

\_\_\_\_\_ **Diocesan Council**  
**CHECKLIST FOR ELECTIONS DAY PROCEDURES**

(Chairperson to make a copy of this checklist to serve as a working document when conducting elections.)

- ❖ 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](http://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 (2016 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 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 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.
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.

**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.

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**.

- 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. 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)] **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 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 –

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| <p>(1) Member A received 14 votes<br/>Member B received 10 votes<br/>Member C received 10 votes<br/>Member D received 9 votes<br/>Member E received 7 votes<br/>Member F received 6 votes</p> | <p>(2) Member A received 14 votes<br/>Member B received 10 votes<br/>Member C received 8 votes<br/>Member D received 8 votes<br/>Member E received 8 votes<br/>Member F received 8 votes</p> |
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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.