1424-4710 Kingsway



Burnaby, BC V5H 4M2

Telephone: 604.630.5572

Fax: 866.539.9694

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| **SECTION: ASSOCIATION POLICY** | **TOPIC: PROXY VOTING – GENERAL MEMBERS** |
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| **AUTHORIZATION: BOARD** | **DATE ADOPTED: June 19, 2014** |
| **REVISED DATE: N/A** |
| **BACKGROUND:**  Voting by proxy is permitted according to SafeCare BC’s bylaws. The process by which this occurs is defined below.  **POLICY:**  1. Any voting member may designate a proxy to vote on his or her behalf at an annual general meeting or extraordinary general meeting.  2. Proxy designation will be submitted in writing to the Board Secretary no later than seven (7) days prior to the annual general meeting or extraordinary general meeting to which the proxy is to apply.  3. Proxy designation must take the following format:  To: SafeCare BC Health and Safety Association (the “Association”)  The undersigned, being a voting member of the Association, hereby appoints [insert name of representative] as a proxy to attend and vote on behalf of [insert name of member] at the annual or extraordinary general meeting on [date of annual general meeting or extraordinary general meeting].  Signed this day of , [Name of Member]  per: Authorized signatory  4. Proxy designations are valid for one annual general meeting or extraordinary general meeting only. Once the annual general meeting or extraordinary general meeting indicated on the proxy form has passed, the proxy designation will automatically be considered expired.  5. Should a member wish to revoke or change their appointed proxy, this request shall be submitted in writing to the Board Secretary no later than five (5) days prior to the meeting to which the proxy was to apply.  6. Proxy designations that fail to adhere to the above-noted timeline or format shall be considered invalid.  For the purposes of this policy, proxy designations that are incomplete or missing information will be considered as failing to adhere to the required format. | |