

## 2025 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 the website, <https://www.philoptochos.org/chapter-elections/>

1. 2025 Election Letter from National Philoptochos President, Debbie George
2. 2025 Sample Election Notice to Chapter Members
3. 2025 Chapter Election Notification Form (required ratification form 1 of 2)
4. 2025 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 January, four months before** the Election meeting, the **Screening Committee** is appointed. They will 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 chapter members. (2025 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 before the Election meeting. The Election Committee determines who may vote in the election. (Article V, Section 4, Paragraph 3)

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

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

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 remember 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 2025 Chapter Election Notification Form shall be sent to the National Office for ratification. (Article V, Section 4, Paragraph 5)

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

- **2025 Chapter Election Notification Form:** Print, complete with Parish Priest's and Election Chairperson's signatures, and scan.
- **2025 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 them by email to [elections@philoptochos.org](mailto:elections@philoptochos.org). Please include your chapter number, parish name, city, and state in the email's subject line.

If you need assistance, please contact your Metropolis President or Elizabeth Douglas at the National Office at 212.977.7770 ext. 201. If you cannot access a computer, please ask another Philoptochos steward or a fellow parishioner for assistance.