



# Procedure for the 40<sup>th</sup> General Chapter

**Brothers**

Rome, April 29, 2024

## Procedure for the 40<sup>th</sup> General Chapter

(Proposal based on the procedure for the 39<sup>th</sup> General Chapter)

1. The *General Chapter* is the highest expression of authority in the Congregation. It is called together and presided over by the Superior General, who, in the case of being prevented or being absent, is replaced by the Vicar General, or in the case he is prevented or absent by the eldest in profession from among the members of the General Council.

### I. Chapter Structures

#### 2. **The Steering Committee**

- a. The Steering Committee serves the Chapter by assuring its coherent movement in the direction desired by the Chapter itself, providing for its internal organization and for the practical planning of its day-to-day functions. It also has the role of proposing formulas for proceeding with the work and solutions to the various difficulties which might be encountered in the course of the Chapter, especially in those situations which are not foreseen in the principles of procedure described here.
- b. The Steering Committee is composed of the Superior General, the facilitator and four other capitulants chosen in the manner described below.
- c. The members of the Steering Committee are elected in the following manner:
  - The capitulants are divided into the four groups: the three Interprovincial Conferences (CIAL, CAP, CEA) and the US Province.
  - Each group presents at least two names chosen from the list of capitulants of that group.
  - From among the names presented by each group, the Chapter, in plenary meeting, elects the four members of the Steering Committee, one from each group, according to the following process:
    - First there is a drawing of lots in order to determine the order of the groups in the election. There then follows the vote.
    - The first ballot contains the names proposed by the first group. If one of those obtains the absolute majority of votes cast, he is elected.
    - If the contrary case, there is another ballot containing only the two names which received the greatest number of votes on the first ballot. The one who receives a simple majority is elected. In the case of a tie cf. art. 127, 3.a.

- d. In the same way there follows the election of the second, third and fourth members of the Steering Committee, elected successively from the candidates presented by the corresponding group.

### **3. Working Groups**

Besides the "inter-provincial groups" mentioned above there can also be different types of working groups according to the matters to be dealt with. The make-up of these groups is determined by the Steering Committee.

### **4. Commissions**

The Steering Committee proposes to the Assembly the composition of the commissions necessary for the orderly progress of the Chapter, in particular:

- **Letters** Commission.
- **Liturgical** Commission.
- **Communications** Commission, to communicate with the Congregation during the Chapter.
- Commission for the **redaction** of the final text.
- **Recreation** Commission.
- **Interchapter** Commission for relations with the Sisters' Chapter composed of the Superiors General and the Chapter facilitators.
- **Financial** Commission for the expenses of the General Chapter.

## **II. Chapter Services**

### **5. Moderators**

- a. The moderator's task is to direct and organize the deliberations of the Chapter when it meets in assembly, also giving attention to the correct functioning of the simultaneous translation.
- b. The moderator for each session will be chosen by the Steering Committee.

### **6. Secretary**

The Chapter Secretary is elected by the Chapter by a relative majority of votes. He organizes the work of the secretariat, for which he is responsible. That includes everything having to do with minutes, translations and administrative services. He signs the documents.

### **7. Tellers**

The Chapter elects two tellers, according to Statutes 80: "Normally, the youngest Chapter members act as tellers".

- a. If the Assembly votes in writing, the tellers collect the ballots, count them, read them and make the results known to the President who reads the results. For the vote to be made in writing it suffices that only one capitulate request it.
- b. If the voting is by hand, the tellers count successively those who are "for", "against" and those who abstain.

## **8. Letters Commission**

A special commission will study the letters sent to the Chapter by the members of the Congregation (Statute 74). The commission will make a report to the Chapter. Suggestions, if there are any, will be sent to the working groups or studied by the Steering Committee for consideration by the assembly. For the duration of the Chapter, these letters will remain at the disposal of the capitulants.

## **9. Facilitator**

The role of the facilitator is to assist in the preparation of the Chapter and to be an attentive listener during the Chapter. He or she can also intervene in the sessions, offering readings or highlighting points that may merit attention. In addition, the facilitator collaborates with the Steering Committee in the preparation of the dynamics and methodology that can best serve the Chapter's themes.

# **III. Rules of Order**

## **10. Assembly and voting**

Plenary assemblies can be of two types:

- a. Those which have as their purpose to arrive at a definitive decision, normally sanctioned by a vote.
- b. Those which have as their purpose information, an open exchange among the capitulants without a need for the assembly to take a position by vote.

