



Publication Reference **EA-1/17 S4 A + AB: 2017**

Supplement 4 to EA-1/17 Rules of Procedure

Proxy Procedure

PURPOSE

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

Authorship

The publication has been written by the EA Secretariat

Official language

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

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Category:	EA Governance and Policy Documents
Date of approval:	24 May 2017
Date of implementation:	Immediate
Transitional period:	None

1.

According to Article 10 of the Articles of the Association each EA Full member has one vote at the General Assembly (GA) meetings.

Pursuant to Article 9 of the Articles of Association and Paragraph 10 of the Rules of Procedure each EA MLA/BLA signatory has one vote at the Multilateral Agreement Council (MAC) regarding decisions affecting the MLA/BLA signatory status of an accreditation body.

Members (Eligible voters) can be represented by another person from its organisation or a person from another member eligible to vote and proxies can be used at GA and MAC meetings.

2.

The vote shall be exercised by the person nominated by the member and identified in the attendance list for the meeting. Alternatively, it can be exercised 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 proxy shall be lodged with the Secretariat no later than four hours before the start of the meeting agenda item for voting.

Proxy 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 proxy forms shall be kept at the secretariat according the legal requirements.



This Proxy applies only for the following meeting:

Meeting:

Date:

This Section is to be completed by the Member NOT attending the meeting

Name of member organization:

Name of authorized delegate:

Signature of authorized delegate:

This Section is to be completed by the Member attending the meeting (i.e. the Member holding the proxy)

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:

.....

Proxy for the following agenda item(s) (if requested):.....

.....

Date Proxy given:

Signature of Proxy Person:

For official purposes only

Date and Time received:

Signature of Secretary: