Regent based on the Regional Government's work plan;
 - b. discussing the draft regional regulation concerning the APBD;
 - c. discussing the draft regional regulation concerning amendments to the APBD; and
 - d. discussing the draft regional regulation concerning accountability for APBD implementation.

Article 16

- 1) The discussion of the general APBD policy and the temporary budget priorities and ceilings is conducted by the Regent and the DPRD after the Regent submits the general APBD policy and the temporary budget priorities and ceilings along with supporting documents.
- 2) The discussion of the draft general APBD policy is conducted by the DPRD Budget Committee and the Regional Government's budget team to reach an agreement on the general APBD policy.
- 3) The general APBD policy serves as the basis for the DPRD Budget Committee and the Regional Government to discuss the draft temporary budget priorities and ceilings.
- 4) The Budget Committee consults and receives proposals from the commission to obtain input regarding programs and activities within the draft temporary budget priorities and ceilings.
- 5) The discussion of the draft general APBD policy, the draft temporary budget priorities and ceilings, and consultations with the commission are conducted through DPRD meetings.
- 6) The general APBD policy and temporary budget priorities and ceilings that have received mutual approval are signed by the Regent and the DPRD Leadership in a plenary meeting.

Article 17

- 1) The discussion of the draft regional regulation concerning the APBD is carried out by the DPRD and the Regent after the Regent submits the draft regional regulation concerning the APBD along with explanations and supporting documents in accordance with statutory provisions.
- 2) The discussion of the draft regional regulation concerning the APBD is conducted by the Regent together with the DPRD, guided by the Regional Government's work plan, the general APBD policy, and the temporary budget priorities and ceilings to obtain mutual approval.
- 3) The discussion of the draft regional regulation concerning the APBD, as referred to in subsection (2), is carried out by the DPRD Budget Committee and the Regional Government's budget team.

Article 18

- 1) The submission of the draft regional regulation on amendments to the APBD must be preceded by the submission of the financial realization report for the first semester of the current year.
- 2) The provisions regarding the discussion of the draft regional regulation on the APBD, as referred to in Article 17, apply *mutatis mutandis* to the discussion of the draft regional regulation on amendments to the APBD.

Article 19

- 1) The Budget Committee discusses the draft regional regulation on accountability for APBD implementation as referred to in Article 15, subsection (2), letter d.
- 2) The draft regional regulation referred to in subsection (1) is submitted by the Regent along with the financial statements audited by the Audit Board of Indonesia.
- 3) The financial statements referred to in subsection (2) must include at least:
 - a. budget realization report;
 - b. report on changes in excess budget balance;
 - c. balance sheet;
 - d. operational report;
 - e. cash flow statement;
 - f. statement of changes in equity; and
 - g. notes to the financial statements.
- 4) In the case where the region has regional-owned enterprises, the notes to the financial statements referred to in subsection (3), letter g, must

be accompanied by a summary of the financial statements of the regional-owned enterprises.

Article 20

The schedule for discussions and plenary meetings on the general APBD policy, temporary budget priorities and ceilings, the draft regional regulation on the APBD, the draft regional regulation on amendments to the APBD, and the draft regional regulation on accountability for APBD implementation is determined by the Consultative Body in accordance with the statutory regulations governing regional financial management.

Paragraph 4

Oversight Function

Article 21

- 1) The oversight function is carried out in the form of supervision over:
 - a. the implementation of regional regulations and Regent regulations;
 - b. the implementation of other statutory regulations related to regional governance; and
 - c. the implementation of follow-up actions on the results of financial audits by the Audit Board of Indonesia.
- 2) The oversight referred to in subsection (1) may be conducted through:
 - a. commission working meetings with the Regional Government;
 - b. work visit activities;
 - c. public hearings; and
 - d. public complaints.
- 3) The oversight function as referred to in subsection (1), letters a and b, is carried out by Bapemperda through evaluation activities regarding the effectiveness of the implementation of regional regulations, Regent regulations, and other statutory regulations.
- 4) The results of the evaluation as referred to in subsection (3) are reported to the DPRD Leadership and announced in a plenary meeting.
- 5) The DPRD, based on a decision from the plenary meeting, may request clarification from the Audit Board of Indonesia on the findings in the financial audit report.
- 6) The request for clarification as referred to in subsection (5) is submitted through a letter from the Chairperson of the DPRD to the Audit Board of Indonesia.

Article 22

- 1) In carrying out the oversight function, the DPRD may provide recommendations on the Regent's Accountability Statement Report (LKPD) with the aim of improving the efficiency, effectiveness, productivity, and accountability of regional governance.
- 2) The provision of recommendations as referred to in subsection (1) is conducted in accordance with statutory regulations.

Part Two
Duties and Authorities

Article 23

1. The DPRD has the following duties and authorities:
 - a. to formulate regional regulations together with the Regent;
 - b. to discuss and approve draft regional regulations on the APBD submitted by the Regent;
 - c. to supervise the implementation of regional regulations and the APBD;
 - d. to elect the Regent and Deputy Regent or Deputy Regent in the event of a vacancy in office for the remainder of the term exceeding eighteen (18) months;
 - e. to propose the appointment and dismissal of the Regent and Deputy Regent to the Governor, as the representative of the Central Government, for confirmation of appointment and dismissal;
 - f. to provide opinions and considerations to the Regional Government on planned international agreements in the region;
 - g. to approve plans for international cooperation undertaken by the Regional Government;
 - h. to request accountability reports from the Regent regarding the administration of regional government;
 - i. to approve plans for cooperation with other regions or with third parties that impose obligations on the public and the region; and
 - j. to carry out other duties and authorities as stipulated by statutory regulations.

Article 24

- 1) The election of the Regent and Deputy Regent or Deputy Regent, as referred to in Article 23, letter d, is conducted when a vacancy occurs in the office of Regent and Deputy Regent or Deputy Regent, and is held in a plenary meeting.
- 2) The election results as referred to in subsection (1) are determined by a DPRD decision.

- 3) The mechanism for the election of the Regent and Deputy Regent or Deputy Regent is regulated in the DPRD's Rules of Procedure, covering at least the following provisions:
 - a. the duties and authorities of the election committee;
 - b. the election procedures and election equipment;
 - c. candidate requirements and submission of supporting documents in accordance with statutory regulations;
 - d. the election schedule and stages;
 - e. the rights of DPRD members in the election;
 - f. the presentation of candidates' vision and mission in a plenary meeting;
 - g. the number, procedure for proposal, and rules for witnesses;
 - h. determination of the elected candidate;
 - i. re-voting; and
 - j. prohibitions and sanctions for candidates for Regent and Deputy Regent or candidate for Deputy Regent who withdraws after being designated as a candidate or candidate pair.
- 4) Based on the election results as referred to in subsection (1), in a plenary meeting, the DPRD Leadership announces:
 - a. the appointment of the Regent and Deputy Regent; or
 - b. the appointment of the Deputy Regent.

Article 25

The DPRD Leadership submits the proposal for confirmation of the appointment and dismissal of the Regent and Deputy Regent to the Minister through the Governor as the representative of the Central Government.

Article 26

- 1) Approval of the plan for international cooperation undertaken by the Regional Government, as referred to in Article 23, letter g, is determined in a plenary meeting.
- 2) The decision of the plenary meeting as referred to in subsection (1) is communicated by the DPRD Leadership to the Regent for further action in accordance with the statutory regulations governing regional cooperation.

CHAPTER III DPRD MEMBERSHIP

Article 27

- 1) The DPRD consists of 45 (forty-five) members.

- 2) The term of office for DPRD members is 5 (five) years, starting from the date of their oath/pledge and ending when the new DPRD members take their oath/pledge.

Article 28

- 1) The DPRD membership is officiated by a decree from the Governor as a representative of the central government.
- 2) The officiating decree, as referred to in subsection (1), is based on a report from the Regional General Election Commission.

Article 29

- 1) Before assuming office, DPRD members take an oath/pledge together in a plenary session led by the Chief Judge of the District Court.
- 2) If the Chief Judge is unavailable, the oath/pledge is led by the Deputy Chief Judge or a senior judge designated if the Deputy Chief Judge is unavailable.
- 3) The plenary session referred to in subsection (1) is chaired by the previous DPRD Leadership or, if they are unavailable, by the eldest or youngest DPRD member from the previous term.
- 4) DPRD members who are unable to take the oath/pledge together may take it individually, led by the DPRD Leadership.

Article 30

- 1) The oath/pledge ceremony for DPRD members is conducted on the date the previous DPRD's 5-year term ends.
- 2) If the end date falls on a holiday or non-working day, the ceremony is held on the next working day.

Article 31

- 1) If an elected DPRD member is designated as a suspect at the time of the oath/pledge, they may still take the oath/pledge as a DPRD member.
- 2) If an elected DPRD member is designated as a defendant at the time of the oath/pledge, they may still take the oath/pledge as a DPRD member but will be suspended immediately.
- 3) If an elected DPRD member is convicted with a final and binding court decision at the time of the oath/pledge, they may still take the oath/pledge but will be dismissed immediately.

Article 32

- 1) The oath/pledge ceremony, as referred to in Article 29, is accompanied by a clergy member according to each member's religion.
- 2) In the oath/pledge, DPRD members of different faiths use specific phrases:
 - a. Muslims begin with the phrase "Demi Allah";
 - b. Protestants and Catholics end with "Semoga Tuhan menolong saya";
 - c. Buddhists begin with "Demi Hyang Adi Buddha"; and
 - d. Hindus begin with "Om Atah Paramawisesa".
- 3) After taking the oath/pledge, DPRD members sign the official record of the ceremony.
- 4) Interim DPRD members take the oath/pledge in a special plenary session led by the DPRD Chair or Deputy Chair.

Article 33

The oath/pledge, as referred to in Article 29, subsection (1), reads as follows:

"Demi Allah (In the name of God), I swear/pledge: That I will fulfill my duties as a member/chair/deputy chair of the Regional House of Representatives of Kutai Kartanegara Regency to the best of my ability and with justice, in accordance with statutory provisions, based on Pancasila and the 1945 Constitution of the Republic of Indonesia; that in performing my duties, I will work earnestly for the establishment of democracy, prioritizing the interests of the nation and state over personal, individual, or group interests; that I will advocate for the aspirations of the people I represent to achieve national objectives for the benefit of the nation and the Unitary State of the Republic of Indonesia."

Article 34

- 1) (1) The procedure for the oath/pledge-taking of members/chair and vice-chair of the Regional People's Representative Council (DPRD) consists of:
 - a. order of events;
 - b. attire protocol; and
 - c. seating arrangement.
- 2) The order of events for the oath/pledge-taking ceremony of members/chair and vice-chair of the DPRD as referred to in paragraph (1) includes:
 - a. singing of the Indonesia Raya anthem;
 - b. a moment of silence led by the meeting chair;

- c. opening of the session by the DPRD Chair;
 - d. reading of the decision on inauguration, dismissal, and appointment of DPRD members by the DPRD Secretary;
 - e. oath/pledge-taking of DPRD members led by the District Court Chief Judge;
 - f. signing of the oath/pledge-taking record by one representative from each religious group and the District Court Chief Judge;
 - g. presentation of the DPRD Kutai Kartanegara Regency Pin;
 - h. declaration of the integrity pact by DPRD members;
 - i. announcement of the Interim DPRD Leadership by the DPRD Secretary;
 - j. symbolic handover from the former DPRD leadership to the Interim Leadership, with the transfer of the gavel and membership memorandum book by the DPRD leadership;
 - k. address by the Interim DPRD Leadership;
 - l. address by the Governor;
 - m. recitation of a prayer;
 - n. closing by the Interim DPRD Leadership; and
 - o. presentation of congratulatory messages.
- 3) (3) The Integrity Pact script for members/chair/vice-chair of the Regional People's Representative Council of Kutai Kartanegara Regency, as referred to in paragraph (2) point h, contains the following:

"With this, I hereby declare, commit, and firmly resolve"—That I:

- a. will always uphold the values of Pancasila, the Constitution of the Republic of Indonesia of 1945, and adhere to the applicable laws and regulations, for the sake of the Unitary State of the Republic of Indonesia.
- b. will act with integrity and discipline in performing the duties and functions of regional regulation formation, budgeting, and oversight.
- c. will maintain the dignity, image, and credibility of the DPRD of Kutai Kartanegara Regency as an institution of regional governance.
- d. will absorb and advocate for the aspirations of the people of Kutai Kartanegara.
- e. will support and contribute to the success of the Regional Government Program of Kutai Kartanegara Regency.
- f. will carry out duties and service to the people of Kutai Kartanegara with fairness, and will never implement discriminatory policies based on religion, ethnicity, tribe, region, political stance, or other identity differences.

- g. will always refrain from behaviors that contradict laws and regulations, corruption, collusion, nepotism, bribery, gratuities, as well as violations of norms and moral ethics in the DPRD.
- 4) The attire for the oath-taking ceremony of DPRD members, as referred to in paragraph (1), includes: DPRD Leadership seated to the left of the Regent and the District Court Chief Judge or designated official seated to the right of the Regent;
 - a. The Chief Judge wears attire as prescribed by the respective institution;
 - b. The Regent wears complete civilian attire with the national cap;
 - c. DPRD members taking the oath wear dark-colored formal civilian attire with the national cap for men, while women may wear national attire or dark-colored formal civilian attire; and
 - d. Military and Police invitees wear ceremonial uniforms, while civilian invitees wear complete civilian attire with the national cap for men, and national attire for women.

