

RULES OF PROCEDURE OF THE TEACHERS' COUNCIL

Deutsche Europäische Schule Manila | *German European School Manila*

The Rules of Procedure of the Teachers' Council were unanimously adopted at the Pedagogical Conference on November 11, 1996, and passed on December 10, 1996 via unanimous decision of the Board of the German School Association in Manila.

1. Status and tasks of the teachers' council

1.1 Purpose

1.2 Representing the interests of teachers

1.3 Legal status

1.4 Personnel matters

1.5 Relationship with the Headmaster

1.6 Relationship with the Board

1.7 Representation in case of absence

1.8 Participation in board meetings

1.9 Short-term meetings

2. Election order

2.1 General provisions

2.2 Invitation to the election

2.3 Size of the teacher's council

2.4 Electoral and voting rights

2.5 Electoral procedure

2.6 Voting by secret ballot

2.7 Election result

2.8 Electoral documents

2.9 Objection to the election

2.10 Election date

2.11 By-election in the event of premature departure of a teacher council member

2.12 Resignation of the teacher advisory board

1. Status and Tasks of the teacher's council

1.1 Purpose

The Teachers' Council strives to maintain mutual understanding and agreement at the school between the teaching staff, the school management and the Board.

1.2 Representing the interests of teachers

The Teachers' Council represents the entire staff as well as individual teachers and the groups of teachers working at the school: the German officials sent from Germany (ADLK) and the locally recruited local staff (OLK). The educators of the kindergarten affiliated to the DSM choose their own representation. The representatives of the teachers appoint a chairman from their midst. In the case of conflicting interests between individual teacher groups and the school head or school board, the chairman of the teacher advisory board is the contact person and mediator for the parties. Individual colleagues may request mediation by a member of the teacher advisory board in case of conflict. At the request of the teacher, this mediator may then be present during conversations between the teacher and the head of school, or the member of the Board.

1.3 Legal status

In questions concerning the legal status of teachers as a whole or on a case-by-case basis, the teachers' council should be heard. This applies in particular to changes in employment contracts or differences in the interpretation of contract terms.

1.4 Personnel matters

The participation of the teacher advisory board in personnel matters of individual teachers or teacher groups is regulated according to the principle of consultation. In particular, the Advisory Board should be given the opportunity to comment on:

- early termination of a contract of employment or service,
- non-renewal of employment contracts,

Members of the Teaching Council are allowed access to personal records if the teacher in question gives their consent.

1.5 Relationship with the Headmaster

The Advisory Council regularly meets with the Headmaster to meet and has the right to be heard at short notice.

1.6 Relationship with the Board

After informing the head teacher, the chairman of the teachers' council and his deputy have the right to be heard by the chairman of the school board or his representative. The headmaster should be present at these talks.

1.7 Representation in case of absence

If the chairman or his deputy is prevented from assisting, the rights under 1.6. can be taken over by proxies.

1.8 Participation in Board Meetings

The School Board Board should consult the Teaching Council at its meetings or on individual agenda items in an advisory capacity. The meetings may be held by the Chair of the Teachers' Advisory Council or his substitute. If the two are prevented, another representative may be appointed by mutual agreement.

1.9 Short-term meetings

Meetings to discuss specific problems of a specific group of teachers (e.g. local staff) may be convened by the Chairman of the Teachers' Council at any time, including short-term.

2. Election Order

2.1 General provisions

- The elections to the teachers' council take place annually at the beginning of the school year
- Re-election is permitted.
- Nobody is bound by instructions in the election.
- All teacher groups should be represented in the teachers' council.

2.2 Invitation to vote

- The chairperson invites the members of the teachers' conference to vote for the teachers' advisory board. If such is not available, the headmaster invites to the choice of the teacher advisory board.
- The loading period should be at least 7 days.

2.3 Size of the teacher advisory board

The size of the teacher advisory board depends on the number of eligible voters:

up to 10: one speaker (and possibly one proxy)

11 - 20: two members

21 - 30: three members

31 - 40: four members

over 40: five members

2.4 Voting and voting rights

- The members of the entire DSM teaching staff are entitled to vote.
- Every voter has one vote.
- The headmaster and his permanent representative can vote in the election to the advisory board, but can not be elected.
- Absent persons may also be selected if they have previously declared their acceptance of a candidature to the chairman or to a member of the staff quorum with voting rights.
- The Chair of the Teachers' Advisory Council and its representative are elected from among the members of the Teachers' Advisory Council. You must have been a member of the college for at least one year.

2.5 Electoral procedure

- The election to the teachers' council is secret.
- Election proposals must be submitted by members entitled to vote for the elections.

2.6 Voting by secret ballot

- Only ballot papers may be used for each secret ballot.
- Votes are cast in such a way that the names of the candidates are ticked off or otherwise indicated without doubt.
- On a ballot, at most as many names may be ticked as there are people to choose. Otherwise, the ballot is invalid.

2.7. Election results

- Selects who has received the most valid votes. If, as a result of a tie, it is not clear who has been elected, a runoff election will take place. If there is a new tie, the lot decides.
- The election result is to be announced immediately after each ballot.
- The elected representatives have to declare if they accept the election. If an elected person does not accept the election, a new ballot will take place.

2.8 Electoral documents

- The voting procedure and the determination of the election result and its announcement must be recorded in minutes.
- The ballot papers are to be kept until the expiry of the opposition period, the minutes until the new election of the teachers' advisory board in the next school year.

2.9 Objection to the election

Every eligible voter may submit a written objection to the election within two weeks of the announcement of the election result, stating the reasons. The total teacher conference decides on the objection. The objection can only be based on the fact that

- a) the choice of the elected party is not given,
- b) in the preparation of the election or in the election act irregularities have occurred which could have been decisive for the election result in the individual case. If the total teacher conference approves the appeal, a new election must be ordered. The election must be repeated immediately.

2.10 Election date

- The elections must be at the earliest 4 weeks, at the latest 6 weeks after the beginning of the lesson. - The first choice is excluded from this rule.

2.11 By-election in case of premature departure of a teacher council member

If a teacher advisory board member leaves before the end of the school year, a successor must be elected within two weeks.

2.12 Resignation of the teacher advisory board

If the teachers' council resigns during the current school year, a new election must be held within two weeks.