



To: President  
From: Darcy L. Littlefield, Senior Executive Officer, Operations  
Date: July 8, 2013  
Re: Vote Allotment  
cc: Chapter Executive Director

The Arc's 2013 Annual Business Meeting is scheduled to take place in conjunction with this year's National Convention in Bellevue, WA, August 3-5, 2013. The meeting will be at the Hyatt Regency Bellevue on Monday, August 5<sup>th</sup> from 9:00 a.m. to 10:45 a.m. This mailing serves as notice of the meeting, as well as your chapter's notice of allotted votes.

Each chapter is allotted votes to be cast at this meeting, in person or by proxy. Votes are calculated based on membership totals as of June 5, 2013 for local chapter, as well as on payment of annual affiliation fees.

Some important things to note:

**Chapter Votes:** Your chapter's login information for the online credentialing portal as well as a breakdown of allotted votes is on the reverse side of this memo. A copy of this memo will also be mailed to the Executive Director (if applicable).

**Directed Proxy:** Since there are no items scheduled to be voted on at the Annual Business Meeting, the Directed Proxy link on the credentialing site will be disabled.

**Online Credentialing and General Proxy Instructions:** A detailed guide on how to use the online system to credential your representatives or to proxy your votes can be found on our website. Go to [www.thearc.org/business-meeting](http://www.thearc.org/business-meeting).

**Annual Meeting Kit:** A kit, including information related to the meeting, will be posted on the website listed above on or before July 22, 2013.

Please note that online credentialing and the proxy portal will officially open the week of July 8, 2013 and remain open through Monday, July 29, 2013.

Thank you for your cooperation in this important matter. We look forward to seeing you in Bellevue, WA.

If you have any questions or need assistance with credentialing, please feel free to contact me directly at [littlefield@thearc.org](mailto:littlefield@thearc.org) or 202.534.3702.

*Enclosed please find two copies of The Arc's 2012 Annual Report to share with your chapter.*