

## **BBS UK Annual General Meeting**

Saturday 8<sup>th</sup> November 2025 at 10:00am – 11:00am via Zoom

### **PROXY FORM**

If you are unable to attend the AGM, this form enables you to nominate and authorise someone to attend and vote on your behalf.

**Your name:**

**Your address:**

**Before completing the form below, please read the ‘Notes to the Proxy Form’ at the end.**

I, being a Member of Bardet-Biedl Syndrome UK, appoint the following person as my proxy (insert their name and email address below):

**Name of proxy:**

**Email of proxy:**

to exercise all or any of my rights to attend, speak and vote on my behalf at the Annual General Meeting of Bardet-Biedl Syndrome UK to be online via Zoom on Saturday 8th November 2025 at 10:00am – 11:00am via Zoom

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an ‘X’. If no indication is given, my proxy will vote or abstain from voting at their discretion, and I authorise my proxy to vote (or abstain from voting) as they think fit in relation to any other matter which is properly put before the meeting.

Ordinary Resolutions	For	Against	Withheld vote
To approve the minutes of the Annual General Meeting held on 9 <sup>th</sup> November 2024.			
To receive and consider the reports and accounts of the Charity Trustees and Independent Examiner for the year ending March 2025 for BBS UK			
To appoint Westcotts as the Independent Examiner, for the coming financial year.			

Election of Committee	For	Against	Withheld vote
To re-elect <b>Dianne Hand</b> as Trustee for one additional year.			
To re-elect <b>Gareth Owens</b> as Trustee.			

Election of Honorary Officers	For	Against	Withheld vote
To re-elect <b>Emma Hughes</b> as Chair			
To re-elect <b>Chetan Meshram</b> as Vice-Chair			
To re-elect <b>Dianne Hand</b> as Secretary			

**Signature:**

**Date:**

### Notes to the Proxy Form

1. As a Member of Bardet-Biedl Syndrome UK you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of BBS UK.
2. Appointment of a proxy does not preclude you from attending the meeting online via Zoom. If you have appointed a proxy and attend the meeting online, your proxy appointment will automatically be cancelled.
3. A proxy does not need to be a Member of the Charity but must attend the meeting to represent you. To appoint as your proxy a person, insert their full name on the form. If you sign and return this proxy form with no name inserted in the box it will be invalid. Where you appoint someone as your proxy you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
4. To direct your proxy how to vote on the resolutions mark the appropriate box with an 'X'. If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.
5. To appoint a proxy using this form, it is imperative the form is:
  - Completed and signed;
  - Emailed or posted to the BBS UK Operations Manager, [tonia.hymers@bbsuk.org.uk](mailto:tonia.hymers@bbsuk.org.uk) or via the address below to arrive no later than **Thursday 6<sup>th</sup> November 2025**.

You should keep a copy for your records and give a copy to your proxy.

All completed forms should be sent to:

Email – [admin@bbsuk.org.uk](mailto:admin@bbsuk.org.uk)

or

Address: 43 Balton Way, Dovercourt, Harwich, Essex, CO12 4UP.