



Circular 17/2019 (revised)

10 July 2019

To: Presidents, Vice Presidents, CIRs, Secretaries and Treasurers
From: GWI Headquarters
Subject: **URGENT REMINDER for Voting delegates for the**
- **33rd face-to-face triennial General Assembly, Geneva, 25-28 July 2019**
- AND
- ***Proxy Voters***
- AND
- ***General Assembly electronic voting delegates***

Dear Presidents, Vice Presidents, CIRs, Secretaries and Treasurers

This is an **URGENT** reminder to request the names of the **voting delegates** from each National Federation and Association (NFA) that has not already sent us their voting delegate names for:

- **Face-to-face triennial General Assembly** voting
- **Proxy Voting**
- **General Assembly electronic voting**

In order for NFAs that have paid their full dues for the triennium by 30 June 2019 or have negotiated a payment plan and who wish to exercise their right to vote at the General Assembly they must have registered their voting delegates credentials with headquarters in Geneva by **6 July 2019**.

There are three different ways in which the Board and NFAs can exercise their vote:

1. Face-to-face at the Triennial General Assembly

On arrival at Uni Mail on either the Wednesday (12.00 – 18.00), Thursday (07.30 – 10.00) or Friday (7.30 -10.00) the leader of the NFAs voting delegation, made up of voting delegates and alternates, will take a copy of their Credentials Statement to the Credentials Desk in the Registration Room to collect the full number of voting cards to which their NFA is entitled.

Voting Procedure

Prior to any voting session at the General Assembly, delegates will need to sign in at the Credentials Desk outside the auditorium entrance. (It is preferable that they all sit together in the auditorium). This is in order to obtain the voting strength for that session. Once signed in, delegates should remain in the auditorium until the voting has taken place.

2. Proxy Voting

If no members from your NFA are attending the General Assembly in person then the NFA is still eligible to vote using a proxy, provided the full dues have been paid. In such instances, the proxy should be instructed by the non-attending NFA on how they wish the proxy to vote on the Board, committees, internal, constitutional and policy resolutions. The Proxy will then vote using the proxy voting card in addition to their own vote entitlement. The NFA must complete the [Proxy Voting Form](#) found on the GWI website and return to Headquarters via email info@graduatewomen.org with **SUBJECT PROXY VOTING FORM** no later than **14 July 2019**. The voting procedure is the same as above.

3. General Assembly electronic voting

Alternatively, if no members from your NFA are attending the General Assembly in person then your NFA is still eligible to vote using the electronic voting system (by Survey Monkey) rather than using a Proxy to vote on your behalf. However, **only** the Board and Committee positions can be voted on using electronic voting, as amendments can be made to the internal, constitutional and policy resolutions during the General Assembly.

The Credentials Statement should be signed by two national officers of the NFA and returned to GWI Headquarters via email info@graduatewomen.org SUBJECT CREDENTIALS STATEMENT on or before **6 July 2019**. Please note: the electronic voting system does not cater for one person carrying multiple votes so there must be separate email addresses for each voting delegate. Electronic voting will take place in advance of the General Assembly, on **Monday, 22 July**, to ensure the whole voting strength (counting face to face, proxy and electronic votes) can be determined.

Voting entitlement per national federation and association (NFA) is based on the membership figures declared by the NFA for 31 December 2018.

Please send your list of electronic voting delegates to info@graduatewomen.org. We thank those NFAs that have already sent us their voting delegate lists.

Below is the Credentials Form for the NFA's voting delegates that must be completed by **6 July 2019** and returned to the office to ensure that your voting delegates for the General Assembly are registered with the Credentials Committee.

Should you have any questions or need any further information please contact Stacy Dry Lara at sdl@graduatewomen.org.

Best regards

GWI Board

Credentials Statement for Voting Delegates for the

33rd GWI triennial General Assembly, Geneva, July 2019

Please complete this form with the list of your voting delegate(s) and alternate(s). Two officers of your national federation or association must sign the form for it to be valid. Please print clearly.

The credentials statement must be sent to GWI Headquarters by e-mail as soon as possible, but no later than **6 July 2019**, to info@graduatewomen.org Please ensure that all names are legible.

1. National Federation or Association:

2. Number of Paid-up Members as of 31 December 2018:

3. Number of Voting Delegates/Alternates:

Leader of Delegation to the 33rd Triennial General Assembly: (Please select one v)

4. Voting in Person: **OR Voting Electronically:**

5. Name(s) of Voting In- Person Delegate(s): **Name(s) of Alternate(s):**

OR

6. Name of Electronic voting delegate(s): **Email address:**

7. Signature of two national officers (President/CIR/Vice-President/Secretary/Treasurer):

Signature 1: _____	Signature 2: _____
Name: _____	Name: _____
Position: _____	Position: _____
Date: _____	Date: _____