



The National Fraternity of the Secular Franciscan Order – USA

Dear Regional Fraternity Minister,
Greetings and Peace!

Your Regional Fraternity will soon be celebrating a Chapter of Elections. As you know, the General Constitutions and the National Statutes are to be followed for a valid election (see attached file: Elections in the GC and NS). In the spirit of service some additional resources are included in this packet.

To help you prepare for the election, please review the attached Election Procedures document which gives some guidelines and outlines the steps the Presider will follow. If your Regional guidelines differ from these procedures, or if your Regional Fraternity has certain traditions that you follow, please make this known to the Presider in time for proper adjustments to be made.

Please note that the Presider, in collaboration with the outgoing Regional Minister, appoints the particular voting members who will serve as Secretary of the Election and Tellers. Please have several copies of the attached Report of Elections and Ballot and Vote Count forms ready for the appointed Secretary's use during the election.

Three weeks prior to the election please provide the Presider with the following: (1) a copy of your regional guidelines, (2) the slate of nominees, along with any accept/decline response forms or resumes, (3) contact information for the nominations committee chairperson and (4) any additional election or nomination guidelines, forms, rituals or minutes of any meetings which specify any such election or nomination procedures or requirements.

Please confirm with the Presider the scheduled day and time of the election as soon as possible, as well as the plans for the installation of the new council. Ideally the installation is scheduled within 24 hours after the election. The installation can be carried out according to the Ritual of the OFS or the Ritual can be adapted. (See the Preface of the Ritual 4.21, page 7-8.) Installation during a celebration of the Eucharist or Liturgy of the Word is certainly an option. The out-going Regional Executive Council members should be prepared to turn over their official records, at least symbolically, at the installation of the new council.

If I can be of further assistance, please let me know. Be assured of the prayers of the National Executive Council at this important time for your Region. God bless you!

Your sister in Christ and Francis,

Donna

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