

## VOTING INSTRUCTIONS AND RULES APEEE GENERAL ASSEMBLY, 8 DECEMBER 2020

To ensure the privacy and accountability of the voting process, the APEEE has opted to use a publicly-available anonymised and verifiable voting system created by university researchers in France. You will find more information on *Belenios, verifiable online voting system* here: <https://www.belenios.org/index.html>

To be able to cast their ballot, each voting member needs:

- a Credential (received by email)
- a Password (received by a separate email)
- a Username (your email address)

Belenios will send these e-mails automatically in advance.

A functioning Internet connection is essential to take part in the General Assembly and in the voting process.

The voting procedure itself will be opened once all the relevant issues up for vote have been presented in the meeting; voting members will be given access to a single ballot which includes all measures to be voted. Each question contained in the vote will offer the following possible answers:

- **YES**
- **NO**

To **ABSTAIN**, the member checks the "blank vote" box. In case any voting member is unable or unwilling to vote, their vote will also be counted as a blank vote or an ABSTAIN.

The voting will be closed before the end of the General Assembly so that the results can be tallied and publicly announced. To specify:

- The opening and closing of the vote will be communicated during the GA.
- No ballot can be cast once the vote has been closed.
- Votes are anonymised and private, but all voting members will be able to verify that their own vote has been received on the server as well as the voting results, once the vote is closed.

*Please note: to be able to vote you must have access to the e-mail account currently used by the APEEE to communicate with you. Also, although it is possible to perform the voting operation through email on a smartphone, for practical reasons we recommend use of a PC or a Tablet instead of or in parallel with your smartphone.*

### **PROXIES (instructions to proxy givers & holders)**

Each voting member can delegate his/her voting rights, or proxy, to another voting member. Each voting member can receive a maximum of three proxies.

To give a proxy, the member must forward the two e-mails containing his/her Credential and Password to the voting member receiving the proxy. Importantly, he/she must put the APEEE Secretariat (info@uccleparents.org) in copy of ONE of the two e-mails (NOT of both of them). This is to help verify that the voting rights are being transferred to another voting member, who is in their turn entitled to vote.

Please note: the voting member receiving the proxy must use:

1. the Credential
2. the Password and
3. the Username Email of the member sending the proxy to log in and vote the proxy at the meeting.

### **In Closing**

The Board of the EEBI APEEE is doing everything considered appropriate to ensure a secure, anonymous and verifiable election. However, it is of the utmost importance to be aware of the following:

1. In case a voting member has not delegated his/her vote right by proxy to another voting member and decides not to vote, his/her vote will be considered a blank vote and equivalent to an abstention.
2. In case a voting member is unable to cast his/her ballot before the closing of the vote for technical reasons, his/her vote will be considered a blank vote and equivalent to abstention.