

1. Elections Committee

The Board shall appoint an Election Committee consisting of FIVE members comprising of:

- 4 (Four) Board Representatives (Commissioner, a Director Diplomat and 2 Members)
- 1 (one) Staff from the School (Principal or Deputy Principal)

Members of the Elections Committee are not allowed to submit their own nominations for the Board election during the year they serve on the committee. This ensures impartiality and fairness in the election process.

The Elections Committee is tasked with the following responsibilities:

- Establishing Election Procedures:** Develop and outline the rules and regulations governing the election process.
- Overseeing Nominations:** Manage the nomination process for Board Election, ensuring compliance with established guidelines.
- Promoting the Election:** Raise awareness and encourage participation among stakeholders regarding the election.
- Conducting the Election:** Organize and facilitate the election, ensuring that it runs smoothly and fairly.
- Counting and Reporting Results:** Oversee the counting of votes and report the results to the Embassy and relevant stakeholders.
- Addressing Disputes:** Handle any disputes or objections related to the election process in a fair and timely manner.

The integrity of the electoral process is paramount, and the Election Committee plays a crucial role in upholding this principle.

2. Election Process

- **Frequency of Elections**
The outgoing Board will conduct elections once every three years.
- **Appointment of the Elections Committee**
The current Board will appoint an Election Committee to manage the upcoming Board election.
- **Call for Nominations**
The Elections Committee will invite nominations from the General Parents of SSLSD, SSLKD and its branches, thereby commencing the nominations period. This period welcomes parents to nominate themselves for the forthcoming Board election.

- **Communication to the Embassy**

The Elections Committee will notify the Embassy about the commencement of the nomination period for the upcoming election. This notification ensures that all relevant parties are informed about the election timeline and procedures.

- **Submission of Nominations**

Interested parents who wish to nominate themselves for the Board must do so according to the process outlined in Article (5) of the School's Board of Directors election procedure.

- **Nomination Period**

The dates for submitting nominations will be set by the Election Committee. Nominations must be submitted no less than one month before the scheduled date of the election.

- **Closing of Nominations**

The nomination period will conclude, and all nomination papers must be submitted to the Embassy no later than one week before the election date.

- **Election Results**

The candidates who receive the most votes, ranked in descending order, will be elected to the Board according to the number of members specified in the constitution.

3. Eligibility to Participate in the Board Election

To ensure that only qualified individuals are nominated and participate in the Board election, the following criteria apply to nominees:

- a. Nominees must be parents of current SSLSD, SSLKD and its branches -except article 4(g).
- b. Nominees must hold Sri Lankan citizenship and possess a Sri Lankan passport.
- c. Nominees must be able to provide a No Objection Certificate (NOC) from their employer, especially if they are to be appointed as an Authorized Signatory for the School.
- d. Only one parent per family is eligible to submit a nomination for election.
- e. A current Parent's Association (PA) member who is a Sri Lankan citizen may submit a nomination for the Board of Director after resigning from his/ her PA membership. Resignation letter to be attached along with Nomination Form.
- f. Candidates must have demonstrated high levels of discipline, ethical, and moral behavior in their interactions with School staff, PA/PC members, and School Management.

4. Non-Eligibility to Participate as a Nominee

To ensure a fair and impartial election process, certain individuals or groups are not eligible to participate in the Board election. The following criteria define the conditions for non-eligibility:

- a. School staff or their spouses are not eligible to nominate themselves for election.
- b. Nominees must settle all outstanding dues by the end of the first term of the current academic year.
- c. Individuals with diplomatic immunity are not eligible to participate in the election. Nominees must not have been convicted of a criminal offense in Qatar or any other jurisdiction.
- d. School employees are prohibited from participating in the election process.
- e. Individuals previously removed from or who resigned from any prior Boards due to misconduct are ineligible for nomination.
- f. Anyone listed in the School's "Persona non grata" file is disqualified from being nominated.
- g. Parents of Upper Reception and grade 13 students, who do not have children enrolled in other classes at SSLSD SSLKD or any of SSLSD's branches.

