

# PROXY FORM



Your vote is important – appointing a proxy can see your vote count even if you cannot attend the AGM. To complete the proxy form, please read the instructions on page 2 and the accompanying Notice of Meeting, for details of each item of business.

## 1. REGISTERED NAME AND ADDRESS

|                   |                      |                  |                      |
|-------------------|----------------------|------------------|----------------------|
| Title             | <input type="text"/> | First name       | <input type="text"/> |
| Surname           | <input type="text"/> |                  |                      |
| Street            | <input type="text"/> |                  |                      |
| Suburb            | <input type="text"/> | P/code           | <input type="text"/> |
| AES Membership no | <input type="text"/> | Daytime phone no | <input type="text"/> |

Please write your daytime telephone number in case we need to contact you about your proxy form.

## 2. APPOINTMENT OF PROXY

I, being a member of Australian Evaluation Society Limited, hereby appoint:

Chair of the Meeting (click into this box)

OR

(Print name of person you wish to appoint as proxy)

OR

if the person named does not attend, or if no person is named, the Chair of the Meeting as my/our proxy to act generally at the Meeting on my/our behalf and to vote as directed below or if no directions are given as the proxy sees fit at Annual General Meeting of the Australian Evaluation Society (AES) to be held on **Wednesday 18th September 2024, commencing 5:30pm Australian Eastern Standard Time (AEST) in Plenary 1, Melbourne Convention Exhibition Centre, 1 Convention Centre Place, South Wharf, Victoria**, and at any adjournment of that Meeting.

## 3. VOTING DIRECTIONS TO YOUR PROXY

For each item of business please mark **X** in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy may decide how to vote on any motion at the Meeting.

|  | In favour                | Against                  | Abstain                  |
|--|--------------------------|--------------------------|--------------------------|
| 1. To adopt the Minutes of the Annual General Meeting held on Wednesday 27 September 2023.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. To receive and consider the Annual Report of the Society's Board, including the Financial Statements and the Auditor's report in respect of the 12-month period ended 30 June 2024. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. To elect auditors, BPR Audit Pty Ltd, Authorised Audit Company, who offer themselves for election.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 3. SIGNATURE OF MEMBER

Signed

Date

Return the completed and signed form (or a scanned copy thereof) to the Company Secretary:

Email: [aes@aes.asn.au](mailto:aes@aes.asn.au)

by not later than 5:30pm Tuesday 17 September 2024

# PROXY FORM - PAGE 2

# INSTRUCTIONS

PLEASE FOLLOW THE INSTRUCTIONS FOR COMPLETING YOUR PROXY FORM:

## 1. Registered name and address

This is your name and address as a Member as it appears in your membership record.

## 2. Appointment of proxy

If you want your proxy to be someone other than the Chair of the meeting please insert their name or role in the box.

If you leave this section blank or your named proxy is unable to attend the Meeting then the Chair will be your proxy.

Remember that if you appoint someone other than the Chair to be your proxy and a poll is called then they are not compelled to exercise your proxy, in which case your vote would not count.

## 3. Voting directions to your proxy

You may direct your proxy how to vote on a given item of business by placing an **X** in one of the three boxes opposite that item. If you mark your vote then your proxy must vote that way for your vote:

- If you want your proxy to vote for the proposal cross the box under **In favour**.
- If you want your proxy to vote against the proposal cross the box under **Against**.
- If you do not want your proxy to vote at all regarding the proposal cross the box under **Abstain**.
- If you are undecided and want to leave the decision to your proxy at the meeting do not mark any box against the item then your proxy will decide how to vote at the meeting.
- If you place an **X** in more than one box against an item then the proxy will not know how to vote and your vote will be invalid.

## 4. Signature

The Member must sign.

If the proxy is signed under power of attorney, please provide a copy of the power.

## 5. Lodging your proxy

There is one way for you to lodge your proxy form:

Return the completed and signed form (or a scanned copy) to the Company Secretary by **email: [aes@aes.asn.au](mailto:aes@aes.asn.au)** by not later than 5:30pm Tuesday 17 September 2024.

**PLEASE NOTE:** Under section 81 of the current Constitution, proxies must be received at least 24 hours before the meeting.