



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
ABOUT
INSTRUCTIONS FOR IMPLEMENTING DISTRICT REGIONAL REGULATIONS
SUKOHARJO NUMBER 15 OF 2017 CONCERNING AGENCY
VILLAGE MEETING

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: that in order to implement the provisions of Article 5 paragraph (5), Article 8 paragraph (5), Article 9 paragraph (4), Article 10 paragraph (4), Article 11 paragraph (4), Article 18, Article 28 paragraph (2), Article 38 paragraph (7), Article 59 paragraph (2), and Article 69 paragraph (2) Regional Regulation Sukoharjo Regency Number 15 of 2017 concerning Agency The Village Consultative Council needs to establish a Regent's Regulation on Guidelines for Implementing Regency Regional Regulations Sukoharjo Number 15 of 2017 concerning Agency Village Consultation;

- Remember :**
- 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java;**
 - 2. Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234); 3. Law Number 6 of 2014 concerning Villages (State Gazette of the Republic of Indonesia of 2014 Number 7, Supplement to State Gazette of the Republic of Indonesia Number 5495);**
 - 4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587), as amended several times, most recently by Law Number 9 of 2015 concerning the Second Amendment to the Law -Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);**

5. Government Regulation Number 43 of 2014 concerning Implementing Regulations of Law Number 6 of 2014 concerning Villages (State Gazette of the Republic of Indonesia of 2014 Number 123, Supplement to State Gazette of the Republic of Indonesia Number 5539) as amended by Government Regulation Number 47 of 2015 concerning Amendments on Government Regulation Number 43 of 2014 concerning Implementing Regulations of Law Number 6 of 2014 concerning Villages (State Gazette of the Republic of Indonesia of 2015 Number 157, Supplement to the State Gazette of the Republic of Indonesia Number 5717);
6. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2014 Number 199);
7. Minister of Home Affairs Regulation Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036); 8. Minister of Home Affairs Regulation Number 110 of 2016 concerning the Village Consultative Body (State Gazette of the Republic of Indonesia of 2017 Number 89);
9. Sukoharjo Regency Regional Regulation Number 15 of 2017 concerning Village Consultative Body (Sukoharjo Regency Regional Gazette of 2017 Number 15, Supplement to Sukoharjo Regency Regional Gazette Number 255);

DECIDE :

To stipulate: **REGENT'S REGULATION CONCERNING INSTRUCTIONS FOR THE IMPLEMENTATION OF SUKOHARJO DISTRICT REGIONAL REGULATION NUMBER 15 OF 2017 CONCERNING VILLAGE CONSULTATIONAL BOA**

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as an element of regional government administrators who leads the implementation of government affairs which fall under the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. Camat is the sub-district head in Sukoharjo Regency.

5. A village is a legal community unit that owns territorial boundaries that have the authority to regulate and manage government affairs, the interests of local communities based on community initiatives, rights of origin, and/or traditional rights that are recognized and respected in the government system of the Unitary State of the Republic of Indonesia and are located in Sukoharjo Regency.
6. Village Government is the Village Head assisted by Village officials as an element of Village Government administration.
7. Village Government is the administration of government affairs and the interests of local communities in the government system of the Unitary State of the Republic of Indonesia.
8. Village Consultative Body, hereinafter abbreviated to BPD, is an institution that carries out government functions whose members are representatives of the Village population based on regional representation and are determined democratically.
9. Village Deliberation is a deliberation between the BPD, the Village Government and elements of society held by the BPD to agree on matters strategic in nature.
10. Next Village Revenue and Expenditure Budget called the Village APB, is the annual financial plan of the Village government.
11. The Village Head is a Village Government Official who has the authority, duties and obligations to organize the Village household and carry out the duties of the Government and Regional Government.
12. Supervising the performance of the Village Head is the process of monitoring and evaluating the BPD on the implementation of the Village Head's duties.
13. Information Report on the Implementation of Village Government, hereinafter abbreviated as LKPPD, is the Village Head's report to the BPD on the achievements of the Village Head's duties in 1 (one) fiscal year.
14. Committee is the Committee for Charging the Membership of the Village Consultative Body.

CHAPTER II

PROCEDURE FOR FILLING BPD MEMBERS

**Part One
BPD membership**

Section 2

- (1) BPD members are representatives of the Village population based on regional representation and women's representation whose filling is carried out democratically through a direct election process or representative deliberation.

- (2) The number of BPD members as intended in paragraph (1) is determined at an odd number, at least 5 (five) people and a maximum of 9 (nine) people.
- (3) The number of BPD members as referred to in paragraph (2) is determined based on the proportion of population and the Village's financial capacity.
- (4) The area as intended in paragraph (1) is an area within a village based on the hamlet, RW or RT area.

Article 3

- (1) Determination of the number of BPD members based on the population and financial capacity of the village as intended in Article 2 paragraph (3) is determined as follows:

- a. Total population :

1. up to 2,000 (two thousand) people, score equal to 1 (one);
2. 2,001 (two thousand one) to 2,800 (two thousand eight hundred) people, score equal to 2 (two);
3. more than 2,800 (two thousand eight hundred) people, score equals 3 (three).

- b. Village Financial Capability (Village APB):

1. up to IDR 1,000,000,000.00 (one billion rupiah), score equal to 1 (one);
2. IDR 1,000,000,000.00 (one billion rupiah) up to IDR 1,500,000,000.00 (one billion five hundred thousand rupiah), score equal to 2 (two);
3. more than IDR 1,500,000,000.00 (one billion five hundred rupiah), score equal to 3 (three).

- (2) Determination of the number of BPD members is determined based on the total score of the population and village financial capacity (Village APB) as intended in paragraph (1) with the following provisions:

- a. score 2 (two), the number of BPD members is 5 (five) person;
- b. score 3 (three) to 4 (four), number of members BPD as many as 7 (seven) people;
- c. score 5 (five) to 6 (six), number of members BPD as many as 9 (nine) people.

The second part Formation of Committee

Article 4

- (1) The filling in of BPD members is carried out by a committee determined by the Village Head's Decree.

- (2) The committee as intended in paragraph (1) has a maximum number of 11 (eleven) people consisting of a maximum of 3 (three) Village Apparatus elements and a maximum of 8 (eight) community elements.**
- (3) Community elements as intended in paragraph (2) is a representative of the electoral district.**
- (4) The committee as intended in paragraph (1) consists of:
a. 1 (one) chairman; b. 1 (one) secretary; And
c. member.**
- (5) The committee as intended in paragraph (1) has the following duties:
a. prepare activity schedules, coordinate and carry out outreach related to filling out BPD membership;

b. determine electoral areas and determine the number of BPD members representing certain areas;

c. determine the element of female representatives as voters for BPD member candidates based on women's representation;

d. carry out screening and screening of candidates
candidate;

e. determine candidates who have met the requirements;

f. determine the procedures for conducting elections; And

g. determine the elected BPD member candidates and submit them to the Village Head.**

Article 5

The Village Head invites Village Apparatus and community leaders to carry out deliberations on the formation of a Committee.

Part Three

Screening and Screening of Prospective Candidates

Paragraph 1 General

Article 6

Committee as intended in Article 4 paragraph (1) carry out selection and screening of prospective BPD members within a period of 6 (six) months before the BPD membership period ends.

