



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

The home of the conservation professional

Company Number: 03333780

Charity Number: 1061593

Institute of Historic Building Conservation (the "Company")

Annual General Meeting 2014: Proxy Form*

**To be received by the Company no later than midnight on 4 June 2014*

Before completing this form, please read the explanatory notes attached

I, (your name) _____
being a member of the Company entitled to vote at general meetings

hereby appoint

1. the Chairman of the meeting; OR
2. Name of proxy _____
[The Chair will automatically be appointed unless you name an alternative and delete option 1)

as my proxy to attend, speak and vote on my behalf at the Annual General Meeting of the Company to be held at Edinburgh at 5.20 pm on Friday 6 June 2014, and at any adjournment of the Meeting.

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 his or her discretion and I authorise my proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is properly put before the meeting.

RESOLUTIONS	For	Against	Abstain
ORDINARY BUSINESS			
1. Resolution 1: Adoption of Minutes To adopt the Minutes of the Annual General Meeting of The Institute of Historic Building Conservation (IHBC) held in the Crown & Mitre Hotel, English Street, Carlisle, Cumbria CA3 8HZ on Friday 21 June 2013 (See AGM papers)			
2. Resolution 2: Adoption of Council's Report To adopt the IHBC Council's Report for the year ending 30 September 2013 (See AGM papers)			

3. Resolution 3: Receipt of Accounts To receive the reports of the Hon Treasurer and Council for the financial year 1 October 2012 to 30 September 2013 and to approve the accounts for that period (See AGM papers)			
4. Resolution 4: Appointment of Independent Examiners To appoint Larking Gowen, chartered accountants, as Independent Examiners to the institute, to hold office from the conclusion of the present General Meeting until the conclusion of the next General Meeting at which accounts in respect of an accounting reference period are laid			
5. Resolution 5: Adoption of Revised Articles of Association To adopt the special resolution that the Articles of association presented to the meeting and initialled for identification purposes by the Chairman of the meeting (the "New Articles") be and the same are hereby approved and adopted as the articles of association of the Company in substitution for and to the exclusion of the existing articles of association of the Company (the "Current Articles") (See AGM papers and related links online)			
6. Resolution 6: Appointment of elected Officers To appoint as trustees and directors of the IHBC the officers with majority votes cast in support of their nomination in accordance with the IHBC's Memorandum and Articles of Association (See AGM papers)			
7. Resolution 7: Ratification of Branch nominations To ratify the nominations as trustees and directors of the IHBC by the Branches as notified to the Council in accordance with the IHBC's Memorandum and Articles of Association			

Signature

Date.....

NOTES TO PROXY FORM

1. As a member of the Company 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 the Company. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of the Company but must attend the meeting to represent you. You must indicate on the form if you wish to appoint as your proxy a person other than the Chairman of the meeting. If you sign and return this proxy form with no alternative named, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chairman and give them the relevant instructions directly.
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, the form must be:
 - 5.1. completed and signed;
 - 5.2. sent or delivered to the Company by post by being sent to:
Proxy Voting
c/o Lydia Porter
The Institute of Historic Building Conservation
Jubilee House
High Street
Tisbury
Wiltshire
SP3 6HAand
 - 5.3. received by the Company no later than midnight on 4 June 2014.
6. Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.
7. As an alternative to completing this hard copy proxy form, you can appoint a proxy electronically by emailing a pdf of a valid proxy form to

proxy@ihbc.org.uk. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than midnight on 4 June 2014.

8. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.
9. In order to revoke a proxy instruction you will need to inform the Company using one of the following methods:
 - 9.1. By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the company address at 5.2 above;
 - 9.2. By sending an email to proxy@ihbc.org.uk, with authentication required by confirming receipt of an email sent to your default IHBC email address noting that revocation.

In either case, the revocation notice must be received and confirmed by the Company no later than midnight on 4 June 2014.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

Appointment of a proxy does not preclude you from attending the Meeting and voting in person. If you have appointed a proxy and attend the Meeting in person, your proxy appointment will automatically be terminated.

10. You may not use any electronic address provided in this proxy form to communicate with the Company for any purposes other than those expressly stated.