

# Step-by-Step Guide for Remote Floor Voting

House Rules authorize 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 by proxy. 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.

## 1) **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 by proxy, but the scanned letter must have an original signature.
  - 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.
    - Members cannot serve as a designated proxy for more than ten Members.
  - 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.
  - Letters must have an original signature and should be scanned and emailed from a House email account to [clerk\\_proxy@housemail.house.gov](mailto:clerk_proxy@housemail.house.gov) along with staff contact information for each named Member.
  - 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.
  - 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.

## 2) 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 proxy authority ends or until the Member sends a proxy alteration or revocation letter to the Clerk.

## 3) 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 \_\_\_\_ pursuant to House Resolution 8, 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 by proxy will appear following the list of yeas and nays in the Congressional Record.

## 4) Ensure your proxy voted properly.

- Members working remotely should watch the floor vote to ensure their proxy has voted properly.
- 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.

## 5) 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.

*Template for Designating a Proxy Pursuant to H. Res. 8*

\_\_\_\_\_, 2021

Cheryl L. Johnson  
Clerk of the U.S. House of Representatives  
H-154 The Capitol  
Washington, DC 20515

Dear Ms. Johnson:

Pursuant to House Resolution 8, I write to notify you of the designation of a proxy to cast my vote.

I am unable to physically attend proceedings in the House Chamber due to the ongoing public health emergency, and I hereby grant the authority to cast my vote by proxy to the Honorable \_\_\_\_\_ (State), who has agreed to serve as my proxy.

Sincerely,

\_\_\_\_\_  
Member of Congress

***[Please provide an original signature. REMINDER: Pursuant to H. Res. 8, Members must provide separate exact voting instruction for each vote before the designated proxy may vote on their behalf.]***

***Template for Changing a Proxy Pursuant to H. Res. 8***

\_\_\_\_\_, 2021

Cheryl L. Johnson  
Clerk of the U.S. House of Representatives  
H-154 The Capitol  
Washington, DC 20515

Dear Ms. Johnson:

Pursuant to House Resolution 8, I write to notify you of the designation of a new proxy to cast my vote.

I continue to be unable to physically attend proceedings in the House Chamber due to the ongoing public health emergency and hereby grant the authority to cast my vote by proxy to the Honorable \_\_\_\_\_ (State), who has agreed to serve as my proxy. I understand this revokes the prior grant of my proxy to the Honorable \_\_\_\_\_ (State) previously authorized on \_\_\_\_\_, 2021.

Sincerely,

\_\_\_\_\_  
Member of Congress

***[Please provide an original signature. REMINDER: Pursuant to H. Res. 8, Members must provide separate exact voting instruction for each vote before the designated proxy may vote on their behalf.]***

***Template for Revoking a Proxy Pursuant to H. Res. 8***

\_\_\_\_\_, 2021

Cheryl L. Johnson  
Clerk of the U.S. House of Representatives  
H-154 The Capitol  
Washington, DC 20515

Dear Ms. Johnson:

Pursuant to House Resolution 8, I write to notify you of the revocation of my previous designation of a proxy to cast my vote.

As of [today ***OR*** the start of the legislative day of ***DATE***\_\_\_\_], the Honorable \_\_\_\_\_  
\_\_\_\_\_ (***State***) is no longer authorized to cast my vote by proxy.

Sincerely,

\_\_\_\_\_  
Member of Congress

***[Please provide an original signature]***

**Email Template for Written Instruction to Vote by Proxy Pursuant to H. Res. 8**

***SUBJECT: Proxy Voting Instructions [Insert Date]***

Dear \_\_\_\_\_ [*Name of the Member serving as your proxy*]:

Pursuant to House Resolution 8 and in accordance with the regulations, I write to provide you my exact voting instruction.

Having designated you as my proxy, I instruct you to proxy vote on my behalf in the following manner:

[Below are several examples of how instruction may be provided on different types of votes. Please refer to floor updates in determining which votes to provide instruction on.]

- [*Yea/Nay/Present*] on the [*Rep. \_\_\_\_\_*] motion to move the Previous Question on H. Res. \_\_\_\_\_ [*insert resolution number*];
- [*Yea/Nay/Present*] on H. Res. \_\_\_\_\_ [*insert resolution number*];
- [*Yea/Nay/Present*] on Amendment number \_\_\_\_\_ [*insert amendment number as designated in Rules Committee report*] offered by Rep. \_\_\_\_\_ [*insert sponsor*];
- [*Yea/Nay/Present*] on \_\_\_\_\_ [*insert bill number*] \_\_\_\_\_ [*as introduced/as reported/as amended*]; and
- [*Yea/Nay/Present*] on the motion to concur in the Senate Amendments to \_\_\_\_\_ [*insert bill number*] \_\_\_\_\_ [*with an amendment*].

You are not permitted to cast my vote in any manner not specifically communicated to you by me. Even if you think you know how I would vote, you must receive exact instruction from me before casting a vote as my proxy. If the text of any measure or matter changes after I have given instruction, you must get new instruction from me on how to cast such votes.

Sincerely,

[*Name of Member*]

**Email Template for Written Instruction on Motion to Recommit Vote by  
Proxy Pursuant to H. Res. 8**

***SUBJECT: Proxy Voting Instructions [Insert Date]***

Dear \_\_\_\_\_ *[Name of the Member serving as your proxy]:*

Pursuant to House Resolution 8 and in accordance with the regulations, I write to provide you my exact voting instruction.

Having designated you as my proxy, I instruct you to proxy vote on my behalf in the following manner:

- ***[Yea/Nay/Present]*** on the Motion to Recommit \_\_\_\_\_ ***[insert legislation number]***.

You are not permitted to cast my vote in any manner not specifically communicated to you by me. Even if you think you know how I would vote, you must receive exact instruction from me before casting a vote as my proxy. If the text of any measure or matter changes after I have given instruction, you must get new instruction from me on how to cast such votes.

Sincerely,

*[Name of Member]*

**Email Template for Written Instruction on Procedural Votes by**  
**Proxy Pursuant to H. Res. 8**

***\*\*New instruction must be given for each procedural vote\*\****

***SUBJECT: Proxy Voting Instructions [Insert Date]***

Dear \_\_\_\_\_ *[Name of the Member serving as your proxy]:*

Pursuant to House Resolution 8 and in accordance with the regulations, I write to provide you my exact voting instruction.

Having designated you as my proxy, I instruct you to proxy vote on my behalf in the following manner:

- ***[Yea/Nay/Present]*** on \_\_\_\_\_ ***[the Motion to Table/Motion to Adjourn/Motion to Reconsider]*** offered by Rep. \_\_\_\_\_ ***[insert Member who made the motion]***.

You are not permitted to cast my vote in any manner not specifically communicated to you by me. Even if you think you know how I would vote, you must receive exact instruction from me before casting a vote as my proxy. If the text of any measure or matter changes after I have given instruction, you must get new instruction from me on how to cast such votes.

Sincerely,

*[Name of Member]*