DIOCESAN COUNCIL NOMINATION AND ELECTIONS GUIDELINES

For the purposes of loading the files on the Manitoba Provincial Council Website, some of the files have had to be combined and any headers and footers removed.

Please refer to the Table of Contents for **TAB** references if you choose to print and assemble into a binder.

Some documents are in PDF fillable allowing for the fields to be completed with applicable information. Expect that the font may become smaller if the information you insert exceeds the allocated space.

Other documents are in Word format allowing for yellow highlighted areas and underlining to be removed and replaced with applicable information.

The document you have developed should then be saved in your computer with a new file name. (Remove Tab #)

The information should be used when holding elections at diocesan level.

Information is taken from the *Constitution & Bylaws* (2013) and *National Manual of Policy and Procedure* and are cited accordingly.

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E-files of working documents are available on the Manitoba Provincial Council website (www.cwlmanitoba.ca) and need only to be edited and/ or deleted per highlighted areas.
The TABS indicated with an **asterisk (*)** have been combined into one document.

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DIOCESAN COUNCIL ELECTIONS REGISTER

- Use this file to develop the Diocesan Council *Elections Register* for current election year editing the highlighted areas.

- Enter the necessary information for **diocesan officers** and **parish council presidents**, keeping **each term** on a separate page.

- **Print, insert in binder *(TAB 26)* and save on flash drive**.

- THIS INFORMATION **MUST BE KEPT CONFIDENTIAL** IN ACCORDANCE WITH THE **LEAGUE PRIVACY POLICY**.

- PLEASE ADD THIS INFORMATION TO ***TAB 26*** WHEN THE DIOCESAN COUNCIL'S *ELECTIONS REGISTER* HAS BEEN DEVELOPED. ONLY KEEP THE LATEST *ELECTIONS REGISTER* IN THIS TAB - REMOVE OTHERS AND SHRED.

Nominations and Elections Committees

Parish: At the regular November meeting prior to an election year, a nominations and elections committee, consisting of three experienced members of the council concerned, shall be appointed by the parish president in consultation with the spiritual advisor. The chairperson of the committee shall not be a candidate for office. She shall be prepared to conduct the elections at the parish meeting when elections will be held.

Diocesan/Provincial/National: On or before December 15th, prior to an election year, a nominations and elections committee consisting of three experienced members shall be appointed by the council president in consultation with the spiritual advisor. The chairperson of the committee shall not be a candidate for office. The chairperson shall be prepared to conduct the elections at the annual diocesan/provincial/national convention.

Nominations

Parish Nominations

1. Where there is a president-elect, she must be contacted by the chairperson to affirm her willingness to assume the office of president.
2. If the office of president-elect is vacant, nominations should be sought for the office of president.
3. At the December meeting, the chairperson of the nominations and elections committee shall post the list of all general members of the parish council, the names of the present executive officers and their eligibility for nomination.
4. At the December meeting, the chairperson shall have nomination forms available for distribution to all members. In addition, the committee, in consultation with the executive, shall determine whether a nomination form should be: (1) mailed to all other members, or (2) distributed at church.
5. Any member may submit a nomination form. A member may be nominated for more than one office. All nomination forms must be signed.
6. Nomination forms shall be received by the committee within three weeks of the date of the December meeting.
7. All members nominated shall be contacted by the nominations and elections committee to determine if they are willing to stand for the office(s) for which they are nominated. In making such contact, no reference should be made to the number of nominations received or the names or persons submitting the nominations.
8. The committee shall seek nominees for any office where no nomination or acceptance of nomination has been received by the deadline date inscribed on the nomination form.

Diocesan/Provincial/National Nominations

The documents required in preparation for an election are as follows:

- Elections Register — general listing of names and term(s) of office of all eligible current and past executive members

- Eligibility List — names of members who are eligible for nomination to diocesan/provincial/national council
- Acceptance List — names of members who are willing to accept nomination to office
- Candidates List — final list of members nominated for elected office

Elections Register

On January 1st of each year, an Elections Register must be prepared/updated by the recording secretary. In an election year, the updated register should be given to the chairperson of the nominations and elections committee. At the national level, the Elections Register is updated by the executive director. The Elections Register contains the names of all current and past executive members in accordance with C&B, Part XVI, Sections 1(b), (c) & (d):

- current — present officers except for the past president and council presidents who will have completed their term of office at the time of the election
- past — those not currently serving as a member of the executive who are eligible to remain on the Elections Register

It is essential that the list record the year that a member comes onto the executive, the year she becomes eligible (at the end of her full term) and the number of years she has been eligible. It is helpful to prepare a chart to accurately record this information. See the sample Elections Registers that follow. All samples shown in this section are provided as a guideline and can be adapted to suit a council's needs.

SAMPLE #1:

NAME	ADDRESS	COUNCIL	DIOCESE or PARISH PROVINCE	08-10	10-12	12-14
Brown, Jane	29 Eden St. Anytown, ON A1B 2C3	St. Andrew's	X	X	X	X

SAMPLE #2

In a looseleaf binder, designate a page for each parish council in the diocese on which is recorded the name of the president and the years of the term she has served. On January 1st of each year, update each page to reflect the name of the current president. A list of the current diocesan executive should also be included showing the current office held by each.

ST. ANDREW PARISH COUNCIL

NAME	ADDRESS	PHONE	TERM
Andrews, Sophie	Box 1234, Anytown, ON	555-1234	2006-08
Sand, Bridget	456 Smith St., Anycity, ON	555-0987	2008-10
Peoples, Ann	2 June Ave., Anytown, ON	555-6543	2010-12
Rush, Ina	RR#0, Anyarea, ON	555-4567	2012-14

SAMPLE #3

This sample has been prepared using even-numbered election years. Eligibility begins on January 1st of the first year eligible. Removal from the register occurs on December 31st of the third election, if the member has not been re-elected.

ELECTIONS REGISTER – January 1, 2014

NAME	PRESENT POSITION	1ST YR.ON EXECUTIVE	1st YR. ELIGIBLE	YEAR OFF REGISTER	YR.RE-ELECTED	YEAR OFF REGISTER
Brown, Jane	1st Vice-Pr	2009	2011	2017		
Smith, Ann		2004	2006	2012	2006-08	2014
Jones, Mary	Treas.(2)	2006	2008	2014	2008-10	2016
Lee, Roberta	Dio/Pr.Pres.	2013	2015	2021		
Macken, A.	Chairperson	2005	2007	2013		
Lewis, Beth	Secretary	2012	2014	2020		
Fiction, Sue	Dio/Pr.Pres	2007	2008	2014	2008-10	2016

Eligibility List

1. From the Elections Register, the chairperson and the members of the nominations and elections committee identify the names of those who are eligible for the upcoming election according to Part XVI, Sections 1 and 2. An Eligibility List is prepared listing the names of members eligible for nomination to office, including council presidents in the second year of their term of office and who will have completed their term of office at the time of the election.
2. In councils where there is a president-elect, she should be contacted to affirm her willingness to assume the office of president for the coming two-year term. Her reply must be received before the Eligibility List can be completed.
3. Names appearing on the Eligibility List should also specify nomination restrictions, if any. [C&B, Part XVI, Section 2(b) & (c)]

SAMPLE

Using sample #3 2014 Elections Register, the following members' names are transferred to an Eligibility List:

