 <p>مدرسة ستب ون الدولية Step One International School</p>	DEPARTMENT: INSTRUCTIONS PROCEDURE	Doc. No. - SOP-036 Rev. No. - 01 Rev. Date – June 2020 Page - 1 of 2
	Title: Student Elections	

	PREPARED BY	CHECKED BY	APPROVED BY
Name	Rim Kabbara	Rim Kabbara	SMT
Position	Executive Director	Executive Director	SMT
Signature	Rim K.	Rim K.	SMT
Prepared	SY 2018-2019	Reviewed	SY 2019-2020
			Valid until
			SY 2020-2021

1. SUBJECT :

This procedure describes how student elections takes place.

2. APPLICATION DOMAIN :


The actual procedure is relative to: Student Affairs

3. RESPONSIBILITY :

The Student Affairs and Operations department has the responsibility to apply this procedure.

4. DESCRIPTION:

N° Op.	STEPS/PROCEDURES	Responsible
1	Student elections will be announced in the month of September to allow students to take part of the election process for student council, senior office and class representatives	<i>Student Affairs</i>
2	Academic background plays a major role in the elections process and students with a solid academic background (80% and above) will be accepted to apply	<i>Student Affairs</i>
3	Eligible students are given the election packets and are required to complete its requirements within the assigned deadline	<i>Student Affairs</i>
4	Candidates shall prepare flyers and posters in addition to speeches for their election campaign	<i>Students Candidates</i>
5	Students vote for their peers electronically for Year 4, 5 and 6 and using ballots for Year 1,2 and 3	<i>Students</i>

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N° Op.	STEPS/PROCEDURES	Responsible
6	Student affairs with the support of admin members will oversee the voting process and will announce the winners afterwards based on the election calculation rubric	<i>Student Affairs</i>
7	Elected student bodies meet once a week, or as per the need to assist in planning school-wide events	<i>Student Affairs & Student Bodies</i>
8	Elected student members participate in the steering committee/Planning Team meetings across the year	<i>Student Affairs & Student Bodies & SMT</i>
9	Elected student members participate in surveys across the year and get involved in strategic planning and development of school vision and mission	<i>Student Affairs & Student Bodies & SMT</i>