

## **Policy and Procedure for Election and Voting Process**

To document a fair and consistent policy and process for conducting UUFLG elections and votes on Fellowship questions.

### **POLICY**

All elections and other votes shall be conducted fairly and free of coercion. Only members of the UUFLG are permitted to cast ballots. This policy is not intended to modify the Bylaws of the UUFLG. In the event of conflict, the Bylaws take precedence.

### **PROCESS**

The following excerpts from the Bylaws of the UUFLG are included for reference.

#### **Excerpts from UUFLG Bylaws**

##### **VI. BUSINESS MEETINGS**

Section 2: Notice. The Secretary shall mail to the membership notice of any business meeting at least ten (10) days prior to the meeting. The notice shall include a statement of the business to be considered; such supporting documents as are appropriate, such as a proposed budget; and an absentee ballot.

Section 3: Absentee Ballots and Mail Ballots. Members entitled to vote shall be permitted to vote in person or by absentee ballot. Members may submit an absentee ballot for all non-amended resolutions or elections using the ballot sent to the members with the notice. All absentee ballots must be submitted to the Board Secretary prior to the scheduled start of the business meeting.

The Board of Trustees shall determine if voting will take place by mail instead of at a membership meeting. If a vote is to take place by mail, all ballots are to be mailed to members at least fourteen (14) days before ballots are to be counted.

##### **VIII. NOMINATING COMMITTEE**

Section 3: Duties.

4. The Nominating Committee shall notify the congregation of its nominations at least twenty days before the vote by posting the nominations at the regular meeting place of the Fellowship and by such other means as are in regular use.

#### **Advance Notification of Election or Vote**

The UUFLG membership shall receive advance notification at least twenty (20) days prior to any vote or election. Normal notification shall be by four means: publication in the UUFLG newsletter; distribution to a UUFLG membership email group; inclusion in at least one weekly update; and posting at the UUFLG building.

- For open positions to be filled by election, this notification shall be made by the Nominating Committee.

- For any other votes, this notification shall be made by the Board Secretary.
- Advance notification of election or other votes shall provide sufficient time to permit interested parties to offer nominations or to evaluate other motions as may be presented.
- Issues introduced at a membership meeting and not included on the prepared ballot do not require advance notification unless requested by a majority of the members present and voting, in which case voting on the items shall be deferred.

### Ballots

All written ballots to be issued for membership votes shall be approved by a majority of the UUFLG Board of Trustees prior to release to the members.

All ballots for filling elected positions shall include provision for write-in candidates.

For membership meetings, absentee ballots shall be included in the mailing providing notice of the meeting. Absentee ballots shall include all planned items to be voted on.

For mail votes, notification of the vote shall include a mail ballot and directions for its return pursuant to the provisions under Voting below. It shall also specify the deadline for the ballot to be returned, which shall be at least fourteen (14) days after it is mailed to the member. Mail ballots shall be returned by the deadline date by mail or by hand to the attention of the Board of Trustees Secretary.

### Voting

Only one completed ballot shall be accepted from each valid UUFLG member. Voting may be conducted by mail or at a planned membership meeting. If voting is at a membership meeting, ballots may be submitted at the meeting or by the absentee ballot process.

- No member identification will be required to be marked on any written ballot either for ballots cast in person at membership meetings or for absentee or mail ballots.
- A ballot to be cast at a membership meeting shall be provided to each attending member at the beginning of the meeting after verification that an absentee ballot has not been received from the member.
- An absentee ballot or mail ballot shall be placed by the voting member in a separate envelope and delivered in accordance with instructions provided with the ballot. The outside of the outer envelope shall be marked "Ballot" and include the member's printed name and signature.
- Items may be raised at membership meetings that have not been included on the published ballot. For such items, voting may be conducted by voice vote unless a majority of those members present and voting shall request a secret ballot or the UUFLG bylaws require the item to be decided by secret ballot.