**Frequently asked questions about the AGM**

**1) Voting at the AGM**

**Where will the AGM be held?**

The Annual General Meeting (AGM) will be held online only. The meeting will be accessible to all members via a secure Zoom link which will allow members to listen and observe the AGM.

**Can I vote at the AGM?**

Only members and proxies of members can attend the AGM. You or your proxy will be able to vote on the motions proposed in the agenda document if you were a member of PWDA before the membership rolls closed at midnight on 21 August 2023.

**How do I vote at the AGM?**

Only members who are present (in Zoom virtual room) and that join by video conference can vote at the AGM. Unfortunately Zoom does not have the technical capacity to cast votes if you join the meeting via phone. We therefore recommend that you join the Zoom meeting via video conference. Members who don't attend cannot vote, except by proxy vote. If you are unable to attend, you may lodge a proxy vote. Please refer to “How can I put in my Proxy Vote”.

**Can I vote at the AGM if I am dialling into the Zoom meeting using my phone?**

You will **NOT** be able to vote if you are joining the AGM by dialling in by phone due to Zoom technical constraints. If you wish to participate in the voting process and can only join the meeting by phone, we encourage you to lodge a proxy prior to the meeting. Only proxies received 24 hours before the meeting starts will be valid.

**Can two members use the same computer or device to access the Zoom meeting and join the meeting together?**

Yes, however only one member will be able to cast their vote on each motion.

Please note that if two members are entering the Zoom room on the same computer or device, please enter both names in the requested field so that both members’ names can be captured in the AGM minutes as attendees.

**When will the outcome of the election of Directors be known?**

The results of the election are now available and are contained in the form of the Returning Officers Report that is attached to this notice.

**2) Proxy voting**

**How can I put in my proxy vote?**

You can submit a proxy vote by completing the proxy form enclosed and sending it back to us using the reply-paid envelope. Proxy vote **must** be received by **6pm AEDT on 14 November 2023** to be included in the voting.

Alternately, you can also submit a proxy vote by:

* completing an online proxy form on our website
* scanning completed proxy and emailing it to pwd@pwd.org.au
* faxing your completed proxy to us by sending it to 02 9318 1372
* hand-deliver your proxy form to us at our Surry Hills Office. Please contact us on 1800 422 015 to arrange delivery.

**IMPORTANT**: All Proxy votes **must** be received by no later than **6pm AEDT on 14 November 2023.**

If you need further information about how to lodge a proxy vote please call us on 1800 422 015 or email us at pwd@pwd.org.au.

**How many proxy votes can a member hold?**

An individual can hold up to five proxy votes. The Chair can hold an unlimited number of proxy votes.

**Can proxy votes only be cast at the AGM?**

Yes. Proxy votes can only be cast by the person in attendance, or the Chair, holding the proxy.

**Are proxy votes anonymous?**

No, proxy votes cannot be anonymous, as their validity will need to be confirmed against the roll of PWDA members.

**3) I have a different question.**Questions, queries, and thoughts regarding the AGM are welcome, and should be directed to the President, Nicole Lee, via president@pwd.org.au OR you can simply email us at pwd@pwd.org.au or call us on 1800 422 015.