

# Annual General Meeting (the “AGM”) Voting Information and Proxy Rules

The following applies to all Regular Members:

1. Each Regular Member in good standing is entitled to vote. For the purposes of the 2017 Annual General Meeting (the “AGM”) a Regular Member is in good standing if membership fees have been paid by December 15, 2016. To vote, a **Regular BCCPAC Member** in good standing must complete a proxy vote form and submit it to BCCPAC in exchange for a voting card.
2. Life, Honourary and Associate Members are not entitled to vote.
3. All proxy forms must be completed and signed by two members of that member’s PAC/DPAC executive in order for an authorized delegate to exercise Regular Member voting rights.
4. In order to allow for the efficient operation of the Annual General Meeting, members are encouraged to mail, fax, or scan and email completed proxy forms to the BCCPAC office in advance. Proxy forms received in this manner no later than April 28, 2017 at 4:30 pm, will be verified and registered by BCCPAC in advance of the AGM. Voting cards for these proxies may be picked up by the authorized delegate at the Proxy Room with proof of identity. Confirmation of proxy forms that are submitted in advance will be sent within three days of receipt and registration to the Executive officers who signed the form. If you do not receive confirmation please contact the office.
5. Proxy forms not received by April 28, 2017 at 4:30 pm are required to be delivered to the Proxy Room at the venue (which will be open during the Spring Conference) in order to receive a voting card to participate at the AGM. Please note that as proxy forms need to be validated and processed before they can be exchanged for voting cards, BCCPAC cannot guarantee that proxy forms received after 5:00 pm on May 5, 2017 will be processed and exchanged for voting cards in time for the start of the AGM.
6. The delegate carrying your proxy should be aware of how your council wishes its vote to be cast (Voting Instruction Forms have been provided in this booklet and are available on the BCCPAC website). Members should be aware that new information frequently comes to light during the debate on a motion. Please be aware that by authorizing a delegate and/or authorizing the transfer of your proxy you are assigning your voting right to the individual who holds your proxy at the time of any vote. BCCPAC has no way of guaranteeing that the proxy holder will vote the way your council wishes.
7. Members who are unable to send their own PAC or DPAC delegate to the Annual General Meeting or whose voting delegate cannot be present for the entire meeting may authorize another person present to cast their vote.

## **How to Use a Proxy Form**

### **Prior to the AGM:**

- Fill out the proxy form
- Have the proxy form signed by two members of your council’s executive.
- Send original (keep a copy for your records) by mail, fax, or scan and email a copy of the proxy form to BCCPAC no later than April 28, 2017 at 4:30 pm. OR
- Bring the signed proxy form to the venue on May 5, 2017

### **For the Annual General Meeting:**

- Bring your proxy form with you
- Upon arrival, please register at the BCCPAC registration desk to receive your AGM delegate package. Please go to the Proxy Room to register proxy form(s) (if these were not sent to the BCCPAC office in advance) and/or to pick up voting cards.

# Authorized Proxy Vote Form

1. Every Regular Member in good standing, which has paid their membership fees by December 15, 2016 is entitled to vote at the 2017 Annual General Meeting. All Regular Members wishing to vote must designate an official delegate(s) to vote on their behalf. **Each Regular Member must complete their own authorized proxy vote form with the appropriate council executive signatures.**

2. A proxy may be transferred to another registered AGM delegate in the event a delegate cannot be present for the entire Annual General Meeting.

If you do not wish to authorize a transfer check here

**For Office Use:**  
Voting  
Card # \_\_\_\_\_

In compliance with the Bylaws of the B.C. Confederation of Parent Advisory Councils, Part 4.10:

We, \_

\_\_\_\_\_ (Name of member school or district PAC) (School District #)

hereby \_\_\_\_\_ authorize

\_\_\_\_\_ (Name of Delegate)

or \_

\_\_\_\_\_ (Name of Alternate Delegate)

to vote on our behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Member Council Executive Title

\_\_\_\_\_  
Member Council Executive Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

**For Use by BCCPAC Members (Registered before Dec. 15<sup>th</sup>, 2016) Only**

***For Office Use:***

Name of Authorized Delegate/Alternate: \_\_\_\_\_  
Print name Signature

Transfer Authorization to: \_\_\_\_\_  
Print name School/District PAC