



Brussels, 10<sup>th</sup> December 2020

**Subject: First notification for the online General Assembly on Monday 25<sup>th</sup> January 2021**

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 General Assembly (GA) will take place **online on Monday 25<sup>th</sup> January 2021 from 7:30 pm to 11:30 pm**. We will be able to confirm if interpretation will be provided closer to the meeting date.

**Proxy**

Voting members (class representatives having paid their APEEE membership fees) 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](http://www.apееее.eu). You must return your completed proxy vote form to the following address: [secretariat@bru4.eu](mailto:secretariat@bru4.eu) by **18<sup>th</sup> January 2021** at the latest. A voting member may not hold more than three proxies.

**Important: Incomplete or inappropriately filled proxy forms will not be accepted (you need to complete 8 sections of the form).**

Additional information regarding the proxy vote will be sent out shortly.

**Access to the General Assembly**

The link to join the General Assembly meeting will be sent in due course.

Please note, the General Assembly will be recorded. If personal information is collected, it will be treated accordingly with EU data protection policy and will be deleted on 26<sup>th</sup> January 2021.

**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 **11 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](http://www.apееее.eu).

We would be grateful if you could send you application to the following address: [secretariat@bru4.eu](mailto:secretariat@bru4.eu) by **22<sup>nd</sup> January 2021** at the latest.

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 of pupils may propose items or motions for the agenda, providing that they have paid their annual contribution to the APEEE.

All motions must be accompanied by a written statement in both English **and** French, and should be submitted by **4<sup>th</sup> January 2021** 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:

- 10 voting members (class representatives, who must have paid their APEEE fees),
- 20 full members (parents of pupils who must have paid their APEEE fees),
- 2 administrators (members of the Board).

Those that present a motion are responsible for collecting original signatures (scans are accepted). 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 January 11<sup>th</sup>, 2021 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**

All documents for review during the GA 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