

## Absentee Vote—Signature Required

The following board member of the Non-Profit Organization is voting on the motion listed below. The board member will vote “Yes” or “No” to the motion and a majority vote will determine what action the foundation will take. The specifics of the motion, the date this document was sent, and the return date are all listed below in the blue boxes.

You can send this form back to the foundation by mailing it to the address at the bottom of the page or clicking the “email” button on the bottom right side of this form.

The motion being considered has been discussed at a regular board meeting, communicated in paper form, sent electronically in the form of an email to the addresses on record, or discussed on the phone with each board member of the foundation.

The motion at hand is to appoint Jane Doe to the position of Chief Executive Officer of the Non-Profit Organization and be responsible for the CEO’s job duties as listed in the bylaws of this organization.

Each member will sign and return this document in electronic or paper form by the date listed below. In the absence of a formal signature from a board member being returned a majority vote will rule but must be documented and each vote from that majority must be returned to the authorized agent.

**Date motion was sent to the board:** 1-1-2020

**Date motion needs returned:** 1-1-2020

**Board Member’s Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vote:** Yes No

**Electronic Signature:** \_\_\_\_\_

**Written Signature:** \_\_\_\_\_

**Return Address:**  
Non-Profit Organization  
Jane Doe  
7777 Help Street  
Nonprofit, Iowa 50000



By clicking the email button you will be submitting your vote and an email will automatically be sent to the CEO for filing and implementing the motion.