

Chesapeake Isle Civic Association – Proxy Voting Process

Prior to 2022 Chesapeake Isle Civic Association (CICA) property owners and CICA members needed to be present at the Annual Meeting (either in person or virtually) to vote on respective proposed budgets and other agenda items. The CICA 2022 Bylaws, approved by CICA members in April 2022, permit **proxy voting** at our Annual Meetings (see Section 3.2 (D)). Proxy votes count toward the quorum minimum of 25 eligible voters and apply only to items on the approved Agenda for the meeting.

The following process has been established for property owners and CICA members who are unable to attend the Annual meeting (either in-person or virtually) at which they have a right to vote.*

Process for Proxy Voting for the August Annual Meeting

At the Annual Meetings (of Property Owners and CICA members) eligible property owners and CICA members who are unable to attend either in-person or virtually, may complete the following process to vote on the budget(s) and/or other applicable agenda items that require a vote:

- 1) Request a mail-in-ballot(s) by e-mailing chesapeakeisle.secretary@gmail.com. (Written requests for a ballot(s) can also be submitted to CICA, PO Box 150, North East, MD 21901.)
 - Property owners should provide preferred mailing address with the request.
 - Ballots will then be mailed via US Mail
 - For quality control purposes, all ballots will be numbered and linked to the requesting property owner/CICA member. Ballots may not be duplicated.
- 2) Return the completed mail-in ballot(s) using one of the following options:
 - Send by mail to CICA, P.O. Box 150, North East, MD 21901. All mail-in votes must be received by the Saturday preceding the Annual Meeting. The P.O. Box will be checked that morning.
 - Hand-deliver, **in a sealed envelope**, on the day of the Annual Meeting to the CICA Vice President (VP) at the pavilion. The VP will be available for this purpose from 1:00–1:30 pm. (If the VP is unavailable, the President may designate Board member to complete this duty.)
 - Ballots must be received prior to the start of the Annual Meeting in order to be counted.
 - Ballots must be delivered in a sealed envelope to be counted.

**Note that Board members (“Directors”) who owe a fiduciary obligation to the legal entity (such as CICA), may not vote by proxy in Maryland. Maryland Code Section 2-408, “Action by Directors,” states that action by Directors must be completed by “Directors present at a meeting.” However, Maryland code DOES allow for members (such as members of an association), to vote by proxy at general membership meetings.*

Order of Precedence:

In the event, of a conflict, dispute, or inconsistency between the CICA documents, the following Order of Precedence shall apply:

1. *Articles of Incorporation*
2. *Restrictive Covenants*
3. *Bylaws*
4. *Proxy Voting Process*