

## 2023 Chapter Election Procedures

**Please read and review all Bylaws, paying special attention to Article V: Parish Chapter.**

Download and save all Election and Ratification documents from website, <https://www.philoptochos.org/election/>

1. 2023 Election Letter from National Philoptochos President, Arlene Siavelis Kehl
2. 2023 Sample Election Notice to Chapter Members
3. 2023 Chapter Election Notification Form (required ratification form 1 of 2)
4. 2023 Philoptochos Chapter Election of Board Members and Officers Excel Form (required ratification form 2 of 2) **\*note we are no longer using two separate forms for board members and officers.**

**In February, three months prior** to the Election meeting, the **Screening Committee** is appointed. Their task will be to determine who is eligible to serve as a Board member. **(Article V, Section 3, Paragraphs 2 and 3)**

**Thirty days (30) before** the Election Meeting, written notice of the meeting is given to all members of the chapter. **(2023 Election Notice to Members)**

The **Election Committee**, consisting of a Chair and two Tellers, **none of whom may be prospective nominees for election, must be** appointed by the President prior to the Election meeting. The Election Committee determines who may vote in the election. **(Article V, Section 4, Paragraph 3)**

**Elections shall be conducted in the month of May.** If your Chapter has been on a yearly schedule or a different schedule, now is the time to correct it.

The Chapter Board is elected at the Election Meeting. Please remember you must have an odd number of members on the Board.

The Parish priest administers the **Oath of Office** to the new Board members.

**Newly sworn in Board members meet to elect Officers.** **(Article V, Section 5, Paragraph 2)** Please keep in mind that the term of office shall be two years and that an elected officer shall not hold the same position for more than two consecutive terms. **(Article VI, Section 4)**

**Within 14 days of the election** of the Board and Officers, the 2023 Chapter Election Notification Form shall be sent to the National Office for ratification. **(Article V, Section 4, Paragraph 5)**

### **Forms required for ratification:**

- **2023 Chapter Election Notification Form:** Print, complete with signatures of Parish Priest and Election Chairperson, and scan.
- **2023 Philoptochos Chapter Election of Board Members and Officers Excel Form:** The office will only accept the results using the online Excel form.

Please attach both completed forms and send by email to [elections@philoptochos.org](mailto:elections@philoptochos.org). Please include your chapter number, parish name, and the city and state in the Subject of the email.

If you need assistance, please contact your Metropolis President, or Kay Brakatselos at the National Office at 212.977.7770 ext. 201. If you do not have access to a computer, please ask another Philoptochos steward or a fellow parishioner for their assistance.