

**COMMISSION ON VICTIMS IN THE COURTS
PROXY DESIGNATION FORM**

Appointed members of the Commission on Victims in the Courts (COVIC) may either complete this form or provide the information indicated below in a similar fashion or by email, at least one week prior to the meeting which the proxy will be attending. Proxy designations should be sent to:

Teri Munn, COVIC Staff, Administrative Office of the Courts

Phone Number: (602) 452-3815

Fax Number: (602) 452-3480

Email: tmunn@courts.az.gov

To: Honorable Ron Reinstein, COVIC Chair

Teri Munn, COVIC Staff

RE: Proxy Designation

COVIC Member: _____

Date of Request: _____

I will be unavoidably absent from the _____ meeting of the Commission on Victims in the Courts. Pursuant to ACJA § 1-111, which governs COVIC, I request the following person be delegated as my proxy for this meeting:

Name of Proxy: _____

Contact #: _____

Email: _____

Approved

Denied

Honorable Ron Reinstein, COVIC Chair

*****PLEASE BE AWARE OF THE FOLLOWING RESPONSIBILITIES AND RULES
SPECIFIC TO PROXY DESIGNATION AS NOTED ON PAGE 2*****

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COVIC MEMBER INSTRUCTIONS AND RESPONSIBILITIES

1. Completing the attached form on page 1 no later than one week prior to the meeting for which you are requesting a designated proxy allows the Committee 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 [Committee Staff](#) for COVIC's records.

RULES AND RESPONSIBILITIES SPECIFIC TO THE DESIGNATED PROXY ROLE

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

1. The "proxy" is a delegate of the committee member and, in that capacity, carries the same responsibility as does the member whom the proxy represents, and the proxy will be counted to comprise a quorum;
2. 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. 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. The use of proxies by members of the committee is limited to extraordinary circumstances as determined by the Chair.