

# 2023 TRIENNIAL ELECTION GUIDELINES & TIMELINE

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

## COMMUNITIES THAT DO NOT QUALIFY TO HOLD ELECTIONS include:

- ALL GROUPS IN DISCERNMENT (GIDs)
- ALL RECOGNIZED and CANONICALLY ESTABLISHED COMMUNITIES THAT HAVE LESS THAN 12 ACTIVE MEMBERS ELIGIBLE TO VOTE

**NEW THIS YEAR:** Recognized (RC) or Canonically Established (CE) Communities with less than 12 Active Professed Members eligible to vote will not conduct Elections nor have a 5-member Council, but instead will have a three-member Leadership Team\* for the 2023-2026 Triennium, approved and appointed by the Provincial Delegate. This is not to be considered a permanent situation: RC and CE communities that fall in this category for 2023 will be re-evaluated in 2026 to see if they are eligible to hold Elections based on the Election eligibility criteria at that time.

Groups in Discernment (GIDs) do not hold Elections. (See Statute 57, a and b) Instead, they, too, will have a three member Leadership Team for the 2023-2026 Triennium, approved and appointed by the Provincial Delegate. The three Leadership Team positions will be composed of a Moderator, a Formation Director, and an Advisor.

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

**If postulation is 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/Leadership Team. This should be a rare occurrence, according to OCDS legislation: “In order that leadership qualities be developed in our communities” a Leader’s “stay in office should be limited to two consecutive terms ...” (Statute 63b)

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

## **\*A Leadership Team is composed of the following three positions:**

◆ **Moderator** (Definitively Professed): Schedules and moderates meetings of the Leadership Team and the GID/Community. Serves as one of the two Community Contacts for the Main Office. May not serve as Treasurer. Has the authority to make immediate decisions of a minor nature for the welfare of the members, including ordinary issues related to the functioning and needs of the community (i.e., cancellation of meetings, temporary change of schedule, etc.) Leadership Team meetings are scheduled as needed or by request of the Leadership Team Members.

◆ **Formation Director** (Definitively Professed): Implements and organizes the Formation Program, *approved by the Leadership Team*, for the GID/Community, always making sure that compliance with the Provincial Formation Program is operative. Serves as one of the two Community Contacts for the Main Office. May not serve as Treasurer. In the absence of the Moderator, the Director of Formation will be her/his substitute for any function. (Const. 52 in the BOD)

◆ **Advisor** (Definitively or Temporarily Professed): Shares in all discussions of the Leadership Team and has an equal voice in decision-making on issues that require a vote. May serve as Treasurer.

The **Proposed Leadership Team Form** will be used to submit the names of those proposed for the Leadership Team. GIDs/Communities should discuss their options for those willing to serve on the Leadership Team and then submit the names to the Provincial Delegate for review and approval, following the eligibility guidelines. After this process takes place, the Provincial Delegate will appoint the three Members of the Leadership Team.

Each Member of the Leadership Team will have an equal voice in matters discussed by the Team. Decision-making by the Leadership Team shall be done by consensus. No one person on the Team will have any more authority than the others on the Team when voting. Members are to work together in harmonious collaboration, always keeping in mind the needs and best interests of the GID/Community.

A **Treasurer** needs to be selected and appointed by the Leadership Team. The Treasurer can be any Active Member of the Community (not an Aspirant) but may not be the Formation Director or the Moderator. The GID/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 an official member of the Leadership Team.

**Secretary:** Minutes must be kept of any meeting held by the Leadership Team. The Leadership Team can either appoint a Secretary or take turns recording the minutes themselves. These minutes should be approved by the Leadership Team at the next meeting of the Team. The Secretary is not an official member of the Leadership Team.

The **Community Contacts** are the two individuals (normally the President and Formation Director, unless otherwise determined by the Leadership Team) 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 email to all members in the community as well as the Spiritual Assistant (if applicable).

## **Time Line for Submission of Candidates' Names for the 2023-2026 Leadership Team**

**December 2022: Council/Leadership Team Meeting.** The current Council/Leadership Team announces to the Members of the Community the names of the 2 or 3 appointed members of the Nomination Committee (preferably not current Council/Leadership Team members).

**January 2022: The Nominating Committee must obtain the names of individuals willing to serve on the Leadership Team in the next triennium.** All Active Professed Members in the community are eligible to serve on the Leadership Team provided:

- they have not served on the Council /Leadership Team in any position for the past 2 consecutive trienniums and
- they have attended meetings *in person* at least 5 of the past 8 months (May-December)

The Nominating Committee should invite *all eligible Professed Members* in the community to serve their GID/Community on the 2023-2026 Leadership Team. The Nominating Committee then submits the list of candidates willing to serve on the Leadership Team to the current Council/Leadership Team for review.

**2023 February Community Meeting:** The current Council/Leadership Team accepts the proposed list of candidates who are willing to serve on the 2023-2026 Leadership Team and, after review, presents the list to the community for consideration, input, and discussion during the February Community meeting. Nominations may be made from the floor only at the February meeting. Floor nominations must be vetted by the current Council/Leadership Team in time for the March meeting.

**2023 March Community Meeting:** The community discusses and decides which three candidates, and the respective positions, they would like to submit to the Provincial Delegate as the Leadership Team for the 2023-2026 triennium.

**By April 1, 2023:** Recommended candidate lists should be sent electronically to the Main Office, using the official Proposed Leadership Team Form, for review, approval and appointment by the Provincial Delegate. Once all Leadership Team positions have been approved by the Provincial Delegate, 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.