

ANNUAL GENERAL MEETING

18 NOVEMBER 2021

Proxy Voting Form



ABOUT YOUR PROXY VOTE

All Full Members of the Society of Authors who are unable to attend the AGM are entitled to appoint any other person as a Proxy to vote on their behalf. They need not be an SoA Member, but they must attend the meeting to represent you.

You can choose the AGM Chair as your Proxy. If you choose to do this, please write 'AGM Chair' as your Proxy choice. You can only appoint the Chair of the AGM on your behalf if you give specific directions to vote for or against each resolution. You may also indicate any resolution where you wish the Chair to abstain.

For any resolution, the relationship between you and your Proxy is one of trust: you will be entrusting them with your vote.

TO REGISTER TO VOTE BY PROXY

Please return this form by email to: AGanley@societyofauthors.org no later than 5pm on Wednesday 17 November 2021. Proxy forms received after this time will not be valid. Any revocations or amendments must also be received by this date.

If you cannot return your form by email, it is possible to return the form by post, but please note the earlier deadline for postal proxy votes of **Friday 12 November 2021**. Proxy voting forms returned by post should be sent to the Society of Authors, 24 Bedford Row, London WC1R 4EH.

PROXY VOTING FORM

Notice of appointment of proxy at Annual General Meeting	
Ordinary Business	
I (name)	
Of (address)	
SoA ID	
being a Member of the Society of Authors hereby appoint	
Name of proxy	
as my Proxy to vote in my name at the Annual General Meeting of the Society of Authors to be held on 19 November 2020 and any adjournment thereof. This form of Proxy is to be used in respect to the resolutions that follow.	
Signed	
Date	

Resolutions				
Indicate your vote for each resolution as desired. Unless instructed to vote in a particular way, a proxy holder may vote as they see fit or abstain from voting. Mark your vote with an 'X'.				
Ordinary Business		FOR	AGAINST	ABSTAIN
1	Proposed by the Management Committee that the minutes of the meeting held on 19 November 2020 be approved.			
2	Proposed by the Management Committee that the Company's annual report and accounts for 2020 be approved.			

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3	Proposed by the Management Committee According to s22.2 of the bye-laws, that the appointment of the following persons appointed to the Society of Authors' Council be ratified: Gwyneth Lewis, Nicola Morgan and Daljit Nagra.			
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NOTES ON THE PROXY VOTING FORM

1. As a Full Member of the Society of Authors you are entitled to appoint a proxy to exercise all or any of your rights to speak and vote at a General Meeting of the Society of Authors. Due to COVID-19, the SoA will not be holding a physical meeting and we again encourage members to attend online via Zoom or appoint the SoA Chair of the meeting as their proxy.
2. If you e-sign and return this proxy form with no name set out above, the SoA Chair of the meeting will be deemed your proxy.
3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the Meeting.
4. To appoint a proxy using the proxy form, the form must be:
 - completed and signed;
 - emailed to Anna Ganley at AGanley@societyofauthors.org no later than **5pm on Wednesday 17 November 2021**.

We would prefer that you **do not post** your proxy voting form to the office, but if you cannot return your form by email, it is possible to return the form to 24 Bedford Row, Bloomsbury, WC1R 4EH by **Friday 12 November 2021**.

5. Any power of attorney or any authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

Changing voting instructions

1. To change your voting instructions simply submit a new proxy form using the method above. Note that the cut-off time for receipt of proxy forms (see above) also applies in relation to amended instructions; any amended proxy form received after the relevant cut-off time will be disregarded.
2. If you submit more than one valid proxy form, the proxy form received last before the latest time for the receipt of proxies will take precedence.

Termination of proxy instructions

1. In order to revoke a proxy instruction you will need to inform Anna Ganley at AGanley@societyofauthors.org by email, clearly stating your intention to revoke your proxy instructions.
2. In the case of a member who is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
3. In either case, the revocation notice must be received by Anna Ganley **no later than 5pm on Wednesday 17 November 2021**.
4. If you attempt to revoke your proxy form but the revocation is received after the time specified then your proxy form will remain valid.