

March 29, 2018

Dear colleagues,

Our Annual General Meeting (AGM) is fast approaching.

As our By-laws require, the notice of AGM has already been sent out.

This notice included a proxy form, which plays a very important democratic role within our organization.

However, the use or assignment of a proxy is subject to very specific rules, accompanied by obligations.

As is sometimes the case, the ATIO By-laws contain some contradictions that complicate the management of these proxies.

1. Members can collect as many proxies as they wish.
2. The number of proxies allowed for this purpose may not, however, exceed the number of certified members in attendance at the AGM.
3. Proxies must be validated by the Secretary before the AGM.

The number of valid proxies is therefore determined by the number of certified members in attendance at the AGM. This number is only known on the day of the AGM.

QUESTION: How can we ensure fair use of proxies?

After consulting legal advisors to avoid the confusion that occurred last year, the following process will be applied:

- 1) Proxies will be validated by the ATIO Secretariat on a first-come, first-served basis.
- 2) Each proxy must be sent individually to the ATIO Secretariat at [info@atio.on.ca](mailto:info@atio.on.ca) to be validated.
- 3) The Secretariat will record a sequential number on each proxy that is validated.
- 4) Each validated and numbered proxy will be given to the person designated by this proxy when he or she arrives at the AGM.
- 5) Only those with proxy numbers that do not exceed the number of certified members in attendance at the AGM will be given the number of voting cards equal to the number of proxies they hold.

Quorum and Proxies	
11.08	Ten percent of certified members in good standing of the Association, in attendance or represented by proxy, shall constitute a quorum at all general meetings. The number of proxies allowed for this purpose may not, however, exceed the number of certified members in attendance.
11.09	Proxies may be general and allow proxyholders to vote as they see fit on any issue put to a vote or be specific and indicate how to vote each issue on the agenda or on which certified members may have to vote.
11.10	Proxies shall be submitted to the Secretary of the Association before the meeting is held. After verifying the titles of those having signed proxies and of the certified members representing them, the Secretary shall record the number of votes that each proxy may use.

While this practice may seem onerous, rest assured that its application is only intended to ensure a fair use of proxies.

If you have any questions, please do not hesitate to contact me directly at the email address below.

Thank you for your cooperation.

Sincerely,

Denis Couillard, C. Tran., ATIO, OTTIAQ  
Secretary, ATIO  
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