

ELECTIVE CHAPTER PROGRAM (Participants' Copy)

Name of Fraternity:

Fraternity Location:

City:

Province:

Date:

Note: The Elective Chapter Program's content is taken from the Ritual, the General Constitutions and the Statutes. The Presider should prepare sufficient copies of the "Program for Participants" for all members present at the Elective Chapter.

Election

Name of Presider and Position:

1. Opening Remarks – Presider: _____ Ritual: p. 41

2. Invocation of the Holy Spirit _____

Lord, watch over these, Your servants.

May the Spirit of Your love penetrate our hearts,

So that Your grace will straighten us

To keep our commitment to the gospel life.

May the Holy Spirit be in our hearts on this day and always. Amen

(Short Silent Reflection)

3. Scripture Reading: 1 Cor 12:4-11 _____

There is a variety of gifts but always the same Spirit; there are all sorts of service to be done, but always to the same Lord; working in all sorts of different ways in different people, it is the same God who is working in all of them. The particular way in which the Spirit is given to each person is for a good purpose. One may have the gift of preaching with wisdom given him by the Spirit; another may have the gift of preaching instruction given him by the same Spirit; and another the gift of faith given by the same Spirit; another again the gift of healing, through this one Spirit; one, the gift of miracles; another, prophecy; another, the gift of recognizing spirits; another the gift of tongues and another the ability to interpret them. All these are the work of one and the same Spirit, who distributes different gifts to different people just as he chooses.

(Short Silent Reflection)

4. Presider: (Ritual: p. 41)

Almighty, most high and supreme God, Father, holy and just,

Lord, King of heaven and earth: we give you thanks for yourself.

Of Your own will you created all things spiritual and physical,
 Made us in your image and likeness,
 And gave us a place in Paradise, through your only Son, in the Holy Spirit.
 We trust in you and we ask for your light so that we may choose those
 Who will properly serve our fraternity through their leadership.
 Help us to select those who are able
 to animate and guide us by their example,
 their virtues and prudent decisions
 so that the gospel of Jesus in the spirit of St. Francis
 may come alive in our community.
 We ask this through Christ our Lord.

All: Amen.

5. Presider designates a Secretary, two Scrutineers (Tellers) and two Door Guardians (Door Monitors).

Names:

Secretary

2 Scrutineers 1) 2)

2 Guardians 1) 2)

6. Presider: Explanation of election rules

- Quorum is... “more than 50%” of the members called to the Fraternity Elective Chapter.
- Absolute Majority is the whole number following the number of half of the persons eligible to vote. (50% + 1)
- Who can vote: The temporarily professed members have active voice, that is, they can elect.
- Who can be elected: Permanently professed members have active voice, that is, they can elect, and passive voice, that is, they can be elected.

Other Rules for the election:

- Door Guardians will not allow anyone back in room if someone leaves during the election. If you need a WC break... please go now ...
- The votes are by Secret Ballot, even if only one person is running for a position
- If you are unsure about your vote, leave the ballot blank
- “Only one name can be marked on each ballot. This name can be from the list of individuals nominated, or can be any professed Secular Franciscan.”
- Positions eligible for vote are Minister, Vice Minister, Secretary, Treasurer, and Formation Director
- The term of Council members is 3 years
- Ministers cannot take on the additional role of Vice Minister
- Secretaries cannot take on the additional role of Treasurer
- The outgoing Minister cannot be voted in as Vice Minister

START OF ELECTION

7. The presider calls the roll of all members eligible to vote to establish the number for majority

- Read member's names from the list provided. Those present should answer **Present**.
Write down the number present: _____
Write down the absolute majority : _____ (50%+1)
Write down 2/3 of number present: _____ (in case of third term)

Nominations

8. Presider asks the Chair of the Nominating Committee to present names of those nominated for Council positions. The names are written on the chart.

The election order is:

Minister	Duties: GC 51
Vice Minister	Duties: GC 52.1
Secretary	Duties: GC 52.2
Treasurer	Duties: GC 52.4
Formation Director	Duties: GC 52.3

Each position is elected individually starting with the Minister of the Fraternity.

The Presider then calls for any other nominations from the floor:

1st call for Nominations

- Nominations from the floor with a Seconder
- Secretary or Scrutineer writes names on Board
- Presider asks the person nominated: Do you accept the nomination for....

At this point the Presider can read and discuss briefly the *Council duties* for the particular position. This can help those nominated understand the roles they are potentially taking on, and those voting- what they are voting for.

