

Before any congregational meeting the Board of Trustees shall:

- 1) Provide in writing the agenda, proposals, and voting procedures for the congregational meeting at least two calendar weeks in advance of the meeting to the congregation and the Church Administrator.
- 2) Appoint three (3) tellers to count ballots at the end of the voting period. Tellers are not required to be members of the Board of Trustees, but shall be members of the congregation. Being a teller does not interfere with the member's ability to vote.

Before any congregational meeting from which a vote will result, the Church Administrator will see that preparations for the vote following the congregational meeting are completed, including:

- 1) Creating a preliminary draft of the ballot based on information received from the Secretary of the Board of Trustees formatted for use in both an online voting platform, (e.g. Google Forms) and printed in hardcopy. Members may choose to receive a paper ballot.

a) The actual ballots shall have a watermark "Please return as soon as possible. Votes will be counted on MMMMMMMM, DD, YYYY.

- 2) Members with a valid email address will receive a link to a ballot on an online voting platform where members can vote. *If two members have the same email address they will receive two emails, one for each member.*

- 3) *A paper ballot will be mailed to* members for whom we do not have a valid email, who receive the newsletter by mail, ~~and~~ or who request a paper ballot. Mailing envelopes and self-addressed, stamped return envelopes are to be prepared in advance of the meeting.

a) Return envelopes shall be addressed to 20XX Annual Meeting or Special Congregational Meeting, People's Church, 1758 North Tenth Street, Kalamazoo MI 49009, and remain unopened until the meeting with the tellers.

During the congregational meeting, the President of the Board of Trustees will facilitate debate and amendment to the proposal as presented in advance of the meeting, and for a proposal initiated during the meeting. Votes taken in the meeting will be counted by tellers. Two tellers shall count online votes and two tellers shall count in person votes. Tellers during the congregational meeting are not required to be the same as the tellers who tally the final vote. All motions approved at the meeting will be included in their final form on the ballots sent to all members.

For the purposes of accepting amendments and new proposals during a congregational meeting, “all members” will be defined as those in attendance during the time of the multi-platform meeting. A motion to amend a proposal, or a new proposal for consideration made by a member during the time of the multi-platform meeting, shall be accepted and included on the ballot sent to all members upon an affirmative vote of (50%+1) of the members voting during the multi-platform meeting. (No minimum number of attendees required during the multi-platform meeting, yet not all attending members must vote). EXAMPLE: If 20 members vote, then an affirmative vote requires 11 yes votes. If 70 members vote, then an affirmative vote requires 36 yes votes.

After the congregational meeting, the Church Administrator will see that:

- 1) Ballots are updated no later than the day after the congregational meeting to reflect any amendments or motions put forward during the congregational meeting and provided to the Church Administrator by the Secretary of the Board of Trustees.
- 2) Updated electronic or hardcopy ballots are distributed to all members no later than the day after the congregational meeting. Hardcopy ballots shall be postmarked on the day after the congregational meeting. The message sent with the ballots must include the deadline by which the ballots must be returned be counted. The return date shall be the 14th calendar day after ballots are distributed.
- 3) Ballots are collected and secured, unopened, during the collection period.
- 4) Reminders to return ballots by the deadline are issued through standard communication to members.
- 5) On the day of the deadline, the tellers will meet to tally all votes at a time after final mail delivery on that day. The tellers can meet via an online meeting, in person, or through a multi-platform format as long as all tellers can view all ballots and documents.
- 6) A Teller’s Report is generated on the deadline day, approved by all tellers, and sent to the Executive Committee of the Board of Trustees in time to allow results to be published in the weekly email immediately following the deadline.

After the delivery of the Teller’s Report, the Executive Committee of the Board of Trustees will see that:

- 1) A message to the congregation is written for publication in the first weekly email to the congregation following the voting deadline.
- 2) *Newly elected trustees* are invited to the first meeting of the Board of Trustees following the receipt of the Teller’s Report.

