

# Carlington Community Association Policy – Proxy Voting

*(Approved by the Board of Directors – April 8, 2019)*

**Carling Community Association By-Law 7.8:** Proxy votes shall be permitted

**Proxy voting** is when a member who cannot go to a meeting allows the Carlington Community Association (“CCA”) know that someone else will go to the meeting and vote instead of them. That person is called a **proxyholder**.

1. The fact that proxy votes are allowed must be included in the notice of the Annual General Meeting (“AGM”). This notice will include reference to this policy (and its location on the CCA’s website) as well as contact information for the person who will receive notice of proxy votes and the relevant timeline.
2. The names of all proxyholders must be submitted to the Chair of the Nominating Committee, at least 48 hours before the AGM.
3. All proxyholders must be “members in good standing” of the CCA.<sup>1</sup>
4. If the individual is not a “member in good standing”, they must sign up as members of the CCA prior to being recognized as a proxyholder, (i.e., at least 48 hours before the AGM).
5. A proxyholder has the same rights as the member who appointed him or her to speak or vote at the meeting in respect of any matter.
6. A proxy is valid only at the meeting for which it is given or, if that meeting is adjourned, at the meeting that continues the adjourned meeting.

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<sup>1</sup> See CCA Bylaws, Definitions: **Member in Good Standing:** A member in good standing of the Association is an individual who signs up or renews his membership with the Association on an annual basis and pays any applicable annual membership dues. A member in good standing of the Association must comply with the by-laws of the Association.