

## **PROXY FORM**

### **INSTRUCTIONS**

- 1. CIDVC Member, please complete the attached form no later than 2 weeks prior to the meeting for which you are requesting a designated Proxy. This will allow the Chair enough time to approve your request and return the form to you.**
- 2. Remember, it is your responsibility to provide materials to and thoroughly brief your Proxy.**
- 3. Proxies are included in the establishment of a quorum.**
- 4. 100% attendance is required either personally or by proxy, unless there are extraordinary circumstances as determined by the Chair.**
- 5. If the Chair approves your Proxy request, please send a copy to the Staff for the CIDVC files.**

**To: Honorable Emmet Ronan, CIDVC Chair  
Kay Radwanski, CIDVC AOC Staff**

**From: \_\_\_\_\_, CIDVC member**

**Date: \_\_\_\_\_**

**Re: PROXY designation**

I will be unavoidably absent from the \_\_\_\_\_ CIDVC meeting. According to CIDVC  
(Date)

Rules of Procedure, I request the following person to be delegated as my proxy for this meeting.

**NAME OF PROXY:**

**TELEPHONE #:**

**E-MAIL:**

Both of us understand the rules regarding proxy designations as stated below:

1. That the “proxy” is a delegate of the Committee member and, in that capacity, carries the same responsibility as does the member whom they represent, and the proxy will be counted to comprise a quorum;
2. That it is the responsibility of the proxy delegate to prepare for the meeting by acquiring and reviewing materials to be discussed prior to the meeting, and the Committee member must ensure that all materials received prior to the meeting are given to the proxy;
3. That it is the responsibility of the proxy delegate to consider additional information presented at the meeting by staff and others, as well as the information derived from the discussion of issues by the Committee, prior to exercising a proxy vote on an issue;
4. That the use of proxies by members of the Committee is limited to extraordinary circumstances as determined by the Chair.

**Approved**

**Not Approved**

---

Honorable Emmet Ronan, CIDVC Chair