



## Voting Procedures, Credentialing of Representatives, and Proxy Voting

How does The Arc of the United States determine votes for the annual meeting of the members?

The Bylaws of The Arc of the United States spell out how votes are allotted to chapters. Your local chapter is allotted votes based on three categories (1) membership numbers, (2) payment of affiliation fees, and (3) being a chapter of The Arc. A state chapter may receive votes based on payment of affiliation fees and being a chapter (see below). These votes are cast at the Annual Meeting by a chapter representative.

What is the number of votes a chapter can cast?

The maximum number of votes any local chapter can be allotted is 23. Per the bylaws: *A Local Chapter shall automatically receive one (1) vote. In addition: A Local Chapter may receive one additional vote for each \$1,000 of chapter affiliation dues that the Chapter is responsible for in the current membership year, and that the Chapter has paid as of June 30<sup>th</sup> of the membership year or as of sixty (60) days in advance of the date the voting takes place, whichever is earlier; and A Local Chapter may receive one additional vote for every 100 individuals it has enrolled as a Member of The Arc as defined in section 2.3 herein, and has reported the Members' names and contact information to the Corporation as of June 30<sup>th</sup> of the membership year or as of sixty (60) days in advance of the date the voting will take place, whichever is earlier.*

The number of votes allotted to a state chapter is spelled out in the Bylaws as follows: *A State Chapter shall automatically receive ten (10) votes. In addition, a State Chapter may receive one additional vote for each \$1,000 of Chapter affiliation dues that the Chapter is responsible for in the current membership year, and that the Chapter has paid as of June 30<sup>th</sup> of the membership year or as of sixty (60) days in advance of the date the voting will take place, whichever is earlier.*

Local Chapter vote scenarios:

Chapter 1:

**"My chapter is up-to-date on its affiliation fees (paid \$1000), but has less than 100 members. How many votes do we get?"** Your chapter will get one (1) vote for being a chapter, one (1) vote for your paid fees, but no votes for Membership. Your chapter will be entitled to two (2) votes.

Chapter 2:

**"My chapter has less than 100 members, and did not pay our affiliation fees by June 30th. How many votes do we get?"** Your chapter will get one (1) vote for being a chapter, and no other since you have less than 100 members, and did not pay your affiliation fee on time. Your chapter is entitled to one (1) vote.

Chapter 3:

**"My chapter has 110 members, but has only paid 50% of our annual \$2000 affiliation fee. We are on a payment plan to pay by the end of the calendar year. How many votes do we get?"** Your chapter will get one (1) vote for being a chapter, one (1) vote for your membership total, and one (1) vote for the partial payment of your affiliation fees. Your chapter will be entitled to 3 total votes.

State Chapter:

**My chapter collected \$2,000 in chapter affiliation dues. How many votes do we get?** Your chapter will get 10 votes for being a chapter and two (2) additional votes, one for each \$1,000 paid.

**My chapter did not pay its chapter affiliation dues on time. How many votes do we get?** Your chapter will get 10 votes for being a chapter, but no additional votes.

**My chapter has paid only 50% of our chapter affiliation dues, but is on a payment plan to pay up by the end of the calendar year. How many votes do we get?** Your chapter will get 10 votes for being a chapter and one (1) additional vote for partial payment of dues.

**How does my chapter know how many votes it has to cast?**

The National office will notify your chapter as to how many votes are eligible to be cast at least sixty days before the annual business meeting.

**Who may cast votes in-person on behalf of our chapter?**

Your chapter's designated representative may cast his/her votes in person. A representative may be a corporate officer who is a volunteer leader or, as is now permitted, a paid professional staff member.

**What is proxy voting?**

If your chapter is unable to attend the annual meeting, you may choose to cast your chapter's votes by proxy. A proxy is a written document that instructs a specifically named person who is serving as a representative, to cast votes on behalf of your chapter: *The votes held by Chapters represented at a meeting of Chapters of The Arc by written proxies shall be counted in determining the presence of a quorum.* The Arc provides an online form to be used for proxy voting. In your proxy, you may direct exactly how your votes shall be cast on the matters that are to be decided at the meeting. Or you may simply grant your designated representative the ability to cast votes in the best interests of your chapter, without specific instructions. A proxy may be revoked at any time prior to the date/time of the meeting at which the vote will take place.

**What does a representative need to do at the convention?**

Representatives will need to come by the Credentialing desk to confirm their votes. If voting is scheduled to take place, representatives will pick up a confirmation code for their electronic keypad. (You will pick up the actual voting device before the start of each meeting.)

If you have any additional questions, please email us at [Credential@TheArc.org](mailto:Credential@TheArc.org).