***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 regulation C.6., 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***

***\*\*Instruction may not be given until the Member has received the text of the motion to recommit\*\****

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

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

Pursuant to House Resolution 8 and in accordance with regulation C.6., 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 regulation C.6., 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*]