Voter Designation & Proxy Form for Virtual ICA General Assembly 2020

Please fill in this form and submit it as soon as possible by email to hacquard@ica.coop. In order to reduce the potential for mistakes, please send this form with the details typed into the form, and a separate scanned copy with the signature, if you will not be using an electronic signature.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Member number |  | **N° of votes** |  | **Country** |  |
| Organisation name |  |
| Address |  |
| Email(s) |  |

Will representative(s) from your organisation attend the online ICA General Assembly 3 September (choose one (x))?

|  |  |
| --- | --- |
|  | **Yes – if yes, please fill out Section A (page 2)**Section A (vote designation & registration) should be used if a representative from your organization or another member organization in your country will be exercising your votes at the **General Assembly**. |
|  | **No *–* if no, please fill out Section B (page 3)**Section B (proxy form) should be used if there is no representative attending the meeting from your organization or country. This section should also be used if your representative cannot attend the Assembly online but can vote online for the re-appointment of the Auditor between 18 August – 3 September. |

Authorized Signatory of Member

I hereby certify that the correct section has been duly filled and submitted.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Date |  |
| Signature |  |

Section **A**: Vote Designation & Registration

Section A is applicable if a representative is voting for your organisation at the virtual 2020 ICA General Assembly. This section is also applicable if there is a representative casting your votes from another member organisation located in the same country. If not, skip to Section B.

Please list below the representative(s) who will represent and vote for your organization at the General Assembly. The number of voting representatives cannot exceed the number of votes assigned to your organisation. We ask you to limit the number of voting members participating due to technology issues. You may expand the size of the table below should you have more than one voting representative.

Please use the last column “number of votes to be collected by the representative” to provide us with the number of votes that each representative should be given to cast. Each representative cannot hold more than 12 votes in total (this is also relevant if the representative is voting for other members in your country).

An email will be sent to each voting representative for access to the online conferencing system. If you do not receive the email providing the access information 24 hours before the “dry run” or Assembly, please check your junk folder. If you still do not receive it, send an email to GA2020@ica.coop. Please note that access to the online conferencing system will only work on one device. You cannot share the access with others. Please provide a separate email for each voting representative. Note also that the access link for the dry test run and the Assembly will be different, and thus each voting representative will receive a different email 24 hours before the dry test run and 24 hours before the Assembly.

An email with the secure access code to the electronic voting system will be sent to each voting representative starting 18 August. If you do not receive this email before the Assembly begins on 3 September, please check your junk email box. If you still have not received it, send an email to GA2020@ica.coop.

For security reasons, all email addresses used for the dry test run training should be the same to access the virtual General Assembly. It will not be possible to access to the virtual General Assembly with another email address and it won’t be possible to change these addresses after the dry test run training.

If you are unable to access the online conferencing system, please email GA2020@ica.coop and we will try to help you through the process.

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME / Last Name** | **First name / Given Name** | **Number of votes for the representative** | **Email**  |
|  |  |  |  |

Interpretation between English, French and Spanish will be provided during the General Assembly. If you do not speak one of these languages and would like to have an **interpreter** who will speak on behalf of your voting representative(s), please fill in the form below.

|  |  |  |
| --- | --- | --- |
| **SURNAME / Last Name** | **First name / Given Name** | **Email**  |
|  |  |  |

\* Personal emails provided on this form will only be used for purposes of this ICA General Assembly 2020.

Section **B**: Proxy Form

**Proxy forms submitted after 28 August 2020 will not be valid.** Do not fill this section if you will designate your votes to a representative who is from your country. In that case, use Section B. If a representative will **not** represent your organisation from your country at the 2020 ICA General Assembly, please fill out this section. Members can designate their votes by proxy to a representative who will participate in the Assembly.

Please choose either Manuel Mariscal, who has been chosen as the ICA’s designated proxy holder to cast votes on behalf of members or write in the name of a representative from another member organization outside of your country who will be your proxy.

*I hereby authorize the following person to represent our organisation and vote on our behalf at the General Assembly.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Choose one (x)** | **Name of proxy holder (SURNAME, first name)** | **Organisation** | **Country** |
|  | MARISCAL, Manuel | ICA Board Member | Not applicable. |
|  |  |  |  |

Members who cannot participate in the Assembly on 3 September can vote online themselves for the re-appointment of the auditor between 18 August – 3 September at 13:00 CEST. If your representative can vote online for re-appointment of the auditor, please fill out the table below. An email with the secure access code to the electronic voting system will be sent to each voting representative starting 18 August. If you do not receive this email within 48 hours of submitting your vote form, please check your junk email box. If you still have not received it, contact GA2020@ica.coop.

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME / Last Name** | **First name / Given Name** | **Number of votes for the representative** | **Email**  |
|  |  |  |  |