

# Rules of Procedure

**These rules of procedure of the PC<sup>1</sup> of Optimist International School were adopted by the PC on 25 September 2019**

## **Article 1 Chairperson and Deputy Chairperson**

1. The PC elects a chairperson and a deputy chairperson from among its members.
2. The chairperson is responsible for opening, suspending, reopening, closing and leading the meetings of the PC.
3. The chairperson and, if he/she is unable to attend, the deputy chairperson shall represent the PC in and out of court.

## **Article 2 Secretary**

1. The PC elects a secretary from among its members.
2. The secretary is responsible for convening the PC, drawing up the agenda (in consultation with the chairperson), drawing up the minutes, carrying out the correspondence and managing the documents intended for the PC and originating from the PC, and maintaining an up-to-date website.

## **Article 3 Treasurer**

1. The PC chooses a treasurer from among its members (if desired).
2. The treasurer is responsible for the financial management of the PC; he/she draws up the budget each year and writes up the accounts for each year in the annual report.
3. As part of the budget, the treasurer shall draw up a proposal for the PC with regard to the distribution of resources made available to it, its committees and the separate delegations of staff and parents, by the school board.
4. The PC shall adopt the budget.

## **Article 4 Convening meetings and the agenda of the PC**

1. The PC meets at least six times a year for the performance of its duties and in situations specified in the Regulations of the PC.
2. The chairperson, in consultation with the members of the PC, determines the time and place of the meeting.
3. Except in cases of urgency, the meeting shall be held within 14 days of receipt of a request to that effect. The meeting shall be held at such a time that all members of the PC may reasonably be expected to be present.
4. The members and any advisers (and/or associate members) will be invited in writing by the secretary.
5. The secretary shall draw up an agenda for each meeting, in which the items specified by the chairperson and by the members shall be included.
6. Each member of the PC can have items placed on the agenda.
7. Except in urgent cases, the invitation and the agenda shall be sent at least 10 days before the meeting of the PC is to be held.

---

<sup>1</sup> 'PC' stands for the Participation Council or 'medezeggenschapsraad'

8. The secretary sends a copy of the agenda for the meeting of the PC to the school board and to the JPC<sup>2</sup>. The agenda will be available for inspection/presented in a generally accessible place within the school for the benefit of interested parties. Wherever possible, the secretary will use the school's usual digital means of communication or the website.

#### **Article 5 Experts and/or advisors**

1. The PC may decide to invite one or more experts/advisors to attend a meeting in order to discuss a particular subject.
2. The persons referred to in the first paragraph shall be provided with the agenda and documents for the meeting concerned in good time.
3. During the meeting members of the PC may seek information and advice from the persons referred to in the first paragraph.
4. An expert may also be invited to give written advice.

#### **Article 6 Committees**

The PC may set up committees to prepare the subjects to be dealt with by the PC.

#### **Article 7 Quorum and decision-making**

1. Unless these rules provide otherwise, the PC decides by a majority of votes in a meeting at which at least half plus one of the total number of members is present.
2. If the required number of members is not present at a meeting, a new meeting shall be convened in the manner prescribed in Article 4, on the understanding that only two days are needed between the dispatch of the notice and the date of the meeting. This subsequent meeting may be held and is entitled to take decisions regardless of the number of members who have attended.
3. General matters shall be voted on orally. Votes on persons shall be in writing. The PC may decide to deviate from this rule.
4. Blank votes are deemed not to have been cast and do not count towards the determination of the majority. Voting by proxy is not possible.
5. If, in a first ballot, a simple majority is not obtained in a vote on persons, a second ballot shall be held between those who received the most votes in the first ballot. In this second ballot, the person who receives the most votes is chosen. In the event of a tie, lots shall be drawn.
6. In the event of a tied vote on a decision to be taken by the PC that does not relate to persons, this matter will be raised again at the next meeting of the PC. If the votes are tied again, expert advice will be sourced for mediation of a decision.

#### **Article 8 Minutes**

1. The secretary draws up minutes for each meeting of the PC, which are adopted by the PC at the next meeting or prior to the next meeting.
2. The minutes are drawn up on a rotating basis, in accordance with the schedule. The draft minutes will be mailed to members within 1 week of the meeting. The members of the PC will respond within 3 days of receipt of the draft minutes after which the minutes will be forwarded to the school board. The school board will have 3 days to review the minutes, after which they will be published on the website.

#### **Article 9 Communication and information**

1. The secretary produces an annual report on the activities of the PC every year in October. This report shall be subject to the approval of the PC.
2. The secretary promotes communication with all interested parties, in part at least by ensuring that approved minutes of meetings and the annual report are

---

<sup>2</sup> Joint Participation Council or 'gemeenschappelijke medezeggenschapsraad'

distributed (in writing and/or digitally) as soon as possible to the PC, school management, secretaries of district councils and the secretary of the JPC. The annual report shall also be available digitally and/or in writing at a publicly accessible place for inspection by all interested parties.

Interested parties will include, but not be limited to, parents, teachers, OBS PC, JPC, SOPOH and parents of prospective learners.

3. The PC will engage with its constituency in the following manner:
  - a. Publication of the agenda and minutes on the website
  - b. Publication of other information via the newsletter and the website.
4. The secretary will ensure that the following steps are taken when new members are introduced:
  - a. Inform the new member about study/course materials available to all members of the PC.
  - b. Provide the new member with the introduction pack including the Articles of Association of SOPOH, the Regulations for the Participation Council of OBS de Optimist and the Rules of Procedure for the PC.
  - c. Draw the attention of the new member to the Act and regulations with regard to the role and duties of members of participation councils.
  - d. Provide the member with a copy of the annual school plan for OBS de Optimist.

#### **Article 10 Term of Office**

1. The term of office of the members of the participation council is three years. One year covers the period from 1 August to 31 July of the following year.
2. A member of the participation council who resigns after his or her term of office may be re-elected immediately. Re-election of a member who has held a particular function on the participation council does not automatically mean that he/she will resume the same function.
3. Contrary to the provisions of the second paragraph, disqualified members includes those who have been members of the participation council for a continuous period of six years, on the understanding that they will be eligible once again if at least a period of three years has elapsed since they stepped down.
4. A member who has been appointed or elected to fill an interim vacancy shall resign at the time when the person in whose place he/she has been appointed or elected should have resigned.
5. Apart from periodic resignation, membership of the participation council is ended:
  - by death;
  - by notice of termination from the member;
  - as soon as a member no longer forms part of the delegation from which and by virtue of which he/she has been elected.

#### **Article 11 Unforeseen circumstances**

In cases not provided for in these rules of procedure, the PC decides on the proposal of the chairperson, with due observance of the regulations of the PC.

#### **Article 12 - Definition and adoption of the rules of procedure**

1. The PC is authorised at all times to amend and redefine the rules of procedure.
2. The secretary shall ensure that the school board is informed of any changes after these have been adopted by the PC.

#### **Article 13 Provisions for the benefit of the separate delegations of the PC.**

These provisions can be further specified if required. Among other things, special arrangements can be put in place with regard to votes on matters where one delegation should have a right of consent. For example in cases where, as a result of these rules, an intended decision by the school board requires the consent of either the staff members or

the parent members then that delegation of members shall decide by a majority of votes at a meeting at which at least half plus one of the members of that delegation of the PC are present.