Brown, Jane
Smith, Ann
Jones, Mary – not eligible for office of treasurer, has served two terms
Lewis, Beth
Fiction, Sue

Not eligible:

Lee, Roberta – is currently serving first year of term as parish/diocesan president and is therefore not eligible yet

Macken, Alberta – came on executive in 2005, was eligible for election in 2007, but chose not to let her name stand; her name remained on the Elections Register for three elections and is removed from the elections register as of December 31, 2013

Nominations

1. If the office of president-elect is vacant, nominations must be sought for president.
2. On or before January 15th, the chairperson sends a letter, which includes the list of offices, to each member on the Eligibility List, asking if she is willing to accept nomination and if so, for which office(s). For national elections, the letters are sent by the executive director on or before March 31st. Included with the letters from national office is a form on which the member will provide a brief résumé of her League service, as well as position descriptions for each office.
3. A written reply will be requested and if the member is willing to accept nomination, a brief résumé of her League service and experience should be included.
4. A member who has completed serving her term (or allowed consecutive terms in the case of standing committee chairperson and treasurer) shall not accept nomination to that position or to other previously held postions.
5. Replies should be sent to the chairperson of nominations and elections whose name and address should be specified in the letter. For national elections, the replies are sent to the executive director.
6. If no reply is received by the deadline date stated in the letter, it will be presumed that the member has not accepted nomination for any office.

Acceptance List

Following receipt of the replies from the members on the Eligibility List, an Acceptance List is prepared by the chairperson (executive director for national elections) showing the names of those members who have consented to let their name stand and office(s) for which they are willing to accept nomination.

SAMPLE

Acceptance List

President-elect	First Vice	Second Vice	Secretary	Treasurer	Chairperson
Jane Brown	Mary Jones	Beth Lewis		Beth Lewis	Sue Fiction
Mary Jones				Sue Fiction	

Note 1: Ann Smith replied stating she did not wish to let her name stand for nomination.

Note 2: If there has been no president-elect to assume the office of president, an additional column must be added to accommodate the office of president.

The chairperson (executive director for national elections) sends a letter and the Acceptance List to:

- the voting delegates along with a copy of the candidates' résumés and a nomination form indicating the deadline date for the return of the nomination form
- each member on the Acceptance List as a courtesy
- the president-elect and president as a courtesy

For national, the executive director will provide a copy of the acceptance list to the national chairperson of elections.

Nomination Form Completion by Parish/Diocese/Province

1. A copy of the Acceptance List, with résumés, may be distributed to each executive member prior to or at the pre-convention executive meeting.
2. Only the names that appear on the Acceptance List and the office(s) for which they are willing to accept nomination can be used in the nominating process. A member may not be nominated for an office(s) for which she has not agreed to stand.
3. If a member has allowed her name to stand for more than one office, she may be nominated for one or all offices for which she has allowed her name to stand.
4. A member who has completed serving her term (or allowed consecutive terms in the case of standing committee chairperson and treasurer) shall not be nominated to that position or to other previously held positions.
5. The nomination form shall be completed at the pre-convention executive meeting of the parish/diocesan/provincial council, by ballot or consensus, using only the names on the Acceptance List.
6. Serious consideration and discussion should be given to nominating members on the Acceptance List who have demonstrated a genuine desire to carry out their responsibilities for the good of the League, by the leadership they bring to the tasks entrusted to them and on their past record of service to the League.
7. If the president, or the past president, has allowed her name to stand for nomination to the next level of the League (as her term will be completed by the time of that convention), she shall hand over the chair of the meeting to the president-elect and remove herself from the room so that the present council can speak freely about the candidates.
8. The names of those being nominated shall be announced to the executive but kept confidential until after the elections. The nomination form shall be signed by the presiding chairperson and secretary of the council. The presiding chairperson is likely the person who will carry the instructed vote to the convention and therefore the president (or past president) will not need to be informed of the results of the nomination process.
9. The nomination form is forwarded to the chairperson of the nominations and elections committee at the next level, adhering to the deadline date in the letter. For national elections, the nomination form shall be returned by priority post or registered mail to the executive director immediately following the provincial council's annual convention.
10. The names and offices for which members are nominated should be recorded in the minutes of the parish/diocesan/provincial executive meeting.

Candidates List

1. Following receipt of all completed nomination forms, the chairperson of the nominations and elections committee (executive director for national elections) prepares a Candidates List with the names of members and the office(s) for which they are nominated. For national, the executive director will provide a copy of the candidates list to the national chairperson of elections. Prior to the deadline date inscribed on the nomination form, if a nomination form has not been received from a council or councils, the chairperson will contact the council president(s) stressing the importance of the nominating procedure and requesting that the

nomination form be submitted. If the deadline date has passed, that council forfeits its privilege to nominate candidates for election.

2. Using the Candidates List, the chairperson (executive director for national elections) shall notify each member in writing of the office(s) for which she has been nominated. No information shall be given regarding the number of nominations received. No reply is required.
3. The chairperson of the nominations and elections committee (executive director for national elections) shall send a letter to any member on the Acceptance List not nominated for office advising her of this fact.

Elections

Confidentiality must be respected at all times during elections procedures.

Question	Parish	Diocese/Province	National
Who can vote?	Every member, including those on the nominations and elections committee	Parish/diocesan voting delegates	Provincial voting delegates
When is the election held?	At the January/February annual meeting	At the annual convention	
Is there an instructed vote on the first ballot?	No	Yes	

1. The president shall appoint a member, who is not a candidate for office, to be secretary of elections. At the national level, the executive director shall act as secretary of elections.
2. The president remains in the chair to preside over the annual meeting/convention, which is still in session. At the request of the president, the chairperson of elections provides a brief overview of the elections procedure. The president announces the voting results provided to her by the elections committee.
3. Prior to the actual election, the committee shall prepare on a flip chart or board, a complete list of offices and the names of the candidates for each office. This list is kept in confidence until time for its posting.
4. At the parish level, the elections committee may request candidates to speak for a short time (approximately two minutes) about their objectives and experiences.
5. At the national level only, once the nomination forms have been received, the executive director shall provide the chairperson of elections with a copy of the Candidates' List including the office(s) for which candidates were nominated, and copies of the nomination forms submitted by the provincial councils.
6. After the Candidates' List is posted at the beginning of the elections procedure, the chairperson introduces the candidates for office.
7. At the national level only, the procedure for electing national officers is conducted within the context of a liturgical service and according to the Rite of Election of Officers as outlined in the *Handbook for Spiritual Advisors* and the *Ceremonies Booklet*.

