



BC CONFEDERATION OF PARENT ADVISORY COUNCILS

Suite C - 2288 Elgin Avenue, Port Coquitlam, BC V3C 2B2

Tel: (604) 474-0524 Toll free: 1-866-529-4397

Email: info@bccpac.bc.ca

2018 AGM VOTING INFORMATION & PROXY RULES

The following applies to all Members:

1. Each Regular Member in good standing is entitled to vote. For the 2018 Annual General Meeting (AGM), a Regular Member is in good standing if membership fees have been paid by December 15, 2017. To vote, a Regular Member in good standing must complete a proxy vote form and submit it to BCCPAC in exchange for a voting card.
2. Life, Honourary and Associate Members are not entitled to vote.
3. All proxy vote forms must be completed and signed by two members of that member's PAC/DPAC executive in order for an official delegate to exercise Regular Member voting rights.
4. In order to allow for the efficient operation of the AGM, members are encouraged to mail or scan and email completed Proxy Vote forms to the BCCPAC office in advance. Proxy Vote forms received in this manner no later than April 27, 2018 at 4:30 pm will be verified and registered by BCCPAC in advance of the AGM. Voting cards for these Proxy Vote forms may be picked up by the official delegate at the Proxy Room (at Spring Conference/AGM) with proof of identity. Confirmation of Proxy Vote forms submitted in advance will be sent by email within three days of receipt and registration to the Executive officers who signed the form. If you do not receive confirmation, please contact the office.
5. Proxy vote forms not received April 27, 2018 by 4:30 pm are required to be delivered to the Proxy Room at the Spring Conference/AGM venue to receive a voting card to participate at the AGM. Please note that as Proxy Vote forms need to be validated and processed before they can be exchanged for voting cards, BCCPAC cannot guarantee that Proxy Vote forms received after 5:00 pm on May 4, 2018 will be processed and exchanged for voting cards in time for the start of the AGM.
6. The official delegate carrying your Proxy Vote should be aware of how your council wishes its vote to be cast. Members should be aware that new information frequently comes to light during the debate on a resolution. Please be aware that by authorizing an official delegate and/or authorizing the transfer of your proxy vote you are assigning your voting right to the official delegate who holds your proxy vote at the time of any vote. **BCCPAC has no way of guaranteeing that the official delegate will vote the way your council wishes.**
7. Members who are unable to send their own PAC or DPAC delegate to the AGM or whose official delegate cannot be present for the entire meeting may authorize another person present to cast their vote.

How to Use a Proxy Form

Prior to the AGM:

- Fill out the proxy form.
- Have the proxy form signed by two members of your council's executive.
- Mail original (keep a copy for your records), or scan and email a copy of the Proxy Form to BCCPAC no later than April 27, 2018 OR Bring the signed proxy vote form to the Conference venue on May 4th, 2018.

For the Annual General Meeting:

- Bring your proxy form with you
- Upon arrival, please register at the BCCPAC registration desk to receive your AGM delegate package
- Please go to the Proxy Room to register proxy vote form(s) (if these were not sent to the BCCPAC office in advance) and/or to pick up voting cards.

*Please contact the BCCPAC office, should you have any questions:
Email info@bccpac.bc.ca Phone 604-474-0524 or Toll Free 1-866-529-4397.*



AUTHORIZED PROXY VOTE FORM

1. Every Regular Member in good standing, who has paid their membership fees by December 15, 2017 is entitled to vote at the 2018 Annual General Meeting (AGM). All Regular Members wishing to vote must designate an official delegate(s) to vote on their behalf. **Each Regular Member must complete their own authorized proxy vote form with the appropriate council executive signatures.**

2. A Proxy Vote may be transferred to another registered AGM delegate in the event an official delegate cannot be present for the entire AGM.

If you do not wish to authorize a transfer check here

In compliance with the BCCPAC Bylaws, Part 4.10:

For Office Use:
Voting
Card # _____

We, _____
(Name of member school or district PAC) (School District #)

hereby authorize _____
(Name of Official Delegate)

or, _____
(Name of Alternate Official Delegate)

To vote on our behalf.

Signature

Signature

Member Council Executive Title

Member Council Executive Title

Phone

Phone

For Office Use:
Official Delegate/Alternate: _____
Print Name Signature
Transfer Authorization to: _____
Print Name School/District PAC