



To the Board of Directors of the United States Women's Curling Association:

The USWCA must have 2/3 of its voting members represented in person or by proxy in order to transact any business at the Board of Directors meeting. It is very important that the votes that occur at the USWCA meetings accurately reflect the views of the membership; and as such, voting members need to be informed of their voting options.

**We have therefore revised the proxy form to provide adequate information to inform the Club Representatives of their voting options and specifically include a section in the form where they can appoint an Alternate for a Board of Directors meeting.**

The new Alternate/Proxy Form reflects the three voting options if a Club Representative is unable to attend a Board of Directors meeting in person, and the implications of each option:

1. **Designate an Alternate to vote in person at the meeting** - this is the best alternative to the Club Representative voting in person as it helps to ensure the Club's point of view is reflected in the voting
2. **Name a Proxy** - this helps to ensure that the Club Representative's voting preference is upheld rather than just being included with the majority (see the 3<sup>rd</sup> option below)
3. **Vote by proxy directly with the USWCA Secretary** - this should be the last resort, as it means that the proxy will be held with the majority vote at the meeting unless clear instructions have been given on the proxy as to how the Club Representative wants her vote to be cast.

The above options are detailed in the USWCA Bylaws and Standing Rules, which can be found on the home page under the "About/History of USWCA" section the USWCA website.

If you choose Option #2 above, send your Proxy to your designee and a copy to the USWCA Secretary. If you choose Option #1 or #3, send your Alternate/Proxy Form directly to the USWCA Secretary. **Any forms/copies going to the Secretary should arrive at least 48 hours prior to the meeting.**

At the upcoming Winter Meeting of the Board of Directors, the following actionable items will be coming up for a vote:

1. **Proposed amendments to the Bylaws/Standing Rules/Policies**, which are attached and can be found on the USWCA website homepage in the Winter Meeting section at least 30 days prior to the meeting.
2. **Proposed Slate of Officers for 2021-2022**, which can be found on the USWCA website homepage in the Winter Meeting section.

Please note that during Board of Directors meetings, issues come up that require a vote. Therefore, to whom you assign your voting privileges is extremely important because, in lieu of specific instructions, your designee will be making decisions for you without the ability to inform you of the issue.

Contact Carolyn MacLeod, Chair of the Bylaws Committee, with any questions or concerns.