8. For elections at every level except the parish level, the chairperson explains the instructed vote. Instructed vote means that on the first ballot, the voting delegate must vote for her council's nominees as previously determined by the council executive. If she is unsure about her council's nominees, she should ask to see her council's completed nomination form. If the voting delegate does not have an instructed vote from the executive, the council forfeits its privilege to vote on the first ballot and all subsequent ballots for that position. If a voting delegate does not attend the convention, the council forfeits its privilege to vote. If there is no majority on the first ballot, then the voting delegates are free to vote on the second and any subsequent ballots, and those voting delegates are free to vote for the nominee of their choice in any succeeding ballots. See Part XV, Section 3.
9. The chairperson of the nominations and elections committee requests a decision from the voting members as to whether or not the result of any ballot will be made known. (This could apply when no majority has been obtained or if there is a tie vote. The number of votes and corresponding name for each candidate for a particular position could then be shown only to the voting delegates in confidence prior to the next ballot being taken.)
10. When a president-elect has served a two-year term, she automatically becomes president. The voting will commence therefore, with the office of president-elect and continue in the order outlined in Part XI, Sections 1 – 3. Where the office of president-elect is vacant and there is no president-elect to become president, voting will commence with the office of president.
11. A member may be nominated for more than one office and when elected to an office, her name is removed from the Candidates List for other offices. When instructed votes apply and this happens, voting delegates are released from their instructed vote and each voting delegate may vote for the candidate of her choice.
12. If there is only one candidate for an office, a voting delegate moves that the candidate be declared elected, to be seconded by another voting delegate, and then voted on by all voting delegates.
13. Election of Officers shall be by majority vote:
    a. When a majority vote (more than half) has been obtained, the successful candidate shall be declared elected by the president.
    b. When no majority vote has been obtained, a second ballot will then be taken and, if necessary, a third.
    c. If three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, a fourth ballot will be taken using only the names of the tied candidates.
14. Election of Chairpersons shall be by plurality vote:
    a. The chairperson announces the number of chairpersons required to be elected. Chairpersons are not elected to a specific standing committee.
    b. Standing committees are assigned to chairpersons at the executive meeting immediately following election.
    c. If only the required number of candidates are standing for the office of chairperson, a voting delegate moves that the candidates be declared elected, to be seconded by another voting delegate, and then voted on by all voting delegates.

d. Ballots are distributed and members are asked to write the names of candidates for whom they wish to vote on one ballot. They may vote for the required number or less. Voting for more than the required number of candidates will result in a spoiled ballot.
e. After the ballots are collected and the votes are counted, the president declares elected those candidates who have received the highest number of votes.
f. In the event of a tie involving the final position of the required number, balloting shall continue until the required number of candidates is elected.
g. The president announces the successful candidates in alphabetical order.

15. The ballots shall be counted by members of the nominations and elections committee and the spiritual advisor.
16. Any office left vacant following the election shall be filled by appointment from those eligible for nomination to office, except for the offices of president and president-elect. The member shall be appointed by the president in consultation with the executive and spiritual advisor and shall serve until the next election. If the office of president is vacant following elections, an "acting president" should be approved by motion of the membership of the council.
17. When results of the election have been duly recorded, the nomination forms and the ballots shall be destroyed by the committee and the nominations and elections committee dissolved. Results of the elections (name and office) must be recorded in the annual meeting/convention minutes.
18. The newly elected officers are introduced by the outgoing past president and assume the duties and responsibilities of their respective office immediately following the annual meeting.
19. The formal installation of officers may take place at the convenience of the council in consultation with the spiritual advisor.

Example of Plurality Vote to Elect Five Chairpersons

After the first ballot was counted –

(1) Member A received 14 votes
Member B received 10 votes
Member C received 10 votes
Member D received 9 votes
Member E received 7 votes
Member F received 6 votes

ABCDE are declared elected

(2) Member A received 14 votes
Member B received 10 votes
Member C received 8 votes
Member D received 8 votes
Member E received 8 votes
Member F received 8 votes

A and B are declared elected. There is a tie involving the final positions, so further balloting is necessary. On the 2nd ballot, members will vote for three chairpersons from the remaining nominees. Voting will continue until the required number of candidates are elected.

[the next page is page 121.]

DIOCESAN COUNCIL ELIGIBILITY LIST

- Use this file to develop the Diocesan Council *Eligibility List* for the current election year editing the highlighted areas.

- Enter the necessary information for **diocesan officers** and **parish council presidents**, keeping each term on a separate page.

- **Print, insert in Nominations and Elections binder and save on flash drive**.

- THIS INFORMATION **MUST BE KEPT CONFIDENTIAL** IN ACCORDANCE WITH THE **LEAGUE PRIVACY POLICY**.

- PLEASE ADD THIS INFORMATION TO ***TAB 26*** WHEN THE DIOCESAN COUNCIL'S *ELIGIBILITY LIST* HAS BEEN DEVELOPED. ONLY KEEP THE LATEST *ELIGIBILITY LIST* IN THIS TAB - REMOVE OTHERS AND SHRED.

DIOCESAN COUNCIL ELECTIONS

VOTING BY BALLOT

Part XVI Section 5: Election of Officers

(a) For the election of officers, the instructed vote applies **on the first ballot only**.
(b) If the voting delegate does not have an instructed vote from the executive, she forfeits her privilege to vote on first and all subsequent ballots for that position.
(c) **Election shall be by ballot vote** unless there is only one candidate for an office or only the required number of candidates for the office of chairperson, in which case approval shall be by motion to declare the candidate(s) elected.
(d) (i) Where a majority vote prevails, if three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, a fourth ballot using only the names of the tied candidates, will be taken.
(ii) Where a plurality vote prevails, the required number of candidates receiving the highest number of votes shall be declared elected. In the event of a tie, further balloting shall continue until the required number of candidates is elected.
(e) Any office left vacant following the election **shall be filled from those eligible for nomination** to office in that council.
(f) Nomination forms and ballots shall be destroyed following the election.

1. The ballot template **(TAB 23)** can be photocopied and used for the election process.

2. The voting delegates would write in the name from their instructed vote on the ballot.

3. **Exception** - **Standing Committee Ballot** - The number would be changed depending on whether a President-Elect, 1st and 2nd Vice Presidents have been elected. These positions would be assigned a standing committee (i.e. President-Elect - Organization, etc.) therefore this would reduce the number of standing committee chairpersons required to still be elected.

4. Multiple ballots are provided in case there are additional votes taken. (i.e. not a clear majority o in the case of a tie vote)

PREFACE & POINT FORM SUMMARY
DIOCESAN ELECTIONS PROCEDURES

- Refer to ***Constitution & Bylaws 2013*** *(PART XVI)* and ***National Manual of Policy and Procedure*** *(Section 7)* for current and additional information concerning eligibility, nominations and elections.
- Refer to National Council website (**www.cwl.ca**) for current information and any revisions to the above publications.
- **The information in this document is sourced from *Constitution & Bylaws 2013* and *National Manual of Policy and Procedure* (2018 revision).**
- Additional information is provided to complete the election process.
- **This elections process introduces email into the election process**.

Electronic files of working documents to conduct diocesan council's elections can be downloaded from the Manitoba Provincial Council website (www.cwlmanitoba.ca).

- On or before **December 15th,** prior to an election year, a **nominations and elections committee** consisting of three experienced members shall be appointed by the diocesan president in consultation with the spiritual advisor. **The chairperson of the committee shall not be candidate for office.** The chairperson shall be prepared to conduct the elections at the annual diocesan convention.

The diocesan council shall meet in annual convention in April or May for the purpose of promoting the Objects and Policy of the League, planning future programs, receiving annual reports, and the election of officers if applicable.

- Due notice having been given, **ten percent of the voting members shall constitute a quorum**.

- A complete binder is **kept by the diocesan council president.**
- Prior to an election year the binder is provided to the appointed chairperson of Nominations and Elections Committee.
- The chairperson of the nominations and elections committee **shall return the Nomination and Elections binder** to the diocesan council president **immediately following elections**.

