Student council

at the high school

PRACTICE MATERIAL

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A few words to start

Dear readers,

Student representation is an important part of school life. In the school community, we, as young pupils, should be given the right to participate in discussions, to actively take part and have a say in decisions made. It is therefore important that motivated pupils represent their classmates in the student council, either as class representatives or as members of the student council. Be it through the organisation of sports or cultural events, through participation in the *Conseil d'Éducation* or by representing the pupils at the school management - we, the pupils, are committed to a healthy school climate.

The election of our class representatives or members of the student council is not only a good democratic exercise, but it also legitimizes us in front of the school community - especially to our fellow students. It is a voluntary commitment that teaches us a lot, so get involved, too!

Dany Semedo
President of the **Conférence Nationale des Élèves du Luxembourg** (CNEL)
year 2023-2024

1. Preface and content

2. Student representation at secondary schools in Luxembourg

3. The election of the new student council

4. Organisation of meetings

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On the use of this manual

Student representation in Luxembourg is regulated by law and consists of the student council and the class representatives in secondary schools. This handbook is intended for members of a student council, class representatives and everyone who is involved in supporting the student council.

The aim of the present manual is to provide an overview of how student representation works, to familiarise pupils with practical methods and to provide ready-to-use templates. Checklists for recurring processes assist the student council in managing student representation by itself. Some documents are shown in a preview in this manual. You can find and download all documents here: ➥ www.edulink.lu/34vw

Scan me!

This manual primarily addresses pupils, which is why the informal 'you'-form is used here. When we refer to people, we always include all genders.

You will come across various symbols throughout this manual:

i   Info texts with explanations that you need in the student council.

⬜   Templates which can be used directly.

⊪   Activities that can be carried out in the student council.

☑   Checklists which provide an overview of procedures.

We would like to thank our partners from the *Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse* (MENJE), the CNEL and the student council supervisors for their support.

Pages for

Adults   Adolescents

What is it about?

As members of the student council, you embark on a journey together. It's great that you want to take responsibility for your school and your fellow pupils! You are the mouthpiece for their concerns, whether they are ideas, wishes or worries. In Luxembourg, student representation in secondary schools consists of the class representatives and the student committee. They are elected representatives with a legal basis.

- **Student council:** The student council is elected by pupils every two years. The members of the student council represent the pupils at their respective school, as well as their interests before important representative and decision-making bodies (e.g. in the *Conseil d'Éducation*).
- **Class representatives:** At the beginning of the school year, two representatives are elected in each class to act as a link between the class, the teachers, the school management and, in particular, the student council. They represent the interests of the class, e.g. in decision-making processes.

It is compulsory for secondary schools to have a student council and class representatives, so that the elected representatives can stand up for the pupils' interests. This means that they always have a say, participate and co-decide when decisions are made that affect pupils' everyday lives. When this is the case, we speak of a democratic school culture.

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CNEL ☑

The head organisation of all student councils is the CNEL (*Conférence Nationale des Élèves du Luxembourg*): here, at a national level, representatives of all student councils discuss and take decisions on important issues for Luxembourg's pupils. The CNEL is in regular contact with the MENJE (Ministry of Education).

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Democratic school culture ☑

When pupils can participate in decision-making, this is part of a democratic school culture in which

- the opinion of everyone involved is taken into account,
- no decisions are taken over the heads of others,
- everyone discusses, negotiates and votes,
- pupils feel listened to and taken seriously,
- pupils realise that their involvement makes a difference,
- pupils can experience themselves as competent and self-effective.

< ☐ >

mateneen offers information and exercises for both class representatives and student committees on the topic of 'student representation':

'Preparing class representatives for their tasks'
(available in FR and DE)
➡ www.edulink.lu/ig26

'Student council elections made easy'
(available in FR and DE)
➡ www.edulink.lu/zt5o

'What does it actually mean to represent? Preparing young people for their tasks in the student council'
(available in FR and DE)

➡ www.edulink.lu/4xuo

More useful information on student councils:

De Schülercomité am Lycée (LB, FR):

Overview of important internal and external partners a student committee has to deal with
➡ www.edulink.lu/nn7n

also worth consulting:

'Getting to know participation structures':
➡ www.edulink.lu/n4z0

CNEL – Handout student council (DE, FR):

Information on the student council's tasks, its composition and project planning
(available in FR and DE)
➡ www.edulink.lu/00es

SNJ – Handbook for student councils (DE, FR):

Information on the student council's tasks, partners, sponsoring and public relations work
(available in FR and DE
➡ www.edulink.lu/bw5w

Who is doing what?

Positioning exercise:

Who is more suited to the task?

- Choose three landmarks in your classroom **Student council, class representatives, class**
- Read out the statements, position yourselves and discuss them together, because sometimes several answers are possible.

1. **WHO** represents the interests of a class, e.g. towards teachers?

2. **WHOM** can all pupils in a class elect at the beginning of a school year?

3. **WHO** presents the class' ideas and expectations in front of class representative meetings?

4. **WHO** is the direct contact person for all class representatives at a school?

5. **WHO** can submit topics for the next class council?

6. **WHERE** do pupils take on different roles, e.g. as president?

7. **WHO** ensures a good class climate?

8. **WHOM** can students elect every two years?

9. **WHO** supports ideas, wishes and points of criticism in the relevant committees?

10. **WHO** has an open ear for the concerns of classmates?

11. **WHO** forwards information to classmates?

12. **WHO** should prepare an annual report every year?

13. **WHO** can set up office hours to get in touch with the student body?

14. **TO WHOM** is an annual budget made available?

15. **WHO** can ask the teachers to organise the class council on a regular basis?

16. **WHO** represents the interests of the student body, e.g. towards the school management?

17. **WHO** can take part in certificate conferences under certain conditions?

18. **WHO** represents the interests in the *Conférence Nationale des Élèves du Luxembourg* (CNEL)?

19. **WHO** should help mediate in the event of a conflict in the classroom?

20. _____

This is important to our class

What tasks do class representatives take on?

- Fill in the list and try to find a task for each letter (Q, X, Y = Profi-Level ☺).
- Discuss together and agree on important tasks for your class representatives. The list helps them.

A-Z – What do class representatives do?

A	....	**N**	....
B	....	**O**	....
C	....	**P**	....
D	....	**Q**	....
E	....	**R**	....
F	....	**S**	....
G	....	**T**	....
H	....	**U**	....
I	....	**V**	....
J	....	**W**	....
K	....	**X**	....
L	....	**Y**	....
M	....	**Z**	....

Class representatives' tasks

- ....
- ....
- ....
- ....
- ....
- ....
- ....

Which characteristic do you value in whom?

Choose and tick the boxes:

- Friend
- Class representatives
- I don't know

- Who got the most crosses?
- On which points did you find it difficult to make a decision?
- Discuss together what conclusions you can draw from this exercise.
- This exercise can also be carried out as a positioning exercise.

Characteristics

Characteristic	Friend	Class rep	I don't know
having an open ear	☐	☐	☐
being available at all times	☐	☐	☐
being strong	☐	☐	☐
being eloquent	☐	☐	☐
being cool	☐	☐	☐
being reliable	☐	☐	☐
being willing to help	☐	☐	☐
being fair	☐	☐	☐
knowing one's rights and duties	☐	☐	☐
standing up for the class	☐	☐	☐
setting the tone	☐	☐	☐
representing a person of authority	☐	☐	☐
being sporty and productive	☐	☐	☐
being discreet	☐	☐	☐
being well-dressed	☐	☐	☐
paying attention to everyone	☐	☐	☐
being able to argue	☐	☐	☐
knowing the school well	☐	☐	☐
keeping good relationships to teachers	☐	☐	☐

Characteristic	Friend	Class rep	I don't know
being funny	☐	☐	☐
getting good grades	☐	☐	☐
taking responsibility	☐	☐	☐
making sure that everyone has their say	☐	☐	☐
being informed	☐	☐	☐
possessing the newest phone	☐	☐	☐
taking one's time	☐	☐	☐
being self-confident	☐	☐	☐
being there for everyone	☐	☐	☐
....	☐	☐	☐
....	☐	☐	☐

Number of crosses:

- ☐ ....
- ☐ ....
- ☐ ....

