CCAE Member Schools are entitled to identify Voting Representatives for the CCAE Annual General Meeting (AGM), based on an approved voting number chart in the [CCAE By-Laws](https://ccaecanada.org/wp-content/uploads/2022/06/CCAE-By-laws-EN.pdf).

A Member School is in good standing with the Association according to the [CCAE By-Laws](https://ccaecanada.org/wp-content/uploads/2022/06/CCAE-By-laws-EN.pdf): Part A, Article I, Section a).

**Voting Representatives must be identified to the CCAE Office prior to June 3, 2025**. A Voting Representative can be any Advancement Professional employed by the Member School.

If a Voting Representative is unable to represent a Member School by attending the 2025 CCAE AGM (to be held virtually via zoom on Tuesday, June 17, 2025, beginning at 12:00 p.m. ET.), the Member School may vote by proxy by completing this form.

I, being a Member School Voting Representative with the Canadian Council for the Advancement of Education, hereby exercise my right of proxy by assigning a proxy.

I hereby appoint the following Voting Representative from a Member School in good standing with the CCAE to vote on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert School’s Name) at the 2025 CCAE AGM (to be held virtually via zoom on Tuesday, June 17, 2025, beginning at 12:00 p.m. ET.). I revoke any proxy previously given and confirm that, should I be present, this proxy shall be null and void.

Note: It is the responsibility of the Member School Voting Representative to determine whether the person (and Member School) to whom they assign the proxy is able and agrees to act in the manner described.

**Voting Representative Appointed as Proxy:**

Person’s Name (please print)

Member School (please print)

Person’s Signature

Date

**Voting Representative Assigning Proxy:**

Name (please print)

Member School (please print)

Signature

Date

A completed proxy form must be received by the CCAE Office (e-mail – [admin@ccaecanada.org](mailto:admin@ccaecanada.org)) **no later than 5:00 p.m. EDT** **on June 3, 2025.**   
**--------------------------------------------------------------------------------------------------------------------------------***Membership Confirmation*

Member Assigning Proxy: Member: o Yes o No

Member Assigned as Proxy: Member: o Yes o No

Date Proxy Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:

Confirmed by:

Date Form Revised: April 2025