

# May 23, 2021 Annual Congregational Meeting

Bellingham Unitarian Fellowship

Dear Fellowship Members,

BUF's Annual Congregational Meeting will be held **Sunday, May 23 at 1pm, via Zoom**. At this important meeting we will be electing new members for our Board of Trustees and the Nominating Committee. We will also be voting on the proposed budget for the 2021-2022 fiscal year. We encourage all members to attend. A quorum of 20% is necessary to hold the meeting.

One of the duties of the Board of Trustees is to run the annual meeting. Again this year, due to the constraints imposed by Covid-19, this annual meeting will be conducted via Zoom. As you read through the proposed meeting rules below, you may have questions. If so, do not hesitate to contact me by email, [president@buf.org](mailto:president@buf.org) or by phone, (240) 344-6329.

We will be voting to approve last year's minutes, electing three members for the Board of Trustees, electing five Nominating Committee members, and voting on the proposed budget for the next fiscal year (July 2021 - June 2022).

## Ballot

All items to be voted on will be presented on an online ballot. Ballots may be cast during a two (2) hour time window starting just after meeting adjournment. Prior to the meeting, a link to the ballot will be posted to the BUF website at:

<https://wp.buf.org/annual-congregational-meeting-announcement/>

For those without internet access, you may cast your votes by phone. Contact the BUF Administrator for further instructions.

Please note: As per our Bylaws, absentee voting is not permitted. On the ballot, each member will need to attest to have been present at the Annual Meeting either by Zoom or by phone.

## Budget Discussion and Amendments

A typical Congregation Meeting allows for live discussion and amendments to the proposed budget. This year we are sending out the proposed budget as part of this announcement. This will give all members time to review it. There will be an online Zoom meeting one week prior to

the Annual Meeting to give members a change to ask questions about the budget. This will be held Sunday May 16 at 12:00.

Proposed amendments to the budget will need to be submitted five (5) days in advance of the meeting so they can be added to the ballot. Submit these to [president@buf.org](mailto:president@buf.org)

## Proposed Meeting Rules

As per our Bylaws, Congregational Meetings are to be conducted in accordance with Robert's Rules of Order. This year we will be conducting the meeting using the Zoom teleconferencing app which adds considerable constraints when attempting to run an orderly meeting. With this in mind, the first order of business will be to adopt a set of rules to be followed for the remainder of the meeting. These are

1. Amendments to the proposed budget must be (have been) submitted by email. No amendments may be proposed during the meeting
2. Robert's Rules permit 10 minutes per commenter. In this meeting each commenter will be allowed 2 minutes.

I want to thank all of our members in advance for working with the Board of Trustees to make this year's Annual Meeting meeting a success.

Murray Bennett  
President, Board of Trustees