

## **Process: Absentee Ballot**

### **Voting by absentee ballot at UUCA Congregational Meetings**

Members who cannot be present for the vote at a congregational meeting may submit an absentee ballot. Absentee ballots should be delivered to the church office or the Board Secretary. Please deliver absentee ballots as early as possible, and at least 15 minutes before the meeting begins. On the day of the meeting, please deliver absentee ballots to the chair of the Teller Committee which is Sarah Masters, Director of Congregational Life.

#### **Absentee Ballot**

1. Any eligible voting member may cast a vote by absentee ballot for (a) any positions nominated by the Nominating Committee and (b) any resolution that is not subject to amendment at the meeting at which the vote is to be taken.
2. An absentee ballot can be printed from the church web site or obtained at the office.
3. Record your vote on the ballot. To preserve anonymity, do not put your name on the ballot.
4. Return the ballot in a sealed envelope. Sign the envelope and also print your name on the envelope. (The signature is your authentication and the printed version allows us to read your name.) Please make sure your printed name is clear and can be easily read. A ballot will not be counted without verifying membership and if your name cannot be read.