



**EUROPEAN YOUTH PARLIAMENT SWITZERLAND**

# **Proxy Vote Guide**

## ***How to give your proxy***

**For the Annual General Assembly**

**On Saturday, the 22<sup>nd</sup> of February 2020, at 14:00**

**At Pavillon CEVI Region Bern,**

**Rabbentalstrasse 69, 3013 Bern**



Upon various requests, the Board of EYP Switzerland has decided to offer the possibility to vote by proxy. This means that a person you trust who will be present at the AGM 2020 can submit a vote on your behalf. In order to ensure a fair and transparent process, this guide needs to be considered.

## Rules

- Both the Proxy Designator and the Proxy Representative **need to be a Member** of EYP Switzerland in order for the proxy vote to be valid.
- You need to **follow this guide** and its instructions in order to confirm your proxy vote.
- A person can only be designated as a Proxy Representative for **2 different people maximum**.
- If you are a current Board Member of EYP Switzerland and/or running for the Board 2020 at the AGM 2020, **you can not be a Proxy Representative**, in order to ensure a fair process.

## Membership

*You are a member of EYP Switzerland if you have either paid your membership fee for 2020 or attended one of our Regional Sessions 2019 and/or the National Selection Conference Zürich 2019 as a delegate.*

In case you did not pay your annual membership fee of **CHF 30**, please wire the said amount to the following account, before **Friday 21st February 2020**:

**IBAN:** CH69 0900 0000 8947 8326 1

**Account number:** 000894783261

**BIC/SWIFT:** POFICHBEXXX

Europäisches Jugendparlament Schweiz, 3000 Bern

**Bank address, if needed:**

Post Finance AG

Mingerstrasse 20

3030 Bern

**Reference code:**

name surname\_membership fee

According to our statutes, **you need to be a member of EYP Switzerland in order to cast your vote**.



## Steps

1. You need to fill in and sign the “[Proxy Vote Representative](#)” document. The document needs to state both your name and the one of your representative, along with the date, location and your signatures.
2. **Make sure you and your representative are both a Member of EYP Switzerland.** If you did not pay your annual membership fee, please follow the instructions under the “*Membership Fee*” paragraph above.

*You are a member of EYP Switzerland if you have either paid your membership fee for 2020 or attended one of our Regional Session 2019 and/or the National Selection Conference Zürich 2019 as a delegate.*

3. Once the document is signed and you and your representative made sure to be a member, please send your document as a **PDF document** to our our President, Patricia Azevedo (patricia.azevedo@eyp.ch), stating who will vote on your behalf by **21st February 2020**. The email must come from the *Proxy Designator* and from your *private account* and cannot be sent by somebody else.

The President will get back to you as soon as possible, mentioning either one of the following situations:

- There is an issue with the document.
  - There is an issue with the membership status, either from the Proxy Designator and/or the Proxy Representative.
  - The request was made after the 21st February 2020.
  - The request is abided by correctly and your proxy vote is confirmed.
4. The *Proxy Representative* must bring a **printed copy** of the above document, **filled and signed**, to the AGM **confirming** your authorisation for that person to vote on your behalf.

Only if all of those above mentioned points are abided by correctly, your proxy vote will be counted.

**The Board of EYP Switzerland reserves the right to disrecognise any by proxy vote that does not adequately follow the above mentioned guidelines.**

Should you have any questions, please do not hesitate to get in touch with the President, Patricia Azevedo (patricia.azevedo@eyp.ch).



## Be careful

- If the document is not on a **PDF format**, the President will ask you to send it again.
- If you and/or your representative did not pay your annual membership fee, the President will ask you to do so before the **21st February 2020**.
- The President reserves the right to ask you for a **proof of payment**. Thus, make sure to ask for one when making the payment to EYP Switzerland.
- If you did not submit your document and/or did not pay the membership fee before the deadline of the **21st February 2020**, *the Board of EYP Switzerland will not cast your vote.*

Please send your proxy vote, according to [this template](#), until 15<sup>th</sup> February 2020, 23:59 CET as a .pdf file to [patricia.azevedo@eyp.ch](mailto:patricia.azevedo@eyp.ch).

Your proxy vote will only be confirmed once you receive an email from the President telling you everything is in order.

**Both you and your proxy representative need to be Members of EYP Switzerland** in order to cast your votes. **Otherwise, your proxy vote will not be casted.**