



ADULT RECREATIONAL CHOIR SOCIETY (ARCS)

Proxy Voting Procedures

Per ARCS's bylaws, if a member of the Society is unable to attend a members' meeting (i.e. Annual General Meeting) they can designate another member to be their Proxy to vote on the matters to be decided and approved by the membership at the meeting.

The process will be as follows:

- ARCS's Administrative Team will provide sufficient notice of a Members' Meeting by way of email and announcements, per ARCS' bylaws.
- Members will RSVP for a meeting using ARCS' online registration and ticketing system (Membee). The link for this will be provided by email to members and via ARCS' website.
- In the online RSVP process, members who wish to exercise their vote will either indicate 'Yes', they will attend the meeting or 'No', they cannot attend. With the second option, members will enter into the field provided the name of the ARCS member who will serve as their Proxy.
- Once the member has chosen their RSVP option and completed the RSVP process, they will then receive an email confirming their choice. This email will have a link to a PDF document (see Appendix 1) which the member will print out, complete, and submit to ARCS' Executive Director.
- The Executive Director will bring all Proxy Forms to the Members' Meeting to ensure quorum is met.
- If a Proxy Form has not been received by the time of the meeting, the member's vote cannot be counted in the quorum.
- If the ARCS' member who was designated as the Proxy does not attend the meeting, the vote of the member who had designated them cannot be counted.
- An ARCS member can hold a maximum of 5 Proxy votes.