

DELEGATE CERTIFICATION FORM

For the 50th Annual Meeting and Convention of the Regular Members of the Texas Rural Water Association

As a TRWA member, your entity is entitled to one vote on all issues considered at the Annual Meeting, including the election of directors, alternate directors and any proposed resolutions or amendments to the TRWA Bylaws. All in-person and absentee ballots must be submitted by a certified delegate appointed by your board. **The Board President or Vice President and Board Secretary or Treasurer of the member system must complete and sign the delegate certification form below and return it to the TRWA Credentials Committee as soon as possible. (Only President or Owner need sign for IOU.)** Forms must be received at the TRWA office no later than 5:00 p.m. on **FRIDAY, MARCH 22, 2019**, or delivered on-site to the Credentials Committee no later than 5:00 p.m., **WEDNESDAY, MARCH 27, 2019**. **Improperly executed delegate certification forms may result in disqualification of the delegate by the Credentials Committee.**

The _____, a Regular Member of Texas Rural Water Association (herein called the "Entity"), hereby appoints:

_____ as our true and lawful voting delegate and
(print delegate's name)

_____ as our alternate delegate to represent the Entity
(print alternate's name)

at the Annual Business Meeting of the Association and District Caucus to be held on March 29, 2019, in Austin, Texas. This delegate is authorized to vote on any question, Bylaws amendment or resolution, or any other matter for and on our behalf, which may come before the meeting or any adjournment thereof upon which the Entity would be entitled to vote.

IN WITNESS WHEREOF, this delegate certification form has been executed on behalf of the aforementioned Entity on this the _____ day of _____, 2019.

Board President or Vice President or Owner

Board Secretary or Treasurer

Date

TRWA District #

ABSENTEE BALLOT VOTING PROCEDURES

For the 50th Annual Meeting and Convention of the Regular Members of the Texas Rural Water Association

If you do not plan to attend the Annual Meeting of the Texas Rural Water Association, your water system is still entitled to one vote. **Again this year, we will have an absentee voting process for those systems that cannot send a delegate to the Convention. We no longer allow systems to vote by proxy.** Each system will receive an official absentee ballot and delegate certification form, as well as a complete list of candidates and a description of any proposed Bylaws amendments or resolutions no later than **February 8, 2019**. **To cast an absentee ballot, you must complete a delegate certification form and the official absentee ballot, and return the original documents to the Credentials Committee using one of the following methods:**

- Official absentee ballot and delegate certification form may be mailed to the TRWA office. Votes submitted through this method must be **received by** 5:00 p.m. on **FRIDAY, MARCH 22, 2019**.
- Official absentee ballot and delegate certification form may be delivered to the Credentials Committee desk on-site at the Annual Convention **no later than** 5:00 p.m. on **WEDNESDAY, MARCH 27, 2019**.

Improperly executed absentee ballots and/or delegate certification forms may result in disqualification of the ballot by the Credentials Committee.

To ensure anonymity, once your credentials have been verified, your absentee ballot will be separated from your delegate certification form and given to the TRWA staff member who will be monitoring all ballots. Absentee ballots will not be read or counted until the day of the caucuses and official election.

Detailed instructions, a complete list of items under consideration, your official absentee ballot, a delegate certification form and a pre-addressed envelope will be included in the absentee voting packet your system will receive in February. In the meantime, if you have any questions about this process, please reference your November/December issue of *Quench* or visit our website at www.trwa.org for more details. You may also call our office at 512-472-8591.