



European School Copenhagen

Rules of procedure for the board at European School Copenhagen

According to the bylaws of European School Copenhagen in §8, subsection 6, the following rules of procedure for the board of the European School Copenhagen are stipulated.

§ 1

The constituent meeting of the board

Subsection 1. As soon as possible after the new committee is elected, the school's director convenes a first meeting of the board for the European School Copenhagen.

Subsection 2. The board elects a chairperson and deputy chairperson.

Subsection 3. If a member cannot come to the first meeting, the members elected on a list of candidates can demand that the deputy is summoned to the meeting.

Subsection 4. The school's director chairs the meeting until the chairperson of the board has been elected.

Subsection 5. The chairperson and deputy chairperson are elected at a so-called binding vote among the external members, excluding members elected by parents. All members of the board have the right to vote for the chairperson.

At a binding vote, the candidate who receives a clear majority of the votes given is elected. If such a majority is not reached at the first voting, a new one is carried through.

If a candidate receives a clear majority or if only this candidate receives any votes, this person is elected. If the second voting does not settle the matter either, a binding voting between the two candidates with the most votes at the second voting is made. If these two receive the same number of votes, it is decided by drawing lots for which two candidates should be voted at the binding election. If votes for the candidates are again equal at the third election, a decision is made by drawing lots.

Subsection 6. The chairperson and deputy chairperson are elected for a four-year term.





European School Copenhagen

Subsection 7. If the chairperson is elected according to the abovementioned procedure, the deputy chairperson can be elected using this same procedure. If the chairperson is not elected until the third voting, the second in line becomes deputy chairperson.

Subsection 8. The school's director provides the secretariat at the Administration of Children and Youth (BUF) with the names of the chairperson and deputy chairperson elected.

Subsection 9. If the chairperson or the deputy chairperson steps down from their posts before the end of the term, the school's director convenes a new constituent meeting as soon as possible.

§ 2 Meetings of the board

Subsection 1. The board of the European School (hereafter the board) schedule regular meetings for the coming school term.

Subsection 2. The board holds about six meetings a year.

Subsection 3. The meetings are held behind closed doors. The school's director takes minutes at the meetings. The board can invite others to participate in the meetings when questions of particular interest to them are discussed.

Subsection 4. Additional meetings can be held by the board when the chairperson or three members so request and hand in items for the agenda no later than a fortnight prior to the meeting.

Subsection 5. The chairperson sees to it that the meeting is summoned to the board a fortnight in advance of the meetings. The meetings are held at the school premises.

Subsection 6. The agenda for regular meetings of the board with annexes are sent out no later than 1 week prior to the meeting. If a member requests an item for the agenda, information about the item should be given no later than 10 days prior to the meetings.

Subsection 7. In special cases, the chairperson can summon a meeting with shorter notice. When the meeting is summoned, the chairperson should – in so far it is possible – inform the members about the issues to be discussed at the meetings.



Subsection 8. The board appoints an executive committee consisting of the chairperson, the deputy chairperson, a member elected by the parents, and the school's director acting as secretary. In special cases, the executive committee can make decisions and make statements on behalf of the board. The decisions and statements of the executive committee are always presented to the entire board at the subsequent meeting.

Subsection 9. The board can appoint sub-committees with separate members and staff at the school. A sub-committee should work out terms of reference where the tasks and timeframe are outlined.

Subsection 10. The board is permitted to make decisions on a written basis, including e-mails, if necessary, between meetings.

§ 3

The board's sphere of competence

Issues of the board:

For approval by the board:

1. The setting of principles¹, values, and a mission statement for the school with due regard to the European profile of the school.
2. Approve the strategic focus points for the school.
3. Advise the director on the budget. The director is accountable to the Municipality of Copenhagen.
4. Submit candidates for management positions at the European School to the Municipality of Copenhagen (BUF) on recommendation by the school's director.
5. The school's rules.
6. The school's holiday plan.
7. Assessment of the teaching environment every three years.
8. Advise on assessment of well-being at the school.
9. Issues dealing with school buildings and construction.

¹ By principle is meant a line of thought that gives a sense of direction for the school. The principle should be expressed as clearly as possible so there can be no doubt of the intention. A good principle is short and to the point. A principle should not be written as an order. Too many vague expressions make it difficult to work out plans of action. The school principal should have the choice of several actual options when the principle is to be put into practice.

Source: *School and Parents (Skole- og Forældre)*



European School Copenhagen

The board will be informed about:

- New appointments
- Dismissals/personnel
- Recruitment and admission of pupils
- Scheduling meetings with contact parents
- School-home relations

§ 4

Making decisions and voting

Subsection 1. The board constitutes a quorum when at least half of the voting members are present. In case a member cannot attend, the chairperson should call in a deputy upon request from the member in question. However, this should take place no later than three days prior to the meeting.

Subsection 2. The members can only take part in the voting procedures of the board when they are present in person.

Subsection 3. Where no other procedure has been set, decisions are made using simple majority vote. In case of parity of votes, the vote of the chairperson is decisive.

§ 5

Minutes from the meetings

Subsection 1. The meetings are chaired by the chairperson who also sees to it that the decisions are recorded in the minutes.

Subsection 2. The minutes should include names of the persons attending. Minority opinions should be added to the minutes and attached to the statements of the school board, if so requested by the minority.

Subsection 3. The school's director sees to it that the decisions are implemented.

§ 6

Stepping down from the board

Subsection 1. If a member steps down from the board, the member is replaced by the elected deputy. The Municipality of Copenhagen's Administration for Children and Youth (BUF) receive an update.





European School Copenhagen

Subsection 2. If at the time a member steps down, no deputy representing the list in question is available, the mandate is transferred to the list of candidates or the like, which at the time of the election was closest to getting an extra seat.

Subsection 3. If no deputies are available at all, the executive committee shall see to it that a by-election is held as soon as possible.

§7

Coming into force of the rules of procedure

The rules of procedure were decided at the meeting of the board on 18 April 2024 and will come into force as of this date.

The rules of procedure can be amended by simple majority.

