

PROPOSED UFMCC 2016 GENERAL CONFERENCE XXVI VOTING PROCEDURES MANUAL

As approved ____

Note: All Times Shown are PDT. [Click here](#) to convert your time zone.

SECTION 1:

A. VIRTUALLY JOINING THE BUSINESS FORUM AND MEETING

- 1 In order to cast a virtual vote, eligible clergy house and eligible church lay delegates, who are NOT physically attending the General Conference in Victoria, B.C., may register 01 June through 15 June 2016, for one round of voting for Moderator, and Governing Board Lay and Clergy candidates. The cost is equivalent to the event rate.
- 2 On Monday, 20 June 2016, each registered eligible Clergy House delegate and eligible church Lay delegate will receive a unique link from our Ballot Tabulation Service at which time the delegate may cast a vote in the **FIRST BALLOT (only)** of the **Governing Board and Moderator candidate election**.
- 3 Virtual Voting will close on 25 June 2016 at 11:00 a.m. PDT / 18:00 GMT
- 4 On Tuesday, 05 July 2016 at 10:15 a.m. PDT/ 17:15 GMT, the Business Meeting will convene.
- 5 Virtual clergy house and lay house delegate(s) ballots will be counted in the total ballots cast for the **FIRST ROUND** only for the **Governing Board and Moderator election**.

B. SEATING AT GENERAL CONFERENCE

- 1 **Clerk of the General Conference**
 - a The Moderator shall appoint a qualified person to serve as the Clerk of the General Conference (usually the Chair of the Governing Board Governance Committee). At the start of the first business session, the Clerk of the General Conference will certify that the General Conference quorum has been met. Once the quorum is established, no other votes on quorum will be taken during the General Conference.
- 2 **Voting Delegates**

- a **Lay House** - Members of the Lay House are Lay Delegates of affiliated churches; the Interim Pastoral Leader of each affiliated church when that Interim Pastoral Leader is a Lay Member of UFMCC; and the members of the Council of Elders who are not clergy or Lay Delegates and are members of UFMCC. Members of the LAY HOUSE will have VOICE AND VOTE.
 - b **Clergy House** - Members of the Clergy House are ordained UFMCC clergy with a License to Practice and honorably retired UFMCC clergy. Members of the CLERGY HOUSE will have VOICE AND VOTE.
 - c **Governing Board**- Members of the Governing Board who are not Clergy or Lay Delegates are seated in a special section with VOICE AND VOTE.
- 3 **Official Observers**
- a **Transfer Clergy/Persons with Standing by Call** - Persons with Standing by Call / Transfer Clergy who are registered with UFMCC are seated behind the Clergy House with VOICE BUT NO VOTE.
 - b **Clergy Candidates** - Those who are registered In Care with MCC and those clergy candidates who have been approved for ordination are seated behind the Lay House with VOICE BUT NO VOTE.
 - c **Governing Board-appointed** - Chairpersons of the Moderator Nominating Committee, Governing Board Nominating Committee, Board of Pensions (USA), and Commission on the Statement of Faith who are not Clergy or Lay Delegates are seated behind the Lay House with VOICE BUT NO VOTE.
 - d **Others** - One representative from each authorized Aligned Organization, Associated Organization, Emerging Church, **and Oasis Congregations; and Network Team Leaders & Network Leaders & Network Facilitators**, who are not Clergy or Lay Delegates are seated behind the Lay House with VOICE BUT NO VOTE.
- 4 **Conference Participants**
- a **Registrants** - Registrants are those who are not members of the Lay House, the Clergy House, or Official Observers and are seated behind the Official Observers with NEITHER VOICE NOR VOTE.
 - b **Special Guests** - Guests of the Conference are seated with Registrants with NEITHER VOICE NOR VOTE.

