



## **INFORMATION DOCUMENT**

### ***IARU REGION 3***

#### **Appointment of Conference Proxy Including: “Appointment of Proxy Form” Attached**

##### **1. Introduction**

The “Constitution” of IARU Region 3 allows for the appointment of a “Proxy” by a Member Society that is unable to attend a triennial IARU Region 3 Conference. The proxy is held by a person attending the Conference who is formally delegated to act and vote for them.

A copy of the relevant extracts from the “Constitution” of the IARU Region 3 follows in the next section of this document.

It is important in signing this form that the Signatories of the Member Society have read and understood the conditions in the Constitution, and the person nominated as the Appointee has been advised and agrees to act. Written guidance on specific issues can help the Appointee.

**Note:** These guidelines were originally written for an in-person conference. They also provide guidance for on-line conferences (such as was held in 2021) when it is not possible to hold an in-person conference.

##### **2. IARU Region 3 Constitution Conditions for “Proxies”**

The following clauses define the requirements for “Proxies”:

###### **“Proxies**

**17A.** A member Society may appoint:

(a) a delegate to a Conference, or

(b) any other person who is not a member of the Executive Committee or an observer,

to vote as its proxy on its behalf during such time as it is not represented by a delegate at a Conference. The person so appointed as proxy shall be a radio amateur holding full voting privileges in a member Society.

**17B.** No person who is not a delegate shall exercise more than one proxy vote at a Conference.

**17C.** No delegate shall exercise more than one proxy vote at a Conference in addition to the vote of their own Society.

###### **Notification of Proxy**

**18.** An appointment of proxy shall be notified by letter or facsimile letter before the commencement of the first Plenary of a Conference signed by two responsible officers of the Society concerned addressed to the Secretary and to the person appointed. In the event a proxy is submitted late and if good cause is shown, the Conference may decide to accept the proxy.”

##### **3. Advisory Notes**

1. A specific “Appointment of Proxy” form is attached to be used to make an appointment.
2. The above Constitution extracts are repeated below on the “Appointment of Proxy” form to avoid all doubt that the signatories have read and understood the conditions.
3. Note that this form has specifically used large font Arial “Bold” type to ensure that copying, fax transmission, scanning and email attachment versions have good readability.



4. *The Submitter or the Secretary IARU Region 3 needs to fill in the (location) and (dates) fields in the second paragraph of the form following for each specific Regional Conference.*

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# **IARU International Amateur Radio Union Region 3**

## **Appointment of Proxy Form**

**We, (name of society giving proxy).....**  
**Hereby appoint (name of delegate/person to hold proxy and their society's name)**

.....  
.....  
**to hold the proxy on our behalf for the duration of the IARU Region 3 Conference**  
**being held in (location).....during (dates).....**

**for the purpose of representing the views of our society and voting at that**  
**Conference, since we are unable to send a Delegate.**

<b>Name:</b> .....	<b>Name:</b> .....
<b>Signature:</b> .....	<b>Signature:</b> .....
<b>Call sign:</b> .....	<b>Call sign:</b> .....
<b>Position in Society:</b> .....	<b>Position in Society:</b> .....
<b>Date:</b> .....	<b>Date:</b> .....

**Your contact person's postal address and email address for enquiries from**  
**IARU Region 3 and confirmation of receipt is as follows:**

.....  
.....  
*Note: This form must be completed and sent by post or facsimile (plus a pdf file copy of the document by email) to:*

**The Secretary IARU Region 3**

**P.O. Box 73, Toshima, Tokyo 170-8691, JAPAN**

**OR by Fax to ++ 81 3 3943 8282**

**OR by E-mail to [Secretary@iaru-r3.org](mailto:Secretary@iaru-r3.org)**

**In signing this form the Signatories of the Member Society have read and understood the**  
**conditions in the Constitution, and the person nominated as the Appointee has been**  
**advised and agrees to act.**

### **"Proxies**

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(b) any other person who is not **a member of the Executive Committee** or an observer,

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**of the first Plenary of a Conference signed by two responsible officers of the Society concerned addressed**  
**to the Secretary and to the person appointed. In the event a proxy is submitted late and if good cause is**  
**shown, the Conference may decide to accept the proxy."**