



Instructions for Voting by Proxy

Introduction

Article III, Section 3 of the Tri City Channel Cats By Laws describes the need for a Quorum when a vote takes place at a general meeting. In that description, it states that proxies are allowed as a means of obtaining a quorum for any votes that take place. This document provides instructions for designating a proxy for members who wish to participate in the vote but cannot attend a general meeting where a vote is taking place.

Instructions if you cannot attend a general meeting but want to vote by proxy

Step 1

Using the text in the grey box below, construct an email message by filling in the areas marked with <>.

Dear <Proxy Voter>:

I, <full name of Absent Member> hereby grant you (<full name of Proxy Voter>) permission to vote by proxy for my family at the <Meeting Name> meeting to be held on <Month Day, Year>.

I understand that you will vote as you see fit and that your vote will also count as my vote. As my proxy, you will sign in at the meeting once for yourself, and again for me (as well as once each for any other person you may be casting a proxy vote for). When signing in for me, my name will appear in parenthesis next to your name. These sign in entries will be counted for the purpose of establishing quorum. Here is what you, as the proxy voter, need to do:

1. Print this email and hand-deliver it to a board member at the meeting
2. At the meeting, sign in for yourself on one line
3. On a separate line, sign in again using the text below:

<Proxy Voter signature> voting as proxy for <Absent Member>

Thank you for casting a vote by proxy for me at this meeting,
<Absent Member>

Proxy Voter – the name of the member attending the meeting to vote by proxy for someone
Absent Member – the name of the member who needs someone to cast a proxy vote in their absence
Meeting Name – use Fall Meeting, Spring Banquet, or the name of the special meeting
Month Day, Year – the date of the meeting where a vote is to be taken

Step 2

Send the email with the above content to the party to whom you wish to give proxy. Doing so means that you are allowing that party to vote as they see fit, and that the vote cast counts as both their vote and your vote.

More Information

See the [Channel Cats By Laws](#) for more about the Tri City Channel Cats By Laws.
See the proxy vote section of [Robert's Rules](#) (practiced by our organization) for more about proxy votes.
See the [WA State Non-profit Corporation Act](#) for more about laws governing non-profit organizations.