**Notes to the Notice of General meeting**

**Voting**

Every member present in person or by proxy shall have one vote as long as they have completed the first four months of their membership.

**Appointment of proxies**

1. As a member of the Charity, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a Proxy Form with this notice of meeting. You can appoint a proxy using only the procedures set out in these notes and the notes of the Proxy Form.
2. A proxy does not need to be a member of the Charity but must attend the Meeting to represent you. Details of how to appoint the Chair of the Meeting, or another person, as your proxy using the Proxy Form are set out in the notes to the Proxy Form. If you wish your proxy to speak on your behalf at the Meeting, you will need to appoint your own choice of proxy (not the Chair) and give your instructions directly to your proxy.
3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the Meeting.

**Appointment of proxy using hard copy proxy form**

1. The notes to the Proxy Form explain how to direct your proxy to vote on each resolution or withhold your vote.

To appoint a proxy using the Proxy Form (the last printed page of this booklet) the form must be:

* Completed and signed;
* Sent or delivered to the Board Secretary (Proxy Form), Rethink Mental Illness, 28 Albert Embankment, London, SE1 7GR; and
* Received by the Charity no later than 12 noon on 15 July 2025.

Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the Proxy Form.

**Electronic appointment of proxies**

5. As an alternative to completing the hard-copy Proxy Form, you can appoint a proxy electronically by e-mailing AGM.proxy@rethink.org from an e-mail account with an identifiable name e.g. j.singh@.... and not littleflower@... For an electronic proxy appointment to be valid, your appointment must be received by the Charity no later than 12 noon on 15 July 2025 and provide the information requested on the Proxy Form.

 This e-mail address should not be used for any other purposes unless expressly stated.

**Changing proxy instructions**

6. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

 Where you have appointed a proxy using the hard-copy Proxy Form and would like to change the instructions using another hard-copy Proxy Form, please contact Paula Holt on 07570 201 828, AGM.proxy@rethink.org or the address in section 4.

 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.

**Termination of proxy appointments**

7. In order to revoke a proxy instruction, you will need to inform the Charity using one of the following methods:

* By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Board Secretary (Proxy Form), Rethink Mental Illness, 28 Albert Embankment, London SE1 7GR.
* By sending an e-mail to AGM.proxy@rethink.org from the same e-mail account used to appoint the proxy.

In either case, the revocation notice must be received by the Charity no later than 12 noon on 15 July 2025 or delivered in person to 28 Albert Embankment, London SE1 7GR on the day of the AGM no later than 10am on 17 July 2025.

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 online and voting online. If you have appointed a proxy and attend the Meeting online, your proxy appointment will automatically be terminated.

**Communication**

8. Except as provided above, members who have general queries about the Meeting should e-mail AGM.enquiries@rethink.org or contact Paula Holt on 07570 201 828 (no other method of communication will be accepted).

 **You may not use any electronic address provided either in this notice of general meeting, or any related documents (including the proxy form) to communicate with the Charity for any purposes other than those expressly stated**.

I, ……………………………… of (address) ……………………………………………………..

……………………………………………………….……….………………………….…………….

Membership no.……........………being a Member of Rethink Mental Illness hereby appoint: -

………………………………… of ………………….……….………………………. ……………..

alternatively

………………………………… of ………………………………………………………………….

as my proxy to vote in my name and on my behalf at the General Meeting of Rethink Mental Illness, to be held on Thursday, 17 July 2025 and at any adjournment of it. This form is to be used in respect of the items or resolutions mentioned below, as follows: -

* Resolution:

Adoption of Minutes \* For \* Against

* Resolution:

Removal of the Annual General Meeting \* For \* Against

* Resolution:

Adoption of the Articles of Association \* For \* Against

\*Strike out whichever is not desired. Unless instructed as above the proxy may vote as they think fit or abstain from voting.

Signed: ………………..………………………. this ……..day of ……………….. 2025