

Union of Evangelical Churches

Finance Committee

Rules Governing Voting Procedures as at 28 May 2019

1 Qualification to Participate

- .1 Only those Directors who have attended at least one formal meeting of the Board in the previous twelve months are entitled to propose or second motions, stand for appointment, make nominations or cast votes.
- .2 A quorum for Board meetings shall be 55% of the voting members.

2 Counting of Votes at Board meetings

- .1 Voting is to be on the basis of one vote for each director for each motion or vacancy being voted upon. In the event of a tie, the Chairman has a casting vote.
- .2 Voting at meetings is to be by show of hands but a secret ballot is to be allowed when the majority deem it necessary.
- .3 The result of voting is to be announced and recorded in the minutes.

3 Chairmanship of Meetings

- .1 In the absence of the Chairman or Deputy Chairman, those present and entitled to vote are to appoint a Chairman from among themselves in accordance with these rules.

4 Motions

- .1 In normal circumstances the matter that gives rise to a motion must have been notified on the agenda or be the subject of a committee report circulated prior to the meeting.
- .2 Only in exceptional circumstances may the Chairman authorise the putting of a motion to a meeting without prior notice.
- .3 The usual recognised protocols for handling motions and amendments are to be followed with the chairman ruling on disagreements concerning procedure.
- .4 Where a decision requiring endorsement by the Board is needed before the next scheduled meeting the Chairman may authorise a postal ballot.
- .5 Voting is normally done by a show of hands, but where circumstances indicate, a secret or paper ballot may be used.

5 Elected Posts

- .1 Unless specified differently elsewhere, nobody may be appointed to any Elected Post until they have been a Director for at least two years,
- .2 Except as provided for below all elected posts are to be subject to a three year tenure.
- .3 Committee posts are to be filled in a way that ensures that a third of posts fall vacant for filling each year.

.4 Where a post-holder resigns with six months or more of their appointment outstanding, the post is to be advertised and filled as soon as possible. In addition to the Chairman and Deputy Chairman, there are to be three elected posts each on the Ministerial Committee and the Finance Committee. The nomination procedure is as appears on page 5.1.

.5 Where more than one post of the same description is due for filling, the candidates are to be allocated to vacancies on the basis the votes cast for each of them. The higher vote will be given the longer appointment.

.6 No candidate may be appointed to more than one post. In the event of someone being elected to two posts they must withdraw immediately from one and that post is to be reallocated as if they were never a candidate. This will take place at the first convenient meeting of the Trustee Directors, upon a show of hands.

.7 Candidates are appointed in line with the terms of reference for each Committee.

6 Co-opted Members

.1 Committees may appoint no more than two co-opted members who have the requisite skills. Such appointments are to be reviewed annually.

.2 Co-opted members are eligible to vote.

7 Voting for the Board officers and Committee members

.1 The UEC Board Chairman and Deputy Chairman appointments: a candidate must receive a positive vote of at least 75% of the Voting Papers returned. The Board Chairman can also be Chairman of the Ministerial Committee, and the Deputy Chairman can also be Chairman of the Finance Committee (both positions voted by the respective committees at the time).

.2 Finance Committee: a candidate must receive a positive vote of at least 51% of the voting papers returned, and not be a member of the Ministerial Committee.

.3 Ministerial Committee: a candidate must receive a positive vote of at least 51% of the voting papers returned, and be a serving UEC Minister with at least two years in office, and not be a member of the Finance Committee.

.4 Promotion Committee: a candidate is appointed by the Board. One Trustee Director must be appointed and at least four lay members, all of whom may vote, one of whom shall be appointed Chairman.

.5 Youth Connect Committee: the Chairman must be a Trustee Director. This is an "open membership" committee: any person who is committed to encouraging young people in the Christian faith may attend as a member, and all attending have voting rights.

8 Additional Committees

.1 Additional Committees may be appointed by the Board, and Sub-Committees may be appointed by the Ministerial and the Finance Committees. Clear Terms of Reference must be agreed beforehand with only the parent body having the authority to implement their recommendations.

9 Reviews

.1 These rules are to be subject to review by Finance Committee every three years, next in May 2022.