Voter Designation & Proxy Form

Please fill in this form and submit it as soon as possible by email to [ga2021@ica.coop](mailto:ga2021@ica.coop). In order to reduce the potential for mistakes, please send this form with the details typed into the form for ease of copying, and a separate scanned copy with the signature, if you will not be using an electronic signature. **Forms submitted after 28 June 2021 at 13:00 GMT +2 will not be valid.** Please reference the[Standing Orders & Regulations for the Semi-Virtual General Assembly 2021](https://www.ica.coop/en/events/ica-general-assembly-june-2021).

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

Will your organisation register representative(s) to attend the ICA General Assembly on 29 June 2021? (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. |

Authorized Signatory of Member

I hereby certify that the correct section chosen above 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 ICA General Assembly on 29 June 2021. 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 participate and vote for your organization at the General Assembly. The number of voting representatives cannot exceed the number of votes assigned to your organisation. You may expand the size of the table below should you have more than one voting representative. We ask you to limit the number of voting members participating due to technology issues.

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).

Separate emails will be sent to each voting representative for access to the Assembly via Zoom and the electronic voting system. If you do not receive the email providing the access information 24 hours before the training or Assembly, please check your junk folder. If you still have not receive it, send an email to [ga2021@ica.coop](mailto:ga2021@ica.coop). Please note that, in accordance with Belgian regulations, you cannot share your access to the Assembly nor electronic voting system with others.

A unique email must be provided for each voting representative who needs access because this unique email is required for voter identification.

If you are unable to access the electronic voting system or online conferencing system, please email [ga2021@ica.coop](mailto:ga2021@ica.coop) and we will try to help you through the process.

Voter Registration

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

### Interpreter Registration

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** attend the meeting to speak on behalf of your voting representative(s), please fill in the form below.

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

### Observer Registration

In order to comply with Belgian regulations, **observers** will not be able to participate in the General Assembly. A link to a live streaming will be made available to observers. Please inform us who should receive this link to the live streaming:

|  |  |
| --- | --- |
| Send living streaming link to these email(s): |  |

\* *Personal emails provided on this form will only be used for purposes of this ICA General Assembly 2021*.

Section **B**: Proxy Form

Please complete this section if the representative to whom you are delegating your organisation’s votes to for the 2021 ICA General Assembly does not come from your organisation or country. Members can designate their votes by proxy to a representative who will participate in the Assembly.

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

|  |  |  |
| --- | --- | --- |
| **Name of proxy holder (SURNAME, first name)** | **Organisation** | **Country** |
|  |  |  |