

August 28, 2025

Dear Member:

Re: JAMAICA CHESS FEDERATION ANNUAL GENERAL MEETING VOTING REQUIREMENTS FOR A PROXY

Greetings from the Jamaica Chess Federation (JCF)!

Please take note of the following voting requirements for the upcoming JCF elections scheduled to be held during the JCF's 56th Annual General Meeting (AGM) on **Saturday, November 22, 2025** at the new JCF Offices located at Oakton House, 5-7 Hagley Park Road – (the complex with Popeye's restaurant), commencing at **11:00 a.m.**

- i. The JCF By-Laws allow voting by Proxy. The definition of “proxy” is someone appointed as an agent and legally authorized to act on behalf of another party

An absent member (in Good Standing) may be represented by another person (Proxy), who is also an adult member (in Good Standing).

Please note that for a proxy to be valid, it must be signed by any of the following accredited officials of the JCF: **The President, Vice-Presidents, Secretary or Treasurer.**

- ii. The appointment of a Proxy **MUST** be submitted to the JCF President, Vice-Presidents, Secretary or Treasurer (jamchessfed.president@gmail.com, jamchessfed.secretary@gmail.com, jamchessfed.treasurer@gmail.com, or jamchessfed.vp.cornwall@gmail.com, jamchessfed.vp.middlesex@gmail.com and a copy sent to the appointed Proxy, by using the attached prescribed Proxy Form. Before the appointment of a Proxy is valid and the Proxy can cast his/her vote, one of the JCF Officers named above **MUST** sign the Proxy Form. **PLEASE READ CAREFULLY ALL INSTRUCTIONS ON THE FORM.**

- iii. The completed, original signed Proxy form must be submitted to the JCF at its above headquarters (Oakton House, 5-7 Hagley Park Road) at least seven (7) days before the stipulated commencement time for the AGM.

- iv. The member who has been approved to vote for another member by Proxy **MUST** attend the Annual General Meeting and vote in the usual manner as if they were the member who is unable to attend.
- v. Only members (in Good Standing) that are at least eighteen (18) years of age as at November 22, 2025 are eligible to vote.
- vi. Members/Proxies (in Good Standing) who will be casting votes are required to take along valid forms of identification issued by a Jamaican Government entity (e.g. Driver's Licence, Jamaican Voter's ID, or a Passport)

Please be guided.

Warm regards,



Maxine Brown

Secretary

Jamaica Chess Federation

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