



# Brothers and Sisters of Saint Francis Region Secular Franciscan Order

Alabama · Georgia · North Carolina · South Carolina · Tennessee

## CHAPTER OF ELECTIONS

### PREPARATION AND INFORMATION FOR FRATERNAL PRESIDER

- Check BSSF Directory to determine when fraternities in your area should schedule elections.
- Advise ministers to notify the regional minister and regional spiritual assistant three months in advance of desired date for elections. Regional minister responds in a letter.
- Review documents, listed below, and give or send to fraternity minister.
- Discuss transition from present council to incoming council.
- Check that records and resources are in order.
- Thank the outgoing council, after the elections, for their service to the fraternity.

\*\*\*\*\*

- Voting members will be the temporarily and perpetually professed members.
  - Voting members must be present on the day and in the designated place of the elections.
  - Voting by mail or proxy is not acceptable. (FAQ Concerning Elections)
  - An individual may nominate himself/herself for an office. (FAQ Concerning Elections)
  - An individual may campaign for oneself for office. (FAQ Concerning Elections)
- The spiritual assistant does not vote in the election.
- A local fraternity must vote for a formation director. [*General Constitutions*, article #49]
  - Source: The National Formation Commission second quarterly mailing - August 2, 2001: "Frequently Asked Questions (FAQ)- Is the local formation director elected or appointed?"
- The outgoing minister cannot be elected vice minister. [*cf. General Constitutions*, article #79.2]
- An individual, who arrives after the Rite of Elections has begun, may begin voting at that time. The individual does not add their vote to previously accepted elections.
- A professed member that cannot be present for the elections can be nominated for an office.
  - This should include a written statement of acceptance.
  - A proxy can accept the election of the absent professed member
- Fraternities will provide a stipend to the Visitors for travel expenses and honoraria. [*cf. National Statutes*, article #8.8 and *Regional Guidelines*, article #8.4]
- In accord with article #54.3 of the *General Constitutions*, for the fraternities at each level, a financial review must be done every 3 years, just prior to the end of the Council's term of office. This review may be conducted by a professional accountant who is not a member of the fraternity Council, or by a "board of examiners" established by the particular fraternity (consisting of two or more experts selected at large by the membership who are not also members of that fraternity's Council). A written report of such review must be given to the Council of the higher fraternity. [*cf. National Statutes*, article #4.5 and *Treasury Guidelines*, article #3]

Suggestion: Consider electing 1-3 councilors. The councilors could assist the council in special activities and would be available for the position of vice minister if the minister transfers or resigns for any reason. Also they would be available to assume any of the other positions if vacated through transfers or resignations. The councilors would attend the council gatherings and have a vote.

## DOCUMENTS TO GIVE OR SEND TO FRATERNITY MINISTER

1. Enclosed Documents for Fraternity (Face Sheet)
2. Prayer For Selection Of A New Council
3. Nomination Procedures and Information for Fraternity
4. The Fraternity Council and The Offices in the Fraternity
5. Records and Resources to be Maintained
6. Elections in the *General Constitutions* and *National Statutes*
7. The Ecclesiastical Witness At Elections
8. Request of Regional Spiritual Assistant to Delegate Ecclesiastical Witness
9. Delegation of Ecclesiastical Witness by Regional Spiritual Assistant
10. 8 x10 Program: Celebration of the Chapter of Elections without Mass of Installation (Sample)
11. Booklet Program: Celebration of the Chapter of Elections without Mass of Installation (Sample)
12. Booklet Program: Celebration of the Chapter of Elections with Mass of Installation (Sample)
13. Suggested Election Procedures
14. Forms for Rite of Election (Two)

June 24, 2003 Revision:  
February 10, 2004