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*Publication  
Reference*

**EA-1/17 S4 A+AB: 2022**

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# **Supplement 4 to EA-1/17 Rules of Procedure**

## **Proxy procedure**

### ***PURPOSE***

This document has been produced by EA and describes the procedure to deal with proxies.

*Authorship*

The publication has been written by the Secretariat

*Official language*

The text may be translated into other languages as required. The English language version remains the definitive version.

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**Category:** Governance and Policy Documents

**Date of approval:** 2<sup>nd</sup> April 2022

**Date of implementation:** Immediate

**Transitional period:** None

## **1. INTRODUCTION**

This proxy procedure applies to:

- General Assembly (GA),
- Executive Board (ExB),
- Multilateral Agreement Council (MAC),
- Committees

### **1.1 General Assembly**

The rules for the admission and right to vote at the GA are set out in Article 8 of the Articles of Association (AoA).

The voting rules for the GA are set out in Article 10 of the AoA.

### **1.2 Executive Board**

The voting rules of the ExB are set out in Article 13 of the AoA.

### **1.3 Multilateral Agreement Council**

The voting rules for the MAC are set out in Article 11 of the AoA and Paragraph 11 of the Rules of Procedure.

### **1.4 Committees**

The voting rules for Committees are set out in Paragraph 10 of the Rules of Procedure.

## **2 PROCEDURE**

The vote shall be exercised by the person nominated by the member and identified in the attendance list for the meeting.

Alternatively, it can be exercised by a person nominated in a proxy form (see Annex) submitted by the member.

The proxy form shall carry the signature of the person to whom the proxy is given.

The proxy shall be lodged with the Secretariat no later than four hours before the start of the meeting agenda item for voting.

Proxy forms can be downloaded from the EA website. They can also be obtained at the Secretariat.

Used proxy forms shall be kept at the Secretariat according to the legal requirements.

**ANNEX: PROXY FORM**

**This Proxy applies only for the following meeting:**

Meeting: .....

Date: .....

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**This Section is to be completed by the Member NOT attending the meeting**

Name of member organization<sup>1</sup>: .....

Name of authorized delegate<sup>2</sup>: .....

Signature of authorized delegate<sup>2</sup>: .....

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**This Section is to be completed by the Member attending the meeting (i.e. the Member holding the proxy)**

Name of Proxy Person to represent and vote on behalf of this member at the meeting noted above: .....

Address and Contact Details of Proxy Person: .....

.....

Proxy for the following agenda item(s) (if requested):.....

.....

Date Proxy given: .....

Signature of Proxy Person: .....

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**For official purposes only**

**Date and Time received:**

**Signature of Secretary:**

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<sup>1</sup> For the Executive Board: not relevant

<sup>2</sup> For the Executive Board: Name and signature of the member