

2023 TRIENNIAL ELECTION GUIDELINES & TIMELINE

To be read carefully by each Active community member before Dec. 1, 2022

FOR RECOGNIZED COMMUNITIES (RC) AND CANONICALLY ESTABLISHED (CE) COMMUNITIES WHO QUALIFY TO HOLD ELECTIONS

According to OCDS legislation and Provincial Policy, RC and CE Communities with at least 12 Active Professed Members who have fulfilled the 2022 attendance policy are eligible to hold elections.

Voter/Candidate eligibility criteria must be fulfilled in order for a member to serve on the Nominating Committee, the Council, or as a Secretary or Treasurer. (Statute 10b)

Triennial Election procedures shall be followed as per Statutes 59-65 in the Book of Documents.

Voter/Candidate eligibility criteria for the 2023 Triennial Election include only Members:

- who are Active and Professed (First or Final Promise) as of Dec. 31, 2022; no Extended Members or Members on a Leave of Absence may vote or serve on the Council.
- who are listed on the official Main Office Community Roster as of Dec. 31, 2022.
- who are in compliance with the approved interim Community Attendance Policy in place from May-Dec 2022. (Must have attended at least 5 meetings *in person* during this time period.)

The following positions are considered members of a Council:

President (must be Fully Professed)

Formation Director (must be Fully Professed). Elected by the Council. In the absence of the President, the Director of Formation is his or her substitute for any function. (Const. 52 in the BOD)

Three Councilors (*In particular circumstances* a Temporarily Professed Member can be elected to the Council. Const. 51 in the BOD)

The **Council Secretary**, appointed by the Council, can be any Active Member of the Community (not an Aspirant) and must keep minutes of any meeting held by the Council. These minutes should be approved by the Council at the next meeting of the Council. The Secretary is not a member of the Council. S/he must keep the confidentiality of all Council meetings attended.

The **Treasurer**, appointed by the Council, can be any Active Member of the Community (not an Aspirant) but may not be the Formation Director or the President. The Community bank account ***must have two authorized signers*** on file with the bank and must be an account that holds ***ONLY*** community funds. *No community funds are to be held in any account that contains personal funds.* The Treasurer is not a member of the Council.

The **Community Contacts** are the two individuals (normally the President and Formation Director, unless determined otherwise by the Council) who are on file in the Main Office to receive all communication from the Provincial Delegate/Main Office via email. Their responsibility is to forward the communication to all members in the community as well as the Spiritual Assistant (if applicable).

All Councilors are considered equal and should be referred to simply as “Council Members.” (Consts. 45 & 51 in the BOD) There is no such thing as a “First,” “Second” or “Third” Councilor.

No one can serve on the Council for the next triennium (2023-2026) *in any position* after having served two past consecutive terms in any position on the Council. An individual is considered to have served two consecutive terms if they have served for 4.5 or more years on the Council since 2017. (Statutes 63b and 64b).

If absolutely necessary, the Postulation Request Form must be submitted to the Main Office for any individual who has already served two consecutive terms on the Council. This should be a rare occurrence, according to OCDS legislation: “In order that leadership qualities be developed in our communities” a Councilor’s “stay in office should be limited to two consecutive terms ...” (cf. Statute 63b)

Spouses, children and siblings are not eligible to serve concurrently on the Council. (Statute 62c)

Time Line for Communities Holding Triennial Elections

2022 December Council Meeting: The current Council appoints a Nominating Committee of at least two Professed (First or Final Promise) members, preferably not current Council members, and notifies the Community of the names of the Nominating Committee members. The Nominating Committee should begin contacting all eligible Active Professed members of the community, asking them to consider serving the community as President or Councilor for the 2023-2026 Triennium. Current Council members are not eligible to serve in the next Triennium if they have already served **2 consecutive terms** on the Council **in any position**. (A person who has served for *4.5 or more years on the Council since 2017* is ineligible to run for election.)

2023 January: The Nominating Committee presents the names of candidates willing to serve in the next triennium to the Council in time for the Council to meet, vet and approve nominees before the February community meeting.

2023 February Community Meeting: The names of Council-approved nominees for the positions of President and Councilors are announced to the Community. *Nominations may be made from the floor only at the February meeting.* (Statute 62e.) Floor nominations must be vetted by the Council in time for the March meeting. With their consent, nominees for President may also be nominated for the Councilor ballot if not elected as President. Nominations are closed after the February meeting.

2023 March Community Meeting: The complete Council-approved list of Nominees for President and Councilors is announced to the Community at this meeting.

2023 April Community Meeting: Triennial Elections are held using official ballots issued by the Main Office. A Professed Member must be *physically present* at the meeting in order to vote.

2023 May Council meeting: The new Council will elect a Formation Director and appoint a Treasurer and Council Secretary. A Community Secretary may also be appointed, if desired. (Statute 65b)

June 15, 2023: Deadline for Triennial Election Results Form to be submitted electronically to the Main Office. Once all Council positions have been filled, please be sure and update the electronic Main Office Roster to reflect the Leadership Positions of all those who will be serving in these capacities for the 2023-2026 triennium.