Information to parents
Election of the LFA School Council 2016-2017

The LFA School Council is made up according to the table below, in reference to the circular n°1894 of 6 July 2012 of the AEFE. It specifies the organisation and the functioning of the different committees of French schools abroad relevant to the AEFE.

Members sitting on the LFA School Council entitled to vote

<table>
<thead>
<tr>
<th>Administrative representatives 5 seats</th>
<th>Personnel representatives 5 seats</th>
<th>Parent/Student representatives 5 seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Cooperation and Cultural Action Adviser or his representative</td>
<td>4 representatives of teaching staff</td>
<td>3 representatives of parents</td>
</tr>
<tr>
<td>School Principal : President</td>
<td>1 representative from the social and administrative team</td>
<td>2 students</td>
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<tr>
<td>Financial and Administrative Director</td>
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<tr>
<td>Chief Education Adviser</td>
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<tr>
<td>Director of the Primary School</td>
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Members sitting on the LFA School Council in an advisory capacity
- French Consul or his representative
- Consular adviser
- Two representatives from the management board

Functioning of the LFA School Council

The LFA School Council meets once every school term.

The School Principal fixes the dates and times of the meetings, sends out the invitations at least ten days in advance, this deadline can be reduced to three days in the event of an emergency.

The number of members entitled to vote must be equal to at least 7 in order for the committee to be able to meet. If the quorum is not reached, the committee meets a new time between the 8th and the 15th day following and can sit regardless of the number of members present. In the event of an emergency, this deadline can be reduced to three days.

The minutes, prepared under the responsibility of the School Principal, are sent to the Ambassador, to the members of the school board, the management body and the AEFE.

The secret ballot is a right should a member of the committee request it. The members of the committee are bound to an obligation of discretion.
Duties of the LFA School Council

The LFA School Council is responsible for all teaching and educational issues of the school. It cannot replace the functions of the Agency management or the management body of the school.

The budget and the financial account of the school are presented to the school board. The LFA School Council can, if it so wishes or if the school Principal requests it, submit its view on all questions concerning school life.

It adopts:
- the school strategic plan, proposed by the Primary School Council and by the LFA School Council;
- school rules and regulations after consultation with the Primary School Council and the LFA School Council;
- the school schedules and the school year calendar;
- the annual educational and guidance plan;
- the training plan, proposed by the continuous training unit.

It provides advice on:
- proposals concerning the school’s employment profile of personnel;
- proposals concerning the development of educational structure and the composition of classes;
- projects concerning educational initiatives;
- the programme of association and club activities taking place in the school whilst taking into account temporary authorisations of occupation of premises;
- questions concerning the reception and information given to parents, general conditions of their participation in school life;
- the scheduling and financing of school trips;
- the organisation of school life;
- the welcoming and caring of handicapped students.

Elections of parents

The parent representatives are elected on the basis of the proportional representation system according to the highest number of votes obtained by the lists.

Each parent, who possesses parental authority, is an elector and is eligible to vote. Each parent has only one voice no matter how many children he has registered in the school.

The number of candidates on the lists are (at the very most) equal to the double amount of seats available. The lists may not be complete, but they must consist of at least 2 candidate names.

For the LFA (please see table of sitting members entitled to vote), the parent representatives have 3 seats. The list of candidates must therefore consist of a maximum of 6 candidate names and it is MANDATORY that they be representatives of the Primary and Secondary schools.
CALENDAR

Information meeting: 18 September 2016

Candidate application: The candidate lists (see attached document) which include the signature of each candidate, must be sent by e-mail to the Principal at the very latest by Monday 3 October 2016 (secrétaire@efa.edu.jo)

Attention: NO INDIVIDUAL CANDIDATE PERMITTED

Date of the elections: 13 October 2016
Le polling station will be open from 7:50am to 2pm at the LFA primary school (Deir Ghbar). The postal votes will be received from 9 October from 8:00am to 2:00pm by the secretaries of the LFA primary and secondary school.

The voting material should be collected from the secretary’s office either at the primary or secondary school from 6 October 2016.

Attention: NO VOTING MATERIAL WILL BE DISTRIBUTED TO THE STUDENTS (unless specifically requested by parents)
All voting material should be collected from the secretary’s office.
List of PARENT REPRESENTATIVE Candidates
Elections of the LFA School Council – School Year 2016-17

According to the circular n°1894 of 6 July 2012 of the AEFE, the parent representatives of the LFA School Council are elected on the basis of the proportional representation system according to the highest number of votes obtained by the lists.

The ordered list of candidates consists of a maximum number of candidates equal to the double amount of seats available. The lists may not be complete, but must consist of at least 2 candidate names.

It is mandatory that the list of candidates includes the signature of each candidate and be received by the Principal by 3 October at the very latest (secretaire@efa.edu.jo) Each list may be accompanied by a profession of faith. The order of names on the list determines the order of the elected representatives.

List N° _______ Name of the list:
________________________________________

<table>
<thead>
<tr>
<th>N°</th>
<th>Family Name / First Name</th>
<th>Children (Family Name/First Name/Class)</th>
<th>Signature</th>
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<tbody>
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<td>1</td>
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