

Society of St. Vincent de Paul

Election Process for a Conference President

This is a link for the presentation in June 2023 on Servant Leadership- Conference Leaders and Succession Planning : [Video Recording- Conference Leadership & Succession](#)

Term of Service

The Conference is directed by a President elected through a process that culminates in a secret ballot for a three-year term (beginning on October 1st), which may be renewed once. Two key factors are that the term of office can only be renewed once and the term begins on October 1st of a particular year. This means the President can serve a maximum of six consecutive years. 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.

Nominating Committee-JULY

- the President convenes a Nominating Committee
- the Committee Chairperson, typically the Vice President, will report the status of the election at subsequent meetings
- the Committee will initiate and conclude the election process
- the Committee members will actively solicit nominations for the office of President
 - at least two candidates are preferred
 - candidates must be qualified active members*
- those nominated must accept the nomination or have their names withdrawn
 - those nominated are encouraged to engage in discernment process before decision of acceptance or withdrawal
- the Committee must ensure that the nominees understand the role and responsibilities of the office they are being asked to serve.

*Only Active members of the Society may be Officers. 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.

Know the Candidates- AUGUST

- the Committee Chairperson will reveal candidates to the Conference membership.
- the Candidates present qualifications and plans to members
 - Campaigning is not allowed with the Society
- the Committee ensures the Conference members understand the role and responsibilities of the President

The Election-SEPTEMBER

- the election is done in the form of a secret written ballot
- the Committee must establish a process for breaking a tie before the vote occurs
- the Chairperson distributes the ballots, and collects the filled in ballots
- the Committee will count the ballot and report to the Chairperson the results of election
- the Chairperson will reveal the name of the person elected
 - at no time will the ballot count be revealed to the members or the candidates

Election Conditions

- 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.
- If only a single candidate comes forward, 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. 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.
- For serious reasons, and in accordance with The Rule, an election can be annulled.

President-Elect Responsibilities- SEPTEMBER

- appoints officers (Vice-President, Secretary and Treasurer) and Spiritual Advisor
- selects committee chairs or delegates duties of special works or assignments
- consults with outgoing President on matters of the conference

Post-Election Responsibilities- OCTOBER

- the newly elected President will take office on October 1st.
- an installation ceremony shall take place for elected President and appointed officers
 - found in *Vincentian Celebrations: Rituals and Ceremonies*
- the outgoing President informs Pastor and Parish Council of change in Officers
- the Council Office must be notified of the change in officers to update database
- the Council President must be notified of newly elected Conference Presidents
 - installation occurs at next District Council Meeting

Extraordinary Circumstances

Should the President resign, become permanently incapacitated, be removed from office or die during the term of office, then the Vice President of the Conference shall act as President until the election of a new President. Upon the vacancy of the office of President prior to the completion of the term of office, all other officers remain in office until a new President takes office. Upon the vacancy of the office of President prior to the completion of the term of office, the Vice-president shall within ten days from receipt of the notice of the vacancy of the office of President initiate the election process. The election is then held within 3 months. The newly elected President's term of office begins on the date of election to that position and installation occurs on October 1st following the election. Irrespective of the months involved, the portion of year one in office is counted as the first year; with the remaining 2 years of a three-year term of office beginning October 1st of that year.

SVDP CONFERENCE PRESIDENT NOMINEE BIOGRAPHICAL INFORMATION

Full name

Year Joined Society

Conference Affiliation(s)

Conference or Council Offices Held

Other Society Positions, Committees, Activities, Conferences or Trainings

Considerations to reflect on and share with conference members about your leadership characteristics as a candidate for conference President:

- Significant achievements or involvement in civic, cultural, community service
- Participation in parish activities, formation, leadership
- Professional or educational experiences
- Your views on the most urgent needs of our Society at this time
- Goals or objectives for your conference that you hope to achieve during your term as President (three year term; once renewable)
- Possible steps for your members to work together toward those goals

Signature of Nominee: _____ **Date:** _____

Prayer of Discernment

Good and Gracious God, pour forth the grace of the Holy Spirit upon me so you may help me to recognize the gifts you have given me and to understand how you call me to share those gifts in order to build up and strengthen our conference. Through the sharing of these gifts may I come to glorify you on earth by accomplishing the work that you give me to do. Through Christ our Lord Amen