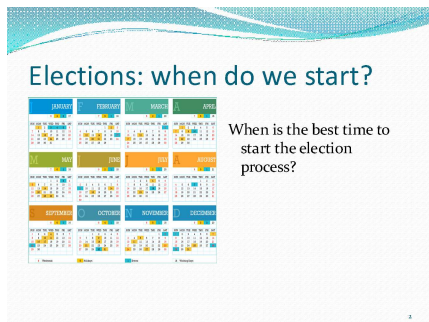


The go to place for all the steps in a parish election for councils is the National Manual of Policy and Procedure (2024). In her Sept. 15 memo, Past President Shari Guinta let us know that we will soon see an updated version of this document. Honorary Life Member Fran Lucas, former national past president worked for the last two years with a dedicated committee to review and revise the manual. Did you know that every parish council should

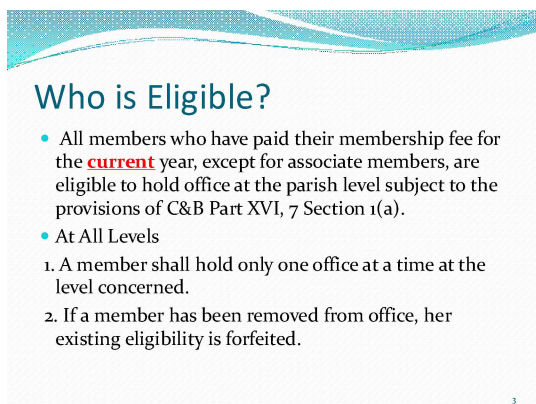
have their own policy and procedure manual? If you don't have a parish council manual, I can help you with the process. Just send me an email with our questions.



When is the best time to start the election process? For elections the answer is you never stop planning! All CWL events provide opportunities for members to show their leadership capabilities...if we allow them.

If we aren't encouraging members to step, then we are actually discouraging them. How many times have you heard the following: "We tried that before and it didn't work", or "that's not how we do it here"

instead of "we haven't tried that for a long time but if you would like to give it a try we'd be happy to help you with that". Not everyone leads in the same way. Celebrate the fact that they are different from you...thank God!



Read from slide.

- ❖ Current year: please be sure that membership dues are submitted in a timely manner; this is especially important for diocesan elections as the election will be in April 2026 so the candidate's dues need to be paid by then
- ❖ A member cannot hold 2 positions; so not service and social justice or faith

and secretary

## Term of Office

1. The term of office for elected officers shall be two years.
2. An elected or appointed officer shall serve but not exceed one full term in the same office, except the chairpersons and treasurers who may be elected to a second term. A chairperson shall be assigned a different standing committee to chair in her second term.
3. If the time served by an appointed officer is more than one year, it shall be considered a full term.

4. A standing committee chairperson may be elected to serve a second term as standing committee but not in the same committee.

1. This includes presidents. At the end of her term the president moves on to the past president's position and the past-president can now retire or move up to another level if she desires.

2. Treasurers may be elected to serve a second 2 year term

3. A standing committee chairperson may be

## Nominations and Elections

- At the regular **November** meeting prior to an election year, a nominations and elections committee, consisting of three experienced members of the council concerned, shall be appointed by the parish president in consultation with the spiritual advisor.
- The chairperson of the committee shall not be a candidate for office. She shall be prepared to conduct the elections at the parish meeting when elections will be held.

Because the chair of the nomination committee is not eligible to be a candidate for office, this role usually falls to the past-president. If there is not a past-president, for whatever reason, another member can step in to the role.

The committee is appointed by the president. Note of it should be made in the minutes of this November meeting.

## Nominations

### Dates to remember

1. November meeting: committee is appointed
2. December meeting: list of members is posted and form are distributed

## Parish Nominations

1. Where there is a vice-president, she must be contacted by the chairperson to affirm her willingness to assume the office of president. It is advisable that she sign a note declaring her intention to serve
2. If the office of vice-president is vacant, nominations should be sought for the office of president.

