Fraternity Election Packet Needs

**Election/Visitation Coordinator sends:**

1) Election Confirmation Letter from REC

2) Election Procedure Explained

3) Election Sample Letter to Fraternity Members

4) Stipend for Election/Visitation

 **Family Councilor** verifies that the fraternity has:

1. An Ecclesial Witness. The Delegation Form is sent to Minister who forwards it to Regional Spiritual Assistant. (RSA sends the Delegation letter to the Ecc. Wit, Frat Min, Councilor and Presider)
2. Ceremony in booklet form available for all members
3. Has room ready with all items: ballots, pencils, basket, table, board, slate, database, etc.

**Presider** requires:

1) A copy of Members’ database – to establish quorum

2) Copies of the Official Written Record – BOTH the Ecc Witness and Secretary fill this out during the meeting and then everyone signs it, including the witnesses, etc.  One completed copy stays with fraternity and the other goes to Secretary for Reg. files

3) Address Report is completed by the new council members and copy is sent to everyone on REC, esp. Regional Secretary and Bonnie for Database within ONE week!

4) Every elected Council Member gets a New Fraternity Council Handbook and Care & Feeding of Councils

 2/1/18