INSTRUCTIONS FOR REMOTE VOTING

Your remote voting packet includes the following:

- Invitation to the Annual Assembly
- Biographies of all Parish Council candidates
- Three Ballots:
    - Parish Council Ballot
    - Nominating Committee Ballot
    - Audit Committee Ballot
- Two Envelopes – one small blank envelope and one larger envelope addressed to the Church
- Zoom Quick Reference Guide

IMPORTANT: If you are mailing-in or dropping your ballots off to the office prior to the Annual Assembly, in order for your ballots to be included, you MUST log into Zoom the day of the Annual Assembly, Sunday May 16, 2021, using the Zoom registration link provided by the office [see instructions below]. While on Zoom, you will be confirmed by two members of the Nominating Committee. Once confirmed, your ballot envelope will be removed from the outer envelope and deposited in the ballot box (while still in the inner envelope). Please note: Ballots must be post-marked by May 10 or dropped off in person by May 13.

Follow these steps for remote voting:

1. **Confirm your Zoom registration in advance** – upon requesting a mail-in ballot, the office will confirm your eligibility (dues have been paid), register you for Zoom check-in and email you a registration link. You will be required to check-in via Zoom the day of the Assembly using the registration link provided to you by the office.
2. **Make selections on your three ballots**
3. **Place all three completed ballots into the smaller, blank envelope and seal the envelope** – this is your anonymous ballot
4. **Put your sealed white envelope into the larger envelope addressed to the church**
5. **Mail your ballots back to church post-marked by May 10** – be sure to use both envelopes as outlined above. Alternatively:
    - Ballots may be dropped off at the church office M – Th from 10 am – 2 pm - ballots must be received by May 13 and can only be returned to the office during designated hours to ensure proper tracking of returned ballots
6. **All ballots must be received by the church office by Thursday, May 13th at 2 pm** (or brought in person the day of the Assembly during designated hours)
7. **Ballots will remain sealed until the day of the Assembly**
8. **If you vote by mail or office drop-off, you will be required to check in via Zoom**. While on Zoom, you will be confirmed by two members of the nominating committee. Once confirmed, your ballot will be removed from the outer envelope and deposited in the ballot box (while still in the inner envelope)

Please Note the Following:

*** If further balloting is needed, that voting will be limited to those present in person*

*** If someone has requested a ballot but decides to attend in person they will either*

a. *Have their attendance at the assembly confirmed and their mail ballot deposited in the ballot box*
b. *If their ballot hasn't been received they will be given a ballot the day of the Assembly to vote in person*