Paragraph 2 Networking

Article 7

- (1) The committee carries out the process of selecting prospective candidates BPD member.**

- (2) The screening process as intended in paragraph (1) is carried out through the following stages:
- a. announcement and socialization of filling out BPD members at the Village Hall, Hamlet, RW, RT or other strategic places no later than 14 days;
 - b. deliberation for selection of BPD members based on regional representation in areas that have been determined based on Hamlet, RW or RT and BPD members based on women's representation for a maximum of 14 days;
 - c. registration of prospective BPD members to the Committee within a maximum of 14 days;
 - d. selecting the requirements for prospective BPD members within a maximum of 21 days;
 - e. determine which prospective BPD members are eligible the maximum requirement is 7 days.
- (3) In the event that a prospective candidate does not meet the requirements, he or she is given time to complete the requirements until the deadline for determining the prospective member of th

Article 8

- (1) The requirements for prospective BPD members as intended in Article 6 paragraph (2) letter d are as follows:
- a. devotion to God Almighty, proven by a statement letter from the prospective BPD member on stamped paper of IDR 6,000.00 (six thousand rupiah);
 - b. upholding and practicing Pancasila, implementing the 1945 Constitution of the Republic of Indonesia, as well as defending and preserving the integrity of the Republic of Indonesia and Bhinneka Tunggal Ika as evidenced by a statement letter from the prospective member of the BPD on paper stamped Rp. 6,000.00 (six thousand rupiah) ;
 - c. healthy body proven by a health certificate from the Community Health Center or authorized health apparatus;
 - d. at least 20 (twenty) years of age or already/ever married as evidenced by a photocopy of a birth certificate or marriage certificate;
 - e. have at least a junior high school diploma or equivalent as evidenced by a photocopy of a diploma legalized by an authorized official; f. not as an apparatus of the Village Government, proven by a statement letter that the person concerned is known to the Village Head/Acting Village Head on stamped paper of IDR 6,000.00 (six thousand rupiah);

- g. willing to be nominated as a member of the BPD, proven by a statement on stamped paper of IDR 6,000.00 (six thousand rupiah);
 - h. democratically elected representatives of the Village residents as evidenced by the minutes of the deliberation results of the area represented; And
 - i. residence in the electoral area is proven by a photocopy of the Resident Identity Card or domicile certificate legalized by the authorized official or Village Head.
- (2) The format of the statement letter as intended in paragraph (1) letter a, letter b, letter f, letter g and the format of the minutes as intended in paragraph (1) letter h are listed in Appendix I which is an inseparable part of this Regent's Regulation.

Article 9

- (1) Results of the Deliberation for selection of BPD members as follows as referred to in Article 7 paragraph (2) letter b is outlined in the Minutes of Deliberation Results in the format as stated in Appendix II which is an inseparable part of this Regent's Regulation.
- (2) The determination of prospective BPD member candidates who meet the requirements as intended in Article 7 paragraph (2) letter e is stated in the Committee Decision in the format as stated in Attachment III which is an inseparable part of this Regent's Regulation.

Paragraph 3 Filtering

Article 10

The committee screens BPD members based on regional representation and BPD members based on women's representation.

Paragraph 4 Regional Representation

Article 11

- (1) Filling in of BPD members based on regional representation is carried out to select BPD member candidates from elements representing electoral areas within the village.
- (2) The regional representative elements as intended in paragraph (1) are village communities from the inner electoral area village.
- (3) The electoral area within a village as referred to in paragraph (1) is a certain area within a village which has been determined to have a certain number of representatives in the BPD membership.

- (4) The number of BPD members from each region as intended in paragraph (3) is determined proportionally by taking into account the population and financial capacity of the village.**
- (5) The area as intended in paragraph (1) is an area within a village based on the hamlet, RW or RT area.**
- (6) In the event that the number of hamlet, RW or RT areas is greater than the number of BPD members from regional representative elements, they can be combined to be represented by 1 (one) BPD member.**
- (7) Merger of electoral areas as intended in paragraph (6), determined by the Committee taking into account the population of each region.**
- (8) The number of BPD members selected based on regional representation is determined proportionally using the following formulation: $JKW = JTA - 1$ JKP person.**

Information :

JKW: Number of Regional

Representatives; JTA: Total Number

of BPD Members; JKP: Number of Women's Representation.

Article 12

- (1) The committee invites regional representative elements in the region elections that have been determined to carry out representative deliberations.**
- (2) The representative meeting as intended in paragraph (1) is to elect BPD members based on Regional Representation.**
- (3) The regional representative elements as intended in paragraph (1) are represented by community elements in the electoral area as follows:**
 - a. elements of community institutions in the designated electoral area; And**
 - b. public figure.**
- (4) Elements of community institutions in the electoral area determined as intended in paragraph (3) letter a consists of:**
 - a. Neighborhood Association;**
 - b. Citizens Association;**
 - c. Empowerment of Family Welfare; d. Youth organization; and e.**
 - Community Empowerment Institute;**

- (5) The elements of community figures in the electoral area determined as intended in paragraph (2) letter b consist of:
 - a. farmers;**
 - b. religious leaders;**
 - c. education figure;**
 - d. arts and culture group; and/or**
 - e. other groups.****
- (6) The number of regional representatives from elements of village community institutions as intended in paragraph (4) and village community leaders as intended in paragraph (5) each with 1 (one) person with an odd total number.**
- (7) In the event that the total number of regional representatives from elements of village community institutions and village community leaders as intended in paragraph (6) is not odd then plus 1 (one) community figure from other group elements.**
- (8) The results of the representative deliberations as intended in paragraph (1) are stated in the Minutes in the format as stated in Attachment IV which is an inseparable part of this Regent's Regulation.**

**Paragraph 5
Women's Representation
Article 13**

- (1) The committee invites women's representatives to hold representative deliberations.**
- (2) Representative deliberation as referred to in paragraph (1) to conduct the selection of BPD member candidates based on women's representation.**
- (3) Women's representatives as referred to in paragraph (1) are women village residents who meet the requirements for prospective BPD members and have the ability to voice and fight for women's interests.**
- (4) The election of female representatives as intended in paragraph (1) is carried out by village women who have the right to vote.**
- (5) Female village residents as referred to in paragraph (3) represented by the elements:
 - a. village community institutions; and/or**
 - b. village women figures.****

- (6) The elements of village community institutions as referred to in paragraph (5) letter a, consist of the following elements:**

 - a. Empowerment of Family Welfare;**
 - b. Youth organization; And**
 - c. Community Empowerment Institute.**
- (7) Elements of village women figures as intended in paragraph (5) letter b, consists of the following elements:**

 - a. farmers;**
 - b. religious leaders;**
 - c. education figure;**
 - d. arts and culture group; and/or**
 - e. other groups.**
- (8) The number of female representatives from elements of village community institutions as referred to in paragraph (6) and village women figures as referred to in paragraph (7) 1 (one) person each with an odd total number.**
- (9) In the event that the total number of regional representatives from elements of village community institutions and village women leaders as referred to in paragraph (8) is not odd, then 1 (one) person from community leaders from other group elements.**
- (10) The results of the representative deliberations as intended in paragraph (1) are stated in the Minutes in the format as stated in Appendix V which is an inseparable part of this Regent's Regulation.**

Article 14

Elected BPD member candidates as referred to in Article 12 and Article 13 are BPD member candidates with the most votes and are determined by a Committee Decree in the format as stated in Attachment VI which is an inseparable part of this Regent's Regulation.