SEATING CHART FOR GENERAL CONFERENCE

<p>Moderator and Clerk of the Business Meeting</p> <p>[VOICE and VOTE]</p>

<p>Clergy House</p> <p>(Clergy who are Ordained with a License to Practice and Honorably Retired)</p> <p>[VOICE and VOTE]</p>	<p>Lay House</p> <p>(Lay Delegates, Lay Interim Pastoral Leaders, Lay Members of the Council of Elders and Governing Board)</p> <p>[VOICE and VOTE]</p>
<p>Transfer Clergy/ Persons with Standing by Call</p> <p>[VOICE BUT NO VOTE]</p>	<p>Clergy Candidates (those who In Care and those who are Approved for Ordination);</p> <p>Governing Board-appointed Chairpersons; Others (Representative from authorized Aligned Organizations, Associated Organizations, Emerging Churches and Oasis Congregations; and Network Team Leaders & Network Facilitators)</p> <p>[VOICE BUT NO VOTE]</p>

<p>Alternate Lay Delegates , Registrants and Special Guests</p> <p>[NEITHER VOICE NOR VOTE]</p>

SECTION 2: THE BUSINESS MEETING

A FORUMS

- 1 Forums held during the General Conference will pertain to the items on the business agenda. Decisions made during a forum are not binding on UFMCC.
- 2 A forum with the nominees for election to the position of member of the Governing Board will be held.
 - a. The Chair of the Governing Board Nominating Committee will introduce the members of the Governing Board Nominating Committee.
 - b. The Chair of the Governing Board Nominating Committee will explain the recruiting -selection process.
 - c. The Governing Board Nominating Committee will introduce each nominee, each of whom will be granted an equal amount of time to respond to his/her nomination. The Governing Board Nominating Committee will determine the amount of time available for the responses.
- 3 A forum with the nominees for election to the position of Moderator will be held.
 - a. The Chair of the Moderator Nominating Committee will introduce the members of the Moderator Nominating Committee.
 - b. The Chair of the Moderator Nominating Committee will explain the recruiting -selection process.
 - c. The Moderator Nominating Committee will introduce each nominee, each of whom will be granted an equal amount of time to respond to his/her nomination. The Moderator Nominating Committee will determine the amount of time available for the responses.

B AGENDA

- 1 **Agenda Items**
 - a **Approval of General Conference Procedures** - Proposed amendments to the UFMCC General Conference Procedures Manual shall be presented to the General Conference for approval.
 - b **Voting for Governing Board members.**
 - c **Voting for Moderator.**
 - d **Report from the Moderator** - The Moderator's Report will be received by the General Conference and will include a summary of the actions taken by the Council of Elders and Senior Leadership Team.

- e **Report from the Governing Board** - The Report from the Governing Board will be received by the General Conference and will include a summary of UFMCC financial reports
- f **Report from the Moderator Nominating Committee** - The Report from the Moderator Nominating Committee will be received by the General Conference.
- g **Report from the Governing Board Nominating Committee** - The Report from the Governing Board Nominating Committee will be received by the General Conference.
- h **Report from the Commission on the Statement of Faith:** The Report from the Commission of the Statement of Faith will be received by the General Conference.
- i **Election Results of Members to the Governing Board.**
- j **Report from the Governing Board Bylaw Team** - The Report from the Governing Board Bylaw Team will be received by the General Conference
- k **Election Results of the Moderator.**
- l **Consideration of Bylaw Amendments**
- m **Motions of Courtesy and Appreciation** - Motions of courtesy and appreciation will be presented to the Clerk of the General Conference for review and presentation as the last item of business on the General Conference agenda.

C ELECTIONS FOR THE MODERATOR AND/OR GOVERNING BOARD

1. **Moderator and/or Governing Board Nominating Committee**
 - a **Procedural Changes** - The Moderator and/or Governing Board Nominating Committee may propose changes to the election process and procedures. Proposals for changes must be submitted to the Governing Board for approval no later than seventy-five (75) days prior to General Conference.
 - b **Upcoming Vacancy** - The Moderator and/or Governing Board Nominating Committee will announce at each General Conference whether the term of the Governing Board is to expire at the following General Conference.
2. **Election Procedures On Site via Electronic Voting Machine**
 - a. **Official Ballot** - The Chair of the Governing Board Governance Committee will ensure that the Official Electronic Voting Machine is available on the day of election.

