



Brussels, 19 th October 2018

**Subject: First notification for the General Assembly on Tuesday 4th December, 2018**

Dear Section Representatives, Class Representatives and Parents,

**Date of the General Assembly**

The Board of the APEEE of Brussels IV wishes to inform you that our annual General Assembly (GA) will take place on **Tuesday 4<sup>th</sup> December 2018 from 7:30 pm to 11:30 pm**, in the Charlemagne Building, 170 rue de la Loi 1040 Brussels. We will be able to confirm if interpretation will be provided closer to the meeting date.

**Proxy**

Class representatives who are unable to attend the GA are encouraged to arrange their proxy using either the form attached with this mail, alternatively by downloading it from [our APEEE website](#). A proxy on smartphone (not printed) will not be accepted.

**Pre-registration**

The announcement of the GA will be sent out by 20th November 2018 at the latest, and this will include a web-link for pre-registration.

As done last year, we highly recommend that all attendees pre-register in order to facilitate access to the European Commission Building. Officials and other agents are welcome to register as well. We will have a better view on how many attend.

This formality is not a requirement but we encourage you to pre-register to aid us with our logistical preparation. All information collected will be treated accordingly with EU data protection policy, and will be deleted on 5th December 2018.

**Candidature to the Administrative Board**

The GA elects the members of the Administrative Board of APEEE of Brussels IV. The board can reach a maximum of 21 elected members, and each language section should be represented by at least 2 members.

Currently, there are **10 vacancies** on the Board, and we strongly encourage any interested parents to put forward their candidature. Every parent of a child at our school is entitled to stand as a candidate for election to the board, providing that they have paid their annual contribution to APEEE. You will find the application form attached with this e-mail or by downloading it from [the APEEE website](#).

Please note, you do not need to be a class or section representative to be elected.

Please bear in mind that board members need to invest extra time in addition to attending our fortnightly meetings. Consequently, we are particularly looking for parents who have time and are keen to work with us for the benefit of all children at our school. Come and join us!

### **Agenda Points and Motions**

All parents (adherent members) may propose items or motions for the agenda.

All motions must be accompanied by a written statement in both English **and** French, and should be submitted by **13<sup>th</sup> November 2018** at the latest using either the form attached, or available from the [APEEE website](#). Please, one motion per document. So as to be eligible, it should be supported by either:

- Ten effective members (class representatives, who must have paid their APEEE fees),
- Twenty adherent members (parents of students),
- Two administrators (members of the Board).

Those that present a motion are responsible for collecting signatures, either hand-written or as a scanned signature attachment to an email. Note, a list of names is not acceptable.

We would appreciate that you send your explanatory statements/motions (form and supporting signatures) as attachments in only one email, to the following address, [secretariat@bru4.eu](mailto:secretariat@bru4.eu).

### **Invitation and Agenda**

By November 20<sup>th</sup> 2018 at the latest, the Invitation for the GA will be emailed via class representatives, announced on the APEEE website, and posted in the APEEE offices (the office of the APEEE on the school site). The invitation will include the agenda for the GA.

### **Documents**

Article 6.9 of the statutes will be enforced. At the time of sending the invitation, all documents for review during the GA will be made available to all members from the APEEE Secretariat in both French and English.

Additionally, these documents will be published on the APEEE website with no legal obligation for the date of publication.

Kind regards

Kristin Dijkstra  
APEEE Brussels IV President  
On behalf of the Administrative Board