5. How to Apply for Board Election

- a. Interested parents must submit their election nominations to the Election Committee using the prescribed "Nomination Form," which will be available at the school website from a designated officer appointed by the committee.
- b. The nomination form must be completed in block capital letters and signed.
- c. Along with the completed Nomination Form, candidates must attach the following:
 - Curriculum Vitae (CV) with their profile
 - Latest passport-size photo
 - A personal statement detailing how they will contribute to the development of the School.
 - Copies of their valid QID and passport
 - Supporting documents for any qualifications and/or positions mentioned in the CV
 - Resignation letter for PC/PA Member
- d. The completed application and all supporting documents should be scanned and emailed to the ec@sslsd.education
- e. All nominations submitted by email will receive an automated acknowledgment.

- f. If an acknowledgment for a duly submitted nomination is not received, the nominee must contact the Election Committee within three calendar days. Any complaints submitted after this period will not be considered valid.

6. Conflict of interest (COI)

In general, Conflict of Interest (COI) is any situation that has the potential to undermine the impartiality of a Candidate because of the possibility of a clash or inconsistency between the Candidate's self-interest and the interest of the School that can cast doubt upon commitment to the best interests of the School. The following should be avoided by all Candidates:

- a. The existence of an interest for a Candidate in an entity, having a business relationship with the School, irrespective of the department wherein the Candidate may be working.
- b. The existence of a personal interest for a Candidate in any commercial activity of the School.
- c. Where a Candidate's position or authority may be used to influence or make decisions in respect of the School's transactions or activities that may lead to any form of undue financial or personal gain for that Candidate or for his or her Close Relations.
- d. Any situations in which personal financial or other personal considerations may compromise impartiality and/or judgment in the performance of duties by the Candidate for the School.
- e. Candidate holding an interest in an institution in the same business lines of the School. This includes but not limited to holding financial interests, either directly or indirectly as well as interests in enterprises that conduct substantial business with the School.
- f. Situations in which a Close Relative of a Candidate is employed or has a financial interest with the School, a customer, contractor or supplier of the School.

7. Evaluation of Nomination

- a. All nominations will undergo review and validation during the nomination period.
- b. Each nomination will be either approved or rejected, with nominators promptly notified of the decision.
- c. Candidates with a history of misconduct or unethical behavior towards School staff, management, PA/PC members, or the School's subcontractors will be disqualified from the election.
- d. The Election Committee will publish the final list of candidates at least 15 days before Election Day.

8. Casual Vacancies of Candidates

If a candidate withdraws or is disqualified after the ballot papers are finalized but before the election is certified, the Elections Committee will assign zero votes to that candidate, regardless of the number of votes cast, and they will remain disqualified.

9. Use of Electronic Mail

All official communications regarding the elections between the Election Committee, candidates, Embassy, and PC/PA will be conducted exclusively through official email ec@sslsd.education

10. Election Conduct/Promotion of Election to Parents

The passage outlines the regulations governing candidate participation in an election, focusing on campaigning and compliance with electoral rules. Overall, these guidelines emphasize the importance of adhering to established election protocols to ensure a fair and orderly electoral process. Here is a summary of the key points:

I. Submission Requirements:

Candidates must provide biographical details and an election statement. The Elections Committee will oversee the electronic distribution of this information, and candidates can update their details until the voting period ends. Candidates can demonstrate their number in a decent campaign under the shelter of Qatar law.

II. Campaigning Restrictions:

- Candidates cannot propagate election mandates/ promises against the constitution of the school
- Current PA/PC and Board members are prohibited from utilizing the PA/PC platform for their campaigns.
- Campaigning through radio, TV, and newspapers, is not permitted.
- Candidates barred from campaigning at polling station and or surrounding area using any form of media, If candidate broke this rule, votes may disqualify and not eligible for counting. No any kind of protest will be entertaining under any circumstances, beyond this rule.