Article 15

- (1) The selected BPD member candidates are submitted by the committee to the Village Head no later than 7 (seven) days after the selected BPD member candidates are appointed by the committee.**
- (2) The elected BPD member candidates as intended in paragraph (1) are submitted by the Village Head to the Regent via the sub-district head no later than 7 (seven) days after receiving the election results from the filling committee to be formalized by the Regent.**

**Part Four
Inauguration of BPD Members**

Article 16

The inauguration of BPD members is carried out by taking an oath/ promise.

Article 17

Clothing at the oath/promise ceremony is determined as follows:

- a. Selected BPD Member Candidates wear White Hem Sleeves long with dark bottoms.
- b. Officials taking the oath/promise wear Official Civil Clothing (PSR);
And
- c. other invitations adjust.

Article 18

The composition of the oath/pledge taking ceremony for BPD members is as follows:

- a. opening;
- b. reading of the Regent's Decree;
- c. taking the oath/promise of office; d.
signing the Oath/Promise; News Program Taking
- e. welcome;
- f. chanting prayers; And
- g. closing.

CHAPTER III

BPD ADMINISTRATIVE STAFF

Article 19

- (1) To support the implementation of BPD's institutional duties, 1 (one) BPD administrative staff member is appointed.
- (2) BPD administrative staff as referred to in paragraph (1) are casual daily workers.
- (3) The BPD administrative staff as referred to in paragraph (1) shall be stipulated in the Village Head's Decree regarding the Appointment of BPD Administrative Staff.
- (4) The honorarium for BPD administrative staff is charged to Village Revenue and Expenditure Budget.

Article 20

In the event that administrative staff as intended in Article 19 paragraph (1) have not been appointed, the duties of the BPD administrative staff are carried out by the BPD Secretary.

Article 21

BPD administrative staff has the task of assisting BPD in:

- a. completion of BPD administration;**
- b. completion of BPD financial administration;**
- c. prepare minutes of BPD meetings;**
- d. document BPD activities; And**
- e. carry out other tasks assigned by the BPD.**

CHAPTER IV

**STAGES, PROCEDURES AND MECHANISMS
ORGANIZATION OF VILLAGE MEETINGS**

Article 22

- (1) The Village Deliberation is held by the BPD
facilitated by the Village Government.**
- (2) Village Deliberation is a deliberative forum attended by the BPD,
Village Government, and elements of the Village community to
discuss strategic matters in the administration of Village
Government.**
- (3) Strategic matters as intended in paragraph (2) include:**
 - a. Village planning;**
 - b. Village planning;**
 - c. Village cooperation;**
 - d. investment plans entering the Village;**
 - e. establishment of Village BUM;**
 - f. addition and disposal of Village Assets; And**
 - g. extraordinary event.**
- (4) Village community elements as referred to in paragraph (2)
consist of:**
 - a. religious leaders;**
 - b. public figure; c.
education figure;**
 - d. representatives of farmer groups;**
 - e. representatives of craftsmen groups;**
 - f. representatives of women's groups;**
 - g. representatives of child care and protection groups; And**
 - h. representatives of non-established community groups.**
- (5) Apart from village community elements as referred to in paragraph
(4), Village deliberations can involve other community elements
in accordance with socio-cultural conditions
public.**

- (6) The Village Deliberation as referred to in paragraph (1) is financed from the Village Revenue and Expenditure Budget.**
- (7) Stages, procedures and mechanisms for holding Village meetings as stated in Appendix VII which is an inseparable part of this Regent's Regulation**

**CHAPTER V
IMPLEMENTATION OF AWARDS**

Article 23

In addition to the rights as intended in paragraph (1), BPD has the right to:

- a. obtain capacity development through education and training, outreach, technical guidance, and field visits such as comparative studies conducted within the country; And**
- b. awards from the Government, Provincial Government and District Government for outstanding BPD leaders and members.**

Article 24

(1) Awards to BPD leaders and members as intended in Article 23 letter b are given at the national, provincial and district levels in 2 (two) categories:

- a. leadership category; And**
- b. member category.**

(2) Awards to BPD leaders and members as intended in paragraph (1) are given if the person concerned makes a contribution to government administration and village development.

(3) Awards as intended in paragraph (2) can be awarded in the form of:

- a. cup; b.**
- charter;**
- c. certificate; and/or**
- d. other equivalent forms.**

**CHAPTER VI
PROCEDURES FOR IMPOSITION OF SANCTIONS**

**Part One
Prohibition
Article 25**

BPD members are prohibited from:

- a. harms the public interest, disturbs a group of Village residents, and discriminates against residents or groups of Village communities;**

- b. commit corruption, collusion and nepotism, receive money, goods and/or services from other parties that can influence decisions or actions to be taken;**
- c. abuse of authority;**
- d. violating the oath/promise of office;**
- e. concurrently serving as Village Head and apparatus Village;**
- f. concurrently serves as a member of the People's Representative Council of the Republic of Indonesia, Regional Representative Council of the Republic of Indonesia, Provincial Regional People's Representative Council or Regency Regional People's Representative Council, and other positions specified in statutory regulations;**
- g. as Village project implementer;**
- h. become a political party administrator; and/or**
- i. become a member and/or administrator of a prohibited organization.**

The second part
Types of Sanctions

Article 26

(1) BPD members who violate the prohibition as intended in Article 25 are given administrative sanctions consisting of:

- a. verbal warning; and/or**
- b. written warning.**

(2) In the case of administrative sanctions as intended in paragraph (1) is not implemented, a temporary dismissal action is taken and can be continued with dismissal.

Part Three
Procedures for Imposing Sanctions

Article 27

(1) BPD members who are proven to have violated the prohibitions as intended in Article 25 are subject to sanctions in the form of verbal and/or written warnings by the Regent.

(2) The imposition of an oral and/or written warning as intended in paragraph (1) is carried out after the Regent has conducted an examination of the person concerned and is stated in the Minutes.

(3) Examination as intended in paragraph (2) implemented by the Government Internal Supervisory Apparatus (APIP).

(4) The Government Internal Supervisory Apparatus (APIP) carries out inspections based on complaints and reports.

- (5) Verbal warning as intended in paragraph (1) is mandatory implemented within 7 (seven) days.
- (6) If within 7 (seven) days of giving a verbal warning the person concerned still commits a violation, a written warning will be given.
- (7) The written warning as referred to in paragraph (5) is a maximum of 2 (two) times, with a grace period between the first written warning and the second written warning of 30 (thirty) days.

Article 28

- (1) If within a period of 30 (thirty) days after giving the second written warning as intended in Article 27 paragraph (7) the person concerned still commits a violation, the person concerned will be sentenced to temporary dismissal as a BPD Member.
- (2) Temporary suspension as a BPD Member as referred to in paragraph (1) is determined by a Regent's Decree.
- (3) The temporary suspension as referred to in paragraph (1) is revoked and reactivated or continued as a permanent suspension based on the evaluation results from the Government Internal Supervisory Apparatus (APIP).

CHAPTER VII

COMMITTEE LETTERHEAD AND STAMP

Article 29

- (1) To support the smooth implementation of its duties, the committee is equipped with a letterhead and committee stamp.
- (2) The shape, size and contents of the Letterhead and Committee Stamp are as stated in Attachment VIII which is an inseparable part of this Regent's Regulation.

CHAPTER VIII

CLOSING

Article 30

When this Regent's Regulation came into force, Sukoharjo Regent's Regulation Number 21 of 2006 concerning Instructions Implementation of Sukoharjo Regency Regional Regulation Number 6 of 2006 concerning Village Consultative Body (Sukoharjo Regency Regional Gazette of 2006 Number 21) is revoked and declared invalid.

