

# Notice of Annual Business Meeting

**Plumbing-Heating-Cooling Contractors–National Association**  
**Friday, October 27, 2023 from 9:30-10:45 a.m. ET—Cleveland, Ohio**

## MAKE PLANS NOW TO ATTEND!

If you are an eligible voter registering for the entire convention, you will automatically be registered to vote at the annual business meeting.

**Note:** Only **primary** contacts of active PHCC member companies are eligible to vote at the annual business meeting. If the primary contact of record at the national office will not be present at the meeting and wishes to designate an alternate voting member, a signed request must be submitted to the national office for the alternate to be eligible to vote. The following member types are not eligible to vote due to Bylaws Article III Section 3B: Introductory, International, Honorary, Retired, Industry Associate.



**PLUMBING-HEATING-COOLING  
CONTRACTORS ASSOCIATION**  
*Best People. Best Practices.*

**Questions?** Contact PHCC at 1-800-533-7694.

## REMINDERS:

- Register to Vote** *(if not attending full convention; form on next page)*  
**DEADLINE:** Thursday, Oct. 12, 2023  
(15 days prior to annual business meeting)
- Request an Absentee Ballot Form** *(if needed; form on next page)*  
**DEADLINE:** Wednesday, Sept. 27, 2023  
(30 days prior to meeting)
- Return Absentee Ballot** *(if voting this option)*  
**DEADLINE:** Thursday, Oct. 12, 2023  
(15 days prior to meeting)
- Prepare and Submit Resolutions and Bylaws Amendments**  
**DEADLINE:** Monday, Aug. 28, 2023  
(Not less than 60 calendar days prior to the first day the annual business meeting convenes, except for those affiliated associations that have conventions within six weeks of the annual meeting)

**See next page for voter  
registration and absentee  
ballot forms!**

**QUESTIONS?**  
**Contact PHCC at:**  
**1-800-533-7694 or**  
**customer@naphcc.org**



PLUMBING-HEATING-COOLING  
CONTRACTORS ASSOCIATION  
Best People. Best Practices.

# Annual Business Meeting 2023 VOTER REGISTRATION & ABSENTEE BALLOT FORMS

## PHCC–National Association Bylaw Article VI Section 2: Voting at Annual Business Meeting

A. Each life member and each representative of an active member, whose dues are paid for the current term and received in the national office prior to the annual business meeting of the Association, shall be eligible to vote. All life and active members may vote for the election of vice president, either at the annual business meeting of the Association or by requesting and returning an absentee ballot. No cumulative, unit, nor proxy voting shall be allowed.

B. If a life member or a representative of an active member is not registered for the annual convention, they must submit a voter registration form to the national office at least fifteen days prior to the first day of the annual business meeting in order to vote at the meeting.

**YES, I plan to attend the PHCC–National Association Business Meeting at the 141st Annual Convention in Cleveland, Ohio, but will NOT be registering for the full convention.**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

State in which I hold my membership is: \_\_\_\_\_

MEMBER SIGNATURE \_\_\_\_\_

**This portion of the form must be returned by **Thursday, October 12, 2023**, to: PHCC, 180 S. Washington St. Ste. 100, Falls Church, VA 22046, Fax: (703) 237-7442 or Email: [customercare@naphcc.org](mailto:customercare@naphcc.org)**

**NO, I will not be attending the PHCC–National Association Business Meeting. Please send me an Absentee Ballot to the address below.**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

State in which I hold my membership is: \_\_\_\_\_

MEMBER SIGNATURE \_\_\_\_\_

**This portion of the form must be returned by **Wednesday, September 27, 2023**, to: PHCC, 180 S. Washington St. Ste. 100, Falls Church, VA 22046, Fax: (703) 237-7442 or Email: [customercare@naphcc.org](mailto:customercare@naphcc.org)**