



ABSENTEE BALLOT PROCEDURE

To:	Members of Resurrection
Policy Author:	Congregational Council
Adopted on or Effective Date:	January 21, 2014
Statement of Policy:	To offer a procedure for voting members who are not able to attend the Annual Meeting to cast their vote.

In the event a voting member of Resurrection is not able to attend the Annual Meeting or a called Congregational Meeting, our Constitution provides for absentee voting. Per our constitution:

C10.05. Voting by proxy shall not be permitted. Voting by absentee ballot shall be permitted. Absentee ballots shall be obtained only from the Executive Committee and due 48 hours prior to meeting.

An Absentee Ballot will be available through the Church office or other times and locations as communicated by the congregational council.

The Absentee Ballot will be approved by the Executive Council and available two weeks prior to the Annual Meeting.

Absentee Ballots will be handled in the following manner

1. Ballots will be numbered with a corresponding numbered envelope.
2. A qualified voting member will receive a ballot from an Executive Committee member.
3. The voting member will give their completed ballot to the Administrative Assistant or assigned Executive Council member.
4. After placing their vote, the ballot will be put in the corresponding envelope and sealed.
5. The voting member will put their signature on the sign-off sheet.
6. The voting member's name will be highlighted on Quorum report.

7. The sealed envelope will be placed into a manila envelope and locked in the office safe.
8. The manila envelope containing the Absentee Ballots will remain locked in the safe until the Annual Meeting at which time it will be given to the Tellers.