



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 (preferably 2 years or more)
 - Be in good standing with Fraternity (Active status)
 - Be knowledgeable about duties of office (see Council Responsibilities Document)
 - Fill out Election Nominations Acceptance Form and provide 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 Pastoral 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, Pastoral 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 Pastoral Witness to Election site
- Check for the following items to be available and in order, prior to Presider and Pastoral Witness arriving at election site:
 - Table and chairs at front of room for Presider, Pastoral 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.
- Remind council to offer the Presider, Pastoral Witness a stipend. The Regional Fraternity will pay the travel costs.