



OUR LADY OF THE ANGELS REGIONAL FRATERNITY SECULAR FRANCISCAN ORDER

July 7, 2014

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Paul S. Cubita, ofs
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Dear Brothers & Sisters,

May God Give You His Peace!

Nominations for Regional Council Positions: Elections November 15, 2014

This coming Fall our Region will have the Chapter of Ministers which will include the Election of the Regional Executive Council who will serve the membership of the Region for the next 3 years. Elections are a very important event and we look forward to the participation of all the Fraternities in our Region. All Regional Executive Council positions of Minister, Vice-Minister, Treasurer, Secretary, Formation Director and 4 Councilors are open for nominations. Our Region has many gifted members and the Nominating Committee is looking forward to your assistance in informing your Fraternity members of the upcoming Election and seeking out dedicated professed members who would be willing to serve on the Regional Council.

Enclosed you will find the Nomination Form, which when properly completed must be returned no later than September 2, 2014. The Form requires the signature of the professed Fraternity member person nominating a professed member in good standing of their Fraternity or the Region. The completed and signed Nomination Form may be mailed to my home address (see above) or a scanned copy containing the required signature may be sent as an e-mail attachment in “.pdf” format to my e-mail (pscubita@me.com). This will allow the Nominations Committee the time to review them and prepare the slate for the day of Elections.

The councilors will be elected as, follows:

- the member fraternities of the cluster will nominate at least two (2) perpetually professed member from the cluster
- these nominees will be voted on at the Regional Fraternity's chapter of elections by the entire Regional Fraternity.

Enclosed are Article 62 of the Constitution, Job Descriptions of the Regional Council positions and the Nominations Form. Please provide each professed and registered Fraternity Member with a copy of this letter and the attachments. The Nominations Committee strongly encourages your active members and yourself to consider being a member of the Regional Council. A well represented Regional Executive Council promotes the life of the Local fraternities, and indeed each member of the region. The only way to have a good Regional Executive Council is for active, dedicated Franciscans to serve!

Your Brother in Francis,

Paul S. Cubita, ofs

Article 62 of the Constitution:

1. **The regional council** is constituted according to the provisions of the national statutes and of its own regional statutes. At the heart of the regional council there can be set up an executive council (or board) whose duties are determined by those same statutes.
2. **The regional council has the following duties:**
 - a.) to prepare the celebration of the elective chapter;
 - b.) to promote, animate, and co-ordinate the life and activities of the SFO and its insertion into the local Church within the regional area;
 - c.) to detail the action plan of the SFO within the region according to the directives of the national council and in collaboration with it and to publicize that program to the local fraternities;
 - d.) to communicate the directives of the national council and of the local Church to the local fraternities;
 - e.) to provide for the formation of those responsible for animation;
 - f.) to offer to local fraternities activities which support their formative and operative needs; Examples: Convivenza; retreats & regional formation meetings.
 - g.) to discuss and approve the annual report to the national council;
 - h.) to schedule, when circumstances recommend so, the fraternal visit to the local fraternities, even if it is not requested;
 - i.) to make decisions regarding the use of available funds and, in general, to deliberate on matters regarding the financial management and the economic affairs of the regional fraternity;
 - j.) to have, before its term of office is finished, the regional fraternity's financial and real estate situation audited either by an expert who is not a member of the council or by the fraternity's board of examiners;
 - k.) to perform such other duties as are indicated by the Constitutions or necessary to achieve its own aims.

The Regional Officers

16. The **Regional Minister** is the chief executive officer of the Regional Fraternity.
 - a) The Regional Minister shall carry out the duties of his/her Office as determined by the provisions of the general and particular law.^[7]
 - b) In addition to the duties prescribed by norms of the Secular Franciscan Order, the Regional Minister shall preside at the meetings of the Regional Executive Council and the Regional Fraternity Council. The Regional Minister is the spokesperson for the Regional Fraternity in all contacts with other church and civil organizations as well as with the general public.
17. In addition to the duties assigned by general and particular law^[8], the Regional **Vice Minister** performs such duties as the Regional Fraternity Council may designate.
18. The Regional **Secretary** distributes and keeps all records of the minutes of both the Regional Executive Council and Fraternity Council; preserves the important documents and correspondence of the Regional Fraternity; assists the Regional Minister in sending out announcements of forthcoming meetings of the Regional Executive Council; and performs such other duties as the Regional Executive Council requests.
19. The Regional **Treasurer** keeps accounts of all money and has the oversight of the property of the Regional Fraternity, unless otherwise determined by the Regional Executive Council. The Treasurer deposits all funds of the Regional Fraternity in such bank accounts as the Regional Executive Council designates and in the name of the Regional Fraternity.
20. The Regional Treasurer shall make Financial Reports for approval at each regular meeting of the Regional Executive Council and Regional Fraternity Council.
21. The Regional Treasurer pays out money, by check only, as the business of the Regional Fraternity may require, on the order of the Regional Executive Council. All checks over \$250.00 need two signatures.
22. An audit shall be conducted once a year by at least two competent professed members selected by the Regional Executive Council and who do not currently serve on the Executive Council. The results of the audit shall be presented at the annual Regional Fraternity Council meeting.
23. The Regional **Formation Director** shall coordinate the formative activities according to the Procedures outlined in the General Constitutions and other appropriate directives.
24. The **Regional Councilors** participate in deliberations of the Regional Fraternity Council and of the Regional Executive Council as full voting members in each of the sold bodies and perform duties as the Regional Executive Council may deem necessary

Secular Franciscan Order - Nomination Form for Regional Elections - Our Lady of the Angels Regional Fraternity

Name of Fraternity: _____ City & State: _____

Minister's Name: _____ Minister's Address & Zip: _____

Minister's Evening Phone Number: _____ Minister's Daytime Phone Number: _____

NOMINATION #1		NOMINATION #2	
Name of Professed Nominee:		Name of Professed Nominee:	
Nominee's Address & Zip:		Nominee's Address & Zip:	
Nominee's Telephone #:		Nominee's Telephone #:	
Office for which Nomination is made: [please check one below]		Office for which Nomination is made: [please check one below]	
Minister >	Vice Minister >	Minister >	Vice Minister >
Treasurer >	Formation Director >	Treasurer >	Formation Director >
Councilor - Central Jersey >	Councilor - Manhattan >	Councilor - Central Jersey >	Councilor - Manhattan >
Councilor - North Jersey >	Councilor - White Plains >	Councilor - North Jersey >	Councilor - White Plains >
Professed Member making the Nomination, please SIGN & DATE below:		Professed Member making the Nomination, please SIGN & DATE below:	
Signature:	Date:	Signature:	Date:

NOMINATION #3		NOMINATION #4	
Name of Professed Nominee:		Name of Professed Nominee:	
Nominee's Address & Zip:		Nominee's Address & Zip:	
Nominee's Telephone #:		Nominee's Telephone #:	
Office for which Nomination is made: [please check one below]		Office for which Nomination is made: [please check one below]	
Minister >	Vice Minister >	Minister >	Vice Minister >
Treasurer >	Formation Director >	Treasurer >	Formation Director >
Councilor - Central Jersey >	Councilor - Manhattan >	Councilor - Central Jersey >	Councilor - Manhattan >
Councilor - North Jersey >	Councilor - White Plains >	Councilor - North Jersey >	Councilor - White Plains >
Professed Member making the Nomination, please SIGN & DATE below:		Professed Member making the Nomination, please SIGN & DATE below:	
Signature:	Date:	Signature:	Date: