

Election Checklist

Version of 11/06/25

Prior to Election

1. Confirm date, time, and location
2. Get copy of roster from national database to determine quorum and majority.
3. Ensure fraternity has a full slate prior to the election. If the fraternity cannot produce a full slate (one name per position), contact the regional minister.
4. Contact SA serving as ecclesial witness to touch base.
5. 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*.
6. Bring copies of the *Newly Elected Council Form* and the *Election Teller's Report*.

At Election

1. 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.
2. Appoint two tellers and a secretary of the election. Explain to each their duties.
3. After the election, 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. 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.
6. Take a picture of the new council, and send it, along with the names, to the Communio editor.

After Election

1. Within two weeks of the election, schedule the meet and greet between new council and the REC.
2. Follow up with local secretary to ensure that paperwork has been submitted.