



Annual General Meeting Voting Information and Proxy Rules

1. Every Regular Member in good standing is entitled to vote. For the 2020 Annual General Meeting (AGM), a Regular Member is in good standing if membership fees have been fully paid by December 31, 2019.
2. **To vote and speak at the AGM, ALL Regular Members in good standing must complete a Proxy Vote Form and submit it to BCCPAC in exchange for a Voting Card. Members who are unable to send their own PAC or DPAC delegate to the AGM may authorize another member to cast their vote at the AGM by completing this Proxy Form.**
3. Honourary, Life and Non-Voting members with Speaking Proxy cards are **not** entitled to vote.
4. All BCCPAC Proxy Vote Forms must be completed and signed by two members of that member's PAC/DPAC executive in order for an official delegate to exercise Regular Member voting rights.
5. To expedite registration and operations onsite, members are encouraged to scan and email (or mail) completed Proxy Vote forms to the office in advance of the AGM. **Proxy Vote forms received in this manner no later than April 24, 2020 at 4:00pm will be verified and registered by BCCPAC in advance of the AGM.**
6. Voting cards for these Proxy Vote forms may be picked up by the official delegate at the Proxy Room (at Conference/AGM) with proof of identity. Confirmation of Proxy Vote forms submitted in advance will be sent by email 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.
7. Proxy vote forms not received April 24, 2020 are required to be delivered to the Proxy Room onsite at the Conference/AGM May 1-2 to receive a voting card to participate at the AGM. Please note that as Proxy Vote forms need to be validated and processed before they can be exchanged for voting cards, BCCPAC cannot guarantee that Proxy Vote forms received after 5:00 pm on May 1, 2020 will be processed and exchanged for voting cards in time for the start of the AGM.
8. The official delegate carrying your Proxy Vote should be aware of how your council wishes its vote to be cast. By authorizing an official delegate through this proxy process, members are cautioned that BCCPAC cannot guarantee that the official delegate will vote the way your council wishes. Members are encouraged to discuss proposed resolutions prior to the AGM and communicate how votes should be cast to their delegate keeping in mind that new information frequently comes to light when debating resolutions.

How to Complete and Use the Proxy Form

Prior to the AGM:

- Fill out the Proxy Form
- Have the proxy form signed by two members of your council's executive
- Scan and email a copy or mail original (keep a copy for your records) of the Proxy Form to our office no later than April 24, 2020 OR Bring the signed proxy vote form to the Conference venue on May 1, 2020.

At the Conference/AGM:

- 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 Vote form(s) (if these were not sent to the BCCPAC office in advance) and/or to pick up voting cards.



AUTHORIZED AGM PROXY VOTE FORM

- 1. Every Regular Member in good standing is entitled to vote. For the 2020 AGM, a Regular Member is in good standing if membership fees have been fully paid by December 31, 2019. **To vote and speak at the AGM, ALL Regular Members in good standing must complete a Proxy Vote Form and submit it to BCCPAC in exchange for a Voting Card.**
- 2. **Each Regular Member must complete their own authorized Proxy Vote form with the appropriate council executive signatures whether they attend in person or pass their voting right to another member.**
- 3. A Proxy Vote may be transferred to another registered AGM delegate in the event an official delegate cannot be present for the entire AGM.

If you do not wish to authorize a transfer check here

In compliance with the BCCPAC Bylaws, Sections 3.9 & 4.10:

For Office Use:

Voting Card # _____

We, _____

(Name of member PAC or DPAC and School District #)

hereby authorize _____

(Name of Official Delegate)

or, _____

(Name of Alternate Official Delegate)

To vote and speak on our behalf.

Signature

Signature

Member Council Executive Title

Member Council Executive Title

Phone

Phone

For Office Use:

Official Delegate/Alternate: _____

Print Name

Signature

Transfer Authorization to: _____

Print Name

PAC or DPAC Name