



Why and when to use the Proxy Form?

In the very unfortunate situation that nobody from your club can attend the District Conference, you can ask another club to represent your club at the conference. That means, you give proxy to this club. In these circumstances you do not complete the Credentials Registration Form and instead you need to fill out the Proxy Certificate.

There are **some rules** you have to follow:

- **You will be represented by your total number of votes** (that means: if your club has 31-60 members, you will be represented by 2 votes)
- **No club may be represented by proxy at more than two consecutive conferences** (That means: if your club was not able to send a delegate to the District Conferences in Groningen 2015 and London 2013 you are not allowed to give another proxy. This would be very regrettable as your voice cannot be heard in Dortmund - in this case please contact either Governor Gabriele Brübach or District Conference Credentials' Chairman Gabriele Springer.)
- In some Areas of our District we have **special agreements** to provide a contribution towards the delegate's costs between the club which gives proxy and the club which takes the proxy – so please inform yourself about these agreements.
- And for the club taking over the vote(s):
A club may carry the proxy votes from no more than two other clubs.
Please talk with the club to which you want to give proxy to confirm it is willing and able to do it.

How to fill in the Proxy Certificate form?

Please **complete** the area in the middle with **the details for your club**:

- Name, number, Area, number of members and number of votes

and **add the details for the club which will be the holder of the proxy**:

- Name, number and Area

Your **club president** has to fill in her name and the date.

Please return the form to District Conference Credentials' Chairman Gabriele Springer (address mentioned on the form), and send copies to your Area Director **and** the appointed club.

Deadline: September 1, 2017