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How to register for voting for the RBSS bylaws change

A. Register via the RBSS website for the Extraordinary Assembly.

The registration is open until November 24th midnight for verification purposes of your membership and eligibility to vote.

1. Go to <https://www.rbss.be>
2. **First**, log in via the username and password boxes in the form in the upper right corner.



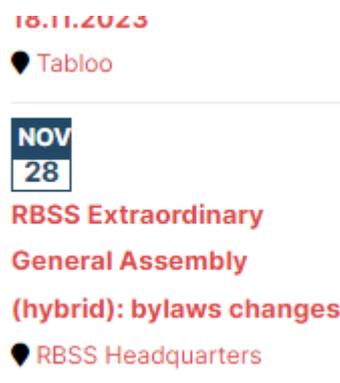
As this meeting is only open for members with fully granted rights, you will only see the registration button of step 4 if you are logged in the rbss.be website.

In case you receive this error message:

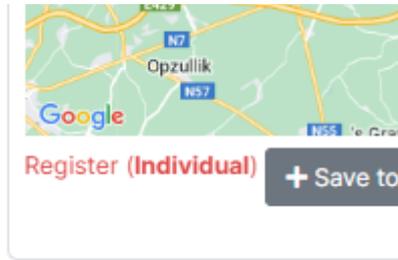
Session expired or cookies are not enabled in your browser. Please press "reload page" in your browser, and enable cookies in your browser. ✕

simply retype the same credentials to login. An older, eventual already existing browser cookie will then be overwritten.

3. Select the General Assembly from the event calendar list or [click here to access the event page.](#)



4. Scroll down and on the bottom of the event page under the map, click the 'Register' button.



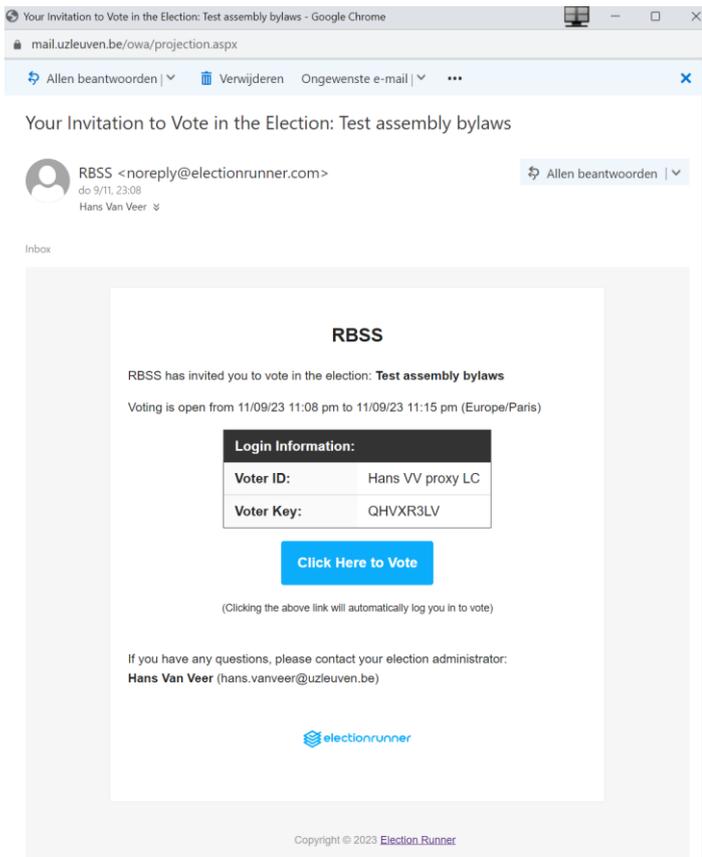
5. Your credentials will be taken over from your membership profile.
 - Please indicate whether you will attend the GA in person or online. If you want to cast your vote on this matter but are unable to attend the meeting in either way, you can select the third option to allow a proxy vote to another RBSS member.
 - please check whether your email address is still correct. We will send you the eventual Zoom link as well as the voting ballot to this address.
6. Click on 'Process Registration' to submit your registration. If the registration process is handled correctly, a confirmation message as well as a confirmatory email to your registered email address will be sent.