Article 31

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regional Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

**Stipulated in Sukoharjo on
August 23 2018**

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

**Promulgated in Sukoharjo
on August 23, 2018**

**Acting REGIONAL
SECRETARY OF SUKOHARJO DISTRICT,**

signed

WIDODO

**REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2018 NUMBER 44**

**The copy corresponds to the original
HEAD OF LEGAL SECTION,**

signed

**BUDI SUSETYO, SH, MH
NIP**

Trustee. 19730705 199203 1 004

**APPENDIX I
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
ABOUT
INSTRUCTIONS FOR IMPLEMENTING REGULATIONS
SUKOHARJO DISTRICT REGION
NUMBER 15 OF 2017 CONCERNING
VILLAGE DEVELOPMENT BOARD**

**A. FORMAT OF A STATEMENT LETTER OF PURSUIT TO THE ALMIGHTY GOD
ONE**

**STATEMENT LETTER
PRAY TO GOD ALMIGHTY**

The undersigned below :

Name :
Gender :
Religion :
Place/Date. Born :
Education :
Work :
Address :

**declare truly, that I fear God
Almighty.**

**Thus, I make this statement truthfully and if it turns out that this statement is
not true, I can be prosecuted in accordance with applicable legal provisions.**

.....

Who make a statement

Stamp duty Rp. 6,000.00

.....

**B. FORMAT OF STATEMENT LETTER STRONGLY HOLDING AND IMPLEMENTING
PANCASILA, THE 1945 BASIC LAW OF THE REPUBLIC OF INDONESIA, AS WELL
AS MAINTAINING AND MAINTAINING THE INTEGRITY OF THE UNITED STATE OF
THE REPUBLIC OF INDONESIA AND BHINEKA TUNGGAL IKA**

STATEMENT LETTER

**HOLD STRONGLY AND PRACTICE PANCASILA, THE LAW
STATE FOUNDATIONS OF THE REPUBLIC OF INDONESIA IN 1945, AS WELL
DEFEND AND MAINTAIN THE INTEGRITY OF THE STATE
THE UNITY OF THE REPUBLIC OF INDONESIA
AND BHINEKA TUNGGAL IKA**

The undersigned below :

Name :
Gender :
Religion :
Place/Date. Born :
Education :
Work :
Address :

declare truly that I uphold and practice Pancasila, the 1945 Constitution of the Republic of Indonesia, as well as defend and maintain the integrity of the Unitary State of the Republic of Indonesia and Bhinneka Tunggal Ika.

Thus, I make this statement truthfully and if it turns out that this statement is not true, I can be prosecuted in accordance with applicable legal provisions.

.....

Who make a statement

Stamp duty Rp. 6,000.00

.....

C. THE FORMAT OF THE STATEMENT LETTER IS NOT AS A VILLAGE APPARATUS

**STATEMENT LETTER
NOT AS VILLAGE APPARATUS**

The undersigned below :

Name :
Gender :
Religion :
Place/Date. Born :
Education :
Work :
Address :

declare truly, that I am not a Device
Village.

Thus, I make this statement truthfully and if it turns out that this statement is
not true, I can be prosecuted in accordance with applicable legal provisions.

.....,

Know:
Village head.....

WHO MAKE A STATEMENT

Stamp duty Rp. 6,000.00

.....

.....

**D. FORMAT OF STATEMENT LETTER OF WILLINGNESS TO BE NOMINATED
BPD MEMBERS**

**STATEMENT LETTER
WILLING TO BE NOMINATED TO BE A MEMBER OF BPD**

The undersigned below :

Name :
Gender :
Religion :
Place/Date. Born :
Education :
Work :
Address :

declare truly, that I am willing to be nominated as a member of the Village
BPD..... District

Thus, I make this statement truthfully and if it turns out that this statement is
not true, I can be prosecuted in accordance with applicable legal provisions.

.....,

Who make a statement

Stamp duty Rp. 6,000.00

.....

E. MINUTES OF THE RESULTS OF THE NETWORKING MEETINGS

1. BPD MEMBER NETWORKING MEETINGS ARE BASED ON REPRESENTATIVE REGIONAL

NEWS

**MINUTES OF THE RESULTS OF THE SELECTION OF BPD MEMBERS
BASED ON REGIONAL REPRESENTATION**

On this day date month year we are residents,
of RT... /RW... /Dusun, Subdistrict....., Village,
Sukoharjo Regency has carried out deliberations to select BPD members based on
regional representation from regional representatives of RT... /RW... /Dusun Villages,
Subdistricts of Sukoharjo Regency as intended in.Sukoharjo Regent,
Regulation Number 2018 concerning Guidelines for Implementing Sukoharjo
Regency Regional Regulation Number 15 of 2017 concerning Village Consultative
Bodies.

From the deliberations, candidates for Village Consultative Body Members were
obtained based on regional representation from the RT.../RW.../Dusun..... as follows:

- 1. Name :
Age :
Education :
Address :
- 2. Name :
Age :
Education :
Address :
- 3. Name Age :
:
Education: Address :
- 4. etc...

Thus, this event report is made truthfully and can be used as necessary.

.....,

Knowing,
Kadus /RW Head ... /RT ...

Leadership of deliberations

.....

.....

2. DEVELOPMENT FOR SELECTION OF BPD MEMBERS BASED ON WOMEN'S REPRESENTATION

NEWS

**MINUTES OF THE RESULTS OF THE SELECTION OF BPD MEMBERS
BASED ON REGIONAL REPRESENTATION**

On this day date month year We, women, residents of Village,..... District, Sukoharjo Regency have carried out a network deliberation BPD members based on women's representation in Sukoharjo Regency Subdistrict Village as intended in Sukoharjo Regent Regulation, Number of 2018 concerning Guidelines for Implementing Sukoharjo Regency Regional Regulation Number 15 of 2017 concerning Village Consultative Body.

From the deliberations, prospective members of the Village Consultative Body were obtained based on the representation of women as follows: 1. Name Age

Education: :
:

Address 2. Name

:
:
Age :

Education :

Address :

3. Name :

Age :

Education :

Address :

4. etc...

Thus, this event report is made truthfully and can be used as necessary.

.....,

Knowing,
Kadus /RW Head ... /RT ...

Leadership of deliberations

.....

.....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX II
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
INSTRUCTIONS FOR IMPLEMENTING REGULATIONS
SUKOHARJO DISTRICT REGION
NUMBER 15 OF 2017 CONCERNING
VILLAGE DEVELOPMENT BOARD

MINUTES OF THE RESULTS OF THE BOARD OF MEMBERS' SELECTION MEETINGS
VILLAGE MEETING

COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
VILLAGE DISTRICT
SUKOHARJO DISTRICT

Secretariat: (write the address of the secretariat office) Telephone Postal Code

NEWS

Number :

MINUTES OF THE RESULTS OF THE BOARD OF MEMBERS' SELECTION MEETINGS
VILLAGE MEETING

On this day date month year We are the,
Committee for Filling the Membership of the Village Consultative Body,
Village....., Subdistrict....., Regency Sukoharjo has carried out
deliberations to select members of the Village Consultative Body with regional
representation and members of the Village Consultative Body based on women's
representation, Candidates for Members of the Village Consultative Body, Village
District, Sukoharjo Regency as referred to in Sukoharjo Regent Regulation
Number Year concerning Guidelines for Implementing Sukoharjo Regency
Regional Regulation Number 15 of 2017 concerning Village Consultative Body. From
the deliberations, prospective members of the Village Consultative Body were obtained,
as follows: 1. Number of prospective members of the Village Consultative Body from

regional representation as many as people.