What am I actually doing here?

Think about why you are involved in the student council and what goals you want to achieve there.

- Think about it and write it down: What is your motivation for being a class representative or member of the student council? What would you like to achieve for both yourself and others in the student council?
- Discuss: What reasons and goals have the others written down?

Treetop and apples (goals):

....

....

....

....

....

....

Trunk and roots (motivation):

....

....

....

....

....

....
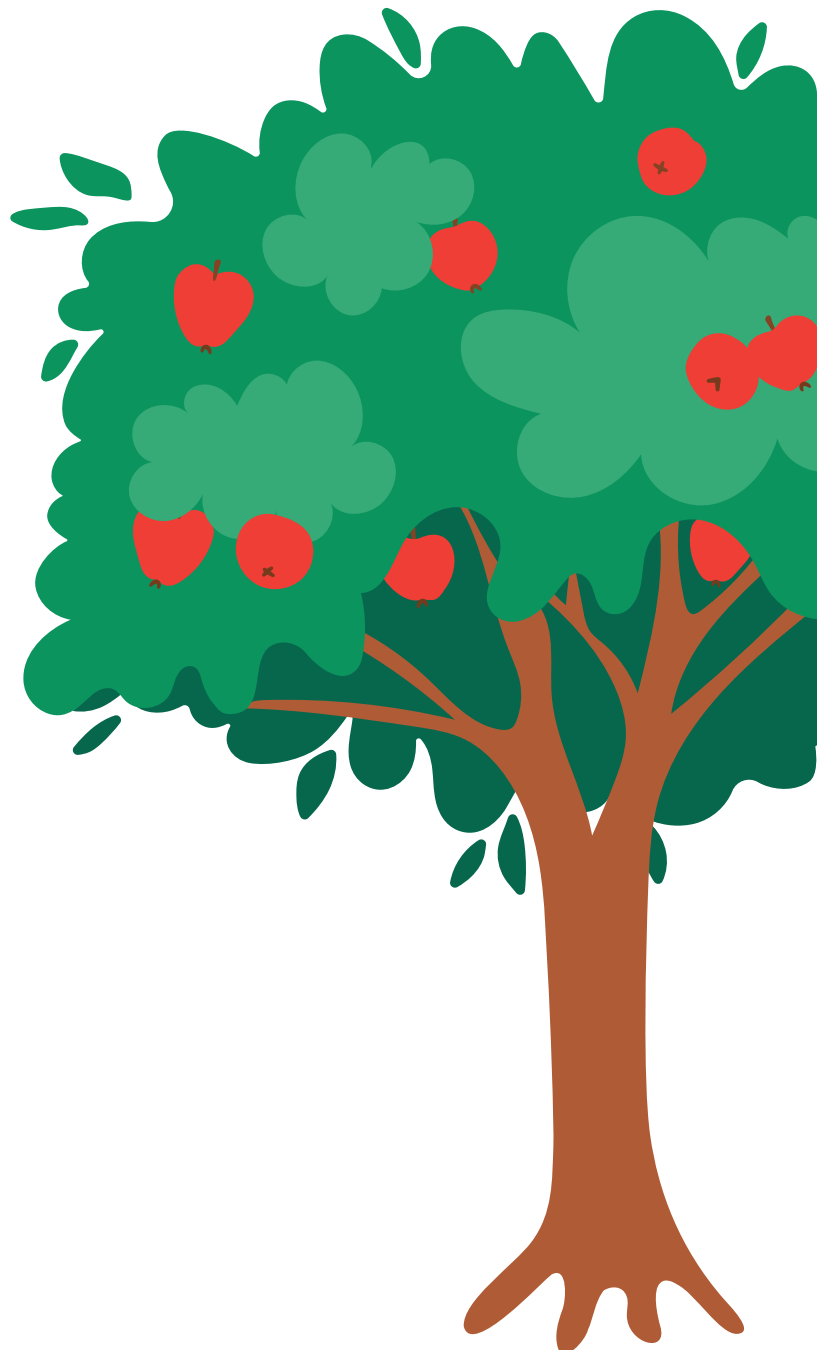
What does fair voting mean?

Principles of democratic elections

- Take a look at these individual principles. What is particularly important to you? Try to figure out your personal order.
- Think about it together. Perhaps you can take one or two principles into account in the next elections or votes.

Position (1-5)

`1` `2` `3` `4` `5` **general elections**

All pupils must be given the opportunity to vote in any referendums and elections that are held.

direct elections `1` `2` `3` `4` `5`

Pupils can cast their vote directly for a candidate and not to intermediaries.
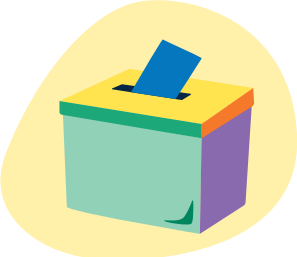
`1` `2` `3` `4` `5` **free elections**

Pupils should be able to cast their vote without being influenced or pressured by others.

equal choice `1` `2` `3` `4` `5`

Everyone has the same number of votes and all votes cast have the same value. There is no one whose vote counts more.

secret elections `1` `2` `3` `4` `5`

Voting takes place in polling booths. All ballot papers look the same and the vote must be anonymous. The ballot paper is folded and placed in an urn so that nobody can see who you voted for.

What is most important to me is ...., because

....

That is how we vote

Both class teachers and pupils are involved in the organisation of class representative elections. You can divide up the tasks here by entering who does what in the right-hand column.

☑ **Checklist:**
Class representative elections

⭐ **Exercises/activities prior to the elections**
- Selection of activities ➥ www.edulink.lu/ig26

⭐ **Context**
- Define the tasks of the class representatives
- Plan cooperation with the student council
- Hold a class council: yes or no?
- Cooperation with the school management

⭐ **Dates, material, reservation**
- Set up a schedule and a to-do list
- Reserve a room, get the material
- Organise the responsibilities: Who does what and by when?

⭐ **Support and implementation**
- Ask for support, e.g. school social work
- Implementation
- Carry out the activities and election process
- Inform the school management

⭐ **Review, reflection**
- What went well? What didn't?
- Plan further exchange moments in the school year

P = pupils
T = teacher
P+T = pupils and teacher

This is what ballot papers for class representative elections could look like.

Class representative elections

Please write down the names of two candidates of your choice:

1. ....

2. ....

Illegible and invalid ballot papers will not be included in the count!

Class representative elections

You can distribute 2 votes (tick the box). You can also give one person both votes.

1. .... ◯ ◯

2. .... ◯ ◯

3. .... ◯ ◯

Illegible and invalid ballot papers will not be included in the count!

Class representative elections

You can paste a photo of yourself here.

This is where you introduce yourself: e.g. name and hobbies.

Here, you note the goals you want to achieve as class representative.

About me!

What I want to achieve for you:

Your

....

[signature]

Class representatives and class council

☑ Checklist:
Holding a class council

★ Before the class council

- Collect topics (e.g. letterbox)
- Prepare both room and material (circle of chairs, folder)
- Distribute the roles:
  - President
  - Secretary
  - Referee
  - Time keeper
  - Class representative
- The teacher's task/role

★ During the class council

- Ritual/activity at the beginning of the class council
- Opening of the class council session
  - Briefly repeat the last meetings' topics
  - Topics that should be discussed
  - Time allocation per topic
- Discussing topics
  - Student council reports (class representatives)
  - Discussing topics
  - Observing the rules of dialogue
  - Finding solutions, voting
  - Distribute tasks: Who does what and by when?
- Closing
  - Reflection round
  - Setting the date for the next class council session
  - Briefly present current meeting's minutes
  - Closing ritual/activity

★ After the class council

- Complete tasks
- Collect topics

Further information, exercises and material about the class council: ➥ www.edulink.lu/8qft

Shaping cooperation in the student council

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Congratulations!