Article 35

- 1) In performing their duties, members and leaders of the DPRD are required to adhere to the DPRD Code of Ethics to uphold the dignity, image, and credibility of the DPRD's honor.
- 2) The Code of Ethics, as referred to in paragraph (1), includes provisions on at least the following:
 - a. compliance in fulfilling the oath/promise;
 - b. conduct and behavior of DPRD members;
 - c. working procedures of DPRD members;
 - d. relationships among local government administrators;
 - e. relationships between DPRD members and other parties;
 - f. relationships among DPRD members;
 - g. expression of opinions, responses, answers, and rebuttals;
 - h. obligations of DPRD members;
 - i. prohibitions for DPRD members;
 - j. imposition of sanctions.
- 3) The Code of Ethics, as referred to in paragraph (1), is established in the DPRD Regulation on the Code of Ethics.

CHAPTER III DPRD EQUIPMENT

Part One General

Article 36

- 1) DPRD Equipment consists of:

- a. DPRD Leadership;
 - b. Consultative Body;
 - c. Commissions;
 - d. Regional Legislation Body (Bapemperda);
 - e. Budget Body;
 - f. Honorary Body; and
 - g. Other necessary equipment established through a Plenary Meeting.
- 2) The DPRD Equipment as referred to in subsection (1), items a to f, is permanent.
 - 3) Other equipment as referred to in subsection (1), item g, includes special committees, working committees, or special teams and is not permanent.

Article 37

- 1) The Consultative Body, Commissions, Regional Legislation Body (Bapemperda), Budget Body, and Honorary Body are formed by the DPRD at the beginning of the DPRD membership term.
- 2) The formation of DPRD Equipment as referred to in subsection (1) follows statutory regulations and is established by a DPRD decision.

Article 38

- 1) In carrying out its duties, DPRD Equipment is assisted by the DPRD Secretariat and may be supported by expert groups or advisory teams.
- 2) The DPRD Secretary may assign up to 3 (three) staff members from the DPRD Secretariat to each DPRD Equipment.
- 3) The DPRD Secretary may assign a maximum of 3 (three) individuals from the Expert Group or Advisory Team to each DPRD Equipment.

Article 39

The Expert Group or Advisory Team, as referred to in Article 38, subsection (3), is appointed and dismissed by a decision of the DPRD Secretary based on the needs and financial capability of the DPRD Secretariat, upon the suggestion of DPRD members, Faction Leaders, and DPRD Equipment Leaders.

Article 40

- 1) The DPRD Leadership serves as the Chair of both the Consultative Body and the Budget Body.
- 2) DPRD Equipment leaders are not permitted to hold concurrent leadership positions in other permanent DPRD Equipment, except for

the DPRD Leadership, which may also chair the Consultative Body and the Budget Body.

Part Two
DPRD Leadership

Paragraph 1
Leadership and Procedures for Establishing DPRD Leadership

Article 41

- 1) The DPRD Leadership consists of 1 (one) DPRD Chair and 3 (three) DPRD Deputy Chairs.
- 2) The leadership as referred to in subsection (1) is drawn from political parties based on the order of the most seats won in the DPRD.
- 3) The DPRD Leadership is proposed by the General Chair and Secretary General or similar positions in accordance with the political party's articles of association and bylaws, as followed up by the district-level party leadership.
- 4) The Chair of the DPRD is a DPRD member from the political party that won the most seats in the DPRD.
- 5) If there is more than 1 (one) political party with the most seats as referred to in subsection (4), the DPRD Chair is the DPRD member from the political party that received the most votes.
- 6) If there is more than 1 (one) political party with the same highest number of votes as referred to in subsection (5), the DPRD Chair is determined based on the most even distribution of votes for the political party in the first rank.
- 7) If the DPRD Chair is appointed from a DPRD member as referred to in subsection (4), the DPRD Deputy Chairs are appointed from DPRD members from the political parties that won the second, third, and/or fourth most seats.
- 8) If the DPRD Chair is appointed from a DPRD member as referred to in subsection (5), the DPRD Deputy Chairs are appointed from DPRD members from the political parties that ranked second, third, and/or fourth in terms of votes.
- 9) If the DPRD Chair is appointed from a DPRD member as referred to in subsection (6), the DPRD Deputy Chairs are appointed from DPRD members from the political parties with the second, third, and fourth most even distribution of votes.

Paragraph 2
Interim DPRD Leadership

Article 42

- 1) If the DPRD Leadership as referred to in Article 41, subsection (1) has not yet been formed, the DPRD is led by an interim DPRD Leadership appointed in accordance with statutory provisions.
- 2) The Interim DPRD Leadership, as referred to in subsection (1), is responsible for:
 - a. leading DPRD meetings;
 - b. facilitating the formation of factions;
 - c. facilitating the preparation of the draft DPRD regulation on Rules of Procedure; and
 - d. processing the appointment of the definitive DPRD Leadership.

Article 43

The Interim DPRD Leadership submits the names of DPRD leadership candidates to the Governor through the Regent for official appointment. The Interim DPRD Leadership announces and appoints the names of DPRD Leadership candidates at a plenary session.

Article 44

- 1) When the definitive DPRD Leadership is appointed as referred to in Article 42, subsection (2), letter d, they shall take their oath/pledge at the DPRD building, led by the Chief Judge of the Tenggara District Court.
- 2) The oath/pledge and procedure for taking the oath/pledge as referred to in Articles 33 and 34 apply *mutatis mutandis* to the definitive DPRD Leadership as referred to in subsection (1).
- 3) If, for certain reasons, the oath/pledge ceremony cannot be held at the DPRD building as referred to in subsection (1), the oath/pledge may be taken at an alternative location.
- 4) If the Chief Judge, as referred to in subsection (1), is unavailable, the oath/pledge of the DPRD Leadership shall be led by the Deputy Chief Judge of the Tenggara District Court.
- 5) If the Deputy Chief Judge, as referred to in subsection (3), is unavailable, the oath/pledge of the DPRD Leadership shall be led by a senior judge at the district court appointed by the Chief Judge.

Paragraph 3
Duties and Authorities of the DPRD Leadership

Article 45

- 1) The DPRD Leadership has the following duties and authorities:
 - a. to lead DPRD meetings and summarize the results for decision-making;
 - b. to prepare a work plan for the DPRD Leadership;
 - c. to determine the division of tasks between the Chair and Deputy Chairs;
 - d. to coordinate the implementation of agendas and activities of DPRD equipment;
 - e. to represent the DPRD in relations with other institutions/agencies;
 - f. to hold consultations with the Regional Head and other vertical institution leaders;
 - g. to represent the DPRD in court;
 - h. to implement DPRD decisions on the imposition of sanctions or rehabilitation of DPRD members in accordance with statutory provisions;
 - i. to present the DPRD Leadership's performance report in a specially held plenary meeting.
- 2) The implementation of the provision referred to in subsection (1), letter c, is set out in a DPRD Leadership Decision.
- 3) The DPRD Leadership functions as a collective and collegial unit.
- 4) The collective and collegial nature, as referred to in subsection (3), means that actions and/or plenary meeting decisions made by one or more elements of the DPRD Leadership in performing their duties and authorities are regarded as the actions and/or decisions of the entire DPRD Leadership with equal legal strength.

Paragraph 4
Dismissal of the DPRD Leadership

Article 46

- 1) The term of office of the DPRD Leadership starts from the date of their oath/pledge and ends concurrently with the end of the DPRD membership term.
- 2) The DPRD Leadership is dismissed before the end of their term due to:
 - a. death;
 - b. resignation from the DPRD Leadership;

- c. dismissal as a DPRD member according to statutory provisions; or
 - d. dismissal from the DPRD Leadership.
- 3) The DPRD Leadership is dismissed from their position as referred to in subsection (2), letter d, if they:
 - a. are proven to have violated their oath/pledge and the DPRD code of ethics based on a decision by the Honorary Body; or
 - b. are proposed for dismissal by their political party according to statutory provisions.
- 4) If the DPRD Chair resigns, the Deputy Chairs designate one among them to carry out the Chair's duties until a definitive replacement is appointed.
- 5) If both the Chair and Deputy Chairs of the DPRD resign and only one Deputy Chair remains, the remaining Deputy Chair performs the duties of the DPRD Chair until a definitive replacement is appointed.

Article 47

- 1) The other DPRD Leadership reports the proposal for the dismissal of the DPRD Leadership in a plenary meeting.
- 2) The dismissal of the DPRD Leadership as referred to in subsection (1) is decided in a DPRD plenary meeting.
- 3) The dismissal of the DPRD Leadership as referred to in subsection (2) is determined by a DPRD decision.

Article 48

- 1) The DPRD Leadership submits the DPRD decision on the dismissal of the DPRD Leadership to the Governor as the representative of the central government through the Regent for official acknowledgment of the dismissal within a maximum of 7 (seven) days from the date of the plenary meeting.
- 2) The Regent submits the DPRD decision as referred to in subsection (1) to the Governor as the representative of the Central Government within a maximum of 7 (seven) days from the receipt of the DPRD decision.
- 3) The DPRD decision as referred to in subsection (1) is accompanied by the minutes of the DPRD plenary meeting.

Article 49

- 1) The replacement for a resigning DPRD Leader, as referred to in Article 46, originates from the same political party as the resigning DPRD Leader.

- 2) The replacement candidate for the resigning DPRD Leader is proposed by the General Chair and Secretary General or similar positions in accordance with the political party's articles of association and bylaws, as followed up by the district-level party leadership.
- 3) The replacement candidate for the resigning DPRD Leader, as referred to in subsection (2), is announced in a DPRD plenary meeting and formalized by a DPRD decision.
- 4) The DPRD Leadership proposes the formal appointment of the replacement DPRD Leader to the Governor through the Regent.

Article 50

- 1) If the DPRD Chair is temporarily detained or otherwise unable to fulfill their duties, the other DPRD Leadership conducts a meeting to designate one of the DPRD Leaders to perform the duties of the Chair during their temporary detention or unavailability.
- 2) The result of the DPRD Leadership meeting, as referred to in subsection (1), is determined by a DPRD Leadership Decision.
- 3) The interim DPRD Leader performing the Chair's duties, as referred to in subsection (1), ceases these duties when the Chair returns to their position.

Article 51

- 1) If a member of the DPRD Leadership is temporarily detained or otherwise unavailable for more than 30 (thirty) days, the political party leader of the unavailable DPRD Leader proposes one of their DPRD members to the DPRD Leadership to perform the duties of the unavailable DPRD Leader.
- 2) The political party leader's proposal, as referred to in subsection (1), is announced in a plenary meeting and formalized by a DPRD decision.

Article 52

- 1) If all members of the DPRD Leadership are temporarily detained or otherwise unavailable, the political party leaders of the DPRD Leadership propose DPRD members from their respective parties to perform the duties of the temporarily detained or unavailable DPRD Leadership.
- 2) The proposal, as referred to in subsection (1), is submitted to the DPRD within a maximum of 7 (seven) days from when the DPRD Leadership begins their detention or unavailability.

- 3) The political party leaders' proposal, as referred to in subsection (2), is announced in a plenary meeting and formalized by a DPRD decision.
- 4) The plenary meeting referred to in subsection (3) is chaired by the eldest and/or youngest DPRD member.
- 5) Within a maximum of 7 (seven) days from the receipt of the DPRD decision referred to in subsection (3), the DPRD decision is submitted to the Governor as the representative of the Central Government through the Regent by the DPRD Leadership for the interim DPRD Leadership.
- 6) The Regent submits the proposal for the interim DPRD Leadership to the Governor as the representative of the Central Government within a maximum of 7 (seven) days from receiving the DPRD decision.

Article 53

- 1) The interim DPRD Leadership carries out the duties and authorities of the DPRD Leadership as referred to in Article 45.
- 2) The interim DPRD Leadership is entitled to the DPRD Leadership's protocol rights in accordance with statutory provisions.
- 3) Protocol rights, as referred to in subsection (2), are the rights to receive respect related to their position in state or official events and other events held in the region, as well as in the performance of their duties.

Article 54

If the DPRD Leadership referred to in Articles 51 and 52 is found not guilty by a court decision that has permanent legal force:

- a. the Governor, as the representative of the Central Government, reinstates them as a DPRD member and/or DPRD Leader in accordance with statutory provisions; and
- b. the DPRD Leadership provides rehabilitation through an announcement in a plenary meeting.

Part Three Consultative Body

Paragraph 1

Appointment of Members and Leadership of the Consultative Body

Article 55

- 1) The Consultative Body consists of a maximum of 22 (twenty-two) members based on the proportional representation of each Faction.

- 2) The composition of the Consultative Body is determined in a plenary meeting after the formation of the DPRD Leadership, Commissions, Budget Body, and Factions.
- 3) The DPRD Leadership serves as the leadership of the Consultative Body and concurrently as a member.
- 4) The DPRD Secretary, by position, acts as the secretary of the Consultative Body but is not a member.
- 5) DPRD members can only transfer from the Consultative Body to other DPRD Equipment after serving at least 2 (two) years and 6 (six) months, based on a proposal from their Faction.

