

## **Article V Congregational Meetings**

### **Section 5.1 Annual Meetings**

The Annual Congregational Meeting shall be held each year on a Sunday in the month of May, or June, no later than June 10, at such time and place as shall be fixed by the Board, unless otherwise deemed necessary by a majority vote of the Board.

The purpose of the Annual Meeting shall be to elect officers and trustees, elect delegates to the Unitarian Universalist Association General Assembly, adopt the budget for the following fiscal year, vote on any proposed Bylaw changes or other Congregational business, and to hear Officers', Minister's and Committee reports.

### **Section 5.2 Special Meetings**

Special Meetings may be called by the President, or in his or her absence, by the acting president. Special Meetings may also be called at the written request of four (4) trustees, or any fifteen (15) voting members.

The business transacted at all Congregational Meetings shall be limited to that specified in the call to meeting.

### **Section 5.3 Notice of Meetings**

A notice stating the place, day and hour of any Congregational meeting shall be published on the UUCS website and delivered either by email to members for whom the Congregation has valid email addresses or by postal mail to each member entitled to vote at such meeting not less than ten (10) days nor more than fifty (50) days before the date of such meeting, by or at the direction of the Board.

### **Section 5.4 Quorum and Determining Vote**

A quorum of the Congregation for purposes of voting shall consist of thirty percent (30%) of the Members eligible to vote present (either in person or by live remote access) or by absentee ballot, except in the case of a meeting called for the purpose of either calling a Minister or dismissing a Minister. In either of these cases, a majority of the eligible Members shall constitute a quorum.

A simple majority of those votes cast shall be sufficient to either approve or disapprove matters submitted for determination by vote, except in the case of a meeting called for the purpose of either calling a Minister or dismissing a Minister. In either of these cases, a majority of the eligible Members shall constitute a quorum.

### **Section 5.5 Absentee Ballot**

Absentee ballots shall be on such form as may be stipulated by the Board and shall be processed for consideration in such manner as may be prescribed by the Board. If the Board decides absentee ballots are not to be allowed for a given meeting, such decision must be included in the notice of meetings as described in Section 5.3.

### **Section 5.6 Nominations from the Floor**

Any three (3) members eligible to vote may submit a nomination for any elected position at any meeting of the Congregation at which Officers, Board members, Nominating Committee members or Search Committee members are elected.

### **Section 5.7 Board/Minister Option to Conduct Remote Meetings**

Should emergency situations and/or social distancing limitations not allow in-person congregational meetings to take place, the Board may decide that Annual or Special Meetings must take place by live remote access (telephone or online). Such decision requires majority vote of the Board.