

# **PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

As approved \_\_\_\_

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

## **SECTION 1:**

### **A. VIRTUALLY JOINING THE BUSINESS 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 Florida, USA, may register between 01 May through 01 June 2019, for all rounds of voting for Moderator, and both Governing Board Lay and Clergy candidates. And whatever other motions and/or bylaw amendments the handheld device is used for during the business meeting. The cost is equivalent to the event day rate.
- 2 After registering the virtual delegate will need to establish an account prior to 14 June and send your unique ID to Mike Haase <mikehaase@mccchurch.net>. Failure to do so will not allow the voter to vote on 02 July.
- 3 On Tuesday, 02 July 2019, each eligible registered virtual Clergy House delegate and eligible virtual Lay House delegate will log into a unique link to stream and watch the live business meeting. And will also login to an established voting account so they may cast a vote for each round may cast a vote cast for each round for the Governing Board and Moderator election.
- 4 On Tuesday, 02 July 2019 at 10:15 a.m. EDT/ 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 after each round for the Governing Board and Moderator election. Virtual clergy and lay house delegates will also be able to vote on motions and/or bylaws proposals whenever the handheld device is used live during the business meeting.
- 6 Virtual voting is contingent upon access to a working internet when virtual machine technology is used.

# **PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

## **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).
- b 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 a quorum has been established, no other votes for a 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 (IPL) 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 with **VOICE AND VOTE**. Members of the Governing Board who are licensed Clergy persons with Standing by Call are seated 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, and Board of

**PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII  
VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

Pensions (USA) 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**.

**PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII  
VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

**SEATING CHART FOR GENERAL CONFERENCE**

<p>Interim Moderator and Clerk of the Business Meeting/Governing Board Members</p> <p><b>[ VOICE and VOTE]</b></p>
--

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

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

# **PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

## **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 to UFMCC.
- 2 A forum for the candidates up for election as a member(s) 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 candidate, 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 for the candidates up for election for the office of the Moderator will be held.
  - a. The Co-Chairs of the Moderator Nominating Committee will introduce the members of the Moderator Nominating Committee.
  - b. The Co-Chairs of the Moderator Nominating Committee will explain the recruitment/selection process.
  - c. The Moderator Nominating Committee will introduce each candidate, each of whom will then 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 said responses.

### **B BUSINESS MEETING 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 **Report from the Governing Board Bylaw Team** - The Report from the Governing Board Bylaw Team will be received by the General Conference

# **PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

- c Consideration of Bylaw Amendments - Part 1**
- d Report from the Governing Board Nominating Committee** - The Report from the Governing Board Nominating Committee will be received by the General Conference.
- e Voting for Governing Board members.**
- f Report from the Moderator Nominating Committee** - The Report from the Moderator Nominating Committee will be received by the General Conference.
- g Voting for Moderator.**
- h Report from the Interim Moderator** - The Interim 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 Strategic Leadership Team
- i 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
- j Consideration of Bylaw Amendments - Part 2**
- k 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 Vice-Chair of the Governing Board**

- a Procedural Changes** - The Moderator and/or Governing Board Governance Committee Chair 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, Vice-Chair and/or Governing Board Governance Committee Chair 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**

## **PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

- 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 Chair of 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, Vice-Chair of the Governing Board and/or Chair of the Governance Committee.
- 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 contain the specified number of votes or less. No blanks or abstentions or “none of the above” are allowed.
- e. **Invalid Ballots** - Invalid e-ballots are those ballots submitted by anyone who is not a voting delegate.
- f. **E-Ballot Results** - The Chair of the Ballot Tabulations Committee will show the tally sheet to the Moderator, -Vice-Chair of the Governing Board and/or Chair of the Governance Committee. The Clerk of the General Conference will then report all names with their ballot counts to the General Conference. Once the results have been announced, the candidate for Moderator who receives less than seventeen percent (17%) of the total votes cast in each house after each round will automatically be eliminated. After the results have been announced, the Moderator and/or Vice-Chair of the Governing Board will ask if any remaining candidate(s) for Moderator wishes to withdraw their name. Balloting will then continue until an election has been achieved, up to and including the rounds/run-off limits designated in this procedure manual.

## **PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

- g. **Post-Election** - When the e-ballots are tabulated, the ballots will be saved and stored electronically on a designated storage device and delivered to the Clerk of the General Conference. The e-ballots will 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 candidate 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 candidate 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.
- 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 Chair of 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 contain the specified number of votes or less.
  - 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, blanks, abstentions, “none of the above” and/or inappropriate markings and (2) those ballots submitted by anyone who is not a voting delegate.



## **PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

- f. **Ballot Results** - The Chair of the Ballot Tabulation Committee will show the tally sheet to the Moderator, Vice-Chair of the Governing Board and/or Chair of the Governance Committee and then report all names with their ballot counts to the General Conference. . Once the results have been announced, the candidate for Moderator who receives less than seventeen percent (17%) of the total votes cast in each house after each round will automatically be eliminated. After the results have been announced, the Moderator and/or Vice-Chair of the Governing Board will ask if any remaining candidate(s) for Moderator wishes to withdraw their name. Balloting will then continue until election has been achieved, up to and including the rounds/run-off limits designated in this procedure manual
- g. **Post-Election** - Once the ballots have been counted, the ballots are to be sealed in an envelope. The envelope of ballots, counting sheets, and tally sheets are then to be delivered to the Clerk of the General Conference/Chair of the Governance Committee. The ballots, counting sheets, and tally sheets will 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 candidate 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 candidate 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.

# **PROPOSED UFMCC 2019 GENERAL CONFERENCE XXVII VOTING PROCEDURES MANUAL (REV 04112019 - DRAFT 4 -UPDATE)**

## **SECTION 3: COMMUNICATIONS DURING GENERAL CONFERENCE**

Please be aware public recording (livestreaming and individual cell phone recording) of worship, workshops business meetings, affinity gatherings and forums throughout the conference is in progress. Please be courteous and respectful if you are asked not to record. Facebook Live videos, Facebook stories, Instagram stories, and YouTube videos of the business meeting are prohibited.

## **SECTION 4: POST-GENERAL CONFERENCE INFORMATION**

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.