



Champaign County
City of Champaign
City of Urbana
University of Illinois
Village of Rantoul
Village of Mahomet
Village of Savoy

Policy Committee Proxy Letter

Should the designated Policy Committee member be unable to attend a meeting, the Intergovernmental Agreement states that the member may designate a substitute to vote in their absence. Please provide a proxy letter designating the substitute to the meeting or email it to the CCGISC Administrative Assistant prior to the meeting. Sample language for the proxy is found below.

Re: GIS Policy Committee Meeting

Please be advised that I will be unable to attend the <Date> GIS Policy Committee Meeting as the <Agency> representative. <Alternate>, <Title> will attend as a voting proxy.