

**Please return all signed Proxies/Voting Papers to:-
secretary@bbra.info**

**VOTING INSTRUCTIONS
FOR AN ANNUAL GENERAL MEETING**

Quorum

Number of Members required

- 24.1** At any general meeting the number of Members required to constitute a quorum will be eight persons.
- 24.2** No business may be transacted at any general meeting unless a quorum of Members is present at the time when the meeting proceeds to business.
- 24.3** For the purpose of this rule:
Member includes a person attending as a proxy or as representing a corporation which is a Member.

Lapsing of Meeting

- 24.4** If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of Office-bearers or the Association, will lapse.
- 24.5** In any other case it will stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present will be a quorum.

Voting Rights

- 26.2** The Company Member is entitled to one vote at a general meeting.
- 26.3** If there is only one Sub-lessee Member in respect of a particular Lot, the Sub-lessee Member is entitled to one vote at a general meeting.
- 26.4** If there is more than one Sub-lessee Member in respect of a particular Lot, each Sub-lessee Member for that Lot is entitled to the fraction of a vote calculated by dividing one vote by the number of Sub-lessee members for that Lot, at a general meeting.
1. Procedure at a general meeting are determined in accordance with Rule 26 of the Association.
26.1 (e) No Member will be entitled to vote at any general meeting if the Member's annual subscription is more than one month in arrears at the date of the meeting.
 2. You or your Company Nominee may cast a vote either:-
 - i) in person at the meeting, or
 - ii) by proxy delivered to the Chairperson or Secretary no later than 24 hours prior to the meeting
 3. A notice is enclosed for a corporate Owner to appoint a company nominee to vote on its behalf
 4. A person cannot vote on a motion requiring an ordinary resolution or a special resolution, or, in an election ballot, if a contribution, instalment or penalty due to the Association has not been paid.
 5. Where there are two (2) or more Co-owners of a lot, a vote by any one of the Co-owners will be counted as the vote for the lot unless a contrary vote is cast by another Co-owner in which case no vote will be counted for the lot in accordance with Rule 26.4