



Step-by-Step Guide and Best Practices for Remote Floor Voting

PREPARED BY THE MAJORITY STAFF

H.Res. 965 authorizes the Speaker, in consultation with the Minority Leader, to temporarily implement remote voting by proxy in the House once she has been notified by the Sergeant-at-Arms, in consultation with the Attending Physician, of a public health emergency due to a novel coronavirus. The authority lasts for 45 days and can be extended or renewed if the public health emergency persists or there is a resurgence. Below is a step-by-step guide for Members to follow if they wish to vote remotely. Members will be given 24-hours' notice before final passage votes to ensure they have time to secure a proxy if they have not yet designated one.

STEP ONE

Submit a letter to the Clerk authorizing another Member to vote on your behalf.

- A Member who wishes to vote by proxy must submit a signed letter to the Clerk authorizing another Member to vote on their behalf. Electronic submission is sufficient to be able to vote remotely by proxy, but the scanned letter must have an original signature.
 - a. Prior to completing the letter, the Member should confirm with their chosen designee that they agree to and are able to serve as their proxy. If they are, they should each share their contact number and email to ensure they are able to reach each other during this process.
 - i. Leadership can assist Members in navigating the process of finding a proxy, if desired, but the choice of proxy is entirely up to each Member.
 - ii. Members cannot serve as a designated proxy for more than ten Members.
 - b. Once a Member confirms their proxy, they can fill out and sign the letter template provided by the Rules Committee authorizing the other Member to vote on their behalf.
 - c. Letters must have an original signature and should be scanned and emailed from a House email account to clerk_proxy@housemail.house.gov along with staff contact information for each named Member.
 - d. The letter must be received by the Clerk before the start of the first vote in which the Member wishes to vote by proxy; however, we strongly recommend emailing it at least two hours before the vote to ensure it is able to be verified and processed without any issues.
 - e. After scanning and emailing the letter, as well as receiving confirmation of receipt from the Clerk's office, Members should mail the hard copy to: Office of the Clerk, U.S. Capitol, Room H-154, Washington, DC 20515-6601. This will ensure the Clerk has a record of the original signed letter.

STEP TWO

Send your proxy exact, written instruction on each scheduled vote.

- Each time a vote is scheduled, the Member should email or otherwise transmit written voting instruction to their proxy. Their proxy cannot vote on their behalf without written instruction on each and every vote, including procedural votes. Members should use official devices and accounts to transmit such instruction. If they are unable to do so, they should direct staff to transmit written instruction from an official account, and they must confirm the instruction with a Member-to-Member phone call.
- Once designated, a proxy may vote on the Member's behalf on any vote in which they have exact instruction from the Member until the overall remote voting authority ends or until the Member sends a proxy alteration or revocation letter to the Clerk.

**STEP
THREE****Monitor the floor and send proxy written instruction for any unexpected votes.**

- Any time the House is in session, Members should remain close to their phones to ensure they are able to send timely instruction to their proxies in the case of unscheduled votes (such as a motion to adjourn or a motion to recommit).
- For these votes, Members must send written instruction to their proxy once they are informed of the vote (or if a Member is unable to email or send a text message, he or she should have a staff member email and follow-up with a Member-to-Member call).
- In the case of an unscheduled vote, the vote will be held open for sufficient time to allow Members to send voting instruction to their proxies.

**STEP
FOUR****Proxy votes on your behalf on the floor.**

- Members serving as proxies would first announce from the floor during the vote, “As the Member designated by M. ____ pursuant to H. Res. 965, I inform the House that M. ____ will vote yea/nay/present,” listing the vote of each Member who has designated them as a proxy.
- Members serving as proxies would then cast those votes using well cards, and votes would be announced as the cards are received by the tally clerks.
- Without exact instruction on a vote, the Member acting as proxy cannot cast that vote.
- Votes appear as normal in the vote tally, and a list of Members who voted remotely by proxy will appear following the list of yeas and nays in the Congressional Record.

**STEP
FIVE****Ensure your proxy voted properly.**

- Members working remotely should watch the floor vote to ensure their proxy has voted properly.
- Remote votes by proxy will be announced twice: once by the proxy prior to taking the vote, and once by the reading clerk after the vote is taken.
- Votes will be held open for a short time once all proxy votes have been cast in order to ensure Members have time to instruct their proxy to change their vote in the case of a miscommunication.

**STEP
SIX****If applicable, change or revoke your proxy.**

- A Member can change or revoke their proxy with a subsequent letter to the Clerk by following the same instructions as designating a proxy. The revocation is automatic if a Member votes in person.