

PROXY INSTRUCTIONS

1. All voting members of the Association, in good standing, are permitted to vote at a meeting of the members in accordance with the Ontario Corporations Act 1990. If a member cannot attend but still wishes to vote, the member may designate a proxy holder who will exercise the members vote. The proxy holder may vote in whatever way he or she thinks is best. The proxy holder **MUST** attend the meeting.
2. If you wish to execute a proxy and appoint a proxy holder, please complete the above form and be sure to sign the form. If the proxy form is not signed, or the form is not legible, or the proxy holder is ineligible to be a proxy, the proxy will not be counted.
3. The appointed proxy holder must submit this form to the Meeting Chairperson either;
 1. by mail, Care of the Association, PO BOX 133, Station Main, Milton, Ontario L9T 2Y3
 2. by email to helen.rayner@osapa.ca
 3. or hand delivered to a member of the Board of Directors.
4. In order for the proxy to be considered valid and to be counted at the above specified meeting, the proxy **MUST** be received by the Meeting Chairperson no later than 1900 **ON THE FRIDAY PRIOR TO THE MEETING DATE SPECIFIED ABOVE**
5. Proxy Holders do not have to be Members of the Association.
6. **HOW TO COMPLETE THE MEETING INFORMATION BLOCK**
 1. Type the name or title of the meeting in the space provided on line one, e.g., General Membership meeting, GMM, Special Meeting, Annual General Meeting, AGM
 2. Type the location of the meeting in the space provided on line two, e.g., Humes Auction Farm, etc.... **NOTE – if the meeting is to be held by virtual means, telephone or video conference please type “BY VIRTUAL MEANS” In this space.**
 3. Enter the date when the meeting will be held in the space provided on line 3 represented as day, month and year.

If you require assistance in completing the proxy form, or have any comments or questions, please contact one of your Board Members.