



# ELECTION PROCEEDINGS



## Before the Elections

### **The Presider:**

1. Makes sure the environment is suitable for the election procedure.
2. Reviews the nominations to make sure that they conform to the requirements enunciated by NAFRA.
3. Appoints a secretary of the elective chapter and two tellers (all active, professed brothers or sisters of the fraternity)
4. Announces that the Spiritual Assistant representing the Conference of Assistants of the next higher level is the official ecclesiastical witness.

**The Pastoral Witness** begins the prayer service from the ritual (p. 41) reads a selection from the Scripture or Writings of Francis. Gives a homily or instruction.

**The Presider** says the opening prayer and calls for complete silence.

**The Pastoral Witness** takes his/her place before the assembled fraternity to the right or left of the Presider.

## During the elections:

### **The Presider:**

1. Confirms the number of eligible voters, separates those who are nonvoting from voters, and announces the number for elections (e.g., 2/3 majority or absolute majority (half plus one) and directs the teller to write those numbers where all can see them clearly.
2. Oversees as the tellers count out the same number of ballots as voters.
3. Asks three times for additional nominations from the floor and then declares all nominations closed for that office.
4. Instructs the voters to mark only one name on the ballot.

### **The Tellers**

1. Counts number of ballots needed out loud.
2. Distribute ballots to voters.
3. Collect ballots and facing the assembly, count out loud the total number of ballots. One teller records result on a chalkboard, dry erase board, flipchart or electronic display, in view of everyone, writing the names of candidates for each office and to tally votes.
4. Tally the votes out loud, while the Secretary, Presider and Pastoral Witness confirm and record the tallies. The Secretary, Presider and Pastoral Witness each record the results on separate Tally Forms.

If there is no absolute majority vote for minister on the first ballot, repeat steps #5-7 above. If no one is elected on the second ballot, repeat #5-7 above, notifying the electors that the top two candidates of the second ballot are the only nominees for the third ballot. If there is a tie at the conclusion of this balloting, the senior by profession is deemed elected: if both were professed on the same day, the senior by age is then elected.

**The Secretary of Elections** announces the name of the person elected, according to the ritual.

**The Presider** asks if he/she accepts the mandate (cf. Ritual, p. 42).

Then following the same procedure, the balloting proceeds to the election of the vice-minister, secretary, treasurer, formation director and councilors.

[See NS 14.4 and GC 78.1].

At the end of the elections, the **Secretary** completes the official election results on the **Report of Election Form** and makes 4 more copies. All copies need to be signed by the **Secretary of Election, the Presider and the Pastoral witness as well as the 2 Tellers.**

Secretary distributes one copy each for the Presider, Pastoral witness, Regional Secretary, new local Minister and the new local Secretary. The Presider and Pastoral Witness will retain their copy of the Tally Form (with the Report of Election) and the Election Secretary will give her copy to the Local Fraternity Newly Elected Secretary to be kept on file.

#### After the elections:

1. The installation of the newly elected council should take place immediately after the elections.
2. The installation begins when the **newly elected Minister** makes the Profession of Faith by reciting the Creed in the name of the whole newly elected council. (Some fraternities have the tradition of all the members of the new council reciting the Creed together.)
3. Then the whole council together commits itself to its ministry of service according to the ritual (p. 42).
4. The **Presider** confirms the installation according to the ritual (p. 43) beginning with the words, "May the God of hope..."
5. **The Pastoral Witness** begins the common prayer according to the ritual (p. 43) beginning with the words, "Let us pray...."
6. After the common prayer, all come forward to greet and congratulate the newly elected council.
7. The ceremony may conclude with the blessing of the **Pastoral Witness.**
8. As soon as possible all previous council members should furnish the necessary documents and information to their successor.

At NAFRA's request these procedures finalized by the Conference of National Spiritual Assistants, August 2, 1994. Modified to conform with the revised National Statutes approved 7/4/2003.