The Nominations and Elections Committee Chairperson should refer to ***Important Notes and Recommendations*** **(TAB 2)** of this document before starting the election process.

1. *Eligibility for Office*

At diocesan level, members eligible for nomination to office shall be:

(i) present officers, except for the past president, who, at the time of election, have served a full term, subject to provisions of *Part XVI, Section 2*.

(ii) parish council presidents who, at the time of election, have served a full term

(iii) A member eligible for nomination to office at diocesan level in one diocese shall be eligible for nomination to office at diocesan level in any other diocese to which she has moved.

(iv) Diocesan officers, except for the diocesan past president, and parish council presidents shall remain eligible for **three** elections following the term last served.

At all levels: *PART XVI, Section 1 (e)*

- A member shall hold only one office, at a time, at the level concerned. The president-elect (if applicable) and vice-president(s) shall chair a standing committee, which shall be considered one office.
- If an officer, at any level, has been removed, in accordance with *Part XI, Section 5*, her existing eligibility is forfeited.

2. *Term of Office*

1. The term of office for elected officers shall be **two years.**
2. An elected or appointed officer shall serve only **one full term in the same office except chairpersons and treasurers** who may be elected to a **second consecutive term**.
   - A **chairperson** shall be given a **different standing committee** in her **second consecutive term**.
3. If the time served by an **appointed officer** is more than one year, it shall be considered a full term.

3. Nominations and Elections Committee

- On or before **December 15th**, prior to an election year, a **nominations and elections committee** consisting of three experienced members shall be appointed by the diocesan council president in consultation with the spiritual advisor.
- The chairperson of the committee shall not be a candidate for office.
- The chairperson shall be prepared to conduct the elections at the annual diocesan convention when elections will be held.

Nominations and Elections Committee shall be comprised of a **minimum of three persons**; for example:

- Diocesan Past President
  - not a candidate for office and may be the chairperson
- Two previous Past Presidents or Life Members
- Diocesan Spiritual Advisor (Ex Officio) Official witness of the ballot count.

4. Nominations

NOMINATIONS FROM THE FLOOR ARE NOT PERMISSABLE.

The documents required in preparation for an election are as follows:

- ***Elections Register*** – general listing of names and term(s) of office of all eligible current and past executive members
- ***Eligibility List –*** names of members who are eligible for nomination to diocesan council
- ***Acceptance List*** – names of members who are willing to accept nomination to office
- ***Candidates List*** – final list of members nominated for elected office

A. Elections Register

1. The Past President may be consulted when compiling the *Elections Register*.
2. An e-file of an *Elections Register* **(TAB 4)** should be available for annual updating.

On **January 1st of each year**, an *Elections Register* must be **prepared/updated** by the **recording secretary**. **In an election year**, the updated register should be given to the chairperson of the nominations and elections committee. The *Elections Register* contains the names of all **current** and **past** executive members in accordance with *C&B, Part XVI, Section 1(b):*

- **current** - present officers except for the past president and parish council presidents who will have completed their term of office at the time of the election

- **past** - those not currently serving as a member of the executive who are eligible to remain on the *Elections Register* (They are eligible for three terms.)

It is essential that the list record the year that a member comes onto the executive, the year she becomes eligible (**at the end of her full term**) and the number of years she has been eligible. It is helpful to prepare a chart to accurately record this information.

(An electronic file [sample] of the *Elections Register* is available on the Manitoba Provincial Council website (www.cwlmanitoba.ca). Additionally, samples are shown in the *National Manual of Policy and Procedure* as a guideline and can be adapted to suit your council's needs.)

Refer to *ELECTIONS REGISTER* (TAB 4) for current format and information.
(E-file should be available for easy updating.)

B. Eligibility List

1. From the *Elections Register*, the chairperson and members of the nominations and elections committee identify the names of those who are eligible for the upcoming election according to *Part XVI, Sections 1(b)*. An *Eligibility List* is prepared listing the names of members eligible for nomination to office, **including parish council presidents in the second year of their term of office and who will have completed their term of office at the time of the election.**
2. In councils where there is a president-elect, she should be contacted to affirm her willingness to assume the office of president for the coming two-year term. **Her reply must be received before the *Eligibility List* can be completed.**
3. Names appearing on the *Eligibility List* should also specify nomination restrictions, if any. *[C&B, Part XVI, Section 1 (e) (ii), Section 2(b) (c)]*

Refer to *ELIGIBILITY LIST* (TAB 5) for current format and information.
(E-file should be available from previous elections for easy updating.)

C. Nominations

1. If the office of **president-elect is vacant**, nominations must be sought for president.
   [**OPTIONAL** – A personalized cover letter (*Invitation to Serve*) may be sent to diocesan executive **(TAB 6)** and parish council presidents. **(TAB 7)** Revise and personalize as necessary. Print on attractive stationery (not CWL letterhead).]

2. On or before **January 15th**, the chairperson sends:
   - A ***Nomination Acceptance Letter***, **(TAB 8)** which includes the list of offices, to each member on the *Eligibility List*, asking if she is willing to accept nomination and if so, for which office(s). **(Edit the highlighted areas of the electronic file of the *Nomination Acceptance Letter* with current information.)**
   - An ***Acceptance Form*** **(TAB 9)**, which is to be completed, signed and returned.
   - A ***Resume of CWL Service Questionnaire*** **(TAB 10)** on which the member will provide a brief résumé of her League service and experience, also to be returned.
   - A self-addressed stamped envelope (addressed to Chairperson of Nominations and Elections) should be enclosed for the member's reply.

If using E-MAIL the above documents can be sent as an attachment with request to have them completed, scanned and returned by email. Another option would be for the recipient to print the forms attached to the email, complete them and return them by Canada Post.

3. A written reply will be requested and if the member is willing to accept nomination, a brief résumé of her League service and experience should be included with the reply.
4. A member who has **completed serving her term** (or allowed consecutive terms in the case of a standing committee chairperson and treasurer) **shall not accept nomination to that position or to other previously held positions**.
5. Replies should be sent to the chairperson of nominations and elections whose name, address, phone number and email address should be specified in the letter.
6. If no reply is received by the deadline date stated in the letter, it will be presumed that the member has not accepted nomination for any office. (**Only for parish council elections can the committee seek nominees for any office where no nomination or acceptance of nomination has been received by the deadline date inscribed on the *Nomination Form*.**)
7. Replies that are received are entered and coded on the *Eligibility List*. **(TAB 11)**

Refer to *ELIGIBILITY LIST* (replies coded) (TAB 11) for current format and information. (E-file should be available for easy updating.)

REPLIES CODED: **Accepted** ~~**Declined**~~ (highlight member's name, in green, who accept per their response; indicate position willing to serve - ensure nomination restrictions do not apply to positions they have indicated willingness to serve. Highlight in a different colour and overstrike members' names who decline.)

D. Acceptance List

Following receipt of the replies from the members on the *Eligibility List*, the chairperson prepares the following document:

- ***Acceptance List*** **(TAB 12)** showing the names of those members who have consented to let their name stand and office(s) for which they are willing to accept nomination.
  - An electronic file (sample) of the *Acceptance List* is provided on the Manitoba Provincial Council website (www.cwlmanitoba.ca). Additionally, a sample of an *Acceptance List* is shown in the *National Manual of Policy and Procedure* as a guideline and may be adapted to suit your council's needs.

