

Guidance on divisions for nominated proxy voters

This guidance is for any Member acting as a nominated proxy voter for one or more Members. Members should only vote on behalf of their proxy if their proxy has applied for a proxy vote, and the Speaker has issued a certificate. If you are unsure whether you are a nominated proxy voter, please contact the Public Bill Office (PBOHOC@parliament.uk).

When a division is called

You should join the queue as normal. When you reach the pass reader in the relevant lobby, you should tap your pass to record your own name. When you walk past the Tellers, you should inform them that you are also voting on behalf of your proxy/proxies, making clear **how many Members you are voting on behalf of**.

You should then immediately email the Public Bill Office (PBOHOC@parliament.uk) to inform them that you have voted on behalf of your proxies. You must state clearly:

- Which proxies you have voted on behalf of; and
- Which division you are referring to. This is especially important where there are successive divisions.

The Public Bill Office will then ensure that the names of your proxies are recorded on the division list.

If you are voting the other way from your proxy

If this situation arises, you should notify the Table Clerk as soon as you become aware. If you are concerned that you will not have time to vote in both lobbies, you should speak to a Doorkeeper in Members' Lobby who will allow you to join the front of the queue. You should vote for yourself as usual, before going back through the Chamber to vote on behalf of your proxy.

When voting for your proxy in the other lobby, you should not tap your own pass on the pass reader. When you walk past the Tellers, you must be clear that you are only casting **one** vote, not your own vote plus a proxy vote.