



Title: Absentee Ballot for Elections
Policy #: 4
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	5/15/07	R. SADRO	VOTING MEMBERS HAVE ASKED FOR THE OPPORTUNITY TO PARTICIPATE IN ELECTION OF OFFICERS WHEN THEY ARE ABSENT ON THE DAY OF THE ELECTION MEETING.
2.0	6/18/07		
3.0	10/28/07		
4.0	3/1/05	S. TRAKEL	UPDATED PROCEDURE

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members.

3 Policy

Voting for the election of officers and council members shall be by secret ballot. Voting members may vote for the election of officers and council members by absentee ballot

4 Procedure

- 1 The church office will advertise through News n Notes the timeframe for accepting absentee ballots. Allowing at least 5 weekdays prior to the Congregation Meeting.
 - 2 Voting member shall request an absentee ballot in person from the church office.
 - 3 The ballot must be completed in the presence of a witness.
 - 4 Voting member shall complete the ballot, fold as indicated and place in ballot envelope.
 - 5 Voting member shall record the name of the voter on outside of the ballot envelope.
 - 6 Witness must sign and date the ballot envelope.
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- 7 Absentee ballots must be submitted by the close of the church office on the business day preceding the election.
- 8 At the Election meeting, the Congregation President shall inform the assembly of procedures regarding the use of the absentee ballots in the tally of the vote based on the following sections of this policy.
- 9 At the Election meeting, ballot tellers shall record the names of the voting members who submitted a ballot envelope. The tellers shall compare those names against the Election meeting registration list to confirm that voting members who used absentee ballots are not present at the meeting. If such voting member is in attendance, that member's absentee ballot shall be destroyed.
- 10 After comparing the registration list and the absentee ballot list, the tellers shall separate the folded ballot from the ballot envelope and count those ballots separately from the ballots completed at the meeting.
- 11 The tellers shall confirm that the number of absentee ballots counted is the same as the number of valid absentee voters.

5 Forms