Paragraph 2

Duties and Authorities of the Consultative Body

Article 56

- 1) The Consultative Body has the following duties and authorities:
 - a. Coordinating the synchronization of the annual and five-year work plans of the DPRD from all DPRD Equipment work plans;
 - b. Setting the DPRD agenda for one (1) session year, parts of a session, estimated completion time for specific issues, and the timeframe for finalizing draft regional regulations (Perda);
 - c. Providing opinions to the DPRD Leadership in determining policy guidelines related to the duties and authorities of the DPRD;
 - d. Requesting and/or allowing other DPRD Equipment to provide explanations regarding the performance of their respective duties;
 - e. Establishing the schedule for DPRD activities and meeting agendas;
 - f. Offering suggestions/opinions to facilitate DPRD activities;
 - g. Recommending the formation of special committees; and
 - h. Performing other tasks as decided in a plenary meeting.
- 2) The DPRD agenda set by the Consultative Body may only be changed in a plenary meeting.
- 3) Each Consultative Body member must:
 - a. Consult with their Faction before making decisions in Consultative Body meetings; and
 - b. Report the results of Consultative Body meetings to their Faction.

Paragraph 3

Meetings and Decision-Making of the Consultative Body

Article 57

1. The Consultative Body may invite the leaders of other DPRD Equipment and/or members to attend Consultative Body meetings. They have the right to speak but not to vote.
2. If an urgent issue concerning the duties and authorities of the DPRD arises during recess, requiring immediate action, the DPRD Leadership shall promptly convene the Consultative Body for a meeting after consulting with the Faction Leaders.

Article 58

If, under certain circumstances, Consultative Body members are unable to attend and/or a quorum is not reached after three consecutive scheduled meetings, a consultation meeting is held between the DPRD Leadership and the Faction Leaders.

Part Four Commissions

Paragraph 1

Procedure for Establishing the Number of Commissions, Appointing
Commission Members, and Appointing Commission Leadership

Article 59

- 1) Each DPRD member, except the DPRD Leadership, must join one of the commissions.
- 2) Commissions are established based on the number of DPRD members sworn in, following statutory provisions concerning regional government.
- 3) The commission as referred to in paragraph (2) consists of four (4) commissions:
 - a. Commission I: 10 members;
 - b. Commission II: 10 members;
 - c. Commission III: 11 members; and
 - d. Commission IV: 10 members.
- 4) The number of members in each commission is determined by considering the balance and equal distribution of members across commissions.
- 5) Membership in a commission is decided in a plenary meeting upon recommendation by the Faction.
- 6) Replacement DPRD members assume the position of the member being replaced in the commission.

- 7) The term of the replacement for the chair, deputy chair, and/or secretary of the commission, as referred to in paragraph (6), continues the remaining term of the replaced member.
- 8) The chair, deputy chair, and secretary of the commission are elected from and by the commission members and reported in a plenary meeting.
- 9) The term of the chair, deputy chair, and secretary of the commission is 2 (two) years and 6 (six) months.
- 10) If there is a change in the chair, deputy chair, and/or secretary of the commission, a re-election is conducted as referred to in paragraph (9).
- 11) Transfer of DPRD members between commissions can be done after they have served at least 1 (one) year in the initial commission, based on a Faction proposal.
- 12) The transfer of DPRD members between commissions, as referred to in paragraph (11), places them in the position of the member being replaced.

Article 60

- 1) If the election of the chair, deputy chair, and secretary of the commission, as referred to in Article 59, subsection (10), is not achieved, the election is conducted through deliberation for consensus, based on the majority vote in an internal commission meeting.
- 2) The number of members in each commission, as referred to in Article 59, subsection (5), is recorded in the meeting minutes and formalized in a plenary meeting.
- 3) The division of the scope of commission duties according to the regional government's areas of authority includes the following fields:
 - a. Commission I: Legal and Government Affairs, including:
 - 1) Government Administration;
 - 2) Personnel, Education, and Training;
 - 3) Organization and Administration;
 - 4) Transmigration and Labor;
 - 5) Population and Civil Registration;
 - 6) National Unity and Politics;
 - 7) Community and Village Empowerment;

- 8) Public Order and Security and Public Protection;
 - 9) Law and Legislation;
 - 10) Land Affairs;
 - 11) Environment.
- b. Commission II: Economic and Financial Affairs, including:
- 1) Industry and Trade;
 - 2) Cooperatives and Small-Medium Enterprises;
 - 3) Regional Revenue;
 - 4) Investment and Integrated Licensing Services;
 - 5) Financial and Asset Management;
 - 6) Regional Enterprises;
 - 7) Banking; and
 - 8) Tourism.
- c. Commission III: Development Affairs, including:
- 1) Transportation;
 - 2) Spatial Planning;
 - 3) Agriculture and Animal Husbandry;
 - 4) Food Security;
 - 5) Maritime Affairs and Fisheries;
 - 6) Plantations;
 - 7) Energy and Mineral Resources;
 - 8) Housing and Settlements;
 - 9) Public Works;
 - 10) Regional Development Planning;
 - 11) Regional Research and Innovation.
- d. Commission IV: Social Welfare, including:
- 1) Youth and Sports;
 - 2) Health;
 - 3) Social Affairs;
 - 4) Communication, Informatics, and Statistics;
 - 5) Archives and Libraries;
 - 6) Women's Empowerment and Child Protection;
 - 7) Population Control and Family Planning;
 - 8) Disaster Management;
 - 9) Religious Affairs;
 - 10) Education and Culture; and
 - 11) Firefighting and Rescue.

Paragraph 2
Duties and Authorities of Commissions

Article 61

The commission has the following duties and authorities:

- a. Ensuring the fulfillment of regional obligations in administering governmental affairs and other obligations as per statutory provisions;
- b. Discussing draft regional regulations (Perda);
- c. Discussing draft DPRD decisions within the commission's scope of duties;
- d. Supervising the implementation of regional regulations within the commission's scope;
- e. Assisting the DPRD Leadership in resolving issues presented by the Regent and/or the public to the DPRD;
- f. Receiving, accommodating, discussing, and following up on public aspirations;
- g. Pursuing the improvement of public welfare in the region;
- h. Conducting commission work visits with DPRD Leadership approval;
- i. Holding work meetings and public hearings;
- j. Submitting proposals to the DPRD Leadership within the commission's field of duties; and
- k. Providing a written report to the DPRD Leadership on the commission's task performance.

Article 62

The commission's discussion of draft regional regulations may involve other commissions and/or related DPRD Equipment, based on a DPRD decision.

Part Five

Regional Legislation Body (Bapemperda)

Paragraph 1

Procedure for Appointing Bapemperda Members

Article 63

- 1) The composition and membership of Bapemperda are established at the beginning of the DPRD membership term and the beginning of the session year.
- 2) Bapemperda members are appointed in a plenary meeting.
- 3) The number of Bapemperda members is at most equal to the number of members in the largest commission.
- 4) Bapemperda members are proposed by each Faction.

Paragraph 2

Procedure for Electing the Bapemperda Leadership

Article 64

1. The Bapemperda Leadership consists of 1 (one) chair and 1 (one) vice-chair elected from and by Bapemperda members based on the principle of deliberation for consensus.
2. The DPRD Secretary serves as the secretary of Bapemperda by position and is not a Bapemperda member.
3. The term of office for the Bapemperda leadership is 2 (two) years and 6 (six) months.
4. Transfer of DPRD members within Bapemperda to other DPRD Equipment may occur after serving a minimum term of 1 (one) year in Bapemperda, based on a proposal from their Faction.

Paragraph 3
Duties and Authorities of Bapemperda

Article 65

Bapemperda has the following duties and authorities:

- a. to prepare a draft program for the formation of regional regulations (Perda) containing a prioritized list of draft regulations with justifications for each fiscal year within the DPRD;
- b. to coordinate the program for the formation of regional regulations between the DPRD and the Regional Government;
- c. to prepare draft regional regulations originating from the DPRD, proposed by Bapemperda based on the established priority program;
- d. to harmonize, consolidate, and refine the concept of draft regional regulations proposed by members, commissions, or joint commissions before the draft is submitted to the DPRD Leadership;
- e. to participate in discussions on draft regional regulations proposed by the DPRD and the Regional Government;
- f. to provide input on draft regional regulations proposed by members, commissions, and/or joint commissions that are outside the current year's priority program or are not listed in the Regional Legislation Program;
- g. to provide advice to the DPRD Leadership on draft regional regulations originating from the Regional Government;
- h. to monitor developments and evaluate the content of draft regional regulations in coordination with commissions and/or special committees;
- i. to provide recommendations to the DPRD Leadership on draft regulations assigned by the Consultative Body;
- j. to conduct studies on regional regulations; and

- k. to prepare a performance report at the end of the DPRD membership term and to inventory issues in the formation of regional regulations as material for commissions in the subsequent membership term.

Article 66

Bapemperda, in carrying out its duties, is functionally assisted by the DPRD Secretariat and may propose to the DPRD Leadership the formation of a support team for DPRD-initiated regional regulation studies through a Regent's decision.

Part Six

Budget Body

Paragraph 1

Procedure for Appointing Members of the Budget Body

Article 67

Members of the Budget Body are proposed by each Faction, considering their membership in a Commission, with a maximum of 23 (twenty-three) members from the total DPRD membership.

Paragraph 2

Procedure for Electing the Budget Body Leadership

Article 68

- 1) The Chair and Deputy Chair of the DPRD serve as the Budget Body Leadership by position and are also members.
- 2) The composition, chair, and deputy chair of the Budget Body are determined in a plenary meeting.
- 3) The DPRD Secretary, by position, serves as the secretary of the Budget Body and is not a member.
- 4) Transfer of DPRD members within the Budget Body to other DPRD Equipment is only permitted after a minimum term of 1 (one) year in the Budget Body, based on a proposal from their Faction.

Paragraph 3

Duties and Authorities of the Budget Body

Article 69

The Budget Body has the following duties and authorities:

- a. to provide suggestions and opinions in the form of DPRD's considerations to the Regent in preparing the draft APBD before the Regent's Regulation on the Regional Government Work Plan is established;

- b. to conduct consultations, which may be represented by its members, with related commissions to obtain input in the discussion of the draft general APBD policy and the preliminary budget priorities and ceilings;
- c. to provide suggestions and opinions to the Regent in preparing the draft regional regulation on the APBD, amendments to the APBD, and the accountability report on APBD implementation;
- d. to refine the draft regional regulations on the APBD, amendments to the APBD, and the accountability report on APBD based on the Governor's evaluation together with the Regional Government's budget team;
- e. to discuss with the Regional Government's budget team the draft general APBD policy and the preliminary budget priorities and ceilings submitted by the Regent; and
- f. to provide recommendations to the DPRD Leadership in preparing the DPRD's expenditure budget.

Part Seven
Honorary Body

Paragraph 1
Procedure for Appointing Members of the Honorary Body

Article 70

- 1) The Honorary Body consists of 5 (five) members.
- 2) Members of the Honorary Body, as referred to in subsection (1), are selected and appointed in a DPRD plenary meeting based on proposals from each Faction.
- 3) Each Faction has the right to propose 1 (one) candidate for the Honorary Body.
- 4) Replacement DPRD members fill the position of the Honorary Body member they are replacing, and/or based on a proposal from their Faction.
- 5) Transfer of DPRD members within the Honorary Body to other equipment is permitted after a minimum term of 2 (two) years and 6 (six) months in the Honorary Body, based on a Faction proposal.

Paragraph 2
Procedure for Electing the Honorary Body Leadership

Article 71

- 1) The Honorary Body Leadership consists of a Chair and a Deputy Chair elected from and by the members of the Honorary Body.

- 2) The term of the Honorary Body members is at least 2 (two) years and 6 (six) months.

Paragraph 3

Duties and Authorities of the Honorary Body

Article 72

- 1) The Honorary Body has the following duties:
 - a. to monitor and evaluate the discipline and adherence of DPRD members to their oath/pledge and the Code of Ethics;
 - b. to investigate suspected violations of the oath/pledge and the Code of Ethics by DPRD members;
 - c. to conduct investigations, verification, and clarification on complaints from the DPRD Leadership and the public; and
 - d. to report the Honorary Body's decision on the results of the investigation, verification, and clarification, as referred to in letter c, to the plenary meeting.
- 2) The Honorary Body's duties are carried out to maintain the morals, dignity, honor, image, and credibility of the DPRD.
- 3) In conducting investigations, verification, and clarification, as referred to in subsection (1), letter c, the Honorary Body may seek assistance from independent experts.

Article 73

In carrying out its duties as referred to in Article 72, the Honorary Body is authorized to:

- a. summon DPRD members suspected of violating the oath/pledge and Code of Ethics to provide clarification or a defense regarding the alleged violation;
- b. request information from complainants, witnesses, and/or other relevant parties, including documents or other evidence; and
- c. impose sanctions on DPRD members proven to have violated the oath/pledge and the Code of Ethics.

Paragraph 4

Procedure for Dismissing Honorary Body Members

Article 74

Members of the Honorary Body resign or are dismissed from their position due to:

- a. death;

- b. voluntary resignation in writing;
- c. inability to perform their duties continuously or permanent inability as an Honorary Body member;
- d. violation of the DPRD Rules of Procedure;
- e. conviction with a legally binding court decision; and
- f. withdrawal of their membership in the Honorary Body by the proposing Faction.

Article 75

The duties and authorities of the Honorary Body, as referred to in Articles 72 and 73, are further regulated in the DPRD Rules of Procedure for the Honorary Body.

