



FIPA POLICY: HOW TO SUBMIT A PROXY

Abstract

FIPA by-law:

(4.1.4) Members who have submitted a valid proxy shall be included voting members as part of the quorum count.

(4.5.6) Voting by proxy is permitted.

(4.6) To be eligible to vote by proxy the proxy must be submitted according to a policy established by the Board.

This policy is established by the FIPA Board of Directors and reviewed annually to document the policy for proxy voting.

Executive Director & Secretary
secretary at fipa.bc.ca

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Administration

Approved By:

The Board of Directors

Purpose:

To document the proxy process established by the FIPA Board of Directors.

Scope:

To document the proxy process established by the FIPA Board of Directors.

FIPA Board Roles and responsibilities are outlined in [FIPA Policy: Board Roles and Responsibilities](#)

Revision Schedule

This policy will be reviewed annually prior to any annual general meeting.

Revision Summary

Date	Summary of Changes / Amendment
2023.06.20	Reviewed and approved.

Process for submitting a proxy.

- To be eligible to vote by proxy the proxy must be submitted according to the following policy established by the Board.
- The following proxy form is to be used:
 - [P202306 BC_FIPA AGM Proxy Form.pdf](#)
- The proxy form is to be sent by email to:
 - secretary AT fipa.bc.ca
 - The Secretary, President and Executive Director monitor this email.
- The proxy form must be received by email by noon the day before the general meeting to create an eligible proxy.
- The proxy policy and form will be made available online as part of the annual general meeting notice and package.