

**ifb-Form 1**

Invitation to the company meeting to elect an election board

Placard on the ..... at .....<sup>1</sup>  
Location of the placard: .....  
Placard ends on the ..... at .....<sup>2</sup>

**Election of a works council in the company .....**

**Invitation to a company meeting regarding the election of an election board**

Dear colleagues,

By means of this invitation, we would like to set in motion the process of the election of a works council for our company in ....., in compliance with § 17 Betriebsverfassungsgesetz (BetrVG).

The first condition is the election of an election board, which will then take care of further carrying out the works council election. The election of an election board shall be carried out during a company meeting, to which all employees of the company are hereby invited.

**The company meeting will be held on the ..... at ..... in .....**

We would be glad to see all our colleagues attending. We hereby inform you, that the participation to this meeting will count as working time. The employer will be informed by us about this meeting and requested to assure a corresponding exemption from the usual working tasks.

We propose the following **order of business** for the company meeting:

1. Information regarding the purpose and process of the meeting
2. Election of a meeting director and a recorder
3. Election of an election board

The election board to be elected must be constituted by an odd number of employees of our company – three of them at least. Employees lent by other employers (temporary workers) can be included, provided they are working for the company for more than three months. In compliance with § 5 Sect. 1 Line 2 BetrVG, employees working from home but mainly working for our company are also eligible to vote.<sup>3</sup> Men and women should both be represented in the election board.

We propose the following candidates for the election board

1. Mr./Mrs. .... (first and last name)
2. Mr./Mrs. .... (first and last name)
3. Mr./Mrs. .... (first and last name)
4. ...

We ask for more proposals during the company meeting. All people employed in our company can be considered.

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Place ....., date .....

.....

(Signatures of three employees eligible to vote)

**(alternatively:**

.....

**Signatures of two representatives of a worker union represented within the company)**

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<sup>1</sup>It also makes sense to write down who carried out the placard by adding an initial.

<sup>2</sup> It also makes sense to write down who took off the placard by adding an initial.

<sup>3</sup> If a company organized under private law should employ civil servants, soldiers or employees of a public service (in the case of former state enterprises for instance), the following should be added here as a complementary mention: „According to § 5 Sect. 1 Line 3 BetrVG, civil servants, soldiers and employees of public services, including those currently undergoing professional training in our company, are also eligible to vote.“