North Carolina Society of Surveyors, Inc.
307 E Main St., Youngsville, NC 27596
Telephone 919-556-9848 | Fax 919-556-9888

PROXY & VIRTUAL ATTENDANCE FORM

TO: **NCSS OFFICE**

FROM:

_____, Chapter President

_____Chapter

SUBJECT: Representative for _____ Board of Directors Meeting

I will not be able to attend the next Board of Directors meeting.

_____will attend in my place to represent the Chapter.

_____ _____

Signed **Date**

The <u>proxy representative has the authority to vote</u> on behalf of the absent chapter president. To ensure a successful and efficient process, the Chapter President must adequately brief the proxy about the agenda items that will be voted on during the Board meeting. The Chapter President should share all relevant information and instruct the proxy on how to vote during the meeting.

Additionally, it is essential for the proxy to take detailed notes during the meeting and provide them to the Chapter afterward. These notes serve as a record of the meeting's proceedings and decisions, ensuring that the Chapter stays informed and engaged in the decision-making process despite not being physically present at the Board of Directors meetings.

Policy Manual: BOARD OF DIRECTOR (as individuals)
It shall be the responsibility of each chapter president to attend all board meetings or send an authorized representative. Each Director shall fairly and accurately present the position of his or her Chapter, on any matter before the Board, if the Chapter considered the matter. If a Director is unable to attend a board meeting he or she must submit a proxy form. The proxy form, available from the Society office, must be filled out by the chapter president and delivered to the President or Executive Director prior to the beginning of the meeting. The chapter representative must be appointed in accordance to Article 7, Section 9 of the By-laws. Representatives attending without a proxy form or without a professional or professional life member designation within the Society shall not have a vote and shall not be considered present for quorum purposes.
NCSS Bylaws: Article VII - Section 9. Chapter Representative. In the event a duly elected or appointed Director representing a Chapter, due to circumstances such as illness and other reasonable causes, cannot attend a duly noticed meeting of the Board of Directors, then the Chapter represented by such Director may elect or appoint a substitute Chapter Representative to attend such meeting. Such Chapter Representative shall be a Professional or Professional Life Member of the Society and shall have the authority of the Director representing such Chapter during the Director's temporary absence.

VIRTUAL ATTENDANCE REQUEST

_____, Chapter President

_____Chapter

SUBJECT: Virtual attendance for _____ Board of Directors Meeting.

I will be attending the next Board of Directors meeting virtually. (Spring or Fall only)

Board Member Antitrust Compliance Acknowledgment

I acknowledge that I have read and understand the organization's Antitrust Avoidance Policy. I agree to comply fully with all applicable federal and state antitrust laws and to avoid any discussions, exchanges of information, or activities that could be interpreted as anti-competitive, including but not limited to: prices, refusals to deal, market division, tying relationships, or other prohibited topics.

I further understand that no such exchanges or discussions will be tolerated during meetings or in any other context involving my role as a Board member.

_____ _____

Signed **Date**

Conflict of Interest Statement

At present, I am aware of the following potential conflict of interest in regard to my position on the NCSS Board of Directors' or staff (if none, leave blank):

_____

Conflict

_____ _____

Signed **Date**