

	<p align="center"><b>Policy Number</b> <b>5-2019</b></p>
<p align="center"><b>Administrative Policy</b>  DEFINING ROLE OF COMMISSIONER, DESIGNEE, AND PROXY POLICY</p>	<p align="center"><b>Issued:</b> June 20, 2019</p>

**I. Authority**

The Military Interstate Children’s Compact Commission (MIC3) established the position of Compact Commissioner to represent and administer the Compact in each member state. This policy will define the duties and responsibilities of the Compact Commissioner, Designee, and those individuals attending the MIC3 Annual Business Meeting (ABM) as the state’s Proxy. It will clarify the party responsible for allocating those duties and responsibilities to the individual.

**II. Applicability**

This policy applies to individuals chosen to administer the Compact as indicated by the appointing authority, as outlined in the state’s statute, or the Compact Commissioner whether they are administering the Compact daily or serving as a proxy only for the MIC3 ABM.

**III. Definitions: Compact Model Language, Rules, and By-Laws**

**A. Compact Model Language: Article VIII & Article IX**

***Article VIII – State Coordination***

*C. The Compact Commissioner responsible for the administration and management of the state’s participation in the compact shall be appointed by the governor or as otherwise determined by each member state.*

***Article IX – Interstate Commission***

*B. Consist of one Interstate Commission voting representative from each member state who shall be that state’s compact commissioner.*

*3. A representative shall not delegate a vote to another member state. In the event the Compact Commissioner is unable to attend a meeting of the Interstate Commission, The Governor or State Council may delegate voting authority to another person from their state for a specified meeting.*

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**B. Compact Rules: Ch. 100, SEC. 1.101 Definitions**

*D. "Compact Commissioner" as the voting representative of each compacting State, appointed pursuant to Article VIII of this compact.*

**C. MIC3 By-Laws: Article II - Membership**

*Section 2. Commissioners. Each Compacting State shall have and be limited to one Member. A Member shall be the Commissioner of the Compacting State. Each Compacting State shall forward the name of its Commissioner to the national office of the Commission, who will advise the Commission chairperson. The national office of the Commission shall promptly advise the appropriate appointing authority of the Compacting State of the need to appoint a new Commissioner upon the expiration of a designated term or the occurrence of mid-term vacancies. If a resignation of a Commissioner occurs or a change is made by the state appointing authority, it is the responsibility of the member state to inform the Commission of the vacancy or change.*

**VI. Policy – Defining Role**

**A. Compact Commissioner**

As defined by the Compact Rules Chapter 100, section 1.101 the *"Compact Commissioner"* means: *the voting representative of each compacting State, appointed pursuant to Article VIII of this compact.* This individual, as indicated by an appointment letter from their state's appointing authority, administers and manages the Compact in their state. The Compact Commissioner serves on at least one Standing Committee and may be eligible to hold an elected leadership position on the Commission. In addition, the Compact Commissioner attends and actively participates in the MIC3 ABM as their state's voting representative.

 <p>MILITARY INTERSTATE CHILDREN'S COMPACT COMMISSION</p>	<p><b>Policy Number</b>  <b>5-2019</b></p>
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**B. Designee**

Should a Compact Commissioner choose to delegate the duties and responsibilities of the Commissioner to another individual this person shall be the “Designee”. The Compact Commissioner must inform the MIC3 National Office in writing or by utilizing the MIC3’s Delegation of Authority Form<sup>1</sup> of the name of their Designee within 60 days of their appointment. The “Designee” is the voting representative for their compacting State, will serve on at least one Standing Committee and may be eligible to hold an elected leadership position on the Commission. In addition, the Compact Commissioner Designee attends and actively participates in the MIC3 ABM as their state’s voting representative.

**C. Proxy**

Should the Compact Commissioner or the Designee be unable to attend the MIC3 ABM then a “Proxy” may be selected by the appointing authority, Compact Commissioner, State Council, or Designee to serve as the voting representative for their state only for the duration of the specified ABM. A proxy will not serve on a Standing Committee but may attend any meetings held during the MIC3 ABM, so they may communicate relevant information to their Compact Commissioner or State Council upon the conclusion of the ABM. A proxy may not run for or hold a leadership position in MIC3.

**VII. MIC3 Delegation of Authority Form**

The MIC3 Delegation of Authority form for the MIC3 ABM containing the name and contact information of the selected individual must be submitted at least 60 business days but no later than 30 business days prior to the first day of the ABM to insure all pertinent information, i.e. items to be voted on, are communicated. Only those individuals serving as a proxy who have submitted the proper documentation to the MIC3 National Office will be eligible for reimbursement under the MIC3 Travel Policy for expenses incurred in relation to the ABM.

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<sup>1</sup> MIC3 Delegation of Authority Form (attached)



**MIC3 DELEGATION OF AUTHORITY**

This allows the Designee to speak and vote on behalf of the State of \_\_\_\_\_ on issues that come before the Commission. For an ABM Proxy this permission does not extend beyond the Annual Business Meeting unless further authorized by the Commissioner or the appointing authority for the Commissioner.

**PERSON DELEGATING (INCLUDE TITLE)**

\_\_\_\_\_

**NAME OF DESIGNEE**

\_\_\_\_\_

**DEPARTMENT (AGENCY, BUREAU, ETC)**

\_\_\_\_\_

**Choose one of the following actions:**

\_\_\_\_ I hereby DELEGATE the powers and/or duties listed to the above named designee, effective:

\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

\_\_\_\_ I hereby RESCIND all prior delegations of authority on file for the above named person effective:

\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

**AUTHORITY CITED:** \_\_\_\_\_ Pursuant to: \_\_\_\_\_  
(insert statute/code reference number)

If you are delegating powers and/or duties, mark the appropriate line below.

\_\_\_\_\_ COMMISSIONER DESIGNEE  
(Provide details below)

\_\_\_\_\_ ABM PROXY  
(Provide details below)

**DETAILS:**

All the powers and authority

Other (provide detail below)

**SIGNATURES**

\_\_\_\_\_  
(DELEGATING/RESCINDING AUTHORITY)

\_\_\_\_\_  
(DESIGNEE)