

Procedure for Electing or Removing Secretariat Members

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In order to assure fair and proper election or removal of Secretariat members the following procedure shall be followed by the Secretariat in such matters.

Public notification shall be required previous to the scheduled vote as follows:

For a vote to remove a member or to fill a mid term vacancy, there shall be a notice published in the News Letter and via general email, at least 30 days prior to the vote.

For a vote to fill or to refill a full term position, there shall be notification in the News Letter, and via general email, for two Newsletter issues prior to the vote at the Fall Secretariat Meeting.

These notices shall clearly state that the Secretariat is requesting that all interested should notify the Secretariat as soon as possible.

The notification of interest shall be in writing or via email and delivered to the Lay Director or Current Chair Person at least seven days prior to the scheduled vote.

The actual Secretarial hearing, discussion and vote shall be closed to all except those directly involved and as otherwise stated herein.

Prior to scheduling or notification of a vote to remove a current member of the Secretariat, the Lay Director shall contact the individual involved to assure that the member knows of the vote, that they have an option to resign and that they will be allowed to present their own point of view before the vote of the Secretariat.

The individual(s) involved in an election to or removal from a position on Secretariat shall be granted a few minutes to relate their views to the Secretariat at a properly called and noticed meeting. They also should be allowed to have another person speak for them. The Secretariat shall have a few minutes to ask questions of the individual involved.

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All of the individuals involved in an election or vote for removal, shall then be asked to leave the room. The Secretariat may then present their ideas and feelings without those individuals present.

The Lay Director shall not vote, except in the case of a tie vote.

All voting shall be by secret ballot and counted by the Spiritual Director, if present; if not the Lay Director or current Chair Person shall count the votes. The results of the vote, but not the count, shall be announced immediately. If count is challenged, a member chosen by the Secretariat would be allowed to verify the count. The ballots shall be destroyed immediately by the individual who counted the votes. The vote count shall be kept secret by all who were authorized to view the vote. The results will be reported as part of that meeting's minutes.

Approved by the Secretariat, April 12, 2008

Revised by the Secretariat, December 13, 2014