

Election Checklist

Prior to the Election

1. Begin the process of scheduling the election by asking the local minister to contact the Regional Minister to formally request an election. This should be done 4-5 months prior to the approximate date of the election.
2. Confirm date, time, and location; contact the Regional Minister to schedule the ecclesial witness.
3. Get copy of roster from national database to determine quorum and majority.
4. At least one month prior to the election, ensure fraternity has a full slate of candidates (at least one candidate per position). If the fraternity cannot produce a full slate, contact the regional minister.
5. Contact the SA serving as ecclesial witness to coordinate and to be sure they understand what their duties are. This is particularly important if the ecclesial witness is the local SA or has not served in this role before.
6. Coordinate with local minister on election supplies: ballots, pens & pencils, board or flipchart to record votes, copies of tri-fold *Celebration of the Fraternity's Chapter of Election*.
7. Bring copies of the *Newly Elected Council Form* and the *Election Teller's Report*.

At the Election

1. Before beginning the official election, appoint two tellers and a secretary of the election. Explain to each their duties.
2. Per the Constitutions, call for nominations from the floor for each position; do not force fraternities (especially small fraternities) to nominate a second candidate if there is only one person on the slate.
3. After the voting is complete, have the election secretary complete the *Newly Elected Council Form* and the *Election Teller's Report*. Gather the ballots for recycling or disposal.
4. Sign the *Election Teller's Report* and have the ecclesial witness, election secretary and the two tellers sign.
5. Get up-to-date contact information from all members of the council; send this to the Regional Minister and Regional Secretary.
6. Explain to the newly elected secretary that they are to send the original signed documents to the Regional Secretary, with copies to the Regional Minister, ecclesial witness, and the local fraternity.
7. Take a picture of the election results and send immediately to the Regional Minister by text or email.
8. Take a picture of the new council, and send it, along with the names, to the Communio editor.

After the Election

1. Within two weeks of the election, schedule the meet and greet between new council and the REC. The meet and greet should be scheduled as soon as convenient, but no later than 3 months after the election.
2. Follow up with local secretary to ensure that paperwork has been submitted.
3. The Regional Secretary updates the National Database.