

Policy-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

V. MEMBERSHIP

2. Voting

Any person, in order to vote at a business meeting, must have been a member of the Fellowship for thirty days immediately preceding such meeting.

4 Lifetime members

Lifetime membership may be bestowed on longtime members by the Board of Trustees. Lifetime members are not required to make a financial contribution and may not vote, but are entitled to all other benefits of membership.

VI. MEETINGS

3. Absentee 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 thirty minutes prior to the scheduled start of the business meeting.

4. Mail Ballots

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 days before ballots are to be counted.

Advance Notification of Election or Vote

Advance notification shall be communicated to the UUFLG membership prior to any vote or election. Normal notification shall be by four means: publication in the UUFLG Newsletter, distribution by UUFLG Broadcast Email (Announcements), inclusion within the announcements contained in at least one Sunday Order of Service and posting at the UUFLG building.

- Open positions to be filled by election shall be communicated at least two weeks prior to release of ballots.

- Advance notification of election or other votes shall provide sufficient time to permit interested parties to offer nomination of individuals (including for self) or to evaluate such other motions that 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 the item shall be deferred.

Ballots

All written ballots to be issued to members for membership votes shall be approved by a majority of the UUFLG Board of Trustees prior to release to the members. Approval may be obtained during normal Trustee meetings or by email vote by the Trustees.

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. The absentee ballot shall include all planned items to be voted on.

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 absentee.

- No member identification will be required to be marked on any written ballot either for ballots cast in person at Membership meetings or on absentee or mail ballots.
- Ballots to be cast at Membership meetings 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.
- Absentee ballots or ballots for elections conducted by mail 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 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 item is required by the UUFLG bylaws to be decided by secret ballot.