



## 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.

*The procedure has been updated March 2022 to reflect online participation in a hybrid meeting and include the use of online forms.*

*For the situation where the General Assembly is planned as a hybrid meeting with delegates participating physically as well as via online participation, or as a completely online event the same general rules shall apply.*

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 (or registered for online participation) 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 their behalf at a General Assembly shall apply to the Proxy Officer, in the application form available on [servas.org](http://servas.org). The application shall be sent by submitting the form so as to reach the Proxy Officer at least thirty (30) 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 [servas.org](http://servas.org) 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.
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 shall be allowed to vote on behalf of the applicant or that the

application has been rejected, with a reason for the rejection. The acceptance or rejection of the application shall be recorded by SI by the submission of the Proxy Officer Decision Form.

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 of 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.

Application Form for Appointment of a Proxy for Voting in Elections to be Held at a General Assembly of Servas International is available on <https://www.servas.org/siga-2025-elections>.