

Rules of Procedure for School Board at the European School Copenhagen and Sankt Annæ Gymnasium (SAG)

According to the bylaws of Sankt Annæ Gymnasium with the inclusion of European School Copenhagen in § 5, the following rules of procedure for the European School at Sankt Annæ Gymnasium are stipulated.

§ 1

The first meeting of the School Board

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

Subsection 2. The school board elects a chairman and deputy chairman.

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 principal chairs the meeting until the chairman of the school board has been elected.

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

At a binding voting, 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 amount 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.

Section 6. The chairman and deputy chairman are elected for a four year term.

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

Section 8. The school principal provides the secretariat at the Municipality of Copenhagen for the Administration of Children and Youth (BUF) with the names of the chairman and deputy chairman elected.

Section 9. If the chairman or the deputy chairman steps down from their posts before the end of the term, the school principal convenes a new meeting as soon as possible.

§ 2

Meetings of the School Board

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

Section 2. The School Board has about six meetings a year.

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

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

Section 5. The chairman sees to it that the meeting is summoned to the School Board a fortnight in advance of the meetings, which are held at the school premises.

Section 6. The agenda for regular meetings of the School Board with enclosures 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.

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

Section 8. The School Board appoints an Executive Committee consisting of the chairman, the deputy chairman, a member elected by the parents, and the school principal acting as secretary. In special cases, the executive committee can make decisions and make statements on behalf of the School Board. The decisions and statements of the executive committee are always presented to the entire School Board at the subsequent meeting.

Section 9. The School 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.

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

§ 3

The School Board sphere of competence

Issues of the School Board:

For approval by the School Board:

1. The setting of principles, 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 Københavns Kommune.
4. Submit candidates for management positions at the European School to the City of Copenhagen (BUF) on recommendation by the school principal
5. The Executive Committee of the European School can take decisions on issues, which cannot be postponed till the coming meeting of the Board. The School Board is obliged to put issues from the Campus Board on the agenda if so requested.
6. School rules.
7. School holiday plan.
8. Assessment of the teaching environment every 3rd year. With information to the Campus Board.
9. Advise on assessment of well-being at the school.
10. Issues dealing with school buildings and construction. To be submitted to the Campus Board for approval.

The School Board will be informed about:

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

All final decisions and relevant information will be forwarded to the Campus Board.

ⁱ 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 intension. 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).

§ 4

Taking decisions and voting

Section 1. The School Board forms a quorum when at least half of the voting members are present. In case a member cannot attend, the chairman should call in a substitute upon request from the member in question. However, this should take place no later than three days prior to the meeting.

Section 2. The members can only take part in the voting procedures of the School Board when they are present in person.

Section 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 chairman is decisive.

§ 5

Minutes from the meetings

Section 1. The meetings are chaired by the chairman who also sees to it that the decisions taken are recorded in the minutes.

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

Section 3. The school principal sees to it that the decisions taken are implemented.

§ 6

Stepping down from the School Board

Section 1. If a member steps down from the school board, the member is replaced by the elected substitute. The Municipality of Copenhagen Administration for Children and Youth receives an update.

Section 2. If at the time a member steps down no substitute 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.

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

§9
Coming into force of the rules of procedure

The rules of procedure were decided at the meeting of the school board on _____,
and will come force as of this date.

The rules of procedure can be amended by simple majority
