

UUFSD Policy and Procedure Document**Policy ID: 160****Title: Settled Minister Absentee Voting**

Date Approved: March 26, 2020

Purpose

UUFSD recognizes that there are times when a member has evaluated a settled minister candidate but cannot be present at the meeting where voting for a new settled minister takes place. We wish to include as many members in the vote as possible.

Policy

Members who cannot attend the congregational meeting for approval of the Settled Minister have the option of voting by absentee ballot.

Procedure

Voters may pick up an absentee ballot package at the Fellowship starting 30 days before the voting deadline, which shall include their ballots, a ballot envelope and a pre-addressed envelope. Once the voter fills out the ballot with their vote, they will leave it unsigned and insert it into the sealed ballot envelope, also unsigned. The first envelope is then inserted into the second envelope. This second envelope needs to indicate the voter's name and signature in the upper left-hand corner (this information is left confidential when the vote is counted). The member's name will be checked off on a list of voting members to assure there are no duplicate votes. Ballots must be received by UUFSD no later than office closing time on the Thursday preceding the congregational meeting.