You have stood for election and have been elected to the new student council. You have gained the trust of your classmates and are making an important contribution to the council, which is also associated with the assumption of rights and duties. You are now expected to work together as a team for two years, even though you may not really know each other yet.

Here is a little help to get you started!

All important information at a glance:

After the elections, it is a good idea to create an overview of the student council members, as well as their contact details and tasks. This list is of course for internal use only.

The material is a supplement to existing publications, such as the 5th edition of the *mateneen* 'student representation' (available in FR and DE) [➡ www.edulink.lu/tvyk].

Name	Class	Class teacher	Role	Mobile number	E-mail address	Date of birth

Student council supervisor	Office	Office hours	E-mail address	Phone number
1.				
2.				

Student council

You can use this poster to draw attention to yourself! The best way to do this is to print out the document on DIN A2. You can design the free space in the centre (A4 size) yourself. Here are a few ideas of what you could put here:

· **Office hours**
· **Group picture of the student council**
· **Photos of projects and events**
· **Important meetings, e.g. class representative meetings**

The poster can be used several times by exchanging the centre.

How do we make ourselves known?

Opportunities to inform the public about you and your activities.

- Agree on the options that seem sensible to you. Remember to update your homepage or your social media presence regularly.
- It can be helpful to divide up the tasks or to take them on together.

Analogue options

- Notice board: display important information on a pin board in a central location in the school building
- Posters: inform about important events or activities inside and outside of school
- Office hours: be available for pupils during office hours and counselling times
- Letterbox: note down and submit questions, ideas and suggestions
- Student council-café: eat together regularly at a table in the canteen and be approachable for others
- Partitions in the school entrance: posters can be displayed here, for example
- Plenary meetings: hold meetings, e.g. with all class representatives (requires thorough preparation)
- Class representatives: pass on important information to the classes
- One-off actions: e.g. organise a 'fair' breakfast or a second-hand market
- Go from class to class: present information to the classes in groups of 3-4 people (find out about exams beforehand so as not to disturb)
- Information stand: provide information during break times, distribute flyers or sell cakes

Digital options

- (Digital) school newspaper: submit contributions from the student council for the school newspaper
- School website, intranet: listing important information and contact options
- Social media presence: post articles on a specific platform
- Email, newsletter: send circular emails with information
- Texts, chat groups: enable quick communication via texts
- Digital conferences: workshops, meetings in small or large groups
- Blog and vlog: report on activities in writing via blog (digital diary) or video (vlog)
- School radio, school TV: record reports, interviews, e.g. run on screens
- Digital class register: have information from the student council entered in all class registers (e.g. date of the next class representative meeting)
- Podcast: record digital audio contributions, e.g. to report on your activities

That's how we can set rules together

What agreements are important for shaping cooperation in the student council?

- The members receive moderation cards and write them down: What would have to happen in the student council so that nothing would be working anymore, and you would no longer want to be part of it? Each idea should be written on a separate card.
- Present statements and put them in the centre (put similar or identical ideas together).
- Formulate statements in a positive way: instead of writing what not to do, write how to behave properly (e.g. 'All members are attentive during meetings' instead of 'Do not disturb').
- Checklist on page 19 ('What does an internal regulation contain?') also provides guidance.

This is what the student council agreed on

- ....
- ....
- ....
- ....
- ....
- ....
- ....
- ....
- ....

Signatures of all members

Mutually agreed upon rules further cooperation in the student council. A list provides everyone with a quick overview. The collected signatures of all members create a certain level of commitment.

What is included in an internal regulation?

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Internal regulation (*Règlement interne*) ☑

An internal regulation may contain these elements:

- **Assumption of responsibility, role model function**: Do all members know their rights and duties? Do all members know the rules? How do we deal with infringements?
- **Communication**: How is important information exchanged internally and externally? Which communication channels do we use to provide information?
- **Meetings**: How are meetings planned and organised? Do all members have the opportunity to contribute during a discussion?
- **Votes, resolutions, decisions**: How are elections organised? How can we ensure that as many members as possible agree with a decision?
- **Participation in meetings, activities**: How and by when do we sign out? How do we deal with inactive or frequently absent members? Can external people take part in meetings (e.g. class representatives, interested pupils)?
- **Roles, tasks**: What roles are assigned? Does everyone know the tasks associated with taking on a role? How do we support each other?
- **Conflicts**: What do we do when conflicts arise? How can we improve the atmosphere?
- **Projects, annual planning**: What activities are carried out during the school year? What project management and financial planning options do we use?
- **Cooperation within and outside the school**: Who are we in regular contact with? What does the cooperation consist of? Which contacts should we not forget?
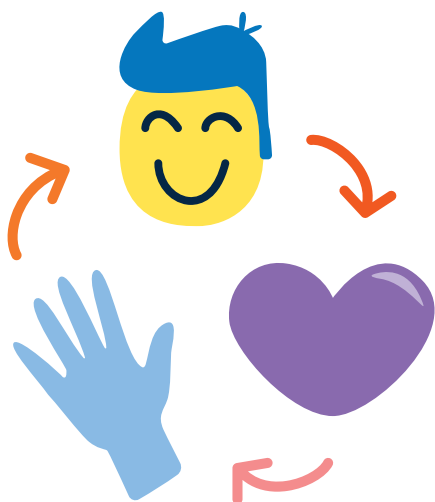
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Expectations of our student council supervisors

Role, tasks and authorizations of the supervisor

- Think about the questions and write down the expectations you have of your student council supervisors.
- Discuss together and agree on important tasks.

head: What knowledge should the person have?

....

....

heart: Which characteristics should the person have?

....

....

hand: What should this person do for the student council?

....

....

What SHOULDN'T this person do?

....

....

The student council has agreed on these tasks:

- ....
- ....
- ....
- ....
- ....
- ....
- ....
- ....
- ....
- ....

How to support the student council

☑ **Checklist for:**
the student council supervisor

⭐ **Various points should be discussed with the school management prior to starting the supervision of the student council.**

- Discuss your responsibilities with the school management.
- Discuss the budget with the school management. Are there any additional financial possibilities, e.g. for special events or further training?
- What premises are available to the student council?
- What material will be made available for the student council?
- How much time is available to me per week to support the student council?
- How can students of the student council get hold of me?
- Do I have knowledge of student participation and democratic school culture?
- Do I have knowledge of the different school committees and their responsibilities?
- Which concerns are forwarded to which contact point?
- Which methods can I use to support the student council?
- What features, aspects and methods of non-formal education do I know? Can I use these to support the student council?

⭐ **Important aspects and principles for supervising the student council**

- Enable pupils to act on their own responsibility
- See the student council as an element of the school's culture of participation
- Identify and harness pupils' strengths
- Enable participatory involvement of pupils
- Convey democratic principles
- Recognise and use mediation as part of a healthy conflict culture and conflict resolution
- Know and apply moderation techniques
- Convey aspects of project management
- Master and apply communication methods
- Enable team building
- Know the legal basis
- Use creative techniques
- Expand media skills and use them to provide support

Encouraging successors and passing on knowledge

- You are new to the student council and need to find your way around first? Is there enough material that you can fall back on? Has someone already been on the student council and is there an exchange of experiences?
- If this is the case, your predecessors have directly considered the transfer of knowledge during their term of office. A sustainable student council ensures that nothing is lost and that you do not have to start from scratch.

