

## FAQ CLAA Proxy by-laws amendment

6/25/2015 9:04 AM

- 1 **1. What does CLAA proxy voting mean?** The proposed bylaw amendment 3.3 means a regular member  
2 (dues up to date) may designate another person age 18 or older to represent them at a specific meeting. The  
3 decision to designate a proxy is a personal one and not required.
- 4 **2. Can I vote ahead or electronically?** This amendment does not address absentee, remote or prior  
5 voting.
- 6 **3. How do I designate a proxy for a meeting?** There will be a form available to download at the  
7 website. You will need to complete the form including your name and Clark Lake address, the name and  
8 address of your proxy and your signature, in addition to a witness to your signature.
- 9 **4. What do I do with the form?** Give the form to your proxy. The proxy must hand in the signed and  
10 witnessed form at the meeting registration desk prior to the meeting being called to order.
- 11 **5. Will a copy of a signed form such as scanned, FAX or copy be accepted?** Yes, but do not send this to  
12 the secretary. You would send this to your proxy who would then present it at the registration desk for the  
13 designated meeting.
- 14 **6. What does the secretary do with my form?** The secretary will keep the form as a record of you  
15 having attended the meeting by proxy. Having the proxy means that, in fact, you are present at the meeting  
16 for counting toward a quorum, voting or presenting an opinion.
- 17 **7. Can I tell my proxy how to vote?** Choose someone you trust as your proxy. You should review the  
18 meeting agenda with your proxy and make sure they understand your desires. The proxy can then vote based  
19 upon their understanding of your wishes after hearing discussions and any amendments to motions  
20 proposed at the time of the meeting. The proxy should do their best to vote according to your opinion, but  
21 they are not obligated to vote in a specific manner.
- 22 **8. Do I have to have a proxy who will vote the same as I would?** No. Based on the discussion during  
23 the annual meeting the proxy may develop a different opinion than you and choose to vote otherwise.
- 24 **9. How many members may one proxy represent?** A proxy may represent and vote for only one  
25 member who has named them on the appointment form. If the proxy is also a regular member, they may still  
26 execute their own vote.
- 27 **10. I have two properties and I have paid dues to be a regular member for both. Do I need a proxy for  
28 each membership parcel?** Yes. You should complete a proxy appointment form for each membership parcel.  
29 Since each proxy can only represent one other member then you would need a separate proxy for each  
30 property.
- 31 **11. Does my proxy need to be a CLAA member?** No. We would encourage you to use a proxy who is  
32 both familiar with your opinions and the issues that are likely to be raised at the meeting. This may include a  
33 neighbor, friend, relative or power of attorney. Remember, however, that you need to be a regular member  
34 with up to date dues in order to qualify to have a proxy.

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- 1 **12. What if I change my mind and decide to attend the meeting, but already signed a proxy form?** Your  
2 attendance at the meeting automatically nullifies the proxy. Be sure to let the secretary know this when you  
3 register so they can void the proxy if already submitted.
- 4 **13. What if I change my mind and do not want a proxy?** You can nullify your proxy form by sending a  
5 written notice to the secretary. You would then have no proxy and would not be marked as present or  
6 represented at the meeting unless you attend in person.
- 7 **14. What if I want to change my proxy?** To nullify one proxy and designate another, just complete  
8 another proxy appointment form with the new name and submit it to the secretary, but be sure to indicate  
9 on the new form that it is an update and note whom you are removing as your proxy. This will assist the  
10 secretary in finding the form to nullify.
- 11 **15. What if, in the case of fractional ownership, both my proxy and another of the owners are both at**  
12 **the meeting?** Since the proxy is your representative, then the proxy and the other fractional owner would  
13 caucus and submit a single vote as is the usual process.

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