

Using the proxy voting form

How to fill it in

The form can be used in either of three ways:

1. It can be downloaded, printed and filled in with a pen before being posted to the National Membership Secretary (address in The Journal and on the form)
2. Filled in as 1 above and subsequently scanned and emailed to him.
3. It can be downloaded to your computer, tablet or telephone, completed on-screen saved and then emailed.

The National Membership Secretary's email and postal address is defined on the proxy voting form.

Option 3 above is the easiest method. You may find you need to install Adobe Acrobat Reader which can be downloaded from <https://www.adobe.com/uk/acrobat/pdf-reader.html> for most computers. On an Android device you'll almost certainly have to download and install the Acrobat Reader (or an equivalent app) from the Google Play Store. For Apple devices it's available from the app store. **If you are filling it using this manner then the signature block should be filled in with your email address – the same one you use to submit the form (which should preferably be the same one registered on your membership record).**

What to fill in

Once you've downloaded and opened (or printed) the form you need to fill in your name, address, membership number and the name of the person you want to vote on your behalf. If you know how you want your votes to be cast you can, if you wish, nominate the Chair of the meeting and tick the relevant boxes to indicate how you wish to vote. If, on the other hand, you would like to be represented by someone who will consider the discussion on each motion before voting for you, you will need to enter their name and membership number so they can be identified when they attend the meeting. They will then be given a voting card to use on your behalf (you don't need to fill in the second part of the form but you can do so and give this to the person voting on your behalf).

If you nominate the Chair of the meeting as your proxy but then leave any of the votes unticked the Chair will cast your vote on those matters as they see fit.

Deadline

However you choose to complete the proxy form it needs to be in the hands of the National Membership Secretary by, at the latest, 11:30 am on Thursday 25th April otherwise it will not be accepted. The National Membership Secretary will inform the meeting organisers of the name(s) and membership number(s) of named proxies so their voting cards can be issued and used.