

# SMRA Proxy Voting Policy

## Proxy Voting Rules

In accordance with paragraph 3.17 of the SMRA Constitution By-Laws a member of the SMRA may appoint a proxy to act in their place in order to vote at the SMRA AGM when the member is absent, subject to the following rules:

- To be valid a proxy must be:
  - a) Personally signed by the Member;
  - b) in the format at Appendix A below
  - c) submitted to the Secretary at least forty-eight (48) hours prior to the meeting of the Members.
- A proxy holder can hold a maximum of 3 proxy votes and may only declare those votes on Agenda items distributed prior to the AGM.
- The proxy holder need not be a Member, but in that event the proxy holder will not themselves be entitled to a vote.

## Entitlement to a Proxy Vote

At least 10 days prior to the AGM the Board must approve the list of Members in good standing who are eligible to vote at the annual meeting of the Members. In order to submit a proxy vote to a proxy holder the member must be part of that approved list. Any proxy votes submitted before that time from non-qualifying members will be revoked.

It is SMRA policy that the following individuals will not be permitted to vote at the AGM and will not therefore be eligible to appoint a proxy:

- Members who withdrew from the Association at the start of the year and did not pay a fee;
- Members who withdrew from the Association during the year and who received a full or partial refund
- Members who by virtue of the rules surrounding player release cease to become SMRA registrants in future years
- Members granted a full release from the Association
- Members expelled from the Association during the season
- Non-Parent Bench Staff and Board Members who resigned from their roles during the course of the season

## **Proxy Vote Submission**

Proxy Votes may be submitted to the SMRA Secretary any time after the publication to members of the AGM Agenda in electronic or paper form:

- A Proxy Vote in paper form must be in the form at Appendix A below and should be completed and signed by the absentee voter and left in the SMRA postbox at the PRC no later than 5 days before the date and time of the AGM;
- To submit electronically the form at Appendix A should be completed, signed and scanned by the absentee voter and emailed to [secretary@stmarysringette.ca](mailto:secretary@stmarysringette.ca) no later than 5 days before the date and time of the AGM.

The Secretary will not correct or return forms that do not comply with the requirements of this policy. It is the responsibility of the absentee voter to:

- ensure that the proxy holder is aware of and has consented to holding their proxy and does not exceed the maximum votes that can be held – any proxy votes received after that limit is reached will be discarded;
- ensure that the proxy is in the correct form and signed – any non-compliant forms will be discarded;
- file the form within the time period required by this policy and the by-laws.

## **Casting of Proxy Votes**

At the start of the AGM the Chair will confirm the numbers in attendance and will also confirm the Secretary's count of the number of valid proxy votes received, who they are held by, and whether any proxy votes were discarded as not valid.

It is the responsibility of the proxy holder to declare for each motion that they are exercising some or all of their proxy votes, and to ensure that they are cast appropriately for or against if they have received specific instructions on agenda items. The SMRA Secretary will record proxy votes cast and whether for or against the motion.

Proxy voting can be used if the proxy holder is allowed to participate electronically when they cannot attend the meeting in person, or if the meeting is fully online.

Proxy votes may not be cast for emergency motions not on the agenda, or for closed sessions not previously publicised.

## PROXY VOTE – ST MARYS RINGETTE ASSOCIATION AGM

I, the undersigned, hereby acknowledge that I am a member in good standing with the St Marys Ringette Association (SMRA) and that the person designated below has the authority to vote on my behalf at the SMRA Annual General Meeting to be held

Date of AGM:

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**NAME OF THE PROXY HOLDER: (Please print)**

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Address of the Proxy Holder

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**NAME OF THE ABSENTEE VOTER (Please print)**

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Address of the Absentee Voter

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Signature of the Absentee Voter

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Date Signed:

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