

Proxy form for a members' meeting

A proxy form a member signs to let another member vote for them, with a version that says how to vote on each motion.

A proxy is only valid if your bylaws allow proxies, or, for an incorporated club, your state's law does. If neither says so, check before you send this form.

How it works

- The member fills in the form, signs it, and sends it to the secretary before the deadline in the notice.
- An open proxy lets the person named vote as they think best. A directed proxy says how to vote on each motion.
- The secretary checks each form against the list of members who may vote, and keeps the forms with the minutes.

Proxy form

I, [member's name], a member of [Club name], appoint [name of the member who will vote for me] as my proxy. If they cannot attend, I appoint the chair of the meeting. My proxy may vote for me at the [annual or special] meeting on [date], and at any adjournment of it.

Choose one

- ☐ Open proxy: my proxy may vote as they think best.
- ☐ Directed proxy: my proxy must vote as I mark below.

Motion	For	Against	Abstain
1. [Motion, as written in the notice]			
2. [Motion]			
3. [Motion]			

Signed _____

Date _____

Member number, if your club uses them _____

Return to [secretary's name and email] by [date and time] _____

The proxy goes out with the [notice of annual meeting](#).



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<https://renuzy.com/resources/proxy-form>