A Full Member entitled to vote at the SoAiS AGM is entitled to appoint a proxy to vote instead of them. Please use this form if you wish to appoint a proxy.

If you cannot attend the Annual General Meeting, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Annual General Meeting.

Your name:

Your membership number:

Who do you wish to appoint as your proxy?

I, ………………………………………………., a member of the Society of Authors, hereby appoint: a) Mac Logan, Chair of the Society of Authors in Scotland, or in his absence, Ceitidh Hutton, Secretary of the Society of Authors in Scotland OR b) …………………………………………………………… (write in caps the name of the person you wish to appoint).

Their email address:

Your e-signature:

Date:

How do you wish your proxy to vote on the following resolutions?

**Resolution 1** Proposed by the SoAiS Committee: That the minutes of the meeting held on 19 September 2020 be approved. Please indicate your response:

Answer 1: For

Answer 2: Against

Answer 3: Abstain

**Resolution 2** Proposed by the SoAiS Committee: That the SoAiS ratifies the new members of the committee that have joined since the last AGM. See: [societyofauthors.org/Groups/Society-of-Authors-in-Scotland/SoAiS-Committee](https://societyofauthors.org/Groups/Society-of-Authors-in-Scotland/SoAiS-Committee)

Please indicate your response:

Answer 1: For

Answer 2: Against

Answer 3: Abstain

**Proxy forms must be received by email by noon on Friday 8 October 2021.** Forms received after this time will not be valid.

**Notes on the proxy form**

1. As a Full Member of the Society of Authors you are entitled to appoint a proxy to exercise all or any of your rights to speak and vote at a General Meeting of the Society of Authors in Scotland.

2. If you e-sign and return this proxy form with no name set out above, the SoAiS Chair of the meeting will be deemed your proxy.

3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the Meeting.

4. To appoint a proxy using the proxy form, the form must be:

• completed and signed;

• emailed to Anna Ganley at AGanley@societyofauthors.org.

• received no later than noon on **Friday 8 October 2021.**

5. Any power of attorney or any authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

**Changing voting instructions**

1. To change your voting instructions simply submit a new proxy form using the method above. Note that the cut-off time for receipt of proxy forms (see above) also applies in relation to amended instructions; any amended proxy form received after the relevant cut-off time will be disregarded.

2. If you submit more than one valid proxy form, the proxy form received last before the latest time for the receipt of proxies will take precedence.

**Termination of proxy instructions**

1. In order to revoke a proxy instruction you will need to inform Anna Ganley at AGanley@societyofauthors.org by email clearly stating your intention to revoke your proxy instructions.

2. In the case of a member who is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.

3. In either case, the revocation notice must be received by Anna Ganley no later than **noon on Friday 8 October 2021**.

4. If you attempt to revoke your proxy form but the revocation is received after the time specified then your proxy form will remain valid.

**Communication**

Except as provided above, members who have general queries about the meeting should contact AGanley@societyofauthors.org