

APPENDIX 4

The following is a sample of the text referred to in E 48.2, page 25.

ORDER OF PROCEDURE for ELECTION PROCESS

It may be helpful to prepare beforehand, for use during the election itself, a written order of procedure, containing brief directives for the capitulars and the various officials, and providing texts to be used by them. An outline of the procedure with references to texts is given below. Details of directives can be filled in according to the needs and arrangements of the particular community.

Each session of the election chapter should begin and conclude with a prayer. The first session may be divided into two parts, with a recess following the naming of candidates.

I. First Session of the Election Chapter

1. Opening prayer (see **Appendix 14**).
2. Announcement, by presiding officer, of the appointment of the secretary and of those to assist in the balloting for tellers.
3. Official naming of proxies by the presiding officer.
4. Roll call by the secretary.
5. Selection of tellers.
6. Oath of tellers (see **Appendix 8**).
7. Naming of candidates.
8. Decision concerning the number of candidates to be evaluated.
9. Evaluation of candidates.
10. Concluding prayer (see **Appendix 14**).

II. The Election Session

1. Opening prayer (see **Appendix 14**).
2. Roll call by the secretary.
3. Reading of chapter 64 of the Rule by the presiding officer or someone he designates; the presiding officer's exhortation to the capitulars.
4. The taking of oaths (see **Appendix 8**):
 - a. by the presiding officer;
 - b. by the capitulars.
5. Balloting by the capitulars.
6. Announcement, by first teller, of results of balloting (see **Appendix 9**).
7. Declaration of election (see **Appendix 9**).
8. Request for consent, petition for confirmation, profession of faith (see **Appendices 10 and 11**).
9. Confirmation of election (see **Appendix 12**).
10. Signing of protocol or official minutes (see **Appendix 13**).

11. Concluding worship service (see **Appendix 15**).