

APPENDIX 3

DOCUMENTS USED IN THE PREPARATORY
PROCESS

I. SUMMONS TO THE ELECTION

1. Every monk who has a right to vote in the election, whether he is residing at the abbey or away from it, is to receive an individual written summons to the election.
2. The summons is to contain the following elements:
 - a. a statement of the occasion for the abbatial election (the death, resignation, or promotion of the most recent incumbent abbot);
 - b. indication of the place of the election and of the hour, the day, the month, and the year when the capitulars are expected to assemble for the worship service that will initiate the election process;
 - c. notification of the right to choose a proxy in case the elector is legitimately impeded from being present personally;
 - d. a request that the elector acknowledge receipt of the summons, submit a request for a proxy, if desired, as soon as possible, or at least within ten days, and state the reasons for the proposed absence (see section II below);
 - e. the following conclusion: Given at ___ Abbey, in the diocese of _____, on this ___ day of the month of ___, in the year of our Lord ___.
3. The summons is to be signed by the person having jurisdiction in the abbey during the period of preparation for the election and by the secretary of the election chapter.

4. Together with the summons all the electors, both those at the monastery and those away, should receive a form by which they can:
 - a. acknowledge receipt of the summons;
 - b. request the appointment of a proxy if they foresee necessary absence from the election and wish to vote by proxy;
 - c. indicate their travel plans, if they will be returning to the monastery for the election.
5. The summons sent to those who live away from the monastery need not be sent by registered mail unless there is some special reason for doing so, e.g., uncertainty concerning the address of an elector or need to have special evidence that the summons was sent.
6. Acknowledgement of receipt of the summons and requests for a proxy are to be given or sent to the secretary of the election, who will preserve a record of the acknowledgements and refer the requests for proxy to the President of the Congregation.
7. A copy of the summons should also be posted **publicly in the** monastery for the sake of the non-capitulars.

II. SAMPLE ACKNOWLEDGMENT OF SUMMONS AND REQUEST FOR PROXY

*The details of this sample document and others contained in **these appendices** are meant to be adapted to the circumstances of each monastery.*

Dear Father/Brother _____ :

I wish to inform you herewith that I have received the official notification of the abbatial election to be held at _____ Abbey, _____ [city], _____ [state], on _____ [month], _____ [day(s)], _____ [year].

I shall be at the monastery in time for the Mass [or the opening worship service] at _____ [time], on _____ [day of week], _____ [month and day].

My travel plans are:

Please arrange to have someone meet me at _____ [place], at _____ [time and date].

It is not possible for me to be present at the election because

Since it will not be possible for me to be present for the election, I ask that a proxy be named for me from the following list of _____ [indicate determined number] capitulars, whom I have arranged in the order of my preference:

- 1) _____ 2) _____ 3) _____
 etc.

Signed this _____ day of _____ at _____ [place of residence, city and state].

_____ (signature)