

# Official Call

AGM 2019

Brussels, 3 May 2019

Dear WFTO-Europe members,

The Board of Directors has the pleasure to call you for the 2019 Annual General Meeting (AGM) of the ASBL<sup>1</sup> **World Fair Trade Organization – Europe**. The AGM will take place on **7<sup>th</sup> of June 2019**, starting at **14:00 (CEST)** at Maison des Associations Internationales (MAI), Rue Washington 40, 1050 Brussels (Belgium).

The **Agenda** will include the following points:

1. Welcome and introductory words by the President and other Board members;
2. Appointment of the Chair and Secretary;
3. Appointment of the Voting Committee and confirmation of the quorum;
4. Approval of the Minutes from the 2018 AGM in Brussels, Belgium;
5. Presentation of 2018 Accounts and Balance;
6. Approval of 2018 Accounts and Balance; Discharge of the Board of Directors;
7. Presentation of the Annual Report 2018/19;
8. Presentation of the Work Plan 2019-2020;
9. Presentation of the Budget 2019 and 2020 Provisional Budget (inc. fee for 2020);
10. Approval of the Work Plan 2019-2020;
11. Approval of the 2020 Provisional Budget (inc. fee for 2020);
12. Presentation of the new possible candidates to the Board of Directors;
13. Approval of the new possible candidates to the Board of Directors;
14. Presentation and Approval of the WFTO-Europe representative in the WFTO Global Board of Directors.
15. Presentation and discussion of WFTO-Europe positions and comments on Global documents and issues;
16. Announcement of the next WFTO-Europe Biennial Conference
17. Any Other Business (AOB).

The submission of motions and proposals for amendments under the above agenda points should be received by the WFTO-Europe Board no later than one week before the AGM (i.e. before **31<sup>st</sup> May, 16:30 CEST**). **Only amendments being submitted to the Board on time will be considered for discussion and decision during the 2019 AGM.** The amendments need to be delivered to the Board in written version BEFORE the AGM in order to discuss them, looking for solutions.

We kindly recall you that **only registered members of WFTO-Europe<sup>2</sup>** have **the right to vote**. Only the members with their 2019 membership fee paid will be eligible to vote (provisional members cannot vote). Please note that payments actually received **after 31<sup>st</sup> of May 17:00** (CEST) will no longer be counted for eligibility purposes.

<sup>1</sup> Association Sans But Lucratif / Non-Profit Organisation.

<sup>2</sup> Footnote 1 of the WFTO-Europe Bylaws as amended by the AGM 2015 (Milan): "Effective (or registered) members are all the WFTO (global) registered members whose headquarters is located in Europe and whose Global and Regional annual fee is paid, in accordance with the art. 2 of the WFTO Global Constitution".



Each WFTO-Europe member should authorize a representative person to exercise the voting right on its behalf. Each organization is obliged to fill in a form (**voting authorisation letter**) which designates voting right to one person only per organization and send it to the Secretariat before the meeting. Each registered member has one vote.

If you cannot be present, it will be **possible to vote by appointing another registered WFTO-Europe member as your proxy**<sup>3</sup>. You must do that in advance, by writing to the WFTO-Europe Board or Secretariat, and no later than at the start of the WFTO-Europe AGM on 7<sup>th</sup> of June. Each registered member may not hold more than three (3) proxy votes.

You will also find in attachment the following documents:

- Minutes from the 2018 WFTO-Europe AGM;
- Annual Report for 2018/2019;
- Supporting Documents for Annual General Meeting;
- 2018 Accounts and balance;
- Financial report : Budget 2019 and Provisional budget for 2020 incl. regional fees 2020;
- Work Plan 2019-2020;
- Proposal of renewal of WFTO-Europe representative at the WFTO Global Board of Directors;
- Call for proposals for hosting the next WFTO-Europe Biennial Conference;
- Invitation for candidates and Rules for applying to the Board of Directors;
- Proxy voting (rules+form);
- Voting authorisation letter;
- WFTO-Europe Constitution and Bylaws

On behalf of the WFTO-Europe's Board of Directors,  
*Juanjo Martinez Viciano, President*

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<sup>3</sup> Article 11 of the Constitution states that «Each registered member may attend the General Meeting. Any registered member can choose to be represented by another registered member by written proxy. No registered member may represent more than 3 other registered members»