

VOTING INSTRUCTIONS AND RULES

APEEE EXTRAORDINARY GENERAL ASSEMBLY, 30 MAY 2023

To ensure the privacy and accountability of the voting process, the APEEE will use – as already done in past online General Assemblies – **Belenios**, 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 (Class Representative) needs:

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

Belenios will send these e-mails automatically in advance.

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

The voting procedure itself will be opened once the proposal on the agenda has been presented and discussed. The question contained in the vote will be:

“Do you agree to the increase of the APEEE annual membership fee from 50 EUR to 55 EUR as of the academic year 2023-2024?”

It will offer the following possible answers:

- **I AGREE**
- **I DISAGREE**

To **ABSTAIN** on the question, the member checks the “blank vote” box. In case any voting member is unable or unwilling to vote, their vote will not be counted.

The voting will be closed before the end of the Extraordinary 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.

N.B. All Class Representatives will have a right to vote, provided they have met the requirement to pay the APEEE annual fee.



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.

The deadline to send proxies was Monday, 29 May 2023 at 18.00.

However, taking into account that Monday was a bank holiday and that we received several proxies beyond the deadline, we will accept all proxies sent to the APEEE Secretariat by Tuesday, 30 May at 14.00 at the latest.

Voting members who gave a proxy must forward the two e-mails containing their 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.

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.

All these instructions will be repeated during the meeting of the General Assembly.

In closing:

The Board of the EEBI APEEE is doing everything considered appropriate to ensure a secure and verifiable vote. 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 not be recorded.
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 not be recorded.