



# ALTERNATE DELEGATE FORM

*To be filled out if appointing a delegate from within your own club (Must be a committee member).*

I ..... Position .....  
(Full Name) (President / Secretary)

representing ....., hereby appoint .....  
(Affiliated Body) (Name of Proxy)

.....  
(role on club committee)

as an alternate delegate to vote on behalf of the aforementioned Affiliated Body at the 2020 Annual General Meeting of Tennis West to be held on 29 October 2020 and at any adjournment of that meeting.

President / Secretary Signature: (please circle)

.....

Signed this ..... day of ..... 2020  
(date) (month)

*Please see below extract from the Tennis West Constitution relating to Voting, Alternate Delegates and Proxy Votes at General Meetings*

*Please note: Should an Affiliated Body wish to appoint a Delegate of another Affiliated Body to be the proxy of that absentee Delegate, and to exercise the Delegate's votes, a Proxy form must be completed (instead of Alternate Delegate Form)*

*If the affiliated body wishes to vote for or against any resolution the Affiliated Body must instruct the proxy accordingly. Unless otherwise instructed, the proxy may vote as the proxy thinks fit.*

### Extract from Section 5.3(c) of the Tennis West Constitution:

(Re. Appointing an alternate delegate from within your own club)

Ordinary Member to the Association shall not be entitled to vote at a General Meeting until such time as the monies are fully paid.

- (c) For the purpose of attending and voting at General Meetings, the president or secretary of an Ordinary Member is authorised to be the Delegate of the relevant Ordinary Member. The Ordinary Member must notify the Chief Executive Officer of the appointment of its Delegate as required by the Board from time to time. The appointment of the president or secretary of the Ordinary Member as a Delegate is a standing appointment and will be updated when the Association is advised of a change to such offices.

In circumstances where the president or secretary of an Ordinary Member are unable to attend a General Meeting for whatever reason, the Ordinary Member can appoint a Delegate in place of the president or secretary (known as an **Alternate Delegate**) to attend and vote on behalf of the Ordinary Member at that General Meeting of the Association. Such Alternate Delegate is to be appointed and notified in accordance with any processes determined by the Board from time to time. An Alternative Delegate must be a committee member of the Ordinary Member. For the avoidance of doubt, a nomination of an Alternate Delegate is effective only for the purposes of the General Meeting for which the Alternate Delegate is nominated.

### Extract from Section 22 of the Tennis West Constitution:

(Appointing a proxy from another Affiliated Body)

#### **22. VOTING AND PROXY VOTES AT GENERAL MEETINGS**

- 22.1 Each Delegate present, in person or by proxy, at a General Meeting shall have the number of votes allowed for his or her respective Member pursuant to Article 5.
- 22.2 No Member is allowed to vote on any matter or nominate or be nominated for any position if they owe monies to the Association for more than one (1) month or have been suspended. It is not until all owed monies are repaid or suspension has been revoked that voting by the relevant Member will be allowed.
- 22.3 The President or other chairperson at a General Meeting shall have deliberative and casting vote
- 22.4 All voting at General Meetings shall be, in the first place, but subject to Article 22.4(b), by show of hands and then, if required, by ballot as follows:
  - (a) On a show of hands each person present and entitled to vote has one vote and cannot give another vote in respect of an absent member for which he holds a proxy and no person can give more than one vote; and
  - (b) The Chairperson or any Delegate, who is present in person and entitled to vote, may before or after voting under Article 22.4(a) demand a ballot be taken and the Chairperson shall forthwith require a secret ballot to be held. In a secret ballot each Delegate shall cast the number of votes allowed for his respective Member under Article 5 and all persons who have been validly appointed as proxies pursuant to this Constitution shall be entitled to vote and, in voting, may cast his or her own votes (as allowed under Article 5) in addition to the proxy votes which he or she holds,

Provided that the election of Directors must take place by a secret ballot in accordance with

Article 22.4(b).

22.5 In the event that an Affiliated Body's Delegate is unable to be present at a General Meeting then:

- (a) The Affiliated Body may appoint a Delegate of another Affiliated Body other than a Tennis Related Body to be the proxy of that absentee Delegate and to exercise the Delegate's votes, provided that staff of the Association and the directors may not be appointed as Delegates or as proxies;
- (b) In each instance, the Affiliated Body shall forthwith notify the Chief Executive Officer by an instrument proxy in a form specified by the Board from time to time, completed as specified by the Board from time to time;
- (c) The Affiliated Body may instruct its proxy to vote in favour of or against any proposed resolutions but unless otherwise instructed the proxy may vote as he or she sees fit;
- (d) The instrument appointing a proxy shall be deposited at the offices of the Association or at the place of the meeting, at any time prior to the appointed starting time of such meeting or meetings; and
- (e) A vote, given in accordance with the terms of an instrument of proxy, shall be valid notwithstanding the revocation of the instrument, if no notice in writing of such revocation has been received by the Association before the commencement of the meeting at which the instrument is used.