



Highlands Regional Library Cooperative

Help Us Plan for the Annual Membership Meeting!

"CREATING CONNECTIONS: LIBRARY TO COMMUNITY"

Thursday, May 15, 2008, 2-4:30 p.m., Parsippany-Troy Hills Public Library

→ **Note:** The meeting will be at the Parsippany-Troy Hills Public Library, 449 Halsey Road, Parsippany.

→ **All Members-Please Help Us Plan:** ___ I will attend. ___ I am unable to attend. (Please designate a proxy.)

YOUR Name (please print): _____

YOUR Library: _____

→ **Voting Representatives-Information about Designating a Proxy:**

1. A quorum of 75 Voting Representatives, including proxies, is needed to conduct business.
2. If you cannot attend the Annual Meeting, please designate a proxy*.
3. Your proxy must be another Voting Representative** so please don't designate someone from your library.
4. You must sign the proxy designation below and return this form to HRLC.

*You may instruct your proxy as to how you want them to vote or leave it up to them to decide.

**If you need names of Voting Representatives, please call HRLC at 800-638-4752.

As a Voting Representative, it is one of your duties to vote on the Annual Program and Budget. The business meeting is scheduled for 3:45 – 4:15 p.m., at which time you will have the opportunity to vote on the Annual Program and Budget.

The Bylaws state, "Every Voting Representative entitled to vote at a meeting of members...may authorize another Voting Representative of the corporation to act for the voting Representative by proxy. No Voting Representative shall vote as a proxy for more than two other Voting Representatives on any one matter voted upon by the members of the Corporation..." Article VIII, Section 1.

→ **Voting Representatives-Designate a Proxy:**

___ I hereby designate the following *Voting Representative* to vote as my proxy on May 15th. I have contacted this person to make sure they will attend the meeting and can vote for me.

PROXY'S Name (please print): _____

PROXY'S Library: _____

YOUR Signature: _____

YOUR Name (please print): _____

→ **RETURN THIS FORM:**

By Fax: 973-664-1780

By Mail/Delivery: Highlands Regional Library Cooperative, 400 Morris Avenue, Ste 202, Denville NJ 07834

Delivery ID #: 1146

THANK YOU!