

Proxy Voting Form For Annual & Special General Meetings

The rules for proxy voting are defined by the Otago Multiple Sclerosis Society (OMSS) Constitution.

Paid members who are unable to attend OMSS Annual or Special General Meetings are permitted to vote using a Proxy voting form.

- See over the page for the OMSS proxy voting form

Instructions for filling in the Proxy Voting Form

There are 4 steps to the proxy voting process:

Step 1: The member who wants to vote but is unable to attend:

- (a) Authorises another member to vote for them
- (b) Provides instructions on how to vote
- Complete step 1 by the **Voter** filling in and signing section 1 of the form.

Section 1: Authorisation and instruction from the Voter

I, _____, being a current financial member of the Otago Multiple Sclerosis Society (OMSS), do hereby fully authorise _____, also a financial member of OMSS, to be my full and lawful proxy when voting in the _____ meeting.

Authorising Voter Signature: _____ Date: _____

My instructions for voting are the following:

Step 2: The second member agrees to act as a proxy voter for the member

- Complete step 2 by the **Proxy** filling in section 2 of the form.

Section 2: Agreement to be Proxy

I have agreed to be proxy for _____

Proxy Signature: _____ Date: _____

Step 3: The voting member advises the OMSS Administrator that they are using the voting-by-proxy option through an email sent to: admin@msotago.org.nz at **least 10 days before the meeting**

- Complete step 3 by the **Voter** sending the email and signing section 3 of the form.

Section 3: The voter advises OMSS Administrators 10 days BEFORE the meeting

I have notified OMSS Administrators of my use of the voting by proxy option through an email sent to: admin@msotago.org.nz at least 10 days before the meeting.

Authorising Voter Signature: _____ Date: _____

Step 4: A third **Independent Member** who is not carrying the proxy will sign the proxy voting form. This can be on the day of the meeting.

- Complete step 4 by the **Independent Member** signing section 4 of the form.

Section 4: Signature of Independent Member

I acknowledge the proxy vote/s on this form for _____

Independent Member's Signature: _____ Date: _____

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For Annual & Special General Meetings**

(1) Section 1: Authorisation and Instruction from the Voter

I, _____, being a current financial member of the Otago Multiple Sclerosis Society (OMSS), do hereby fully authorise _____, also a financial member of OMSS, to be my full and lawful proxy when voting in the _____ meeting.

Authorising Voter Signature: _____ Date: _____

My instructions for voting are the following:

(2) Section 2: Agreement to be Proxy

I have agreed to be proxy for _____

Proxy Signature: _____ Date: _____

(3) Section 3: The voter advises OMSS Administrators 10 days BEFORE the meeting

I have notified OMSS Administrators of my use of the voting by proxy option through an email sent to: admin@msotago.org.nz **at least 10 days before the meeting.**

Authorising Voter Signature: _____ Date: _____

(4) Section 4: Signature of Independent Member

I acknowledge the proxy vote/s on this form for

Independent Member's Signature: _____ Date: _____