

**Richland County Master Gardener Association  
VOTING PROXY FOR BOARD MEETING**

*A proxy should be submitted by any Board member who does not plan to attend the next Board meeting. Proxies are used to establish required meeting/voting quorums and will be filed with the minutes of the meeting. Should the member decide to attend after submitting a proxy, the Secretary should be notified at the start of the meeting so the proxy can be nullified. Each Board member is entitled to one vote on any issue regardless of the number of projects/committees he or she chairs.*

Please complete the blanks for either (not both) of the options below. Sign/date the form:

**Option 1:**

In my absence, I (print your name) \_\_\_\_\_ hereby cast my vote with the majority on any issue presented for a vote at the RCMGA Board meeting to be held on (meeting date) \_\_\_\_\_, 20\_\_\_. In the event of a tie vote on any issue, the presiding officer is authorized to cast my vote.

**Option 2:**

I (print your name) \_\_\_\_\_ appoint the fellow Board member listed below as my proxy to attend, act and vote on my behalf at the RCMGA Board meeting to be held on (meeting date) \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(print the name of any voting-eligible Board member you wish to appoint to cast your votes)

In the absence of my appointed proxy, this form will count toward the establishment of the meeting quorum and my votes may be cast with the majority. In the event of a tie vote on any issue, the absence of my appointed proxy authorizes the presiding officer to cast my vote.

Your signature: \_\_\_\_\_ Date \_\_\_\_\_

**You may submit your proxy in one of several ways:**

1. Mail to RCMGA Secretary: Mary Stepling; 6909 Sandy Shore Road, Columbia, SC 29206, no later than three days prior to the Board meeting.
2. Email to RCMGA Secretary: Mary Stepling (msteppling3@gmail.com) by midnight of the day prior to the Board meeting. You may complete the form, scan and email it – or, instead of the form, you may transcribe all words from either Option 1 or 2 into the body of an email, type your name at the bottom, date and send it.
3. Send this form to the meeting with another member to be hand-delivered to Mary Stepling, RCMGA Secretary.

***This form must be received by the Secretary prior to the start of the meeting. Proxies submitted by members in attendance and those received after the start of the meeting will not be counted.***