

Sec. XVIII: Procedure for Electing the Council in Canonically Established Communities
(revised September 5, 2010)

1. The elections shall be held every three years in the spring prior to the Provincial Chapter of the Friars in May.

The Provincial Delegate must be consulted for any modification of the election procedure.

2. Elections of the President and three Councillors shall be conducted in accordance with recognized parliamentary procedures (for example, Robert's Rules of Order) with the following particular provisions:
 - a) **Two months prior** to the election a nominating committee of at least three professed members, only one of whom could be a member of the Council, shall be chosen and notified by the Council. The Nominating Committee will be announced to the members at a meeting one month in advance of the meeting when the election is to take place.
 - b) Also at the meeting two months prior the Council will distribute a list of members eligible to serve in office and eligible to vote. Only professed members of the Community are eligible to vote. To be eligible to vote a member must be professed, on the community roster, and in compliance with the Community attendance policy regarding voter eligibility.
 - c) Only professed members of the Community may serve as members of the Council. The President must be Definitively Professed.
 - d) In order that leadership qualities be developed in our Communities, the President's stay in office should be limited to two consecutive terms, after which postulation shall be required, normally from the Provincial Delegate.
 - e) **One month prior** to the election, there will be a straw vote by secret ballot at which the Nominating Committee will preside. The ballot will be provided by the Nominating Committee. Each member will submit a first, second and third preference for President, as well as first, second and third preferences for each office of Councilor.
 - f) Only eligible voting members shall be present. All ineligible members present and all visitors are asked to go to another suitable location to pray for the election proceedings.
 - g) The Spiritual Assistant or, in his absence, the President, shall invoke the Holy Spirit once all professed members are gathered for the straw vote.
 - h) The President will take a roll call of all eligible voting professed members. The number of voting members will be counted. This will serve to ensure that only one straw vote ballot has been submitted by each member, and that each member has submitted a ballot. A submitted blank ballot is counted as an abstention.
 - i) After the straw vote is complete, the Nominating Committee, without opening any ballot, shall count the number of all the ballots submitted and ensure that the count is exactly that of the total number of eligible voting members present. If the count does not tally, all of these ballots must be destroyed without opening any of them, and the voting process repeated. When the count tallies correctly, the Nominating Committee will retain the correctly tallied ballots.
 - j) After that meeting, but prior to the election, the Nominating Committee shall tabulate the straw vote ballots. From these results, they will prepare a slate of nominees who have received the highest number of straw votes. This will represent the desire of the community as expressed in the straw vote. This slate will include two or three qualified nominees for the office of President and four to six nominees for the three offices of Councilor, all of whom have consented to serve if elected. These results shall be kept confidential until Election Day.

- k) **On Election Day**, duplicate the process specified in f), g), and h). The slate of nominees shall be presented by the Nominating Committee to the members of the Community. A spokesperson for the Nominating Committee shall announce the names of those who have agreed to serve for the office of President if elected. The President will write the names on a board or chart paper so that they are clearly visible to all voting members.
 - l) The three Councilors will distribute voting papers and collect the votes for counting. Nominations will not be accepted from the floor, neither will voting by proxy, email, letter or write-in ballots be acceptable. A member desiring to abstain from voting on a particular ballot must hand in a blank ballot.
 - m) Voting is to be by secret ballot. For the purposes of an election, a quorum shall be the eligible voting members being present. A majority is one vote greater than half the legal votes cast.
 - n) The ballots will be counted by the incumbent Councilors and recorded by the Secretary. First the Councilors, without opening any ballot, shall count the number of all the ballots and ensure that the count is exactly that of the total number of voting members present. If the count does not tally, all of these ballots must be destroyed without opening them, and the process repeated. When the ballot count is the same as the number of voters, the ballots shall be opened and tallied.
 - o) If one person receives at least one more than half the votes on the first ballot, that person is the newly elected President. If not, a second ballot will be held between the two members who have received the largest number of votes. Again, one person must receive at least one more than half the possible votes to be elected President. If necessary, a third and final ballot will take place. If this ballot fails to elect a President, the person who is senior in profession will be elected. If the two nominees have the same profession date, age will decide the election.
 - p) The incumbent President shall preside at the elections. After being elected, the new President shall preside over the remainder of the elections.
 - q) After the President is elected, the Nominating Committee spokesperson will announce the names of the nominees for Councilor. The new President will write those names on a board or chart paper, along with the names of those nominees for President who were not elected.
 - r) The President proceeds with the election beginning with the members' first choice for Councilor. The three incumbent Councilors collect the ballots and repeat the process as noted above for the election of the President. Once a Councilor has been elected, the process will be repeated for the remaining Councilors in succession. The slate of nominees in each case contains the names of all those not previously elected.
 - s) Upon completion of the voting for each Councilor, the President officially announces the results to the entire membership.
3. At a convenient time following the election and after careful consideration, the new Council will meet to appoint the Director of Formation from among those in the community who are definitively professed. When possible they should consult with the Spiritual Assistant.
 4. The procedure for the election of the Secretary and Treasurer should be left to the discretion of the newly elected Council [cf. *Const.* #50].
 5. The Provincial Council recommends that the Installation Ceremony of the new officers take place on or before the next meeting. The Spiritual Assistant, or, in his absence, the President, presides.

Sec. XIX: Guidelines for the Nominating Committee
(cf. Sec. XVIII, para. 2 above)

1. Once appointed the Nominating Committee has the responsibility to conduct the straw vote.
2. Leaders should be selected for the welfare of the Community. The Nominating Committee is charged with producing the best possible slate of candidates and keeping the results confidential until Election Day.
3. All members eligible for office ought to be willing to serve if called forth; however, for various reasons not all can successfully serve if called.
4. Members of the Nominating Committee must never influence or direct a prearranged outcome for Community elections. They must come to an agreement in their compilation of the slate of nominees.
5. In the event of a tie in straw votes, the Nominating Committee will add those names to the slate, even if it exceeds the recommended number of nominees.
6. Nominating Committee members may be on the slate of nominees if they receive straw votes.