Part Eight Special Committee

Paragraph 1

Procedure for Establishing and Appointing Members of the Special Committee

Article 76

- 1) The Special Committee is formed in a DPRD plenary meeting upon the proposal of DPRD members, after considering the views of the Consultative Body.
- 2) The establishment of the Special Committee is determined by a DPRD decision.
- 3) The number of members of the Special Committee, as referred to in subsection (1), is set to be at least equal to the number of Factions or at most equal to the number of members in a commission, and adjusted to the DPRD's program or activity and budget capacity.
- 4) Members of the Special Committee, as referred to in subsection (3), consist of members from the relevant commission proposed by each Faction.
- 5) Special Committee members may be replaced by their respective Factions if they are permanently unavailable or for other considerations from their Faction.

Article 77

- 1) Special committee members tasked with drafting regional legal products may not simultaneously serve on committees tasked with regulatory legal products.

- 2) Regulatory legal products of regional government, as referred to in subsection (1), consist of:
 - a. regional regulations (Perda); and
 - b. DPRD regulations.
- 3) Special committee members responsible for drafting regional legal products may also serve on committees tasked with legislative legal products.
- 4) Legislative legal products of regional government, as referred to in subsection (3), consist of:
 - a. DPRD decisions;
 - b. DPRD Leadership decisions; and
 - c. Honorary Body decisions.

Paragraph 2

Procedure for Electing the Special Committee Leadership

Article 78

- 1) The Chair and Deputy Chair of the Special Committee are elected from and by the members of the Special Committee.
- 2) The Special Committee Leadership, as referred to in subsection (1), is formalized by a DPRD decision.
- 3) The replacement of the Special Committee Leadership may be made by the respective Faction and subsequently formalized in a Special Committee meeting chaired by the DPRD Chair.

Paragraph 3

Procedure for the Execution of Special Committee Tasks

Article 79

- 1) The working period of the Special Committee is:
 - a. a maximum of 1 (one) year for tasks related to the formation of regional regulations (Perda); or
 - b. a maximum of 6 (six) months for tasks other than the formation of Perda.
- 2) The Special Committee is tasked with discussing draft Perda and may discuss multiple draft Perda simultaneously, whether included in the Regional Legislation Program (Propemperda) or outside of it, within its working period.

- 3) Draft Perda, as referred to in subsection (2), may be proposed in separate plenary meetings.

Article 80

- 1) In carrying out its duties, as referred to in Article 79, subsection (2), the Special Committee may conduct:
 - a. work meetings with relevant regional apparatus;
 - b. meetings with drafting teams;
 - c. consultations;
 - d. public policy reviews;
 - e. public hearings;
 - f. other tasks assigned by the DPRD Leadership; and
 - g. work visits.
- 2) Public hearings, as referred to in subsection (1), letter e, may be conducted in the form of:
 - a. socialization sessions;
 - b. seminars; and
 - c. workshops or public discussions/public testing.
- 3) In carrying out its duties, as referred to in subsection (1), the Chair of the Special Committee must coordinate with the DPRD Leadership.
- 4) The final report on the execution of tasks, as referred to in subsection (1), is presented by the Chair of the Special Committee to the DPRD Leadership before being submitted in a Plenary Meeting.

Paragraph 4

Dissemination of Regional Regulations (Sosper)

Article 81

- 1) Dissemination of regional regulations (Perda) that have been enacted is carried out by DPRD members, involving the regional government.
- 2) The dissemination of DPRD Regulations, DPRD Decisions, DPRD Leadership Decisions, and Honorary Body Decisions that have been enacted and/or authenticated is conducted by the DPRD Secretary along with the initiating DPRD Equipment.
- 3) Dissemination activities may take the form of:
 - a. public hearings;
 - b. work visits;
 - c. socialization sessions; and/or
 - d. seminars, workshops, discussions.

- 4) In conducting the dissemination of Perda, as referred to in subsection (1), DPRD members may propose 1 (one) resource person and 1 (one) moderator, taking into account the regional financial capability.
- 5) For the dissemination activities, the materials are prepared by the section responsible for legislative matters within the DPRD Secretariat.

Article 82

The execution of tasks as referred to in Articles 80 and 81 is funded by the APBD in accordance with the regional financial capacity, through the budget of the DPRD Secretariat.

Part Nine

Expert Group or Advisory Team and Faction Expert Staff

Article 83

- 1) To support the duties and authorities of the DPRD, an Expert Group or Advisory Team and Faction Expert Staff are established.
- 2) For Faction Expert Staff, as referred to in subsection (1), at least one (1) individual is appointed, based on the number of Faction members formed in accordance with the political party configuration resulting from general elections.
- 3) The Expert Group or Advisory Team and Faction Expert Staff must at least meet the general and specific requirements set by the DPRD.
- 4) The Expert Group or Advisory Team and Faction Expert Staff, as referred to in subsection (1), are appointed and dismissed by the DPRD Secretary's decision.
- 5) The Expert Group or Advisory Team, as referred to in subsection (1), is proposed by the leadership of the DPRD Equipment working in accordance with its assigned duties and authorities.
- 6) Faction Expert Staff, as referred to in subsection (1), is proposed by the Faction Leadership.

Article 84

The guidelines for the procurement of the Expert Group or Advisory Team and Faction Expert Staff within the DPRD, as referred to in Article 83, are regulated by a DPRD Secretary's Decision, in compliance with statutory regulations.

CHAPTER IV DPRD WORK PLAN

Article 85

- 1) The DPRD work plan is prepared based on proposals from the DPRD Equipment to the DPRD Leadership.
- 2) The DPRD work plan consists of programs and activities.
- 3) The DPRD programs and activities referred to in subsection (2) include:
 - a. conducting meetings;
 - b. work visits;
 - c. studies, reviews, and preparation of regional regulations (Perda);
 - d. improving the capacity and professionalism of human resources within the DPRD;
 - e. coordination and consultation on governmental and community activities; and
 - f. other programs according to the functions, duties, and authorities of the DPRD.

Article 86

- 1) The DPRD Leadership submits the DPRD work plan to the DPRD Secretary for alignment.
- 2) The aligned DPRD work plan is submitted to the DPRD Leadership for discussion and adoption in a plenary meeting.
- 3) The DPRD work plan adopted in the plenary meeting becomes the basis for the DPRD Secretariat in preparing the DPRD Secretariat's plan and budget document for the following fiscal year.
- 4) The adoption of the DPRD work plan must be completed no later than September 30 of the current year.

Article 87

- 1) The DPRD Equipment reports the implementation of the work plan in the plenary meeting at the end of each year.
- 2) The DPRD Leadership publishes a summary of the work plan implementation to the public at least once a year.

CHAPTER V

EXERCISE OF DPRD AND DPRD MEMBERS' RIGHTS

Part One - General

Article 88

The DPRD has the following rights:

- a. interpellation;
- b. inquiry; and
- c. declaration of opinion.

Article 89

DPRD members have the following rights:

- a. to propose draft regional regulations (Perda);
- b. to ask questions;
- c. to submit proposals and opinions;
- d. to vote and be elected;
- e. to defend themselves;
- f. immunity;
- g. to attend orientation and task familiarization;
- h. protocol rights; and
- i. financial and administrative rights.

Part Two

DPRD Rights

Paragraph 1

Interpellation Right

Article 90

- 1) The interpellation right as mentioned in Article 88 letter (a) is the DPRD's right to request explanations from the Regent regarding important and strategic Regional Government policies that have a broad impact on community and national life.
- 2) The interpellation right, as referred to in subsection (1), is proposed by at least 7 (seven) DPRD members from more than one faction.
- 3) The proposal, as referred to in subsection (2), is submitted to the DPRD Leadership in a written, concise, and clear manner, signed by the proposers, and registered with a serial number by the DPRD Secretariat.
- 4) The proposal to request information, as referred to in subsection (2), is submitted by the DPRD Leadership in a plenary meeting.
- 5) In the plenary meeting referred to in subsection (4), the proposers are given the opportunity to provide verbal explanations regarding the request for information.
- 6) Discussion of the request for information proposal allows other DPRD members to provide views through their factions.

- 7) The proposers may respond to the views of DPRD members.
- 8) The decision to approve or reject the proposal to request information from the regional government is determined in the plenary meeting.
- 9) The proposal referred to in subsection (1) becomes an interpellation right of the DPRD if approved by the DPRD plenary meeting attended by more than half of the DPRD members, with decisions taken by the approval of more than half of the DPRD members present.
- 10) The proposers may withdraw their proposal before the interpellation right is decided in the plenary meeting.

Article 91

- 1) The Regent must attend to provide a written explanation regarding the information request from DPRD members, as referred to in Article 90, in a DPRD plenary meeting.
- 2) If the Regent is unable to attend to provide the written explanation, as referred to in subsection (1), the Regent may assign a related official to represent them.
- 3) Each DPRD member may ask questions regarding the Regent's written explanation, as referred to in subsection (1).
- 4) The DPRD may issue a written opinion regarding the Regent's written explanation.
- 5) The DPRD's opinion, as referred to in subsection (4), is formally submitted to the Regent.
- 6) The DPRD's opinion on the Regent's written explanation, as referred to in subsection (5), serves as material for DPRD in exercising its supervisory function and for the Regent in setting policy implementation.

Paragraph 2

Inquiry Right

Article 92

- 1) The inquiry right, as referred to in Article 88 letter (b), is the DPRD's right to conduct investigations into important and strategic Regional Government policies with a broad impact on the community, region, and nation, suspected of violating statutory regulations.
- 2) At least 7 (seven) DPRD members from more than one faction may propose the exercise of the inquiry right.

- 3) The proposal, as referred to in subsection (2), is submitted to the DPRD Leadership in a written, concise, and clear manner, signed by the proposers, and registered with a serial number by the DPRD Secretariat.
- 4) The proposal for investigation, as referred to in subsection (2), is submitted by the DPRD Leadership in a plenary meeting after obtaining recommendations from the Consultative Body.
- 5) Discussion of the investigation proposal allows other DPRD members to provide views, after which the proposers respond to the views.
- 6) The decision on the proposal for investigation by the regional government may be approved or rejected and is determined in a DPRD plenary meeting.
- 7) Before the DPRD decision, the proposers may amend or withdraw their proposal.
- 8) If the investigation proposal is approved as an inquiry request, the DPRD declares its opinion to conduct an investigation and formally notifies the Regent.
- 9) In carrying out the investigation, the DPRD may form an Inquiry Committee to conduct the investigation and report the findings in a DPRD plenary meeting.
- 10) If the investigation findings reveal indications of a criminal offense, the DPRD refers the matter to law enforcement in accordance with statutory regulations.
- 11) If the Regent and/or Deputy Regent is accused in a criminal offense carrying a minimum 5-year sentence, the minister suspends the Regent and/or Deputy Regent from office.
- 12) If a court decision with legal force declares the Regent and/or Deputy Regent guilty, the DPRD proposes the removal of the Regent and/or Deputy Regent to the minister.
- 13) If a court decision with legal force declares the Regent and/or Deputy Regent innocent, the minister lifts the suspension and rehabilitates the Regent and/or Deputy Regent's reputation.
- 14) The proposal, as referred to in subsection (1), becomes the DPRD's inquiry right if approved by the DPRD plenary meeting attended by at least three-fourths of DPRD members, with a decision taken by at least two-thirds of the DPRD members present.

- 15) The DPRD may decide to accept or reject the inquiry right proposal, as referred to in subsection (1).
- 16) In the event that the DPRD accepts a proposal for the right of inquiry as referred to in subsection (1), the DPRD shall establish an inquiry committee comprising all elements of the DPRD factions, and the decision shall be made in a DPRD plenary session.
- 17) If the proposal for the right of inquiry as referred to in paragraph (1) is rejected, the proposal may not be resubmitted.
- 18) The inquiry committee as referred to in subsection (17), in conducting its investigation as mentioned in subsection (2), may summon local government officials, legal entities, or residents within the region who are considered to have knowledge or are reasonably expected to have knowledge of the issues under investigation, to provide information and to produce documents or records related to the matters being investigated.
- 19) Local government officials, legal entities, or residents who are summoned as referred to in subsection (19) are required to comply with the summons of the DPRD, except in cases where there are valid reasons in accordance with statutory regulations.
- 20) In the event that local government officials, legal entities, or residents, having been properly summoned consecutively, fail to comply with the summons as referred to in subsection (20), the DPRD may issue a compulsory summons with the assistance of the Indonesian National Police in accordance with statutory regulations.
- 21) The inquiry committee shall report on the execution of its duties to the DPRD plenary session no later than 60 days from the formation of the inquiry committee.

Paragraph 3

Right to Declare Opinion

Article 93

- 1) The right to declare opinion, as referred to in Article 88 letter (c), is the DPRD's right to express an opinion on the Regent's policy or extraordinary events in the region, accompanied by recommendations or as a follow-up to the interpellation and inquiry rights.

