



Proxy Participation at Meetings

COTAPSA understands that members are not always available to attend all Committee, Board, Executive, or Special meetings and resultantly have made available a vehicle by which those members can still vote and participate in decision making.

While it is recommended that directors/members attend meeting(s) in-person, proxy voting is permitted via Bylaw 5.08 (b) for major decisions, and membership participation at the AGM so their opinion/voice can be included in decision making processes

As per Bylaw 5.08

(b) Members may provide a proxy for a member to be used for a vote. Only COTAPSA members can carry a proxy for another member, they may carry more than one and the carrier must announce at the opening of the meeting how many proxies they are carrying and whose proxies they are.

- A COTAPSA Proxy is available only to a COTAPSA member *in good standing* as per COTAPSA Bylaw 3.06

A Member is deemed to be in good standing if the Member:

- (a) Is not in default of payment of required dues, fees or assessments;
- (b) Has not resigned from Membership;
- (c) Has not been expelled, terminated, or suspended from Membership;
- (d) Is on an approved leave of absence from the City, including LTD leave
- (e) Is on a secondment recognized by the Executive Committee;
- (f) Has been terminated from employment with the City but is in receipt of salary continuation payments and continues to pay Association dues;
- (g) Has been terminated from employment with the City, and in the view of the Executive Committee, continues to pursue appropriate action with respect to that termination and continues to pay Association dues;
- (h) Is not associated with a rival organization as set out in section 4.

- Only association members (*in good standing*) are permitted to carry a proxy(s) for other members
- There is no limitation as to the number of proxies a member (as defined in Bylaw 3.06) can carry

- A Proxy must/or will be assigned to either the Chair or a 'carrier'* prior to the ascribed Meeting
- As to Process:
COTAPSA staff will send an email to all membership with Notifications and Agendas prior to a member meeting (AGM or Special) and this package will also have a Proxy Form attached. The Proxy Form (see following) will have relevant information pertaining to a meeting inserted by the staff in it, and instructions as to how to fill out.
In order to be included at a meeting, a Proxy Form must be filled out legibly by the member (their name and the holders name), it must be certified by staff prior to the meeting and it must be in the possession of the member/carrier at the particular meeting as defined on the Proxy Form (i.e. date)
- To save time and avoid confusion members using a Proxy are advised to send the Proxy information to the COTAPSA office prior to the meeting (via scan) so staff can certify in advance of the session (checking to ensure that Proxy is from a member and held by a member).
- Upon entering the meeting the proxy holder/carrier must disclose/register whose proxy he/she is carrying (certification may need to be done at this time if not done in advance). To disclose, the filled out Proxy Form must be presented to the Registration Desk or to the COTAPSA staff person assigned this responsibility. Staff will certify the proxy as valid and/or make note of number of proxies carried, the carrier will be supplied with a colored voting ballot one for themselves plus one for each Proxy held.
- When a vote or MOTION is called the proxy carrier must, through a show of hands, state how many proxies they are carrying for that vote and how they are voting. (if carrying 7 and themselves – they might vote 5 for and 3 against)
- Proxies can be counted towards quorum – i.e. if a member is holding three (3) proxies he/she is representing four (4) members.
- All proxies are to be destroyed after the draft minutes for the minutes they are assigned to have been adopted/accepted.

**'Carrier' is member carrying another member's proxy*

Effective Date: September 2016

Approved By: Executive Committee

Date Approved: September 7th, 2016