

**Extraordinary General Meeting  
2015  
Instructions on how to vote**

Eligible Members may vote:

1. In person at the General Meeting,
2. By absentee ballot in the form distributed with the official notice of the General Meeting, or
3. Electronically (by email invitation only)

**How to vote by absentee ballot**

Article 20(k) states : To be valid, an absentee ballot must (i) be returned in the envelope provided, which must bear the signature and membership number of the Eligible Voter and (ii) clearly indicate the Eligible Voter's vote or abstention on each resolution presented. "....." To be valid, an absentee ballot must be delivered to the Secretary, in care of the office of the General Manager, not less than twenty-four (24) hours before the date and time the General Meeting is to be held. Absentee ballots may be delivered to the Club Secretary in person or by post, as specified in the official notice of the General Meeting. The responsibility for ensuring that the absentee ballot is duly received in the office of the General Manager within the time allowed by this Constitution shall rest entirely with the Member. No absentee ballot which does not comply with these requirements shall be counted in the voting for the General Meeting.

**To be valid, an absentee ballot must**

1. Clearly indicate the Eligible Voter's vote or abstention on each resolution presented.
2. Be placed in the anonymous brown envelope and sealed. The anonymous brown envelope is placed in the pre-addressed envelope. The pre-addressed envelope must bear the **signature and membership number** of the Eligible Voter on the reverse side. The pre-addressed envelope, containing the anonymous brown envelope and the completed ballot form, is returned to The Club.
3. An absentee ballot must be delivered to the Secretary, in care of the office of the General Manager, not less than twenty-four (24) hours before the date and time the General Meeting is to be convened (**the deadline is at 7:30 pm on June 2, 2015**). Absentee ballots may be delivered to the Club Secretary in person or by post, as specified in the official notice of the General Meeting. The responsibility for ensuring that the absentee ballot is duly received in the office of the General Manager within the time allowed by this Constitution shall rest entirely with the Member. No absentee ballot which does not comply with these requirements shall be counted in the voting for the General Meeting.

\* Full Bylaws found in Section 5.1.

## **How to Vote Electronically**

- By now you would have received an email at the email address you provided the Membership Office or at the email associated with your account in our Membership database.
- The subject of the email is **“The American Club - Extraordinary General Meeting (EOGM) 2015 Online Voting”**
- Open the email and click on the button labeled “Begin Ballot Submission” within the body of the email which will take you to the voting platform
- There is no need to register
- Complete the online voting form and click the ‘Done’ button when finished

## **Auditing of Electronic Voting Procedure**

The entire e-voting procedure, which includes the setting up of the voting platform, sending of invitations, and sending of reminders will be monitored by our appointed Club auditor, Deloitte and Touche. Once the e-voting has commenced, a new password for the voting platform will be jointly submitted by both Club representatives and auditors to ensure complete confidentiality of the voting process and that the platform may not be accessed by any parties before the conclusion of the absentee ballot period.

## **Reminder Email**

A reminder email will be sent on Tuesday, May 26, at 12:00 p.m. by the Club representative to remind Members who have yet to cast their vote to do so before the closing date. This process will be witnessed by the Club’s auditor Deloitte and Touche.

## **Collection and Tallying of Electronic Votes**

The online voting platform will close on Tuesday, June 2, at 7:30 p.m. The entire process will be monitored by the Club’s auditor, Deloitte and Touche. The results will be exported into an Excel spreadsheet which will be handed over to the auditors via an external storage device. The results will be reconciled with a master list of all eligible voters on the evening of the EOGM. Voters who have cast their votes via the online platform or have submitted their absentee ballots through the provided envelopes will no longer be eligible to vote on the evening of the EOGM.