

CHARTER FOR THE PLENARY MEETING WITH THE APE BUREAU (ENGLISH TRANSLATION)

PREAMBLE

The Plenary Meeting with the APE Bureau is a preparatory consultation body for decisions of the LFIB and the deliberations of the LFIB's Board of Directors ("Board of Directors" or "Board").

The Plenary Meeting with the APE Committee is composed of:

- 8 parents elected by the Parent Association ("APE") forming the APE Bureau (the "Bureau"), including a President, Vice-President (if applicable), Treasurer, and Secretary.
- A representative from the French Foundation for Education ("FFE").
- The school administration, consisting of the Headmaster/Headmistress, Primary School Director, School Manager, and Administrative and Financial Director ("DAF"), collectively referred to as the "LFIB Management."
- The Counselor for Cooperation and Cultural Affairs ("COCAC") representing the AEFE and the French Embassy.
- 2 LFIB staff representatives.
- Occasional guests (at the discretion of the President).

A quorum of five (5) APE Bureau members is required for the Plenary Meeting to proceed.

The administrative assistant to the APE Bureau, attends meetings and prepares, takes notes, and archives the minutes under the supervision of the President and Secretary.

This charter applies to everyone. It must be signed by all members of the Plenary Meeting, committing them to its terms.

1. PROFESSIONALISM

The members of the Plenary Meeting with the APE Bureau commit to carrying out the duties inherent to their mandate with professionalism and diligence. Each member undertakes to complete tasks, provide required information, and conduct necessary research or simulations efficiently, responsibly and within the set timelines.

Each member also ensures that they have sufficient time available to perform their mandate. The members of the Plenary Meeting with the APE Bureau deliberate on all matters submitted to them with transparency, solidarity, and collegiality. They examine every issue objectively, dedicating the necessary time to it and respecting differing opinions.

2. TRANSPARENCY AND COMMUNICATION

The members of the Plenary Meeting with the APE Bureau ensure the dissemination of transparent information about its structure and activities, both internally and externally. They are careful of the timing and means of communication are appropriate. They also ensure the smooth flow of information among members.

3. MEETING FREQUENCY

The Plenary Meeting with the APE Committee is held monthly or as closely to this rhythm as possible, ideally ten (10) times during the school year. The meeting is convened upon joint invitation from the Headmaster/Headmistress and the President of the APE.

4. ATTENDANCE

All members are expected to attend each meeting.

APE Bureau members must attend at least two-thirds of the meetings; otherwise, they may be asked to resign.

An invitation specifying the date, time, and location of the meeting will be sent to all members by the executive secretary. A member unable to attend a meeting is requested to notify the Headmaster/Headmistress and the President of the APE by email as soon as possible. Remote participation in meetings is possible.

5. AGENDA

All members can request topics for the agenda. The assistant or Secretary of APE Bureau compiles these topics proposed, and the President and Headmaster/Headmistress agree on the final agenda. This is sent to members at least three (3) calendar days before the meeting. The agenda may be modified until the start of the session.

The agenda defines the topics to be discussed and the people who will present them. If there is a request to discuss topics not listed on the agenda, these topics will be debated at the end of the session (under the Any other business' section) if time permits. If time does not permit, the topic in question will be proposed for inclusion on the agenda of the next meeting.

The agenda is generally divided according to the following format:

1. Approval of the previous meeting's minutes.
2. Summary of votes taken electronically.
3. Declaration of conflicts of interest.
4. Budget review.
5. Commission reports (Finance, Construction, Canteen, AES, Communications, HR, etc.).
6. Any Other Business.

7. Date of the next meeting.

A speaking time of 30-45 minutes is allocated for budgetary and financial aspects. The speaking time allocated to each commission/committee depends on the request of its members but does not exceed 10-15 minutes."

6. PRE-MEETING DOCUMENTS

a. The minutes of the previous plenary meeting are sent to all members no later than ten (10) calendar days after the meeting, so they can submit any proposed corrections to the Headmaster/Headmistress, the President and Secretary of the Parent Association (APE), and the Assistant via email within five (5) days, in the week before the minutes are published online.

