

# **2021 COOPERATIVE CREDIT UNION ASSOCIATION, INC. ANNUAL BUSINESS MEETING**

## **DELEGATE/ALTERNATE DELEGATE CERTIFICATION INSTRUCTIONS**

Association members may register one Delegate and one Alternate Delegate by returning the required Delegate/Alternate Delegate Certification Form no later than 5:00 pm EDT on October 6 by email to [voting@ccua.org](mailto:voting@ccua.org), or by mail to Association at 845 Donald Lynch Blvd., Marlborough, MA 01752, ATTN: Confidential Delegate/Alternate Delegate Certification. A single Delegate/Alternate Delegate certification process will be used for all voting. To vote, the appointment of a Delegate is required. The appointment of an Alternate Delegate is encouraged but not required by each member credit union. Only one vote will be cast from each credit union.

Please note that the Delegate/Alternate Delegate Certification Form must be returned to the Association to register your Delegate and/or Alternate Delegate for any voting on behalf of your credit union. The single Delegate/Alternate Delegate certification process used will allow credit unions to participate in advance electronic Director elections and other voting, as may be needed.

Delegate/Alternate Delegate Certifications are only effective upon receipt of an email confirmation from the Association. Appointments must be made by the Board Chairman, Board Secretary/Clerk, or CEO of credit union. No self-certifications will be accepted.

In 2016, changes were adopted to include the permanent selection of Delegates and Alternate Delegates for voting purposes. Therefore, voting representatives first recorded in 2016 are on record and no further action is needed for voting this year or in future years. Member credit unions may change appointments at any time by filing a new, permanent appointment effective for the relevant voting cycle. Changes to these appointments as well as new appointments are welcome at any time in writing using the Delegate/Alternate Delegate Certification Form but must be received by October 6, 2021 to be effective for this year's Annual Business Meeting.

No Delegate/Alternate Certifications effective for the 2021 Annual Business Meeting will be accepted after 5:00 pm EDT on October 6. Annual Meeting and Convention, presently referred to as APEX 2021, registration is a separate process available at [www.ccua.org](http://www.ccua.org).

Delegates and/or Alternate Delegates confirmed by the Association will be sent secure voter credentials, including member identification number, voting link, and unique password, to the email designated. As voting opens on September 20 at noon EDT, such credentials and voting link will not be released until September 20 regardless of the date submitted. To ensure security, voting links will be provided at the same time voting is activated. Once voting is open, a personalized ballot will be accessible tailored to each credit union.

It is the responsibility of all credit unions seeking to vote in advance in any applicable Director elections to ensure that Delegates/Alternate Delegates are properly certified in a timely manner to vote electronically. Members are invited to inquire of the status of previously registered delegates at anytime by sending an email to [voting@ccua.org](mailto:voting@ccua.org).