



SECRETARY GENERAL  
SECÉTAIRE GÉNÉRAL  
Emiliano GANZAROLLI

Audisio e Associati  
Via Mascheroni 25  
IT 20145 Milano  
Tel: +39-02-4953 3870  
Email: emiliano.ganzarolli@  
studioaudisio.it

To all AIJA Members

Brussels, 25 June 2020

Dear Friends,

in accordance with article 21 of our by-laws, I am pleased to inform you that you are called upon to attend the **Ordinary General Assembly of AIJA**, which will be held on:

**Friday, August 28<sup>th</sup>, at 14.00 CET**

to discuss on the following

### AGENDA

- I. **Introduction and Opening of the General Assembly**
- II. **Reports**
  1. Report of the President upon completion of the mandate
  2. Report of the Treasurer, which will include
    - 2.1 Report of the Statutory Auditor
    - 2.2 Report and approval of the Accounts for the financial year 2019; discharge of the Bureau's activities and of the Statutory Auditor
    - 2.3 Report on the revised budget 2020, including the approval of the budget 2020
    - 2.4 Report on the budget 2021, including the approval of the budget 2021
    - 2.5 Setting of the membership dues for 2021
    - 2.6 Presentation of the Statutory Auditors for 2020
  3. Report of the Out-going President
    - 3.1 Presentation of the Bureau's acknowledgment of distinguished Members
    - 3.2 Report upon completion of the mandate
  4. Report of the Secretary General
    - 4.1 Report on the ongoing elections to the EC positions, to the office of Secretary General and to the First Vice President position
    - 4.2 Opening of the electronic voting process on the Resolutions proposed by the Bureau; adjournment of the meeting for 30 minutes
    - 4.3 Closing of the electronic voting process



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- 4.4 Best National Representative
- 4.5 Report upon completion of the mandate

- III. Report from the Work Coordinators
- IV. Announcement of the results of the elections and on the resolutions proposed to the General Assembly
- V. Composition of the new Bureau
- VI. Incoming President's Address
- VII. Miscellaneous

Pursuant to Belgian Royal Decree on 9 April 2020 as amended by Art. 2 of the Belgian Royal Decree on 28 April 2020, the General Assembly will entirely be held online.

Each Member will receive the link to the streaming platform where will be allowed to follow the General Assembly and the one to access the electronic voting platform: the electronic voting system and the streaming will enable all Members around the globe and in different time zones to remotely participate to the meeting and personally cast their votes.

In accordance with Art. 23(4)(a) of our by-laws, the voting process will take place as follows:

- from Thursday, August 27<sup>th</sup>, 2020 at 9:30 CET until Friday, August 28<sup>th</sup> at 15:30 CET you will be allowed to vote for the candidates to the position of First Vice President, and of Secretary General, as well as for the partial renewal of the Executive Committee, and
- on Friday August 28<sup>th</sup>, from 15:00 to 15:30 CET you will be allowed to vote on all the other Resolutions proposed by the Bureau to the General Assembly.

Please consider that, since the election for the vacant positions to the EC meeting and to the Secretary General will be possible as of Thursday, August 27<sup>th</sup>, 2020, pursuant to Art. 23 (6) of our by-laws, **the deadline for submitting the candidacies is Tuesday August, 25<sup>th</sup>, 2020 at 18:00 CET.**

If Members are unable to personally cast their vote or prefer to appoint another Member as proxy holder, they are invited to fill in the dedicated proxy form available on the Section “MyAija” of the website ([www.aija.org](http://www.aija.org)).

In accordance to Art. 22(4) of our by-laws, in order to be valid, proxies shall be assigned via the electronic proxy system **no later than Tuesday, August 18<sup>th</sup>, 2020 at 23:59 CET**; proxies are irrevocable and, once assigned, the Member will not be able to use his/her own vote anymore, during the entire election process.

In accordance to Art. 22(5) of our by-laws, an individual member may not vote by proxy for more than twenty-five other individual members; in any case, only Members eligible to

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vote and/or become a proxy holder will be displayed in the dedicated area of the online “proxy section”.

Finally, you are kindly requested to note that only individual Members who comply with the following requirements are eligible to vote and/or assign a proxy and/or to be proxy holders:

- being under the age of 45 at the beginning of the General Assembly (Art. 22(1); Art. 7(2); Art. 12(1) and (2) of our by-laws); and
- having paid the membership fee (Art. 12(4) of our by-laws).

I look forward to seeing you all... online

Best Regards,

Emiliano Ganzarolli  
AIJA Secretary General