

Proxy Procedures

The following will provide clarification around the procedure for the use and handling of proxies at the Environmental Services Association of Alberta's (ESAA's) Annual General Meeting (AGM)

As per section 3.11 of the ESAA Bylaws, at any meeting of Members, a proxy appointed by a Full Member shall be entitled to exercise, the same rights that the Full Member would be entitled to exercise if present at the meeting subject to any restrictions expressed in the instrument appointing the proxy. A proxy need not be a Representative of a Member of the Association.

At the time of distribution of the Notice of Meeting, a proxy form is included as part of the electronic packages.

If a Representative for a Member is unable to attend, the Member can appoint any individual attending to be the Member's proxy.

When a proxy is received at the ESAA Office it is noted on the membership list and an election ballot is attached to it.

The proxy and the election ballot is then given to the individual identified on the proxy at the AGM.

If the proxy is received and no individual is identified, the Member is contacted and asked to resubmit the proxy form

If the individual identified is an ESAA staff member, the staff member contacts the Member's Representative asking them to indicate their voting instructions for the election. Such voting instructions are noted and attached to the proxy form.

If the member doesn't supply voting instructions to an ESAA staff member named in the proxy, the proxy is included for the purposes of quorum but is not exercised by the ESAA staff member for the purposes of voting.