

Adopted by the Board of Internal Economy September 30, 2013, effective October 1, 2013

DIRECTIVE #5.1

DELEGATION OF MEMBER SIGNING AUTHORITY

- (1) The Board of Internal Economy recognizes that there may be instances whereby a Member is unable to personally approve a payment document(s) related to the operation of their constituency office in a timely and efficient manner as a result of extra-ordinary absences or unavailability due to any of the following:
 - (a) long-term illness;
 - (b) vacation;
 - (c) extended periods of out-of-province travel while attending to business pertaining to the duties of a Member; and
 - (d) where there are final payments required to be made on behalf of a former Member for the period when they were a Member and the Legislative Assembly Service is not able to obtain the former Member's signature to authorize payment.
- (2) Where the Member is a member of a recognized caucus and not able to personally approve a payment document(s) (i.e. expense claim form, vendor invoice and/or constituency assistant timesheet) for any of the reasons noted in clause (1), the payment document(s) can be approved by the Member's respective caucus chair.
- (3) Where the Member is not a member of a recognized caucus (i.e. Independent Member) and not able to personally approve a payment document(s) (i.e. expense claim forms, vendor invoices and/or constituency assistant timesheets) for any of the reasons noted in clause (1), the payment document(s) can be approved by the Speaker.

April 1, 2019