



Rules of Procedure of the General Assembly

Association of the Parents of Pupils at the European School Brussels IV, Drève Sainte-Anne 86, 1020 Bruxelles-Laeken

These Rules of Procedure of the General Assembly have been adopted by the General Assembly of the Association of the Parents of Pupils at the European School Brussels IV, on dd mm yyyy, under the provisions of Article 10.9 of the Association's Statutes

18 May 2017

SCOPE

- Rule 1** These Rules of Procedure shall apply to the proceedings of the General Assemblies of the Association of the Parents of Pupils at the European School Brussels IV, hereinafter known as "the Association".
- Rule 2** These Rules of Procedure shall enter into force on the day of their adoption by the General Assembly. These Rules of Procedure shall be published on the Association's website.
- Rule 3** These Rules of Procedure are without prejudice to, and shall not derogate from, the applicable provisions of Belgian Law or from the provisions of the Association's Statutes.

CONVOCACTION NOTICE AND AGENDA

- Rule 4** The President shall convene a General Assembly at least four weeks in advance by sending the convocation notice and associated agenda to the Members of the Association by electronic mail and/or through the Class Representatives.
- The convocation notice and the agenda shall also be published on the Association's website, displayed in the school premises and also displayed at the registered office of the Association.
- The four weeks' notice period may be reduced if an extraordinary and urgent General Assembly is required.
- Rule 5** The Administrative Board shall ensure wide publicity of the convocation notice and the associated agenda.

SUBMISSION OF ITEMS PRIOR TO GENERAL ASSEMBLY

Rule 6 In accordance with the provisions of the Statutes, Members must send to the President of the Administrative Board in writing, preferably by email, any proposals for discussion at the General Assembly, ordinary or extraordinary, and/or any motions that they wish to submit for a vote by the General Assembly.

All proposals must be seconded in writing, preferably by email, by ten (10) Class Representatives, or twenty (20) Members of the Association, or two (2) members of the Administrative Board.

All proposals must be sent to the President no later than:

- two weeks before the date of the ordinary General Assembly;
- one week before the date of the extraordinary General Assembly.

Rule 7 The Administrative Board shall examine the merits of each proposal and shall group proposals covering similar subjects on the agenda, in consultation and agreement with the proposers concerned.

The Administrative Board shall also encourage Members who have made similar proposals to work together in order to develop consolidated texts.

Rule 8 Documents which have to be considered at a General Assembly shall be made available to Members on the website of the Association.

SUBMISSION OF ITEMS AT THE GENERAL ASSEMBLY

Rule 9 Members may also present a proposal for discussion and/or decision during the General Assembly itself provided that the proposal is supported by at least ten Class Representatives, or twenty Members of the Association, or two members of the Administrative Board.

In such cases, the President shall invite the present or represented Class Representatives to vote by a simple show of hands on the inclusion of the proposal on the agenda.

Should the vote be negative, then the proposal is rejected.

Should the vote be in favour, the President shall put the proposal on the agenda.

WORKING LANGUAGES

Rule 10 Documents for the General Assembly that are available in either the English language or the French language, which are the two working languages of the General Assembly, as defined in the Statutes, are in principle not translated unless there is a specific requirement, such as legal requirements under Belgian law.

Rule 11 Insofar as is possible, the proceedings of the General Assembly, ordinary or extraordinary, will be interpreted simultaneously into the English language and/or the French language, as appropriate, provided that there is a clear and prior

request for such an interpretation service from the membership.

For that purpose, a written request for such interpretation facilities must be made to the President of the Administrative Board at least two weeks before the date of the ordinary General Assembly and at least one week before the date of the extraordinary General Assembly.

Where interpretation services are provided, the cost of providing such services shall be borne by the Association's Budget.

GOVERNANCE OF PROCEEDINGS

- Rule 12** The President shall have overall control of proceedings at the General Assembly, in accordance with the provisions of the Statutes and these Rules of Procedure.
- Rule 13** The President shall, inter alia, formally open and close the General Assembly, direct the discussion, ensure the maintenance of order, accord the right to speak, rule on points of order, put questions and announce decisions.
- Rule 14** In the event of a dispute, the President's decision is final.
- Rule 15** In the absence or unavailability of the President, a Vice-President of the Executive Committee shall act as President and shall have all the powers and authority of the President.

