



## *Keeping Ontario Beautiful*

### ONTARIO HORTICULTURAL ASSOCIATION

#### PROXY VOTING PROCEDURE

##### **GENERAL:**

This procedure describes the method of processing proxy votes to be used by the Ontario Horticultural Association at its annual meeting.

To be eligible to vote at the convention, a society must be a member in good standing of the Ontario Horticultural Association, having submitted its Society Annual Information Report and paid its membership dues. For voting at the annual meeting, each society may send 2 delegates. For Societies with more than 100 members additional society delegates are assigned on the basis of one vote for every 50 members, or part thereof, to a maximum of 20.

##### **Example:**

100 and fewer members eligible for 2 voting delegates.

101-150 members eligible for 3 voting delegates.

151-200 members eligible for 4 voting delegates, etc.

Proxy votes are the votes issued by societies who do not have their full number of delegates attending the convention. Each designated delegate attending the convention has a vote. A horticultural society's remaining votes can be transferred to a delegate who is attending the convention using Proxy Authorization Form 1. The delegate must be a member of any OHA member Horticultural Society in good standing.

A society sending no delegates has 2 options.

1. Transfer all of their votes to a delegate from another society using Proxy Authorization Form 1
2. Authorize the Ontario Horticultural Association secretary to cast the Society's votes at the convention using Proxy Authorization Form 2.

These forms are below.

The list of the resolutions, identified by numbers, and nominations to be voted on at the convention will be published in the summer Trillium.

Each eligible society will be issued with Proxy Authorization Form(s) with its Convention package.

##### **Society not sending a full number of delegates to the convention use Proxy**

**Authorization Form #1** : (Example, a society with 160 members can have 4 delegates, but only 2 are going to the convention. Use Proxy Authorization Form #1 to transfer the remaining 2 votes to someone.)

**Proxy Authorization Form #1** This form can be presented at the convention registration desk or mailed in before June 15, 2011 to:

Barb O'Malley, OHA Registrar, 1625 Blythe Rd., Mississauga, ON L5H 2C3

It is more efficient to mail the form in advance so that proxy votes can be prepared before the convention. Proxy votes are picked up at the convention registration desk.

The Summer edition of the Trillium will include a list of candidates for office as well as any motions. When this information is received, the society should instruct delegate listed on the form how it wishes the proxy votes to be cast. The holder of a proxy vote must be a member of a Society in good standing.

**Proxy Authorization Form #2** Allows the OHA Secretary to vote *FOR/YES; AGAINST/NO; or ABSTAIN on behalf of a Society* provided there is no substantive change in the case of a Resolution, or if there is no change in the list of candidates for a particular office in the case of an election. The Secretary may not vote any proxy for or against any motion raised at the convention. You may indicate the society's wishes by entering the number of votes your society is allowed in the appropriate columns.

This form must be mailed in before June 15, 2011 to:

Barb O'Malley, OHA Registrar, 1625 Blythe Rd., Mississauga, ON L5H 2C3

In the event that a society returns its proxy votes to the secretary and subsequently sends a delegate to the convention, then the delegate(s) will not receive voting status and proxy votes will stand.

At the convention, after the vote on any resolution or election of an officer has been completed, the Ontario Horticultural Association secretary will hand the returning officer a sealed envelope with the proxy vote count. These numbers will be included in the count of votes cast to determine the result.

In the event that subsequent votes are required and as long as a candidate remains on the ballot, any proxy votes for that candidate are valid and shall be included in the vote count.



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### **ONTARIO HORTICULTURAL ASSOCIATION**

### **PROXY AUTHORIZATION FORM #1**

This form is to be used by a Horticultural Society not sending a full number of delegates to the convention:

The \_\_\_\_\_ Horticultural Society of District \_\_\_\_\_

Number of voting delegates allowed \_\_\_\_\_

Number of voting delegates attending \_\_\_\_\_

Number of proxy votes \_\_\_\_\_

We authorize the transfer of the above number of proxy votes to:

\_\_\_\_\_ of \_\_\_\_\_

Horticultural Society who is a member of an OHA Horticultural Society.

President's Signature \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

Dated \_\_\_\_\_

If this form is completed and returned by June 15, 2011, your society proxy voting cards will be ready upon your arrival at the Convention Registration Desk. Send to:

Barb O'Malley, OHA Registrar, 1625 Blythe Rd., Mississauga, ON L5H 2C3