

TE NGUTU GOLF CLUB PROXY VOTING POLICY

The Proxy Voting Policy is designed to ensure a fair and transparent process is in place for Special General and Annual General Meetings. This policy allows for our members to continue to have a say in the future of our golf club despite work and family commitment's.

Below are the steps that will be followed leading up to and during a Special General / Annual General Meeting to maintain the integrity of the voting process.

1. Within 14 days of the set date of the meeting a link will be supplied to members via all available channels to enable a member to electronically register their proxy vote rights.
 - a. The ability for the member to register their proxy vote rights remains open until 60 minutes before the scheduled start time of the meeting.
 - b. The electronic register must obtain the following information;
 - i. The members name.
 - ii. The members membership number.
 - iii. Who the member has designated as their proxy.
 - iv. What to do in the event of the named proxy not being in attendance.
2. A proxy voting register will be created ahead of the meeting starting for use with vote checking and auditing.
3. At any meeting in which known proxy votes will be in place, voting must be done by ballot only to allow for greater control and audit purposes of any proxy votes.
4. At the start of any meeting in which known proxy votes will be in place two scrutineer's will be put in place via a motion and vote who will oversee the voting process including in person votes and proxy votes.
5. A member present at the meeting who is casting a proxy vote will do so on the proxy vote form which will detail who the proxy vote is on behalf of.
6. The scrutineers will check all proxy votes back to the proxy register to ensure all votes that should have been cast have been and no extra.
7. The scrutineers will then tally all votes and provide a written result back to the chairman of the meeting who will then inform the meeting of the result.