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Supplement 4 to EA-1/17 Rules of Procedures

Proxy Procedure

PURPOSE

This document has been produced by EA and describes the procedure to deal with proxy.

Authorship

The publication has been written by EA Secretary

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

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1.

According to Article 10 of the Articles of the Association and to item 5.3, Section 5 of the Memorandum of Understanding, each EA member has one vote at the General Assembly meetings.

Members can be represented and proxies can be used.

2.

The vote shall be exercised by the person nominated by the member or by a person nominated in a proxy form (see Annex) submitted by the member.

The proxy form shall carry the signature of the person to whom the proxy is given.

The form shall be lodged with the Secretariat no later than one hour before the start of the meeting.

Forms are circulated with the agenda and related papers distributed before the meetings of the General Assembly. They can also be obtained at the Secretariat.

Used forms shall be kept at the secretariat until confirmation of the minutes of the relevant meetings.



PROXY FORM

This Proxy applies only for the following meeting :

Meeting :

Date :

Name of member organization :

Name of authorized delegate :

Signature of authorized delegate :

Name of Proxy Person to represent and vote on behalf of this member at the meeting noted above :

Address and Contact Details of Proxy Person :

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Signature of Proxy Person :

Date Proxy given :

For official purposes only

Date and Time received :

Signature of Secretary :