2. The number of prospective Village Consultative Body Member candidates is based on
representation of women as many as people.

The results are as attached.

Thus, this event report is made truthfully and can be used as necessary.

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COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
VILLAGE DISTRICT
SUKOHARJO DISTRICT Secretary

Chairman

.....

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**ATTACHMENT
MINUTES OF THE RESULTS OF THE
VILLAGE DEVELOPMENTAL MEMBERSHIP
BODY SELECTION OF CANDIDATES FOR**

MEMBERSHIP
NUMBER :
DATE :

**LIST OF PROSPECTIVE PROSPECTIVE MEMBERS OF THE VILLAGE MEETING BODY
REPRESENTATION OF THE VILLAGE AREA DISTRICT
SUKOHARJO DISTRICT**

NO	NAME	ADDRESS	INFORMATION
1			
2			
3			
4			
etc			

**LIST OF PROSPECTIVE PROSPECTIVE MEMBERS OF THE VILLAGE MEETING BODY
BASED ON THE REPRESENTATION OF VILLAGE WOMEN
DISTRICT SUKOHARJO DISTRICT**

NO	NAME	ADDRESS	INFORMATION
1			
2			
3			
4			
etc			

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
VILLAGE, SUBDISTRICT.....
SUKOHARJO DISTRICT**

Chairman

Secretary

.....

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REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

**APPENDIX III
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
INSTRUCTIONS FOR IMPLEMENTING REGULATIONS
SUKOHARJO DISTRICT REGION
NUMBER 15 OF 2017 CONCERNING
VILLAGE DEVELOPMENT BOARD**

**FORMAT OF DECISION LETTER OF THE COMMITTEE FOR CHARGING AGENCY MEMBERSHIP
VILLAGE MEETING CONCERNS REGARDING DETERMINATION OF PROSPECTIVE MEMBERS
VILLAGE DEVELOPMENT BOARD**

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE CONSULTATIONAL
BODY OF THE VILLAGE DISTRICT
SUKOHARJO DISTRICT**

Secretariat: (write the address of the secretariat office) Telephone Postal Code

**DECISION OF THE COMMITTEE FOR
FILLING MEMBERSHIP OF THE VILLAGE CONSULTATIONAL
BODY OF THE VILLAGE DISTRICT SUKOHARJO DISTRICT
NUMBER YEAR**

ABOUT

**DETERMINATION OF CANDIDATE MEMBERS OF THE VILLAGE DEVELOPMENT BODY
VILLAGE DISTRICT SUKOHARJO DISTRICT**

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY,
VILLAGE**

- Considering: a. that in accordance with the provisions of Article 9 of the Sukoharjo Regent's Regulation Number of 2018 concerning Guidelines for the Implementation of Sukoharjo Regency Regional Regulation Number 15 of 2017 concerning the Village Consultative Body, it is stated that Candidates for Members of the Village Consultative Body who are declared to meet the requirements are determined to be candidates for Members of the Consultative Body Village with the Decision of the Committee for Charging Membership of the Village Consultative Body;**
- b. that based on the considerations as intended in letter a, it is necessary to determine the Decision of the Committee for Charging the Membership of the Village Consultative Body regarding the Determination of Candidates for Members of the Village Consultative Body, Village.....
District Sukoharjo Regency;**

**Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java; 2. Law Number 6 of 2014 concerning Villages
(State Gazette of the Republic of Indonesia of 2014 Number 7, Supplement to State Gazette of the Republic of Indonesia Number 5495);**

3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 9 of 2015 concerning the Second Amendment to the Law. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 5679);
4. Government Regulation Number 43 of 2014 concerning Implementing Regulations of Law Number 6 of 2014 concerning Villages (State Gazette of the Republic of Indonesia of 2014 Number 123, Supplement to State Gazette of the Republic of Indonesia Number 5539) as amended by Government Regulation Number 47 of 2015 concerning Amendments Based on Government Regulation Number 43 of 2014 concerning Implementing Regulations of Law Number 6 of 2014 concerning Villages (State Gazette of the Republic of Indonesia of 2015 Number 157, Supplement to the State Gazette of the Republic of Indonesia Number 5717);
5. Sukoharjo Regency Regional Regulation Number 15 of 2017 concerning Village Consultative Body (Sukoharjo Regency Regional Gazette of 2017 Number 15, Supplement to Sukoharjo Regency Regional Gazette Number 255)
6. Regulation of the Minister of Home Affairs of the Republic of Indonesia Number 110 of 2016 concerning Village Consultative Bodies (State Gazette of the Republic of Indonesia of 2017 Number 89); 7. Regent's Regulation Number of 2018 concerning Guidelines for Implementing Sukoharjo Regency Regional Regulation Number 15 of 2017 concerning Village Consultative Body (Sukoharjo Regency Regional Gazette of 2018 Number);

DECIDE :

Determine:

FIRST: Determine candidates for Village Consultative Body Members based on Regional Representation and Candidates for Village Consultative Body Members based on Women's Representation, Village District Sukoharjo Regency with the list as stated in the Attachment to this Decree.

SECOND

: Candidates for Village Consultative Body Members based on Regional Representation and Candidates for Village Consultative Body Members based on Representation Women as referred to in the FIRST dictum of this Decree, are then entitled to be elected as Members of the Village Consultative Body.

THIRD : This decision takes effect on the date of stipulation.

Stipulated in on
date

**COMMITTEE FOR FILLING MEMBERSHIP
OF THE VILLAGE DEVELOPMENTAL
BODY.....**

Chairman

.....

**COPY submitted to Dear: 1. Subdistrict
Head; 2.
Village Head; 3.
Archives.**

ANNEX .

NUMBER :

DATE :

**LIST OF PROSPECTIVE MEMBERS OF THE VILLAGE MEETING BODY
BASED ON VILLAGE REPRESENTATIVE AREA
DISTRICT SUKOHARJO DISTRICT**

NO	NAME	ADDRESS	INFORMATION
1			
2			
3			
4			
etc			

**LIST OF PROSPECTIVE MEMBERS OF THE VILLAGE MEETING BODY
BASED ON THE REPRESENTATION OF VILLAGE WOMEN
DISTRICT SUKOHARJO DISTRICT**

NO	NAME	ADDRESS	INFORMATION
1			
2			
3			
4			
etc			

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENTAL
BOARD OF VILLAGES DISTRICT
SUKOHARJO DISTRICT**

Chairman

Secretary

.....

.....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX IV
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
INSTRUCTIONS FOR IMPLEMENTING REGULATIONS
SUKOHARJO DISTRICT REGION
NUMBER 15 OF 2017 CONCERNING
VILLAGE DEVELOPMENT BOARD

MINUTES OF THE RESULTS OF THE REPRESENTATIVE MEETINGS BASED ON
REPRESENTATIVE REGIONAL

COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
VILLAGE DISTRICT
SUKOHARJO DISTRICT

Secretariat: (write the address of the secretariat office) Telephone Postal Code

NEWS

Number :

MINUTES OF REPRESENTATIVE MEETING RESULTS
BASED ON REGIONAL REPRESENTATION

On this day date month year We are the,
Committee for Filling the Membership of the Village Consultative Body, Village.....,
Subdistrict....., Regency Sukoharjo has carried out representative deliberations to
elect members of the Village Consultative Body based on regional representation as
intended in Sukoharjo Regent Regulation Number..... of 2018 concerning Guidelines for
Implementing Sukoharjo Regency Regional Regulation Number 15 of 2017 concerning
Village Consultative Body. From the deliberation, candidates for Village Consultative Body
Members are obtained based on regional representation in the order as attached.

