

Procedure for Proxy Voting for Elections at General Assemblies.

The General Assembly of Servas International held at Mar del Plata, Argentina in 2009 passed the following resolution:

Allow proxy voting for elections at General Assemblies to enable member countries not present at the GA to participate in the election process.

This document lays out the procedure to be followed for the appointment of a proxy and voting by a proxy.

When a member group of Servas is unable to send a delegate to a particular General Assembly, the National Secretary of that member group shall have the option to appoint a proxy to vote on behalf of the absentee member group, in the elections to be held at that particular General Assembly.

1. Voting by proxy shall be allowed only for elections held at a General Assembly and not for voting on motions at a General Assembly.
2. Only a Delegate of a member group, who is physically present at a General Assembly, shall act as a proxy for another member group, which does not have an official delegate at the General Assembly.
3. No person shall act as a proxy for more than one member group.
4. At least ninety (90) days before the start of a General Assembly, the SI President shall nominate and authorize one of the EXCO members as Proxy Officer for the General Assembly to receive and process all applications for the appointment of proxies.
5. A National Secretary wanting to appoint a proxy to vote on his behalf at a General Assembly shall apply to the Proxy Officer, in the form attached as Attachment 1. The application shall be sent by e-mail so as to reach the Proxy Officer at least sixty (60) days before the start of the General Assembly.
6. On receipt of the application, the Proxy Officer shall write to the applicant at the applicant's e-mail address as recorded in the Dolphin system, to seek confirmation that the application received by the Proxy Officer was indeed sent by the applicant. The Proxy Officer may at his/her discretion speak to the applicant over phone or Skype or take other reasonable measures as deemed necessary to satisfy himself/herself about the bona fides of the application received by him/her.
7. Having satisfied himself/herself about the genuineness of an application for appointment of a proxy, the Proxy Officer shall inform the applicant by e-mail that the application has been accepted and the proxy appointed by him/her shall be allowed to vote on behalf of the applicant or that the application has been rejected, with a reason for the rejection.
8. All proxy applications shall be available for inspection at the General Assembly, and the SI President or the Proxy Officer shall present a list of accepted Proxies for adoption by

the GA, showing delegates accepted as proxies and the member group for which each proxy is authorized to vote.

9. The Election Officer shall then allow each proxy to vote on behalf their own member group and also on behalf of the member group for which they have been appointed the proxy. Thus, each proxy will be eligible to cast two votes in each election.

Attachment 1

Application Form for Appointment of a Proxy for Voting in Elections to be Held at a General Assembly of Servas International

PART A – Details of Applicant Wanting to Vote Through a Proxy (Only the National Secretary of a member group with voting rights can appoint a proxy)	
Name of the Applicant	
Country of the Applicant	
Are you the National Secretary of your country?	
Your E-mail Address	
Additional E-mail Address, if Any	
Your Phone Number (complete with country code and area code)	
Your Skype ID, if any	
PART B – Details of the Person to be Appointed as a Proxy (Only a Delegate attending and registered for the General Assembly can be appointed as a Proxy)	
Name of your Proxy	
Country of the Proxy	
Is the Proxy listed as a key Person in Dolphin?	
Servas Position/s (if any) – Local, Country or in Servas International?	
Proxy's E-mail Address	
Additional E-mail Address, of the Proxy, if Any	
Proxy's Phone Number (complete with country code and area code)	
Proxy's Skype ID, if any	
PART C – Details of the General Assembly for Which the Proxy is Being Appointed	
Dates of the General Assembly	
Place of General Assembly (City and Country)	
PART D – Outcome of Proxy Application (strike out one)	
Proxy Accepted	Proxy Rejected Proxy Delegate Name:
Proxy Delegate Name & Country:	Reason for Rejection:
Signed, Proxy Officer:	