

2018 CLUB AUTHORIZATION FORM INSTRUCTIONS

On the reverse side you will find the Club Authorization Form. Rather than requiring each voting delegate to have their own Voting Authorization form signed, we request that an MUCC club representative complete **ONE (1) Club Authorization form for all of your club's voting delegates and return it to MUCC by mail, email, or fax.**

INSTRUCTIONS:

1. Write the name of your club on the line provided.
2. Write the county in which your club resides on the line provided. If your club does not have a physical location, this should be the county of residence for the main club contact. Write the corresponding MUCC region (see map).
3. Write the address, city, state, and zip code of your club on the lines provided.
4. Provide the phone number and email address of your club or MUCC club representative.
5. List the names and distribution of your club's votes to voting delegates. It is up to you to determine how you would like the votes distributed. If you do not indicate how you would like the votes distributed, the Credentials Committee will distribute them as evenly as possible among your authorized delegates. The number of votes to which your club is entitled is based on dues paid by Records Day. A table with the number of club members and corresponding number of votes is provided at the bottom of the form.
6. List the names of alternate delegates in case one of your authorized voters is unable to attend Convention.
7. Two (2) club officers are **required** to sign the form prior to submission in order to authorize voting delegates to vote for your club.
8. If your club is unable to send club delegates, but would like to send your votes with a proxy voter, please indicate the person who will vote for your club at the bottom of the form. A proxy voter is someone who is not a member of your club to whom your club authorizes to vote on your club's behalf. Each club can send up to one (1) proxy voter. If you are planning to send your votes with a proxy voter, the Club Authorization form **MUST BE POST-MARKED NO LATER THAN MAY 31, 2018 – NO EXCEPTIONS.**
9. Mail or email the Club Authorization form to the address or email address provided on the form.

All Club Authorization Forms without proxy voters **MUST** be received by the beginning of Convention on June 23, 2018. If you have any questions, please contact Jessica Haller at jhaller@mucc.org or 517-346-6488.



CLUB AUTHORIZATION FORM

Use this form for your club to authorize their voting delegates.
***Must be signed by two officers.**

MUCC Annual Convention Membership Club Information 2018 Voting Delegates **CLUB AUTHORIZATION**

Please use this form to register your club for the Annual Convention. Please list voting delegates on the lines provided below and indicate the percentage of club votes you would like for each of them to carry. Please remit **ONLY ONE** Club Authorization Form to MUCC for your club.

Club Name: _____

Club County and MUCC Region #: _____

Club Address: _____

Club City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Delegate 1: _____ # of Club Votes: _____

Delegate 2: _____ # of Club Votes: _____

Delegate 3: _____ # of Club Votes: _____

Delegate 4: _____ # of Club Votes: _____

Alternate Delegate 1: _____

Alternate Delegate 2: _____

THIS FORM MUST BE SIGNED BY TWO (2) OFFICERS OF YOUR CLUB AND SHOULD BE POSTMARKED NO LATER THAN MAY 31, 2018. VERBAL AUTHORIZATION WILL NOT BE ACCEPTED.

Signed: _____ Title: _____ Date: _____

Signed: _____ Title: _____ Date: _____

If you would like for someone to carry Proxy Votes for your club, this form **MUST BE RECEIVED NO LATER THAN MAY 31, 2018**. Please mark one (1) box below.

No, this club will not have an individual carry proxy votes.

Yes, (print name) _____ will carry proxy votes for this club (this individual must be a registered delegate in order to also carry proxy votes).

MEMBERS	VOTE	MEMBERS	VOTE	MEMBERS	VOTE
10-49	2	750-999	7	2000-2249	12
50-149	3	1000-1249	8	2250-2499	13
150-249	4	1250-1499	9	2500-2749	14
250-499	5	1500-1749	10	2750-2999	15
500-749	6	1750-1999	11	3000-3249	16

**PLEASE RETURN TO MUCC
VIA MAIL:
P.O. BOX 30235
LANSING, MI 48909
OR
EMAIL: JHALLER@MUCC.ORG**