

**INFORMATION NOTE ON PARTICIPATION AND VOTING
AT THE SPECIAL GENERAL MEMBERS' MEETING (SGMM)
30 NOVEMBER 2016**

1.0 Eligibility

A Special General Members' Meeting (SGMM) is scheduled for Wednesday 30 November 2016, beginning at 09:00 local time in Mauritius. During this meeting, Resource Members and Registered Members are eligible to vote for seats on the AFRINIC Governance Committee (GC), and on any Special Resolutions. Votes may also be exercised online during days before the meeting.

As per Section 8.4 (d) of the Election & Nomination Process for the AFRINIC Governance Committee Members, the following conditions shall apply the voting process for this initial/first GC election:

- i. The candidate with the most votes will serve a three-year term;
- ii. All other candidates from the same sub-region will be eliminated;
- iii. The remaining candidate with the most votes will serve a two-year term;
- iv. All other candidates from the same sub-region will be eliminated;
- v. The remaining candidate with the most votes will serve a one-year term;

Only Resource Members in good-standing (i.e. members that have signed the AFRINIC Registration Service Agreement and have no unsettled financial debt with AFRINIC prior to Election Day), will be allowed to participate in the election and voting. Registered contacts of member organizations (or designated proxies) will be required to register themselves prior to the SGMM in order to vote.

Registered Members (the same people as the Board of Directors) are also eligible to vote.

2.0 How to vote

Members can cast their votes either electronically or via paper ballots (in person or by proxy) as described below.

- i. In person (registered contact)
- ii. In person (proxy)
- iii. Electronic voting

We encourage members to vote electronically as it is faster and easier for the Election Committee to count the results.

3.0 Online Voting (e-voting)

If you are the registered Administrative Contact of your organisation, you have been assigned by default the voting right which grants you the privilege to cast your vote electronically. You could also assign that right (through MYAFRINIC) to another registered contact of your organisation to vote on your behalf.

- 3.1 To vote electronically, please follow the following steps:
 - a. Log on to MyAFRINIC at <https://my.afrinic.net/login>;
 - b. Navigate to 'Election' and 'Access Election Centre';
 - c. Select the election in which you wish to participate;
 - d. Choose the option 'Vote Online'.

- 3.2 To assign the online voting right to another registered contact of your organisation:
 - a. Log on to MyAFRINIC at <https://my.afrinic.net/login> ;
 - b. Navigate to 'MY Account' and 'User Administration';
 - c. Check the 'Voter Role' to a corresponding listed contact.

Note-1: The same procedures will apply for voting on Special Resolutions where AFRINIC members are eligible to vote.

- 3.3 Members can vote online as described above. The online voting will be opened **Wednesday 23 November 2016** and will be closed on **Wednesday 30 November 2016 on the day of the SGMM.**

Note-2: Members are allowed to vote up to 3 names / candidates for the GC Seats election. Members are allowed to vote Yes/No for each resolution.

Note-3: E-voting will close at the same time as voting via paper ballot on election day.

4.0 Proxies

Although we strongly encourage electronic voting, you may still opt to appoint a proxy to represent you and vote on your behalf if you do not plan to attend the meeting. A proxy can be any individual. A proxy appointment form MUST be signed and returned 48 hours prior to the election to ecom@afrinic.net

Proxies should preferably be appointed via MyAFRINIC as follows;

- a. Log on to MyAFRINIC at <https://my.afrinic.net/login>;
- b. Navigate to 'Election' and 'Access Election Centre';
- c. Select the election in which you wish to participate;
- d. Choose the option 'Appoint Proxy';
- e. Fill the proxy form;
- f. Print the form, sign it and physically hand it over to the person being appointed as your proxy.

Note-4: *According to Articles 12.12.(viii) and 12.12.(ix) of the AFRINIC Bylaws, a person cannot hold more than 5 proxies during an election. To enforce this clause, you will be requested for the passport number (or ID) of the person that you would like to assign as a proxy while completing the proxy appointment form. As per Articles 12.12 (ix), no candidate to the election of Director shall act as a proxy for any member during such an election.*

However, the above is not applicable for voting on resolutions.

Note-5: *Once you have appointed a proxy and generated the proxy appointment form via MyAFRINIC, you can no longer cast a vote through the online Voting system.*

Note-6: *If it is not possible for you to appoint a proxy via MyAFRINIC, the proxy instrument can be printed on the official letterhead of the Member organization. The elections committee will take necessary steps at their discretion to verify the authenticity of a proxy authorization instrument not generated through MyAFRINIC.*

The paper document embodying the proxy instrument must be duly signed by:

- i. *Either a registered administrative contact of the Member. (For the avoidance of doubt, AFRINIC's database shall be used for counter verification), or;*
- ii. *A director of the company, on whose letterhead the paper proxy document has been printed, and whose name is listed on the said letterhead.*

5.0 Paper Ballots

We encourage electronic voting but paper ballots will also be made available to **Members who have not and do not intend to vote electronically.**

Members who require a paper ballot, and people carrying a proxy on behalf of a Member, may obtain a paper ballot on **Tuesday 29 November 2016 from 09:00 until 17:00 (UTC+4 – Mauritius Local Time)** and on **Wednesday 30 November 2016 from 08:00 until 09:00 (UTC+4 – Mauritius Local Time)**. There will be signs at the meeting venue pointing to the room (The Secretariat) where proxy forms are validated and paper ballots are issued.

It is important to have an identity document on your person, in case any form of identity verification is required either during voting registration, or handing out of the ballots.

6.0 Remote Participation

Members that cannot attend the SGMM physically can participate remotely by:

- (i) following the webcast
- (ii) sending their comments via the plenary session jabber room <https://meeting.afrinic.net/afrinic-25/participate-remotely>
- (iii) Voting electronically

7.0 Onsite Assistance

An AFRINIC Member Services Booth will be made available for Members attending the SGMM in Mauritius. You are kindly requested to proceed through it and meet our team for any further information that you may require.

The Secretariat
AFRINIC
Mauritius
14.11.2016