

**PROXY REGISTRATION FORM FORRES AREA COMMUNITY TRUST  
ANNUAL GENERAL MEETING  
Friday 26th November 2021, 5.30 pm,  
Forres Town Hall, High Street, Forres, Moray IV36 1PB**

Please read the notes and then complete as appropriate.

I, ..... (name), am an Ordinary Member of FACT and entitled to vote at General Meetings.

I hereby appoint a proxy to vote on my behalf at FACT's Annual General Meeting on **Friday 26<sup>th</sup> November 2021 at 5.30 pm at Forres Town Hall, High Street, Forres, Moray IV36 1PB** and at any adjournment of that meeting:

**For this proxy to be valid you must tick and complete 1 or 2 or 3 below.**

1 The Chair of the Meeting to vote as they see fit.

2 The Chair of the Meeting to vote as instructed below.

**Please tick the appropriate boxes to indicate your voting preference**

RESOLUTIONS	FOR ✓	AGAINST ✓	ABSTAIN ✓
<b>Ordinary Resolutions: That the following are appointed as Directors of FACT</b> 1. Peter Airey 2. Tina Coffey 3. Lorna Creswell 4. Susan Longmuir 5. Charles Perry 6. Kevin Skivington			
<b>Special Resolution</b> <b>That FACT adopts the revised set of Articles of Association proposed by the Directors</b>			

3 The person named below as my proxy.

.....  
(write the name of your appointed person on the above line)

**SIGNATURE:** ..... **DATE:** .....

# VOTING BY PROXY

## NOTES

1. Please insert your name in the top section. An Ordinary Member is a person aged 16 or over, ordinarily resident in the Forres Academy catchment area, who has been admitted as a member of FACT.
2. Appointed Person – you can appoint:
  1. the Chair of the meeting to vote on your behalf as they see fit, or
  2. the Chair of the meeting as you direct, or
  3. someone who will be attending the meeting to vote on your behalf.Indicate which of these you wish to appoint by ticking the relevant box.

If you are appointing the Chair to vote as you direct please also tick the boxes to indicate if you are for, against or wish to abstain from voting for that particular resolution. If no voting instruction is given, your proxy will vote or abstain from voting as they see fit at their absolute discretion in relation to the resolution and any other matter which is put before the meeting

If you are appointing someone other than the Chair as your proxy you should discuss with them how you would like them to vote on your behalf.

3. The proxy form must be signed and dated by the relevant member appointing the proxy.
4. To appoint a proxy using this form, the form must be received by **FACT** no later than 48 hours (excluding non-working days) before the time appointed for the meeting, or adjourned meeting, at which it is to be used. The completed and signed form can be delivered in hard copy to **FACT** at Forres Town Hall, High Street, Forres, Moray IV36 1PB or a scanned copy can emailed to [charlotte@forresarea.org](mailto:charlotte@forresarea.org)
5. Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power of authority) must be included with the proxy form.
6. Any alteration to this proxy form must be initialed by the person in whose hand it is signed.
7. Appointing a proxy (someone to vote on your behalf) will not preclude you from personally attending and voting at the meeting (in substitution for your proxy vote) if you subsequently decide to do so, provided that you sign and date a notice clearly stating your intention to revoke that proxy appointment and deliver it to **FACT** (Forres Town Hall, High Street, Forres, Moray IV36 1PB) at least 48 hours before the time appointed for the meeting.