

Absentee Balloting Procedures

I. Distribution of Ballots

- a. Members may request absentee ballots be mailed to them by calling the church office
 - i. Upon receipt of request, an absentee ballot (with election info / instructions) will be mailed to that member
 1. Absentee ballots will not be mailed the final week before the business meeting (due to limitations of mailing in a timely manner).
- b. Members may pick up an absentee ballot (with election info / instructions) at the following locations:
 - i. Church Office
 - ii. At a distribution post at each service for 3 weeks (2 weeks prior to and including the weekend of the business meeting)

II. Turning in Ballots

- a. Ballots will be placed in a clearly labeled sealed envelope
 - i. Member's name and signature are to be placed on the outside of the envelope – to provide tracking system. Envelopes without signatures, names, or otherwise unidentifiable will not be counted.
- b. Sealed Envelopes (with anonymous ballots inside) are to be placed in a sealed Ballot Box
 - i. If mailed into church office – ballots will be placed into ballot box
 - ii. Members may drop off ballots and place them in the ballot box themselves at the church office (midweek) or distribution post (weekends).
 - iii. Church Staff are not to handle any ballots other than those received by mail.
- c. Envelopes (with member's name) will be checked against the membership role and recorded as having voted.

III. Business Meeting

- a. Ballots
 - i. At the Business Meeting - ballots will be handed out, we will ask people to complete their ballot and insert it into the envelope with their signature and name (just like absentee ballot)
 - ii. For those who do not want to have their signature on the envelope - they can put their ballot into an unsigned envelope - and turn that into one of the four (only one of the four) designated people (nominating or board members) in the room who will simply make certain the person is on the membership role and check them off -
 1. This blank envelope will only be marked with the word "OK" - to indicate the person is a member and has been checked on the role.
 - iii. Ballots collected at the meeting - will be checked with the membership role (similar to Absentee Ballots) – by the Nominating Committee -- then be handed to the counters / tellers.
- b. Counting:
 - i. Counting will all be done when all the ballots (absentee and meeting) are collected - absentee ballots will not be counted early - they will all be counted together.
 - ii. Tellers now have a stack of envelopes with names on them.
 - iii. The ballots will be separated from the envelopes - empty envelopes will be saved as a check to know a person has voted (but not with their specific ballot)
 - iv. Anonymous Ballots will then be counted by the Tellers.
 - v. The head teller will report the results of the election to the Chair of the Nominating Committee and Chairman of the Board – for finalizing the election.
- c. Once the collection of ballots is completed at the Business meeting the election will be closed, and ballots received after that time will not be accepted.