



FROM THE OFFICE
OF THE SECRETARY

Hon. Stephanie
Rawlings-Blake

FREQUENTLY ASKED QUESTIONS ABOUT FILLING OUT DNC PROXIES

I WON'T BE ABLE TO ATTEND THE DNC MEETING. WHAT DO I NEED TO FILL OUT IF I WANT MY VOTE TO BE COUNTED?

- If you want your vote to be counted at the DNC General Session, you should fill out a “DNC Meeting Proxy” form via the link sent out with the “30 Day Mailing” e-mail sent out by the Office of the Secretary. The form is available [here for Caucus and Council Meetings](#), and [here for the General Session](#).
- The online proxy submission form will include the option of submitting a proxy for the General Session, as well as each of the DNC’s caucuses and councils. A Caucus Proxy must be given to a DNC member who is also a member of the caucus in which you would like to cast a vote.

HOW DO I FILL OUT A PROXY TO VOTE FOR A SPECIFIC CANDIDATE FOR OFFICE?

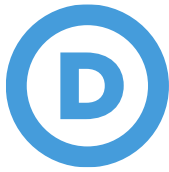
- To indicate that your vote should be cast for a certain candidate in a Caucus election, you would mark your proxy as “instructed” and indicate that candidate’s name in the space on the proxy provided below, also noting the position that the individual is running for.

For example, to vote for Jane Doe for Chair of the Women’s Caucus, you would fill out a Women’s Caucus Proxy, check the “instructed” box and write “Jane Doe for Chair” in the “instructions” area of the proxy.

- Similarly, if you’d like to vote for a specific candidate (or candidates) for Vice Chair, Executive Committee, or other officer of the Caucus, you would check the “instructed” box and indicate the candidate(s) name(s) in the space provided below.
- You may instruct your proxy on as many or few offices as you choose. If you wish to only instruct it for Caucus Secretary, it will be presumed that the holder of the proxy may vote it for other offices at his or her discretion.

WHAT IF I ONLY WANT MY PROXY CAST FOR A SPECIFIC VOTE (OFFICE OR ISSUE) AND DO NOT WANT IT CAST IN ANY OTHER VOTE?

- To limit the use of your proxy for a specific vote, you would check the “limited” box and indicate that vote in the space provided below.
- You may limit your proxy for one office, two offices, issues, or more. (For example, you may wish to limit your proxy to votes for Caucus Chair and Caucus Treasurer.)



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- Note: If a proxy is limited to a specific vote(s), the holder of the proxy may only vote it for those offices and/or issues and may NOT cast it for other votes at his or her discretion.

WHAT IF THE CANDIDATE FOR AN OFFICE I'VE INDICATED ON MY PROXY DROPS OUT? HOW WILL MY VOTE BE COUNTED?

- Unless otherwise indicated, it will be assumed that if the candidate for whom a proxy is instructed to vote is no longer on the ballot, the holder of the proxy can vote that proxy at his/her discretion.

WHEN AND WHERE SHOULD I SUBMIT MY PROXY?

- In order to be valid, proxies must be filed with and recorded by the Office of the Secretary.
- Prior to the meeting, proxies may be submitted via the link included in the "30 Day Mailing" e-mail from the Office of the Secretary.
- At the meeting, proxies may be submitted at the proxy table, next to DNC registration outside the meeting room.
- If you are carrying another member's proxy, please check in at the proxy registration table to ensure that proxy has been recorded before the Meeting for which the proxy has been submitted.
- Proxies may be filed up to the point that a vote begins. Once a vote has started, no proxies may be filed until that vote is concluded.

I MIGHT HAVE TO LEAVE THE CAUCUS MEETING. HOW DO I MAKE SURE MY VOTE IS COUNTED?

- At a Caucus Meeting, you may file a proxy with the Caucus Secretary should you need to leave before voting is completed. The Caucus Secretary must file them with the Office of the Secretary upon adjournment of said Caucus.

I MIGHT HAVE TO LEAVE THE GENERAL SESSION EARLY. HOW DO I MAKE SURE MY VOTE IS COUNTED?

- Once the General Session has begun, you can file a proxy with the Office of the Secretary should you need to leave before voting is completed. Please go to the proxy table at the front of the room to do so.

WHAT IF I'M CARRYING ANOTHER MEMBER'S PROXY AND I HAVE TO LEAVE THE MEETING EARLY?

- If you are carrying another member's proxy, and that proxy is marked "transferable" you can transfer that proxy to another member. To do this, please file the proxy with Caucus Secretary for a caucus meeting or with the Office of the Secretary for the General Session. You may also leave a proxy of your own at this time.



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AGAIN, PLEASE NOTE:

- A DNC member may give one proxy to another DNC member for each meeting in which they would like to cast a vote. For example, a DNC member of the Black Caucus, Eastern Region Caucus, and GLBT Caucus could submit one proxy for the General Session and/or for one or more Caucus Meetings.
- Please remember, for Caucus and Council proxies, the person you give your proxy to **MUST** also be a member of the Caucus or Council in which you'd like your vote to be cast.
- If you send in more than one version of your proxy for the same meeting, the proxy with the latest date and time will be the proxy that is considered valid for that meeting.
- A Caucus Member may only hold one proxy in addition to their own vote at each Caucus Meeting. The same holds true for the General Session.
- To be valid, all proxies and proxy transfers must be recorded by the Office of the Secretary. Again, proxies recorded by the Caucus Secretary must be filed with the Office of the Secretary upon adjournment of said Caucus Meeting.

If you have additional questions, or need further information, please contact Julie Greene, Director of the Office of the Secretary, at (202) 488-5015 or greenej@dnc.org.