

Proxy Acceptance and Decline Form Instructions

1. Make enough copies of the forms so you have one form for each position you are submitting a proxy acceptance for. Photocopy, print, copy exact in legible printing or handwriting. You may copy/paste the form from the website into a word file to print it.
2. PRINT your name in the first blank.
3. PRINT position you are accepting the nomination for in the second blank.
4. SIGN the form with your signature.
5. Enter the DATE you are completing the form.

Continue until you have completed proxy forms for all positions you want to submit a vote for.

6. Place ALL proxy acceptance forms into one envelope.
7. SEAL the envelope.
8. Put the appropriate postage on the envelope.
9. **ADDRESS the envelope exactly as follows or the proxy will not be accepted:**

JCI Shakopee Elections – **Proxy Acceptance and Decline**
c/o Linda Bittner
1474 Roundhouse Circle
Shakopee, MN 55379

OR

JCI Shakopee Elections – **Proxy Acceptance and Decline**
PO Box 133
Shakopee, MN 55379

Mail is not always received timely at the PO Box, so it may be best to use Linda's address

10. MAIL the sealed envelope so it is **RECEIVED NO LATER THAN SEPTEMBER 17, 2020**. To ensure delivery, mail by Monday, September 14, 2020.

If there is an emergency situation and you need to submit a proxy acceptance, decline, or vote that will not be received via mail on time, please contact Linda Bittner via email with the reason you are not able to attend the meeting and a determination will be made whether or not to allow an email proxy. Each situation will be determined individually.

If you have any questions regarding these instructions, please contact Linda Bittner via email at ShakopeeJCElections@gmail.com

Proxy Acceptance – Elections for 2021 Board of Directors

Must be received by Thursday, September 17, 2020 to be valid

I, _____, accept by proxy the
(Your Name – Please Print)

nomination for the office of _____
(Position you are accepting the nomination for – Please Print)

for the 2021 JCI Shakopee Board of Directors.

(Your Signature)

(Date Signed)

Proxy Decline – Elections for 2021 Board of Directors

Must be received by Thursday, September 17, 2020 to be valid

I, _____, decline by proxy the
(Your Name – Please Print)

nomination for the office of _____
(Position you are declining the nomination for – Please Print)

for the 2021 JCI Shakopee Board of Directors.

(Your Signature)

(Date Signed)