



## **INTERNAL HOUSE REGULATIONS OF THE HARBOUR INTERNATIONAL MR**

### **Harbour International Primary School of Rotterdam**

Internal house regulations of the MR of the Harbour International Primary School.  
Established by the MR in February 2025.

#### **Article 1            Chairman**

1. At the conclusion of each MR meeting, the MR elects a chairman for the subsequent meeting. It is beneficial, though not mandatory, for the chairman to be a staff member. The role of chairman is thus rotated regularly.
2. The chairman is responsible for opening, suspending, reopening, closing and leading the meetings of the MR.
3. If the previously appointed chairman is unable to attend the meeting, the chairman's duties may be assumed by another member of the MR.
3. The chairman or a MR member expressly selected for this purpose, represents the MR in legal proceedings in and out of court.

#### **Article 2            Secretary**

1. At the conclusion of each MR meeting, the MR elects a secretary for the subsequent meeting. The role of secretary is thus rotated regularly.
2. The secretary is responsible for taking and sharing the minutes of the meeting.

#### **Article 3            Convening, agenda and tasks of the MR**

1. The tasks of drawing up the agenda, creating a meeting schedule, convening the MR, inviting external parties, experts, advisors and/or members of the competent authority, drawing up reports, conducting correspondence with

the competent authority and/or other stakeholders/parties, conducting polls and votes, and managing the documents intended for and emanating from the MR is shared between all MR members.

2. The MR shall attend to the performance of its duties and meet a minimum of 6 times annually per year.
3. The MR shall perform its duties according to the Internal House Regulations (this document).
4. The time of the meeting shall be determined via the selection of a date and time that is convenient for the majority of the MR members. The place of the meeting is to be determined based on the locale availability in the building of the Harbour International school. Meeting participation can be physical or online.
5. A meeting schedule shall be established twice annually: initially at the start of the academic year, when the dates and times for MR meetings for the first half of the academic year are determined, and subsequently in December, prior to the half-year winter holiday, when the dates and times for MR meetings for the second half of the academic year are decided.
6. Except in urgent cases, the meeting will be held within 14 days after a request has been received. The meeting will be held at such a time that the majority of the members, and at least one member of each section can reasonably be present.
7. Any MR meeting may include a consultation segment, during which advisors, experts, and/or members of the competent authority may be invited to attend, depending on the agenda of the meeting.
8. The MR members and any advisors, experts and/or members of the competent authority who are to attend the consultation segment of the MR meeting are invited in writing/email by one of the MR members. When necessary, written invitations are preceded by an in-person explanation of the consultation's purpose. This ensures the attendees understand the importance of their involvement.
9. The MR members draw up an agenda for each meeting, on which the topics specified by the chairman and the members are placed.
10. Every member of the MR can have an item placed on the agenda.

11. Except in urgent cases, the invitation and agenda will be sent at least 10 days before the meeting of the MR to be held.
12. If an item is added to the agenda less than 10 days before the meeting, it will be included under the AOB section. If the item requires the involvement of external parties, they must be informed in writing at the earliest opportunity.
13. The MR sends a copy of the agenda of the meeting to the competent authority. The agenda is made available for inspection in a generally accessible place in the school for interested parties. Where possible, the MR members use the usual digital communication tools in the school.

#### **Article 4                      Experts and/or advisors**

1. The MR may decide to invite one or more experts/advisors to attend a meeting with a view to discussing a specific subject.
2. The agenda and relevant documents of the meeting in question will be provided to the persons referred to in the first paragraph in a timely manner, namely minimum 10 days before the meeting.
3. During the meeting, the members of the MR may request information and advice from the persons referred to in the first paragraph.
4. An expert may also be invited to provide written advice.

#### **Article 5                      Committees**

1. The MR can set up committees to prepare specific topics to be discussed by the MR.

#### **Article 6                      Quorum and decision-making**

1. MR members shall receive the relevant information and/or documents from the competent authority no later than 10 days prior to the scheduled MR meeting in which the subject is to be discussed.
2. The MR shall have a period of 6 working weeks, commencing upon receipt of the relevant information and/or documents from the competent authority, to reach a decision regarding the proposal. During this period, the MR may request additional information and/or seek internal or external consultation. If deemed necessary, the MR may also submit a written request to the

competent authority to extend the 6-week deadline, provided the request includes a justification for the postponement.

3. Unless these regulations provide otherwise, the MR decides by majority vote in a meeting in which at least the majority of the total number of members and at least one member of each section is present.
4. If the required number of members is not present at a meeting, a new meeting will be convened in the manner prescribed in Article 3, on the understanding that only 2 days need pass between the notice being distributed and the date of the meeting. This last meeting is held and members who attend are entitled to make decisions regardless of the number of members in attendance.
5. Voting on matters is done orally/digitally and voting on persons is done in writing/digitally. The MR may decide to deviate from this rule.
6. Blank votes are deemed not to have been cast and do not count towards determining the majority. Voting by proxy is not possible.
7. If, in a vote on persons, a simple majority is not achieved in the first vote, a second vote will take place between those who received the most votes in the first vote. In this revote, the person who has collected the most votes is chosen. If there is a tie, a lot will decide.
8. In the event of a tie on a decision to be taken by the MR that does not relate to persons, this matter will be brought up again at the next meeting of the MR with the goal of reaching a consensus of the majority.