Refer to *ACCEPTANCE LIST* (TAB 12) for current format and information.
(E-file should be available from previous elections for easy updating.)

The chairperson sends a letter and the *Acceptance List* (TAB 12) to:

- The voting delegates **(TAB 13)** along with a copy of the candidates' résumés **(TAB 14)** and a *Nomination Form* **(TAB 15)** indicating the deadline date for the return of the *Nomination Form*.
  - The letter to the voting delegates (parish council presidents) with enclosures **shall be mailed out <u>before the end of February</u>** so that there is sufficient time for the documents to be received and returned by parish councils.
  - The deadline for the *Nomination Form* to be returned should be **<u>at least one month before diocesan convention</u>**.
  - The *Prayer for Discernment* **(TAB 16)** may be enclosed. (See combined document.)

If using E-MAIL the above documents can be sent as an <u>attachment</u> with request to have them completed, scanned and returned by email. Another option would be for the recipient to print the forms attached to the email, complete them and return them by Canada Post.

Refer to templates on Manitoba Provincial Council website
(www.cwlmanitoba.ca) for current format and information.
(E-files should be available from previous elections for easy updating.)

- *Nomination Letter* (to each parish council) **(TAB 13)**
- *Résumés of CWL Service of Eligible Members* **(TAB 14)**
- *NOMINATION FORM* (to each parish council) **(TAB 15)**
- *Prayer for Discernment* (Optional) **(TAB 16)**

The chairperson also sends a letter and the *Acceptance List* to:

- Each member on the *Acceptance List* as a courtesy. (may be emailed as an attachment)

Refer to *Letters to Members on Acceptance List (personalized)* (TAB 17) for current format and information.
(E-file should be available from previous elections for easy updating.)

- The president-elect **(TAB 18)** and president **(TAB 19)** as a courtesy. (may be emailed as an attachment)

Refer to templates on Manitoba Provincial Council website
(www.cwlmanitoba.ca) for current format and information.
(E-files should be available from previous elections for easy updating.)

- *Letter to President-Elect re Acceptance List Members* **(TAB 18)**
- *Letter to President re Acceptance List Members* **(TAB 19)**

- **Prior to the deadline date inscribed on the *Nomination Form***, if a nomination form has not been received from a council or councils, the chairperson will contact the council president(s) stressing the importance of the nominating procedure and requesting that the nomination form be submitted.
  - The chairperson of elections should **send an e-mail reminder** to parish presidents, whose replies are still outstanding, to return the *Nomination Form* by the deadline date

E. Nomination Form Completion by Parish Councils

Please remember to keep CONFIDENTIAL all matters pertaining to the elections process.

1. A copy of the *Acceptance List*, with résumés, may be distributed to each executive member prior to or at a pre-convention executive meeting. (In accordance with *Constitution & Bylaws Part XVI*, *Section 4 (e)*, each **parish council executive** shall nominate a slate of officers for the diocesan council from the list of those eligible, who have agreed to let their names stand for nomination.
2. Only the names that appear on the *Acceptance List* and the office(s) for which they are willing to accept nomination can be used in the nominating process. A member may not be nominated for an office(s) for which she has not agreed to stand.
3. If a member has allowed her name to stand for more than one office, **she may be nominated for one or all offices** for which she has allowed her name to stand.

- Only one name may be nominated for each of the offices of President-Elect, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary and Treasurer.
- Multiple nominations are required for the offices of Standing Committee Chairpersons.

4. A member who has **completed serving her term** (or allowed consecutive terms in the case of a standing committee chairperson and treasurer) **shall not be nominated to that position or to other previously held positions**.
5. The nomination form shall be completed at the **pre-convention executive meeting of the parish council**, by ballot or consensus, using only the names on the *Acceptance List*. *(This wording conforms with what is written in the P&P page 106 #4.)*
6. **Serious consideration and discussion should be given to nominating members on the *Acceptance List* who have demonstrated a genuine desire to carry out their responsibilities for the good of the League, by the leadership they bring to the tasks entrusted to them and on their past record of service to the League.**
7. If the president, or the past president, has **allowed her name to stand for nomination** to the next level of the League (as her term will be completed by the time of that convention), **she shall hand over the chair of the meeting to the president-elect and remove herself from the room so that the present council can speak freely about the candidates**. (*The candidate should not be present for the duration of the nominations process and should not be privy to the outcome of the votes for each position*.)

In determining the names on the nomination form:

- A ballot process is advisable.
- The ballots should be counted by Diocesan Spiritual Advisor along with the chair of the meeting who is conducting the nominations process.
- The results of a ballot vote must be declared to the assembled executive.
- The results must be recorded on the nomination form by the recording secretary.
- The results of the slate of nominations must be declared confidential until after the diocesan elections have occurred.

8. The names of those being nominated shall be announced to the executive but kept confidential until after the elections. The nomination form shall be signed by the presiding chairperson and secretary of the council. **The presiding chairperson is likely the person who will carry the instructed vote to the convention and therefore the president (or past president) will not need to be informed of the results of the nomination process.** (A copy of the signed *Nomination Form* is retained by the council and brought by the voting delegate to the annual convention as the instructed vote.)

An **instructed vote** requires the voting delegate to vote according to the instructions of the council represented. A voting delegate holding an instructed vote is deemed to hold a group proxy for the council represented. *[C&B, Part XV, Section 3 (a)]*

9. The nomination form is forwarded to the chairperson of the nominations and elections committee at the diocesan level, adhering to the deadline date in the letter. (**If a nomination form has not been received by the deadline date, that council would forfeit its privilege to nominate candidates for election.** (*If the council has not completed and returned the nomination form, by the deadline date, its voting delegate does not have an instructed vote and therefore cannot vote at all*.)
   - One copy of the *Nomination Form* is the parish council's **Instructed Vote** which is to be brought by the **Voting Delegate** to the annual diocesan council convention.

If the voting delegate does not have an instructed vote from the executive, the council forfeits its privilege to vote in the elections process, i.e. the voting delegate cannot vote at all during the elections process.

10. The names and offices for which members are nominated should be recorded in the minutes of the **parish council executive meeting** and must be kept confidential until the diocesan elections are held at convention.

F. Candidates List

1. Following receipt of all completed nomination forms, the chairperson of the nominations and elections committee prepares a *Candidates List* **(TAB 20)** with the names of members and the office(s) for which they are nominated. Prior to the deadline date inscribed on the nomination form, if a nomination form has not been received from a council or councils, the chairperson will contact the council president(s) stressing the importance of the nominating procedure and requesting that the nomination form be submitted. **If the deadline date has passed, that council forfeits its privilege to nominate candidates for election.**

2. Using the *Candidates List*, the chairperson shall notify each member in writing **(TAB 21)** of the office(s) for which she has been nominated. No information shall be given regarding the number of nominations received. No reply is required.

- The letter should be mailed out or sent as an attachment to an email prior to the annual convention.

3. The chairperson of the nominations and elections committee shall send a letter **(TAB 22)** to any member on the *Acceptance List* **not nominated** for office advising her of this fact.
   - The letter should be mailed out or sent as an attachment to an email prior to the annual convention.

