

RULES OF PROCEDURE OF THE GERMAN SCHOOL SOCIETY Washington, D.C.

Translation from German

Part I: Voting Procedures During a Membership Meeting.

§ 1

Any member of the Society as defined in §§ 3 and 5 of the Bylaws is entitled to vote.

§ 2

Every voting member has one vote. Families and marriage-like unions shall be deemed to be one member.

§ 3

Members who do not attend the Membership Meeting may not be represented by proxy.

Either parent may represent the other during a vote.

The vote of a legal entity shall be cast by a duly authorized representative of such legal entity who is present at the Membership Meeting and is sufficiently proficient in the German language.

§ 4

(1) Except to the extent the Rules of Procedure specify otherwise, the Chair of the Board of Directors shall determine the type and sequence of votes and shall direct the voting.

(2) If necessary, ballot cards shall be distributed to voting members present at the Membership Meeting.

§ 5

Prior to the voting, the Chair of the Board of Directors or his/her Deputy shall determine the number of eligible voting members present.

§ 6

(1) The right to vote may be exercised orally or in writing. Any proposed resolution shall be worded in such a way that a yes or no vote is possible.

(2) Oral voting shall be either by

a) a show of hands,

b) getting up from one's seat, or

c) ascertaining that there are no objections.

(3) Except to the extent the Rules of Procedure specify otherwise, written votes shall be conducted using ballot cards that contain the text of the question or resolution to be voted on.

§ 7

Immediately after the vote, the number of votes submitted, the total number of valid votes cast, and of yes- and no – votes, shall be determined and reported to the assembled members. This shall not apply to votes conducted by ascertaining that there are no objections.

Part II: Rules of Procedure for the Election of the Board of Directors.

§ 8

The Membership Meeting shall elect the Board of Directors of the School Society, except for those cases where new Board Members are co-opted by the Board in accordance with § 16 (2) of the Bylaws to replace Board Members who have resigned before their term expired.

Except to the extent otherwise provided, a Membership Meeting for the purpose of electing the Board of Directors shall be convened in writing by the Chair of the Society or his/her Deputy.

There shall be a period of no less than five weeks between the invitation and the date of the Membership Meeting. The invitation shall include a copy of the Rules of Procedure for the Election of Board members.

§ 9

The Board of Directors shall generally be composed of nine persons, but in no event fewer than six persons, who shall be elected in accordance with the following procedures.

§ 10

(1) A Nominating Committee composed of five members shall nominate candidates for election. No later than six weeks prior to the elections, three members of the Nominating Committee shall be appointed by the Parents' Association [*Schulelternbeirat*], and two persons shall be appointed by the Board of Directors of the School Society.

(2) The Nominating Committee shall elect its own Chair and generally adopt rules of procedure for its work.

(3) The Nominating Committee shall attempt to find a sufficient number of candidates for the Board elections. It shall nominate all those interested in becoming candidates who come to its attention in the course of its work.

(4) The Nominating Committee shall submit its proposed candidates for the Board elections in writing to the Election Committee no later than three weeks prior to such elections. The members of the Nominating Committee and their families are not eligible to run for Board election.

(5) The Nominating Committee's mandate shall end when it has transmitted the slate of candidates to the Election Committee.

§ 11

After the Nominating Committee's term has ended, any member of the School Society shall be entitled to submit a nomination proposal to the Election Committee. Such a proposal by a Society member shall be supported by at least 20 signatures of voting members. Such proposals shall be submitted to the Election Committee at least one week prior to the date of the election.

§ 12

(1) The election shall be directed by an Election Committee composed of three members of the Society, which shall be elected by the Parents' Association at least six weeks prior to the date of the election. Membership in the Election Committee shall preclude a member and his/her family members from becoming a candidate.

(2) The Parents' Association shall inform the membership of the School Society in writing without undue delay of the composition of the Nominating Committee and the Election Committee.

(3) The Election Committee shall elect a Chair and a deputy Chair. It generally adopts rules of procedure for its work.

(4) The Election Committee shall ensure that the elections are prepared in accordance with the rules of procedure. It shall decide all matters relating to the conduct of the election.

(5) Immediately upon receipt of the proposals in accordance with §§ 10 and 11 of these Rules of Procedure, the Election Committee shall review the eligibility of the proposed candidates and shall distribute their candidate statements to all members without undue delay.

(6) The Election Committee shall ascertain that only voting members participate in the election. It shall decide on all matters relating to the conduct of the election.

(7) The Election Committee's term shall expire at the end of the third week after the election results have been made public.

§ 13

The Election Committee shall provide the candidates an opportunity to introduce themselves in writing or orally, or in both forms, at the Membership Meeting.

