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Rules of procedure of the Parents' Council of Schule Schloss Salem

§ 1 Tasks of the Parents' Council

1. The Parents' Council is the elected representative of the parents of pupils at Schule Schloss Salem. It advises the school's committees constructively on key issues from the parents' perspective and safeguards the interests of both sides. Externally, it is always loyal to Schule Schloss Salem and its supporting organisations. The Parents' Council is a forum for information and discussion about the school and boarding school. It can make suggestions and proposals from parents regarding the structure and organisation of the school and, at the express request of the parents concerned, submit them to the relevant committees at hearings and discuss them with them.
2. The Parents' Council organises its work in accordance with the provisions of § 9 in committees which, in addition to school-specific topics (Salem, Spetzgart, Härten), address current school-wide topics and can be formed and dissolved by the Parents' Council as required.
3. The Board of Directors is exclusively responsible for representing the Parents' Council internally and externally.
4. The members of the Parents' Council are obliged not to act on behalf of the Parents' Council without prior consultation with the Executive Board.

§ 2 Composition of the Parents' Council

The Parents' Council should consist of 13 members. These are elected uniformly across all sections of the school. As far as possible, the composition of the Parents' Council should adequately represent grades 5 - 12, as well as the English-language IB system and the German-language Abitur branch, but at least one member from each. It is clarified that the Parents' Council as such also exists if there are fewer than 13 members.



§ 3 Elections

1. The Parents' Council is elected uniformly for the term of office in accordance with § 5. The target number of 13 members is to be aimed for. The 13 candidates who receive the most votes in absolute terms are elected in the order of the votes they receive. If more candidates stand for election, up to 4 substitute members are to be elected in addition to the 13 regular members. These are the candidates who receive the next most votes in absolute terms after the 13 regular candidates. The substitute members automatically take the place of a member who resigns for whatever reason for the remaining term of office in the order of the votes they receive.
2. Elections must be scheduled in good time to ensure a smooth transition of office from the old to the new Parents' Council, but no later than six months before the end of the term of office of the current Parents' Council. If, despite replacement members, there are no longer at least 10 Parents' Council members in office, by-elections must be held immediately for the remaining ordinary term of office in accordance with § 5 in order to return to the regular strength in accordance with § 2 if possible.
3. Parents or legal guardians of pupils who have been pupils at one of the sub-schools of Schule Schloss Salem for at least two terms at the time of taking up office are eligible for election. In order to avoid conflicts of interest, employees of Schule Schloss Salem and members of the Supervisory Board of Schule Schloss Salem Betriebsgesellschaft mbH (hereinafter referred to as the school) and their respective relatives are not eligible for election. In consultation with the school management, candidates should be given an appropriate opportunity to introduce themselves personally to the parents in a suitable setting. This opportunity may be granted in particular in the context of school assemblies or on the occasion of the annual Christmas dinner.
4. Parents and legal guardians whose children are pupils at Schule Schloss Salem are entitled to vote. Each parent, including that of an adult pupil, has one vote for each child. If custody lies with only one parent or another individual person, he/she has two votes per child. Cumulation of votes for one candidate is possible.
5. The election committee formed by the Parents' Council for each election shall announce the list of candidates to the parents, state the number of Parents' Council members to be elected and announce the election procedures. Each person entitled to vote within the meaning of paragraph 4 shall receive a ballot paper for each child. The election is a postal vote, unless the election committee authorises another form of voting that preserves anonymity.
6. The results of the elections to the Parents' Council are announced in writing to the parents, the school's management and the school's supervisory board.



7. If necessary, the Parents' Council can regulate further details of the election procedure in election regulations to be adopted by it.

§ 4 Executive Board

1. The Parents' Council elects a chairperson and his/her deputy (together the "Executive Board") as the Executive Board based on proposals from the members, in each case by secret ballot with a simple majority of the members present for the term of office of the Parents' Council in accordance with § 5. During the election, the Parents' Council members may be represented by another Parents' Council member with written authorisation. Re-election is possible.
2. A position on the Board ends when a member leaves the Parents' Council.
3. Board members may be voted out of office by secret ballot with a two-thirds majority of the members present or validly represented within the meaning of paragraph 1 when the vote is taken, if the vote out of office was requested by a member of the Parents' Council and provided for in writing as an agenda item in the invitation to the meeting in question.

