

## Class representative elections

### What are they for?

During the Autumn parent meetings called by the school, the parents of each class must elect **four class representatives** for a one-year mandate. These representatives form the basis of the APEEE.

In November, class representatives from the whole language section elect four section representatives from amongst their number. **Section representatives** sit on the education councils or the APEEE board and act as the privileged interlocutors of the class representatives. They handle problems which affect the whole section or the whole school and which relate to the quality of education or other aspects of school life.

The role of **class representative** is twofold: to coordinate class communications and activities and to liaise with the APEEE.

As a class representative in your role as class coordinator you will be asked to:

- **create and update an address, telephone and email list** of class students.
- **relay communication between teachers and parents**, for instance by helping your teacher find parents to accompany pupils on outings, keep the class accounts, etc.
- **organise festive occasions** in class (breakfasts or parties) or outside of class, especially around Christmas time and at the end of the year.
- **deal with any problems that arise at class level** by seeking to maintain contact with the class teacher as well as by organising parent meetings if need be. In case the difficulty persists, class representatives can contact their language section representative on the [APEEE Administrative Board](#) to ask for advice or to seek intervention if necessary.

As a class representative in your role as APEEE liaison you will be asked to:

- **act as a contact point** between the parents in your class and your section representatives in the APEEE and education councils. This includes relaying communication from the APEEE and section representatives to the class, forwarding parents' questions and suggestions to section representatives and also participating in key meetings organised by your language section or by the APEEE.
- **elect the members** from your language section to the APEEE Administrative Board and section parent representatives to the school primary and secondary [Education Councils](#).
- help coordinate class participation in the **School Fête**, occurring every two years.

All parents can obtain information directly by contacting the APEEE secretariat at: [info@uccleparents.org](mailto:info@uccleparents.org).

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## Procedure

1. The class parents should choose a **president of ballot**. This person runs the election process and is in charge of recording the results on the form enclosed in the elections file, and returning it to the APEEE.
2. **A single vote is granted per child in the class**. A proxy vote is possible through an explicit written mandate, with a maximum of two written mandates per individual in attendance.
3. The class must elect **4 class representatives**:
4. On School Fête years, one of the four representatives should be indicated as the **contact point for the School Fête**.
5. Complete the “minutes” (= the form bearing the names of the new representatives) **in a readable way. Please use block letters (especially for the e-mail addresses) and include:**
  - e-mail address (\*required)
  - a private address
  - a GSM/mobile phone number and/or other private number
  - optionally, an office phone number
6. At the end of the meeting, **the president of the ballot must:**
  - **seal the form in the enclosed folder and place the folder in the box marked “APEEE elections”**. The box can be found on the ground floor of the building.
  - or, if for any reason the form cannot be returned on site, scan and send the form by e-mail to the APEEE secretariat at : [info@uccleparents.org](mailto:info@uccleparents.org)

We appreciate your support.

**Kathryn Máthé**  
EEBI APEEE President

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## A year with the APEEE