Thus, this event report is made truthfully and can be used as necessary.

.....

COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
VILLAGE DISTRICT
SUKOHARJO DISTRICT

Chairman

Secretary

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.....

ATTACHMENT
**MINUTES OF REPRESENTATIVE MEETING
 RESULTS BASED ON TERRITORIAL
 REPRESENTATIVE**
 DATE:

**SEQUENCE LIST OF CANDIDATE MEMBERS OF THE VILLAGE DEVELOPMENT BODY
 BASED ON REGIONAL REPRESENTATION**
 VILLAGE DISTRICT
SUKOHARJO DISTRICT

REGION I

NO	NAME	ADDRESS	INFORMATION
1			
2			
3			
4			
etc			

REGION II

NO	NAME	ADDRESS	INFORMATION
1			
2			
3			
4			
etc			

COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
 VILLAGE, SUBDISTRICT.....
SUKOHARJO DISTRICT

Chairman

Secretary

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REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX V
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
INSTRUCTIONS FOR IMPLEMENTING REGULATIONS
SUKOHARJO DISTRICT REGION
NUMBER 15 OF 2017 CONCERNING
VILLAGE DEVELOPMENT BOARD

MINUTES OF THE RESULTS OF THE REPRESENTATIVE MEETINGS BASED ON
REPRESENTATION OF WOMEN

COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
VILLAGE DISTRICT
SUKOHARJO DISTRICT

Secretariat: (write the address of the secretariat office) Telephone Postal Code

NEWS

Number :

MINUTES OF THE RESULTS OF THE REPRESENTATIVE MEETINGS BASED ON
REPRESENTATION OF WOMEN

On this day date month year We are the,
Committee for Filling the Membership of the Village Consultative Body, Village.....,
Subdistrict....., Regency Sukoharjo has carried out representative deliberations based
on women's representation, as intended in Sukoharjo Regent Regulation Number of
2018 concerning Guidelines for Implementing Sukoharjo Regency Regional Regulation
Number 15 of 2017 concerning Village Consultative Councils. From the deliberation,
candidates for Village Consultative Body Members are obtained based on women's
representation in the order as attached.

Thus, this event report is made truthfully and can be used as necessary.

.....

COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
VILLAGE DISTRICT
SUKOHARJO DISTRICT

Chairman

Secretary

.....

.....

**ATTACHMENT
TO MINUTES OF MEETING RESULTS BASED
ON WOMEN'S
REPRESENTATION
DATE:**

**SEQUENCE LIST OF CANDIDATE MEMBERS OF THE VILLAGE MEETING BODY
BASED ON THE REPRESENTATION OF VILLAGE
WOMEN DISTRICT
SUKOHARJO DISTRICT**

NO	NAME	ADDRESS	INFORMATION
1			
2			
3			
4			
5			
etc			

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY
VILLAGE, SUBDISTRICT.....
SUKOHARJO DISTRICT**

Chairman

Secretary

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.....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

**APPENDIX VI
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
INSTRUCTIONS FOR IMPLEMENTING REGULATIONS
SUKOHARJO DISTRICT REGION
NUMBER 15 OF 2017 CONCERNING
VILLAGE DEVELOPMENT BOARD**

**FORMAT OF DECISION LETTER OF THE COMMITTEE FOR CHARGING AGENCY MEMBERSHIP
VILLAGE MEETING CONCERNS REGARDING DETERMINATION OF PROSPECTIVE MEMBERS
ELECTED VILLAGE CONSCIOUS BODY**

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE CONSULTATIONAL BODY
OF THE VILLAGE DISTRICT
SUKOHARJO DISTRICT**

Secretariat: (write the address of the secretariat office) Telephone Postal Code

**DECISION OF THE COMMITTEE FOR
FILLING MEMBERSHIP OF THE VILLAGE CONSULTATIONAL
BODY OF THE VILLAGE DISTRICT SUKOHARJO DISTRICT**

NUMBER YEAR

ABOUT

**DETERMINATION OF CANDIDATE MEMBERS OF THE ELECTED VILLAGE MEETING BODY
OF THE VILLAGE DISTRICT SUKOHARJO DISTRICT**

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE, VILLAGE
CONSULTATIONAL BODY.....,**

**Considering: a. that in accordance with the provisions of Article 14 of the Regent's Regulations
Sukoharjo Number of 2018 concerning Guidelines for the
Implementation of Sukoharjo Regency Regional Regulation
Number 15 of 2017 concerning Village Consultative Body, it is
stated that the Candidate for Member of the Village Consultative
Body who obtains the most votes is determined to be the
candidate for Member of the Elected Village Consultative Body
by Decision of the Membership Filling Committee Village
Consultative Body;**

**b. that based on the considerations as intended in letter a, it is
necessary to determine the Decision of the Committee for
Charging the Membership of the Village Consultative Body
regarding the Determination of Elected Candidates for
Members of the Village Consultative Body, Village.....
District Sukoharjo Regency;**

**Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency
Areas within the Province of Central Java;**

**2. Law Number 6 of 2014 concerning Villages (State Gazette of the
Republic of Indonesia of 2014 Number 7, Supplement to
State Gazette of the Republic of Indonesia Number 5495);**

3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 9 of 2015 concerning the Second Amendment to the Law. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 5679);
4. Government Regulation Number 43 of 2014 concerning Implementing Regulations of Law Number 6 of 2014 concerning Villages (Sheet Republic of Indonesia Year 2014 Number 123, Supplement to the State Gazette of the Republic of Indonesia Number 5539) as amended by Government Regulation Number 47 of 2015 concerning Amendments to Government Regulations Number 43 of 2014 concerning Regulations Implementation of Law Number 6 of 2014 concerning Villages (State Gazette of the Republic of Indonesia 2015 Number 157, Additional Gazette Republic of Indonesia Number 5717);
5. Sukoharjo Regency Regional Regulation Number 15 of 2017 concerning Village Consultative Body (Sukoharjo Regency Regional Gazette of 2017 Number 15, Supplement to Sukoharjo Regency Regional Gazette Number 255)
6. Regulation of the Minister of Home Affairs of the Republic of Indonesia Number 110 of 2016 concerning Village Consultative Bodies (State Gazette of the Republic of Indonesia of 2017 Number 89);
7. Regent's Regulation Number of 2018 concerning Guidelines for Implementing Sukoharjo Regency Regional Regulation Number 15 of 2017 concerning Village Consultative Body (Sukoharjo Regency Regional Gazette of 2018 Number);

DECIDE :

Determining:

FIRST: Determining Candidates for Elected Village Consultative Body Members based on the majority of votes, Village District Sukoharjo Regency with the list as stated in the Attachment to this Decree.

SECOND

: Candidates for Elected Village Consultative Body Members as referred to in the FIRST dictum. This decision is then entitled to be submitted to the Regent by the Village Head through the sub-district head to be formalized by the Regent.

THIRD : This decision takes effect on the date of stipulation.

Stipulated in on
date

**COMMITTEE FOR FILLING MEMBERSHIP
OF THE VILLAGE DEVELOPMENTAL
BODY**

Chairman

.....

**COPY submitted to Dear: 1. Subdistrict
Head; 2.
Village Head; 3.
Archives.**

ANNEX .