III. Violation Consequences:

- Candidates who violate the campaign rules risk disqualification from the vote counting process.
- Protests regarding these rules will not be considered under any circumstances.
- If a candidate is found to have violated the nomination/election instructions, they will lose their Directorship, even if initially selected. In such cases, the next highest-voted candidate will be offered the Board membership by default.

11. Voting Method and Procedures

- Eligibility to Vote** – Only current parents of SSLSD, SSLKD and its branches are eligible to vote.
- Voting Process** – Voting will be conducted in person. All necessary guidelines and safety protocols will be shared with voters prior to Election Day.

- c. **Secret Ballot Voting** – The election will be held via secret ballot. Ballots will be provided to eligible parents at the polling station after confirming their voting eligibility.
- d. **Vote Allocation** – Each family is entitled to one (1) vote for their preferred candidate, which they can indicate by marking an "X" next to the candidate's name on the ballot.
- e. **Ballot Security and Integrity** – The Election Committee will establish procedures to safeguard the privacy, validity, and accuracy of all ballots.
- f. **Vote Validation** – Votes will be validated by the appropriate officials to ensure they comply with the election rules.
- g. **Identification Requirements** – Voters must present their original Qatar Identity Card or Qatar Driver's License for verification when casting their vote.
- h. **Violation of Voting Rules** – If a parent attempts to violate voting rules, their vote will be disqualified, and their family will be banned from participating in future School elections.
- i. **Fraudulent Voting** – If one parent votes and the other attempts to vote fraudulently, both votes will be disqualified, and the family will be banned from all future School elections.
- j. **Dispute Resolution** – Any disputes or concerns regarding the voting process will be resolved by the Election Committee, and their decision will be final.

12. Election Observation

The PC and Embassy may jointly appoint two individuals as election observers to monitor the election process. The names, passport-size photos, and contact details of the observers must be provided to the Election Committee at least one week prior to the election date. Appointed observers are expected to show the utmost respect for voters, the election process, and election officials. Uniformed officers or candidates are not permitted to serve as observers.

I. Role of Observers:

- Observers will diligently and impartially carry out their responsibilities as official monitors.
- The role of observers is strictly limited to observing the election proceedings. While they are allowed to observe and inspect, they are never permitted to handle any election materials.
- Observers may move freely within the polling area or any location where ballots are being cast, processed, counted, or recounted, as long as they refrain from engaging in any prohibited activities.

II. While observers are allowed to move freely within the observation area, certain behaviors are prohibited, including but not limited to:

- Participating in any form of election campaigning.
- Obstructing or delaying voters from entering or exiting the polling location.
- Disrupting, hindering, or interfering with the election process in any way.
- Intimidating, harassing, or attempting to influence voters or election officials.
- Violating the confidentiality of the ballot or the privacy of voters.
- Acting as law enforcers or advocates for voters before the election officials, though they may step outside the voting area to contact the embassy with any concerns.
- Using electronic devices, communication tools, or recording equipment to take photos, videos, or record audio.

13. Vote Counting & Publication of Results

- a. The vote counting will occur at the Embassy premises.
- b. The Election Committee, along with embassy staff, will oversee and participate in the vote counting process.
- c. Two (2) PA/PC representatives will be permitted as observers during the counting.
- d. Candidates will not be allowed inside the counting area while votes are being tallied.
- e. In the case of a tie for any position, a fair and impartial random selection method will be used to determine the ranking of the tied candidates.
- f. The Election Committee will announce the final results using the "OFFICIAL RESULTS" format. The results will be recorded at the Embassy.
- g. Only the names of the elected candidates will be published, without revealing the number of votes each candidate received.
- h. Each candidate may inquire about and learn the total number of votes they personally received from the Election Committee.

14. Assumption of Office by Elected Board Members

The term of office for newly elected Board members will commence at the conclusion of the next scheduled Board meeting following the completion of the election process. The term of office for outgoing Board members will end at the close of the same meeting in which the new Board assumes office. After the adjournment of the outgoing Board's meeting, the new Board may hold a separate meeting if needed to manage its affairs and ensure a smooth transition into its responsibilities.