

BBUUC Proxy voting policy for Special meeting in August of 2020

This policy must be followed for all proxies used at the BBUUC special meeting of the membership in August of 2020. Due to the COVID-19 pandemic we can not meet in person, so the meeting will be held online.

1. Proxies must be submitted using the online form sent to members.
2. A member may ask another member to fill out the form for them.
3. If the online form is submitted before the start of the meeting it is a proxy.
4. If the online form is submitted after the start of the meeting, it will be considered a vote.
5. The online form can be resubmitted with the last one submitted before the end of voting being the only one that counts.
6. Proxies count toward quorum.
7. Proxies must indicate
 - a. First and last name of member.
 - b. How their vote must be cast for all motions known beforehand.
 - c. Name of member filling it out if it is done for someone else.
 - d. Email address to send confirmation.
8. All proxies will be held by the meeting chair and must be voted as specified.
9. Proxies are only valid for the August 2020 special meeting.
10. A record of proxies and votes will be stored in the office.

Explanation of voting and proxy procedure

BBUUC is about to have a special meeting of the membership to authorize the hiring of a contract minister. A few month ago, we had our annual meeting in person but with only 10 members present and everyone else voting by proxy. This worked well since all the votes were routine. Since that time, the number of new cases of COVID-19 in Florida have gone up by a factor of 10. This time the meeting will be online instead of in person. This is allowed by Florida law and not prohibited by BBUUC bylaws.

The hiring of a contract minister is not routine for BBUUC and requires more effort to ensure that every member has a chance to ask questions and an opportunity to vote. There will be multiple Zoom meetings over several days where members can ask questions. If we tried to have all BBUUC members vote online at the same time, it would be confusing, error prone, and difficult to verify the accuracy.

To make voting easy it will be done by online form over an extended time. Since our Bylaws do not allow voting outside a meeting but do allow proxy voting, submitting the form before the meeting will be considered registering your intent to vote by directed proxy. All proxies will be held by the meeting chair and must be voted as directed. Submitting the form during the meeting and before the voting closes, will be considered a vote.

The form will ask the first name, last name and email address of the person voting or registering the proxy. Since not all our members can submit an online form, members can ask another member to fill out the form for them. The name of the person filling it out for someone else must also be specified. The last three items are two votes and a space for any questions or comments.

The online form can be resubmitted with the last one submitted before the end of voting, being the only one that counts. Form responses are automatically added to a spreadsheet and include a time stamp. A receipt with the values entered will be emailed to the specified address and will include a button for editing the responses. Email addresses will be checked to verify they match the person voting.