



Annual General Meeting (the 'AGM')

Voting Information and Proxy Rules

The following applies to all Members:

1. Each Program Member (full-voting POP member) in good standing is entitled to vote. For the purposes of the 2018 Annual General Meeting a Program Member is in good standing if membership fees have been paid. Program Members will designate an individual from their organization to vote on behalf of their program. This is their 'voting delegate'.
2. Program Members who are unable to send their own POP voting delegate to the AGM or whose voting delegate cannot be present for the entire meeting may authorize another person present to cast their vote. This is a 'proxy'. To vote by proxy, a Program Member must complete an Authorized Proxy Vote Form and submit it to BCAPOP.
3. Associate / Individual Members are not entitled to vote.
4. All proxy forms must be completed and signed by two members of that member's POP – the appointer and a witness – in order for another BCAPOP Program Member delegate to exercise proxy voting rights.
5. In order to allow for the efficient operation of the AGM, members are encouraged to email completed proxy forms to BCAPOP in advance. Proxy forms received in this manner no later than Friday, September 14, 2018, will be verified and registered by BCAPOP in advance of the AGM. Voting cards for these proxies may be picked up by the authorized proxy delegate at the conference registration desk the morning of the AGM.
6. Proxy forms not received by September 18, 2018 are required to be delivered a BCAPOP representative at the conference registration desk the morning of the AGM in order for your delegate to receive a voting card to participate as a proxy at the AGM. Please note that as proxy forms need to be validated and processed before they can be exchanged for voting cards, BCAPOP cannot guarantee that proxy forms received on October 4, 2018 will be processed and exchanged for voting cards in time for the start of the AGM.
7. The delegate carrying your proxy should be aware of how your POP wishes its vote to be cast (a Voting Instruction Form has been provided in this document and is available on the BCAPOP website). Members should be aware that new information may come to light during the discussion on a motion. Please be aware that by authorizing a delegate and/or authorizing the transfer of your proxy you are assigning your voting right to the individual who holds your proxy at the time of any vote. BCAPOP has no way of guaranteeing that the proxy holder will vote the way your council wishes.
8. Nominees for the vacant board positions are not known in advance of the AGM. Your proxy will be entitled to make their own voting decision then cast a vote on your behalf.

HOW TO USE A PROXY FORM

Prior to the AGM (Program Member)

- Fill out the proxy form
- Have the proxy form signed by two members of your POP
- Email your proxy form (keep a copy for your records) to BCAPOP no later than September 18, 2018; OR Bring the signed proxy form to the venue on October 3-4, 2018

For the Annual General Meeting (Proxy / Official Delegate)

- Bring your proxy form with you
- Upon arrival, please register at the BCAPOP conference registration desk on October 3rd or October 4th prior to 8:30 AM to register your proxy form(s) [if these were not sent to BCAPOP in advance] and pick up voting card(s).



Authorized Proxy Vote Form

1. Every BCAPOP Program Member whose membership fees are paid for the current fiscal year is entitled to vote at the 2018 Annual General Meeting.
2. A proxy may be transferred to another BCAPOP Program Member that has a delegate attending the AGM in the event a Program Member cannot be present for the Annual General Meeting.

Date: _____

Program Name: _____

Organization Name: _____

Program Location (city): _____

Program Representative Name (please print)

Witness Name (please print)

Program Representative Signature

Witness Signature

In compliance with the Bylaws of the BC Association of Pregnancy Outreach Programs, Part 4 - 22:

I, the above signed, being a representative for a BCAPOP Program Member, hereby authorize the member representative listed below to vote on our behalf at the AGM on October 4, 2018.

PROXY

Member Representative Name: _____

Program Name: _____

Organization Name: _____

Program Location (city): _____

NOTE: It is the Program Member's responsibility to confirm with their selected proxy that he/she will be in attendance at the AGM and accepts the proxy request.

For Office Use:

Authorized Delegate/Proxy – Verified BCAPOP Member: Yes No

Issue Voting Card: Yes No



2018 Resolutions Voting Instructions

BCAPOP Program Member: _____

Name of Proxy/Official Delegate: _____

This form may be used to provide your official voting delegate or proxy with directions on how to vote on the items below. By authorizing a Proxy/Official Delegate (completing the Proxy Vote Form) you are entrusting that Proxy/Official Delegate to exercise your voting rights on all matters that will be dealt with at the AGM. As BCAPOP has neither the means nor the authority to verify that member voting instructions are followed by proxies, please be sure communication is clear for your proxy regarding your POPs voting intentions and whether you wish to provide discretion in how to vote, as new information is often shared and presented at the time of debate.

BCAPOP urges each member to choose their Proxy Delegate wisely.

BCAPOP has no way of guaranteeing that a Proxy/Official Delegate will vote the way your program wishes.

PROPOSED RESOLUTIONS FOR NEW/AMENDED BYLAWS <i>See the 'Proposed New Bylaws & Bylaw Amendments – 2018' document for details on the proposed resolutions for new/amended bylaws to be voted on at the 2018 AGM.</i>	VOTING INSTRUCTIONS		
#2018-1	Yes	No	Open
#2018-2	Yes	No	Open

DO NOT SUBMIT THIS FORM TO BCAPOP

Voting Instructions are for your reference and to share with your Proxy/Official Delegate who will be voting on your program's behalf at the AGM.