Chairperson of Nominations and Elections Committee, **at least a week before the elections/annual convention** should**:**

- **remind** the president, to appoint a member, who is not a candidate for office, to be **secretary of elections**.
- **provide** a copy of *Checklist for Elections Day Procedures* **(TAB 24)** to the president. (for information purposes only)
- **remind** the voting delegates, by email to bring a copy of the *Nomination Form* to convention to assist in voting by ballot according to her council's instructed vote.
- **remind** the spiritual advisor (ex officio) of his role to assist in the ballot count
- **remind** the committee members to:
  - prepare on a flip chart or board, a complete list of offices and the names of the candidates for each office. This list is kept in confidence until time for its posting.
  - ensure the necessary equipment is available for conducting the elections. (i.e. flip chart or board, markers, ballots, ballot container)
- **print** a copy of *Checklist for Elections Day Procedures* for use by the chairperson during the election process.

G. Elections

Confidentiality must be respected at all times during elections procedures.

Part XVI Section 5: Election of Officers

(a) For the election of officers, the instructed vote applies **on the first ballot only**.

(b) If the voting delegate does not have an instructed vote from the executive, she forfeits her privilege to vote on first and all subsequent ballots for that position.

(c) **Election shall be by ballot vote** unless there is only one candidate for an office or only the required number of candidates for the office of chairperson, in which case approval shall be by motion to declare the candidate(s) elected.

(d) (i) Where a majority vote prevails, if three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, a fourth ballot using only the names of the tied candidates, will be taken.

(ii) Where a plurality vote prevails, the required number of candidates receiving the highest number of votes shall be declared elected. In the event of a tie, further balloting shall continue until the required number of candidates is elected.

(e) Any office left vacant following the election **shall be filled from those eligible for nomination** to office in that council.

(f) Nomination forms and ballots shall be destroyed following the election.

Election shall be by ballot vote unless there is only one candidate for an office or only the required number of candidates for the office of chairperson, in which case approval shall be by motion to declare the candidate(s) elected. *[C&B, Part XVI, Section 5 (c)]*

- A template for **ballots for each office (TAB 23)** as well as an information sheet are provided for use in the voting process.

Refer to *CHECKLIST FOR ELECTIONS DAY PROCEDURES* to be used by the Chairperson of Elections. **(TAB 24)**
(Make a copy for election day and provide a copy to the diocesan president.)

<u>Commencing the Elections Process</u>

The elections process commences at the close of convention business, but before the Canadian flag is retired.

- The president asks all officers and chairpersons to vacate their chairs at the business table and to be seated among the assembly.

1. The president shall appoint a member, who is not a candidate for office, to be secretary of elections.
   - The president calls on the secretary of elections to record minutes of the proceedings. That secretary would provide minutes to be attached to the diocesan council's annual convention minutes.
2. The president remains in the chair to preside over the annual meeting/convention which is still in session.
   - The president calls on the chairperson of elections to conduct the elections.
   - At the request of the president, the chairperson of elections provides a brief overview of the elections procedure:
     - introduces nominations and elections committee members
     - states sequence that voting will occur
     - states that voting will be by voting delegates only (parish council presidents) using
     - secret ballot for their instructed votes
     - states that ballot count will be done by nominations and elections committee and spiritual advisor
   - The president announces the voting results provided to her by the elections committee.
3. Prior to the actual election, the committee shall prepare on a flip chart or board, a complete list of offices and the names of the candidates for each office. This list is kept in confidence until time for its posting.
4. After the *Candidates List* is posted by the committee members at the beginning of the elections procedure, the chairperson introduces the candidates for office.
5. The chairperson of elections explains the instructed vote.
   Instructed vote means that on the **first ballot**, the voting delegate **must** vote for her council's nominees as previously determined by the council executive. (*The voting delegate of the council is as shown on the voting delegate credential form: would be the parish council president or her designate*.)

- If she is unsure about her council's nominees, she should ask to see her council's completed nomination form. (*If the instructed vote [completed Nomination Form on file with chairperson of elections] is not brought by the voting delegate, she may still vote but would ask the chairperson of elections to see her council's completed nomination form*.)
- If the voting delegate does not have an instructed vote from the executive, the council **forfeits its privilege to vote on the first ballot and all subsequent ballots for that position.** (*If the council has not completed and returned the Nomination Form, by the deadline date, its voting delegate does not have an instructed vote and therefore cannot vote at all.*)
- If a voting delegate does not attend the convention, the council forfeits its privilege to vote.
- If there is no majority on the first ballot, then the voting delegates are free to vote on the second and any subsequent ballots, and those voting delegates are free to vote for the nominee of their choice in any succeeding ballots *(C&B, Part XV, Section 3)*

6. The chairperson of the nominations and elections committee **requests a decision** from the voting members as to **whether or not the result of any ballot will be made known**. *(This could apply when no majority has been obtained or if there is a tie vote. The number of votes and corresponding name for each candidate for a particular position could then be **shown only to the voting delegates in confidence** prior to the next ballot being taken.)*
7. When a president-elect has served a two-year term, she automatically becomes president. The voting will commence therefore, with the office of the president-elect and continue in the order outlined in Part XI, Sections 2. Where the office of the president-elect is vacant, and there is no president-elect to become president, **voting will commence with the office of president**.
8. A member may be nominated for more than one office and when elected to an office, her name is **removed** from the *Candidates List* for other offices. When instructed votes apply and this happens, voting delegates are **released from their instructed vote** and each voting delegate **may vote for the candidate of her choice**.
9. **If there is only one candidate for an office,** a voting delegate moves that the candidate be declared elected, to be seconded by another voting delegate, and then voted on by all voting delegates. (*Approval shall be by motion to declare the candidate(s) elected and the motion voted on. The procedure for the casting of ballots will not take place.) [C&B, Part XVI, Section 5 (c)]*
10. **Election of Officers shall be by majority vote:**
    - The chairperson of elections explains **majority vote**:
      Majority Vote: Election of **Officers** shall be by majority vote.
      (a) When a majority vote (more than half) has been obtained, the successful candidate shall be declared elected by the president.
      (b) When no majority vote has been obtained, a second ballot will then be taken and, if necessary, a third.
      (c) If three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, a fourth ballot will be taken using only the names of the tied candidates.
11. **Election of Chairpersons shall be by plurality vote:**
    - The chairperson of elections explains plurality vote.
      Plurality Vote: Election of **Chairpersons** shall be by plurality vote.
      (a) The chairperson announces **the number of chairpersons required to be elected**. Chairpersons are not elected to a specific standing committee.
      (b) Standing committees are assigned to chairpersons at the **executive meeting immediately following election.**
      (c) **If only the required number of candidates** are standing for office of chairperson, a voting delegate moves that the candidates be declared elected, to be seconded by another voting delegate, and then voted on by all voting delegates.

(d) Ballots are distributed and members are asked to write the names of candidates for whom they wish to vote on one ballot. They may vote for the required number or less. Voting for **more** than the required number of candidates **will result in a spoiled ballot**.

(e) After the ballots are collected and the votes are counted, the president declares elected those candidates who have received the highest number of votes.

(f) In the event of a tie involving the final position of the required number, balloting shall continue until the required number of candidates is elected.

(g) The president announces the successful candidates **in alphabetical order**.

Refer to Example of Plurality Vote to Elect Five Chairpersons at the end of this document.

