



Minimal Legal Requirements for Formation of the WPAC

Decree 4564 (a clarification of 11/81), Article 3: Parent Committee

COMPOSITION

- The number of representatives is not less than 5 or more than 17.
- The number of representatives should be odd.
- At a minimum, there should be representation from each school grade.
- Members should have a child in the school at least two subsequent years (except in preschool).

NOMINATIONS AND ELECTIONS

- Nominations should be given in by hand in person at least 4 days prior to the election date.
- Accepted nominees are announced at least 3 days in advance of the election date.
- School announces election dates at least 2 weeks in advance to parents in writing using any convenient means to ensure parents receive the notice.
- School specifies the time, place, and legal quorum for the meeting.
- Legal quorum for election meeting should be at least 33% of parents present.
- Choosing the committee can take place by agreement—75% of those present must agree by consensus on the slate of representatives.
- If a secret ballot is used, then winner is the candidate with majority vote. If there is a tie, the eldest candidate wins. If they are the same age then the winner is selected by drawing lots.
- If the number of candidates is the required number or below then the candidates are considered uncontested winners.

POST ELECTION PROCESS

- As soon as election is complete, eldest member of the committee calls for a meeting and heads it. Members of the WPAC will then choose a President, VP, and a secretary-general. Two representatives should also be appointed for the financial committee (but this can be done at a subsequent meeting if needed). The results should be written in a report and signed by all WPAC members and a copy given to the school Administration.
- President manages/facilitates and chairs meetings, sets meeting dates. If President is absent, the VP takes over the designated task.

- Sessions should be held minimally every 2 months or when 50% of the committee members request a meeting in writing or upon request of the school administration.
- Legal sessions are when 50% of members +1 attend. Decisions can be taken at legal sessions by majority vote.
- After each session a report/minutes must be prepared and signed by all WPAC members.

OTHER RULES

- Term of service is 2 years and can be renewed for another 2 years, but one can serve more than 4 consecutive years.
- Any member who absents him/herself 3 times is automatically resigned unless the committee accepts the reason for absence.
- WPAC can remove any member who persists in carrying out actions that openly violate the aims fo the committee OR who causes trouble or hinders the performance of the committee even through neglect of duties or with bad intentions.
- Members must have a child in the school.
- If vacancies occur, the candidate with next highest votes from the election is asked to serve. If there were no other candidates then a substitute can be chosen by the WPAC (this process needs to be spelled out, there is no advice in the decree).

Decree 11/81, Article 2: Financial Committee

The financial committee is comprised of 4 persons: two representing the school administration and appointed by the owner; and two representing parents and appointed by the WPAC. One person will serve as a president (chairs and organizes meetings), one as a vice president. Decisions are taken by consensus. If vacancies occur the school owner or WPAC can appoint the replacement.

These representatives from WPAC cannot be school employees or vendors and cannot be recipients of financial aid.

Tasks:

- Evaluate the needs of the school
- Review and endorse the trial balance sheet each May for upcoming academic year
- Facilitate discussions between Administration and WPAC in case there are disagreements about the trial balance endorsement
- Endorsing mandatory increases during the academic year due to emergencies or overcoming events or recent laws.