



**Drumchapel
Housing**
Co-operative Limited

VOTING BY PROXY

NOTES:

As per the Co-operative's Rules, the following applies when voting by Proxy:

1. To appoint a representative to vote on your behalf by proxy, you must let the Co-operative have a properly completed document in the form attached. Your representative does not need to be a member. The document must reach the Co-operative **by Saturday 19 August 2023** (i.e., five days before the meeting on **Thursday 24 August 2023** as per Rule 23.1). Please return it to our office at 4 Kinclaven Avenue, Drumchapel, Glasgow G15 7SP. If you need help doing so, please contact the office on 0141 944 4902 or e-mail at: enquiries@drumchapelhc.org.uk
2. If there is any doubt about whether your representative has authority to vote, the Chairperson will decide, and their decision will be final.
3. To reverse your appointment of a representative, you must let the Co-operative have a properly completed document in the Cancellation of Proxy form attached. The document must be presented to the Co-operative before the meeting at which you no longer want to be represented convenes. Alternatively, if you declare yourself present before the meeting convenes, the appointment of a representative to vote on your behalf will automatically fall.
4. The Chairperson will report to the meetings the details of any documents seeking to appoint a representative which have been received but which are not valid.
5. The following Board Members have volunteered to act as proxy representatives for the (tick as appropriate):

☐ Annual General Meeting held on **Thursday 24 August 2023 at 6pm**

- David O'Hara
- Josephine Barnshaw
- Helen Eakin
- Elspeth Kerr
- Joan McFarlane

If you wish to appoint your own representative e.g., your neighbour then please complete the form with their details.

6. Please note, you are responsible for ensuring that your representative attending the meeting on your behalf is aware of your voting intentions.



Drumchapel Housing

Co-operative Limited

I, am a member of:

Drumchapel Housing Co-operative Limited.

My address is:

.....

.....

.....

I hereby appoint who lives at:

.....

to be my representative and vote for me at the Co-operative's:

☐ Annual General Meeting to be held on **Thursday 24 August 2023 at 6pm** either in person or via "Zoom" platform,

and any other dates that the above meetings continue on.

Your Name

Your Signature

Date.....