

Congregational Voting Procedures

Pursuant to the All Souls Community Church of West Michigan by-laws as approved on May 16, 2021, active members are eligible to vote on all matters brought before the congregation in one of three ways: by attendance in-person, by attendance virtually, or by proxy.

Article II. Section 3. Voting Rights

Each **active** member of the Church shall be at all times entitled to exercise and enjoy all of the rights and privileges which church membership ordinarily implies. All members entitled to vote shall at all times cast their vote in person, and no member shall ever have the right to vote by proxy or by mail, except as set forth in Article IV, Section 4 below. Exceptions to this provision necessitated by extenuating circumstances will be considered on a case-by-case basis by the Board of Trustees. Only **active** members shall be elected or appointed to the Board of Trustees, department chairs, offices, committee chairs, or committee membership unless otherwise provided by these Bylaws.

Article IV. Section 4. Quorum – Congregational Meetings

For voting purposes at all congregational meetings, a quorum will be considered **forty (40%)** of the **active** members. For purposes of establishing a quorum, members must be physically present or have submitted a proxy vote at least twenty-four (24) hours prior to the meeting to the Secretary of the Board of Trustees.

Active Member List

Prior to any congregational meeting the Minister and Secretary will create a list of active members. The active member list will be used at the time of the meeting for the purpose of recording attendance calculating quorum.

Proxy Voting

A proxy vote is a vote cast by one person on behalf of another. The proxy arrangement is made in writing via a form which contains:

- The name of the granting member

- The name of the designated member (the member to whom the proxy is assigned)
- Identification of the meeting (e.g., “the Congregational Meeting to be held on XX/XX/XX) for which the proxy is granted
- A statement of authority to vote on the granting member’s behalf (see form)
- The signature of the granting member.

Requirements

- No member may be designated as proxy for more than one granting member.
- Proxies may not be conditional or limited in scope. The granting member’s proxy may vote on all motions brought before the given congregational meeting.
- A proxy may only be revoked in person at the meeting, or in writing prior to the beginning of the meeting. A proxy cannot be revoked once the meeting has been called to order.
- If irregularities exist in a proxy designation, the proxy not be exercised. (e.g. if two different members appear to hold proxy designation for the same member)

Assignment of Proxy

An active member who is unable to attend a congregational meeting may designate a proxy given the following steps are followed:

- A proxy form must be submitted in writing no less than 24-hours before the start of the meeting.
- The proxy form may be obtained at the office or Welcoming table, or printed from the website or other appropriate sources where the form is made available (members only Facebook page, Weekly Expression).
- The form can be submitted via:
 - Email to the Board Secretary via BOT@allsoulscommunity.org
 - Postal mail or delivery to the church office – by the Friday before the meeting
 - Given in-person to the Secretary or a member of the Board

Record Keeping and Voting Procedures

- The Board Secretary will compile and email to the Board of Trustees a list of all proxy designations 12-hours prior to the meeting.

- This list will be used at the door to the meeting hall to record attendance of designated proxies. Additionally, a proxy voting card will be provided to the proxy designee.
- Properly designated proxies count towards establishing a quorum for the given congregational meeting.
- During voting, a member will raise their hand to indicate their own vote and will raise the proxy card to indicate the vote of the granting member.

Virtual Voting

Active members may attend congregational meetings via virtual format (Zoom) and may vote on any motion brought before the meeting. Members attending virtually count towards quorum.

Requirements

- All virtual attendees that wish to vote will need to be visible via video at the time of voting.
- Attendees will be requested to enter the names of the active members present in the Zoom chat. If more than one member is represented by a given Zoom username, all member names must be entered.
- Votes will be tallied and recorded by entering “yes” or “no” into the chat when a vote is called.

Proxy Form for All Souls Community Church of West Michigan

I _____ (granting member's name)

hereby authorize _____ (name of the person you designate as

your proxy) to vote on my behalf in the Congregational/Special Meeting on _____(date).

Signature _____

Date _____

Return completed proxy form to the Board Secretary as early as possible - and no later than 24-hours before the meeting begins.

Remember:

- o You can vote in person or by proxy, but not both.
- o A member can hold at most one proxy.
- o Be sure to check with the member you are designating as to be sure that they have not agreed to act as proxy for someone else.