



## Dirleton Community Association Proxy Voting for AGM-2026



### **The AGM-2026 will be held on Thursday 22nd October 2026.**

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                       | Thursday 24 <sup>th</sup> September 2026 |
| AGM motion and trustee ballot papers available | Thursday 24 <sup>th</sup> September 2026 |
| Registration and Voting paper return is CLOSED | Wednesday 21 <sup>st</sup> October 2026  |

### **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](mailto:dca-chair@dirletonvillage.org) for information.