

Proxy Vote Instructions for HALP

Instructions for Proxy Vote

Must be received by the clerk no later than one day before the annual meeting.

Bylaws

Section 3.3.2

Any person authorized to cast a vote for a Unit as required by Section 4.2 may give a Proxy to another Unit Owner to vote on their behalf on all issues at an Association meeting. Said Proxy must specify the proxy holder in writing, must be surrendered to the Clerk before voting at a meeting, and shall be valid for ONE MEETING only. (Amended @ 1992, 1998 Annual Meeting)

Section 3.3.3

No one having a beneficial interest in more than ONE UNIT may cast a proxy vote on behalf of another Unit Owner. No one may cast Proxy votes for more than ONE Unit at a meeting. Notwithstanding anything to the contrary in this or any other section, no person may cast more than TWO votes at an Association meeting under any circumstances. (Amended @ 1992 Annual Meeting)

Section 3.3.4

If a person holding a Proxy for another Unit leaves a meeting before it is over, the Proxy may not be transferred to another person. A person holding a Proxy may vote it however (s) he judges best after hearing discussion and no provision to the contrary in the written proxy will be valid. A Proxy may be revoked by the Unit Owner who gave it if (s)he arrives at the meeting which is in progress. (Amended @ 1992 Annual Meeting)

Paper Proxy Form

Please fill out the following and provide it to the Clerk. You may:

- *Put the completed form in the marked receptacle on the bench outside the HALP office*
- *Mail the completed form to HALP, 70 Laurel Park, Northampton, MA 01060*
- *Take a photo of the completed form and email it to clerklaurelpark@gmail.com*

Proxies must be received before the beginning of the meeting.

Homeowner granting proxy

Name (please print): _____

Unit Number: _____

I hereby request that my proxy vote be cast by the following at the *(enter year)*
_____HALP Annual Meeting:

Signature of Unit Owner granting Proxy Vote:

Homeowner accepting proxy

Name (Please print): _____

Unit Number: _____

Signature of Unit Owner Accepting Proxy Responsibility:

End of proxy form

Instructions for Granting a proxy by Email

If you prefer to enter a proxy by email, please forward a proxy request to the homeowner you wish to hold your proxy. Here is the message to send:

I, *(your name as it appears on the deed)* of unit # *(your unit number)* , request that *(name of proxy holder)* of unit *(their unit)* hold my proxy vote for the Homeowners at Laurel Park Annual Meeting of *(year of meeting)*.

The proxy holder must then reply to you that they accept. They can cc: clerklaurelpark@gmail.com in their reply, or you can forward their reply to the clerk. You will receive a return email from the Clerk approving the proxy request.

