



## **DELEGATES AND PROXY PROCEDURES**

### **APPOINTMENT OF DELEGATES AND ALTERNATES**

Forms are supplied to all Branches and these are to be signed by the President and Secretary of the Branch and returned to AESF Headquarters in May of each year.

If these forms are not returned, the Delegates who acted during the previous year will be accredited again until their successors are appointed.

Should a change in Delegates or Alternates be desired by the Branch, a letter substituting the new names for those already appointed, when signed by the President and Secretary of the Branch and received by the Executive Director one week prior to the opening day of the Annual Meeting, will be accepted by the Credentials Committee as authority to make the desired change.

### ***PROXIES***

A Branch may exercise a proxy for **only one Branch**. While the proxy forms have spaces for first, second and third choices, it would give your Branch the type of representation it deserves if you were to make sure in advance that the Branch you have chosen to vote your proxy is in a position to accept this responsibility. There are three possible methods of having Branch votes registered by Proxy:

- 1) A full proxy to another Branch with authority to vote on all matters which come before the meeting as they see fit.
- 2) A limited proxy to another Branch entitling it to vote only on the matters which you have stated in the proxy and only in the way you have instructed.
- 3) If you wish to have your vote cast in either the affirmative or negative on a limited number of items, without involving any other Branch, a letter, signed by the President and Secretary of your Branch, addressed to the Executive Director authorizing him to act for you on these specific items will be accepted by the Credentials Committee and your vote will be registered on these items only.

**The presence at the Annual Meeting of the Society of a Delegates or Alternate from a Branch which has previously issued a proxy will cancel the proxy.**

Should a Delegate who has registered at a meeting be called away, he is entitled to request the Chairman of the meeting for permission to grant a proxy, either open or limited, to a Branch of his choice or to the Executive Director in the case of a limited proxy.