

Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity

Prime Minister's office  
No.102/PM

**Decree**  
*on the*  
**Organization and Administration of Village**

- Based on Articles 62, 63 and 64, Chapter VII on Local Administration, of the Constitution of the Lao People's Democratic Republic, adopted by the National Assembly on 14 August 1991.
- Pursuant to the study and proposal from the Department of Public Administration and Personnel Management.

**The Prime Minister issues the following decree:**

**Chapter I**  
**Position and Tasks of Villages**

**Article 1:** Villages are where the pluri-ethnic people lead their livelihood and include several social strata, differing occupations; constituting local administrative units established and operating as provided by the Constitution and state laws; implementing the policy guidelines and instructions from superior hierarchy.

**Article 2:** Any geographical area comprising over 20 households or a population of over 100 co-existing persons without differentiation of ethnic or religion may be organized as village.

Difficult, isolated and strategic areas with fewer inhabitants than as provided in paragraph 1 of Article 2, may be organized as villages if necessary, but shall not comprise less than 20 households. Any area comprising less than 20 households are placed under a neighbouring village.

**Article 3:** The organization and delineation of village limits are approved by the province governors on the basis of proposals made by the chiefs of districts to which jurisdiction the villages belong.

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**Chapter II**  
**Organizational Structure of**  
**Village Administrative Authorities**

**Article 4:** A village is headed by a village chief who is responsible for the administration, 1 or 2 deputy village chiefs to assist the chief depending on the village's size.

The village chief is directly elected by eligible voters among the village's population through open or secret ballot. Meetings for the election of the village chief of each village are chaired by a representative of the district chief who is directly appointed by the district chief. Then the results of the election are reported by the district chief to the province governor/ municipal mayor for approval.

**Article 5: Conditions and Criteria of Village Chiefs**

**Conditions:**

1. Lao nationality by birth, without differentiation of gender or ethnic and volunteering;
2. Between 21 years to 60 years of age;
3. No record of court penalty for incarceration;
4. Resident of the concerned village for at least 2 year;
5. Not employed as civil servant;
6. Good health.

**Criteria:**

1. Loyal and honest towards the Party and the State, implementing the superiors' instructions with responsibility;
2. Displaying correct attitude, receiving the confidence and friendship of the population;
3. Skilled in mobilizing, educating and grouping the village's internal solidarity, and in considering the people's views;
4. Literate in Lao language.

**Article 6: In addition to a chief and deputy chiefs, a village also includes the following committees to assist the village chief:**

1. Economic committee;
2. Defence-order committee;
3. Socio-cultural committee.

Each committee is headed by 3 persons, among which the village chief and his/her deputies, who are the chiefs of each of the above mentioned committees.

**Article 7:** A village is divided into units, one unit comprising 10-15 households. Each unit is headed by a unit chief and the person responsible for the unit's order (police) who are appointed by the village chief. In addition, the village also includes several legal organizations, such as party organization, mass organizations, vocational organizations and other association. These organizations operate in accordance with their tasks and regulations, but are subject to the village's management of rules and laws.

### **Chapter III Rights and Duties of Village Chiefs and their Assisting Committees**

**Article 8: Duties of the Village Chiefs**

1. Education, dissemination of policy guidelines among the village population and mobilization of the pluri-ethnic population's solidarity in the implementation of the regulations, laws and instructions from superior hierarchy; mobilization of the village's population to fully exercise their civil rights and obligations as provided in Chapter III of the Constitution and state laws, such as: military service, tax obligations and others;
2. Organization and leadership of village activities' implementation;
3. Management, maintenance and preservation of land, forests, streams, aquatic and wild life; protection of the environment, cultural sites, schools, hospital and other public assets located within the area of their villages;
4. Coordination with technical personnel and tax authorities for the collection of statistics, registration, land tax and other imposts within the village;
5. Formulation of village development plans; guiding the population to implement economic construction plans; development of the agro-forestry production, handicraft, infrastructure; use of sciences in production; progressive improvement of each household's living conditions;
6. Provision of facilities; coordination with activities of mass and social organizations; request of opinions from mass organizations for the joint and successful implementation of the villages' duties;
7. Education and mediation of differences among the population. In case of unsuccessful mediation or severe offence, the matter is reported to the authoritative officer of the State for settlement in accordance with the laws and regulations;
8. Monitoring, establishment and management of family registries; issuance of certificates of birth, death and marriage; registration of transaction and other legal

documents.

9. Report the results of village activities to the district chief on a regular basis and with responsibility before the supervising district chief.

**Article 9: Rights of village chiefs**

1. Designate the venue and convene meetings of administrative committees and chair such meetings;
2. Nomination of the village deputy chiefs and assisting committees for proposal to the village meeting for adoption, and to the district chief for approval;
3. Control the activities of and propose the removal of village deputy chiefs, assisting committees in case of offences and negligence towards their duties, before the district chief for approval;
4. Issuance of village regulations consistent with the laws and the fine national traditions for the common benefit of the villages;
5. Make use of all measures provided in laws, regulations and provisions of the State and the specific regulations of the village for the village's management in peace and orderliness;
6. The right to conduct activities within the 2 years of their term of office. If volunteering and approved by the superior hierarchy, the right to be re-elected;
7. Contact, coordinate with neighbouring villages and sectors at the district, provincial, municipal and central levels located within the village area in the conduct of activities for the village's common benefit;
8. Receive annual allowances form the state budget or compensation from the State under different forms;
9. Present the populations' complaints to the superior hierarchy;
10. Use the village stamp in official matters;
11. The village deputy chiefs have the duty to assist the village chief. In the absence or illness of the village chief, a village deputy chief will be assigned to act on his behalf. Eligible candidates to the position of village deputy chiefs must meet the same conditions and criteria as for the village chief.

