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Policy 2.8 UUFC VOTING MEMBERSHIP REQUIREMENTS AND UUA REPORTING**1. Purpose**

This policy prescribes specific requirements and timing for (1) establishing member voting rights for the upcoming fiscal year and (2) certifying the report of UUFC voting membership to the UUA.

2. Policy

- a. The Secretary of the Board of Trustees, in consultation with the Treasurer, staff, and others as needed, shall certify and report to the UUA the number and names of UUFC voting members. Certification and reporting shall take place in the month preceding the required annual membership report to the UUA (currently February 1).
- b. Requirements for voting membership are outlined in the UUFC Bylaws, Article IV, Section 2.2, and further elaborated in this policy:
 - i. Conferring Voting Membership. Voting membership for the next fiscal year (July 1-June 30) may be conferred upon a member by virtue of (1) their record of financial giving, or (2) contribution of a minimum of 20 hours of service in the current fiscal year (in lieu of the required minimum financial contribution). Prior to the pledge drive for the upcoming fiscal year, the Board of Trustees shall establish the minimum financial contribution. Service is defined as work on behalf of UUFC programs or activities, for example, teaching RE classes, providing assistance on fundraisers, or serving on the Board or a Board-approved committee. Claims of service as a substitute for the minimum financial contribution shall be made in writing at a congregational meeting or in a letter to the Board Secretary delivered prior to the required UUA annual report.
 - ii. Report of Voting Members to the UUA. Members with voting rights must be listed in a report to the UUA annually (currently February 1) for congregational certification for the upcoming UUA General Assembly and for the purpose of determining the congregation's fair share dues to the UUA and the PNW District. At the beginning of the month prior to the annual UUA voting member certification report (currently January), the Board Secretary will provide notice in the UUFC Newsletter of the right of members who have no record of financial support for the current fiscal year to submit a letter claiming voting rights through service.
 - iii. Voting Members at Congregational Meetings. Those listed in the report to the UUA will be considered voting members for all UUFC congregational business meetings until the following certification report date. In addition, others eligible to vote include anyone who has signed the UUFC Membership Book and made a minimum contribution of money or equivalent service since the most recent annual certification, if the signing and contribution occurred at least 30 days prior to such a congregational meeting.
 - iv. Other Basis for Voting Membership. The Minister or the Board of Trustees shall have the authority to confer voting rights to other members who, because of their special

circumstances, are not able to meet the above requirements. Such persons will be identified to the Board of Trustees prior to the annual report to the UUA.

Approved by the Board of Trustees on December 13, 2010

A handwritten signature in cursive script that reads "James W. Ford". The signature is written in black ink and is positioned above a horizontal line.

President