

**ILGA-Europe Conference, Riga, 9– 11 October 2014**

**APPOINTMENT OF DELEGATES OR PROXIES TO VOTE ON BEHALF OF FULL MEMBER ORGANISATIONS**

Each full member of ILGA-Europe has two votes at the conference, except that if a 'mixed organisation' which has both members who identify as women and members who identify as men sends only delegates who identify as men. In that case the organisation will only have one vote, unless it has provided the necessary written confirmation that the members who identify as women have approved the delegate(s) exercising their vote.

Similarly, if a mixed organisation only sends delegates who identify as women, then that organisation only has one vote, unless it has provided the necessary written confirmation that the delegate(s) have the authority to exercise both votes. In either case, the members who identify as women or men in a mixed organisation may instead appoint a proxy. (Standing Orders of ILGA-Europe, 8.4.)

A full member which is not represented at the conference may appoint a person attending the conference to exercise by proxy the vote or votes to which the organisation is entitled. **The member organisation must provide this required notification and also provide the person with a letter of authority. The nominated representative must present this letter of authority in order to receive proxy voting cards.** (Standing Orders of ILGA-Europe, 8.5).

*No individual may carry more than four (4) proxy votes* (Standing Orders of ILGA-Europe, 8.6.)

This form is to be used by full member organisations:

- To appoint their voting delegates
- To appoint proxies

and by mixed organisations:

- To give authorisation to delegates/proxies of one gender to vote on behalf of the unrepresented gender or appoint a proxy

This form has to be filled in and signed by a legal representative of the member organisation or by a person delegated officially to this task by the member organisation in accordance with its rules.

**Name of the full member organisation:** .....

**Address:**.....

**Telephone:**.....

**Fax:**.....

**Email:** .....

**For organisations designating its own delegates:**

The name(s) of our delegate(s) who is/are entitled to vote on behalf of our organisation:

Delegate #1: ..... Gender (e.g. woman, man, does not want to identify, etc.)  
..... :.....  
Delegate #2: ..... Gender: .....

For mixed organisations that only send delegates of one gender:

Our organisation has mandated, in accordance with its rules, the delegate(s) named above to carry both votes of the organisation: YES/NO

**Proxies, for organisations that are not sending any delegates:**

Our organisation is not sending delegates but mandates the following person(s) who will be present at the conference to vote on our behalf:

Name of proxy(ies):

#1: ..... Gender (e.g. woman, man, does not want to identify, etc.): .....  
#2: ..... Gender: .....

For mixed organisations that only appoint proxies of one gender:

Our organisation has mandated, in accordance with its rules, the person(s) named above to carry both proxy votes of the organisation: YES/NO

- Please note that the person(s) nominated to exercise the proxy(ies) must also bring a **letter of authority** signed by an authorised person on behalf of the member organisation and present it at the Conference.
- Please make sure that the person nominated to exercise the proxy does not have more than four of them, as no *individual may carry more than four (4) proxy votes* (Standing Orders of ILGA-Europe, 8.6.).

Date: .....

Signature



Please e-mail the scanned version (preferred) to [chairingpool@ilga-europe.org](mailto:chairingpool@ilga-europe.org) or fax it to +322 6095419. The form can also be brought to conference with the person appointed as proxy.