

# **The Unitarian Universalist Congregation in Westport (TUUCW)**

## **Final Minutes of the Special Member Meeting**

**Date:** October 5, 2025

**Time:** 11:35 AM – 11:41 AM

**Location:** TUUCW Sanctuary and via Zoom

### **1. Call to Order**

Beth Cliff, President of the Board of Trustees and Moderator for the meeting, called the meeting to order at **11:35 AM**.

### **2. Opening Reflection**

Rev. Carlton Smith, Senior Minister, offered opening words to begin the meeting.

### **3. Quorum Confirmation**

Felicia Keeton, Secretary of the Board of Trustees, confirmed that a quorum was present. A total of **82 members** attended, including **2 voting members via Zoom**, meeting the requirements to proceed.

### **4. Motion 1: Amendment to Constitution – Hybrid Voting**

**Motion Presented By:** Sharon Poole

**Seconded By:** Mark Corcoran

#### **Proposed Amendment #1 – Article VII, Section 4**

To allow hybrid voting at member meetings by adding the following language:

“Members of the congregation may participate and vote in meetings remotely via audio and/or video conference. If the technology is unavailable or fails to work for any reason before or during the meeting, then the remote members shall be considered to have left the meeting – the remaining votes will not be counted, and they will no longer be counted towards the quorum.”

**Discussion:** None

**Vote Result:** **Passed unanimously**

### **5. Motion 2: Amendment to Constitution – COM Term Length**

**Motion Presented By:** Cathy Paine

**Seconded By:** Steve Grothwahl

#### **Proposed Amendment #2 – Article X, Section 4**

To reduce the term of Committee on Ministries (COM) members from five years to three, modifying the section to read:

“The COM is comprised of seven members elected to serve for staggered three-year terms.”

**Discussion:**

- Eileen Belmont suggested replacing “COM” with “Committee on Ministries.”
  - Ken Vogel, Parliamentarian, advised that the language of the Constitution could not be changed at this time and recommended proceeding with the vote as proposed.
- Dayle Brownstein inquired about the effective date of the change.
  - Melanie Allen, COM Co-Chair, clarified that the change would take effect immediately. For example, a current COM member who began their term in 2022 would now conclude their service in **June 2026** instead of **June 2028**.

**Vote Result: Passed by majority**

## **6. Adjournment**

**Motion to Adjourn:** Passed unanimously

**Meeting Adjourned At: 11:41 AM**

**Respectfully Submitted,**

Felicia Keeton

Secretary, Board of Trustees

**Date:** October 13, 2025