

Desert Cove Homeowner's Association

Voting by Proxy

Bylaws

18. (a) A voting member in good standing present at a meeting of members is entitled to one vote.
- (b) Voting is by show of hands or by secret ballot if requested and seconded from the floor.
- (c) A member may vote by proxy by delivering a signed proxy to the Secretary by the date given in the Notice of meeting

What is a vote by proxy?

If a member is unable to attend a meeting of the membership, and wishes to vote on agenda items, they may choose to vote by proxy.

1. **Proxy:** A member authorizes another member in good standing to cast a vote on their behalf on **any** motions that are posed at a membership meeting.
2. **Restricted Proxy:** A member authorizes another member to cast a vote for them on **specific** motions only.
3. Restricted proxy is also used by the Board of Directors when all members cannot be accommodated at a meeting. In this case the proxies will be represented by the President and Chair of the meeting.

How to vote by proxy

For each individual member, the 'Vote by Proxy Form' is available on the website on the member's page. Print and complete all sections of the form. Failure to complete all sections and include a **signature** will invalidate the proxy. Submit the form to the Secretary prior to the meeting or have your authorized member bring and present it at the meeting. Those accepting a proxy may only represent one active member.

If the Board is announcing a restricted vote by proxy, a form will be provided that is specific to the meeting it will be used for. Instruction for completing the form will also be provided.

Requirements

If a member is able to attend in person, the proxy form will be returned to be destroyed.

Restricted proxy votes are required to be submitted and counted prior to the date specified in the Notice of Meeting.

The proxy forms are submitted to:

- Secretary
- President
- Locked black box at the Recreation Centre

The secretary, president and if required, vice president will count the votes and the tally will be announced at the meeting as a part of attendance and quorum.

For each motion voted on, the total proxy votes for and against will be announced and included in the vote count and recorded in the minutes of the meeting.

If a quorum is not present at the meeting, no amendments can be permitted and no motions, other than on the agenda can be made.

Proxies will be retained for a period of 2 years from the date of the meeting and available for inspection if/when circumstances permit. A vote by proxy is included in the quorum requirements of 5% for a meeting.