

## GUIDELINES FOR VOTING IN THE ELECTIONS TO THE GOVERNING COUNCIL

*Please read these instructions carefully to avoid confusion.  
In the case of any doubt, please contact our main office in Barcelona.*

The governing body of the Chamber is the Governing Council. The 15 council members are elected by the Chamber's members in the General Assembly by means of free vote.

There **are four methods of voting**: in person, by post, online or by delegating your vote.

According to article 23 in the Chamber Statutes, members can **vote for up to 15 people** to form the Governing Council, which must include **a minimum of 2 representatives** from each of the three regions where the Chamber operates, **Madrid, Barcelona and Andalucía**. It is also necessary to fulfill the requirements of **a minimum of 3 representatives from the National Category and 3 representatives from the Corporate Category**.

Below, you will find an explanation of **each respective voting method**, in addition to the voting deadlines.

### VOTING IN PERSON

To vote in person, the voter must present themselves at the electoral venue and place their completed ballot paper in the ballot box.

The elections will take place at the **General Assembly at CaixaForum, Room 1, Floor -1 (Paseo Del Prado, 36, Madrid)** on the **19<sup>th</sup> April between 11-12.45 pm**.

Voting in person nullifies any other method of voting that has been used prior to that point. It therefore takes precedent over votes cast by the other three methods.

### VOTING BY POST

Those who choose this voting option must ensure that their postal votes arrive to the Chamber **between the 30th March and the 14th April** (including these dates) and will only be validated if the ballot paper has been duly filled out.

The envelope must be signed by the voter and stamped by his/her company. The stamp will not be necessary if the voter is an individual member of the Chamber.



## VOTING ONLINE

This is the voting method which allows members to use an online platform to cast their vote.

1. Members will **receive an automated e-mail** generated by the online voting platform providing them with their personal and private link in order to vote electronically.
2. On clicking the link, the online ballot paper can be accessed, where a maximum of 15 candidates can be selected. These candidates represent the minimum of 3 National Members and 3 Corporate Members (as previously stated).
3. Once the vote has been confirmed, the online voting page cannot be accessed again. Having reached this stage, you will receive a copy of your chosen representatives (this can then be printed).

**The typical platform** features a guidance window in case of any problem. Voting opens on the **30th of March** and an email announcement will be sent.

The deadline to vote by this method is **up to and including the 14th of April.**

## VOTING BY PROXY

Voting by proxy involves **handing the vote to a delegated representative** from the same Chamber member company by the completion of **the proxy form.**

The authorised substitute must identify themselves in front of the electoral table and will only be able to vote if they can provide evidence of their proxy.

The proxy vote will be invalid if it has not been correctly completed or if the voter votes in person.