

INSTRUCTIONS

1. From the Dropdown box under Branch Voting Preferences select the convention that this is for.
2. From the Region Dropdown box select your Region.
3. Enter your Branch Name in the Branch Name box.
4. Enter your Branch Number in the Branch # box.
5. In the first paragraph, from the Dropdown box select the convention that you selected under #1.
6. In the first paragraph, enter your Branch # if it is not already added.
7. Enter your Branch Proxy Delegate(s) under the Branch Proxy Delegate(s) Section.
 - a. Enter Proxy Last Name, First Name
 - b. Enter Proxy Branch Number.
 - c. Enter Proxy Title (i.e Br. President, PRPEC, etc..)
 - d. Enter Proxy Telephone #
 - e. Enter Proxy Email Address
 - f. Repeat 7a – 7e for second proxy, if needed.
 - g. Enter the Branch President's Name (First Name and Last Name)
 - h. Enter the Branch President's Member ID (Numbers Only)
 - i. Enter the Branch Secretary's Name (First Name and Last Name)
 - j. Enter the Branch Secretary's Member ID (Numbers Only)
 - k. Select the Date Signed from the Dropdown calendar.
8. Under the Voting Preferences Section, add all Nomination, Bylaws, and other Resolutions that your proxy will be voting on your behalf:
 - a. Enter Resolution Number
 - b. Enter Short Description of Resolution
 - c. From the Dropdown select how to vote or you can type in preference.
 - d. Repeat 8a - 8c for each Resolution.
9. At the top of the page enter your Voting Strength per the 4th Quarter Membership Report that can be downloaded from the FRA website (fra.org) under your Profile and then Official Correspondence.
10. Once completed Save the form naming the file with your Branch Number, Respective Convention, and Year. (i.e. Br182_National_Branch_Voting_Preferences_2026)

11. Email form to your Primary Branch Proxy Delegate first for them to review and sign. If there is a second Branch Proxy Delegate wait until you receive the form back from the Primary and then email to your Alternate for them to review and sign.
12. Email the completed form to the Branch Secretary, Branch Proxy Delegate(s), and Regional Secretary.

The following instructions are only for the Branch Proxy Delegate(s):

1. Once received from the Branch that you will be a proxy for review the Branch Voting Preferences and then under the Branch Proxy Delegate(s) Confirmation Section complete the following:
 - a. Enter Branch Proxy Delegate Name (First Name and Last Name)
 - b. Enter Member ID (Numbers Only)
 - c. Select the Date from the Dropdown calendar.
 - d. If there is an Alternate Branch Proxy Delegate, then they will need to complete as well using steps 1a - 1c except for Alternate.
2. Once you reviewed and confirmed that you will vote on the behalf of the Branch using the Voting Preferences listed, then Save the form using Branch Number, Respective Convention, Year, and adding Confirmed. (i.e. Br182_National_Branch_Voting_Preferences_2026 -Confirmed)
3. Email the form back to the Branch Secretary and Branch President.