

# **ABSENTEE VOTING PROCEDURES**

## **BYLAWS**

### **Section 6.4.a. Voting Methods.**

Members entitled to vote at any Congregational meeting shall be permitted to vote in person or, under certain circumstances, by absentee ballot as specified by the Board. The Board may approve a form of absentee ballot allowing a member who may be unable to attend a congregational business meeting to cast a “yes” or “no” vote on a question(s) framed by the Board. The Board’s determination of the matters appropriate for absentee voting, the form of question(s) to appear on the absentee ballot, and the method of absentee voting shall be conclusive.

### **Section 6.5. Quorum.**

Unless otherwise specified herein, 20 per cent of the Members shall constitute a quorum for congregational meetings. A quorum must be established by only those physically present at congregational meeting.

## **PROCEDURE**

### **Responsibility**

The Board shall determine, at the time a Congregational meeting is called, whether absentee voting will be permitted. If absentee voting will be permitted, the Board President, Vice-President or Board Secretary shall take the following steps in a timely fashion (3 to 4 weeks in advance):

- determine date/time/place of meeting, voting instructions, and deadline
- draft motion and/or create election/ballot details
- notify Church Office of all details needed for notification to members

The Church Office shall take the following steps in a timely fashion:

- post notification of meeting and absentee voting instructions on the bulletin board
- create and send notification to members via All Church Email (e-blast)
- draft a paper version of the absentee ballot (and receive confirmation of final language from Board President, Vice-President or Board Secretary)
- make the paper ballot and envelopes available in the Church Office
- keep a file of any paper or email absentee ballots received
- give the absentee ballots to the Board President, Vice-President or Board Secretary at (or before) the commencement of the Congregational meeting

### **Notification to Members**

All members eligible to vote must be notified of absentee voting procedures via All Church Emails and via posting on the Board section of the bulletin board.

The notification must include the following information:

- date, time, and place of the meeting
- motion draft and/or election/ballot details
- voting instructions (how to vote and submit ballot)
- deadline for submitting absentee ballots

### **Absentee Ballots**

To be considered valid absentee ballots must include the following:

- name of member (to confirm eligibility to vote)
- date of proxy vote

In order to be considered valid, members must be notified at least two weeks in advance of the Congregational meeting. If a motion is amended from the originally stated draft which was sent out with the notification, the proxy vote will be considered null.