



Policy 2023-03
Annual Membership Meetings and Voting
Date Approved: October 19, 2023

William Call, LSRP
President

Candace Baker, LSRP
Vice President,
Internal Affairs

Ken Haduch, LSRP
Vice President,
External Affairs

Rebecca Hollender, LSRP
Treasurer

Mike Poland, LSRP
Secretary

David Morris, LSRP
Marlene Lindhardt, LSRP
Andrew B. Robins, Esq.
John M. Scagnelli, Esq.
Christopher Dailey, LSRP
Brandi Gray, LSRP
Alex Saltzman, LSRP
Sonya Ward, LSRP

Janice Brogle
Executive Director

David Sweeney
Assistant Executive
Director

Beverly Entin
Deputy Assistant Director

2107 Goldfinch Blvd.
Unit #220
Princeton, NJ 08540
www.lsrpa.org

1. Procedure for Creating a Certified List of Eligible Voters and Establishing a Quorum for Annual Meetings (By-Laws Section 2.06; N.J.S.A. 15A:5-8)

The Secretary will create and certify a list of all Regular (LSRPs) Members who are eligible to vote at the Annual Meeting. The list will include current LSRPA members with an active LSRP license.

It should be noted that license status is self-reported by LSRPA's members. It is the responsibility of the member to ensure that the license status is up to date and LSRPA member type is correct.

A preliminary list of eligible voters (first and last names only) will be located on LSRPA's website for inspection a minimum of two weeks before the Annual Meeting.

All upgrades to membership status (e.g. upgrading from Associated (non-LSRP) to Regular (LSRP) member) must be completed more than 48 hours before the Annual Meeting to be eligible for the final Certified List of Voters. A reminder will be sent to the membership upon posting of the preliminary list.

The final Certified List of Voters will be arranged in alphabetical order by last name and will include the business address of each member. The final list will be presented at the Annual Meeting.

For in-person meetings, copies of the Certified List of Voters will be printed and available for inspection. For virtual meetings, the Certified List of Voters will be presented and a link for the list will be included in the chat.

Attendance of certified voters and non-voting members will be confirmed by checking in at the registration for in-person meetings and completing an attendance poll question for virtual meetings.

The Secretary will confirm and announce the number of certified voters in attendance as well as the number of proxyholder votes. To constitute a quorum for transaction of business at the Annual Meeting, the total number of certified voters and proxyholders present (in-person or virtually) must be a minimum of 10% of the total number of eligible voters listed on the Certified List of Voters.

2. Procedure to Identify and Collect Proxy Votes for Annual Meetings (By-Laws Section 2.06; N.J.S.A. 15A:5-18)

Eligible members who would like to vote by proxy must notify LSRPA's Secretary (contact information will be listed on LSRPA's website) in writing at least one (1) week prior to the Annual Meeting. The notice must include the member's intent to vote by proxy and name, email address and phone number of the individual who will deliver their vote (e.g. their proxyholder) and the timeframe the proxy will be valid. No proxy may be valid for more than 11 months.

The Secretary will confirm that the member seeking to vote by proxy is a qualified member (e.g. will be included on the Certified List of Voters). The Secretary will also provide the qualified member with a list of proposed items to be presented for voting at the meeting.

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The proxyholder is not required to be a voting member (e.g. the Executive Director can serve as a proxyholder). An individual may serve as a proxyholder for more than one qualified voting member.

It should be noted that a general proxy gives the proxyholder complete discretion to vote any way he/she wishes. A specific proxy provides the proxyholder with explicit instructions on how the eligible member wishes to vote. It is at the discretion of the qualified member to determine the type of proxy they are providing and to ensure that the proxyholder votes accordingly. Votes will not be changed as a result of any discrepancies between the qualified member and their proxyholder.

A handwritten signature in cursive script, appearing to read "Michael Poland", written in black ink.

Michael Poland
LSRPA Secretary