Date
Minister Address
& Contact Info

Fraternity Name

Dear _____,

The Lord give you peace.

Your fraternity is scheduled to conduct council elections on _____Date & Time_____. I look forward to joining with you for this important occasion. In order to run smoothly we should prepare in advance. Please review the election process as described in the *Ritual* as well as the *General Constitutions (Title IV: Articles 76-80)*. If you have any questions please don't hesitate to ask.

Please provide the following before the election.

- **A list of members for 'roll call'.** This consists of active members who are able to vote. Of this group we must have an absolute majority present at elections (½ plus 1) in order to obtain a quorum. (Active excused members unable to attend need not be counted in tallying the number required for a quorum). If active excused members do attend, they will, of course, have the right to participate. Please let the sisters and brothers know how vital their attendance is so that we have the necessary quorum. Please email the list of members directly to me at the email found below.
- **The slate of candidates for office**. These are the names of those nominated who have accepted. Also please indicate if any members are running beyond a second consecutive term. Please email the slate of candidates directly to me at the email found below.
- **OFS-USA Fraternity Roster**. Please review the attached OFS-USA Roster for your fraternity. If changes need to be made, you should fill out the appropriate forms (transfers, deaths, professions, withdrawals, etc.) and submit them to the OFS-USA Database Manager at: solanuscaseyregionsup@gmail.com for updating in the database. If I can be of any assistance in getting your information updated, please call or email me. All necessary forms can be found on the Solanus Casey Region website: https://www.solanuscaseyregionofs.org
- In your final meetings of the council just prior to the election, the outgoing council should prepare a **State of the Fraternity Report**. This report should be reviewed with the new council at their first meeting following the Election.
- Remember that the Presider and Friar Witness typically have to travel to help with the election and it is proper to provide a **stipend** to them for their travel and time.

Be aware of materials you must provide for the election event.

- Please provide a large enough blackboard (or easel and pad, etc.) so that we can record the names of nominees and tally the results in full view.
- Paper ballots – bring plenty, to accommodate multiple balloting (up to 3) for each position.
- Pens for each member.
- 2 baskets for collecting ballots.

The Chapter of Elections is a special fraternity gathering. As Presider for the election, I will lead this meeting. You should plan on the following agenda:

1. Gathering (10 minutes)
    - Introductions and brief discussion of fraternity business (if any).
2. Chapter of Elections (60-90 minutes)
    - Following the ritual (you can find a printable Election Handout on our website)
3. The Paperwork (10 minutes)
    - Take a picture of the new council
    - Fill out election results paperwork; including election results, council member addresses, and all appropriate signatures.
4. Social time (20 minutes)
5. Meeting of old and new councils (60 minutes)
    - **Note: other Fraternity members who are not part of this meeting can be dismissed at this time.**
    - Review the **State of the Fraternity Report**
        - Prepared by the outgoing council prior to the election.
        - Discuss transfer of responsibilities, bank accounts, documents, etc.
    - Review important documents available to the fraternity council on our website.
      https://www.solanuscaseyregionofs.org/formation
    - Discussion: Questions & Answers

Thank you for your attention to this matter. Please feel free to contact me with any questions.

Peace and all good,
Signature
Name
Contact Inofrmation
Phone Number
Email Address