

## Note on Alternate Delegates

Under the provisions of Article III of the College Board Bylaws, "Each member may appoint up to three persons to participate on behalf of the member in the governance and forum of the College Board... Alternates to act in the absence or incapacity of representatives may also be appointed." And, "Each member shall designate its representative by written notice to the Secretary of the Corporation." And, "To cast a vote at a meeting, a representative must be present. No person shall cast more than one vote."

In compliance with these provisions, and with similar provisions in the Articles of Association of the College Scholarship Service Assembly, voting cards will be distributed only to those persons duly designated on the Delegate Appointment Form on file in the Secretary's Office or designated by their chief executive officer on the Alternate Delegate Designation Form found at the bottom of this page. Voting cards will not be issued to the delegates of members who have not paid any outstanding dues.

Duly designated delegates to an assembly of the College Board are entitled to vote in meetings of that assembly and in the Annual Business Meeting of the members of the College Board. If you are a delegate, your voting card will be distributed to you in your registration packet at the Regional Forum.

- If you are unable to attend this year's Regional Forum and another person from your institution will be attending, your chief executive officer may designate that person as the alternate delegate to the assembly. In that case, please give this form to the person attending in your stead. To be valid, the form must be signed by the chief executive officer.
- If you are the official delegate to one assembly, and the official delegate to another assembly is not attending, you may be designated the alternate to a second assembly as well. Please note that, even if you are designated the alternate delegate to another assembly, you may cast only one vote at the Annual Meeting of the members.

All persons registered for the Regional Forum are welcome to attend the Annual Meeting of the members and the meetings of the assemblies and may, with the consent of the members, speak but not vote.

**IMPORTANT:** In order for an alternate delegate to obtain a voting card, this form must be signed by the chief executive officer of the member and presented at on-site registration.

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## Alternate Delegate Designation Form

**DO NOT MAIL THIS FORM; PLEASE BRING IT WITH YOU.**

As the chief executive officer of (institution) \_\_\_\_\_

I hereby designate (name) \_\_\_\_\_

as the alternate delegate to the

Academic Assembly Meeting

College Scholarship Service Assembly Meeting

Guidance and Admission Assembly Meeting

Institutional Vote at the Annual Meeting of the Members

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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