Ways of passing on knowledge to successors

Handover meeting:

meeting of the old and new members after the elections

- What does the student council need to know?
- What were the focal points of the last few years?
- What were the challenges?
- Which ideas and topics should not be forgotten?

Student representation folder (analogue or digital):

- What does this folder contain (minutes, finances, contacts, etc.)?
- Where is the folder kept?
- Who has access to the documents?
- Who is authorised to edit and add documents?

'Mini student council' and foresighted annual planning:

Students who can move up to the student council help out. If it is already foreseeable that members will not remain on the student council during the school year, the successors can be prepared for their tasks in good time.

- What are the members of the mini-student council allowed to do?
- Where can they help?
- What are they not allowed to do?

Maintain contact with former members:

- Are there still contact lists?
- Do we want to organise a meeting?
- What do you want to know, e.g. what topics did they deal with back then?

Tips and tricks for meetings

Meetings are an important part of working together in the student committee in order to

- exchange ideas,
- discuss, and
- plan activities.

The next chapter shows how you can plan your first meetings to organise your time together in the student council. Check-lists provide you with an overview of what is important at the beginning of your collaboration. The various templates should make it easier for you to plan, organise and document your meetings.

An invitation for the first meeting of the student council could look like this.

Invitation for the 1st student council meeting

Dear pupils,

First, on behalf of the school management and the entire school community, I would like to congratulate you on your successful participation in the student council elections. Your willingness to get involved for your school and your fellow pupils is very valuable.

You are cordially invited to the first meeting so that you can get to know the other members and organise your time together on the student council. The meeting will take place on .... [date, time, room] and will be chaired by the most senior member of the student council.

These topics can already be discussed:

- getting to know each other
- the student council's missions and activities
- allocation of roles
- internal regulations (*Règlement interne*)
- role of the student council supervisors

If you do not have time on this day, please inform us of your unavailability.

Yours sincerely,

....
Student council supervisor

What needs to be prepared?

The first meeting of the newly elected student council should take place approximately one week after the election results have been announced. This meeting is chaired by the most senior member of the student council. What needs to be prepared?

student council supervision

- Who are your people to contact?
- Can they support you in organising the first meeting?

date, time, place

- When should the meeting be held?
- Which room can you use?
- Does the room need to be reserved?

topics

- What needs to be discussed?

material

- What material is needed?
- Where can the material be obtained?
- This is often needed:
  - o laptop, beamer
  - o flipchart, marker
  - o student council folder

invitation

- What does the invitation say?
- How are the invitations distributed?
- How can people cancel their registration?

information

- Who else needs to be informed, e.g. parents?

If votes are already held at the first meeting, one of the ballot paper variants presented here could be used.

Vote

Please tick one option.

- ◯ I am in favour.
- ◯ I am against.
- ◯ I abstain.

Vote

Please tick one option.

- ◯ I am in favour.
- ◯ I am against.

Vote

Please write down what you decide in favour of:

I decide in favour of:

....

What needs to be discussed?

The student council should meet at least twice or three times a term.

- One meeting per school year may take place during lessons. The members of the student council are released from lessons for this purpose.
- The remaining meetings are organised after the end of lessons or during the lunch break. If the meeting takes place at lunchtime, the student council can be provided with snacks (e.g. sandwiches) by the school management.
- If more time is available for the first meeting, workshops can be organised as part of an orientation day to prepare the members for the fulfilment of their tasks (e.g. on communication, projects, finances, etc.).

[➥ see *Règlement Grand-Ducal du 28 juin 2023 portant organisation des comités d'élèves, Art. 14, 15*]

These topics could be discussed during the first meeting:

- Welcome, introductory round, topic presentation (agenda)
- Select person to record decisions in the minutes
- Get to know and discuss the role of the student council supervision
- Familiarise yourself with the tasks, rights and duties of the student council
- Plan communication within the student council
- Agree on internal regulations (*Règlement interne*)
- Discuss further organisational issues (e.g. annual report, notice board, office hours, commissions)
- Allocate tasks within the student council
  - president (1 person)
  - secretary (1 person)
  - representatives in the *Conseil d'Éducation* (2 persons)
  - representatives in the CNEL (2 persons)
- Conduct feedback session
- Find a new date and close the meeting

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The student council can create other tasks that they deem important, e.g. people responsible for:

- the budget
- communication and public relations
- other school committees

< >

What else needs to be considered?

You can use this checklist to prepare and organise your own meetings.

Prepare meetings

- Set a meeting: date, time, place
- Reserve a room
- Organise material, e.g. beamer, flipchart, documents
- Gather topics:
    - o read the last meeting's minutes
    - o go through requests, announcements, dates
    - o determine topics (agenda)
- Send or distribute invitations to members
    - o If required, invite external guests

Conduct meetings

- Opening
- Check quorum. Are there enough members present to conduct a vote?
- Briefly go through the minutes of the last meeting. Were all tasks completed?
- Reports from members with specific roles:
    - o Is there any news or important information, e.g. from a meeting?
- Present and discuss topics: What will be discussed today?
    - o Describe the topic in more detail
    - o Discuss the topic and find a solution (resolution)
    - o Distribute tasks: who does what and by when?

Closing meetings

- Feedback/reflection: What went well? What did not work well?
- Set the date of the next meeting (date, time, place)
- If possible, define initial topics for the meeting
- Conclusion

Which tasks are associated with which roles?

Job description of the Executive Board

The Executive Board of the student council consists of:
- the president
- the secretary
- the treasurer
- their deputies

Their tasks are:
- performing the tasks of the student committee
- planning and organising meetings, e.g. compiling the topics (agenda)
- representing the student body internally (school committees) and externally (extracurricular committees)
- communication and exchange with partners
- keeping records (correspondence, taking minutes)
- checking income and expenditure (finances)

You can say this in student council meetings:

- *'Welcome to our meeting.'*
- *'Is everyone here? Can we vote today?'*
- *'What did we discuss last time? What's in the minutes?'*
- *'Have the tasks been completed? What hasn't been done yet?'*
- *'Today we will discuss these topics…'*
- *'What news is there to report from the members?'*
- *'Have pupils or class representatives approached you during the break?'*
- *'Are there any topics we need to discuss? Wishes, ideas, points of criticism?'*
- *'The first topic was submitted by … Can you briefly explain what it's about?'*
- *'Please remember our discussion rules!'*
- *'I'll briefly summarise these again. Can we agree on a proposed solution or should we coordinate better?'*
- *'Unfortunately, we'll have to postpone the next point until the next meeting; it will be discussed right at the beginning of the next meeting.'*
- *How do we want to inform the student body? Will it be posted on the notice board?*
- *'Finally, I would do a quick feedback round. What was good? What wasn't?'*
- *'Let's set a date for the next meeting.'*
- *etc.*

Job description of the committee representatives

The student committee elects representatives to the various internal and external school committees. This includes participation in meetings of the *Conseil d'Éducation and the Conférence Nationale des Élèves du Luxembourg* (CNEL).

The tasks include:
- Regular participation at meetings
- Representing the interests of the student body (e.g. in votes)
- Carrying out the tasks assigned to them
- Forwarding important information to the student council or other representatives

In a student council, the *Conseil d'Éducation* or the CNEL, you have to be able to convince and argue. These communication skills can be trained, e.g. through 'simulation exercises' you can find in *mateneen* 5 (available in FR and DE:

➡ www.edulink.lu/g2af.

You can say this during meetings in committees:

- *'I have the following to report from the student committee: …'*
- *'I wrote this topic down because class representatives told me that …'*
- *'In my opinion …!'*
- *'I think that …!'*
- *'I see it a little differently because …'*
- *'From the point of view of the student body, …!'*
- *'I will raise this issue at the next meeting of the student council.'*
- *'On this point, I would first like to get the opinion of the class representatives/student council.'*
- *'My personal opinion does not play a role here. As a member of the student committee, I represent the voice of the student body.'*
- *'The student council has legally defined rights and duties, which we also adhere to.'*
- *'We conducted a small survey on this topic with the class representatives. The result is that …!'*
- *'Our experience shows that …!'*
- *etc.*

Minutes of the meeting

held on
....

