

UUAA Absentee Voting Procedures – 1/11/20 version

1. Board: Secretary of the Board oversees creation of a paper ballot for appropriate items (see guidelines below). Ballot includes UUAA header, creation date, instructions and links to detailed information if pros/cons or FAQs are available.
2. Board: Secretary makes sure that ballots are available in the social hall, office and downloadable from the web site two weeks ahead of the meeting.
3. Voting member: Up to the start of the meeting can mark a ballot, **place it in a sealed envelope and sign and date the envelope (not the ballot)**. Drop off in office or mail to the office or bring to the check in table at the start of the meeting. If mailed, the ballot must be received before the start of the meeting.
4. Board member or appointee: Collects submitted ballots and checks the membership list to assure that the member is eligible to submit a ballot (member in good standing and hasn't already submitted a ballot), marks off name as having voted. Does not open envelope. IF for some reason the member has already submitted a ballot, the additional ballot is discarded.
5. Voting member: Up to start of the meeting, can ask for their submitted ballot to be discarded and can then vote in person at the meeting.
6. Board representative: If a ballot is rescinded, takes name back off list and discards submitted ballot.
7. Board: At the meeting, check in the members attending the meeting and provides each with a ballot. The member list notes those who have voted absentee. If someone who voted absentee checks in, the board member finds their envelope and destroys it OR does not provide them with a ballot for voting at the meeting (member can decide which).
8. Board: At the meeting announce both the attendance number for the quorum and the number of absentee ballots cast.
9. Board: At the meeting,
 - A. Present the issue that is on the written ballot and collect the votes / add to absentee ballots. Open the absentee envelopes, discarding them without associating the name. Count the absentee ballots with the meeting ballots.
 - B. If a written ballot item is amended, discard all ballots, including the absentee ballots and take a hand vote.

Guidelines for deciding what issues would be appropriate for absentee ballot (Board decision):

- A. Slates of officers
- B. Bylaw changes that are NOT expected to be amended
- C. Capital improvement votes that have been well publicized ahead
- D. Other matters as decided upon by the Board of Trustees