- b. **Ballot Tabulation Committee** - The Chair of the Governing Board Governance Committee will appoint an E- Ballot Tabulation Committee which will include a voting judge prior to General Conference.
The Governing Board Governance Committee will appoint a voting judge, prior to General Conference, who will lead the certification/verification team effort and report the results of the electronic ballot tabulation to the Moderator and/or Clerk of the General Conference.
- c. **Security of Official Electronic Voting Machines** - Official Electronic Voting Machines will be securely checked-out and checked-in to each (physically-present) eligible voting delegate. During voting, security personnel will be circulating the room to ensure voting integrity and monitor the doors so that voting machines remain inside. Security will also monitor the area where tabulation is conducted.
- d. **Valid E-Ballots** - Valid e-ballots are those ballots transmitted through the Official Electronic Voting Machine by voting delegates that (1) contain the specified number of votes or less or (2) are blank.
- e. **Invalid Ballots** - Invalid e-ballots are those ballots submitted by anyone who is not a voting delegate.
- f. **E-Ballot Results** - The voting judge/team will show the tally sheet to the Moderator and/or Clerk of the General Conference. The Clerk of the General Conference will then report all names with their ballot counts to the General Conference. After the results have been announced, the Chair of the Moderator Nominating Committee and/or Chair of the Governing Board Nominating Committee will ask **if any remaining nominee wishes to withdraw their name. Balloting will then continue until election** has been achieved up to the rounds/run-off limits designated in this procedure manual.
- g. **Post-Election** - When the e-ballots are tabulated, the ballots will be saved and stored electronically on a designated storage device and is delivered to the Clerk of the General Conference. The electronic are to be destroyed following the adjournment of General Conference.
- h. **Votes Required for Election of Moderator** - In order to be elected to the position of Moderator, a nominee must receive more than 50% of all eligible votes from the Lay House and more than 50% of all eligible votes from the Clergy House.

- i. **Votes Required for Election of Governing Board** - In order to be elected to the position of Governing Board member, a nominee must receive more than 50% of all eligible votes from the Lay House and more than 50% of all eligible votes from the Clergy House.
 - j. **Rounds/Run-offs for Moderator** - there will be no more than four (4) onsite rounds to fill the Moderator vacancy during General Conference
 - k. **Rounds/ Run-offs for Governing Board** - there will be no more than three (3) onsite rounds to fill the Governing Board vacancies during General Conference.
3. **Election Procedures On Site with Paper Ballots, if needed**
- a. **Official Ballot** - The Chair of the Governing Board Governance Committee will ensure that the Official Ballot is printed and available on the day of election.
 - b. **Ballot Tabulation Committee** - The Governing Board Governance Committee will appoint a Ballot Tabulation Committee prior to General Conference.
 - c. **Security of Ballots** - A security person from the floor of General Conference will accompany the ballots to and from the floor and stand outside the counting room to provide security.
 - d. **Valid Ballots** - Valid ballots are those ballots submitted by voting delegates that (1) contain the specified number of votes or less or (2) are blank.
 - e. **Invalid Ballots** - Invalid ballots are (1) those ballots submitted by voting delegates that contain write-in names, more votes than are permitted for that ballot, or inappropriate markings and (2) those ballots submitted by anyone who is not a voting delegate.
 - f. **Ballot Results** - The Chair of the Ballot Tabulation Committee will show the tally sheet to the Moderator and then report all names with their ballot counts to the General Conference. After the results have been announced, the Chair of the Moderator Nominating Committee and/or Governing Board Nominating Committee will ask if any **remaining nominee wishes to withdraw their name. Balloting will then continue** until election has been achieved.
 - g. **Post-Election** - When the ballots are counted, the ballots are to be sealed in an envelope. The envelope of ballots, counting sheets, and tally sheets are then delivered to the Clerk of the General Conference. The ballots, counting sheets, and tally sheets are to be destroyed following the adjournment of General Conference.

- h. **Votes Required for Election of Moderator** - In order to be elected to the position of Moderator, a nominee must receive more than 50% of all eligible votes from the Lay House and more than 50% of all eligible votes from the Clergy House.
- i. **Votes Required for Election of Governing Board** - In order to be elected to the position of Governing Board member, a nominee must receive more than 50% of all eligible votes from the Lay House and more than 50% of all eligible votes from the Clergy House.
- j. **Rounds/Run-offs for Moderator** - there will be no more than three (3) onsite rounds to fill the Moderator vacancy during General Conference
- k. **Rounds/ Run-offs for Governing Board** - there will be no more than two (2) onsite rounds to fill the Governing Board vacancies during General Conference.

SECTION 3: POST-GENERAL CONFERENCE INFORMATION

1. Reports and Directives of the General Conference will be prepared by UFMCC staff and approved by the Governing Board within ninety (90) days following the General Conference. The Reports and Directives will then be posted on the MCC website. Paper copies of the Reports and Directives will be provided to any individual or church upon request.