Rules of Procedure

Participation Council of OIA Primary, Stichting Floreer
October 2026

1. About these rules

These rules describe how the Participation Council (PC) of OIA Primary, a school of Stichting Floreer, works. They sit alongside the Wet medezeggenschap op scholen (WMS) and the PC's regulations. If anything conflicts, the law and the regulations come first.

In these rules, the **GMR** is Floreer's joint participation council (gemeenschappelijke medezeggenschapsraad) and **school management** is the OIA Primary leadership.

2. Roles

- **Chair:** elected by the PC from its members. Opens, leads and closes meetings, and represents the PC towards school management, Floreer and third parties.
- **Secretary:** elected by the PC. Convenes meetings, prepares the agenda with the chair, makes sure minutes are written, handles correspondence, keeps PC documents and keeps the website up to date. Writing the minutes may rotate between members.

3. Members

- A term is three years. A year follows the exact dates of the school year.
- Members may be re-elected, but not automatically into the same role. After six years in a row, a member must take a break of at least three years.
- Someone who fills an interim vacancy serves the rest of their predecessor's term.
- Membership ends at the end of the term, on resignation, or when a member no longer belongs to the group they were elected for (for example, a parent whose child has left the school, or a staff member who leaves).
- Vacancies are announced to parents and staff via the website. Candidates are elected as set out in the PC's regulations.
- The secretary gives every new member an introduction pack: the Floreer statutes, the PC regulations, these rules, information about the WMS and the current school plan. New members are also told about the training available to PC members.

4. Meetings

- The PC meets at least six times a year, at a time and place set by the chair after consulting the members. Meetings are held when most members can attend, and may be online or hybrid.
- A meeting is held within 14 days of a request to that effect, unless it is urgent.
- The secretary invites members (and any advisers) in writing and sends the agenda at least 10 days before the meeting, unless it is urgent.
- Every member can put items on the agenda.
- The agenda goes to school management and the GMR.
- The PC may invite experts or advisers, who receive the agenda and documents in good time. They may advise during the meeting or in writing.
- The PC may set up committees to prepare topics.

5. Decisions

- The PC can decide when more than half of its members are present. If that is not the case, a new meeting is called with at least two days' notice, and that meeting can decide whoever attends.
- Decisions are taken by majority of votes cast. Blank votes do not count, and voting by proxy is not possible.
- General matters are voted on orally and votes on persons are cast in writing, unless the PC decides otherwise. Decisions may also be taken by email if all members agree to that.
- If a vote on persons has no majority, a second round is held between the candidates with the most votes. If that is tied, lots are drawn.
- If a vote on any other matter is tied, it comes back at the next meeting. If it is tied again, the PC asks for expert advice.
- When the law gives only the parent members or only the staff members a right of consent, only that group votes. For that vote, more than half of that group must be present.

6. Minutes

- Minutes are made of every meeting and adopted at the next meeting, or earlier.
- The draft is sent to members within 1 week of the meeting. Members respond within 3 days. The minutes then go to school management, which has 3 days to review them, after which they are published on the website.
- Published minutes contain no personal details about individual pupils or staff members.

7. Communication

- The agenda and approved minutes are published on the website. Other news goes out via Parro, the newsletter and the website.
- Parents and staff can reach the PC at mr.ois@floreer.nl.
- The GMR can be reached at gmr@floreer.nl.

8. Other

- If something is not covered here, the PC decides on a proposal from the chair, in line with the PC's regulations.
- The PC can change these rules at any time. School management and the GMR are informed of any change. The rules are reviewed at least every two years.