***Society of St. Vincent de Paul***

***Election Process for the***

***Saint Faustina Conference President***

1. **The Nominating Committee:** In accordance with the SVdP National Society’s procedures for election of a conference president, the Saint Faustina President has convened a Nominating Committee chaired by Susan LeVine to prepare for the upcoming election. Teresa Pitts is the other member of the Nominating Committee. The duty of the Committee will be to initiate and conclude the election process. A process for actively soliciting nominations for President has been established. The Conference has been appraised of this and potential nominees will inform the Nominating Committee of their intent to run for President. For anyone that is nominated by someone other than themselves, they must either accept the nomination or have their names withdrawn; therefore, the Nominating Committee must ensure that the nominees understand the role and responsibilities of the office they are being asked to serve. (To avoid any confusion on the roles and responsibilities of the Conference President, this Election Plan includes this information in paragraph two below.) Only Full (Active) members of the Society may be Officers. Full (Active) status is given to members who are Catholic, attend Conference meetings regularly, are actively involved in the life of the Conference (decision making and works), are not members of ordained clergy, and receive no salary or remuneration (except for approved reimbursable expenses) from the Society at any level. It is the responsibility of the Nominating Committee to ensure that all candidates qualify. It is also the responsibility of the Nominating Committee to seek at least two candidates.
2. **The Conference President:** The term begins on October 1st, 2017 and ends on September 30th three years later. There is no automatic renewal of a President’s term. There must be an election. A retiring President who has just served two consecutive terms is not eligible for re-election as President until a further period of three years has elapsed. In accordance with the Conference’s Bylaws, the Role and Responsibilities of the Conference President are: The President attends to the progress of the Conference. The President Supports the Conference members in their Vincentian action, helping and assisting them, as circumstances require.

The President ensures that links and communication are effectively maintained between the Conference and the Council to which it is attached. The President attends and represents the Conference at District Council meetings. The President develops working relationships with neighboring Conferences, the Parish, and with agencies and government welfare organizations within the Conference’s responsibilities.

The President shall, in general, supervise all affairs of the Conference. The President shall preside at all meetings of the Conference, and shall be an ex-officio member of all committees.

The President shall have the responsibility for governance of the Conference and shall see that all orders and resolutions of the Conference are carried into effect. If the District or (Arch)Diocesan Council does not report to government agencies, the Conference President is responsible for submitting any required reports to said agencies (e.g. Internal Revenue Service or a State agency)

The President will advise the Conference of the requisite financial support that is to be provided to higher Council(s) and the Region annually. If the President were unable to attend and preside at any meeting of the Conference this privilege and duty may be delegated to the Vice President or any Officer.

