**Local Fraternity Election Procedures**

Based on/an adaptation of the OFS-USA Procedures for Regional Fraternity Elections

The Regional Minister of the St. Katharine Drexel Regional Fraternity, Secular Franciscan Order, per Article 63.2 of the OFS General Constitutions, has responsibilities regarding Elections and Visitations for Local Fraternities within its Regional boundaries. If unable to be present for the Local Fraternity’s Chapter of Elections, the Regional Minister may delegate someone to preside. The following election procedures were developed to assist both the Presider and the Local Fraternity.

**Review of Essential Documents**: All who participate in a Chapter of Elections should be familiar with the sections regarding elections in the General Constitutions of the Secular Franciscan Order (GC), the National Statues of the Secular Franciscan Order in the United States of America (NS), and the Ritual of the Secular Franciscan Order (Ritual).

**Nominations**: It shall be the duty of the Nominations Committee/Chair to ensure that each candidate meets the qualifications for the office for which she or he is proposed, has reviewed the duties of that office, and is willing to serve if elected. (NS 11.3) The Presider will review all nominations, including those from the floor, to make sure they conform to the requirements outlined in the GC and NS.

During the elective Chapter, the Presider will make three calls for nominations. All three calls can be made immediately prior to the vote for that position. In any case, a final call for nominations to a particular office must be done immediately before the vote is taken for that position. Only the voting members may make nominations from the floor. Candidates nominated from the floor must be present to accept the nomination, or alternatively a dated and signed letter from the nominee indicating both the willingness to run and acceptance of the election if elected, must be presented upon nomination. A phone call to the nominee to confirm acceptance of the nomination and a second phone call after the election to determine acceptance of election, is also acceptable.

**Preparations for the Election:**

 The Local Fraternity is asked to provide the following:

* A copy of the required audit, or financial review (Note: This document remains with the records of the fraternity after review by the Presider)
* A copy of Regional Guidelines for the Presider
* A copy of the Ritual for the Secretary of the Election
* A head table with 4 chairs facing the assembly