

Proxy Voting Form Instructions

For the Annual General Meeting of British Orienteering on the 18th April 2014 or at any adjournment thereof.

Voting

All individual members of the Federation are entitled to vote at the AGM, in person or by proxy, provided they will be aged 18 years or over on the 31 December 2014. Each member shall have one vote only.

Voting In Person

Members attending the AGM and entitled to vote will be provided with voting papers at the meeting and should not complete a proxy voting form. Members who have completed a proxy voting form will not be permitted to vote at the meeting unless they have withdrawn their proxy vote, in writing, before the meeting commences.

Voting By Proxy – Post

Members entitled to vote, who will not be attending the AGM, may appoint a proxy to vote on their behalf. They should complete a Proxy Voting Form and return it to:

Company Secretary, British Orienteering, 8a Stancliffe House, Whitworth Road, Darley Dale, Matlock, DE4 2HJ

OR

Voting By Proxy – Email

Members entitled to vote, who will not be attending the AGM, may appoint a proxy to vote on their behalf. They should complete a Proxy Voting Form and return it to info@britishorienteering.org.uk. **The only acceptable way to submit a Proxy Voting Form via email is to complete the printed form, scan a copy of the completed form and email it to the address above.**

The Proxy Voting Form must arrive no later than 5.00pm on Wednesday 16 April 2014.

One Proxy Voting Form can be accepted from each member.

There are four options for casting a vote by proxy. Please choose one option and follow the instructions listed.

- Option 1:** You may appoint the Chair of the meeting to cast your vote at his or her discretion. For this option please complete Form A only.
- Option 2:** You may appoint the Chair of the meeting to cast your vote according to your instructions. For this option please complete Forms A and C.
- Option 3:** You may appoint any person who will be present at the meeting to cast your vote at his or her discretion. For this option please complete Form B only.
- Option 4:** You may appoint any person who will be present at the meeting to cast your vote according to your instructions. For this option please complete Forms B and C.

Please note:

1. In accordance with the Articles of Association, proxy votes will only be counted if the vote goes to a poll. Normally proposals are decided by a show of hands as set out in Article 45.
2. Proxy votes may only be cast by a person who is personally present at the meeting. Appointing the Chair of the meeting, whoever that may be, ensures that your proxy vote will be cast.
3. A proxy may cast your vote or abstain at his or her discretion unless specifically instructed otherwise by Form C. If you use Form C to specify how your vote is to be cast on some items but not others, your proxy may use your vote or abstain, at his or her discretion, on the items which are not specified.