

To: Branch Delegates

September 2017

Dear Delegate,

We are quickly approaching the AGM in November and would like to be informed of Delegates who will not be in attendance at 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, it is your responsibility to appoint a proxy holder. It is advisable that you get in contact with the person you wish to nominate so that they:

1. Are physically attending the AGM
2. Understand that they are representing the delegate, and thus, the branch
3. Undertake to vote, as instructed by the delegate, on the motion outlined in the 2017 AGM Agenda

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 20/10/2017. 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 2017 AGM in person to read and sign.

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 into 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 elect a new 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 number of delegates, as 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 votes.

When voting, your vote will be kept confidential; only the final numbers on the voting for the proposed Motion will be announced. Headquarters will keep a record of 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

And so forth.

Any combination of the above as long as it does not surpass the number of votes to which 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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