

1. The following words will have these meanings:
  - a) “*Corporation*” – Centennial College Alumni Association.
  - b) “By-law”- The Corporation’s By-laws.

### **Purpose**

2. The purpose of this Policy is to describe the use of proxy voting at the Corporation’s Members Meetings.

### **Scope and Application**

3. This Policy applies to all voting Members, as described in the Corporation’s By-laws, and any individual wishing to hold a proxy or any proxy holder.

### **Proxy Holder Eligibility**

4. A proxy holder must meet the following eligibility criteria:
  - a) Over the age of eighteen (18) years of age;
  - b) Be of sound mind; and
  - c) A Corporation employee will not be eligible to cast, hold or vote by proxy.

### **Proxy Procedure**

5. Any Member entitled to vote at a meeting of Members may, by means of proxy, appoint an eligible proxy holder, or one or more alternate eligible proxy holders, to attend and vote on behalf of the Member in accordance with this Policy.
6. A proxy must:
  - a) Be assigned to an eligible proxy holder;
  - b) Be signed by the voting Member;
  - c) Be in a form that complies with the Ontario Corporations Act;
  - d) Comply with the proxy format stipulated by the Corporation; and
  - e) Be submitted to the Registered Office of the Corporation at least five (5) business days prior to the meeting of the Members by the date and time to be specified on the Corporation provided proxy form.
7. A proxy vote will be confirmed by the recruitment/nominating committee, whose determination shall be final.
8. The proxy holder shall at all times maintain a copy of the proxy at the Members Meeting.
9. Proxies must be emailed to the email address in the proxy form at least forty-eight 48 hours prior to the Members Meeting to:

Centennial College Alumni  
Association C/O Proxy Votes

10. A listing of proxy holders and voting Members who have granted proxy’s, will be made available to all voting Members attending the Members Meeting at the start of the Members Meeting.

### **Number of Proxies**

11. No proxy holder will hold more than three (3) proxy votes and if holding their own vote, a maximum of four (4) votes.

### **Revocation of Proxy**

12. A voting Member may revoke a proxy at any time by providing written notice to the

Corporation of such revocation of proxy. Furthermore, a proxy will be deemed revoked without further formality or action, when the voting Member is present in person at the Members meeting.