

PROXY DECLARATION

Please read carefully before assigning your proxy vote.

1. All members are eligible to vote at the Annual General Meeting of RisingOaks Early Learning Ontario:
2. RisingOaks' By-laws define criteria for membership as. Individuals must be
 - a. interested in furthering the Corporation's Objects and has a child in his or her care and custody who is enrolled in at least one (1) of the Corporation's infant, toddler, preschool before school or after school programs; or a Director of the Corporation;
 - b. the person is not under the age of eighteen (18) years; and
 - c. the individual has applied for and been accepted into Membership by Resolution of the Board or in such other manner as determined by the Board.
3. RisingOaks' By-laws provide that a Member not in attendance at a Meeting of Members shall be entitled to vote by appointing in writing a proxy holder, who is not required to be a Member of the Corporation, to attend and act at the Meeting of Members in the manner and to the extent authorized by the proxy. The use of a proxy shall be subject to the provisions of the Act and the Regulations pursuant to the Act.
 - a. A proxy holder may not be an employee of the Corporation.
 - b. A proxy holder shall not act on behalf of more than five (5) Members;
 - however, if the proxy holder is an Officer of the Corporation then that Officer may be the proxy holder of up to twenty-five (25) proxies.
4. Proxy voting must follow these rules:
 - a. If you wish to vote by proxy, you must use this official form (a proxy form may be a copy or facsimile of the official proxy form, **but must have an original ink signature or be electronically signed using Tools>Fill & Sign in order to be official**). The proxy form must be dated and signed to be valid.
 - b. The designated proxy holder must meet the criteria outlined in #3 above.
 - c. When completing your proxy form, please indicate the name of the individual that you are assigning your proxy to. If you prefer, you may assign your proxy to the Chair or other officer (e.g., Vice Chair, Secretary, Treasurer), of the Corporation please indicate this on the form.
 - d. You will be asked to add your Membership ID on the Proxy Declaration. If you have misplaced this, please email sdraper@risingoaks.ca to obtain this.
 - e. **Submitting your proxy form:**
 - If you have named a specific individual, please give your signed proxy form to this individual. He or she must present the proxy form for certification during voting check-in. The proxy may be exercised only by the person or persons named.
 - If you have chosen to assign your proxy to the Chair, or other Officer of the Corporation, submit your Proxy Declaration via email to sdraper@risingoaks.ca with *Proxy Enclosed* in the subject line.
5. **Remember:** If you cannot attend the annual meeting, it is your obligation and privilege to vote by proxy.