

## International Coach Federation of Australasia Inc

ABN 66 055 268 711 ARBN 132 579 483

Incorporated on 10 April, 2000 Incorporation No. INC9874289

**Please note that you are able to vote online any time from Friday 21 August to Thursday 3<sup>rd</sup> September 12 noon AEST (Sydney time).**

**If you do not wish to vote online, cannot attend the Annual General Meeting (AGM), and would like someone else to cast your votes for you at the AGM, you can appoint a proxy to vote for you.**

### **An Explanation of Proxy Voting**

*What is proxy voting?* Proxy voting is a means of ensuring that all eligible members of an organisation have an opportunity to vote on matters for decision proposed to an Annual General Meeting (AGM).

*How does proxy voting work?* Proxy voting works by enabling Members who are entitled to vote but are not able to attend the AGM in person to appoint another Member as their Proxy who will attend the meeting to vote on their behalf.

Proxies can either be

- instructed how to vote on particular resolutions, or
- left to decide how to cast the vote(s) themselves

The Member appointing a Proxy indicates which of these routes to take.

*Who can I appoint as my proxy?* A Member may appoint any other Member who is eligible to vote as their Proxy at their discretion. If a Member's Proxy does not attend the meeting, the Member's votes will not be cast.

*What else do I need to know?* Notifying the organisation of a proxy nomination is not equivalent to casting a vote. The votes are cast at the meeting and if a Member does attend the meeting their proxy nomination can be rescinded in order for the Member to vote in person.

The total number of votes cast on a Resolution will be the number of votes cast by Members at the meeting on their own behalf added to those cast by proxies appointed by other Members.

## What do I need to do to appoint a proxy?

You need to complete the proxy form below and submit it as directed on the form.

## FORM OF APPOINTMENT OF PROXY

Completed forms should be emailed to: [admin@icfaustralasia.com](mailto:admin@icfaustralasia.com) or sent to ICF Australasia, PO Box 620 Toowong 4066 to reach there no later than 12:00pm AEST (Sydney time) **Thursday 3<sup>rd</sup> September 2020**

I, .....

*FULL NAME*

of.....

*FULL ADDRESS*

being a financial ICF Credentialed or ICF Member of the International Coach Federation of Australasia Incorporated hereby appoint:

.....

*FULL NAME OF PROXY*

of.....

*FULL ADDRESS*

as my proxy to vote for me on my behalf at the general meeting of International Coach Federation of Australasia (annual general meeting or special general meeting, as the case may be) to be held on the **4<sup>th</sup> September 2020** and at any adjournment of that meeting.

I confirm that I have provided my proxy with:

- 1) written (paper/electronic) notice that I have appointed her/him as my proxy, **AND**
- 2) written (paper/electronic) instructions as to how to direct my vote on each matter before the meeting / written notice that s/he may direct my votes as s/he sees fit.

Signature of member appointing proxy: .....

Date.....

\* To be inserted if desired.

## NOTES:

Per the International Coach Federation Australasia Incorporated Constitution the following rules apply to Proxy votes

### Rule 10.6

- (a) All votes must be given personally or by proxy but no member may hold more than 5 proxies
- (c) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid.

### Rule 10.8

- (a)..Proxy notice [must be given] to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.