**Article 11: The Village Committees as Mentioned in Article 6 have the following Duties**

**1. Economic committee**

- In charge of mobilizing and encouraging the agricultural and forestry activities: plantation of crops, fruit trees; forestation, preservation of forest, forest reserves and forests at the sources of streams;
- Manage and gather statistics on the results of production, business and other income of the village on a regular basis;
- In charge of monitoring and reporting storms, animal epidemics, natural disasters destroying crops and forests within the village area;
- Manage and gather statistics on different economic organizations, such as: shops, trade units, services, commercial production, etc;
- Organize the coordination with concerned state authorities for the collection of land taxes and other taxes within the village;
- Promote and organize vocational groups and protect their rights and interest.

**2. Defence-order committee**

- Organize the village orderliness and peace protecting unit;
- Assist the village chief in avoiding incidents which could occur within the village area and mediate in differences between villagers. Educate on the differentiation between good and bad. Alleviate internal disputes with the aim of increasing solidarity, concordance and mutual assistance within the village;
- Coordinate with all forces of the State located within the village area for the joint implementation of defence and order activities;
- Lead the village police as mentioned in Article 7 and village militia in their operations and duties as assigned;
- Organize guard cells and units in case of incidents, disasters and emergencies as instructed by the superior hierarchy;

**3. Socio-Cultural Committee**

- Recommend and encourage the population to join their efforts in common activities,

supply materials for the construction and maintenance of public utilities, such as: hospitals, schools, pagodas, roads, drains and others;

- Recommend the population to comply with the 3 principles of sanitation: clean livelihood, food and clothing; coordinate with health authorities for treatment and child immunization;
- Organize traditional festivities of the village and the locality; promote and preserve such fine traditions for the forthcoming generations;
- Manage social organizations in the village for activities in accordance with their regulations and effective provisions and laws;
- Implement policies of assistance to accident victims, poor individuals or families, lacking materials or labour, unable to provide for themselves, such as: elders, divorcees, widows, orphans, handicapped, etc.

#### **Chapter IV Work Methods and Village Meeting System**

**Article 12: The village implements work methods according to the principle of centralized democracy and the regime of sole leader**

- At the receipt of instructions and notices from superior hierarchy, the village chief calls a meeting of the village committee to which the village Party committee's representative is invited for consultation and adoption of implementation methods;
- Formulated plans are implemented, monitored and controlled, assessed and reported to the superior hierarchy on a regular basis;
- Contact and request instructions from central, provincial, municipal and district departments and units;
- Contact neighbouring villages for exchange of views and experience in the implementation of duties in view of ensuring mutual assistance in the effective preservation of order and implementation of laws.

**Article 13:** Meetings of the village administrative authorities include the village chief, deputy chiefs, members of the various committees, and chiefs of units mentioned in Articles 6 and 7. These meetings are convened at least once a month. If necessary, the village chief may convene extraordinary meetings. Such meetings will deliberate on the village's common issues; and provide views in assistance to the village chief for decision making.

- The village meetings which include the chiefs of each household and chaired by the

village chief, is convened once every 3 months for dissemination. If necessary, the village chief may convene extraordinary meetings.

## Chapter V

### Expiration of the Status of Village Chief and Election of new Village Chiefs

#### Article 14: The position of Village Chief and Chief of various Committees:

The position of village chief terminates in the following cases:

- Expiration of the term of office;
  - Death;
  - Authorized resignation;
  - Dissolution of the village under his administration;
  - Province governors, municipal mayor instruct their removal at the request of district chiefs after investigations have shown their insufficiencies and lack of capacity to perform their duties;
  - The village meeting approve their removal with 2/3 of votes;
  - Abandonment of duty for 3 months without assignment of works to their deputies.
- As the position of village chief is terminated for the above reasons, other positions occupied by the village chief will also be terminated.

#### Article 15: Election of new village chief

If the position of village chief is vacant as mentioned in Article 14, the district chief's representative must convene a village meeting for the election of a new village chief within 15 days at the latest. Pending the take over by the new village chief, the meeting will elect a temporary village chief until the new village chief's official take over ceremony. Except in case of vacancy of the position of village chief due to the expiration of the term of office, the outgoing village chief shall act temporarily until the new village chief is appointed.

#### Article 16: Village chief election procedures

- Before an election, the outgoing village chief and deputy chiefs must resign before the election meeting which is chaired by the district's representative;
- Based on requested opinions and unanimity of the village meeting, the district's representative will select 5 senior individuals in the meeting to form a presidium and select one young individual responding to the criteria as secretary for the organization and leadership in the election.

**Chapter VI**  
**Final provisions**

**Article 17:** Village chiefs possess their own stamps for official use.

**Article 18:** The Department of Public Administration, province governors, municipal mayor and district chiefs are entrusted to strictly implement this Decree.

**Article 19:** This Decree is effective from the day it is signed.

Vientiane, July 5, 1993  
Prime Minister of the Lao  
PDR

*[seal and signature]*

Khamtay Siphandone