2nd call for Nominations

- Nominations from the floor with a Seconder
- Secretary or Scrutineer writes names on Board
- Ask the person: Do you accept the nomination for....

3rd call for Nominations

- Nominations from the floor with a Seconder
- Secretary or Scrutineer writes names on Board
- Ask the person: Do you accept the nomination for....

Speech: After nominations for particular position are closed, the Presider gives each Candidate about 2 minutes to speak about themselves if they wish to do so.

The Vote

After the speeches are completed, the Presider asks the two Scrutineers to count the unmarked ballots, to ensure the number matches the number of voting members present. The Scrutineers then distribute these ballots to the voting members, and later collect them. They then count the ballots aloud in front of the membership so all can hear. The number of votes is written next to each candidate's name on the chart.

After Ballots Counted: The vote result is taken to the Secretary of Elections who states:

“In the name of Christ. Amen. I announce that the new elected (minister, vice-minister, treasurer, secretary, director of formation) of the _____ Fraternity is N.N.”

Newly elected person stands and the Presider asks: “ N.N., do you accept this election?”

The newly elected person responds: “Yes, I do”

Presider responds: “In the name of the Church, and the Franciscan Family, I confirm the election of N.N. _____ as _____ of _____ Fraternity of the Secular Franciscan Order.”

If the individual accepts results of election, the Presider then invites those present to applaud.

This process continues until all positions have been voted on.

9. Hymn of thanksgiving: *Prayer of St. Francis* (or another appropriate hymn)

Make me a channel of your peace,
Where there is hatred, let me bring Your love,
Where there is injury, Your pardon Lord,
And where there's doubt, true faith in You

Make me a channel of your peace,
Where there's despair in life let me bring hope,
Where there is darkness - only light,
And where there's sadness, ever joy

Oh Master, grant that I may never seek,
So much to be consoled as to console,
To be understood, as to understand,
To be loved, as to love with all my soul

Make me a channel of your peace,
It is in pardoning that we are pardoned,
In giving to ourselves that we receive,
And in dying that we're born to eternal life.

10. At the end of the Election process, the Presider invites the newly elected Minister to recite the Creed in the name of the whole council.

I believe in God the Father Almighty, Creator of Heaven and earth, and in Jesus Christ, His only Son, our Lord Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hell; on the third day He arose again from the dead; He ascended into Heaven and is seated at the right hand of God the Father Almighty, from there He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the Communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting. **Amen.**

11. The newly elected Council recites the following prayer in unison:

We, the council members of _____ Fraternity, accept this responsibility and service of leadership. Before almighty God, we promise to live daily the Gospel life in the spirit of our seraphic father St. Francis and to exercise our new ministry to the best of our ability. We ask the guidance of the Holy Spirit and the cooperation of this fraternity, so that together as the Family of Francis we may witness to the Gospel, may be instruments of peace, and may build a more fraternal and evangelical world, so that the Kingdom of God may be brought about more effectively.

12. Presider:

May the God of hope
bring you such joy and peace in your faith
that the power of the Holy Spirit
will remove all bounds to hope (Rom 15:13)

All: Blessed be God forever!

13. The Presider continues:

Let us pray for those who have been elected.
Through their service of animating and guiding the fraternity,
may we all live our faith more deeply,
witness to Christ more bravely,
and work to prepare the kingdom of God more enthusiastically.

14. Let us all pray together:

Most generous Father, grant,
through the dedicated efforts of our new leaders
who have been called to serve our fraternity,
that all of us may know you better,
and make you known to all.
May we live more vigorously the gospel way of life
that you inspired through Francis of Assisi.
We ask this through Christ our Lord. **Amen.**

15. Thanking the Outgoing Council (take photo). Former Minister gives the Presider a symbol of the outgoing Council's work. Applause!
16. Welcome to the New Council (take photo). The Presider presents the symbol of outgoing Council's work to the new Council. Applause!
17. Motion to destroy the ballots. Seconded.
18. Conclusion: Prayer and a Blessing of the Assembly (The witness representing the First Order)

19. Please note:

Secretary needs to obtain the names, addresses, telephone numbers and emails of all new Council members and enter this into the Minutes.

Minutes are to be sent to Presider as soon as possible for review, and if any revisions are necessary, these are made. The final version is signed by the Presider, and then circulated to the Regional Minister, Regional Council members and the Fraternity Minister.