

Regional Task Force on the Homeless

San Diego City & County

Policy:	Proxy for Members of the Board	Policy Number:	RTFHBP4
Owner of Policy:	Governance Board		
Policy Sponsor:	Merger Task Force		
Policy Approval By:	Governance Board		

Original Effective Date:	Reviewed Date(s):	Revised Date(s):
5/18/17	05/08/2019	Repealed – see Board Packet from 05/16/2019 Board Action/Information Report

1. PURPOSE

The Regional Task Force on the Homeless (RTFH) Governance Board (Board) believes each Board member is entitled to representation at meetings of the Board by one proxy in the event the duly elected Board Member cannot attend a Board meeting.

The following policy and procedures are established for determining how proxies shall be designated and recognized. To the extent any portion of this policy contradicts the Charter or the Bylaws, the terms of the Charter and Bylaws shall prevail.

2. POLICY

The Board will ensure there are processes for:

- ⦿ Proxy eligibility;
- ⦿ Proxy verification; and
- ⦿ Proxy voting.

3. PROCEDURE

Each member of the Board shall have one vote. A member of the Board may not designate another member of the Board as his or her proxy.

Eligibility

All members of the Board, as denoted in the RTFH Governance Charter Section 6.04, may be represented by one proxy.

Verification of Proxy

The Board will automatically recognize as proxy any eligible member so designated in writing by a Board member within their application to serve on the Board. Changes in proxy will be recognized by the Board upon delivery of such written notification of the proxy to the Board Secretary. Written notification of proxy designation must contain the signature of the Board member authorizing the proxy.

In the event written designation of proxy is not received by the Secretary from the Board member, the Board may approve an eligible member as proxy by a majority vote of the Board members present as long as those members present constitute a quorum of the Board.

Voting Requirements

In establishing the above policies and procedures, the Board wishes to further clarify members of the Board, or their duly designated and recognized proxy, must be present at the Board meeting to cast their vote on items being considered during the Board meeting. No member of the Board, or their duly designated and recognized proxy, may cast a vote in absentia. Board members who are unable to attend meetings of the Board, and who are not represented by proxy, may have their comments on specific items being considered by the Board presented to the Board by submitting their comments in writing to the Board Secretary. Such written comments may be presented for consideration by the Board but shall not constitute or be recorded as a vote by the absent member.