



To: Branch Delegates

September 2015

Dear Delegate,

We are quickly approaching the AGM in November and would like to be informed of Delegates who will not be in attendance of the AGM.

In the first instance, if you are representing your branch as a Delegate and have not completed and signed the New Delegate Form (which is enclosed along with this mailing), please do so immediately.

If you are unable to attend the AGM in person but you would like to have your vote counted, you need to appoint a proxy holder. It is advisable that you get in contact with the person you wish to nominate so that they:

- Are physically attending the AGM
- Understand their role as proxy and will carry your vote in to the AGM

To nominate a proxy you will need to complete the 'Proxy Form' that is enclosed with this mailing and is available to download from the RSCDS website (<https://www.rscds.org/article/branch-mailings>). You can find the form in 'About Us' > 'Branches & Groups'. This form will need to be returned to HQ no later than 21/10/2016. You can return it by post or email it to Michael Greenwood: mike.greenwood@rscds.org. Key information about the rules of appointing a proxy is contained in the document titled 'New Delegate Form'.

Within the enclosed form is information regarding proxies. The grace period for accepting Amendments to the Motion outlined in the Draft Agenda and any Emergency Motions has passed, and the 'Proxy Form' is now available for any delegates who cannot attend the 2015 AGM in person to read and sign. If the delegate cannot attend, it will be the responsibility of the delegate to appoint a proxy, who will then take their vote in to the AGM and vote on their behalf.

The Delegate must get in touch with the proxy of their choosing and inform them of the following:

- 1) That the proxy in question is representing the delegate, and thus, the branch
- 2) How to vote pertaining to the outlined motion in the 2016 AGM Agenda

Both the delegate and the proxy must get in touch with HQ to inform them of the appointment of the proxy, either via email, phone or post.

If the delegate is unable to find a proxy, the Chairman of the Society can take the vote in to the AGM and vote on the delegate's behalf.

In the event that you need to step down as a delegate you will need to contact your branch within good time so that they can re-elect a delegate to vote at the AGM. If any changes need to be made we advise you to contact your branch secretary. If a change in delegate does occur, the new delegate will then need to sign and submit the enclosed 'New Delegate Form'.

Choosing a Proxy

More information on how to choose a proxy can be found in the document titled 'Proxy Form'. In many instances, delegates that cannot attend the AGM in person appoint the Chairman or the Chairman-elect of the Society as their proxy. The Chairman or Chairman-elect will then take in to the AGM your vote and will vote on your behalf.

One proxy can represent any amount of delegates, just so long as the proxy is aware of the delegates they are representing, and Headquarters receives the proxy form (signed and filled out) for each delegate and their respective vote.

When voting, your vote will be kept private; only the final numbers on the proposed Motion truly matter. Headquarters will keep on record your vote in case of emergency.

In the event that a branch does not unanimously agree on the Motion, the appointed proxy can take in to the AGM any and all types of votes. For example, if a branch is designated three delegates, and appoints the Chairman as the proxy for all three delegates, the Chairman can take in any combination of votes. This could be:

- One vote for, one vote against, one vote abstain
- Two votes for, one vote against
- Three votes for

Any combination of the above so long as it does not surpass the amount of votes your Branch is entitled.

If you have any queries please do not hesitate to contact me.

Regards,

Digital Marketing Communications Officer

Mike Greenwood

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