GENERAL PROVISIONS GOVERNING VOTING

- Rule 16** The General Assembly shall strive to adopt its decisions by consensus.
- Where no consensus is reached decisions shall be adopted by a simple majority vote of the Class Representatives who are present or represented at the General Assembly.
- Rule 17** In order for the voting to be valid at least one-tenth of the Class Representatives must be present or represented at the General Assembly.
- Should the General Assembly not have the required number of Class Representatives present or represented, a new General Assembly will be convened, to be held not less than one month after the first meeting.
- Rule 18** Voting shall be by electronic voting except in cases where the President calls for a show of hands to address, for instance, proposals made at the actual General Assembly, per Rule 9.
- Rule 19** The President shall communicate to the members present the results of the vote.
- Rule 20** In accordance with the provisions of the Statutes, the Decisions and minutes of the General Assembly shall be communicated to all the Members.

ONE VOTE PER CLASS REPRESENTATIVE

- Rule 21** Each Class Representative, present or represented, shall have one vote. Only the votes of Class Representatives shall be binding in respect of decisions.

PROXY VOTES

- Rule 22** Any Class Representative may be represented at a General Assembly by another Class Representative holding a proxy, which shall be attached to the minutes of the Assembly.

- Rule 23** A Class Representative shall not hold more than three (3) proxies.

MOTIONS

- Rule 24** The motions for consideration by the General Assembly shall, as a minimum, address the subjects described in the Statutes for which the General Assembly has exclusive competence, such as: approval of Activity Report, Budget, appointment of Administrative Board, etc.

- Rule 25** If the general direction of the strategy and policy of the Association is on the agenda, it will be the subject of a debate and, if necessary, will be submitted to the simple majority vote of all present or represented Class Representatives.

- Rule 26** The following motions shall have priority over all other motions, and shall be taken in the following order:

- (a) to suspend the General Assembly;
- (b) to adjourn the General Assembly;
- (c) to adjourn the debate on an item;
- (d) to defer the debate on an item;
- (e) to close the debate on an item.

After such a motion has been made and explained by its proposer, only one speaker shall be allowed to speak in opposition to it.

Additional speeches on such a motion may be allowed at the discretion of the President, who shall decide the priority of recognition.

- Rule 27** When a motion is proposed the President shall call for a debate. When that debate is concluded, the President shall submit the motion to the simple majority vote of all present or represented Class Representatives.

Rule 28 Should an amendment to a motion be proposed, the President shall call for a debate on the amendment.

When that debate is concluded, the President shall submit the amendment to the simple majority vote of all present or represented Class Representatives.

If the vote is for the amendment, the President shall submit the motion as amended to the simple majority vote of all present or represented Class Representatives.

Rule 29 Should amendments to different parts or aspects of a motion be proposed, each substantially different amendment shall be treated separately in accordance with the procedure in 0.

Rule 30 A motion may be withdrawn by the proposer even where an amendment to it is under discussion or has been adopted.

In such cases, the amendment is deemed also to be withdrawn.

SPEAKERS

Rule 31 The President shall call upon speakers in the order in which they have been invited to speak.

Rule 32 No speaker shall speak for a second time on the subject under discussion, unless called upon for clarification, until all other speakers have had an opportunity to speak on the subject under discussion.

Rule 33 The President may call a speaker to order if the speaker's statements are not relevant to the subject under discussion or if the speaker exceeds the time allocated to him or her by the President.

POINTS OF ORDER

Rule 34 A participant may at any time raise a point of order, on which the President shall give an immediate ruling.

Rule 35 Should the participant wish to appeal against the ruling, the President may decide to put the matter to a vote.

The ruling shall stand unless overruled by a simple majority of votes cast by all present or represented Class Representatives.

Rule 36 A participant raising a point of order may speak only on this point and not on the substance of the matter under discussion before the point was raised.

PARTICIPANTS

Rule 37 Participants to the General Assembly shall comply with the rulings of the President.

Rule 38 Participants to the General Assembly shall act courteously and fairly at all times towards the other participants, especially the School and its representatives, staff and teachers, the Association staff and the members of the Administrative Board.

In particular, participants shall refrain from any behaviour that is likely to damage the interests of the Association.

Rule 39 Participants to the General Assembly who do not comply with these Rules of Procedure may be asked to leave the General Assembly, at the discretion of the President.

Rule 40 Attendance at the General Assembly implies acceptance of these Rules of Procedure.

AMENDMENT OF THE RULES OF PROCEDURE

Rule 41 These Rules, or any portion of these Rules, may be amended or suspended, at any time by a majority vote of three-fifths of the Class Representatives present or represented at the General Assembly.

Rule 42 Any amendment to these Rules will take effect at the close of the General Assembly at which that amendment is decided, unless otherwise specifically decided by that General Assembly.

Rule 43 In the event of a conflict between these Rules and the Association's Statutes, the latter shall prevail.