

**Newington Community Association
Proxy Policy for Meeting of the Members
Adopted 06/07/2017**

The Newington Community Association (NCA) has an annual meeting every second Thursday in August. A quorum is required to conduct the annual meeting, as well as other meetings of the members. Often a quorum is reached through the use of proxies.

Proxy Forms Must be Valid

For a proxy form to be valid for conducting the NCA annual meeting and voting for the election of the NCA Board of Directors or other ballot items, as well as for conducting and voting at any other meetings of the members, the proxy form must be in an approved format that includes the following requirements:

- The proxy form must identify the proxy giver (the NCA member in good standing) and the proxy receiver (the member's representative);
- The term of the proxy must be clearly stated on the proxy form, e.g., "for the NCA Annual Meeting on xx date;"
- The proxy form must be filled out completely and signed and dated by both the member in good standing and his or her representative.
- The proxy form must identify the intent of the proxy giver. The following is an example that identifies the intent of the proxy giver:
 "One, and only one, option must be marked for the proxy form to be valid. If no option is marked, the proxy form is not valid.
 () for the purpose of establishing a quorum only
 () to _____. This individual will use your proxy for the purpose of establishing a quorum and/or to vote on your behalf as they see fit, unless otherwise noted below: _____"

In addition, the following statement must be printed on all proxy forms used for the Annual Meeting:

"All proxy forms must be complete and accurate to be considered valid. Proxy forms that are not signed and dated are not valid. **Any person who has five (5) or more proxy forms is asked to submit forms to the NCA Community Office by noon on the Monday prior to the Annual Meeting to allow time for validation.** Valid proxy forms may be (1) mailed to NEWINGTON COMMUNITY ASSOCIATION, P.O. Box 351, Springfield, Virginia 22150; (2) delivered to the NCA Community Office during normal business hours or put in the metal box at the bottom of the stairs; (3) or given to someone to deliver to the Annual Meeting. If you decide after you have executed your proxy form that you will attend the Annual Meeting and exercise your own vote, you must indicate in writing that your proxy form is null and void and that you wish to vote your own ballot."

Proxy forms that do not include all of the above requirements, signatures, and dates are NOT valid.

Rescinding a Proxy Form

If a homeowner decides to rescind a previously signed proxy form, the homeowner must submit a signed and dated statement indicating that the proxy form is null and void and that the homeowner wishes to cast their own ballot. The signed and dated statement must be submitted to the NCA Community Office

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as soon as the homeowner decides to rescind the proxy form, but no later than noon on the Monday prior to the member meeting to allow time for processing.

NCA Validation of Proxy Forms

All proxy forms must be validated by the Board of Directors or its representative. Validation includes checking that the NCA member has paid in full all assessments and fees, and the proxy form is filled out completely, correctly, and has the required signatures and dates.

If a home owner in good standing signs more than one proxy form, either to the same person or to a different person, the proxy form with the latest date is the one that will be validated. The earlier proxy form(s) will be nullified.

Any person who has five (5) or more proxy forms is asked to submit the forms to the NCA Community Office by noon on the Monday prior to the member meeting to allow time for validation.

Any person who has four (4) or fewer proxies is encouraged to submit the forms to the NCA Community Office no later than noon on the Monday prior to the member meeting to allow time for validation. However, the proxy forms will also be accepted at the member meeting.

How to Obtain Proxy Forms

Proxy forms may be requested from the NCA office or downloaded from the NCA website 45 days prior to a member meeting.

Powers of Attorney

If a person attends the member meeting and has a power of attorney that includes the authority to vote for a member in good standing, he or she may receive a ballot without having a signed proxy form. The power of attorney document must be signed and dated by the member in good standing, appropriately notarized, and must not be expired.

NCA must keep a copy or a photo of the power of attorney document, and must annotate the voter check in sheet that the member had a power of attorney.

Retention of Records

Documents relating to quorums and voting must be retained for a period of 3 years. These documents include voter check in sheets; proxy forms, including those that are nullified; ballots; summary tally sheets; and any other documents that confirm the validity of the proceedings.