

IMPORTANT INFORMATION FOR PARENTS OF STUDENTS

Subject: Election of parents' representatives on the advisory board

1) The advisory board

The advisory board plays an essential role, alongside the primary school board and the LGM's Council, in the management of the school. Its missions are as follows:

- Must be consulted on the academic, administrative and financial issues
- Should provide guidelines for the strategic development of the Lycée
- It decides on tuition fees. In the event that the council does not reach an agreement on this point, the French Secular Mission takes the final decision.

The advisory council is chaired by the French Ambassador or his representative. It is composed of a representative from the Ethiopian Ministry of National Education, 3 representatives of the pupils' parents, a teachers' representative, a pupils' representative and the Headmaster. The DAF (Chief Financial Officer) may be invited as a representative of the MLF.

Regarding students' parents, they represent the 3 categories of students (according to their nationality and the level of the tuition fees requested), and are therefore elected by 3 separate electoral colleges:

- **The college of parents of Ethiopian students (1 Holder and 1 substitute)**
- **The college of parents of French students (1 Holder and 1 substitute)**
- **The college of parents of Other nationalities students (1 Holder and 1 substitute)**

2) Elections to the advisory council

The parents' representatives on the advisory council will be elected on November 18th. They will be organized in the following ways:

- Each list of candidates must be made up of a member and a substitute from the same college (e.g. 2 parents, two children of which are Ethiopians).
- Voting is done **directly in the polling station** opened within the school on polling days, or **by correspondence**.
- For **direct voting**, the polling station will be open on November 18th, 2020 from 8:00 a.m. to 4:00 p.m. in the hall of the administration building; parents enter through the gate on Churchill Road with their personal ID.
- It will also be possible to vote for your spouse provided that you present a signed, dated proxy with the spouse's identity document.
- For **postal voting**:
 - Parents wishing to use this method are invited to notify the headmaster's secretary by returning the **attached reply coupon via their child**.
 - The voting material (ballots paper and envelope) will then be given to their child.
 - The ballot paper, **no writing, no crossing out**, must be inserted in the envelope provided which must not bear any inscription or identification mark.
 - This sealed envelope will be put in a second envelope (provided by the family), sealed in turn, on which "elections of parents' representatives on the Advisory Board" is written on the front. On the back, the **name and elector's first name, address and signature shall be written**.
 - **The postal vote must be deposited at the latest on Tuesday November 17 2020 (the students may bring the postal vote certificate to the Headmaster's secretary)**
 - Any letter not bearing the indications specified above will be set aside without being opened resulting in the impossibility to sign on the electoral list. As a consequence, it will not be taken into account to calculate the number of voters.
 - In accordance with the BO Education Code No. 29 of July 22, 2004. Procedures for designation of EPLE to the Board of Directors, **proxy voting is not allowed**.

Nominations:

Each list of candidates must include a candidate for a tenured position and a candidate for the post of alternate. Both candidates must have a child registered at the LGM as Ethiopian, or both a child registered as French, or both a child registered as another nationality).

The application must be submitted to the Headmaster's secretary's office before **Wednesday, November 18**. The holder's and the alternate's identity should be mentioned. The applications shall be signed by the 2 candidates and be accompanied by a photocopy of an identity document for each of the two candidates.

For further details on the applications, parents are invited to contact the headmaster's secretary: secretariatproviseurlgm@gmail.com.

Schedule:

Monday 12 October	Election announcement
Friday 23 October	Deadline for applications by 4 p.m. at the latest (Head of school secretary)
Wednesday 05 November	Applications' announcement
Tuesday 17 November	Deadline for delivery of postal votes (before 4 p.m.)
Wednesday 18 November	Voting day (8:00 a.m. to 4:00 p.m.)
Thursday 19 November	Announcement of the results

Addis-Abeba, le 12/10/2020

The management team of Lycée Guebre Mariam

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I, undersigned

Last name first name.....

Parents of the student in class of

Wishes to vote by postal voting and collect the voting material to the Headmaster's secretary.

Addis Ababa (date + signature)