- 2) At least 10 (ten) DPRD members from more than one faction may propose a declaration of opinion on the Regent's policy or extraordinary events in the region.
- 3) The proposal as referred to in subsection (2) and its explanation are submitted in writing to the DPRD Leadership, including a list of names and signatures of the proposers, and registered by the DPRD Secretariat.
- 4) The proposal is submitted by the DPRD Leadership in a plenary meeting after considering the recommendations of the Consultative Body.
- 5) In the plenary meeting as referred to in subsection (4), the proposers are given the opportunity to explain their proposal.
- 6) Discussion allows other DPRD members to express views through their factions, the Regent to give opinions, and the proposers to respond to DPRD members' views and the Regent's opinion.
- 7) Before the DPRD decision, the proposers may amend or withdraw their proposal.
- 8) The discussion concludes with a DPRD decision to accept or reject the proposal as a DPRD declaration of opinion.
- 9) If the DPRD accepts the proposal, the DPRD's decision includes a declaration, recommendations, and a warning.
- 10) The proposal as referred to in subsection (1) becomes a DPRD declaration of opinion if approved by a plenary meeting attended by at least three-fourths of DPRD members, with a decision taken by at least two-thirds of members present.
- 11) In the event that the plenary meeting referred to in subsection (10) is not attended by at least three-fourths (3/4) of the total DPRD members, the meeting may be postponed up to two times, with each postponement not exceeding one (1) hour.
- 12) If, at the end of the postponement period as referred to in subsection (11), the number of DPRD members still does not meet the quorum, the chair of the meeting may postpone the meeting for up to three (3) days.
- 13) If, after the postponement as referred to in subsection (12), the quorum is still not met, the scheduling of the plenary meeting to declare an opinion may be arranged for the next session period by the Consultative Body.

Part Three
Exercise of Members' Rights

Paragraph 1

Right to Propose Draft Regional Regulations (Perda)

Article 94

- 1) Every DPRD member has the right to propose a draft regional regulation (Perda).
- 2) The initiative proposal, as referred to in subsection (1), is submitted to the DPRD Leadership in the form of a draft Perda accompanied by a written explanation and assigned a registration number by the DPRD Secretariat.
- 3) The initiative proposal, as referred to in subsection (2), is forwarded by the DPRD Leadership to the Legislative Body (Bapemperda) for review.
- 4) Based on the Bapemperda's review, the DPRD Leadership presents the proposal in a plenary meeting of the DPRD.
- 5) In the plenary meeting, the proposers are given the opportunity to provide an explanation of the initiative proposal, as referred to in subsection (2).
- 6) Discussion of the initiative proposal, as referred to in subsection (5), includes allowing:
 - a. other DPRD members to give their views; and
 - b. the proposers to respond to the views of other DPRD members.
- 7) Before the initiative proposal is decided as a DPRD initiative, the proposers have the right to make changes or withdraw it.
- 8) The DPRD plenary meeting decides to accept or reject the initiative proposal as a DPRD initiative.

Paragraph 2

Right to Ask Questions

Article 95

- 1) Every DPRD member may ask questions to the regional government regarding the DPRD's functions, duties, and authorities, either verbally or in writing.

- 2) Responses to DPRD members' questions, as referred to in subsection (1), are provided verbally or in writing within a mutually agreed-upon timeframe.

Paragraph 3

Right to Submit Proposals and Opinions

Article 96

- 1) Every DPRD member has the right to submit proposals and opinions during DPRD meetings, either to the Regional Government or the DPRD Leadership.
- 2) Proposals and opinions, as referred to in subsection (1), must be conveyed with due regard to courtesy, ethics, morality, politeness, and propriety, in accordance with the Code of Ethics.

Paragraph 4

Right to Vote and Be Elected

Article 97

Every DPRD member has the right to vote and be elected as a member or leader of DPRD equipment according to the provisions of applicable laws and regulations.

Paragraph 5

Right to Defend Oneself

Article 98

- 1) Every DPRD member has the right to defend themselves against allegations of violations of legal regulations, oaths, the Code of Ethics, and the DPRD's rules of order.
- 2) The right to defend oneself, as referred to in subsection (1), may be exercised before the Honorary Board reaches a decision.

Paragraph 6

Right to Immunity

Article 99

- 1) DPRD members cannot be prosecuted in court for statements, questions, and/or opinions expressed verbally or in writing, either within or outside DPRD meetings, in relation to DPRD functions, duties, and authorities.

- 2) DPRD members cannot be replaced mid-term for statements, questions, and/or opinions expressed within or outside DPRD meetings, in relation to DPRD functions, duties, and authorities.
- 3) The provision in subsection (1) does not apply if a DPRD member discloses material agreed to be kept confidential in a closed meeting or other matters considered state secrets according to statutory regulations.

Paragraph 7

Right to Attend Orientation and In-Depth Training

Article 100

1. DPRD members have the right to attend orientation on performing their duties at the beginning of their term and to participate in in-depth training during their term.
2. Orientation and in-depth training for DPRD members, as referred to in subsection (1), shall adhere to applicable statutory regulations.

CHAPTER VI

OBLIGATIONS OF DPRD MEMBERS

Article 101

DPRD members have the following obligations:

- a. Uphold and practice Pancasila;
- b. Implement the 1945 Constitution of the Republic of Indonesia and comply with legal regulations;
- c. Maintain national harmony and the unity of the Unitary State of the Republic of Indonesia;
- d. Prioritize the country's interests over personal, group, or sectional interests;
- e. Strive to improve the welfare of the people;
- f. Adhere to democratic principles in regional governance;
- g. Comply with the rules of order and code of ethics;
- h. Maintain ethics and norms in relations with other institutions in regional governance;
- i. Gather and consolidate constituents' aspirations through periodic working visits;
- j. Collect and act on public aspirations and complaints; and
- k. Provide moral and political accountability to their constituents in their electoral districts.

CHAPTER VII

SESSIONS AND MEETINGS

Part One

General

Article 102

- 1) The DPRD workdays are Monday through Friday, except for national holidays.
- 2) The provision in subsection (1) does not apply when:
 - a. Activities are held outside the provincial area;
 - b. Activities are of an important and urgent nature.

Part Two

Sessions

Article 103

- 1) The DPRD session year begins when members of the DPRD take their oaths.
- 2) The session year, as referred to in subsection (1), consists of three sessions:
 - a. Session I from August to December;
 - b. Session II from December to April;
 - c. Session III from April to August.
- 3) The session periods, as referred to in subsection (2), include sessions and recess periods, except for the last session in a DPRD term, which is conducted without a recess.
- 4) If the session coincides with the performance of DPRD duties and obligations mandated by law, the recess period will follow the completion of the mandated duties and obligations.

Part Three

Recess Period

Article 104

- 1) The recess period lasts no more than six (6) working days for each recess.
- 2) The recess period is used by DPRD members, individually or in groups, to visit their electoral districts to gather public aspirations.

- 3) The DPRD Secretary announces each member's recess agenda at least three (3) days before the recess begins via accessible channels.
- 4) Recess activities carried out in electoral districts involve face-to-face meetings with constituents.
- 5) The DPRD Secretary prepares the recess agenda, including the meeting schedule, location per electoral district, activities during the recess period, the number of participants, and the budget.
- 6) The budget for recess activities, as referred to in subsection (4), must be prepared one (1) week before the recess activities begin.
- 7) Each DPRD member, individually or in groups, must submit a written report on their recess activities, as referred to in subsection (2), to the DPRD leadership in a plenary meeting, to be forwarded to the Regent for follow-up.
- 8) Reports, as referred to in subsection (6), are submitted collectively by members representing the same electoral district.
- 9) The report format, as referred to in subsection (7), must include at least:
 - a. Time and place of the recess activity;
 - b. Feedback, aspirations, and complaints from the community; and
 - c. Documentation of participants and supporting activities.
- 10) If a DPRD member fails to submit their recess report, they will be prohibited from participating in the next recess period.
- 11) The schedule and activities during the recess period, as referred to in subsection (4), are determined by the DPRD leadership after consulting with the Consultative Body.

Part Four

Meetings

Paragraph 1

Types of Meetings

Article 105

- 1) Types of DPRD meetings include:
 - a. Plenary meeting;
 - b. DPRD leadership meeting;
 - c. Faction meeting;
 - d. Consultation meeting;

- e. Consultative Body meeting;
 - f. Committee meeting;
 - g. Joint committee meeting;
 - h. Budget committee meeting;
 - i. Legislation drafting committee meeting;
 - j. Honorary committee meeting;
 - k. Special committee meeting;
 - l. Working meeting;
 - m. Hearing; and
 - n. Public hearing.
- 2) A Plenary Meeting is the highest DPRD forum led by the chairperson or vice-chairperson of DPRD.
 - 3) A DPRD Leadership Meeting is a meeting among DPRD leadership members, led by the chairperson or vice-chairperson of DPRD.
 - 4) A Faction Meeting is a meeting among faction members, led by the faction leadership.
 - 5) A Consultation Meeting is held between DPRD leadership and faction leadership, as well as the DPRD's other bodies, led by the DPRD chairperson or vice-chairperson.
 - 6) A Consultative Body Meeting involves members of the Consultative Body and is led by the chairperson or vice-chairperson of the Consultative Body.
 - 7) A Committee Meeting involves committee members and is led by the committee chairperson or vice-chairperson.
 - 8) A Joint Committee Meeting involves members from multiple committees and is led by the DPRD chairperson or vice-chairperson.
 - 9) A Budget Committee Meeting involves members of the Budget Committee and is led by the chairperson or vice-chairperson of the Budget Committee.
 - 10) A Legislation Drafting Committee Meeting involves members of the Legislation Drafting Committee and is led by its chairperson or vice-chairperson.
 - 11) An Honorary Committee Meeting involves members of the Honorary Committee and is led by its chairperson or vice-chairperson.
 - 12) A Special Committee Meeting involves members of the Special Committee and is led by its chairperson or vice-chairperson.

- 13) A Working Meeting is a meeting between the Budget Committee, committees, joint committees, the Legislation Drafting Committee, or the Special Committee and the Regional Head or their representative.
- 14) A Hearing involves the committees, joint committees, the Legislation Drafting Committee, the Budget Committee, or the Special Committee and the Regional Government.
- 15) A Public Hearing involves the committees, joint committees, the Legislation Drafting Committee, the Budget Committee, or the Special Committee and individuals, groups, organizations, or private entities.

Article 106

- 1) All DPRD meetings are open to the public, except for specific meetings declared as closed.
- 2) Plenary meetings and public hearings must be conducted openly.
- 3) Apart from meetings specified in subsection (2), DPRD meetings can be declared open or closed by the meeting chairperson based on the agreement of participants.
- 4) Minutes and summaries are prepared for each DPRD meeting.
- 5) For closed meetings, the summary must be submitted to the DPRD leadership, except for those led directly by the DPRD leadership.
- 6) Discussions and decisions made in closed meetings that are agreed to be confidential cannot be disclosed by participants to others or the public.
- 7) Any person who observes, hears, or becomes aware of discussions or decisions made in a closed meeting as referred to in subsection (6) is required to keep them confidential.
- 8) Violations of the provisions as referred to in subsections (6) and (7) are subject to sanctions in accordance with statutory regulations.

Article 107

- 1) DPRD meetings are held within the DPRD building.
- 2) If a DPRD meeting cannot be held in the DPRD building, it may be held elsewhere, provided that efficiency, effectiveness, and budgetary constraints are considered.
- 3) Plenary meetings may only be held outside the DPRD building under force majeure.

Article 108

- 1) Every DPRD Member is required to attend DPRD meetings, in accordance with their duties and responsibilities.
- 2) DPRD Members attending DPRD meetings as referred to in subsection (1) are required to fill out the attendance record for the meeting.
- 3) Separate attendance records are provided for invited guests attending DPRD meetings.
- 4) DPRD Members present in the meeting must inform the meeting chair if they intend to leave the meeting room.

Article 109

- 1) Plenary meetings consist of:
 - a. Decision-making meetings; and
 - b. Announcement meetings.
- 2) Plenary meetings may be convened upon request from:
 - a. The Regent;
 - b. DPRD leadership; or
 - c. DPRD members, with a minimum of one-fifth of members from more than one faction.
- 3) Plenary meetings are convened by the DPRD chairperson or vice-chairperson per the schedule set by the Consultative Body.
- 4) Plenary meetings for Perda decision-making must be attended by the Regent.

Article 110

- 1) Decisions made in decision-making plenary meetings are issued as DPRD regulations or decisions.
- 2) Decisions from other DPRD bodies' meetings are issued as decisions of the respective body's leadership.

Article 111

1. DPRD meeting times:
 - a. Daytime: Monday to Friday, 9:00 AM to 5:00 PM WITA;
 - b. Evening: Monday to Friday, 8:00 PM to 12:00 AM WITA.
2. Changes to meeting times as referred to in subsection (1) must be agreed upon by meeting participants.

Paragraph 2

Procedures for Attending Meetings

Article 112

- 1) In plenary meetings, all members and invitees are required to wear attire as specified in the invitation.
- 2) In all other meetings, whether within or outside the DPRD building, members are required to dress neatly, appropriately, and formally.

Paragraph 3

Procedures for Changing the Meeting Agenda

Article 113

- 1) Factions, DPRD bodies, or the Regional Government may propose changes to the DPRD Leadership regarding the agenda established by the Consultative Body, including changes in timing or the addition of new issues to be scheduled for immediate discussion in the Consultative Body meeting.
- 2) The proposed changes, as referred to in subsection (1), must be submitted in writing, specifying the proposed time and issues, at least one day before the scheduled meeting.
- 3) The DPRD Leadership submits the proposed changes, as referred to in subsection (1), to the Consultative Body for immediate discussion.
- 4) The Consultative Body will discuss and make decisions regarding the proposed changes, as mentioned in subsections (1) and (3).
- 5) If the Consultative Body cannot hold a meeting, the provisions outlined in Article 58 apply.

