



## VOTING BY PROXY

If you are **unable to attend** the Annual General Meeting in person on **November 25<sup>th</sup>, 2023, at 4pm** in the afternoon, you may want to have your vote recorded by using a “**proxy**.”

For someone to act as your proxy, and to vote on your behalf, they must be a member of the theatre and must be attending the meeting in-person. A “member” of the OLT is anyone who subscribes to the full season of shows, or who does volunteer work at the theatre:

Most often in these situations, people who can’t attend the meeting and want to record a vote, will provide their proxy to a member of the Board of Directors (someone who understands all the issues and implications of decisions). The names of the Board of Directors can be found on the OLT website. But it doesn’t have to be a Board member, and any member of the theatre can hold your proxy.

To vote by proxy, all you need to do is send an email to Ian Fraser our Patron Services Manager at ([Ian@ottawalittletheatre.com](mailto:Ian@ottawalittletheatre.com)),

- please note: “Proxy” in the subject line
- and add: “I (your name) as a member in good standing of the Ottawa Little Theatre hereby appoint: (insert name of your proxy) to act on my behalf.”

Thanks very much, we appreciate your being a conscientious member of the Ottawa Little Theatre.