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## INCREASING PER CAPITA FEES

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*National Manual of Policy and Procedure*, pages 121-124

To initiate an increase in a per capita fee, the executive of the level considering the increase must agree on the wording of a motion at an executive meeting. The motion must state the exact amount of the increase and the date it is to become effective. A Notice of Motion is then sent to each parish council at least six months prior to the annual convention. The Notice of Motion must include the proposed wording of the motion, along with other necessary information, to help the councils with making their decision. This information may include reasons for the increase. At the national level, the Notice of Motion is also published in *The Canadian League* at least six months in advance of convention.

An increase in diocesan per capita fees must be voted on by the voting delegates (parish council presidents or their designate) who carry an instructed vote from the parish councils. It is approved by a majority vote of the voting delegates present at the annual diocesan convention.

An increase in provincial per capita fees must be voted on by the voting delegates (diocesan council presidents or their designate) who carry an instructed vote from the annual diocesan convention. It is approved by a majority vote of the voting delegates present at the annual provincial convention.

An increase in national per capita fees must be voted on by the voting delegates (provincial council presidents or their designate) who carry an instructed vote from the annual provincial convention. It is approved by a majority vote of the voting delegates present at the annual national convention.

The process is as follows:

1. A motion to raise per capita fees must be adopted by the executive of the level that is requesting the increase.
2. A Notice of Motion is circulated a minimum of six months prior to the annual convention and requires a majority vote of the voting delegates present at an annual convention to achieve a per capita increase. The voting delegate votes according to the instructions of the council she represents. Therefore, the process for giving the voting delegate an instructed vote begins at a parish council meeting. Each parish council's instructed vote is given to the diocesan council at the diocesan convention. The diocesan council's instructed vote is given to the provincial council at the provincial convention. The provincial council's instructed vote is the final vote, and it is given at the annual national convention.
3. Forms are circulated to all relevant levels and must be used to record the instructed vote. The signature of the council president and secretary undertaking the instructed vote validate the results of the vote.
4. Completed and validated forms must be presented or mailed to the presidents who will preside over the instructed vote at convention at least two weeks prior to the date of convention.
5. Only the council president (or her designate) as the voting delegate may vote on the increase.
6. Only voting delegates present at the convention may vote on the increase. Validated forms are not a proxy for the presence of a voting delegate.
7. Failure to submit the validated form and attend the convention will result in a spoiled ballot.

### Parish Council Presidents

1. At a parish council meeting held at least one month prior to the diocesan convention, schedule a time to hold the vote on the proposals. In the meeting announcement, inform members that the vote will be taken.
2. When the time for the vote arrives, read (or have someone read) the proposal and the reasons for it. Allow time for discussion and questions.
3. Take the vote, both for and against. Count and record the numbers both for and against the proposal outlined in the Notice of Motion. If a majority of the members present and voting have voted in favour of the proposal, then the instructed vote that the president, as voting delegate, will take to the diocesan convention is "YES." If there is not a majority in favour of the proposal, then the instructed vote to be taken to the diocesan convention is "NO."
4. Complete the Parish Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to the diocesan president at least two weeks prior to the diocesan convention. Bring your copy to the diocesan convention to ensure that you vote as instructed.

### Diocesan Council Presidents

If the diocesan executive has prepared the Notice of Motion, please skip to the section heading "National President" and replace "national" with "diocesan" and "provincial" with "parish" in all instances. If this is a provincial or national Notice of Motion, please follow points 1 to 5 outlined here.

1. Schedule a time on the agenda of the diocesan convention to hold the vote on the proposal outlined in the Notice of Motion.
2. Upon receiving the parish council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only voting delegates (parish council presidents or designates) may vote and they must vote as instructed by their parish council.
4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (parish council presidents or designates) both for and against the proposal. If a majority of the voting delegates present and voting have voted in favour of the proposal, then the instructed vote that the diocesan president will take to the provincial convention is "YES." If there is not a majority in favour of the proposal outlined in the Notice of Motion, then the instructed vote to be taken to the provincial convention is "NO."
5. Complete the Diocesan Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to the provincial president at least two weeks prior to the provincial convention. Bring your copy to the provincial convention to ensure that you vote as instructed.

### Provincial Council Presidents

If the provincial executive has prepared the Notice of Motion, please skip to the section heading "National President" and replace "national" with "provincial" and "provincial" with "diocesan" in all instances. If this is a national Notice of Motion, please follow points 1 to 5 outlined here.

1. Schedule a time on the agenda of the provincial convention to hold the vote on the proposal outlined in the Notice of Motion.

2. Upon receiving the diocesan council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only the voting delegates (diocesan presidents or designates) may vote and they must vote as instructed by their diocesan council.
4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (diocesan presidents or designates) both for and against the proposal. If a majority of the voting delegates present and voting have voted in favour of the proposal, then the instructed vote that the provincial president will take to the national convention is "YES." If there is not a majority in favour of the proposal, then the instructed vote to be taken to the national convention is "NO."
5. Complete the Provincial Council Instructed Vote Form, if circulated, with the information requested. Both the president and the secretary sign the form. Keep one copy of the form and send one copy to national office at least two weeks prior to the national convention. Bring your copy to the national convention to ensure that you vote as instructed.

#### National President

1. Schedule a time on the agenda of the national convention to hold the vote on the proposal outlined in the Notice of Motion.
2. Upon receiving the provincial council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed.
3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the members that only the voting delegates (provincial presidents or designates) may vote and they must vote as instructed by their provincial council.
4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote, both for and against. Record the number of voting delegates present and voting (provincial presidents or designates) both for and against the proposal. If a majority of the voting delegates present have voted in favour of the proposal, then the proposal is adopted. If there is not a majority in favour of the proposal, then the proposal is lost.