#### **Article 7                    Report**

1. The secretary draws up a report of each meeting (called “minutes of the meeting”) of the MR, which is adopted by the MR at the next meeting.
2. The report will be published in accordance with the provisions of Article 3 of these regulations. It is made available for inspection in a generally accessible place in the school for interested parties. Where possible, the MR members use the usual digital communication tools in the school.

#### **Article 8                    Communication, information and involving supporters**

1. Every year, in the month of June or July, the MR draws a written report of the yearly activities and the achievements of the MR and the ambitions of the

MR for the next academic year. This report requires the approval of the MR. This report will be published in accordance with the provisions of Article 3 of these regulations. It is made available for inspection in a generally accessible place in the school for interested parties. Where possible, the MR members use the usual digital communication tools in the school.

2. The MR promotes communication with all stakeholders and does this at least by ensuring that the meeting agenda, approved minutes of meetings and the annual report are distributed as soon as possible (in writing and/or digitally) to the board, management, sub-committees and the secretary of the joint participation council, if applicable. These documents are also available for inspection digitally and/or physically at a generally accessible location for interested parties.
3. The MR draws up a yearly MR Communication Plan which outlines how the MR in general, as well as the separate sections of the MR are to communicate with their respective bases.
4. In general, MR meetings are public. Stakeholders or interested parties may request to sit in on the meetings. Where appropriate, the MR may decide by majority vote that certain matters will be dealt with in a closed meeting.

#### **Article 9                    Term of office, schedule of resignation**

1. A member of the MR serves for a period of 3 years.
2. A member of the MR resigns after his term of office and is immediately eligible for re-election.
3. A member who has been appointed or elected to fill an interim vacancy shall resign at the time when the person in whose place he or she has been appointed or elected should have resigned.
4. Except through periodic resignation, membership of the MR ends:
  - a. by death;
  - b. by cancellation by the member; or
  - c. as soon as a member is no longer part of the section from which and by which he or she was elected.
5. Taking into account the transient nature of the families and staff of an international school such as Harbour International, if parity has been lost

during the period between two academic years, it shall be the responsibility of the staff section of the MR to organize and oversee elections for any section of the MR with vacancies. These elections strive to take place at the beginning of each academic year so as to be completed prior to the first MR meeting of that academic year.

6. If section parity is lost mid-year, the MR may decide either
  - a. to organize elections to fill the vacancies, or
  - b. to restore parity during voting.

In the latter case, parity shall be achieved by randomly selecting members from the advantaged section who are eligible to vote, thereby ensuring the number of voters matches that of the disadvantaged section. This shall be done for each case where consent is required.

#### **Article 10                      Unforeseen**

1. In cases not provided for in these regulations, the MR will decide on a proposal from the majority, taking into account the MR regulations.

#### **Article 11                      Submission of agenda items by staff and parents**

1. The staff and parents of the school can request the MR in writing or orally to place a topic or proposal for discussion on the agenda of a meeting of the MR.
2. The MR then acknowledges the receipt of the subject and determines initially whether this is a topic within the scope of the MR.
3. If the topic is deemed to be within the scope of the MR, the MR places it on the AOB section of the nearest suitable meeting agenda to be discussed, and informs the applicant of the estimated time frame. Non-placement will be reported to the applicant with reasons.
4. If the topic is placed on the agenda, the MR may choose to invite the applicant to explain the topic prior to or at the relevant meeting of the MR.
5. Within 2 working weeks after the meeting has taken place, the MR shall inform the applicant as referred to in the first paragraph of this article in writing of the outcome of the discussion of said topic by the MR.

**Article 12                    Consult staff and parents**

1. In cases where, pursuant to these regulations, a proposed decision of the competent authority requires the consent of either the parent or the staff section of the MR, that section decides by majority vote in a meeting in which the majority of the relevant section is present.
2. The MR or a section of the MR may decide, before taking a decision regarding a proposal from the competent authority to consult the staff and the parents together or separately on that proposal.
3. Without prejudice to the legally required consultation, the consultation referred to in the first paragraph will always take place in the case of important decisions with far-reaching consequences for parents and/or staff.
4. For a consultation as referred to in paragraphs 1 and 2, the competent authority shall provide the contact details (such as current email addresses) of the parents and staff, and/or another appropriate instrument with which the MR or a section thereof can communicate directly with and consult the staff and parents without the intervention of others, insofar as this is in accordance with the GDPR.
5. In accordance with these regulations, consent shall be deemed to have been granted if, in the respective vote, at least 75% of the members of the parent section and at least 75% of the members of the staff section vote in favor of the proposed decision. A minimum 51% participation from the consulted section(s) is needed to deem a vote eligible.

**Article 13                    Amendment and adoption of the internal regulations**

1. The MR is authorized to amend and re-adopt the internal regulations at any time.
2. The members ensure that the competent authority is informed of the changes after adoption by the MR.

**Signature**

On behalf of the MR:

Name: ..... Signature ..... dd.....