§ 5 Term of office

1. The regular term of office of the Parents' Council is three years. It begins with the constituent meeting of the newly elected Parents' Council, at which the board is elected and accepts the election. The regular term of office of the Parents' Council ends with the constituent meeting of the following Parents' Council. If the latter has not taken place within three years of the constitution of the Parents' Council, the term of office of the current Parents' Council is extended accordingly until the constitution of a new Parents' Council. Subject to the following provisions, the members of the Parents' Council are in office for the term of office of the Parents' Council.
2. Irrespective of paragraph 1, the office of a member of the Parents' Council shall expire if none of their children are still pupils at one of the sub-schools of Schule Schloss Salem.

§ 6 Meetings

1. Meetings of the Parents' Council shall take place in accordance with an annual schedule to be agreed by the Executive Board, but at least once per school term and preferably on the arrival or departure days of the respective terms. A meeting of the Parents' Council must also be scheduled if this is requested by the school's supervisory board, the school's management or at least four members of the Parents' Council, or if the Executive Board deems it necessary.



deemed necessary. The reasons why the Parents' Council should be convened must be stated.

2. The Executive Board shall issue written invitations to meetings, stating the time and place of the respective meeting and the agenda, with at least 14 calendar days' notice. An invitation by email is permissible in any case.
3. The meetings of the Parents' Council are not public. Their contents are to be treated confidentially and may only be made accessible or disclosed to third parties in consultation with the Board. The Parents' Council may request advisory information from the school. The Board of Directors may invite the school's management, the members of the extended management body (level leaders) and the Chairman of the Supervisory Board of the school to the meetings of the Parents' Council.
4. Student representatives can also be invited by the board with the consent of the school management.

§ 7 Resolutions and quorum

1. Unless otherwise stipulated in these rules of procedure, the Parents' Council passes resolutions with a simple majority of its members present or represented within the meaning of § 4 (1) at the time the resolution is passed. The Parents' Council is quorate if at least four members and the chairperson or his/her deputy are present or represented by written authorisation.
2. Resolutions of the Parents' Council are regularly passed in meetings. If all members of the Parents' Council agree to a resolution being passed in another form, resolutions may, in deviation from sentence 1, also be passed without observing the deadline and formal requirements for the invitation and in any other form, in particular by way of a vote by circulation, by email or by telephone. In the event of a resolution being passed outside a meeting within the meaning of the previous sentence, the votes cast in each case shall be deemed to have been cast vis-à-vis the Executive Board.
3. In the case of resolutions, abstentions are considered "not cast". They are therefore not counted when determining the result of the vote in accordance with the above provisions, neither as a rejection nor as an approval.

§ 8 Protocol

Minutes with an attendance list must be taken of the meetings and resolutions of the Parents' Council. The minutes are not public. The Parents' Council shall decide internally on the other modalities of the minutes and their content.



A summary of the work of the Parents' Council should also be published at regular intervals, for example on the school's intranet with access authorisation for the pupils' parents.

§ 9 Committees

The Parents' Council can form committees from among its members to deal with specific topics. The work of the committees should serve the efficient processing of thematic focal points of the Parents' Council's activities. The committees can appoint a spokesperson from among their members, who reports the results of the committee work internally to the Board. § Section 1 (3) remains unaffected. The list of active committees and their members must be revised and decided upon at the constituent meeting of a newly elected Parents' Council, otherwise when the need for a change arises.

§ 10 Graded schools

In addition to the committees in accordance with § 9, the Parents' Council appoints at least one contact person for Salem Castle, Spetzgart Castle and Härten Campus. Contact persons from the Parents' Council must each have at least one child in the respective sub-school.

§ 11 Confidentiality

The members of the Parents' Council must maintain confidentiality towards third parties with regard to confidential information and reports of the school that become known in the course of their activities. This obligation also applies after the end of their term of office. The members of the Parents' Council shall not disclose any information to the press unless they have been explicitly invited and requested to do so by the management of the school and the Board of the Parents' Council."

§ 12 Entry into force/amendments

These rules of procedure enter into force on 1 April 2018 and replace the rules of procedure dated 7 October 2014. It is clarified that they also apply to the Parents' Council in office at the time of entry into force. Amendments to the rules of procedure require the approval of the school management.

Salem, 1 April 2018

The Parents' Council