

## **INTERNAL REGULATIONS**

### **RULES OF PROCEDURE OF THE EDUCATIONAL ESTABLISHMENT COUNCIL**

1 September 2016

No. 13

*Adopted in accordance with Part Four, Section 31 of the Education Law*

#### **I. General Provisions**

1. The Council of Exupery International School (hereinafter - the Council) is acting on the basis of the regulatory enactments of the Republic of Latvia, the By-law of the Exupery International School (hereinafter - the School) and the Present Rules of Procedure.
2. The School Council is established to ensure cooperation between the School, families, as well as local and central government institutions.
3. The School Council shall comply with the principles of co-operation, creative activity and ethics.
4. The School Council shall have advisory rights, it shall not be entitled to change or ignore the orders of the Director of the School.
5. The Director of the School is entitled to make decisions based on the proposals put forward by the School Council, which shall take effect on the date of issue of the respective order.
6. The School Council shall not be entitled to interfere with the work processes of the School without the approval of the Director of the School.

#### **II. The Objective of the Council**

7. To increase the role of parents or trustees (hereinafter - the Parents) in the education and upbringing of children at school by involving the Parents in the organisation of the education, upbringing and evaluation process, within the limits of their competence.
8. To promote the development of public opinion of the Parents.
9. To develop proposals for the development plan of the School and to promote the implementation thereof.
10. To submit proposals, review and approve amendments to the By-law and the Rules of Procedure of the School.

#### **III. Composition and Procedures for Election of the Council**

11. The Council consists of representatives delegated by the Parents, representatives delegated by the students and representatives delegated by educators and other personnel of the School:

- Representatives of parents shall constitute the majority of the Council.
  - Students shall nominate at least two representatives for the Council.
  - The pedagogical council of the School shall nominate at least one teacher.
  - Staff of the School may nominate their representatives for the Council. An employee of the School may not be nominated as a representative of Parents to the Council.
12. The Director and the representative of the founder of the educational establishment may be included in the Council.
  13. The Council shall be entitled to invite the representative of the parents from each class to make decisions on important issues.
  14. The chairman of the Council shall be elected for one study year from the representatives of parents during the first Council session of the study year by simple majority vote.
  15. The chairman of the Council:
    - Approves the agenda of Council sessions, chairs Council sessions;
    - Makes proposals for the development plan of the School;
    - Gives a review on the work of the Council at the General Parents' Meeting of the School;
    - Shall be entitled to request and receive information on the work of the School in the area of the education process and results thereof, as well as on the conditions of work organisation at the School from the director and the founder.
  16. The same representatives of parents, teachers and students may be elected to the Council repeatedly.

#### **IV. The Tasks of the Council**

17. To submit proposals for the development of the School.
18. To participate in the education process, discussion on the results thereof and to submit proposals for the improvement of education quality at the School.
19. To submit proposals on issues regarding the rights and duties of the staff and students of the School.
20. To submit proposals on work organisation of the institution, budget distribution and implementation of educational curricula to the Director of the School.
21. The Council is entitled to decide on individual study accessories indicated in Clause *k*, Paragraph 12.4, Section 1 of *Education Law* that should be provided by the Parents of the students. Such decision shall be binding on all Parents of the School.
22. The Council is entitled to decide on the compliance of methods and information, including the educational materials and equipment, with the provisions on ensuring the moral development of students, as well as the guidelines of moral education laid down in the Education Law.
23. To resolve organisational issues in the competence of the Council, including issues associated with the events organised by the School.
24. To promote the cooperation of the School with the public.

25. To provide information on the work and decisions made by the Council in accordance with the procedure provided for by the Rules of Procedure of the School Council.
26. The Council shall be entitled to establish Parent and student institutions and interest groups by involving the students of the School and their Parents.

#### **V. Work Organisation of the Council**

27. Council Session shall be held no less frequently than 2 times per year.
28. The information on the time and agenda of Council session shall be dispatched electronically at least 5 business days before the session.
29. In the event of emergency, sessions can be convened at 24-hours' notice by informing Council members over the phone.
30. Council sessions shall be open.
31. Council decisions shall be adopted by voting. Decisions may be adopted either by an open ballot or a secret ballot.
32. In the event of an equal split of votes, the chairman shall have the casting vote.
33. The decision of the Council shall be in effect, if at least one half of the Council members participate in the session.
34. If the Council lacks decision making capacity due to the absence of a quorum, a repeated Council session, which is entitled to adopt decisions irrespective of the number of council members, shall be convened within 3 days.
35. Minutes shall be taken during the sessions. The secretary of the School shall perform the duties of minute-taker. The minutes of School Council sessions shall be drawn up and stored in accordance with the requirements of regulatory enactments.
36. Council members shall be entitled to review Council session minutes.
37. The representatives of Parents shall regularly inform the parents of their class on the decisions of the Council and, if required, provide explanations during class parent meetings or by e-mail.

#### **VI. Final Provisions**

38. Amendments and supplements to the rules of procedure shall be discussed at a Council session and drawn up in writing as a supplement or amendment. Amendments to the By-law shall be approved at a Council session.
39. The rules of procedure shall be approved by the Director of the School.

APPROVED  
The Director  
of Exupery International School

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Veronika Skripáčova,  
1 September 2016