APPENDIX 1

PROXY VOTING

1. Proxy voting at General Meetings of the Scottish Bridge Union will be conducted according to the rules laid down in this document.

2. Council will appoint a Proxy Voting Officer.

3. When requested to do so, the Proxy Voting Officer shall provide members of the Union who wish to appoint a proxy to act on their behalf at a General Meeting with an application form (see annexe); such forms shall also be available from the Union's Website.

4. To comprise a valid application, such application forms must be completed to contain all the requested information and the signatures of the member applying to appoint a proxy and the individual proposed as proxy. The Chairman of the Meeting may be proposed as a proxy, in which case no counter-signature is required.

5. Save in exceptional circumstances, proxies may not seek to transfer their votes to be used by any other individual.

6. Completed application forms must be received by the Proxy Voting Officer no later than one week before the date of the General Meeting.

7. The Proxy Voting Officer shall check the validity of application forms, checking that all persons applying to appoint a proxy are entitled to vote at the General Meeting and that no member has sought to specify more than one proxy. Members who seek to appoint more than one proxy shall be deprived of their votes at the relevant General Meeting.

8. The Proxy Voting Officer shall write to all proxies to confirm the number of valid proxy votes that they have, providing an explanation if this number is less than the number of applications. The Proxy Voting Officer shall also inform the Chairman of the Meeting of the number of individuals who have selected the Chairman as their proxy, together with any instructions such individuals have specified.

9. The Proxy Voting Officer shall prepare lists of all individuals who have designated proxies, and display these prominently in the room in which the General Meeting is held. It shall be announced at the meeting that individuals whose names are on the list are not entitled to vote at the meeting.

10. At the Meeting, proxies shall identify themselves to the Proxy Voting Officer, presenting that official's letter of confirmation. The Proxy Voting Officer shall establish how they are casting their votes if voting is by show of hands, or assign them the appropriate number of ballot papers if voting is by ballot.

11. The Chairman of the Meeting shall adjudicate on any unforeseen circumstance or contentious matter arising in connection with the implementation of proxy voting. No appeal against the Chairman's ruling shall be allowed at the Meeting.
Annexe (A): Application to Appoint a Proxy

Date of General Meeting:

Name of individual applying to appoint a proxy: Home club: Master Point Number or Membership No:
Address: *Telephone: *E-mail:

I hereby request that the Chairman of the Meeting be registered to act as a proxy on my behalf at the above meeting.

Signed ________________ Date ________________

Include here any instructions that you wish to make to your proxy.

Completed application forms shall be sent to the Proxy Voting Officer,
Alan Kennedy, 'Sanday', Panmure, Carnoustie. DD7 6LW

Applications shall be valid only (a) if they are received by the Proxy Voting Officer at least seven days prior to the Meeting and, (b) if all the requested information is provided. [Fields marked * are optional.] Approved proxies will receive a letter of confirmation from the Proxy Voting Officer, which they must bring to the meeting to validate their right to cast proxy votes.
Annexe (B): Application to Appoint a Proxy

Date of General Meeting:

Name of individual applying to appoint a proxy: Home club: Master Point Number or Membership No:
Address: *Telephone: *E-mail:

I hereby request that {Name of individual proposed as proxy} be registered to act as a proxy on my behalf at the above meeting.

Signed ________________ Date ________________

Include here any instructions that you wish to make to your proxy.

Name of individual proposed as proxy: Home club: Master Point Number or Membership No: Address:
*Telephone: *E-mail:

I agree to act as a proxy for the applicant at the above meeting.

Signed ________________ Date ________________

Completed application forms shall be sent to the Proxy Voting Officer, W Ross, 60 Broomhill Avenue, Aberdeen AB10 6JY. Applications shall be valid only (a) if they are received by the Proxy Voting Officer at least seven days prior to the Meeting and, (b) if all the requested information is provided. [Fields marked * are optional.] Approved proxies will receive a letter of confirmation from the Proxy Voting Officer, which they must bring to the meeting to validate their right to cast proxy votes.