

Unitarian Universalist Church of Davis
ABSENTEE VOTING POLICY

Adopted by the Board of Trustees on November 14, 2011

Purpose

Our Bylaws permit absentee voting for any membership meeting, except for a vote to call or remove a minister. Absentee votes are counted when votes are taken at membership meetings, but absentee ballots do not count toward the quorum required to conduct business. This policy sets out absentee voting requirements. (Our Bylaws do not permit voting by proxy.)

Responsibility

The Board shall determine, at the time it calls each Church membership meeting, whether absentee voting will be permitted. If the Board decides to allow absentee voting, the Board President or Board Secretary shall notify all Church members in a timely fashion of absentee voting procedures.

Notification to Members

All members eligible to vote must be notified of absentee voting procedures. Although email notification is permissible, postal mail notification must be used to notify members not on the Church's email list. The notification must include the following information:

- date, time, and place of the membership meeting,
- agenda for the meeting,
- how to request absentee ballots, and
- deadlines for requesting and submitting absentee ballots.

The notification may also explain how to obtain further information about agenda items.

Absentee Ballots

Absentee ballots must include the following:

- name of member (to confirm eligibility to vote),
- voting instructions (deadline, how to mark and submit ballot), and
- opportunity to vote on all questions to be presented at the membership meeting.

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