

**12<sup>th</sup> WORLD ADMINISTRATORS SUMMIT  
15 & 22 October, 2022 - Online  
OFFICIAL COUNTRY PROXY FORM**



WORLD ADMINISTRATORS  
**SUMMIT**

**NAME OF ASSOCIATION or NETWORK:**

**COUNTRY:**

**WEBSITE:**

1. This is to certify that the Association or Network named above, has nominated a Delegate who is attending the 12<sup>th</sup> World Administrators Summit (WA-Summit) and is in good standing, to be their proxy at the 12<sup>th</sup> WA-Summit, with full authority to vote for that Association or Network as requested by its Executive and/or provided by its bylaws/constitution.
2. The Association being represented by proxy must state their membership numbers on this form.
3. A Delegate may only hold and execute proxy vote(s) where they have undertaken consultation with the administrative professionals within the country asking them to be their proxy. That consultation must cover all the topics being discussed and all matters that have been notified as being discussed in the business session and requiring a vote. That consultation may be undertaken by email, survey or face-to-face through the administrative professional association of the country asking for a proxy vote.
4. A proxy vote may only be counted during voting where consultation has been undertaken by the Delegate holding that proxy on the matter on which a vote is being taken.

**Definition:**

\*For this document a proxy is defined as “a Delegate who is given the power or authority to represent and vote on behalf of another country’s administrative professional association or Network”.

***Please Note:*** *A country may have only one vote and therefore one proxy.*

**INSTRUCTIONS**

A proxy may only come from a national Association or Network. Both the Association/Network’s President/Chairman and Secretary or another Executive Officer must authenticate this form.

**Please email the completed and signed proxy form to: [WASummit2022@gmail.com](mailto:WASummit2022@gmail.com)**

1. Please ensure that the nominated proxy meets the following criteria:
  - (a) They are fully registered as a Delegate with their own completed and accepted Delegate Credentialing Form.
  - (b) They are a fully paid up member of their own Association/Network
  - (c) They have in their possession and bring with them, to a face-to-face WA-Summit, a signed copy of this Proxy Form **and** their own Delegate Credentialing Form.
2. Please ensure that the fully completed proxy form is submitted by **no later than 15 July 2022**.

**COUNTRY PROXY APPLICATION FORM**

(If completing this form by hand please print clearly)

**Details of nominated Proxy:**

Name of Proxy:	
Association/Network Name:	
Country:	
Email:	

**Association/Network being represented by Proxy:**

Association/Network Name:	
Country:	
Email:	
Number of Members:	

Please check the box to indicate a photograph of the nominated Proxy is attached (for face-to-face Summit only)

Proxy Photograph provided

The Association named above has approved the above-named Delegate as their proxy and such approval is confirmed by the authority vested in the signatures below:

<b>Association/Network asking for proxy as noted above:</b>	
<b>Name of authoriser (President/Chairman):</b>	<b>Name of second authoriser (Secretary or another Executive Officer):</b>
<b>Signature (President/Chairman):</b>	<b>Signature (Secretary or another Executive Officer):</b>
<b>Date (day/month/year):</b>	<b>Date (day/month/year):</b>

Please complete the form, print, have it signed, scan and then email as an attached PDF with photograph separately to:

WA-Alliance Council Chair at [WASSummit2022@gmail.com](mailto:WASSummit2022@gmail.com) by **15 July 2022**