



Saint Thomas More Region  
Secular Franciscan Order



Checklist for Local Fraternity  
Chapter of Elections

Four months prior to Elections

- Local Fraternity Minister notifies Regional Minister and Regional Spiritual Assistant of need to schedule forthcoming elections and agrees on date for Chapter of Elections.
- Council appoints Nominating Committee (preferably one chair and two helpers)
- Council provides the Nomination Committee Chair with the following:
  - Roster of all eligible voters
  - Forms with duties and responsibilities for each council position
  - Election Nomination Form
  - Election Tally Form
  - Report of Election Form

Three months prior to Elections

- Nominating Committee solicit nominations from all eligible members  
(Should try to get at least two people for each position.)

Eligible members should:

- Be professed
- Be in good standing with Fraternity (Active status)
- Be knowledgeable about duties of office
- Fill out Election Nominations Acceptance Form and turn in a resume

- Nominating Committee collects Nomination Forms and sends out Nomination letters to Nominees, asking them to return the Notice of Nomination filled out and signed with a resume.

One month prior to Elections

- Nomination Committee provides a copy of each nomination acceptance form and resume to eligible voters. This can be done at gathering or by email.
- Make whatever arrangements necessary to get Presider and Friar Witness to election site. This includes providing a place to stay if an overnight stay is required.
- Prepare following forms:

- Three (3) sets of blank ballots for each Council position and anticipated voters
- Three (3) sets of Election Tally Form, with names of those who are already nominated listed in alphabetical order and provide lines for any nominations from the floor.
- List of all eligible voters taken from roster, for Election Secretary to make a roll call before starting the vote.
- Five (5) sets of Report of Election Form

Arrange for:

- Table and chairs for Presider, Friar Witness and Election Secretary
- Table and chairs for Tellers to count and tally votes
- Chalk or markers and marking board to record votes (needs to be visible to all voting members)
- Basket or small box for tellers to collect ballots from voters
- Pens for anyone who may need one

### Checklist for Day of Elections

As per prior arrangements, get Presider and Friar Witness to Election site

Appoint an Election Secretary and two Tellers

Check for the following items to be available and in order, prior to Presider and Friar Witness arriving at election site:

- Table and chairs at front of room for Presider, Friar Witness and Election Secretary.
- Table and chairs for Tellers to count ballots and read out votes. This should be in a place for everyone be able to hear and see them.
- Three (3) sets of blank ballots for each office and eligible voter present
- Three (3) sets of Election Tally Form
- Five (5) sets of Report of Election Form
- Roster of all eligible voters for a roll call
- Chalk or marking board to record votes which needs to be visible to all voting members
- Basket or small box for tellers to collect ballots from voters
- Pens for anyone who may need one

Provide a separate seating area for those who are not eligible to vote

Be sure that those who are voting are seated so they can hear the proceedings

Assure that all nominees are present or that you are able to reach them by phone should they be elected. If not present, a letter confirming their election will have to be sent to them.