The corrected minutes are sent to everyone along with the agenda for the next meeting and are approved at the beginning of the following session.

b. The record of opinions expressed and positions taken by the APE Bureau via electronic voting since the previous plenary meeting is also sent to all members at least three (3) calendar days before the meeting. The record of decisions made during the seven (7) days preceding the meeting are communicated verbally at the beginning of the session. All these decisions will be included in the minutes.

c. Summaries of the commissions' work are sent, if available, along with the agenda three (3) calendar days before the meeting, so that only recent developments or issues requiring discussion are addressed during the session. Summaries not available in time are presented during the session within the time allocated to each commission or committee.

d. Any file, presentation, or working document supporting a request for feedback must be sent to all members at least three (3) calendar days before the meeting.

e. The necessary financial information (such as the cash position at the end of the month preceding the session, status of unpaid fees, and budget consumption, if relevant) must be shared by the Director of Administration and Finance (DAF) with other members of the finance committee—in particular the President and Treasurer—to determine the most appropriate format at least four (4) days before being shared with other members.

7. PRESENTATIONS AND DISCUSSIONS

Participants in a plenary session are requested to:

- Read all the documents related to the meeting beforehand;
- Avoid targeting or confronting any member during the session; and
- Wait until the presentation or talk is finished before asking questions.

Two members are responsible for moderating the discussions:

- The Headmaster/Headmistress and the President of the Parent Association (APE) lead the meeting.
- A member designated at the beginning of the session alerts participants when time limits are exceeded.

8. VOTING AND OPINIONS

The opinions expressed and positions taken by the APE Bureau are decided by a majority of its members present. In the event of a tie, the President's vote counts as double.

The annual budgets (operational and investment), the proposed budgets, and their impacts must be communicated at least four (4) calendar days before the meeting.

Any member requesting the inclusion of a topic on the agenda for the purpose of obtaining an opinion from the APE Bureau must, if possible, submit a reasoned proposal in writing and send it two (2) calendar days before the meeting to the President and Secretary so they can distribute it to the other members.

APE Bureau members are encouraged to exchange information in advance of the meeting, both among themselves and with their counterparts in the LFIB management, to better understand the issues, prepare the matters to be addressed, and avoid time-consuming debates during the session. Other members are responsible for responding and providing necessary information.

A proposed topic that was not included on the agenda—and therefore not prepared in advance—may not necessarily be considered during the session.

When a project does not require a decision from the LFIB Board of Directors (CA) and receives favorable opinions from both the APE Bureau and the LFIB management, it becomes an approved decision.

When the subject or project falls under the responsibilities of the LFIB Board of Directors (listed in the LFIB's statutes), the opinion is forwarded by the Headmaster/Headmistress, along with the opinion of the APE Bureau on one hand, and the management on the other hand, for approval by the LFIB Board of Directors. Otherwise, the approval of the decision leads to its implementation."

At the beginning of each session, participants must declare if they have any conflict of interest regarding one or more topics on the agenda, as described in Article 11 of this document.

Electronic voting by APE Bureau members may be used between plenary meetings. In such cases, the member submitting the proposal for a vote sends it by email with the subject line clearly indicating "For vote."

Once a decision is made, the member in question notifies the relevant parties (typically the Headmaster/Headmistress and the LFIB management member responsible for the topic) by email, with a copy sent to the APE President, Secretary, and Assistant for record-keeping. The Assistant, under the supervision of the President and Secretary of the APE, will ensure that this decision is included in the minutes of the next meeting.

9. MINUTES

The assistant is responsible for taking notes during the meeting, collecting all charts, graphs, and other documents illustrating or supporting the discussions, and drafting the meeting minutes under the supervision and responsibility of the President and Secretary of the APE Bureau, who submit them to the Headmaster/Headmistress for approval or modification.

The minutes include:

- The meeting agenda;
- A record of all opinions expressed electronically, between the previous meeting and the current one;
- Summaries of the work of committees, whether submitted beforehand or presented orally during the session;
- Opinions expressed during the meeting, with a brief explanation of their rationale; and
- The date of the next meeting.

