

Instructed Voting Process

Excerpted from *National Manual of Policy and Procedure*, Pages 153-155

The process for giving the voting delegate an instructed vote begins at the parish council meeting early in the year. Each parish council's instructed vote will be given to the diocesan council at the diocesan convention. The diocesan council's instructed vote will be given to the provincial council at the provincial convention. The provincial council's instructed vote is the final vote, and will be given at the annual national convention.

Parish Council Presidents

- a. At a parish council meeting held at least one month prior to the diocesan convention, schedule a time to hold the vote on the proposed amendment. In the meeting announcement, inform members that the vote will be taken.
- b. When the time for the vote arrives, read (or have someone read) the proposed amendment and the reasons for it. Explain that the amendment must be adopted or defeated as presented. It is not open to amendment. Allow time for discussion and questions.
- c. Take the vote, both for and against. Count and record the numbers both for and against the proposed amendment. If two-thirds of the members present and voting have voted in favour of the proposed amendment, then the instructed vote that the president, as voting delegate, will take to the diocesan convention is "YES." **Less than a two-thirds vote in favour of the proposed amendment means the instructed vote to be taken to the diocesan convention is "NO."**
- d. Complete the Parish Council Instructed Vote Form provided with the information requested. Both the president and the secretary sign the form.
- e. Keep the white copy of the form. Send the yellow copy to the diocesan president (provincial president where no diocesan council exists) at least two weeks prior to the diocesan convention (provincial where applicable) and the pink copy to national office.
- f. Make arrangements for the voting delegate to attend the diocesan convention (provincial convention where no diocesan council exists). Only those present and voting may cast votes. All other votes are forfeit.
- g. Bring your copy of the form to the diocesan convention (provincial where applicable) to present to diocesan council (provincial where applicable) as proof of instructed vote and to ensure that you vote as instructed.

Diocesan Council Presidents

- a. Schedule a time on the agenda of the diocesan convention to hold the vote on the proposed amendment.
- b. Upon receiving the parish council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed. Follow up with those councils that have not submitted their voting forms to provide every opportunity for participation by the membership.
- c. During the registration process of convention, strike from the list of results those councils that have not sent a voting delegate to vote on their council's behalf. Only parish councils represented by a voting delegate who brings a copy of the instructed voting form are eligible to cast a vote.

- d. When the proposed amendment comes up on the agenda, inform the members that only the voting delegates in attendance (parish council presidents or designates) may vote and they must vote as instructed by their parish council. The instructed votes are taken without discussion or debate. A roll call of the voting delegates (or designates) prior to the voting procedure will officially confirm the two-thirds vote required — “yes” (in favour) or “no” (against) the proposed amendment.
- e. Read (or have someone read) the proposed amendment and take the vote, both for and against. Record the number of voting delegates (parish council presidents or designates) both for and against the proposed amendment. If two-thirds of the voting delegates present and voting have voted in favour of the proposed amendment, then the instructed vote that the diocesan president will take to the provincial convention is “YES.” **Less than a two-thirds vote in favour of the proposed amendment means the instructed vote to be taken to the provincial convention is “NO.”**
- f. Complete the Diocesan Council Instructed Vote Form provided with the information requested. Both the president and the secretary sign the form.
- g. Keep the white copy of the form. Send the yellow copy to the provincial president at least two weeks prior to the provincial convention and the pink copy to national office along with the record of parish councils that were represented and that cast their vote.
- h. Make arrangements for the voting delegate to attend the provincial convention. Only those present and voting may cast votes. All other votes are forfeit.
- i. Bring your copy of the form to the provincial convention to present to provincial council as proof of instructed vote and to ensure that you vote as instructed.

Provincial Council Presidents

- a. Schedule a time on the agenda of the provincial convention to hold the vote on the proposed amendment.
- b. Upon receiving the diocesan council voting forms, note the results of the votes to ensure that the voting delegates vote as instructed. Follow up with those councils that have not submitted their voting forms to provide every opportunity for participation by the membership.
- c. During the registration process of convention, strike from the list of results those diocesan councils that have not sent a voting delegate to vote on their council’s behalf. Only diocesan councils represented by a voting delegate who brings a copy of the instructed voting form is eligible to cast a vote.
- d. When the proposed amendment comes up on the agenda, inform the members that only the voting delegates in attendance (diocesan council presidents or designates) may vote and they must vote as instructed by their diocesan council. The instructed votes are taken without discussion or debate. A roll call of the voting delegates (or designates) prior to the voting procedure will officially confirm the two-thirds vote required — “yes” (in favour) or “no” (against) the proposed amendment.
- e. Read (or have someone read) the proposed amendment and take the vote, both for and against. Record the number of voting delegates (diocesan council presidents or designates) both for and against the proposed amendment. If two-thirds of the voting delegates present and voting have

voted in favour of the proposed amendment, then the instructed vote that the provincial president will take to the national convention is "YES." **Less than a two-thirds vote in favour of the proposed amendment means the instructed vote to be taken to the national convention is "NO."**

- f. Complete the Provincial Council Instructed Vote Form provided with the information requested. Both the president and the secretary sign the form.
- j. Keep the white copy of the form. Send the yellow copy to national office at least two weeks prior to the national convention along with the record of diocesan councils that were represented and that cast their vote.
- g. Make arrangements for the voting delegate to attend the national convention. Only those present and voting may cast votes. All other votes are forfeit.
- h. Bring your copy of the form to the national convention to present to national council as proof of instructed vote and to ensure that you vote as instructed.

National President

- a. Schedule a time on the agenda of the national convention to hold the vote on the proposed amendment.
- b. Upon receiving the provincial council voting forms at national office, the results of the votes are noted to ensure that the voting delegates vote as instructed.
- c. When the proposed amendment 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.
- d. The national chairperson of laws will read the proposed amendment. The national president will take the vote, both for and against. The instructed votes are taken without discussion or debate. Record the number of voting delegates (provincial presidents or designates) both for and against the proposed amendment. If two-thirds of the voting delegates present have voted in favour of the amendment, then the proposed amendment is adopted. If there are not two-thirds in favour of the proposed amendment, then the proposed amendment is lost.