B. How to vote using the ElectionRunner platform

The ElectionRunner platform has been chosen to cast the votes for present-in-person and online present members.

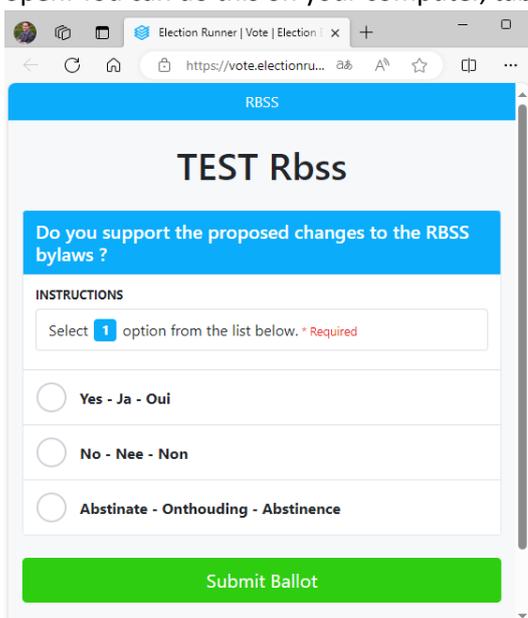
1. To receive your voting ballot, please make sure your registered email address is correct. The voting ballot will be sent shortly after the start of the meeting, where the most important changes to the bylaws will be highlighted.

- The invitation will be sent from 'RBSS' in the name field and 'noreply@electionrunner.com' and looks like the window below:

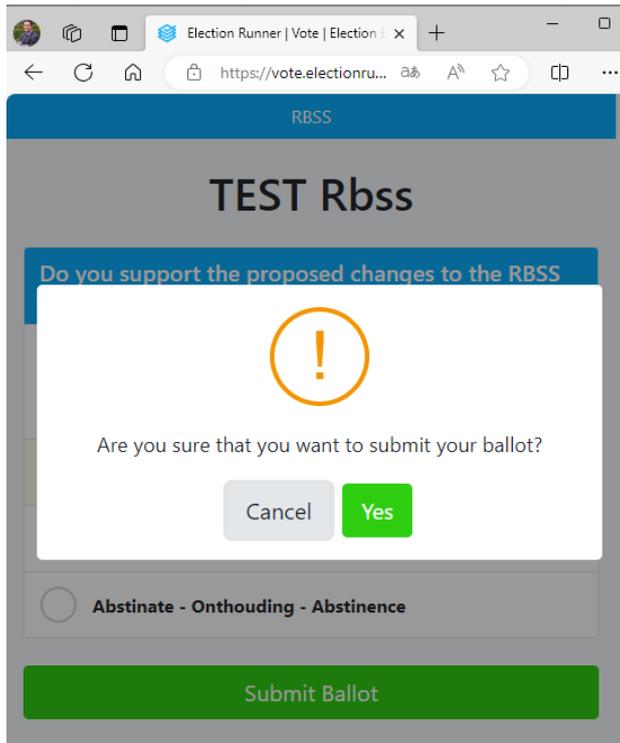


In case you serve as a proxy holder (volmachtouder/titulaire de procuration) for another member, you will receive a second voting ballot, with 'proxy' in the Voter ID field, like in the example below.

- Now click the blue button 'Click here to vote'. from your email client, a website window will open. You can do this on your computer, tablet or mobile phone.



4. On the voting ballot, choose your option (Yes/no/abstain). Confirm to send your vote by clicking the Submit button.
5. The system will ask you to once more confirm your vote.



Click 'cancel' if you want to make a change to your vote, or 'Yes' to finally submit your vote. Only after this step, your vote has officially been casted.

6. Once submitted, you will receive a screen where a confirmation of your vote will be shown, in case you want to save the voting ballot for your own reference.