Paragraph 4

Procedures for Deliberation

Article 114

- 1) The meeting chair ensures that the meeting proceeds according to the DPRD's Rules of Procedure.
- 2) The chair of the meeting speaks only in their capacity as the meeting leader to explain the issue under discussion, clarify the matter at hand, bring the discussion back to the main topic, and summarize members' discussions.
- 3) If the meeting chair wishes to speak as a member, the leadership of the meeting is temporarily transferred to another member of the leadership.

- 4) The chair who wishes to speak as a member, as referred to in subsection (3), moves from the leadership seat to a member's seat.

Article 115

- 1) The speaking order is regulated by the meeting chair.
- 2) Members given the opportunity to speak must first state their name and faction.
- 3) Speakers in the meeting must not be interrupted while speaking.
- 4) Each member is allotted a maximum of five minutes to speak or ask questions.
- 5) The meeting chair may extend the time and determine the length of the extension for a member's speech.
- 6) The chair warns and asks the speaker to conclude if they exceed the allotted time.
- 7) A speaker should not deviate from the main topic.
- 8) If a speaker, in the chair's opinion, deviates from the main topic, the chair warns and asks the speaker to return to the main topic.

Article 116

- 1) The chair provides an opportunity for members who wish to interject to:
 - a. Seek clarification on the actual issue being discussed;
 - b. Explain issues in the discussion related to themselves and/or their responsibilities;
 - c. Propose procedural suggestions regarding the issue under discussion; and/or
 - d. Suggest that the meeting be temporarily adjourned.
- 2) The chair may limit the duration of an interruption, as referred to in subsection (1), and warn and stop the speaker if the interruption is unrelated to the matter under discussion.
- 3) Each member is allowed a maximum of three minutes for an interruption.
- 4) The chair warns and asks the speaker to conclude if they exceed the allotted time for an interruption.

Article 117

- 1) The meeting chair warns any speaker using inappropriate language, engaging in disruptive behavior, or encouraging actions that violate the law.
- 2) The chair requests that the speaker cease such behavior as described in subsection (1), and/or allows them to retract their statements and stop their actions.
- 3) If the speaker complies with the chair's request, the statements made, as described in subsection (1), are considered never to have been said and are omitted from the minutes or meeting records.

Article 118

- 1) If a speaker does not heed the warning mentioned in Article 117, the meeting chair prohibits the speaker from continuing their statements and actions.
- 2) If the prohibition described in subsection (1) is ignored, the chair asks the speaker to leave the meeting.
- 3) If the speaker disregards the request mentioned in subsection (2), they are forcibly removed from the meeting room upon the chair's order.
- 4) The meeting room, as referred to in subsection (3), includes the room used for the meeting, as well as areas designated for guests and observers.

Article 119

- 1) The chair may close or adjourn the meeting if it is deemed impossible to continue due to events as specified in Articles 117 and 118.
- 2) In extraordinary circumstances, the chair may close or adjourn an ongoing meeting with the approval of the meeting participants.
- 3) The duration of the adjournment, as referred to in subsections (1) and (2), may not exceed 24 hours.

Article 120

- 1) For each plenary meeting, special committee meeting, working meeting, hearing, and public hearing, minutes are prepared and signed by the meeting chair or the meeting secretary on behalf of the chair.
- 2) The minutes contain a complete record of the discussion and are supplemented with notes including:
 - a. the type and nature of the meeting;
 - b. the date of the meeting;

- c. the meeting location;
 - d. the agenda of the meeting;
 - e. the opening and closing times of the meeting;
 - f. the meeting chair and secretary;
 - g. the number and names of members who signed the attendance list;
 - h. the guests present; and
 - i. the attendance appendix.
- 3) The meeting secretary, as mentioned in subsection (2) letter f, is a designated employee of the DPRD Secretariat.
 - 4) An electronic recording device supports the preparation of meeting minutes as outlined in subsection (2).

Article 121

- 1) The meeting secretary prepares the minutes to be distributed to members and relevant parties after the meeting concludes.
- 2) The minutes, as referred to in subsection (1), may be published in the media and accessed by the public after receiving approval from the meeting chair.

Article 122

- 1) For each meeting of the DPRD Leadership, Consultative Body, Commission, joint Commission, Legislative Committee, Budget Committee, Ethics Committee, and special committee, a meeting note and summary report are prepared, signed by the chair or meeting secretary on behalf of the chair.
- 2) The meeting notes and summary report, as referred to in subsection (1), include the main discussion points, conclusions, and/or decisions reached in the meeting.

Article 123

- 1) The meeting secretary promptly prepares a summary report and preliminary meeting notes to be distributed to members and relevant parties after the meeting concludes.
- 2) Each member and relevant party is given two days to correct the preliminary meeting notes and submit any corrections to the meeting secretary.

Article 124

- 1) For minutes, meeting notes, and summary reports of closed meetings that are confidential, the word "confidential" must be clearly marked.

- 2) A closed meeting may decide that certain discussions and/or decisions are not included in the minutes, meeting notes, and/or summary report.

Paragraph 5

Guests, Observers, and Journalists

Article 125

- 1) Guests are defined as:
 - a. Non-members who attend a DPRD meeting by invitation of the DPRD leadership; and
 - b. Members who attend meetings of DPRD apparatus at the invitation of DPRD leadership, excluding members of the specific apparatus.
- 2) Observers and journalists are those who attend DPRD meetings without an invitation from the DPRD leadership but with the knowledge of the DPRD leadership or the apparatus leadership.
- 3) Guests may speak at meetings with the consent of the meeting chair but do not have voting rights.
- 4) Observers and journalists do not have voting or speaking rights and are not permitted to express anything, whether verbally or through actions.
- 5) Separate seating is provided for guests and observers.
- 6) Journalists are assigned a designated area.
- 7) Guests, observers, and journalists must comply with the meeting's rules of conduct and/or other regulations established by the DPRD.

Article 126

- 1) The meeting chair ensures compliance with the provisions of Article 125.
- 2) The meeting chair may request that any guest, observer, or journalist who disrupts the meeting's order leave the room; if the request is not heeded, they will be removed by force upon the chair's order.
- 3) The chair may close or adjourn the meeting if an incident occurs as described in subsection (2).
- 4) The duration of the adjournment, as referred to in subsection (3), must not exceed 24 hours.

CHAPTER VIII

DECISION-MAKING

Part One
Decision-Making Procedures

Article 127

- 1) Decisions in DPRD meetings are made through deliberation to reach consensus.
- 2) If consensus as referred to in subsection (1) is not achieved, decisions are made by majority vote.

Article 128

- 1) Every DPRD meeting can make decisions if it meets the quorum.
- 2) The provision referred to in subsection (1) does not apply to DPRD meetings of an announcement nature.
- 3) The quorum referred to in subsection (1) is based on the number of active DPRD members.

Article 129

- 1) A plenary meeting meets the quorum if:
 - a. attended by at least 3/4 (three-quarters) of the DPRD members to approve the exercise of the right of inquiry and the right to express opinions, and to make decisions on proposals to dismiss the regent and/or deputy regent;
 - b. attended by at least 2/3 (two-thirds) of the DPRD members to dismiss the DPRD leadership and to determine regional regulations and the APBD (Regional Revenue and Expenditure Budget); or
 - c. attended by more than 1/2 (half) of the DPRD members for plenary meetings other than those mentioned in letters a and b.
- 2) A plenary decision as referred to in subsection (1) is considered valid if:
 - a. approved by at least 2/3 (two-thirds) of the DPRD members present, for the meeting referred to in subsection (1) letter a;
 - b. approved by more than 1/2 (half) of the DPRD members present, for the meeting referred to in subsection (1) letter b; or
 - c. approved by a majority vote, for the meeting referred to in subsection (1) letter c.
- 3) If the quorum referred to in subsection (1) is not met, the meeting is postponed a maximum of two times, each with an interval of no more than one hour.

- 4) If, at the end of the postponement as referred to in subsection (3), the quorum referred to in subsection (1) is still not met, the meeting chair may postpone the meeting for up to three days or until a time determined by the Deliberative Body.
- 5) If, after the postponement as referred to in subsection (4), the quorum referred to in subsection (1) is still not met for the provision in subsection (1) letter b to determine the APBD, the meeting cannot make a decision and the matter is referred to the Governor.
- 6) If, after the postponement as referred to in subsection (4), the quorum referred to in subsection (1) is still not met for the provision in subsection (1) letter c, decision-making is delegated to the DPRD leadership and the Faction Leaders.
- 7) Decisions delegated to the DPRD leadership and Faction Leaders as referred to in subsection (6) are made through deliberation to reach consensus.
- 8) If consensus as referred to in subsection (7) is not achieved, the decision is made by majority vote.
- 9) For each meeting postponement, a record of the postponement is made and signed by the meeting chair.

Article 130

- 1) Meetings of the apparatus as referred to in Article 105 subsection (1) letters f through l are physically attended by members of the apparatus and representatives from more than one faction.
- 2) If the apparatus meeting makes a decision, it is valid if approved by a majority vote of the apparatus members present.

Article 131

Every DPRD meeting decision, whether based on consensus or majority vote, is an agreement to be followed by all parties involved in the decision-making.

Part Two

Decisions by Consensus

Article 132

- 1) Decisions by consensus are made after all present members are given the opportunity to express opinions and suggestions, which are then considered sufficient by the meeting to serve as contributions for resolving the issue being discussed.

- 2) To make a decision as referred to in subsection (1), the meeting chair prepares a draft decision that reflects the opinions shared in the meeting.
- 3) A decision by consensus is valid if made in a meeting attended by representatives of each faction and approved by the majority of those present.

Part Three

Decisions by Majority Vote

Article 133

Decisions by majority vote are made when consensus cannot be reached due to the stance of some members that cannot be reconciled with the views of other members.

Article 134

- 1) Decisions by majority vote can be made openly or secretly.
- 2) Open voting is conducted when the decision pertains to policy matters.
- 3) Secret voting is conducted when the decision pertains to individuals or other matters as determined by the meeting.

Article 135

- 1) Open voting to indicate agreement, rejection, or abstention is done by present members either verbally, by raising hands, standing, in writing, or in any other manner agreed upon by the members.
- 2) Vote counting is conducted directly by counting each member present.
- 3) Members who leave the meeting are considered present and do not affect the validity of the decision.
- 4) If the result of the voting does not meet the majority requirement, a re-vote is conducted, postponed until the next meeting within a maximum interval of 24 hours.
- 5) If the result of the re-vote as referred to in subsection (4) still does not meet the requirement, the decision is made through deliberation and consensus.

Article 136

- 1) Secret voting is conducted in writing, without including the voter's name, signature, faction, or any other identifier that would compromise anonymity.

- 2) Secret voting may also be done in other ways that still ensure confidentiality.
- 3) If the result of the secret vote does not meet the majority requirement, the vote is repeated once more in the same meeting.
- 4) In the event that the result of the repeated voting, as referred to in subsection (3), still does not meet the requirement for a majority vote, the secret ballot, as referred to in subsection (1), shall then proceed with deliberation to reach a consensus.

CHAPTER IX

INTERIM DISMISSAL, INTERIM REPLACEMENT, AND DISMISSAL

Part One

Interim Dismissal

Article 137

- 1) Members of the Regional People's Representative Council (DPRD) are dismissed in the interim due to:
 - a. Death;
 - b. Resignation; or
 - c. Termination.
- 2) Resignation, as referred to in subsection (1) letter b, is marked by a resignation letter from the concerned member, effective from the date of signing or as stipulated in the relevant regulations.
- 3) Members of the DPRD are dismissed in the interim, as referred to in subsection (1) letter c, if:
 - a. They are unable to perform their duties continuously or are permanently incapacitated as a member of the DPRD for three consecutive months without any explanation;
 - b. They violate the oath/promise of office and the DPRD code of ethics;
 - c. They are found guilty by a court decision with a sentence of at least five years;
 - d. They fail to attend six consecutive plenary sessions or assigned DPRD meetings without a valid reason;
 - e. They are requested for dismissal by their political party in accordance with the law;
 - f. They no longer meet the requirements to be a DPRD member;
 - g. They violate any prohibitions as regulated by law;
 - h. They are dismissed as a member of their political party; or
 - i. They join another political party.

- 4) Members are dismissed with dishonor for reasons specified in subsection (3), letters b, c, f, or g.
- 5) The provisions of subsections (1) to (3) also apply to DPRD members holding positions as leaders or heads of DPRD bodies.

Membership Dismissal

Article 138

- 1) Dismissal of DPRD members, as mentioned in Article 137 subsection (3) letters a, b, d, f, and g, is conducted following investigation and verification by the DPRD Honorary Body upon complaints from the DPRD leadership, public, or voters.
- 2) The DPRD Honorary Body's decision on the dismissal as referred to in subsection (1) is reported to the plenary session.
- 3) No later than 7 (seven) days after the decision of the DPRD Honorary Council has been reported in a plenary meeting as referred to in subsection (2), the DPRD leadership shall convey the decision of the DPRD Honorary Council to the leadership of the relevant political party.
- 4) The leadership of the relevant political party shall convey the decision regarding the dismissal of the member to the DPRD leadership, no later than 30 days from the receipt of the DPRD Honorary Council's decision as referred to in subsection (2) from the DPRD leadership.
- 5) In the event that the leadership of the political party as referred to in subsection (3) does not issue a dismissal decision as referred to in subsection (4), the DPRD leadership shall forward the DPRD Honorary Council's decision as referred to in subsection (2) to the Governor through the Regent for official confirmation of the dismissal.
- 6) No later than 7 (seven) days after receiving the dismissal decision as referred to in subsection (5), the Regent shall submit the decision to the Governor.
- 7) The Governor shall officially confirm the dismissal as referred to in subsection (5) no later than 14 days after receiving the DPRD Honorary Council's decision or the political party leadership's decision regarding the dismissal of its member from the Regent in accordance with applicable laws and regulations.

