

CIRCULAR
ELECTION FOR THE MANAGING COMMITTEE OF THE
INTERNATIONAL INDIAN SCHOOL BURAIDAH

Dear Parent,

This is to inform you that the process of Election for formation of Managing Committee of International Indian School Buraidah has started with a Letter received from the Director of Foreign and Private Education, Ministry of Education-Buraidah, Kingdom of Saudi Arabia as the term of present Managing Committee has already been completed. It has been decided by the IISB Election Commission as per the Ministry of Education Letter that the said Election will be held on **9/11/2018 (Friday)**.

As a 1st Step in this direction, Preliminary Voters' List (showing the GR Number and Name of the 1st Child and the Father) will be displayed on the School Website / Notice Boards of the School on **23/10/2018 (Tuesday)**. The List will comprise of all the parents holding Indian Passport as on that date. Parents may visit the School Website **www.iisburaidah.org** or **School Notice Boards** and ascertain that their names appear in the list. The Voters' List will be finalized on **25/10/2018 (Thursday)**. This date has been considered as a cut off date for finalization of Voter' List in all respects. **The parents are requested to make sure that all the dues are cleared till the cutoff date.** The Final Voters' List will be displayed on **25/10/2018 (Thursday)** at **1000 hrs.**

The Managing Committee will consist of Seven (7) Members, Five (5) Elected Members from amongst the parents of IISB students through direct vote and Two (2) Nominated Members amongst the parents by the competent authority. One Voter will cast vote for ONE candidate only of his / her choice. The tenure of the Committee will be of three (3) years as per Hijri Calendar. The participation of the Members of the 'Managing Committee' in the IISB affairs is for the welfare of the School without any expectation of remuneration or other favours.

- Those parents who are interested to become a Member of this body may collect the Nomination Forms from the Main School Reception on **23/10/2018 (Tuesday), 24/10/2018 (Wednesday) and 25/10/2018 (Thursday)** from **8 am to 1 pm.**
- The dates for submission of the Nomination Forms to the undersigned are from **28/10/2018 to 30/10/2018 (Monday to Wednesday)** from **9 am to 2.30 pm.**
- The withdrawal of Nominations by a Letter to the Election Commissioner can be done by the Candidates on **6/11/2018 (Tuesday)** till **2.30 pm.**
- The Final List of Candidates will be circulated and displayed on the School Notice Board on **6/11/2018 (Tuesday)** at **4.30 pm.**

Voters' Eligibility

- a) Must be a parent of the student(s) as per School Records.
- b) Must be an Indian Citizen.
- c) **Must clear all dues till 2nd Quarter.**



- d) Must have a valid Iqama.
- e) Must not be teaching / non teaching staff member of the School and their spouses.

Candidate's Eligibility

- a) Must be a parent of student/s for atleast 1 year as per School Record and that his child / children should not be in Class XII of the School.
- b) Must be a citizen of India, who could devote sufficient time for the welfare of the school.
- c) Must be an eligible voter. His name must appear in the Final Voter's List.
- d) Must hold a regular University Degree preferably a Master's Degree or a Bachelor Degree awarded after pursuing a 5-year Program such as MBBS , etc., duly attested by the competent authority in India / the Embassy of India, Riyadh.
- e) He / She must hold a responsible position in a reputed company / organization.
- f) Should not be the school employee or spouse of the school / employee of the school / a relative of the school employee / member of another school committee, or former employee of the School
- g) Must have a 'No Objection' Letter from his Employer / Sponsor in original duly attested by the Chamber of Commerce and Industry, in which the Sponsor should clearly mention that he / she is agreeable for the active participation of the candidate in the Managing Committee Meetings for the next 3 years and that the candidate will be in a position to attend the bi-monthly meetings or any emergency meetings at a short notice.
- h) The Director General of Education / Director of Private Education, Buraidah is empowered not to allow any Member of the previous Managing Committee to put up his /her candidature in the new Committee. He is also empowered to give opportunity to one or maximum two members of the previous Managing Committee to put up their candidature for the new Committee provided that:
 - i) All the terms and conditions applicable to other candidates shall be applicable to him / them also.
 - ii) The candidate's practical contribution in the previous Committee was distinguished and constructive.
 - iii) There were no complaints or observations against him nor was he / she a party to any problem or issue, which had taken place during his / her tenure as the Member of the Committee.
 - iv) The Election Commission should unanimously approve to give him / them another chance to put up his / their candidature in the new Committee.
 - v) Candidates or the Membership of the Committee, if elected, shall be the Member only for one term. Re-candidature is allowed only after the completion of the tenure of the next two Committees.
- i) Must not be a Diplomat / Official of the Indian Embassy, Riyadh.
- j) Must produce Salary Certificate issued by his Employer, attested by the Chamber of Commerce and Industry , Kingdom of Saudi Arabia, clearly stating that his monthly Basic Salary is not less than SAR 8000/-.
- k) Must produce a Character Certificate issued by the Embassy of India, Riyadh.

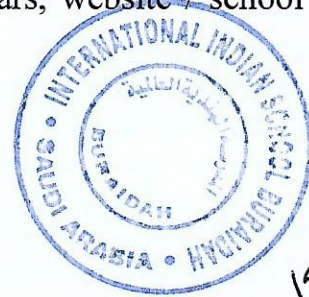


- l) Must submit reference of two responsible Indian Nationals in the KSA who will stand guarantee for him in connection with his conduct and financial soundness.
- m) He / She should submit a brief note not exceeding 100 words along with a two minutes video clip in which he / she should propose the manner in which he / she plans to ensure better education to the children of Indian Community and the academic progress of the School during his/her tenure of Membership, if elected.
- n) His/her place of work and residence should be within the city where the school is situated.

This circular and all other circulars pertaining to election matters will be circulated only through students and / or will be displayed on the School Website / Notice Boards near the gates of Main and Primary School. All parents are requested to keep their wards instructed to promptly handover such circulars to them. The school cannot be held responsible, if they are not receiving any circular. The school will make sure that each circular given to the concerned student(s), is displayed on the School Notice Board and also put up on the School Website. The schedule for all Election related activities will be intimated to you through circulars, website / school notice boards shortly.

Yours faithfully,

Dr Mohamed Jameeluddin Iqbal
PRINCIPAL & HOI



Handwritten note:
1/10/18
21/10/18

Distribution: Parents of all Students of the IIS Buraidah

Acknowledgement of Receipt – The IISB Managing Committee Election 2018 Circular

To,
The Principal
IIS, Buraidah

Sir,

We hereby confirm that we have received this Circular,
(Ref No.: CIR/IISB/ELEC/01/18-19, dated 21st October 2018.



Students Name: _____

Class / Sec _____

Parent(s) Name

Signature

October 2018
Date