President .... Secretary ....

Present: ....

Absent: ....

Topics (agenda): What was discussed today?

⭐ reports from the teams

⭐ topic 1

⭐ topic 2

⭐ topic 3

⭐ topic 4

⭐ topic 5

Minutes: What did the student council decide?

- topic 1 ....
  ....

- topic 2 ....
  ....

- topic 3 ....
  ....

- topic 4 ....
  ....

- topic 5 ....
  ....

- other ....
  ....

Tasks: Who should do what and by when?

....

....

Signatures

....

time and date   *secretary*   *president*

When things go wrong: conflicts

Sooner or later, tensions or conflicts will arise wherever people come together. However, if handled correctly, conflicts also offer the opportunity to improve situations.

- Regular feedback helps to address unpleasant issues early on.
- With help from your student council supervisors or conflict mediators, [➡ www.edulink.lu/4s7q] you can learn how to properly express yourselves in these situations.

These situations occur more frequently:

- individual members are often absent without an excuse
- disruptions, loss of motivation occur
- conflicts between individual pupils have an impact on collaboration
- some members appear dissatisfied, e.g. when voting or planning joint activities

Conflicts and their triggers are individual. It is difficult to apply a specific procedure in every case of conflict. However, this checklist offers a few points of reference.

step 1   **recognise signs**

- How does the person behave during meetings or activities?
- What did other members notice?
- What was agreed on in the internal regulation?

step 2   **voice concerns**

- Within what framework can we address our perceptions without exposing a person?
- What messages should be conveyed during the conversation?
- What solutions are there?

step 3   **work out solutions**

- How does the person concerned react to the messages?
- What is agreed?
- What is the procedure? Important: set a realistic time frame so that a change can be brought about.

step 4   **derive consequences**

- Does the situation influence the overall proceedings?
- What does the group currently need (e.g. team building)?
- Are there any general insights for future collaboration?

You can get a quick picture of the mood with simple feedback slips.

- ◯ I like that …
- ◯ It bothers me …
- ◯ I'd like to …
- ◯ I am ready …

Further information, exercises and materials on the topic of conflict (available in FR and DE): ➡ www.edulink.lu/flbm

Organise exchange meetings with class representatives

Planning and organising a class representatives' meeting

⭐ **authorisation (school management)**

- set date and time
- release the class representatives and the student council from class (prepare a list of participants)

⭐ **information (teachers)**, e.g. through an entry in the (digital) class register

⭐ **reservations and arrangements (*Service technique*)**

- reservation of a large room depending on the number of participants: specification of the room design and the required material (technology, IT)

⭐ **planning the programme and agenda**

- find the main topic for the meeting (can also be the title of the event)
  - o coordinate schedule and timing: plan a break with snacks and drinks
  - o organise the content (is expert knowledge required?)
  - o determine who is responsible for individual planning steps, e.g. moderation
  - o clarify further details, e.g. documentation of the results
- ideas and methods for events with larger groups (available in DE): ➡ www.edulink.lu/j2ux

⭐ **invitation**

- formulate invitation with the required information (how is participation confirmed?)
- reproduction and dispatch of invitations, evaluation of registrations

⭐ **execution**

- beforehand: set up the room and dress rehearsal
- executing the planning: observe the time and schedule (do not forget the attendance list!)
- afterwards: tidy up, keep documents, submit attendance list to the secretary's office

⭐ **follow-up**

- evaluation: consider feedback
- documentation, continuation (how do all pupils receive feedback?)

This template is an example of a class representative meeting, which includes the organisation of thematic workshops and provides for a separation of the *cycle inférieur* and *cycle supérieur*. The invitation and confirmation of participation can also be done digitally.

full version on
➡ **www.edulink.lu/34vw**

Save the date: meeting of the class representatives

Dear class representatives,

You are cordially invited to take part in the next class representative meeting.

weekday and date	....
room	....
time period	....

During the meeting you will take part in workshops:

| **workshop 1*:** | .... |
workshop 2*:	....
workshop 3*:	....
workshop 4*:	....
workshop 5*:	....

* topic, speakers

As the meeting will take place during school hours and you will be released for the meeting, an attendance list will be circulated. The exemption does not apply if you have to write an exam on this date.

So that we can plan the assembly better, we ask you to fill in the reply coupon below and hand it in. You can also tick which workshops you are interested in.

We look forward to exchanging ideas with you.

....
[President of the student council]
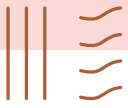
Projects, activities and more

The visibility of the student council inside and outside the school naturally increases with the activities and projects that you organise during the school year.

But what does project planning involve? What do you need to think about? How do you manage your budget? How do you organise yourselves so that the result meets your expectations?

The following templates and checklists should help you with project planning and execution. Documents are provided to help you organise your finances.

Writing an annual report is one of the student council's tasks. Among other things, the activities and finances of the student committee are listed here.

full version on
➡ **www.edulink.lu/34vw**

The student council's annual report of 20......./.......

1 – General Information	
School	
Year	
Report	by: on:

2 – Information on the student council	
Did elections take place?	☐ No ☐ Yes on:
Information on the general conditions and election process	
Composition of the current student council	
Internal regulation	
Tasks of the supervisor(s)	
Budget	• Annual budget: • Total expenses: • Total income:

3 – Meetings	
Internal meetings of the student council	
Meetings with internal student councils (e.g. Conseil d'Education)	

Plan your next project properly

PRELIMINARY SCHEDULE FOR THE SCHOOL YEAR 20……… / 20………

Project	year 20………						year 20………						
	September	October	November	December	January	February	March	April	May	June	July	August	September
Preparation													
Execution													
Follow-up													

For more complex projects, it can be useful to draw up a retroplan to keep everything in view. You can use the template below for this purpose: The individual organisational steps are noted in the left-hand column. The respective week in which a task is to be completed is then marked on the calendar.

Project management in a nutshell

Allocation of tasks

Who is responsible for what by when?

Project title: ....

Description: ....

....

What needs to be done:	Who does it?	By when?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Project management in a nutshell

Do not leave your finances to chance

Organise your bookkeeping for the coming school year: What do you need to consider?

Annual budget

- The student council receives an annual budget from the school management.
- The amount of the budget depends on the number of pupils enrolled in the election year.
- The remaining budget (surplus) from the previous year is credited to the student council.

Discuss with school management

- Who is your contact person in the school management for financial matters?
- How can we incur expenses or get back money that has been advanced?
- Who can confirm cost estimates (foreign exchange)?
- Are there forms that need to be filled out?
- Can we keep a cash register with cash?
- Are there cashless payment options?

Bookkeeping

- Is the bookkeeping done in analogue (folders) or digital form?
- Where are the documents collected or stored?
- Who has access to the documents and the account balance?

Projects, activities

- For which projects do we have expenses and/or income?
- Can we estimate the costs for certain projects and create a cost overview?
- Which projects usually incur (higher) costs?

Income

- Are there other financing options, such as sponsoring or own income, e.g. through the organisation of sales stands?
- The budget can be increased by the school management if the student committee is planning special activities. To do this, estimate the total costs and justify the financial requirements.

Cost estimates, purchase receipts, till receipts

- Keep or photograph and save purchase receipts.

Annual report

- The student council's income and expenditure are listed in the annual report.

These charts are designed to help you organise your finances.

full version on
➥ **www.edulink.lu/34vw**

Total budget of the student council │ school year 20......./.......

