

Proxy Notice Instructions for Members

Use these instructions when completing the Proxy Notice Form — Nominations Only for the Shepton Mallet u3a AGM on Thursday 27 November 2025.

Who can use a proxy

- Only a current paid-up member may act as proxy.
- The appointing member must also be a current paid-up member.

Purpose of this proxy

- This proxy form authorises a named paid-up member to vote on submitted Committee nomination items only.
- It does not authorise the proxy to vote on any other business at the meeting.

Deadline and how to return the form

- Deadline: the form must be received by Noon on Thursday 20th November 2025.
- Email: janec.morrison@sky.com
- Post: Acting Secretary SMu3a, 12 Garden Ground, Shepton Mallet BA4 4DJ

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- **How to complete the form**

1. Enter your name and membership number on the “Appointing member” line.
2. Enter the full name and membership number of the member you appoint as proxy on the “Named proxy” line.
3. Sign and date the form as the appointing member.
4. Ask the named proxy to sign and date the form to confirm acceptance before acting.

Important validity checks

- The form must be fully completed, including membership numbers for both the appointing member and the proxy.
- *The appointing member signature and the proxy acceptance signature are both required.*
- Forms that are incomplete, unsigned, unnamed, lacking membership numbers, not returned in accordance with the instructions, or received after the deadline will be invalid.

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Revoking or changing a proxy

- To revoke or change a proxy, notify the Secretary in writing before the proxy deadline. The notification must clearly identify the original proxy form to be revoked.

What happens at the meeting

- A Member who has applied to vote by proxy will have the letter ‘P’ against their name on the register.
- A proxy member will be given their ballot paper to make their voting choices first.
- The proxy member then returns to collect a ballot paper on behalf of the appointing member.
- The issuing officer will mark the proxy voting register as issued.
- The issuing officer will mark against the appointing member as issued.
- All marked ballot papers are deposited in the ballot box.

- **Privacy and retention**

- Personal data on the form is used only to administer nominations and the AGM.
- Proxy forms, control sheets and ballot papers are retained securely for at least 12 months and disposed of in accordance with data-protection law.

Need help

- **If you are unsure whether the person you wish to appoint is a paid-up member, need help completing or returning the form or require a paper copy, contact Jane Morrison – janec.morrison@sky.com**