

POLICIES AND PROCEDURES

POLICY NUMBER: **99-1**
SUBJECT: Exercise of Member Proxy Rights
EFFECTIVE DATE: January 29,1999
REVISION DATE:
SUPERSEDES:
APPROVED BY: Board of Directors 1/29/99

The California Water Environment Association's Constitution and Bylaws have been amended to provide every member entitled to a vote of membership with the authorization to appoint another person or persons to act by proxy with respect to such membership vote, in accordance with the California Corporations Code.

In order to establish clear and equitable procedures for the exercise of this membership right, the Board adopts this policy.

POLICY:

1. A proxy form shall be developed and made available to any member upon request. Proxy form shall contain a space for membership number, name and signature of the member.
2. Any member wishing to appoint another person or persons to act by proxy with respect to a membership vote, should request a official proxy form from the CWEA office.
3. The Board shall establish the time period during which proxies may be circulated, and that period shall not be less than 30 days to permit adequate time for members to appoint proxies, and return them to the office..
4. The Board shall establish the deadline for receipt of proxies in the CWEA office, and that period shall not be less than 7 days prior to the date upon which the membership is expected to vote. This period of time is necessary to permit validation by staff, of all membership numbers.
5. Any proxy that is returned without signature and membership number shall be disqualified.
6. Any proxy bearing a membership number that CWEA records do not show as being currently paid, shall be disqualified.
7. All proxies shall be maintained and accounted for by the Executive Director, and shall be presented to the Executive Committee at the time when the membership is expected to vote.

8. If proxies are submitted, all votes shall be by written ballot.
9. Proxies and written ballots shall be counted by staff members, in the presence of three observers designated by the President. In addition, in the event of a contested election, each candidate shall designate an observer.
10. Proxies and ballots shall be retained at the CWEA office for a period of one year following the membership vote.