Total annual budget	
Total annual budget of the year 20...... / 20......	
› newly acquired budget	
› reserves from previous years	
Projects (detailed list below)	
› project	
› project	
› project	
Total expenses	
Total income	
Budget surplus/budget deficit	

Expenditure/income of individual projects

- › Number and keep all cost estimates, purchase and receipts

What I need to know about student council elections

The composition of a student council is usually determined by student council elections, which are held every two years during Democracy Week. The procedures and election organisation are explained in the *Règlement Grand-Ducal du 28 juin 2023 portant organisation des comités d'élèves*. Some interesting documents for planning and organising student council elections are already available in *mateneen* with a focus on 'student representation' (available in FR and DE) [➥ www.edulink.lu/tvyk]. The *mateneen* also offers further tips and ideas on the topic of 'Democracy Day', in particular on organising and shaping Democracy Week (available in FR and DE) [➥ www.edulink.lu/twyq]:

- 'Instructions for the participatory planning of a Democracy Day' (available in FR and DE) [➥ www.edulink.lu/sg47]
- 'Thematic Democracy Days: discussing social and democratic challenges' (available in FR and DE) [➥ www.edulink.lu/p61e]
- 'Shaping the democratic school: participatory school development on Democracy Day' (available in FR and DE) [➥ www.edulink.lu/b0zx]

According to the law, it is also possible to hold elections digitally. To this end, a programme has been developed for Luxembourg that enables schoolspecific adaptation of the elections, their implementation and even the evaluation of results. Eligible voters receive individual access with their IAM account and can cast their vote once during the election process. Voting is anonymous.

To organise the next student council elections digitally, a reference person (e.g. your student council supervisors) from the school contacts the CGIE (Centre for IT Management in Education) [✉ helpdesk@cgie.lu].

This template is an example of a ballot paper for conducting 'classic' elections by ballot paper. This template can also be used to sensitise pupils before the election process in order to make them aware of how to vote validly.

full version on
➥ www.edulink.lu/34vw

Student council elections

Ballot paper

- You can allocate a maximum of .... votes.
- The number of your votes depends on the number of mandates (positions) to be allocated in the student council.
- You do not need to allocate all votes, but you may not allocate more than .... votes.
- You can give a single person 1 vote or 2 votes.

Candidates	1. vote	2. vote
List candidates in alphabetical order		
SURNAME, first name, class	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○
	○	○

What candidates need to know

Pupils who wish to take part in the student council elections must submit their candidature to the school management at least three weeks before the elections. Their candidature can look like this:

Candidature for a seat on the student council

Dear Sir or Madam,

I, ……………………………………………………………………………………………… , pupil in class ………………………………………… , hereby confirm that I wish to stand for election to the student council for the year ………………………………… .

I, as well as my legal representatives, have been informed and agree that my name may appear on public notices in the school building.

I have been informed about the possibility of publishing my election programme in the form of a poster during the election campaign and presenting it during election events.

………………………………………………………………………………………………

(signature also by the legal representatives, if applicable)

What is important after the candidature: this content could be included in an information letter for the candidates to keep them informed about the most important dates.

Dear pupil,

With your candidature, you have already come a big step closer to your goal of being elected to the student council. As places on the student council are limited by law, student council elections are organised. The following dates are important for you:

- **Information meeting** for candidates: here you will receive information about upcoming dates and the opportunities you can take advantage of at election events.
- **Election campaign**: you can increase your chances of being elected to the student council by, for example, drawing attention to yourself and your ideas for the student council (election programme).
- The **student council elections** take place during the Democracy Week before the All Saints' holiday.
- Announcement of the **results**: if you are not directly elected to the student council, you will be placed on a waiting list. You can move up if a seat on the student council becomes available.

Our school needs a strong student council. It is great that you want to take responsibility for your school and your fellow pupils. Thank you for your commitment!

Elect me to the student council!

Photo

Name ....

Surname ....

Class ....

Hobbies ....

....

I want to implement the following ideas in our school:

- ....
- ....
- ....
- ....
- ....
- ....
- ....
- ....
- ....
- ....

Your

....

[signature]

Student council elections: election report

Members of the student council

	surname	name	class	votes
01.				
02.				
03.				
04.				
05.				
06.				
07.				
08.				
09.				
10.				
11.				
12.				
13.				
14.				
15.				

Waiting list (candidates listed according to number of votes)

	surname	name	class	votes
01.				
02.				
03.				
04.				
05.				
06.				
07.				
08.				
09.				
10.				

Ballot paper

Total number of printed ballot papers	
Total number of surplus ballot papers	
Total number of validly completed ballot papers	
Total number of invalidly completed ballot papers	
Total number of blank ballot papers	

....

signature(s)

Translation of the legal directives

Understanding legal texts correctly is often not easy, as legal language leaves little room for interpretation. This translation of the legal basis of the student council is intended to give you an overview of how the student council works. Nevertheless, it is important to always consult the original text if you are unsure.

Chapter 9, Article 34: *Loi modifiée du 25 juin 2004 portant organisation des lycées et lycées techniques (les structures de représentation, le comité des élèves).*

A student council is set up at every secondary school. Its tasks include
- representing the student body vis-à-vis the school management, teachers, parents and other committees
- informing the student body about rights and duties in the school community; information can be provided by the class representatives
- the preparation of statements by its representatives in the *Conseil d'Éducation*
- the organisation of cultural, social and sporting activities
- submitting proposals for school life and the work of the pupils.

The school management meets with the student council whenever the latter requests it. The student council sends representatives to the meetings of the National Student Conference (CNEL) and the *Conseil d'Éducation*. The electoral modalities, composition and functioning of the student council are regulated by Grand Ducal Regulation.

Règlement grand-ducal du 28 juin 2023 portant organisation des comités d'élèves.
Chapter 1 – Composition and voting procedure

Article 1
- In secondary schools, the student council forms the student representation. The number of members of each student council depends on the number of students it represents, at least one representative per 150 students. The student council cannot have more than 15 members. The total number is determined by the student council supervisor at the beginning of the school year. The student council still in office is asked for its opinion.
- The elections of the student representatives are organised jointly by the head of school and the student council supervisor. The latter supports the student council in executing the tasks.
- The allocation of seats is based on the number of students enrolled in the various educational programmes at the school. Once the seats have been allocated, the remaining mandates are distributed to the elected persons with the most votes, regardless of their educational programme.

Article 2   The elections take place every two years in the week before the All Saints' Day holiday.

Article 3   All pupils who are enrolled at the respective school on election day are eligible to vote.

Article 4

All pupils enrolled at the school are eligible to stand as candidates. Pupils who wish to stand for election must submit a signed written declaration to the school management. The candidature is individual and must be submitted to the school management at least three weeks before the election day. The school management draws up a list of all candidates, which is displayed in the school at least seven days before the elections.

Article 5

The school management sets dates for events in the week before the elections at which all candidates can present their election programmes and invites all pupils to attend. The election programmes are displayed in the school. Each candidate has the right to display the programme in visible places designated by the school management. If the school has outbuildings, candidates can also display their programme there.

Article 6

After the candidates have been announced, the school management provides the ballot papers. The student representatives are elected either by secret ballot in a ballot box or by secret online ballot.

Article 7

If the number of registered candidates corresponds to the minimum number of mandates provided for in the student council, they are automatically elected to office. If the number of candidates is below the minimum number or there is no valid candidature in accordance with Article 4, the school management shall grant an additional period of seven days for the submission of candidatures. Within this period, the student council supervisors and the student council shall organise information events in order to obtain further candidates. If the required number of candidates is still not reached, the candidates are automatically elected. By way of derogation from Article 1, the committee is then quorate and authorised to do business.

Article 8

An electoral office is formed, which is made up of:
1. two representatives of the parent body,
2. two representatives of the student body,
3. two representatives of the teaching staff,
4. the student council supervisor,
5. one representative of the school management.