1. **The Election Timeline:** The Nominating Committee in consultation with the Conference Board and Active Members have established the following Election Process Timeline:
	1. Nominations Committee established. Volunteers for Chair and other committee member have agreed to fill positions.
	2. Nominations for President opened on Saturday, June 3rd
	3. In accordance with the SVdP National Council, nominees submit their Autobiographical Statement and Platform Statement to Nominating Committee not later than 15 July 2017 (see Attachment One)
	4. Nominating Committee will announce the candidates at the Thursday July 20th Conference Meeting. Nominees will be asked to present their respective Platform Statement (see Attachment One for details). NOTE: Campaigning is not allowed within the Society of St. Vincent de Paul. Election for Conference President will be held on Saturday, August 5th, 2017. If there are more than two candidates, the candidate who receives more than 50% of the total ballots cast (taking into account quorums defined in bylaws) becomes the President-Elect. If none of the candidates receives this simple majority, the Committee Chairperson will announce the two candidates with the most votes. There will then be a runoff election held immediately with those two candidates’ names.
	5. There are times when only a single candidate comes forward. When this occurs, the election process must still be followed. There must still be a secret ballot. There are members who may choose to not vote for the single candidate. The secret ballot allows for that anonymity. The secret ballot should be made in such a way that the person voting may vote in favor of the individual (YES) or withhold their support for the candidate (NO). A “yes” or “no” vote must be cast. Only the votes cast are counted. If the single candidate does not receive a simple majority of approval, then the Nominating Committee must find other candidates. Ballots will be distributed/collected/counted by the Nominating Committee. The President-Elect will be announced to the Conference by the Chair of the Nominating Committee. At no time will the ballot count be revealed to the members or the candidates. In case of a tie vote, a second ballot will be taken.
	6. In accordance with both the National Council’s guidelines and the Conference’s Bylaws, the newly elected President will announce their selection of Conference Vice President, Treasurer, Secretary, and Spiritual Advisor at the Conference’s September 21st, 2017 Conference meeting.
	7. In accordance with both the National Council’s guidelines and the Conference’s Bylaws the newly elected President Installation will be installed on October 1st, 2017 (or October 7th which is the first Conference Meeting in October). It is highly recommended by SVdP National that the Conference hold a special installation ceremony on October 1st (or the first meeting in October) for the new President and slate of officers. There is available through the National Office a publication titled Vincentian Celebrations: Rituals and Ceremonies from which you can obtain an appropriate installation ceremony.
2. **Post Election Responsibilities:** The President-Elect will take office on October 1st, 2017. This gives the President-Elect approximately one month to appoint the other officers (Vice-President, Secretary and Treasurer) and Spiritual Advisor who will make up the Conference board beginning October 1st. As is true with the President, all officers must be Full (Active) members of the Society. The President-Elect will also have to begin thinking about selection of committee chairs for various active committees. The outgoing President must ensure that the Pastor and Parish Council are informed of the upcoming change in Officers.

After a Conference President has been elected, the name of that person shall be submitted to the District Council President. Thereupon that person shall be enrolled as a member of the District Council and installed at the next District Council Meeting. Notification must then be sent to the National Office to ensure the Conference database is properly updated.

**Attachment One: *sample forms the Nominating Committee may want to use for an autobiography and platform from the nominees***

**NOMINEE'S AUTOBIOGRAPHICAL STATEMENT**

Complete all of the following autobiographical items. To be valid, every question must be answered. If more space is needed, use reverse side and indicate on this front page additional material has been written on the back.

## PLEASE PRINT OR TYPE

 1) Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2) Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Telephone number (include area code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5) Date of birth: month/date/year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6) Marital status: single married divorced widowed

 7) Spouse's name (if living):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8) Names and ages of children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 9) Education (check the highest level of schooling and enter years of schooling at that level):

High School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College\_\_\_\_\_\_\_\_\_\_\_\_\_Graduate College\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate colleges or universities attended and degrees earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10) Profession or occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11) ***Your experience as a member of the Society***

Date of admission to active membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List offices and positions held in the Society and years served in these capacities. Also list any important and unusual assignments carried out by you as an SVdP member:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12) List other significant achievements or involvement in civic, cultural, community service, and church activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_***

**NOMINEE'S PLATFORM STATEMENT**

The SVdP President serves for three years. This demands, on the part of the successful candidate, a major sharing of his/her available time and talents. On the part of the Society, a Presidential election involves the conferring of substantial authority to the chosen leader and implies confidence in his/her character and capabilities.

Before making such a choice, therefore, members ask you to set forth briefly what might be called a "Platform Statement". It must include:

1) Your views about the most urgent needs of our Society at this time;

2) The SVdP goals or objectives you would hope to achieve during your three-year term as President;

3) Some indication about how you would expect to reach these goals;

4) Any other "Platform" comments or observations that you consider to be important in relation to the growth and future of the Society.

Your "Platform Statement" may not exceed one side only of an 8 ½ by 11 typewritten page, single-spaced, with a half inch margin on all four sides.

**Please use the reverse side for your "Platform Statement".**

**BEGIN** by entering your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_