



## Elections 2023 – Frequently Asked Questions & Answers

QUESTION		ANSWER
1	Must elections be held in May 2023?	<b>Yes.</b> This is stated in the Bylaws in Article V: Parish Chapter, Section 4, Paragraph 1.
2	Can someone still run for the Board if they have not attended the required number of meetings, or any meetings at all?	If the required number of meetings has not been met but the person has participated in activities related to philanthropy and outreach, they can still be eligible to run for the Board. Seek guidance from your Metropolis President if necessary.
3	Can chapters use mail-in, absentee, virtual, and in-person votes?	<b>Yes</b> , there is flexibility in how elections can be conducted. The mail-in or absentee votes must be (a) numbered or (b) sent to the election chair in a <b><i>double-sealed envelope</i></b> .  <b>*Double-Sealed Envelope:</b> The double-sealed envelope system is used to preserve the secrecy of a member's ballot.  <ol style="list-style-type: none"><li>1. Once a ballot has been completed, it is placed in an envelope. The envelope should have no identifying marks on it. This is the "inner envelope."</li><li>2. The inner envelope is then placed in an outer envelope which has the voter's name and contact information on it. This is necessary to confirm that the voter is eligible and has voted. The outer envelope is then sealed and placed in the ballot box.</li></ol>
4	Can votes be dropped off in a box on a Sunday after liturgy prior to the election date?	<b>Yes</b> , ballots can be dropped off in a secure box which will only be accessed by the election chair/committee. Each such ballot must follow the double-sealed envelope procedure above.
5	Can chapters allow one entire day to conduct elections to avoid crowds?	<b>Yes</b> , there are no restrictions to time needed to complete the election process. Procedures must be in place to ensure that members cast only one vote.
6	Can a chapter use the slate method if it was not used in the past? How does the slate method work?	<b>Yes</b> , the chapter can use the slate method as long as it is understood that if there are nominations from the floor for eligible members, those must be considered as well.

## Elections 2023 – Frequently Asked Questions & Answers

<b>7</b>	Can a chapter have virtual and/or in-person voting?	<b>Yes</b> , that is a viable option, based on your chapter’s technological capabilities, and as long as the chapter is familiar with the online voting process. One recommendation would be to set up a ballot box ahead of time with the votes to then be counted via a virtual meeting.
<b>8</b>	Can Boards of small chapters with difficulty recruiting new members be allowed to serve a third term on a case-by-case basis?	If a chapter has the required number of members to serve on the Board, they should discuss the possibility of “switching” roles. For example, the Vice President becomes the President, the Assistant Treasurer becomes the Treasurer, etc.
<b>9</b>	Will waivers be allowed for President and Treasurer positions?	Waivers will be allowed for officer positions but only in extreme circumstances and for a legitimate reason. The waivers must be submitted in writing to the Metropolis President for her review and consideration. The Metropolis President will forward them with her comments and recommendations to the National Office at <a href="mailto:elections@philoptochos.org">elections@philoptochos.org</a> . All waivers will then be forwarded to the National President. The National President shall provide a written response to such requests. As stated in the Bylaws in Article IV: Metropolis Philoptochos Board of Directors, Section 2, Paragraph 5(c), or Article V: Parish Chapter, Section 5, Paragraph 4(c), “ <i>no more than one waiver shall be granted where an elected officer seeks to serve a consecutive term in excess of the limitations.</i> ”
<b>10</b>	Can elections be delayed?	<b>No</b> , “ <i>the chapter board shall be elected at a general meeting, held for this purpose, in the month of May, in the year prior to the National Philoptochos Biennial Convention</i> ” as stated in the Bylaws in Article V: Parish Chapter, Section 4, Paragraph 1.  There will be no exceptions to this requirement.
<b>11</b>	How will very small chapters with a total of 5-7 members fill a board?	Very small chapters could allow officers, with the exception of President and Treasurer, to hold more than one position on the board.
<b>12</b>	Some chapters, where the board is serving a second term, are not planning to hold elections. Is that allowed?	<b>No</b> , this cannot be allowed, under any circumstances. As stated in Article V: Parish Chapter, Section 4, Paragraph 1, “ <i>the chapter board shall be elected at a general meeting, held for this purpose, in the month of May, in the year prior to the national Philoptochos Biennial Convention.</i> ” There will be no exceptions to this requirement.

## Elections 2023 – Frequently Asked Questions & Answers

<b>13</b>	Does the Metropolis President approve waivers before they are forwarded to the National President for approval?	<b>Yes.</b> Waivers will be allowed for officer positions but only in extreme circumstances and for a legitimate reason. The waivers must be submitted in writing to the Metropolis President for her review and consideration. The Metropolis President will forward them with her comments and recommendations to the National Office at <a href="mailto:elections@philoptochos.org">elections@philoptochos.org</a> . All waivers will then be forwarded to the National President. The National President shall provide a written response to such requests. As stated in the Bylaws in Article IV: Metropolis Philoptochos Board of Directors, Section 2, Paragraph 5(c), or Article V: Parish Chapter, Section 5, Paragraph 4(c), <i>“no more than one waiver shall be granted where an elected officer seeks to serve a consecutive term in excess of the limitations.”</i>
<b>14</b>	Can the Election Chairperson run for the Chapter Board?	<b>No</b> , as stated in the the Bylaws Article V: Parish Chapter, Section 4, Paragraph 2(c), <i>“an Election Committee, consisting of a Chairman and two Tellers, none of whom may be prospective nominees for election, shall be appointed by the President prior to the election meeting.</i>
<b>15</b>	Is the Advisor to the Chapter Board a voting position?	<b>Yes</b> , the position is listed as an officer in the Bylaws in Article V: Parish Chapter, Section 5, Paragraph 5(h), <i>“the Advisor to the Chapter Board, who shall be the immediate past president, shall advise the President, Officers, and members of the Chapter.</i>
<b>16</b>	Can you run for your Chapter Board and Parish Council Board?	Although there is not a formal stipulation in the bylaws that precludes simultaneous Executive Board positions on the Philoptochos Board and Parish Council, it is not encouraged as it is a conflict of interest.
<b>17</b>	Where can one find election documents?	All election-related documents can be found on the National Philoptochos website:  <a href="https://www.philoptochos.org/election">https://www.philoptochos.org/election</a>
<b>18</b>	How will our chapters be made aware of answers to frequently asked election-related questions?	Answers to frequently asked questions related to elections will be:  <ol style="list-style-type: none"> <li>1. Sent to all National Board Members.</li> <li>2. Sent to all Metropolis Presidents requesting that they distribute them to all Chapter Presidents and their Boards.</li> </ol> Posted on the National Philoptochos website: <a href="https://www.philoptochos.org/election">https://www.philoptochos.org/election</a>