



Brussels, 8<sup>th</sup> December 2023

**Subject: First notification for the online General Assembly on Tuesday 23<sup>rd</sup> January 2024**

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 **online on Tuesday 23<sup>rd</sup> January 2024 from 7:00 pm**. We will be able to confirm if interpretation will be provided closer to the meeting date.

**Proxy**

Members eligible to vote at the General Assembly are **all class representatives who have paid their APEEE membership fees**. Class representatives who are unable to attend the General Assembly are encouraged to arrange their proxy in advance by using the form attached in this mail OR by downloading it from our [APEEE website](http://www.bru4.eu). You must return your completed proxy vote form to the following address: [secretariat@bru4.eu](mailto:secretariat@bru4.eu) by **10<sup>th</sup> January 2024 at the latest**. A voting member may not hold more than three proxies.

**Important:** Incomplete proxy forms will not be accepted (please note that you need to complete ALL 8 sections of the form).

Additional information regarding the voting procedure by proxy will be sent out shortly.

**Access to the General Assembly**

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

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 **24<sup>th</sup> January 2024**.

**Candidature to the Administrative Board**

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

Currently, there are **12 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 membership fee to the APEEE. You will find the application form attached with this e-mail. You can also download the application from the [APEEE website](http://www.bru4.eu).

We would be grateful if you could send your application to the following address: [secretariat@bru4.eu](mailto:secretariat@bru4.eu) by **22<sup>nd</sup> January 2024** at the latest. Each candidature will be published on the APEEE website for consultation by voting members of the General Assembly.

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

Please bear in mind also that Board members should be prepared to invest extra time in the tasks they take on in addition to attending monthly Board meetings. For this reason, we are looking for parents who have enough time alongside their regular lives to volunteer to work together with others on the Board for the benefit of all children at our school. Please come and join us, if you do!

### **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 **2<sup>nd</sup> January 2024** at the latest using the attached form. This form is also available on the [APEEE website](#). **Please remember to submit only one motion per document.** To be recognized, the motion should be supported by one of the following:

- 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).

***Important:*** a simple list of names will not be accepted.

We would appreciate it if you would send your explanatory statements/motions (form + supporting signatures) as attachments **in a single e-mail** to the following address: [secretariat@bru4.eu](mailto:secretariat@bru4.eu).

### **Invitation and Agenda**

**By January 9<sup>th</sup>, 2024**, at the latest, the Invitation for the GA will be e-mailed to all parents 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

Stephanie Buus  
APEEE Brussels IV President  
On behalf of the Administrative Board