

## **PROXY FORMS**

### **WHAT YOU NEED TO KNOW**

Anyone who does not plan to attend the annual meeting can make their views known through a process called proxy voting.

Simply put, it is a way of voting at annual meetings by means of a proxy or person that you have entrusted to vote on your behalf.

Please read the following information carefully to make sure that your opinions are counted.

#### **What is a proxy?**

A proxy is a written statement authorizing a person to vote on behalf of another person at a meeting.

CACCN will use proxy voting at our annual meeting.

By signing the proxy form, practising members authorize a person to vote in their place.

Nurses attending the annual meeting may carry up to four proxy votes as well as their own vote.

#### **Information for Nurses Use a Proxy**

Registered Nurses who hold a current/active CACCN membership may give their vote to another person by proxy.

Members may assign their proxy to the CACCN President or the Vice-President or may assign their proxy to a member of their choice.

When giving your proxy, you should keep the following in mind:

1. know the person to whom they are giving their vote,
2. share your opinion on how you wish that person to vote for you,

3. realize that the person holding their proxy may hear discussions at the meeting that could shed a different light on an issue (so discuss the flexibility of your vote),
4. fill out the proxy form accurately.
5. send the form to the CACCN National office

All forms must be received at the office by 1600 hrs ET a minimum of five days of the date of the annual meeting.

When proxy forms are received at the Association office, the COO will check that both nurses named on the form hold current/active CACCN memberships and that the information on the form is accurate.

A form is void if the sender is not a current/active member; the form is not signed; the form is incomplete and/or the form is received after the deadline.

### **Information for Nurses Who Carry Proxies at the Meeting**

Keep the following facts about proxy voting in mind:

1. Current/active members of CACCN may carry proxies.
2. The maximum number of proxies that can be held is four.
3. Know the persons whose votes you carry and discuss with them how they want to vote on issues.
4. Proxy votes are non-transferable. They cannot be given to someone else in attendance at the meeting.
5. During the meeting, participate in discussions. If information is presented that could change the opinion of nurses whose vote you carry, you may either contact them, vote according to your own opinion, or withhold your proxy vote.
6. Always carry your proxies with you. If they are lost, you may not be able to retrieve them to vote.

Anyone wishing clarification on proxy voting is welcome to call the Association at 519-207-7007 or toll-free 866-477-9077.

## **What the Association Bylaw Says About Proxy Voting**

***CACCN General Operating Bylaw # 1: 4.11. Absentee Voting by Proxy*** states member entitled to vote at a meeting of Members may appoint a proxyholder, or one or more alternate proxyholders, who need not be Members, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following:

- (a) a proxy is valid only at the meeting in respect of which it is given or at a continuation of the meeting after an adjournment.
- (b) a member may revoke a proxy by depositing an instrument in writing executed by the Member in accordance with the Regulations;
- (c) a proxyholder or an alternate proxyholder has the same rights as the Member by whom they were appointed, including the right to speak at a meeting of Members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, except where a proxyholder or alternate proxyholder has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands;
- (d) a proxy shall be in writing, executed by the Member or such Member's attorney and shall conform with the requirements of the Regulations; and
- (e) votes by proxy shall be collected, counted, and reported in such manner as the chair of the meeting directs.