12. The ballots shall be counted by members of the nominations and elections committee and the spiritual advisor.
13. Any office left vacant following the election shall be filled **from those eligible for nomination to office in that council**. [*C&B Part XVI, Section 5 (e)*], [*A member shall be appointed by the president in consultation with the executive and spiritual advisor and shall serve until the next election. [C&B Part XII, Section 4 (d)]* If the office of president is vacant following elections, an "**acting president**" should be approved by motion of the membership of the council. **The office of president-elect can never be filled by appointment.**]
14. When results of the election have been duly recorded, the nomination forms and the ballots shall be destroyed by the committee, and the nominations and elections committee dissolved.
15. The **newly elected officers** are introduced by the **outgoing past president** and assume the duties and responsibilities of their respective office immediately following the annual convention. Convention business resumes until adjournment.
16. The formal installation of officers may take place at the convenience of the council in consultation with the spiritual advisor.
17. **Results of the elections (name and office) must be recorded in the annual meeting/convention minutes**.
18. The approval of convention minutes serves to also approve the election results as recorded within the minutes of the annual convention.
19. The secretary of elections provides her minutes to be attached to the minutes of the annual convention. A template for election minutes is available on the Manitoba Provincial Council website (www.cwlmanitoba.ca). **(TAB 25)**

Example of Plurality Vote to Elect Five Chairpersons

After the first ballot was counted –

(1)	(2)
Member A received 14 votes	Member A received 14 votes
Member B received 10 votes	Member B received 10 votes
Member C received 10 votes	Member C received 8 votes
Member D received 9 votes	Member D received 8 votes
Member E received 7 votes	Member E received 8 votes
Member F received 6 votes	Member F received 8 votes
ABCDE are declared elected.	A and B are declared elected. There is a tie involving the final positions, so further balloting is necessary. On the 2nd ballot members, will vote for three chairpersons from the remaining nominees. Voting will continue until the required number of candidates are elected.

5. ELECTIONS FILES:

- Refer to *TABLE OF CONTENTS* for complete list of documents to be returned along e-files to the diocesan president.
  - All working documents from the most recent elections should be kept in the *Diocesan Council Nominations and Elections* binder and prior working documents removed and shredded before turning the binder over to the diocesan president.
  - Include a copy of the current executive list in the *Diocesan Council Nominations and Elections* binder. Retain the lists of the most recent three terms - 6 years in chronological order.
  - The lists are of **archival value** and when the election's binder is purged, such lists **must be archived** in a three-ringed binder, **via the diocesan past president**.

The chairperson of the nominations and elections committee **shall include the elections files in the *Nomination and Elections* binder and also provide e-files, on a flash drive,** to the diocesan president following elections.

The Catholic Women's League of Canada

DIOCESAN COUNCIL

CHAIRPERSON
NOMINATIONS AND ELECTIONS COMMITTEE

IMPORTANT NOTES & RECOMMENDATIONS

Refer to the Preface and Point Form Summary for complete instructions.

- The Nomination and Elections binder and e-files, on a flash drive, is **kept by the diocesan president** and in an election year, provided to the appointed chairperson of Nominations and Elections Committee.
- The chairperson of the committee shall **store, on the provided flash drive, all revised election e-files.**
- The chairperson of the committee **shall return the binder** and **flash drive** to the diocesan president **immediately following elections**.

- A sample electronic file of the *Elections Register* is on the Manitoba Provincial Council website (www.cwlmanitoba.ca).
- **On January 1st of each year, an *Elections Register* must be prepared/updated** by the **recording secretary** and in an election year, given to the chairperson of the Nominations and Elections Committee
- From the *Elections Register* an *Eligibility List* is prepared by the nominations and elections chairperson.

1. It is important that the **recording secretary** fulfill her responsibility to **prepare/update** the diocesan council elections register by **January 1st each year**, as per national policy. *(The past president can lend assistance because of her experience and knowledge.)*
2. It is important that the recording/corresponding secretary **prepares a list of the diocesan executive (includes parish council presidents)** each year so that their contact information for the *Elections Register* can be accurate. (*not all parish councils have elections the same year*)
3. An updated *Elections Register* **must be provided** to the chairperson of the Nominations and Elections Committee **no later than January 1st** of the election year.
4. It is imperative that timelines for mailing out required correspondence throughout the elections process is adhered to:
   - **January** – As per national policy, on or before **January 15**, the chairperson sends a letter, which includes the list of offices, to each member on the eligibility list, asking if she is willing to accept nomination and if so, for which office(s).

If no reply is received by the specified deadline date for return stated in the letter, it will be presumed that the member has not accepted nomination for any office. (Only for parish council elections can the committee seek nominees for any office where no nomination or acceptance of nomination has been received by the deadline date inscribed on the Nomination Form.)

- **February** – letter to parish councils with *Acceptance List*, *Nomination Form*, etc. with deadline date for return. The letter to the voting delegates (parish council presidents) with enclosures **should be mailed out before the end of February** so that there is sufficient time for the documents to be received and returned by parish councils.
  - The deadline for the *Nomination Form* to be returned should be **at least one month before diocesan convention**.
- **Email reminder** to parish council presidents of deadline date to return *Nomination Form* is recommended.
  - Parish councils **forfeit the right to vote** in diocesan elections if they have not returned the nomination form by the deadline date.
- **One month prior to convention** – letter with *Acceptance List* sent to each member on the list, diocesan president-elect, and diocesan president (as a courtesy).
- **Two weeks prior to convention**, a letter sent to each member advising of the office(s) for which she has been nominated. Any member on the *Acceptance List* not nominated for office shall be sent a letter advising her of this fact.

5. **In an election year** at least one week prior to diocesan convention, parish council presidents should be **reminded by email** to bring their copy of the instructed vote for convention day.
6. The Nominations and Elections Committee ensures the necessary equipment is available for conducting the elections at convention. (i.e. flip chart or board, markers, ballots, ballot container)
7. It is important that the chairperson of elections apprise her committee as well as the diocesan president and diocesan spiritual advisor in advance of the convention of their roles in helping to conduct the elections.
8. All working documents, from the most recent election should be included in the *Nominations and Elections* binder in addition to the previous *Elections Register*. As per national policy nomination forms and ballots shall be destroyed when the results of the election have been recorded.
9. The chairperson of the elections committee **shall return the Nomination and Elections binder** and **flash drive** to the diocesan president **immediately following elections.**

PRAYER FOR DISCERNMENT

Jesus our Redeemer,

You promised that you would be present with those who gather in your name.

You promised also that if we ask anything in your name, it would be granted.

You know the hearts of all.
Show us, through our limited procedures, the ones you have chosen to lead The Catholic Women's League of Canada at the diocesan level.

Send your Spirit to assist us in discerning who to nominate for election through the instructed vote process.

Help us to accept the outcome of the vote with trust and faith.

All praise and glory to you, Heavenly Father, through Jesus Christ, in the love of your Holy Spirit, one God, forever and ever.

Amen

Our Lady of Good Counsel, pray for us.

_____ Diocesan Council

CHECKLIST FOR ELECTIONS DAY PROCEDURES

(Chairperson to make a copy of this checklist to serve as a working document when conducting elections and provide a copy to the diocesan president.)

- Refer to ***Constitution & Bylaws*** and ***National Manual of Policy and Procedure*** for current and additional information concerning nominations and elections. (*Part XVI*)
- Refer to National Council website (www.cwl.ca) for current information and any revisions to the above publications.
- **The information in this document is sourced from *Constitution & Bylaws (2013)* and *National Manual of Policy and Procedure* (2018 revisions).**
- Chairperson to provide a copy of this check list to the president at least one week prior to the convention for information purposes only.