§ 14

(1) The members shall vote on ballots, which they received together with their voting card, by making an X in the appropriate boxes provided next to candidates' names. No write-ins or strikethroughs of candidate names on the ballot shall be permitted.

(2) Each Society member may give one vote each, to as many candidates as there are seats to be filled on the Board of Directors.

(3) Ballots not in conformity with the provisions of § 14, paras. 1 and 2 shall be deemed invalid. Any ballots that are not filled out or are not turned in shall be deemed to be abstentions.

§ 15

After casting their votes, School Society members shall return their ballots to the Election Committee, which shall count the votes.

§ 16

Those candidates shall be elected who received the highest and successively next highest number of valid votes cast until all positions up for election have been filled. If multiple candidates received the same number of votes a decision shall be reached by drawing lots, if necessary.

§ 17

After having completed the vote count, the Election Committee shall report to the Membership Meeting the total number of votes cast, the number of valid votes, of abstentions, of invalid votes, and the names of those candidates who were elected and how many votes they received, and shall determine whether the candidates accept their election and, in the event §

14 par. 1 of the School Society Bylaws applies to them, whether they relinquish their position as parents' representative.

§ 18

(1) Every voting member shall have the right to contest the validity of an election to the Board of Directors.

(2) A challenge must be filed with the Election Committee within three days after the election results were made public. A challenge must be made in writing and must explain conclusively what irregularities are alleged to have caused the election to be invalid. Any existing evidence must be included with the challenge.

§ 19

(1) The Election Committee shall reject a challenge if it is not filed in the proper form or in a timely manner. A rejection shall also occur in cases where a challenge is clearly inconclusive.

(2) In all other cases the Election Committee shall submit the challenge to the Election Review Committee for its decision.

(3) The Election Committee shall decide to reject the challenge or submit it to the Election Review Committee by a majority vote of its members. In case of a tie, the vote of the Chair or of his/her deputy shall break the tie.

(4) The decision shall be made within seven days after receipt of a challenge.

§ 20

(1) The Election Review Committee shall be convened by the Chair of the Board or his/her Deputy immediately after the election.

It shall be composed of:

a) the Chair of the Election Committee

b) a member of the previous Board of Directors who was not reelected

c) the Chair of the Parents' Association

d) the Ambassador of the Federal Republic of Germany in Washington.

(2) If there is a challenge to the election by the Election Committee, the Election Review Committee shall make a decision without undue delay but no later than three days after receipt of the submission. § 19 para. 3 of these Rules of Procedure shall apply, provided that a challenge shall be deemed to have been rejected if the committee vote is a tie.

No further remedies shall be possible against a decision of the Election Review Committee.

(3) The term of the Election Review Committee shall expire at the end of the third week after the election results were made public.

§ 21

(1) The election documents shall be stored in the school's safe until the period for filing a challenge has ended. If a challenge to the election is submitted to the Election Review Committee the election documents shall be appended to the submitted file.

(2) If a proceeding challenging the validity of an election is submitted to the Election Review Committee, the challenging party shall have the right to inspect the election documents in the presence of two members of the Election Review Committee.

(3) After the term of the Election Committee has ended and/or after a challenge has been decided by the Election Review Committee, the election documents shall be destroyed by the Election Committee Chair in the presence of one member of the Election Review Committee.

§ 22

(1) Beginning of a Time Period

If the beginning of a time period is determined by an event or a point in time occurring in the course of a day, the time period shall begin the following day.

(2) Ending of a Time Period

a) A time period that consists of a specified number of days shall expire at the end of the day on the last day of that time period.

b) If § 22 par. 1 is applicable, a time period defined in weeks, months, or in a period covering several months - a year, a half year, or a quarter year - shall end at the end of the day of the last week or last month of the applicable time period.

(3) Sundays and Holidays; Saturdays:

If a declaration of intention is to be made, or an action is to take place, on a specific day or within a period of time, and if such specific day or the last day of such period is a Sunday, a nationally recognized general holiday at the location where the declaration or action is to take place, or if it is a Saturday, such day shall be replaced by the next business day.

Part III: Motions Submitted to the Membership Meeting

§ 23

A motion by any member to the regular Membership Meetings shall be submitted in writing to the Board of Directors no later than five (5) days prior to the date of the meeting.

§ 24

These Rules of Procedure of the German School Society shall replace the former Rules of Procedure of the German School Society dated December 8, 1999 and June 14, 2005 shall enter into force on May 25, 2011.

For the Board of Directors:



Monika Pohlmann
Deputy Chair of the Board of Directors
(Date) 21.02.2017



Kim O'Neill
Secretary of the Board of Directors
(Date) 2/17/2017