



Dirleton Community Association Proxy Voting for AGM-2025



The AGM-2025 will be held on Monday 8th December 2025.

In accordance with the constitution any full member of the DCA who cannot physically attend a GM/AGM where a formal vote takes place may register their vote by the proxy mechanisms in place.

There are two methods by which a proxy vote may be exercised:

- Send your vote (in confidence) to the Chairperson of the meeting. The chairperson will register your vote along with other proxy votes in the meeting;
- Appoint a person who will attend the meeting and express your vote(s).

Using the online proxy route:

- Register for a proxy vote using the online form. This will be verified by email.
- Once verified you will be notified when the voting form is available.
- Cast your vote using the online form. This will be kept in confidence with all other proxy votes.
- The chairperson will add your vote to the in-room votes at the meeting.

Using the "in person" proxy route:

The person you appoint as a proxy does not need to be a member of the DCA.

- Register for a proxy vote using the online form. This will be verified by email.
- Once verified a voting form will be sent to you by email (once available) which you must fill out and give to your proxy.
- Your proxy should then attend the meeting and make sure that when they sign-in they inform the team about the proxy vote. They will then check that the proxy is registered and make sure your voting is counted.

It is your proxy's responsibility to make sure your vote is exercised.

Timescales

Event	Date
Proxy Registration Opens	Friday 14th November 2025
AGM motion and trustee ballot papers available	Friday 28th November 2025
Registration and Voting paper return is CLOSED	Friday 5th December 2025

Please note:

- Votes will only be accepted as detailed above.
- Once online voting has closed no more votes will be allowed by that route.
- Only in exceptional circumstances will proxy votes be accepted past the closing date.
- Paper proxy ballots are available ONLY in exceptional circumstances.

If you have any questions please contact dca-chair@dirletonvillage.org for information.