

First Unitarian Church of Pittsburgh

Proxy Authorization

Annual Congregational Meeting – May 18, 2025

Directions for Proxy Requester

If you are a member who is unable to attend the Annual Congregational Meeting and is uncomfortable voting electronically, you may use this proxy form to authorize one (1) other voting member of the church to vote on your behalf at the meeting. **A member who serves as a proxy representative may represent no more than two (2) other members by proxy AND the proxy representative MUST attend the meeting to vote the proxy or proxies.**

Only select someone whom you trust to vote as you intend, who plans to attend the meeting, and who agrees to represent you. Please complete this form jointly and ensure that it is submitted to the Board Secretary at least 48 hours prior to the scheduled start time of the meeting.

Directions for Proxy Representative

You may hold a proxy for one (1) or two (2) other members. You must sign one (1) form for each member whom you will represent. In addition, by signing this form you acknowledge that you have read the proxy voting directions and are comfortable with the process. In order for the process to work smoothly, for each set of ballots, complete the ballots one at a time, verifying and submitting each ballot before starting the next.

During this meeting there will be two sets of ballots: (1) election of Board and Nominating Committee and (2) Bylaws amendments. As a proxy representative, for each ballot set you will receive via email up to three (3) invitations to vote – one for yourself and one for each member whom you are representing as a proxy. All invitations will be identical except for a unique ID and a unique voting link, with no distinction between your ballot and the proxy ballot(s), much like paper ballots when voting in person. For simplicity, just open one email at a time, click the link and complete the voting process before voting the ballot in the next email. You can only use each link to vote once, so it is safe to click on a link again if you are not sure you voted for that email invitation. If you have a problem and do not complete submitting a ballot (perhaps you lose power), you can use the link in the email to return to the ballot that you started. You may vote the proxy as an abstention (decline to vote) if your understanding is that the proxy requester wishes to abstain.

A proxy may be declined if (1) the proxy requester is not a member, (2) a proxy requester has submitted more than one [1] proxy authorization, or (3) the proxy representative is holding more than two [2] proxies.

Requester
(voter)

Print Name

Signature

Date

Representative
(Proxy)

Print Name

Signature

Date