

# CAGP • ACPDP™

CANADIAN ASSOCIATION OF GIFT PLANNERS  
ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONS PLANIFIÉS

## VOTING BY PROXY ANNUAL GENERAL MEETING May 13, 2010

Pursuant to Section 8.1 of the ByLaws of the Canadian Association of Gift Planners (the "Association"), the Annual General Meeting (the "AGM") of the Association is being convened on the 13th day of May, 2010 for the following purposes:

1. TO approve the minutes of the April 23, 2009 Annual General Meeting
2. TO receive the Financial Statements for 2009-2010 and adopt the Auditor's Report
3. TO appoint an Auditor and authorize the Directors to fix the remuneration of the Auditor
4. TO elect Directors
5. TO transact such other business as may properly come before the meeting.

The following Proxy has been provided specifically for the purpose of voting on behalf of the Member stated therein when said Member is unable to attend in person.

**Member: you must deposit this Proxy within the time indicated in the "Voting by Proxy" Question & Answer sheet.**

**For deposit instructions and deadlines please refer to "Voting by Proxy" Question & Answer document following.**

### VOTING BY P R O X Y

, being a Member of the  
*(^Insert name of absentee member in box above)*

CANADIAN ASSOCIATION OF GIFT PLANNERS (the "Association"), hereby appoints  
**EITHER: (X one option below and complete form)**

of the   
*^Enter name of member appointed as proxy in box above* *^Enter one of: City/Town/Village/Hamlet*

in the Province of   
*^Enter name of proxy's city/town/village/hamlet* *^Enter name of proxy's province*

(a member in good standing of the Association)

**OR**

the Secretary of the Board of Directors of the Association

as his/her nominee to attend and vote and to otherwise act for him/her and on his/her behalf at the Annual General Meeting of the Members of the Canadian Association of Gift Planners, to be held on the 13th day of May, 2010, and any adjournments thereof.

DATED AT   this  day of  2010  
*^City, town, etc.* *^Province* *^Date* *^Month*

X  
*Signature of absentee Member*  
*(If depositing by email, type name in box)*

**Voting by Proxy**

## **Member Questions and Answers:**

### **When is a proxy used and how?**

CAGP•ACPDPTM bylaws allow a member in good standing to vote at the CAGP•ACPDPTM Annual General Meeting. When a member is *unable to attend* the AGM but wishes to vote on the matters at the AGM that require a vote by the members, s/he may vote by means of a proxy by appointing a person to vote in his/her place who will be attending the Annual General Meeting. A proxy form allows a Member to appoint another Member in good standing of CAGP•ACPDPTM to vote in his/her place who is present at the Annual General Meeting. A proxy form has been approved by the CAGP•ACPDPTM Board for such appointments and shall be used by the member to appoint his representative.

A member may choose to designate a Member in good standing of CAGP•ACPDPTM who will be present at the Annual General Meeting to represent him/her for the purposes of voting at the Annual General Meeting or s/he may elect to appoint the Secretary of the Board of Directors to vote on his/her behalf. If a member chooses to name a person who is not the Secretary, he must write that person's name on the proxy form.

### **How can I deposit my proxy form with CAGP•ACPDPTM**

We encourage members who wish to vote by proxy to deposit their proxy form with the CAGP•ACPDPTM National Office – see instructions below – no later than 12:00 noon EST on **Tuesday April 13, 2010** in order that the organizers of the AGM are allowed sufficient time to effectively plan for the AGM. Proxy forms **MUST** be deposited with the Secretary of the CAGP•ACPDPTM Board of Directors before any formal vote at the AGM in order for the member's representative to be eligible to vote at the meeting.

