

**Association des parents d'élèves de l'école européenne de Bruxelles IV AISBL**

Parents Association of the European School, Brussels IV Aisbl  
Elternvereinigung der Europäischen Schule Brüssel IV Aisbl  
Associazione dei genitori della Scuola Europea di Bruxelles IV Aisbl  
Oudervereniging van de Europese School Brussel IV Aisbl  
Асоциация на родителите на учениците от Европейско училище Брюксел IV AISBL  
Asociația de părinți ai elevilor de la Școala Europeană Bruxelles IV AISBL



***Written procedure***

The use of a written procedure should be limited to cases where a CA decision is urgently necessary to obtain before the next regular Board meeting takes place.

A written procedure can only be initiated by the President or the Vice President of APEEE. Every other member of the Board or - in exceptional cases APEEE-Staff – needs to address the President or the Vice President to initiate a written procedure. To open a written procedure, the person demanding the procedure needs to prove the support of at least four other board members.

A clear start and end-date of the written procedure has to be set (e.g. 16-04-15 0h00 till 19-04-15 23h59). The duration of the procedure should cover minimum 72h and has to include two working days.

The subject has to be clear and can only be answered with yes-no-abstention.

Any Board member can ask the procedure to be terminated immediately and declared not valid if the wording or the content to be voted on is not clear.

The answers/votes have to be sent to the Secretary with the President in copy ([president@bru4.eu](mailto:president@bru4.eu))

No-answer within the timeframe given or answers received outside the timeframe counts as abstention.

Within 24h after the end of the written procedure the Secretary sends the outcome to all Board members with names and the corresponding vote.

The vote taken in the written procedure will be confirmed in the following Board meeting. Emails sent for the voting can be deleted after the minutes of this meeting are adapted by the CA.