

Dominican Laity - Holy Rosary Chapter - Portland, Oregon
Qualifications For Office and Council
for discernment before an election

Qualification for an office includes being able to fulfill all the duties of that office, and being Life Professed, unless exception is given by the LPC President. Councilors positions may be filled by temporary professed. No one can serve more than two consecutive terms in the same office without permission from the LPC President. Those nominated must be present (either physically or via Zoom) to accept the nomination.

Notes: WDP-Particular Directory (WDP 2009)
PDA-Holy Rosary Chapter Particular Directory Addendum
RULE-General Declarations - The Lay Fraternities of St. Dominic

WDP - (page 11)

V. Chapter Structure and Government

A. Members of the Chapter Council

1. The chapter council consists of:
 - a. elected officers
 - i. president⁵;
 - ii. vice president;
 - iii. secretary;
 - iv. treasurer;
 - v. formation director;
 - b. ex-officio members (with full voting rights)
 - i. the Lay Provincial Council representative (if not combined with another council position);
 - ii. the religious assistant;
 - c. councilors, numbering between two and six, depending on the needs of the chapter.
2. If the size of the chapter and the demands of the tasks make it advisable, the offices of the secretary and treasurer may be combined, and the office of vice president may be eliminated.
3. The chapter council recommends the size of the council, as well as whether there will be the office of vice president, and if the office of secretary and treasurer will be combined, for the approval of the chapter before elections take place.
4. Any officer or councilor may also hold the office of Lay Provincial Council representative.

⁵ Although the terms president and vice president are not currently in use in our chapters, they are being used here to be closer to the language of the Rule, which uses the Latin word *praeses*. This is not intended to be normative; the chapters are free to continue using the titles that are customary, e.g., moderator, prior/prioress, etc.

B. Duties of Chapter Council Members

1. The president
 - a. conducts all chapter and council meetings;
 - b. in conjunction with the religious assistant and the formation director, prepares for and conducts the ceremonies of reception and profession; receives inquirers into the Order and the profession of candidates;
 - c. ensures the preparation of an annual report for the chapter and the Lay Provincial Council;
 - d. arranges for active members to be in contact with prayer members and receives reports about them;
 - e. notifies all members of the death or danger of death of any chapter member or immediate family member, as well as of other Dominicans; sees that, in case of death, the appropriate suffrages are observed;
 - f. assists council members in the performance of their duties in accordance with the Statutes;
 - g. assigns or delegates duties to the other council members, as necessary;
 - h. acts as the spokesperson for the chapter and as liaison with other chapters and other members of the Dominican family.

(*And for our chapter* - arranges for the Annual Retreat and Retreat Master, and keeps up to date the phonebook w/necrology, and prints it annually, and ensures that IRS filings are done accurately and timely.)

2. The vice president substitutes for the president in case of absence, and assumes that office when it is vacant until a new president is elected.
3. The secretary
 - a. records attendance and takes minutes at chapter and council meetings;
 - b. prepares and sends out communications on behalf of the chapter, as needed;(proficient at email)
 - c. ensures that a current register of members is maintained; the register should include the members' names, addresses, phone numbers, email, etc., as well as dates of reception, first profession, renewals, life profession, office(s) held, and any other pertinent information;
 - d. ensures communication with the Lay Provincial Council newsletter editor and distribution of the newsletter to chapter members;
 - e. keeps archives of minutes, letters to and from the council, and other historical data.
4. The treasurer
 - a. establishes and maintains the chapter account, collects and disburses funds as directed by vote of the chapter and/or council;
 - b. prepares written budget and financial reports as required by the council.
(*And for our chapter*, must know or learn QuickBooks program, and assist in IRS filings.)
5. The formation director
 - a. organizes the initial study program within the guidelines of the Provincial Council; provides assistance to those on the formation team as they help inquirers and candidates discern their Dominican vocation;
 - b. coordinates the on-going formation programs with the participation of the professed community;
 - c. becomes familiar with inquirers, candidates, and temporarily professed members in order to be able to make recommendations to the chapter council as to their continuation in the chapter;
 - d. with the participation of the chapter council or formation team, conducts the appropriate interviews for those seeking reception or profession;
 - e. cooperates with the president and the religious assistant to arrange the ceremonies for the Rites of Reception and Profession.
6. The Lay Provincial Council representative
 - a. represents the chapter at the Lay Provincial Council meeting and reports pertinent Lay Provincial Council actions to the chapter;
 - b. Serves as an ex-officio member of the chapter council with full voting rights;

PDA:

3. Election of officers: The chapter reviews each office that will be filled along with the qualifications for the office at the chapter meeting prior to the election. Nominations are also made at this chapter meeting with voting taking place at the following meeting.
4. Voting rights and missed meetings: If a chapter member misses 4 meetings in a row they lose their voting rights until they have attended 4 meetings in a row.

General Declarations
The Lay Fraternities of St. Dominic
("The RULE")

Elections: No 19. -

\$ I - Except where these Declarations or the Directory make other provision, elections among the Laity of St Dominic take place in accordance with cann. 119,1 and 164-183.

\$ II - Unless the Directory determines otherwise, there may be up to three scrutinies in an election. An absolute majority is required for election in the first or second scrutiny. If there have been two inconclusive scrutinies, a vote is to be taken between the two candidates with the greatest number of votes or, if there are more than two, between the two senior by first promise in the Lay Fraternities. After a third inconclusive scrutiny, that person is deemed elected who is senior by first promise in the Lay Fraternities.