

## VADEMECUM FOR CLASS REPRESENTATIVE ELECTIONS 2023-2024

During the class meetings to which the school invites the parents in the Autumn, the parents of each class must elect up to **four Class Representatives** for a one-year mandate.

N.B. Only parents who are Members of the APEEE (who have paid the yearly membership fee) have a right to vote and are eligible to be Class Representative.

### Role of Class Representatives

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

As a class coordinator you will be asked to:

- **create and update an address, telephone and email list** of class parents.
- **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 APEEE liaison you will be asked to:

- **elect the members** from your language section to the APEEE Administrative Board and Section Representatives to the school Primary and Secondary [Education Councils](#)<sup>1</sup>.
- **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.
- help coordinate class participation in the **School Fête**.

Please note that by signing up as a Class Representative for APEEE, a parent **automatically becomes a voting member of the [APEEE Services ASBL](#)** and as such will be invited to participate in the annual General Assembly of that organisation. Contact details of all Class Representatives will be communicated to APEEE Services ASBL for this purpose.

Please see also: [Charter for Parent-Representatives in the APEEE Brussels](#). All parents can obtain information directly by contacting the APEEE Secretariat at: [info@uccleparents.org](mailto:info@uccleparents.org).

<sup>1</sup> 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.



## Election procedure

1. APEEE Class Representative elections should be held during or at the end of class meetings. The Head Teacher will introduce the APEEE Class Representative election moment and invite parents to designate a **president of ballot**. Ideally this role should be held by one of the **current Class Representatives**. At this stage, the Head Teacher may decide to leave the meeting.

2. The president of ballot runs the election process and is in charge of recording the results.

Some rules to keep in mind:

- The class elects **up to 4 class representatives**.
- The nomination and selection of Class Representatives can be done **by general consensus**. A vote will only be required should there be more than 4 candidates or lack of consensus.
- **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 voting individual in attendance.
- A parent who is interested in being a Class Representative but **cannot attend the meeting** can express their interest by e-mail to a fellow parent who will then inform the rest of the class.

3. The president of ballot takes note of the chosen representatives' **Surname, Name, Mobile Number, E-mail\***, **Name of Child** in class. Please pay particular attention to correct spelling.

\* Each newly-elected representative should provide the same email address already used for registration in the APEEE/APEEE Services registration site.

4. The president of ballot fills in the details of the elected Class Representatives in an **online form**.

Uccle Nursery/Primary: <https://forms.gle/dUkVthLsHpwiRYcw7>  
Berkendael Nursery/Primary: <https://forms.gle/Q79pXEFBPiN66CZWA>  
Uccle S1-S3: <https://forms.gle/fyN2UvujHrTzXycW9>  
Uccle S4-S7: <https://forms.gle/EqBLapmD2CuvD1J89>

5. Once completed, the form will be automatically submitted to the APEEE. **The form must be submitted within 48 hours of the meeting.**

6. Upon receipt of the list of Class Representatives, the APEEE will send them an **official confirmation/welcome message**.

**NOTE:** Elections for APEEE Class Representatives must take place within a formal meeting structure. If for any reason, your election is not held during the class meetings, contact the APEEE Secretariat so that an alternative meeting may be scheduled.

For further information or clarification, please do not hesitate to contact the APEEE Secretariat: [info@uccleparents.org](mailto:info@uccleparents.org). We appreciate your support!