Article 139

Dismissal of DPRD members due to death, resignation, and reasons specified in Article 137 subsection 3 letters c, e, h, and i is proposed by the political

party's leadership to the DPRD leadership, with a copy to the Governor as the central government representative.

Article 140

- 1) Within seven days of receiving a dismissal proposal as referred to in Article 138 (3), the DPRD leadership submits it to the Governor through the Regent for formal approval.
- 2) If, after 7 (seven) days, the DPRD leadership does not propose the dismissal of a DPRD member to the governor as the representative of the Central Government, the DPRD Secretary shall report the process of the DPRD member's dismissal to the governor as the representative of the Central Government through the regent.
- 3) No later than 7 (seven) days from the receipt of the dismissal proposal as referred to in subsection (1) or the report as referred to in subsection (2), the regent shall forward the dismissal proposal to the governor as the representative of the Central Government.
- 4) In the event that the DPRD leadership does not propose the dismissal of a DPRD member as referred to in subsection (1) and the DPRD Secretary does not report the dismissal process of the DPRD member as referred to in subsection (2), the regent shall submit the dismissal proposal to the governor as the representative of the Central Government.
- 5) If, after 7 (seven) days, the regent does not submit the DPRD member's dismissal proposal as referred to in subsection (3), the DPRD leadership shall directly submit the DPRD member's dismissal proposal to the governor as the representative of the Central Government.

Article 141

- 1) The governor, as the representative of the Central Government, issues a decision on the dismissal of DPRD members no later than 14 (fourteen) days from the receipt of the proposal for the dismissal of DPRD members from the regent or the DPRD leadership in accordance with statutory provisions.
- 2) The official dismissal of a district/city DPRD member becomes effective from the date specified by the governor as the representative of the Central Government or the Minister, except for the dismissal of district/city DPRD members as referred to in Article 137 subsection (3) letter c, which becomes effective from the date the court ruling becomes legally binding.

- 3) The provisions regarding the procedure for proposing the dismissal of DPRD members as referred to in Article 144 apply mutatis mutandis to the procedure for proposing the dismissal of DPRD members who are found guilty of committing a criminal offense based on a court decision that has legal binding force.

Part Two

Interim Replacement

Article 142

- 1) Members of the DPRD who are dismissed between terms as referred to in Article 137, subsection (1), are replaced by the next candidate on the list of votes from the same political party in the same electoral district.
- 2) In the event that the next candidate in line, as referred to in subsection (1), resigns, passes away, or no longer meets the requirements as a candidate for the DPRD, the DPRD member, as referred to in subsection (1), is replaced by the candidate with the next highest votes from the same political party in the same electoral district.
- 3) In cases of dual leadership disputes within a political party, the proposal for the DPRD replacement is based on the leadership recognized by the party court decision or another applicable body as stipulated by regulations on political parties.
- 4) If there is still a dispute regarding the party court decision or similar, as referred to in subsection (3), the central party leadership with a valid court decision, which has legal force, and is registered in accordance with the law governing political parties, shall be authorized to propose the replacement.

Article 143

- 1) The DPRD leadership submits the name of the DPRD member to be dismissed between terms and requests the name of the replacement candidate to the District Election Commission (KPU).
- 2) Within 7 days of receiving the replacement candidate's name from the District KPU as mentioned in subsection (2), the DPRD leadership submits the name of the dismissed member and the name of the interim replacement candidate to the Governor through the Regent.
- 3) Within 7 days of receiving the names of the dismissed member and the interim replacement candidate from the Regent, as mentioned in subsection (3), the Regent submits the names to the Governor.

- 4) Within 14 days of receiving the names of the dismissed member and the interim replacement candidate from the Regent, as mentioned in subsection (4), the Governor, as the representative of the Central Government, formalizes the dismissal and appointment with a decision from the Governor as the Central Government's representative, in accordance with applicable regulations.
- 5) If the Regent does not forward the interim replacement information to the Governor, as the Central Government representative, as mentioned in subsection (5), the Governor, as the Central Government's representative, will formalize the interim replacement based on the notification from the DPRD leadership in accordance with applicable regulations.

Article 144

- 1) The interim replacement DPRD member becomes a member of the DPRD equipment committee held by the member they are replacing.
- 2) The term of the interim replacement DPRD member continues for the remaining term of the DPRD member they are replacing.
- 3) An interim replacement for a DPRD member is not carried out if the remaining term of the DPRD member is less than 6 (six) months.
- 4) In cases where the interim dismissal of a DPRD member is processed with less than 6 (six) months remaining in the member's term, the dismissal is still processed, but no replacement is made.
- 5) The DPRD membership, as referred to in subsection (4), remains vacant until the end of the member's term.

Article 145

- 1) A candidate for interim replacement DPRD membership must meet the same requirements as a prospective DPRD candidate under the General Election Law.
- 2) In addition to the requirements in subsection (1), the political party proposing the interim replacement DPRD member must not be involved in an internal party dispute.
- 3) The fulfillment of the requirements in subsections (1) and (2) must be supported by administrative documentation similar to the required documents for DPRD candidates in the General Election Law, and must include:
 - a. A certificate stating there is no political party dispute from the party court or another equivalent body and/or the local district court;

- b. A letter proposing the dismissal of the DPRD member from the party leadership, accompanied by supporting documents as required by the laws and the political party's articles of association;
- c. A certified copy of the final candidate list from the General Election, legalized by the District Election Commission;
- d. A certified copy of the party's vote ranking proposing the interim replacement, legalized by the District Election Commission;
- e. The administrative documents for the interim replacement DPRD member are verified by the relevant division in charge of interim replacements at the DPRD secretariat.

Article 146

- 1) Before assuming their position, the interim replacement DPRD member must take an oath/pledge, guided by the DPRD leadership in a plenary session, with the oath-taking procedure for DPRD members as stipulated in Article 34 applied as appropriate.
- 2) The oath-taking ceremony as referred to in subsection (1) must be conducted no later than 60 (sixty) days from the date of receipt of the official appointment decision as a DPRD member.

Section Three

Dismissal of DPRD Members

Article 147

DPRD members are temporarily dismissed due to:

- a. being defendants in a criminal case with a minimum sentence of five (5) years;
- b. being defendants in a special criminal case.

Article 148

- 1) The temporary dismissal of a DPRD member as referred to in Article 147 is proposed by the DPRD leadership to the governor as the central government representative through the regent.
- 2) If seven (7) days have passed since a DPRD member is named a defendant as mentioned in Article 147 and the DPRD leadership has not proposed a temporary dismissal, the DPRD Secretary shall report the member's defendant status to the regent.
- 3) Based on the DPRD Secretary's report as mentioned in subsection (2), the regent shall propose the temporary dismissal of the DPRD member to the governor as the central government representative.

- 4) The governor, as the representative of the Central Government, temporarily dismisses a DPRD member at the request of the regent as referred to in subsection (1) and subsection (3) in accordance with the provisions of the relevant legislation.
- 5) In the event that the regent does not propose the temporary dismissal as referred to in subsection (1) and subsection (3), the governor, as the representative of the Central Government, temporarily dismisses the DPRD member based on the court case register from the district court in accordance with the provisions of the relevant legislation.
- 6) The temporary dismissal as referred to in subsection (4) and subsection (5) takes effect from the date the DPRD member is designated as a defendant.

Article 149

- 1) In the event that a DPRD member who is temporarily dismissed holds the position of DPRD Leader, the temporary dismissal as a DPRD member is followed by a temporary dismissal as DPRD Leader.
- 2) In the event that the DPRD Leader is temporarily dismissed as referred to in subsection (1), the political party of the temporarily dismissed DPRD Leader proposes to the DPRD leadership one of the DPRD members from that political party to carry out the duties of the temporarily dismissed DPRD Leader.

Article 150

- 1) In the event that a DPRD member is proven guilty of committing a criminal act as referred to in Article 147 based on a court decision that has obtained permanent legal force, the DPRD member in question is dismissed as a DPRD member.
- 2) The dismissal of the DPRD member as referred to in subsection (1) is carried out upon the proposal of the political party leadership no later than 7 (seven) days from the date the criminal decision obtained permanent legal force.
- 3) In the event that, after 7 (seven) days as referred to in subsection (2), the political party leadership does not propose the dismissal of the DPRD member, the DPRD leadership proposes the dismissal of the DPRD member to the governor as the representative of the central government without the proposal from the political party.
- 4) The governor, as the representative of the central government, dismisses the DPRD member upon the proposal of the DPRD leadership in accordance with the provisions of the legislation.

- 5) The dismissal as referred to in subsection (1) takes effect from the date the court decision obtained permanent legal force.
- 6) In the event that the DPRD member is declared not guilty of committing the criminal act as referred to in subsection (1) based on a court decision that has obtained permanent legal force, the DPRD member in question is reinstated if their term of office has not ended.

Article 151

If a DPRD member is found guilty of the offenses as mentioned in Article 147 letter a or b through a court verdict with permanent legal force, the member shall be dismissed dishonorably from the DPRD.

Article 152

- 1) DPRD factions must be formed no later than one (1) month after the inauguration of DPRD members.
- 2) Every DPRD member must be part of a faction.
- 3) Each faction in the DPRD must have at least as many members as there are commissions in the DPRD.
- 4) Political parties with a sufficient number of DPRD members, as stipulated in subsection (3) or more, may form one (1) faction.
- 5) A political party must place all its members in a single faction.
- 6) Political parties that do not meet the requirement in subsection (3) can have their members join an existing faction or form up to two (2) coalition factions.
- 7) The formation of factions is reported to the DPRD leadership for announcement at a plenary meeting.
- 8) Changing membership within coalition factions can occur after a minimum of two (2) years and six (6) months, provided the previous coalition faction still meets the requirements as a faction.
- 9) In placing members on DPRD bodies, factions should consider their members' backgrounds, competencies, experience, and workload.

Article 153

- 1) Faction leadership consists of a chair, vice-chair, secretary, and treasurer, elected from the faction members.
- 2) The formed faction leadership, as referred to in subsection (1), is reported to the DPRD leadership for announcement at a plenary meeting.

- 3) Official faction letters are valid if signed by both the chair and secretary.
- 4) If the chair is unavailable, the vice-chair and secretary, with the chair's permission, may sign the letter.

Article 154

- 1) Each faction is assisted by one (1) expert staff member.
- 2) Factions have their own secretariat.
- 3) The faction secretariat's role is to support the smooth execution of faction duties.
- 4) The DPRD secretariat provides facilities, budget, and expert staff to facilitate faction tasks based on needs and within the financial capability of the APBD (regional budget).
- 5) The budget, as referred to in subsection (4), is based on the faction's needs, considering the number of faction members.

Article 155

- 1) Factions are required to publish an annual performance report that includes:
 - a. The faction's views or stance on policies related to the functions of drafting regional regulations, supervision, and budget;
 - b. Public aspirations or complaints and follow-up actions that are pending, in progress, or completed by the faction.
- 2) The faction's performance report, as referred to in subsection (1), is presented at a DPRD plenary session before the close of the third session.

CHAPTER XI

DPRD CONSULTATIONS

Article 156

- 1) The DPRD may conduct consultations with governmental bodies in a hierarchical manner.
- 2) The consultation as referred to in subsection (1) is conducted to enhance the performance of the DPRD in carrying out its duties and authorities.
- 3) Consultations between the DPRD and the local government are conducted through meetings between the DPRD leadership and the Regent.

- 4) Consultations as described in subsection (1) are held for the following purposes:
 - a. Initial discussions regarding the content of draft regional regulations and/or draft general budget policies, as well as priorities and provisional budget ceilings in the preparation of the regional revenue and expenditure budget (APBD).
 - b. Discussions on addressing specific issues that require joint decisions or agreements between the DPRD and the local government in accordance with laws and regulations.
 - c. Requests for clarification on specific policies or programs set or implemented by the Regent.
- 5) In the consultations as referred to in subsections (1) and (3), the DPRD leadership is accompanied by the leaders of relevant DPRD committees regarding the consultation material, and the Regent is accompanied by the relevant regional government leaders.
- 6) The consultation as referred to in subsection (3) is conducted periodically or as needed.
- 7) The consultation as referred to in subsections (1) and (2) may be initiated by either the DPRD leadership or the Regent.
- 8) The results of the consultation as referred to in subsection (3) may be reported in a DPRD plenary meeting.

Article 157

- 1) Consultations as described in Article 156 subsection (1) may also be held with heads of vertical agencies in the region or with national government institutions and non-ministerial government bodies.
- 2) These consultations as referred to in subsection (1) are conducted in a hierarchical sequence as follows:
 - a. The DPRD conducts consultations with the provincial government or the governor as the representative of the central government in the region.
 - b. If the consultations with the provincial government or governor do not yield the expected results or responses as per the legal provisions, the DPRD may proceed with consultations at the central government level or with the relevant government institutions, accompanied by a recommendation letter.