NUMBER :

DATE :

**LIST OF ELECTED VILLAGE DEVELOPMENT BODY MEMBERS
VILLAGE DISTRICT
SUKOHARJO DISTRICT**

NO	NAME	ADDRESS	INFORMATION
1			
2			
3			
4			
5			
etc			

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE DEVELOPMENTAL
BOARD OF VILLAGES DISTRICT
SUKOHARJO DISTRICT**

Chairman

Secretary

.....

.....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

**APPENDIX VII
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
INSTRUCTIONS FOR IMPLEMENTING REGULATIONS
SUKOHARJO DISTRICT REGION
NUMBER 15 OF 2017 CONCERNING
VILLAGE DEVELOPMENT BOARD**

A. STAGES OF VILLAGE MEETING

- 1. Activity Planning**
- 2. Preparation of discussion materials**
- 3. Formation and Determination of the Committee**
- 4. Preparation of activity schedule, place and facilities/infrastructure**
- 5. Fund Preparation**
- 6. Preparation of agenda and discussion media**
- 7. Invitation of Participants, Invitees and Companions**

B. PROCEDURES AND MECHANISM OF VILLAGE MEETING

I. Leader, Secretary and Guide of the Village Deliberation

- 1. Chairman of the Village Consultative Body acts as chairman of the Village Consultative Council.**
- 2. Members of the BPD, community elements and/or KPMD who are part of the Village Consultative Committee act as secretary of the Village Consultative Council.**
- 3. BPD members, community elements and/or KPMD who are part of the Village Deliberation committee act as guides for the Village Deliberation event.**
- 4. In the event that the Chairman of the Village Consultative Body as the chairman of the Village Consultative Body is unable to attend, the position of chairman of the Village Consultative Body can be replaced by the deputy chairman or another member of the Village Consultative Body.**
- 5. In the event that the Chairman of the Village Consultative Body is unable to attend, he must notify his absence with the correct reason for further information to the Village Conference participants.**

II. Registration of participants

- 1. Participants who attend Village Deliberation activities must sign the attendance list that has been prepared by the committee.**
- 2. The Village Deliberation is started and opened by the deliberation leader if the attendance list has been signed by 2/3 of the number of invitees who have been designated as Village Deliberation participants.**
- 3. Village Deliberation Participants who have signed the attendance list can leave the deliberation venue based on the permission of the deliberation leader and not disturb the deliberation.**

III. Explanation of the Arrangement

- of Events**
- 1. The Secretary of the Village Consultative Body as chairman of the Village Deliberation committee reads out the agenda before the Village Deliberation chaired by the chairman of the Village Deliberation.**
 - 2. The Secretary of the Village Consultative Body asks for approval from all participants present regarding the schedule of the event.**
 - 3. Deliberation participants have the right to submit objections and proposals repair.**
 - 4. If the agenda for the Village Deliberation has been approved by the Village Deliberation participants, the deliberation will continue under the leadership of the Village Deliberation leader.**

IV. Postponement of

Activities

- 1. The Village Deliberation Leader must postpone the event if the specified number of Village Deliberation participants has not been reached or fulfilled by the time limit for opening the Village Deliberation.**

- 2. The Village Deliberation Leader announces the postponement of the time maximum 3 (three) hours.**
- 3. If the withdrawal time has ended and the Village Conference participants present have not fulfilled the requirements, the Village Conference leader asks for considerations from the village head or representative official, community leaders and village assistant elements present.**
- 4. Based on considerations, the head of the deliberation determines the time to hold the next deliberation no later than 3 (three) days after the time of the first deliberation.**
- 5. In the event that after the second Village Deliberation is postponed, participants are still present who do not meet the provisions, the Village Deliberation leadership will continue the Village Deliberation activities in the presence of existing participants.**

V. Explanation of Discussion Material

- 1. In order to provide complete information to Village Conference participants, the Village Conference leadership does the following:**
 - a. ask the Village Government to explain the main points of discussion and/or main issues to be discussed based on the discussion materials that have been prepared;**
 - b. asked the Village Consultative Body to explain official views on strategic matters;**
 - c. ask regional/district or sub-district government elements present to explain the official view on strategic matters;**
 - d. ask parties from outside the village who are related to the material being discussed to officially convey their interests and agenda regarding strategic matters.**
- 2. Conveying information can be done by utilizing discussion media prepared by the Village Deliberation Committee.**

VI. Deliberation Procedures 1.

Village Deliberation Leaders ensure that Village deliberations run in accordance with the provisions of the regulations concerning Village Deliberation Rules.

- 2. The Village Deliberation Leader only speaks as the deliberation leader to explain the problem being discussed, indicate the real problem, return the discussion to the main issue, and conclude the discussion of the deliberation participants.**
- 3. In the event that the chairman of the Village Consultative Council wishes to speak as a participant in the deliberation, the chairmanship of the deliberation is temporarily handed over to the deputy chairman or member of the Village Consultative Body.**
- 4. The leader who wishes to speak as a Village Deliberation participant moves from the leader's place to the deliberation participant's place.**
- 5. Village meeting participants must not be disturbed while speaking convey aspirations.**
- 6. The Village Deliberation Leader can extend and determine the length of time for participants to speak.**
- 7. The Village Deliberation Leader warns and asks the speaking participants to end the discussion if the specified time limit exceeds.**
- 8. The Village Deliberation Leader cannot provide an opportunity for the deliberation participants who are interrupting to ask for an explanation regarding the actual problem regarding the strategic matter being discussed.**
- 9. Deliberation participants who agree and/or object to the opinion of the speaker who is conveying their aspirations can submit their aspirations after being given the opportunity by the Village Deliberation leadership.**
- 10. Village Deliberation Leaders must provide opportunities Talk to those who agree and those who object.**
- 11. In presenting his aspirations, the speaker must not deviate from the main topic of discussion regarding strategic matters.**
- 12. If participants in the opinion of the Village Deliberation leadership deviate from the main topic of discussion, the Village Deliberation leadership will give a warning to the person concerned and ask the speaker to return to the main topic of discussion.**
- 13. The Village Deliberation Leader warns speakers who use inappropriate words, carry out actions that disrupt the orderliness of the deliberation event, or encourage other participants to carry out actions that are contrary to the law.**
- 14. The Village Deliberation Leader requests that the person concerned stop the action and/or give him the opportunity to take back the inappropriate words and stop his actions.**
- 15. In the event that the speaker fulfills the request of the Village Deliberation leadership, inappropriate words are deemed to have never been spoken and are not included in the minutes or notes of the Village Deliberation.**
- 16. If the speaker does not comply with the warning, the Village Deliberation leadership prohibits the speaker from continuing his discussion and actions.**

17. In the event that the prohibition is still not heeded by the speaker, the Village Deliberation leader asks the person concerned to leave the Village Deliberation.
18. In the event that the speaker does not heed the request, the speaker is forcibly removed from the Village Deliberation room on the orders of the Village Deliberation leadership.
19. Village Deliberation Room is a room used for deliberation, including a room for invitees and companions.
20. The Village Deliberation Leader can close or postpone Village Deliberation if they are of the opinion that it is impossible to continue the Village Deliberation event because an event occurred which disrupted the order of the Village Deliberation or an act which encouraged Village Deliberation participants to commit actions that are contrary to the law.
21. In the event of an extraordinary event, the Village Deliberation Leader can close or postpone the ongoing Village Deliberation event by requesting approval from the Village Deliberation participants.
22. The length of postponement of the Village Deliberation must not exceed 24 (twenty four) hours.

