

Designation of a Proxy Rules and Procedure

August 2017/AB

In case a CHIPP Board Member cannot attend a given meeting of the CHIPP Board, the Statutes allow for the designation of a proxy.

The procedure is as follows:

- 1 The proxy must be identified reasonably ahead of the meeting;
- 2 Any Member attending the meeting may act as proxy for at most **one** Member;
- 3 The proxy must be instructed clearly about the position(s) he/she should take and the vote(s) he/she should cast;
- 4 The Member who cannot attend must inform both the Chairman (tatsuya.nakada@cern.ch) and the Administrator (Angela.Benelli@cern.ch) by e-mail about the designated proxy. The deadline for accepting such information is indicated in the letter/mail, which accompanies the distribution of the agenda.
- 5 The designation of a proxy is only valid for one meeting.

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