CHAPTER XII

SERVICES FOR PUBLIC COMPLAINTS AND ASPIRATIONS

Article 158

- 1) The DPRD leadership, DPRD apparatus, DPRD members, or factions within the DPRD are responsible for receiving, collecting, absorbing, and following up on complaints and/or aspirations from the public. These can be submitted directly or in writing regarding specific issues, aligning with the DPRD's duties, functions, and authority.
- 2) The DPRD Secretariat conducts administrative processing of complaints and/or aspirations as described in subsection (1), forwarding them to the DPRD leadership, the relevant DPRD apparatus, DPRD members, or factions within the DPRD.
- 3) The DPRD leadership, the relevant DPRD apparatus, or factions within the DPRD may follow up on complaints and/or aspirations as per their respective authority.
- 4) DPRD members may forward complaints and/or aspirations to the DPRD leadership, the relevant DPRD apparatus, or factions within the DPRD.
- 5) When necessary, public complaints and/or aspirations can be further addressed through:
 - a. Public hearings
 - b. Discussions
 - c. Work visits
 - d. Meetings between DPRD apparatus and their partners
- 6) The DPRD Secretary, with approval from the DPRD leadership, establishes the procedures for receiving and addressing public complaints and/or aspirations.

CHAPTER XIII

ACTIVITY PROCEDURES

Article 159

- 1) DPRD apparatus must submit a written request to the DPRD Chairperson before undertaking any activities.
- 2) Requests as described in subsection (1) must be signed by the chairperson and secretary of the DPRD apparatus. Exceptions apply to the Budget Committee, Deliberative Body, Honorary Body, and Bapemperda, which may be signed by the chairperson or deputy chairperson.

- 3) If the chairperson of a DPRD apparatus is unavailable, the request may be signed by the vice-chairperson and secretary, with the chairperson's approval.
- 4) Each DPRD apparatus, in conducting activities as referred to in subsection (1), must operate under a directive issued by the DPRD Chairperson.
- 5) If the DPRD Chairperson is unavailable, the directive mentioned in subsection (2) may be delegated in writing to other members of the DPRD leadership.
- 6) The DPRD leadership members may independently initiate, submit, and sign directives as needed.

Article 160

- 1) Activities as described in Article 159 must align with the DPRD's Deliberative Body schedule.
- 2) For such activities as referred to in subsection (1), the DPRD leadership may instruct the DPRD apparatus to distribute responsibilities, with at least five members per apparatus.
- 3) For urgent and significant matters as referred to in subsection (1), approval from the DPRD leadership is required to proceed.
- 4) Urgent and significant matters as referred to in subsection (3) include:
 - a. Urgent conditions requiring immediate action
 - b. Other significant activities based on official invitations
 - c. Compliance with laws related to the formation of regional legal products

Article 161

- 1) Task directives for assistants and DPRD Expert Groups or Teams are signed by the DPRD Secretary.
- 2) Task numbering is managed by the DPRD Secretariat.

Article 162

- 1) The DPRD Secretary, in carrying out official duties, must obtain official permission from the DPRD leadership before seeking approval from the Regional Secretary.
- 2) Activities carried out within the DPRD Secretariat must be reported to the DPRD Leadership.

- 3) The activities referred to in subsection (2) include secretariat functions within the DPRD.
- 4) The report mentioned in subsection (2) is intended to fulfill the oversight function.

Article 163

The budgeting and allocation of funds for activities of the DPRD Expert Group or Team are included in the DPRD Secretariat's budget execution document.

Article 164

- 1) In conducting activities as referred to in Article 159, subsection (1), the DPRD Leadership and Chair of DPRD apparatus can propose to the DPRD Secretary the assignment of the Expert Group or Team as needed.
- 2) During activities as mentioned in Article 159, subsection (1), the DPRD Leadership and Chair of DPRD apparatus may be accompanied by a maximum of two (2) personnel from the DPRD Secretariat.
- 3) The accompaniment mentioned in subsection (2) requires a coordination signature from the DPRD Secretary before being proposed and submitted by the DPRD apparatus to the DPRD leadership for approval.
- 4) The accompaniment referred to in subsection (2) is subject to the availability of budget in the DPRD Secretariat.

Article 165

- 1) The responsibilities of the DPRD Expert Group or Team as referred to in Article 164, subsection (1), include:
 - a. Preparing materials needed for DPRD activities;
 - b. Preparing reviews, studies, analyses for DPRD members, leadership of DPRD apparatus, and DPRD leadership related to emerging issues on public/general policy studies and the formation of regional legal products.
- 2) The responsibilities of the DPRD Secretariat's accompaniment as referred to in Article 164, subsection (2), include:
 - a. Managing correspondence related to activity planning;
 - b. Reviewing activities conducted by the apparatus chair;
 - c. Setting activity agendas;
 - d. Documenting, recording, and preparing minutes and reports of activity outcomes;

- e. Collecting evidence of related transactions;
- f. Overseeing activity implementation;
- g. Reporting progress on activity implementation;
- h. Preparing and controlling documents for activity planning;
- i. Managing and processing budget documents for expenditures related to activity implementation.

CHAPTER XIV

STAGES OF PREPARATION AND DETERMINATION OF REGIONAL REVENUE AND EXPENDITURE BUDGET (APBD)

Article 166

- 1) In preparing the APBD Draft, the Regent submits the Draft General Policy on APBD (KUA) and the Draft Provisional Budget Ceiling and Priorities (PPAS) to the DPRD, which are each outlined in a memorandum of understanding signed jointly between the Regent and the DPRD Leadership.
- 2) Based on the direction of the KUA and PPAS as referred to in subsection (1), the Regent prepares and discusses the SKPD Work and Budget Plan (RKA-SKPD) and the Regional Financial Management Work Plan (RKA-PPKD), as well as drafting the Regional Regulation on the APBD.
- 3) The Draft Regional Regulation on the APBD and its complete attachments, along with the financial memorandum, are submitted by the Regent to the DPRD no later than 14 (fourteen) days before approval is requested.
- 4) The DPRD Leadership submits the Financial Note and Draft Regional Regulation on the APBD Draft and its attachments as referred to in subsection (3) to the Budget Agency to obtain its opinion.
- 5) The Budget Agency's opinion, as referred to in subsection (4), is submitted to the Factions and Commissions as material for discussion.

Article 167

Based on the direction of the KUA and PPAS as mentioned in Article 166 subsection (2), the DPRD and DPRD Secretariat approve the DPRD and DPRD Secretariat budgets after the DPRD Budget Agency conducts discussions with the DPRD Secretary and/or the division handling budget facilitation affairs in an internal DPRD Plenary Meeting.

Article 168

- 1) The general policy on APBD and provisional budget ceilings and priorities are agreed upon by the Regent and the DPRD Leadership in a plenary session.
- 2) Before the plenary meeting as referred to in subsection (1), coordination is conducted by the Budget Agency after receiving reports from the Factions and Commissions in the Budget Agency meeting, and subsequently, the results are reported to the DPRD Chair for submission in the DPRD plenary session.

Article 169

The Regent submits the draft regional regulation on the APBD, accompanied by an explanation and supporting documents, to the DPRD as per the timeline stipulated by applicable laws and regulations.

Article 170

The DPRD and the Regent are responsible for jointly approving the draft regional regulation on the APBD each year following the provisions of the applicable laws and regulations.

Article 171

- 1) If the Regent and DPRD do not reach a joint agreement within 60 (sixty) days from the submission of the APBD draft by the Regent to the DPRD, the Regent prepares and stipulates a Regent's regulation on the APBD with a maximum budget equal to the previous fiscal year's APBD to fund the needs of the Regional Government.
- 2) The draft regional regulation on the APBD can be ratified by the Regent after obtaining approval from the Governor.
- 3) The procedure for proposing, discussing, and approving the draft regional regulation on the APBD is guided by the applicable laws and regulations.

Article 172

- 1) The Regional Regulation on the APBD must be stipulated no later than 1 (one) month before the beginning of each Fiscal Year.
- 2) The Regional Regulation on the Amendment of the APBD must be stipulated no later than 3 (three) months before the Fiscal Year ends.
- 3) The Regional Regulation on the Accountability of APBD Implementation must be stipulated no later than 7 (seven) months after the end of the Fiscal Year.

CHAPTER XV

ACCOUNTABILITY REPORT OF THE REGENT (LKPJ)

Article 173

- 1) The Accountability Report (LKPJ) is delivered by the Regent in a DPRD plenary session, where the Regent provides an explanatory memorandum of the LKPJ.
- 2) The LKPJ, as referred to in subsection (1), is discussed internally by the DPRD and may include field visits to sub-districts within the Kutai Kartanegara Regency for a period of 30 (thirty) days to formulate DPRD recommendations after the LKPJ is received.
- 3) Based on the results of the DPRD's recommendation review, as referred to in subsection (2), a report is presented in an internal plenary session with the following stages:
 - a. Submission of recommendations and/or the final report by the designated DPRD organ.
 - b. Request for oral approval from members by the plenary chair.
- 4) Based on the DPRD's internal plenary session, as referred to in subsection (3), the DPRD's recommendations on the Regent's LKPJ are formalized in a DPRD decision.
- 5) The DPRD decision, as mentioned in subsection (4), is presented to the Regent in a special plenary session as a recommendation for future improvements in regional governance.
- 6) If the LKPJ, as mentioned in subsection (1), is not addressed within 30 days after it is received, it is considered to imply no recommendations for improvement.

Article 174

The end-of-term LKPJ of the Regent is a summary report of the previous years, along with the remaining period of governance that has not been reported. The unreported period of governance is included in the report by the succeeding Regent, the appointed acting Regent, or the acting Regent based on the transition memorandum.

Article 175

If the Regent resigns or is dismissed before their term ends, the LKPJ is submitted by the successor or acting Regent.

Article 176

- 1) The end-of-fiscal-year LKPJ must be submitted to the DPRD no later than 3 (three) months after the fiscal year ends.

- 2) The end-of-term LKPJ must be submitted to the DPRD no later than 3 (three) months after the DPRD notifies the Regent of the end of their term.
- 3) If the submission of the end-of-term LKPJ coincides with the end-of-fiscal-year LKPJ, or is within 1 (one) month apart, the end-of-fiscal-year LKPJ is presented alongside the end-of-term LKPJ.

CHAPTER XVI

PROHIBITIONS AND SANCTIONS

Section One

Prohibitions

Article 177

- 1) Members of the DPRD (Regional People's Representative Council) are prohibited from holding concurrent positions as:
 - a. State or other regional officials,
 - b. Judges in judicial bodies, and
 - c. Civil Servants, members of the Indonesian National Armed Forces (TNI) or Indonesian National Police (Polri), employees of Regional-Owned Enterprises, and/or other entities funded by the State Budget (APBN) or Regional Budget (APBD).
- 2) DPRD members are prohibited from engaging in employment as structural officials in private educational institutions, public accountants, consultants, advocates/lawyers, notaries, private practitioners, and any other job that may conflict with their duties, authority, and rights as members of the DPRD.
- 3) DPRD members are prohibited from engaging in corruption, collusion, and nepotism.

Section Two

Sanctions

Article 178

- 1) DPRD members who fail to comply with the prohibitions outlined in Article 177 are subject to sanctions as determined by the DPRD's Honorary Council.
- 2) Members found to have violated the provisions of Article 177, subsections (1) and/or (2), are subject to dismissal from the DPRD.

- 3) Members proven to have violated the provisions of Article 177, subsection (3), as confirmed by a court decision with permanent legal force, are subject to dismissal from the DPRD.

CHAPTER XVII

MISCELLANEOUS PROVISIONS

Article 179

- 1) DPRD members who plan to travel abroad must first obtain permission from the Minister, following the relevant legal provisions.
- 2) The procedures for planning, submitting, discussing, and approving drafts of regional legal products must adhere to the applicable laws and regulations.

Article 180

- 1) The DPRD Secretary is required to report to the Governor, as the representative of the central government through the Regent, regarding the legal status of any DPRD member involved in a criminal case, with a copy of the report sent to the Minister.
- 2) The DPRD Secretary must actively obtain a copy of the court's final ruling as a basis for reporting the legal status of a DPRD member, as mentioned in subsection (1).

CHAPTER XVIII

CLOSING PROVISIONS

Article 181

Upon the enactment of this DPRD regulation, DPRD Regulation No. 1 of 2019 on Rules of Procedure (Kutai Kartanegara Regional Gazette 2019 No. 1), as amended by DPRD Regulation No. 1 of 2022 on Rules of Procedure (Kutai Kartanegara Regional Gazette 2022 No. 1), is repealed and declared invalid.

Article 182

This DPRD regulation shall come into force on the date of its promulgation. To ensure public awareness, the promulgation of this DPRD regulation is ordered to be placed in the Kutai Kartanegara Regional Gazette.

Enacted in Tenggarong on October 23, 2024

REGIONAL PEOPLE'S
REPRESENTATIVE COUNCIL OF
KUTAI KARTANEGARA
CHAIRMAN

JUNAIDI

Promulgated in Tenggarong on November 5, 2024

SECRETARY OF THE KUTAI KARTANEGARA REGENCY,

SUNGGONO

KUTAI KARTANEGARA REGIONAL GAZETTE OF 2024 NO. 1

Certified copy of the original,
SECRETARY OF DPRD KUTAI KARTANEGARA,

M. RIDHA DARMAWAN

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