VII. Village Facilitator 1.

Village Deliberation Leaders can request Village Facilitators from district or sub-district regional work units, professional companions and/or third parties to help facilitate the running of the Village Deliberation.

2. Village Assistants do not have the right to speak to decide on a public policy related to strategic matters being discussed.
3. Village Facilitators carry out tasks to:
 - a. provide correct and complete information about the subject of discussion;
 - b. clarifying the direction of discussions in Village Deliberations that have deviated from the main topic of discussion;
 - c. help find a way out; and D. prevent conflicts and disagreements between participants which could result in unlawful actions.

VIII. Invitees, Reviewers and Journalists

1. Invitations to Village Deliberations are:
 - a. those who are not Village residents who attend the Village Meeting at the invitation of the Chair of the Village Consultative Body; and b. Village community members who attend the Village Meeting based on an informal invitation but do not register themselves with the committee.
2. Invitees can speak at the top Village Deliberation approval from the Village Deliberation leadership, but does not have voting rights in Village Deliberation decision making.
3. Invitations are provided with a separate place.
4. Invitees must comply with the Village Conference rules and regulations.
5. Reviewers and journalists are those present at the event Village Deliberation without invitation from the Chair of the Village Deliberative Body.

6. Reviewers and journalists do not have the right to vote or speak, and cannot state anything, either by word or action.
7. Observers and journalists register their attendance at the Village Deliberation through the Village Deliberation committee.
8. Observers and journalists bring proof of attendance registration in the Village Deliberation.
9. The reviewer occupies the same place as the invitee.
10. Journalists occupy the space provided.
11. Observers and journalists must comply with the Deliberation rules and regulations Village.
12. The Village Deliberation Leader ensures that the provisions of the deliberation rules are adhered to by invitees, observers and journalists.
13. The Village Deliberation Leader may request that invitees, observers and/or journalists who disturb the order of the Village Deliberation leave the deliberation room and if this request is not heeded, the person concerned will be forcibly removed from the deliberation room on the orders of the Village Deliberation leader.
14. The Village Deliberation Leader can close or postpone the event deliberation when an incident occurs.
15. The length of postponement of the deliberation event cannot be more than 24 (twenty four hours).

IX. Minutes, Notes and Short Reports

1. The Village Deliberation Secretary is tasked with compiling the minutes, notes and brief reports from Village Deliberations.
2. Minutes are Village Deliberation notes that are made in full and contain all of the discussions that took place during the discussion and are accompanied by notes regarding: a. strategic matters discussed; b. day and date of Village Deliberation; c. Village Deliberation venue; d. Village Deliberation event; e. opening and closing times of the Village Meeting; f. chairman and secretary of the Village Conference; g. number and names of Village Conference participants sign the attendance register; and h. invited guests to attend.
3. The Village Deliberation Secretary prepares minutes to be distributed to members and parties concerned after the Village Deliberation event is over.
4. Open Village Deliberation Minutes are published through communication media in the village so that the entire village community knows.
5. The Village Deliberation Secretary, assisted by the drafting team, prepares notes (minutes) and a short report which is signed by the leader or secretary on behalf of the relevant Village Deliberation leader.
6. Notes (minutes) are notes that contain the main points of discussion, conclusions and/or decisions produced at the Village Deliberation and are accompanied by minutes of the deliberation.

7. The short report contains the conclusions and/or decisions of the Village Deliberation.
8. The drafting team comes from selected Village Deliberation participants and agreed upon at the Village Deliberation.

X. Closing of Village Deliberation Events 1. Village

Deliberation Leaders close the series of Deliberation events Village.

2. The closing of the event is carried out by the chairman of the session by first submitting temporary notes and a brief report on the results of the Village Deliberation.
3. The Village Deliberation Secretary submits temporary notes and short report on the results of the Village Deliberation.
4. If all participants or the majority of participants present at the Village Meeting agree on the temporary notes and short report, the temporary notes are changed to permanent notes and the short report is determined as the result of the Village Consultation.
5. Permanent notes and short reports are signed by the Village Deliberation leader, the Village Deliberation secretary, the Village Head, and one of the representatives of the Village Deliberation participants.
6. If the Village Deliberation decision has been reached, the Village Deliberation leadership officially closes the Village Deliberation event.

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

**APPENDIX VIII
SUKOHARJO REGENCY REGULATIONS
NUMBER 44 OF 2018
ABOUT
INSTRUCTIONS FOR IMPLEMENTING REGULATIONS
SUKOHARJO DISTRICT REGION
NUMBER 15 OF 2017 CONCERNING
VILLAGE DEVELOPMENT BOARD**

**FORM, SIZE AND CONTENTS OF LETTER HEAD AND FILLING COMMITTEE STAMP
MEMBERSHIP OF THE VILLAGE DEVELOPMENT BODY**

A. Letterhead Format

- 1. The Village Consultative Body Membership Filling Committee Letterhead is written at the top center of the letter paper in black letters.**
 - a. Writing on the first line in block letters: "CHARGING TEAM MEMBERSHIP OF THE VILLAGE CONSCIOUS BODY".**
 - b. Writing on the second line in block letters: "VILLAGE SUBDISTRICT"**
 - c. Writing on the third line in block letters: "DISTRICT SUKOHARJO".**
 - d. Write on the fourth line in small letters: "Secretariat: {written as the address of the Team Secretariat office} Tel Postal Code.".**
 - e. At the bottom of the letterhead after the words "Secretariat" is given thick line.**
 - f. Official documents use Arial font size 12 and for legal products use Bookman old style font size 12.**
- 2. All letters using the Village Consultative Body Membership Filling Committee Letterhead are signed by the Chair of the Village Consultative Body Membership Filling Committee on the left side and the Secretary on the right side.**
- 3. The complete form of the letterhead for the Village Consultative Body Membership Completion Committee and its signature is as follows:**

**COMMITTEE FOR FILLING MEMBERSHIP OF THE VILLAGE CONSULTATIONAL BODY
OF THE VILLAGE DISTRICT
SUKOHARJO DISTRICT**

Secretariat: (written Secretariat office address) Tel postal code

Number : ,

Attachment :

Regarding : _____

Dear.

.....
in -

XX
XX
XX
XX
XX
XX
XX

XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Chairman

(Team Stamp)

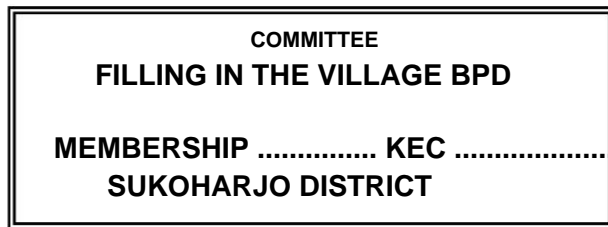
Secretary

.....

.....

B. Stamp format

1. The Village Consultative Body Membership Completion Committee Stamp is rectangular in shape with length and width: + 2.5 cm x 5.5 cm.
2. Content of the text: a. First line: "COMMITTEE" b. Second line: "FILLING IN MEMBERSHIP" c. Third line: "BPD" d. Fourth line: "VILLAGE KEC" e. Fifth line: "SUKOHARJO DISTRICT"
3. The ink used is purple.
4. Official manuscripts use Arial font size 12.
5. The form of the Village Official Appointment Team stamp is:



REGENT SUKOHARJO,

signed

WARDOYO WIJAYA