



**OBSERVATORY CIVIC ASSOCIATION**

Annual General Meeting  
26th of November 2019 @ 18H00

**PROXY FORM**

**Proxy holders must be present at the AGM**

I (name) \_\_\_\_\_ of (address) \_\_\_\_\_  
being a paid-up member of the Observatory Civic Association, hereby appoint:

(name) \_\_\_\_\_ and (address) \_\_\_\_\_  
as my proxy to attend and speak and vote on my behalf at the Annual General Meeting of the Observatory Civic Association to be held at 18h.00 on the 26 November 2019.

SIGNED this \_\_\_\_\_ day of November 2019

Signature of member appointing proxy

\_\_\_\_\_  
Name and Signature of Proxy attending the meeting

\_\_\_\_\_  
Name and Signature of Witness

**VOTING PROCEDURES**

1. Only members shall be allowed to vote at any properly constituted Annual, or Special General meeting.
2. Members either have to be present in person to vote or must provide the above proxy **no later than 48 hours before the meeting, by emailing it to adminoca@obs.org.za**
3. Once a duly completed proxy is submitted to the OCA **no later than 48 hours before commencement of a meeting**, the proxy must be verified as valid by the OCA Committee before voting begins.
4. The proxy must include the eligible member's FULL name and signature and also that of the eligible proxy member's details and signature.
5. The proxy member may make specific proposals or nominations and/or accept specific nominations or specific outcomes of elections on the absent member's behalf.
6. Every proposal submitted to a meeting shall be decided by a show of hand, which includes approved proxy forms, except where a majority of members call for a secret ballot. A secret ballot shall include proxies.
7. The Chairperson shall have a casting vote when the number of votes cast for and against are equal.