

APPENDIX 13

*The following is a sample of the document referred to in E 48.3.4,
page 25.*

PROTOCOL OF ABBATIAL ELECTION

In the year of our Lord _____, on the _____ day of _____, a chapter was held at _____ Abbey, diocese of _____, at which the Reverend Father _____, capitular of the aforesaid abbey, was elected abbot of _____ Abbey.

Upon the death [*or resignation, or promotion*] of the Right Reverend _____, abbot of _____, and after a period of prayerful preparation, the capitulars of the abbey assembled on the _____ day of _____ for worship of the Lord and for the preliminary meeting, at which _____ tellers were chosen and the names of the candidates for the office of abbot were submitted and considered. On the day of the election itself, having celebrated a Mass in honor of the Holy Spirit, the capitulars assembled in the presence of the President of the Congregation, the Right Reverend _____, and, having taken the prescribed oath, proceeded to the election of an abbot.

On the _____ balloting, the Reverend Father _____ received _____ out of _____ votes and an election was declared. Having petitioned confirmation of the election, he was confirmed in office by the Right Reverend President. Nothing required for a canonical election was omitted.

In witness of the above we have affixed our signatures on this
 _____ day of _____, in the year of our Lord

_____.

Teller

President

Teller

Secretary of the election

Teller

NOTES

1. *The above sample protocol indicates the essential information to be included in the official election chapter minutes. It is helpful if the three required copies of the protocol, with blank spaces to be filled in after the election, are prepared before the election day itself, so that the copies may be signed before the capitulars disperse.*
2. *Not only the President or his delegate and the secretary of the chapter, but all of the tellers are to sign the protocol.*
3. *Although it is not required, a special copy of the protocol, with space for the signature of all the electors, may be prepared, signed by all and preserved in the abbey archives.*