

## **Procedure for Proxy Voting to run alongside (but not embodied) in the Constitution**

### **Procedure for Proxy Voting**

Where proxy voting on any motion to be decided at a General Meeting is permitted in accordance with the Constitution, any fully paid-up Member who cannot attend the General Meeting in person (excluding Junior Members who are not entitled to vote) may appoint a member of the Committee or another full Member of the Club to act as their proxy and vote on their behalf on such motion.

### **Appointing a Proxy**

To appoint a proxy, the Member must send an email to [altontennisclub@gmail.com](mailto:altontennisclub@gmail.com) to arrive no later than 24 hours prior to the commencement time of the General Meeting stating the following information:

Member's Name

Name of the Proxy

The date of the General Meeting for which they wish to appoint a proxy

The Proxy emails received will be collated and, where necessary, checks will be made to ensure that both parties are fully paid-up Members of the Club and that nominees for posts on the Committee have properly submitted their Nomination Statements, as required.

### **Voting Procedure**

All proxy voting shall be by ballot. Each Member present (other than Junior Members) shall receive one ballot paper except for Members acting as proxies for others who will be given one additional ballot paper for each proxy they are exercising. A Member may act as proxy for up to 3 non-attending Members. Members must vote strictly according to the instructions given to them by the Member who appointed them to act.

Agreed and adopted by AGM 17.11.2022