

<b>Tennessee Valley Unitarian Universalist Church</b>	<b>Policy/Procedure: Voting by Proxy Primary Author – G. Novinger</b>	<b>Document No: PP-007-00</b>  <b>Page 1 of 2</b>
<b>Procedure Approved by: Linda Randolph, President</b>		<b>Signature/Date Signed</b> <i>Linda Randolph</i>

**A. Purpose of this Policy/Procedure**

This Policy/Procedure describes the procedure for voting by proxy at congregational meetings.

**B. Scope**

This Policy/Procedure will apply to all congregational meetings.

**C. Responsibility**

The Secretary-Clerk of the Board of Directors shall oversee the implementation of voting by proxy at congregational meetings.

**D. Policy Statement**

As directed by the bylaws of TVUUC, proxy voting will permitted at congregational meetings.

<b>The above Policy Statement has been reviewed and approved by the Board of Directors. Board approval is reflected in the minutes of the Board and formalized below by signature of the President of the Congregation. Authority to approve any associated procedure(s) is conferred to the Executive;</b>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>If “No”, the Board retains authority to approve associated procedures.</b>
<b>Approved by: Linda Randolph, President</b>	<b>Signature/Date Signed</b> <i>Linda Randolph</i> 11/30/11

**E. Procedure**

1. Any member of TVUUC may choose to vote by proxy at any congregational meeting.
2. A member who is unable to attend the meeting may give their proxy to another TVUUC member who will attend the meeting authorizing the latter member to cast a vote or votes for the absent member.
3. At the meeting, the attending member must present to the Secretary -Clerk a written statement from/by the absent member empowering the attending member to vote for her/him. That written statement may be in the form of a printed e-mail from the absent member. Both the Secretary-Clerk and the attending member must be satisfied of the authenticity of the written statement or e-mail.

4. No attending member can vote proxies for more than two (2) absent members.
5. If there is an item on the agenda requiring a vote by ballot, the Secretary-Clerk will give the attending member a ballot for each proxy that he or she holds.
6. The attending member will also pick up one laminated card for each proxy that he/she holds for the purpose of voting by a show of hands.
7. If a vote is taken by show of hands, there will be two parts to each vote. The first part will count the votes of the attending members. The second part will count the proxy votes by show of the laminated cards.