3. At the December meeting, the chairperson of the nominations and elections committee shall post the list of all general members of the parish council, the names of the present executive officers and their eligibility for nomination.

4. At the December meeting, the chairperson shall have nomination forms available for distribution to all members. In addition, the committee, in consultation with the executive, shall determine whether a nomination form should be:

- (1) mailed to all other members,
- (2) emailed and mailed as necessary or
- (3) distributed at the church.

- 5. Any member may submit a nomination form. A member may be nominated for more than one office. All nomination forms must be signed by the chairperson of the committee.
- 6. Nomination forms shall be received by the committee within three weeks of the date of the December meeting.
- 7. All members nominated shall be contacted by the nominations and elections committee to determine if they are willing to stand for the office(s) for which they are nominated. In making such contact, no reference should be made to the number of nominations received or the names or persons submitting the nominations. If accepting the nomination, the candidate will need to submit a Letter of Good Standing (form #553)
- 8. The committee shall seek nominees for any office where no nomination or acceptance of nomination has been received by the deadline date inscribed on the nomination form.



A letter may be sent to the VP to confirm with her that she is willing to serve. It can also be done in person, or by email.

An example of the letter:

Dear Connie,  
 In April 2024 you were elected to the position of Vice-President of the Toronto Diocesan Council of the Catholic Women's League of Canada. Since that time, you have performed your duties as specified in Part XII, Section 2 of the *CWL Constitution*

& *Bylaws* (2023).

As outlined in the *National Policy and Procedures Manual* (page 104), your affirmation and willingness to assume the office of president for the next two year term (2026-2028) must be received before I can complete the eligibility list for all positions.

Please confirm in writing on the attached form, your willingness to accept the position of President of the Toronto Diocesan Council for the 2026-2028 term.

God bless you Connie and may Our Lady of Good Counsel accompany you as you continue your service to God and Canada.

A signed letter of affirmation by the VP is required before starting the eligibility list.

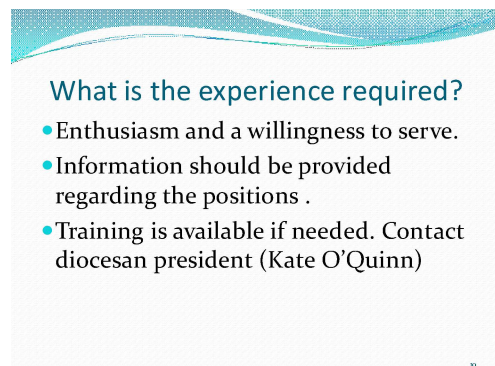
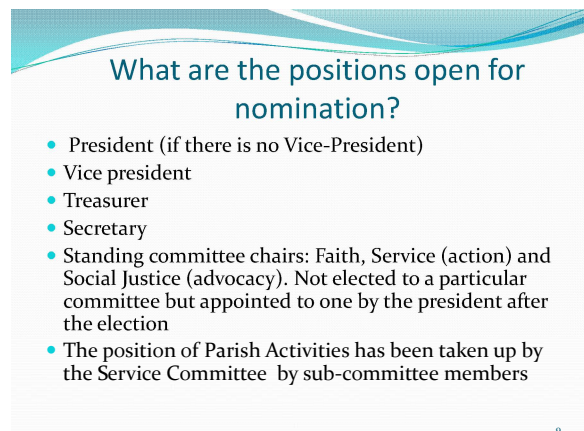


In a September 15, 2024 memo, Fran Lucas advised of a revision to the National Manual of Policy and Procedure regarding a new requirement in the nominations and elections process. This new requirement, a requirement to file a pastoral letter of good standing, came into effect immediately. There is no grandfather clause, and the requirement applies to elections for all levels, i.e., parish, diocesan, provincial and national levels.

To simplify the procedure and keep it consistent, a standard form has been developed. This is the Pastoral Letter of Good Standing form for nominations and elections committees to use. The form (#553) is also available on the national website.

Suggested Procedure:

1. The member allowing her name to stand for election submits the completed form to the nomination and elections committee.
2. The committee reviews the form. It may choose to document having received the completed form by way of a checklist to indicate receipt.
3. The completed form is then returned to the member for safekeeping.