## **11. Majorities**

- a. The Chapter makes all of its decisions by an absolute majority of votes except when a contrary procedure is indicated (Art. 127).
- b. To compute the results of a ballot and to determine the majority one takes count of the number of capitulants present (c. 119, Art. 127).
- c. In the case of a tied vote for or against a proposal it is rejected after a third such tie.
- d. A qualified majority is constituted by two-thirds of the capitulants present.

## **12. Motions**

In a plenary assembly of decision, every text or proposition for which the assembly must take a definitive decision by vote must be considered as a "main motion". Normally, main motions must be presented in writing.

## **13. Amendments**

- a. Motions of amendment which propose additions to or modifications of the main motion may be proposed by any capitulant. To be admitted for discussion in the assembly such a motion must be supported by five capitulants other than the author. Once accepted for discussion in the assembly, the amendment must be examined and its meaning determined before returning to the main motion which it is meant to amend.

- b. Amendments which are simply a clarification of the main motion can be presented by any member of the Chapter during the discussion itself and do not need to be supported by other capitulants in order to be accepted for discussion.
- c. So far as possible amendments should be presented in writing.

#### **14. *Motions of Order***

Motions of order are related to the progress of the debate and have priority. They must be voted on without discussion and must be supported by at least five capitulants. They can be:

- a motion to postpone the discussion of a question,
- a motion to close the debate by an immediate vote,
- a motion to reconsider a decision already made by the Assembly.

In order to be accepted, a motion of postponement must receive an absolute majority.

In the other two types of motion a qualified majority is necessary.

### **IV. Modifications of these procedures**

#### **15. *Modifications of these procedures***

The Assembly can modify these procedures even after they have approved them. Such a modification must be proposed in writing and be supported by at least five signatures. The proposition will be presented to the Steering Committee, which will then present it to the Assembly.

According to no. 2, a) the Steering Committee, if it so judges in certain cases, can propose changes that would facilitate the progress of the Chapter.

# Procedure for the Elections

## I. Rules for the election of the Superior General

- a. The Congregation's Constitutions point out that one of the principal tasks of the General Chapter is "To elect the Superior General and the members of the General Council; and from among them, on the proposal of the Superior General, the Vicar of the Congregation." (Art. 128, 8; Statutes 74 - 80).
- b. Article 127, 3 specifies some of the requirements for the validity of the General Chapter's acts with regard to the percent of the Chapter members present, the requirements of an absolute majority in voting on the decisions and in the elections of the General Chapter and other aspects linked to the elections.
- c. Article 129 states that the election of the Superior General is governed by the general provisions of Article 127, 3 in the Constitutions and by some special norms cited in this article (Article 129, 1, 2 and 3; Statute 81 and 82). Article 130 indicates that "1) If the one elected accepts, he takes possession of his office as Superior General at the end of the Chapter" y, 2) "If he does not accept, the election process is repeated from the beginning" (Statute 83).
- d. Articles 131 give the details of the method for electing each member of the Council and the Vicar General (Statute 84).

**131.** 1. The election of each member of the General Council is carried out separately. In these elections the general provisions of Article 127, 3 are applied together with the special norms that follow:

- a) On the first two ballots an absolute majority of the electors present is required.
- b) On the third and final ballot, only the two brothers with the most votes on the second ballot have passive voice.

2. The election of the Vicar General requires an absolute majority of votes, obtained, at the latest, on the third ballot. If it is not achieved, the Superior General will propose another of the Councilors.

- e. Finally, in the Articles 132 and 135, the norms for re-election.

**132.** For the re-election of the Superior General, the Vicar and the General Councilors, the same norms are applied as for their first election.

**135.** The Superior General and the members of the General Council can only be re-elected once, unless an interruption of at least six years has elapsed.

## **II. Proposal for the election of the General Councilors**

*Proposal made by the Enlarged General Council, Bandung 2023, concerning the method for electing the General Councilors. It may be reviewed and adjusted as deemed necessary by the General Chapter.*

1. Each Interprovincial Conference (CEA, CIAL and CAP) presents six names, of which at least two have to be from the Conference itself. The US Province will join with CAP in presenting its delegates.
2. A 'pool' of at least 6 and at most 18 is created.
3. There will be a time for the chapter members to get to know the candidates better, to talk about them, to gather information etc.
4. A straw vote, in which each chapter member votes for five names from the aforementioned 'pool'. This is a way of indicating a preference, which will give an orientation to the chapter members for the voting that will follow.
5. The election, one by one of the 4 councilors from the names in the 'pool'. There will be three ballots, an absolute majority being necessary in the first two. If there is a third ballot, a simple majority between the two with the most votes suffices. Those two will not have active voice.