1. **Commencing the Elections Process**
   - ☐ The elections process commences at the close of convention business, but before the Canadian flag is retired.
   - ☐ The president remains in the chair to preside over the annual meeting/convention which is still in session.
   - ☐ The president asks all officers and chairpersons to vacate their chairs at the business table and to be seated among the assembly.
   - ☐ The president calls on the secretary of elections to record minutes of the proceedings.
   - ☐ The secretary of elections would provide the election results to be recorded within the minutes of the annual convention.
   - ☐ The president calls on the chairperson of elections to conduct the elections.

2. At the request of the president, the chairperson of elections provides a brief overview of the elections procedure:
   - ☐ introduces nominations and elections committee members
   - ☐ states sequence that voting will occur
   - ☐ states that voting will be by voting delegates only (parish council presidents) using secret ballot for their instructed votes
   - ☐ states that ballot count will be done by nominations and elections committee and spiritual advisor

3. ☐ After the *Candidates' List* is posted, by the committee members, the chairperson introduces the candidates for office.

4. ☐ The chairperson of elections explains instructed vote.
   Instructed vote means that on the **first ballot**, the voting delegate **must** vote for her council's nominees as previously determined by the council executive. (*The voting delegate of the council is as shown on the voting delegate credential form: would be the parish council president or her designate.*)
   - If she is unsure about her council's nominees, she should ask to see her council's completed nomination form. (*If the instructed vote [completed Nomination Form on file with the chairperson of elections] is not brought by the voting delegate, she may*

still vote but would ask the chairperson of elections to see the council's completed nomination form.)

- If the voting delegate <u>does not have an instructed vote</u> from the executive, the council **<u>forfeits its privilege to vote</u>** on the first ballot and all subsequent ballots for that position.
- If a voting delegate does not attend the convention, the council forfeits its privilege to vote.
- If there is no majority on the first ballot, then the voting delegates are free to vote on the second and any subsequent ballots, and those voting delegates are free to vote for the nominee of their choice in any succeeding ballots.

5. ☐ The chairperson of the nominations and elections committee **requests a decision** from the voting members as to **whether or not the result of any ballot will be made known**. *(This could apply when no majority has been obtained or if there is a tie vote. The number of votes and corresponding name for each candidate for a particular position could then be shown only to the voting delegates in confidence prior to the next ballot being taken.)*

6. ☐ The chairperson of elections explains majority vote.

> **<u>Majority Vote</u>**: Election of **Officers** shall be by *majority vote*.
>
> (a) When a majority vote (more than half) has been obtained, the successful candidate shall be <u>declared elected by the president</u>.
> (b) When no majority vote has been obtained, a second ballot will then be taken and, if necessary, a third.
> (c) If three ballots fail to produce a majority vote for one candidate, then the candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote on the third ballot, a fourth ballot will be taken using only the names of the tied candidates.

7. **Commencing the Voting Process**
   - ☐ When a president-elect has served a two-year term, she automatically becomes president. The voting will commence therefore, with the office of the president-elect and continue in the order outlined in *Part XI, Section 2*. Where the office of the president-elect is vacant, and there is no president-elect to become president, voting will commence with the office of president.
   - ☐ A member may be nominated for more than one office and when elected to an office, her name is **removed** from the Candidates' List for other offices. When instructed votes apply and this happens, voting delegates are **released from their instructed vote** and each voting delegate **may vote for the candidate of her choice**.
   - ☐ **<u>If there is only one candidate for an office</u>,** a voting delegate moves that the candidate be declared elected, to be seconded by another voting delegate, and then voted on by all voting delegates. [*Approval shall be by motion to declare the candidate(s) elected. C&B Part XVI, Section 5 (c)*] The motion is voted on and the procedure for the casting of ballots will not take place.

8. ☐ The ballots shall be counted by members of the nominations and elections committee and the spiritual advisor.

9. ☐ The president announces the voting results provided to her by the elections committee.

10. ☐ The chairperson of elections explains plurality vote and declares the **number** of chairpersons to be elected. *(If the offices of president-elect, 1st Vice and 2nd Vice have been filled, the number of standing committee chairpersons would be reduced by the number equivalent to the offices that have been filled.)*

Plurality Vote: Election of **Chairpersons** shall be by *plurality vote*.

(a) The chairperson announces **the number of chairpersons required to be elected**. Chairpersons are not elected to a specific standing committee.
(b) Standing committees are assigned to chairpersons at the **executive meeting immediately following election.**
(c) **If only the required number of candidates** are standing for office of chairperson, a voting delegate moves that the candidates be declared elected, to be seconded by another voting delegate, and then voted on by all delegates. **Ballot voting does not occur**. [*...**approval shall be by motion** to declare the candidate(s) elected.* PART XVI, Section 5 (c)]
(d) Ballots are distributed and members are asked to write the names of candidates for whom they wish to vote on **one ballot**. They may vote for the required number or less. Voting for **more** than the required number of candidates **will result in a spoiled ballot**.
(e) After the ballots are collected and the votes are counted, the president declares elected those candidates who have received the highest number of votes.
(f) In the event of a tie involving the final position of the required number, balloting shall continue until the required number of candidates is elected.
(g) The president announces the successful candidates **in alphabetical order**.

Refer to Example of Plurality Vote to Elect Five Chairpersons at the end of this document.

11. ☐ *Any office left vacant following the election shall be filled **from those eligible for nomination to office in that council**. [C&B Part XVI, Section 5 (e)*], [*A member shall be appointed by the president in consultation with the executive and spiritual advisor and shall serve until the next election. [C&B Part XI, Section 4 (d)*] If the office of president is vacant following elections, an "**acting president**" should be approved by motion of the membership of the council. **The office of president-elect shall never be filled by appointment.**

12. ☐ When results of the election have been duly recorded, the nomination forms and the ballots shall be destroyed by the committee, and the nominations and elections committee dissolved.

13. ☐ The **newly elected officers** are introduced by the **outgoing past president** and assume the duties and responsibilities of their respective office immediately following the annual convention.

14. ☐ The formal installation of officers may take place at the convenience of the council in consultation with the spiritual advisor.

15. ☐ The secretary of elections provides the results of the elections to be recorded within the minutes of the annual convention.

16. ☐ The approval of convention minutes serves to also approve the election results as recorded within the minutes of the annual convention.

17. ☐ The secretary of elections provides her minutes to be attached to the minutes of the annual convention.

18. ☐ The chairperson of the elections committee **shall return the *Nomination and Elections* binder and flash drive** to the diocesan president immediately following elections.

Example of Plurality Vote to Elect Five Chairpersons

After the first ballot was counted –

(1) Member A received 14 votes
Member B received 10 votes
Member C received 10 votes
Member D received 9 votes
Member E received 7 votes
Member F received 6 votes

ABCDE are declared elected.

(2) Member A received 14 votes
Member B received 10 votes
Member C received 8 votes
Member D received 8 votes
Member E received 8 votes
Member F received 8 votes

A and B are declared elected. There is a tie involving the final positions so further balloting is necessary. On the 2nd ballot members will vote for three chairpersons from the remaining nominees. Voting will continue until the required number of candidates are elected.