

MRA Council Proxy Procedure

Purpose

To ensure APLAC MRA Council members can exercise their entitlement to vote on resolutions relating to APLAC MRA signatory status, when they are personally ineligible to vote under the requirement of IAF/ILAC A2, Annex 4 section 1.3.

Scope

When a sole delegate attending the MRA Council meeting has participated in an evaluation of an Accreditation Body whose evaluation report is being reviewed and whose APLAC MRA signatory status is subject to ballot, the designated representative shall comply with this procedure if they wish to exercise the right to cast a vote.

Procedure

- 1.1 The designated representative must notify the APLAC Secretariat as soon as he/she becomes aware of the conflict of interest and request a MRA Council Proxy form.
- 1.2 The Secretariat will enter the details of the applicable MRA Council Meeting on the MRA Council Proxy form and the due date for the return of the form to the Secretariat, and forward a copy of the form to the designated representative.
- 1.3 The designated representative must seek the agreement of another MRA Council delegate or their alternate (as notified to the APLAC Secretariat) who will be in attendance at the relevant MRA Council meeting, to act as proxy.
- 1.4 The designated representative must complete the Section 1 of the Proxy form and clearly identify:
 - his/her name
 - the accreditation body he/she represents
 - the name of the accreditation body for which the proxy vote is applicable

The designated representative must then forward the form to the proxy..

- 1.5 The authorised proxy must complete Section 2 of the proxy form and clearly identify:
 - his/her name and accreditation body;
 - his/her signature;
 - the date the proxy is given.

The authorised proxy must forward the completed form to the APLAC Secretariat to be received no later than one week prior to the MRA Council meeting. A copy of the completed form should also be returned to the designated representative for whom they are the proxy.

- 1.6 On receipt of the completed form, the APLAC Secretariat will record the date and time of receipt, confirm the eligibility of both parties to the agreement and sign the form.