The minutes, including a record of the opinions or positions taken by the APE Bureau and any decisions made (with the approval of the APE Bureau and the management) during the Plenary Meeting with the APE Bureau, must be completed no later than ten (10) days after the session. Reviewed by the President and/or the Secretary, approved by the Headmaster/Headmistress, the minutes are then sent to other members for potential corrections within five (5) days. They are subsequently published online and shared with all members of the Plenary Meeting with the APE Bureau within three (3) days for implementation.

They are also distributed to all members of the Plenary Meeting along with the agenda for the next meeting.

The meeting minutes remain factual and do not record confidential exchanges of opinions. They refrain from mentioning the names of individuals or families involved in specific decisions.

The minutes are not read during the next plenary session. Only corrections, if any, are read and potentially discussed. They are simply approved by the members present at the previous meeting.

10. FOLLOW-UP OF MEETINGS

The minutes, including a record of opinions expressed or positions taken by the APE Bureau, as well as any decisions made (with the approval of the APE Bureau and the LFIB management, and which do not fall under the jurisdiction of the LFIB Board of Directors), during the Plenary Meeting with the APE Bureau, must provide sufficient reminders of the opinions expressed and decisions made by this body.

Each member is responsible for the tasks assigned to them, whether related to the implementation of decisions, their follow-up, or the preparation of new matters. Members of the LFIB management present at the meeting are responsible for communicating the decisions to relevant staff members who are not part of the Plenary Meeting with the APE Bureau and under their supervision, and for ensuring their implementation.

11. CONFIDENTIALITY

As part of their role within the Plenary Meeting with the APE Bureau, each member has access to LFIB documents, data, and information related to the institution.

All such information, data, and documents are subject to confidentiality and discretion obligations. Each member signs this charter at the beginning of the school year, committing to comply with the following obligations:

- Not to disclose, directly or indirectly, to anyone outside the Plenary Meeting with the APE Bureau, whether private or public, individual or corporate, the documents and information they become aware of as part of their role.
- Not to use the documents and information for purposes other than those related to their mission.
- Each member is bound by these obligations both during their term and after it ends, regardless of the reason, and without any time limitation.

12. CONFLICTS OF INTEREST

Members must avoid conflicts and collusion of interests, performing their duties with neutrality and impartiality. If the interests of the LFIB and/or the Plenary Meeting with the APE Bureau conflict with the personal, family, or professional interests of one or more members, they must promptly and clearly disclose the situation to the other members of the Plenary Meeting with the APE Bureau.

In this case, the other members will decide on the appropriate course of action for the situation, and the concerned member temporarily withdraws from the meeting or does not participate in the decision affected by the conflict of interest. Additionally, if there is a suspicion of conflict of interest regarding a request for information or documentation from other members of the Plenary Meeting with the APE Bureau, from an LFIB official, or from parents, the requested information may not be provided to the requester.

The following are non-exhaustive examples of relevant situations:

- Projects or operations involving close associates or relatives;
- Nepotism or favoritism in awarding contracts and recruitment processes;
- Acceptance of “gifts” exceeding symbolic value from individuals whose matters are subject to decisions by the Plenary Meeting with the APE Bureau.

13. SANCTIONS FOR BREACHES

In case of non-compliance with the obligations mentioned above, or in the event of serious reasons—particularly related to the behavior of an elected member that could harm the reputation, proper functioning of the meeting or the LFIB, or the decision-making process, the members of the Plenary Meeting with the APE Bureau may implement one or more of the following procedures:

- A meeting between the Headmaster/Headmistress and the President of the APE Bureau, or, by delegation, another member of the APE Bureau, and the member concerned. A written report of this meeting will be sent to the member involved.
- The Headmaster/Headmistress and the President, or another delegated member of the APE Bureau, may issue a warning and/or suspend the member’s participation in Plenary Meetings with the APE Bureau.

14. SIGNATURE OF THE CHARTER

The APE Bureau Assistant sends this Charter to every new member upon their arrival or when the Charter is implemented. Members are invited to sign it and keep a copy, while another copy will be kept by the assistant.

Made in two copies on

Surname-Name :

Position :

Signature :