

Remote Voting by Proxy Regulations Pursuant to House Resolution 965

A. Proxy Designation Letter

1. A Member seeking to vote remotely by proxy must submit to the Clerk a dated and signed letter authorizing another Member to serve as their proxy. The letter must be submitted before the beginning of the first vote in which the Member wishes to vote by proxy, and must include:
 - i. An affirmative statement that because of the public health emergency the Member is unable to physically attend proceedings in the House Chamber and is granting authority to have their vote cast by proxy.
 - ii. The name and state of the Member who is being designated as a proxy.
 - iii. The original signature of the Member granting the proxy. Auto-pen or stamped signatures will not satisfy this signature requirement.
2. A letter missing any of the items in paragraph 1 shall not be verified by the Clerk pursuant to regulation B.3, which will result in the proxy being unable to vote on the Member's behalf.

B. Submission of Proxy Designation Letter to Clerk

1. Before submitting a letter designating a proxy, Members must confirm with their designated proxy that he or she agrees to and is able to vote for them.
2. To ensure the Clerk receives the letter in a timely manner, a Member seeking to vote by proxy should scan and email the letter to the Clerk from a House-maintained email account. Such electronic copy shall be actionable by the Clerk, including if, despite best efforts, the physical original is lost or damaged.
3. Upon electronic receipt of any letter described in these regulations, the Clerk must verify the letter and send a confirmation of receipt via email. A Member seeking to vote by proxy must then send the dated and signed hard copy of the letter to the Clerk so that it may be kept as a record. The Clerk, in concurrence with the Chair of the Committee on House Administration, may impose additional security requirements with respect to the electronic submission of proxy letters.
4. The Clerk must make any letter received pursuant to these regulations available on a publicly accessible website as quickly as practicable upon verification of the letter.
5. The letter will be used by the Clerk to certify that a Member serving as a proxy has the authority to cast votes on behalf of the Member voting remotely by proxy.

C. Duty of the Proxy

1. A Member serving as a proxy must agree to and be able to appear in the Capitol for roll call votes at any time for the duration of the covered period. If they are unwilling or unable to perform this duty at any point, they must inform the Member for whom they are voting by proxy as quickly as possible.
2. Before a Member's presence may be recorded by proxy during a quorum call, the Member serving as a proxy must have exact instruction pursuant to regulation C.6 from the Member voting by proxy on whether they intend to be recorded as present, and must follow such instruction in responding to the quorum call.

3. Before a vote may be cast by proxy, the Member serving as a proxy must have exact instruction pursuant to regulation C.6 from the Member voting by proxy on whether they intend to vote yea, nay, or present on the specific text or matter at hand, and must follow such instruction exactly in casting the proxy vote.
4. If the text of a measure changes after such instruction is received, the Member serving as a proxy may not cast a vote for the Member voting by proxy until new instruction is received.
5. If an identical motion is made to a motion on which a Member voting by proxy has previously given instruction, the Member serving as a proxy must still receive voting instructions pursuant to regulation C.6 on the new motion in order to cast the proxy vote.
6. The Member voting by proxy must provide written voting instruction (which may be in electronic form) to the Member serving as proxy. Members shall use official devices and accounts to transmit such instruction to the maximum extent practicable. If they are unable to transmit written instruction in a timely manner, a member of their staff may transmit the instruction at the direction of the Member, and that Member must confirm the instruction by telephone to the Member serving as proxy before the vote may be cast on their behalf.

D. Alteration or Revocation of Proxy

1. At any time during the public health emergency, a Member is permitted to change their designated proxy.
 - i. In addition to including all the information required by regulation A, a letter changing a Member's proxy must clearly state that the signing Member seeks to change their proxy from the Member currently holding their proxy to a different Member who will hold their proxy starting on the date specified in the letter.
 - ii. Any such letter must be submitted following the directions provided for the Proxy Designation Letter in regulation B.
2. A Member may revoke their proxy at any time for any reason. Revocation of proxy does not prohibit a Member from designating a proxy at a later time.
 - i. A Member seeking to revoke their proxy must send to the Clerk a signed letter revoking their proxy which includes the date upon which their proxy is revoked. This letter must be submitted following the directions provided for the Proxy Designation Letter in regulation B.
 - ii. Pursuant to section 2(a)(2)(B) of House Resolution 965, a Member will be considered to have revoked their proxy if they vote or record their own presence in the House Chamber.

E. Timing of Votes

1. The Majority Leader must provide Members with 24-hours' notice before any vote on the final disposition of bills or joint resolutions conducted during the period designated by the Speaker pursuant to House Resolution 965.