

PROXY FORM FOR USE WHEN ABSENT FROM SCHEDULED ACADEMIC SENATE MEETINGS

Note: Due to Brown Act requirements, all proxies must attend from a location listed on the agenda. If a proxy needs to attend from an alternate location, they need to submit that location via the [AS Senator Remote Attendance Info Sheet](#) no later than 3:30pm on the Thursday prior to the meeting.

Instructions: Open in Acrobat/Acrobat Reader. Click on "Fill & Sign." Click on each line to type. Click on "sign yourself." Follow instructions for signature. Drag signature to "Senator's Signature" line and click. Click "close." Save and *have proxy send it to the three email links below, or print and provide in person. Please provide proxy with relevant materials and instructions on how to vote on Action Items.
*Alternatively, send an email without the form to the three addresses indicating that a proxy will be used and have that proxy respond to all indicating acceptance of proxy no later than 3pm on meeting day.

Each SENATOR is asked to send a written PROXY FORM via your selected replacement EACH TIME you are not able to attend a scheduled Academic Senate meeting. Simply fill out the brief statement below and make sure your alternate provides this to the person conducting the SENATE MEETING, the Academic Senate Administrative Assistant, or the Academic Senate Executive Secretary (currently Rodrigo Gomez).

Respectfully, each SENATOR is reminded that, if a SENATOR misses three scheduled meetings in one school year without a PROXY, that SENATOR'S OFFICE is voided, a new election for a replacement will take place, and the faulted SENATOR may not be a SENATOR at MIRAMAR COLLEGE for a period of one calendar year.

Again, your PROXY is considered an excused absence and will not count as a missed meeting.

I, SENATOR _____ / _____
SENATOR'S NAME / DEPARTMENT

Send my PROXY _____
Name of person representing SENATOR – ideally, a faculty member (contract or adjunct) from the same school and/or department.

To the meeting of the ACADEMIC SENATE held on: _____
Date of regular ACADEMIC SENATE MEETING

Senator's Signature

Date Signed

Please hand this PROXY FORM to the [Chairperson](#), [Academic Senate Administrative Assistant](#), or [Academic Senate Executive Secretary](#)--or send an email to all three--BEFORE the meeting begins.

Thank you.