The school management calls on the representatives of the various committees to work in the election office. The committees appoint two internal representatives. Candidates registered for the election and their family members up to the second degree of kinship may not assist in the election office. The task of the election office is to count the ballot papers and draw up an election report. The report is submitted to the school management no later than fourteen days after the elections. All members of the electoral office are bound to secrecy.

Article 9

All voters have as many votes as there are seats to be elected. A voter can use the total number of votes available, but can also give two votes to individual candidates. They are not obliged to distribute all votes.

Article 10

Elections are held by secret ballot with a simple majority of votes. In the event of a tie between several candidates, the order of voting is decided by drawing lots.

Article 11

These ballot papers are considered invalid:
1. ballot papers that have not been provided by the school management;
2. ballot papers containing more votes than permitted;
3. ballot papers that contain markings, drawings or similar.

Article 12

- After the count, the school management confirms the outcome of the elections and publishes the names of all elected candidates. The official announcement of the results takes place on 15 November at the latest.

- Complaints regarding the outcome of the election must be submitted in writing to the school management within five days of the announcement of the results. If the provisions of these election regulations have not been complied with, the election office will be asked for a statement. If necessary, the school management will cancel the elections. In the event of cancellation, new elections will be held on 25 November at the latest.

Article 13

If a term of office ends prematurely, the unelected candidates complete the council in the order of their ranking.

Chapter 2 – Mode of operation

Article 14

- After the elections, the student council supervisor organises training for the members to prepare them for the fulfilment of their office.
- During the first meeting, which takes place no later than one week after the announcement of the election results and is chaired by the most senior member of the student council, the student council appoints from among its members
  » a chairperson,
  » a secretary,
  » two representatives in the *Conseil d'Éducation*,
  » two representatives of the Luxembourg National Students Conference (CNEL).

  The student council draws up internal rules of procedure, which are made known to the school community. The student council allocates the various offices that are necessary for the fulfilment of the tasks.

- The student council
  » submits an annual report on activities and projects to the school management, which is forwarded to the Minister of Education for review,
  » posts minutes of meetings, notices and documents in a visible place designated by the school management,
  » can offer consultation hours for pupils outside of school hours,
  » can form independent committees to discuss specific issues.

Article 15

The student council meets at least twice or three times a term after being convened by the chair and in accordance with the procedure laid down in the internal rules of procedure, as well as at the request of at least three student council members. In a school year, one meeting can take place during school hours. The pupils concerned are released from lessons for this purpose. If assemblies are organised during the lunch break, the school management will provide the pupils with a free meal.

Article 16

The student council can only meet if more than half of the members are present. If this number is not reached, the student council shall meet again within two weeks with the same agenda in order to consult with those present. Resolutions are passed by a simple majority of votes. If the number of votes is equal, the chairperson has the casting vote. Voting by proxy is possible if at least half of the members are present.

Article 17

The school management provides the student council with an annual budget. The amount is as follows:
1. € 500 for schools with up to 1,000 pupils;
2. € 1.000 for schools with 1,001-1,500 pupils;
3. € 1.500 for schools with 1,501-2,000 pupils;
4. € 2.000 for schools with over 2,000 pupils.

For the calculation of the budget, the number of pupils enrolled at the school on 1 October of the election year is taken into account. The school management may decide to increase this amount according to the activities planned by the student council, asking the supervising person for their opinion. They ensure that expenditure is made in accordance with the powers of the student council. The budget is used to carry out the activities within the scope of legal competences. The student council has the right to generate income which, when entered in the school's accounts, serves as a financial reserve for future activities.

Article 18-22

This regulation and the election procedure shall be announced and explained to all pupils by their class teachers at the beginning of each school year in which elections are held. The student council in office at the time of the entry into force of this regulation shall cease to exist on the day of the appointment of the new student council elected in accordance with the provisions of this regulation. The *Règlement Grand-Ducal* of 1 August 2001 is hereby repealed. This decree shall be referred to as the *'règlement grand-ducal du 28 juin 2023 portant organisation des comités d'élèves'*. This regulation shall enter into force for the 2023/24 school year.

The legal guidelines in the original French version

Chapitre 9, article 34: *Loi modifiée du 25 juin 2004 portant organisation des lycées et lycées techniques (les structures de représentation, le comité des élèves)*

Il est créé auprès de chaque lycée un comité des élèves. Il a pour attributions:

- de représenter les élèves auprès de la direction et auprès des comités formés respectivement par les enseignants et les parents;
- d'informer les élèves sur leurs droits et leurs devoirs au sein de la communauté scolaire, notamment par l'intermédiaire des délégués de classe;
- de préparer les prises de position de ses représentants au conseil d'éducation;
- d'organiser des activités culturelles, sociales ou sportives;
- de formuler des propositions concernant la vie scolaire et le travail des élèves.

Le directeur se réunit avec le comité des élèves chaque fois que celui-ci en fait la demande. Le comité des élèves délègue les représentants des élèves à la conférence nationale des élèves et au conseil d'éducation. Les modalités d'élection, la composition et le fonctionnement du comité des élèves sont déterminés par règlement grand-ducal.

Règlement grand-ducal du 28 juin 2023 portant organisation des comités d'élèves

Nous Henri, Grand-Duc de Luxembourg, Duc de Nassau,

Vu la loi modifiée du 25 juin 2004 portant organisation des lycées, et notamment son article 34 ;

Vu l'avis de la Chambre des fonctionnaires et employés publics ;

Vu l'avis de la Conférence nationale des élèves du Luxembourg ;

Notre Conseil d'État entendu ;

Sur le rapport de Notre Ministre de l'Éducation nationale, de l'Enfance et de la Jeunesse et après délibération du Gouvernement en conseil ;

Arrêtons

Chapitre 1er - Composition et modalités d'élections

Art. 1er.

(1) Dans chaque lycée, les représentants des élèves se réunissent au sein du comité d'élèves, ci-après « comité ». Le nombre de membres composant chaque comité est fonction du nombre d'élèves qu'il représente, soit au minimum un représentant pour 150 élèves. Toutefois, le comité d'élèves ne pourra pas dépasser 15 membres au total. Le nombre de membres est déterminé par l'accompagnateur du comité d'élèves dès la rentrée scolaire, le comité d'élèves en exercice demandé en son avis.

(2) Les élections des représentants sont organisées conjointement par la direction du lycée et l'accompagnateur du comité. Ce dernier soutient le comité dans l'accomplissement de ses missions.

(3) La répartition des mandats se fait en fonction du nombre d'élèves inscrits dans les différents cycles et ordres d'enseignement présents au sein du lycée. Après attribution des mandats, les mandats restant vacants sont distribués aux élus qui ont le plus grand nombre de suffrages, quels que soient les cycles et ordres d'enseignement auxquels ils appartiennent.

Art. 2.
Les élections ont lieu tous les deux ans, au cours de la semaine précédant le congé de la Toussaint.

Art. 3. Sont électeurs tous les élèves inscrits au lycée le jour du vote.

Art. 4.

Sont éligibles comme candidats tous les élèves inscrits au lycée. L'élève souhaitant se présenter aux élections remet à la direction du lycée une attestation signée par laquelle il déclare se porter candidat. L'attestation doit être remise à la direction du lycée au moins trois semaines avant le jour d'ouverture du vote. Les candidatures sont individuelles. La direction du lycée dresse la liste des candidats qui est rendue publique, par voie d'affichage dans le lycée, au moins sept jours avant le début des élections.

Art. 5.

Pendant la semaine précédant les élections, la direction fixe les dates des réunions pendant lesquelles les candidats peuvent présenter leur programme et y invite tous les élèves. Les programmes sont affichés au sein du lycée. Chaque candidat a le droit d'afficher son programme à des endroits bien visibles, réservés par la direction du lycée à cet effet. Si le lycée comporte des annexes, chaque candidat a le droit d'afficher son programme à des endroits bien visibles en leur sein.