### **Depositing your Proxy by regular mail or courier**

Print a copy of the proxy form and check off the appropriate box to appoint either the CAGP•ACPDPTM Board Secretary or write in the name of the person who will be present at the CAGP•ACPDPTM Annual General Meeting and whom you appoint to be your representative for voting purposes at the AGM. Completed proxy forms must be mailed the attention of the CAGP•ACPDPTM Secretary of the Board at the National Office. See address below:

Secretary of the Board of Directors (Proxy)  
Canadian Association of Gift Planners  
325 Dalhousie Street, Suite 201  
Ottawa, ON K1N 7G2

### **Depositing your Proxy by Facsimile Machine (Fax)**

Print a copy of the proxy form and check off the appropriate box to appoint either the CAGP•ACPDPTM Board Secretary or write in the name of the person who will be present at the CAGP•ACPDPTM Annual General Meeting and whom you appoint to be your representative for voting purposes at the AGM. Completed proxy forms must be faxed to the attention of the CAGP•ACPDPTM Secretary of the Board (Proxy) at the National Office at 613-232-7286.

### **Depositing your Proxy by Email**

The Proxy Form included with the Meeting Announcement is a "workable" PDF document. In order to appoint your representative for voting purposes at the AGM, simply click on the box beside the name of the Secretary if you choose to appoint the Board Secretary as your representative for voting purposes. Alternatively, should you wish to appoint a different person who will be present at the AGM as your representative, simply click on the box beside the words Name of Appointee and then type in the first and last name of the person that you choose to appoint. You can then forward your email proxy form to the Secretary of the Board at the National Office of the Canadian Association of Gift Planners at [proxy@cagp-acpdp.org](mailto:proxy@cagp-acpdp.org)

### **Does Participation by Proxy Count towards Quorum at the Meeting?**

When a member of CAGP•ACDPD™ appoints a representative to vote on his/her behalf at the Meeting, each proxy counts towards determining quorum at the meeting.

### **How Will My Proxy Vote Be Made at the Meeting?**

Proxies duly deposited will be collected by the national office and delivered to the Secretary at the site where the AGM will be held.

According to CAGP•ACDPD™ Bylaws, at all meetings of Members, every question shall be decided by a show of hands unless otherwise required by the bylaws of the Association or unless a poll is required by the Chair or requested by any Member entitled to vote. Upon a show of hands, every Member entitled to vote, or proxy holder for a Member entitled to vote, present in person shall have one (1) vote. Whenever a vote by show of hands has been taken upon a question, unless a poll is requested, a declaration will be made by the Chair that a resolution has been carried or lost by a particular majority and an entry will be made into the Minutes of the Meeting and inserted in to the Association's Minute Book to that effect.

### **When Must I Deposit My Proxy?**

You must deposit ("deposit" means "arriving at the Association's national office", regardless of the time you initiated delivery) by **Tuesday April 13, 2010** (and no later than 12:00 noon EST that day). Proxies arriving after that date and time will not be collected.

### **Where do I get help if I am unable to print, download, or mark the e-version of my Proxy?**

Call Sharyon Smith, National Program Coordinator at the National office at 1-888-430-9494.

### **How do I check to ensure my Proxy appointee is a member in good standing?**

Call Anne Muir-Williams – Membership Coordinator at: 613-232-7991 / 1-888-430-9494 or email her at [membership@cagp-acdpd.org](mailto:membership@cagp-acdpd.org)

### **How will I know if my Proxy arrived?**

If you deposit your Proxy by email, you will receive a return email message confirming receipt. If you deposit your Proxy by facsimile or regular mail, call Sharyon Smith at the National office at 1-888-430-9494 to confirm receipt.

### **What if I have questions about the proposed motions?**

Call either the National Chair Greg Lichti 416-946-2168 or the National Vice-Chair Roger Lee 604-643-2981

**NOTE: If you deposit a proxy form, please do NOT deposit a mail ballot.**

**IMPORTANT:** It is **YOUR responsibility** to ensure that the member you wish to appoint as your Proxy is a **member in good standing!** Any proxy appointing someone who is not a member in good standing will not be recognized.