



## **PROXY FORM GUIDE NACCHO EXTRAORDINARY GENERAL MEETING 2024**

If one or both of your appointed delegates are not attending the EGM and you want to exercise both your votes, you will need to lodge a proxy form **for each delegate not attending**.

To ensure members are able to validly exercise both their votes where one or both delegates cannot attend the EGM, members must follow the process set out below:

- *If **one** of your delegates is not attending:* You will need to fill in **one** proxy form.
  - If you want your other delegate to exercise your second vote, fill in the proxy form and nominate your own organisation as the proxy.
  - If you want another ACCHO to exercise your second vote, fill in the proxy form and nominate that organisation as the proxy.
- *If **both** of your delegates are not attending:* You will need to fill in **two** proxy forms, one for each of your appointed delegates. You can nominate the same ACCHO to act as your proxy on both forms.

### **Timing**

Proxy forms must be received by NACCHO at least 48 hours before the EGM. The 2024 EGM commences at 2:00pm AEDT on 3 December 2024. This means that proxies must be lodged with NACCHO **no later than 2:00pm AEDT on 1 December 2024**.

We strongly encourage you to submit your proxies as soon as possible so the proxies can be reviewed and we have time to contact you to amend your proxy if it is not validly completed or submitted.

### **Filling in the forms**

- You must include the correct name and address of your ACCHO.
- An ACCHO can only appoint another ACCHO to be its proxy, **not an individual**.
  - Under the name and address of your organisation you must include the following information :
    - the name of the ACCHO you appoint to act as your proxy;
    - the address of the ACCHO you appoint to act as your proxy; and
    - the name of your appointed delegate who the proxy is replacing.
  - All pieces of information are required.
- If you wish to specify how you want the proxy to vote, indicate this on page 2 in the 'business items' boxes.
- The proxy form must be signed by two Directors of your member organisation or by your member organisation's authorised attorney.
- The form must be dated.

***If you have any questions about the proxy forms, please call Sarah Patrick on (02) 6246 9318 or James McDonald on 0438 444 852.***