Art. 6.

Après avoir arrêté la liste des candidats, la direction met à disposition les bulletins de vote. Les représentants des élèves sont élus soit par vote secret à l'urne, soit par vote secret en ligne.

Art. 7.

Si le nombre de candidats qui se présentent correspond au nombre minimal de mandats prévus, les candidats sont élus d'office. Si le nombre de candidats est inférieur au nombre de candidats minimum ou si aucune candidature valable conformément à l'article 4, n'a été présentée, le directeur accorde un délai supplémentaire de sept jours pour la présentation des candidatures. Pendant ce délai, l'accompagnateur et le comité d'élèves organisent des séances spécifiques d'information afin de recueillir de nouvelles candidatures. Lorsqu'à la fin du délai supplémentaire, le nombre de candidats exigé n'est pas atteint, les candidats sont élus d'office. Par dérogation à l'article 1er, le comité est valablement composé et peut fonctionner même dans le cas où le nombre minimum de membres n'est pas atteint.

Art. 8.

Il est constitué un bureau électoral qui est composé comme suit:
    1° deux représentants des parents ;
    2° deux représentants des élèves ;
    3° deux représentants des enseignants ;
    4° l'accompagnateur du comité d'élèves ;
    5° un représentant de la direction.

Le directeur fait un appel aux représentants de chaque partie pour participer au bureau électoral. Chaque comité ou groupe nomme en son sein deux représentants. Les candidats ou leurs parents ou alliés jusqu'au deuxième degré ne peuvent pas siéger à un bureau électoral. Le bureau électoral procède au dépouillement des bulletins et rédige un rapport final des élections. Le rapport est remis à la direction au plus tard dans les quatorze jours suivant la clôture du vote. Les membres du bureau électoral sont tenus au secret des votes.

Art. 9.

Chaque électeur dispose d'autant de suffrages qu'il y a de membres à désigner. Il peut attribuer deux suffrages, au plus, à chacun des candidats, jusqu'à concurrence du total des suffrages dont il dispose. L'électeur n'est pas obligé de faire usage de tous ses suffrages.

Art. 10.

Toutes les élections ont lieu au scrutin secret à la majorité simple des voix. En cas d'égalité de suffrages entre plusieurs candidats, le tirage au sort détermine l'ordre des candidats.

Art. 11.

Est considéré comme nul:
　　1° tout bulletin autre que celui mis à disposition par la direction ;
　　2° tout bulletin comportant un nombre de suffrages supérieur au nombre autorisé ;
　　3° tout bulletin portant une marque ou un signe distinctif quelconque.

Art. 12.

(1) Après le dépouillement, la direction confirme les élections et affiche les noms des candidats élus. La validation officielle des résultats a lieu au plus tard le 15 novembre.

(2) Toute réclamation concernant les résultats des élections est adressée par écrit à la direction du lycée dans les cinq jours qui suivent la communication du résultat des élections. En cas de non-respect des dispositions du présent règlement, la direction annule les élections, le bureau électoral demandé en son avis. En cas d'annulation, de nouvelles élections sont organisées au plus tard le 25 novembre.

Art. 13.

Si un mandat a pris fin, les candidats non élus complètent le comité dans l'ordre de leur classement.

Chapitre 2 - Fonctionnement

Art. 14.

(1) Après les élections, l'accompagnateur organise des formations pour les membres du comité afin de les préparer à l'accomplissement de leur mandat.

(2) Lors de sa première réunion, ayant lieu au plus tard une semaine après la validation du résultat des élections et présidée par le candidat le plus âgé, le comité des élèves désigne en son sein un président, un secrétaire, deux représentants au Conseil d'éducation du lycée ainsi que deux représentants à la Conférence nationale des élèves du Luxembourg. Le comité se donne un règlement d'ordre interne, qu'il communique aux membres de la communauté scolaire. Il répartit les différents postes nécessaires à son fonctionnement.

(3) Le comité:
　　» 1° soumet à la direction un rapport annuel de ses activités et de ses projets qui est transmis pour information au ministre ayant l'Éducation nationale dans ses attributions ;
　　» 2° affiche en un endroit bien visible, désigné par la direction à cet effet, tous ses rapports, ses communiqués ou autres documents ;
　　» 3° peut organiser, en dehors des heures de classe, une permanence à l'intention des élèves ;
　　» 4° peut former des commissions spéciales consultatives appelées à délibérer séparément sur des questions particulières

Art. 15.

Le comité se réunit, sur convocation de son président et suivant la procédure prévue par son règlement d'ordre interne, au moins deux fois par trimestre ou trois fois par semestre et à chaque fois qu'au moins trois de ses membres le demandent. En une année scolaire, une de ces réunions peut avoir lieu pendant les heures de cours et pour cette réunion les élèves concernés sont dispensés du cours. Pour les autres réunions, ayant lieu pendant la pause de midi, le lycée met à disposition des membres un repas gratuit.

Art. 16.

Le comité ne peut délibérer que si plus de la moitié de ses membres sont présents. Si ce quorum n'est pas atteint, le comité se réunit à nouveau, avec le même ordre du jour, dans un délai de deux semaines, et délibère avec les membres présents. Les décisions du comité sont prises à la majorité simple des voix. En cas d'égalité des voix, celle du président est prépondérante. Le vote par procuration est permis sous condition qu'au moins la moitié des mem-

bres du comité soient présents.

Art. 17.

La direction met chaque année scolaire un budget à la disposition du comité. Le montant est fixé à

    1° cinq cents euros pour les lycées, qui comptent jusqu'à 1.000 élèves ;

    2° mille euros pour les lycées, qui comptent entre 1.001 et 1.500 élèves ;

    3° mille cinq cents euros pour les lycées, qui comptent entre 1.501 et 2.000 élèves ;

    4° deux milles euros pour les lycées, qui comptent plus de 2.000 élèves.

Pour le calcul du budget, tel que fixé à l'alinéa 2, il est tenu compte du nombre d'élèves inscrits au lycée au 1er octobre de l'année n-1. Le directeur peut décider d'augmenter ce montant en fonction des projets développés par le comité des élèves, l'accompagnateur demandé en son avis. L'accompagnateur veille à ce que les dépenses soient engagées dans le respect des attributions du comité d'élèves. Le budget sert à mener les activités du comité dans les limites de ses attributions légales. Par ses activités, le comité a le droit de générer des recettes, qui sont inscrites dans la comptabilité du lycée et qui servent de réserves financières pour les activités futures du comité.

Art. 18.

Le présent règlement et la procédure électorale sont communiqués et expliqués par le régent à tous les élèves au début de chaque année scolaire durant laquelle des élections ont lieu.

Art. 19.

Le comité en fonction au moment de l'entrée en vigueur du présent règlement cesse ses activités le jour de la nomination du nouveau comité élu suivant les dispositions du présent règlement.

Art. 20.

Le règlement grand-ducal du 1er août 2001 portant organisation des comités d'élèves est abrogé.

Art. 21.

La référence au présent règlement se fait sous la forme suivante : « règlement grand-ducal du 28 juin 2023 portant organisation des comités d'élèves ».

Art. 22.

Le présent règlement entre en vigueur à partir de l'année scolaire 2023/2024.

Art. 23.

Notre ministre ayant l'Éducation nationale dans ses attributions est chargé de l'exécution du présent règlement qui sera publié au Journal officiel du Grand-Duché de Luxembourg.

Le Ministre de l'Éducation nationale, de l'Enfance et de la Jeunesse, Claude Meisch

Palais de Luxembourg, le 28 juin 2023. Henri

PRACTICE MATERIAL

ZpB
Fondatioun
Zentrum fir
politesch Bildung

Conférence Nationale
des Élèves du Luxembourg
CNEL

CePAS
Centre psycho-social et d'accompagnement scolaires