For the position of Treasurer some knowledge of finances is helpful

For the position of Secretary some knowledge and experience of computers is helpful

## Night of Election

- Meeting is still in session
- Someone is appointed to take the minutes
- Process is explained
- Names of those accepting nominations
- Voting proceeds
- Votes are destroyed
- No nominations from the floor
- Executive members are announced
- Meeting is adjourned

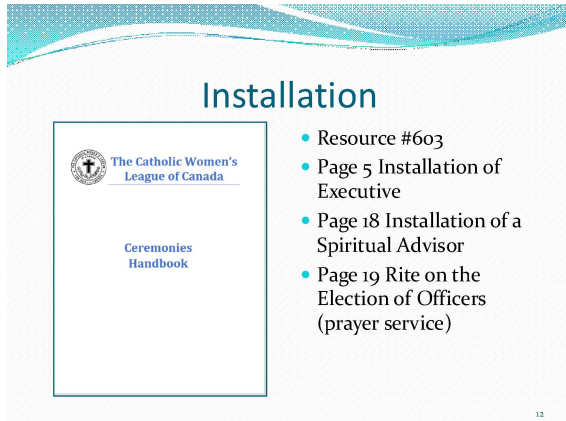
The night of the election:

- At the end of the business meeting the president will ask any current officers to leave the head table.
- The president will remain in the chair during the election process and will appoint someone who is not running for office to take the minutes of the election process. The meeting is still in session and won't be adjourned until after the election is complete. It is suggested to use the rite of

election found on pages 19-20 of the Ceremony booklet. A simple prayer may be substituted if the spiritual advisor is not present.

- The president will call on the chair of elections to give a report on the nomination process and explain how the election process will proceed.
- The committee shows, on a flip chart or overhead, the names of all those who have accepted to let their name stand for election and the positions for which they are standing. She then introduces them to the assembly.
- It is advisable to have the spiritual advisor present for the counting of the votes.
  - For positions where only one candidate has accepted nomination, the president will ask for a motion that the candidate be declared elected.
  - For officer positions where more than one candidate has accepted nomination the members vote by secret ballot. Ballots will be handed by the committee and counted by the committee. The results are passed to the president to announce. The successful candidate is the one who receives the majority of votes. The number of votes received by each candidate is announced.
  - For election of standing committee chairs the chair will announce three positions are required. If only that number of candidates is listed, the president will ask for a motion to declare all these candidates elected.
  - If there are more candidates than positions, there will be a secret ballot, and members will be asked to list only sufficient names to meet the positions open. The successful candidates will be chosen from those who have received the highest number of votes, to fill the required number of positions. Names are announced alphabetically
- **If all positions are not filled, nominations from the floor on election night are not acceptable. Members may offer to fill vacant positions and the new president may appoint that member or another member to take on vacant positions, after discussing this with her new executive.**
- The outgoing president will introduce the new executive.

- The nominations and elections committee is dissolved. The meeting is adjourned. All ballots are destroyed by the election committee, and the spiritual advisor.



- The new executive is installed as soon as possible after election, and takes over responsibility at the next executive meeting following the election. ▪ The installation ceremony can be found in the Ceremonies booklet, or is available online from National Office. It is designed to be used in the context of a Mass or liturgical service

The ceremony for Installation or Reaffirmation of Officers may take place at a Eucharistic celebration following the prayer after communion and before the concluding rite, or right after the homily. The Spiritual Advisor will have input on this decision. If it takes place outside of a Eucharistic celebration, follow the format in the booklet.

The role of the retiring past president in this service may be taken by the spiritual advisor or a previous president of the council

It is suggested that the candle be used for the installation ceremony and a bowl of holy water used for the reaffirmation ceremony.

Some councils have expressed difficulty in having the spiritual advisor attend the reaffirmation. In that case, a modified ceremony could be held. The installation, however, should be held in the presence of the spiritual advisor as he gives a blessing. It would follow the procedure of councils that have a female lay person as the spiritual advisor or a deacon.