March 15, 2017

Dear Pastors and Pastoral Leaders:

To assist you in your review and understanding of the amended corporate by-laws regarding this spring’s trustee elections, I am presenting the following reminders:

- Successors of lay trustees shall be elected every two years by written ballots at the annual meeting or at the regularly scheduled Sunday Masses designated for elections.
- It is the prerogative of the Pastor to nominate two persons as candidates for election as lay trustees.
- Additional nominations may be made in writing:
  - Nominees must be adult parishioners in good standing with the parish;
  - At least ten written nominations must be received from adult parishioners in good standing for a person to be nominated;
  - Nominations must be received at least two weeks prior to the election.
  - All nominations shall be made at least two weeks before the elections and shall be announced at the regularly scheduled Sunday Masses two weeks prior to the election.
  - Two successive weeks prior to the elections a notice must be given at the regularly scheduled Sunday Masses.
- At the time notice of the election is given, the pastor shall appoint a representative election committee to receive the nominations, prepare ballots, act as tellers and generally supervise the election.
- The trustee does not take office until approval of the Bishop is received.

Practical things to consider:

1. Election committees should consist of at least 3 persons.
2. The elections should be announced approximately 4 weeks in advance to allow time for additional nominations.
3. Nominees must be at least 21 years of age and in good standing with the parish.
4. Persons nominating must be at least 18 years of age and in good standing with the parish.
5. Holding elections for Secretary-Trustee and Treasurer-Trustee in alternating years simplifies the process and provides continuity.

If you have any questions, please feel free to contact me at 920-272-8175. *See attached formal procedure “Trustee Elections”*

Sincerely,

Tammy C. Basten
Chancellor, Diocese of Green Bay
TRUSTEE ELECTIONS

Wisconsin State Law requires that Parish Trustees be elected by the congregation.

Please submit the results of your Trustee election to the Chancellor’s Office as soon as possible after the election. Trustee election reporting forms are available on the diocesan website: http://www.gbdioc.org/canonical-services-portal/forms-for-parishes.html

The election of Trustees is to be conducted in accord with the following norms from the parish by-laws:

- The successors to each of the lay trustees first chosen or selected shall be elected every two years by written ballots at the annual meeting of the Parish or at the regularly scheduled Sunday Masses designated for the election.
- The Pastor shall cause notice of the election to be given by announcement thereof at such regularly scheduled Sunday Masses two successive weeks prior to the election.
- It shall be the prerogative of the Pastor to nominate two persons as candidates for election as lay trustees.
- Additional nominations may be made in writing by at least 10 practical communicants of the Parish.
- All nominations shall be made at least two weeks before the elections and shall be announced at the regularly scheduled Sunday Masses two weeks prior to the election.
- At the time notice of the election is given, the Pastor shall appoint a representative election committee which shall receive the nominations, prepare the ballots, act as tellers, and generally supervise the election. Subject to the approval of the Bishop, the person receiving the greatest number of votes cast for trustee secretary shall be elected as trustee secretary for a term of two years and until their successor is chosen or selected. Subject to the approval of the Bishop, the person receiving the greatest number of votes cast for trustee treasurer shall be elected as trustee treasurer for a term of two years and until their successor is chosen or selected.
- After the expiration of such two-year term, they may be re-elected twice, for a maximum of six (6) consecutive years in office as trustee. A person who has served one or more terms as trustee, and then replaced, may be re-nominated and re-elected for additional terms, provided that said person has been out of office for at least one (1) year.
- Only such lay persons who are practical communicants of the Parish and have attained the age of 21 years shall be eligible to be nominated and elected.
- Only practical communicants of the Parish who have attained the age of 18 years shall be eligible to nominate pursuant to Section 4 above and to vote.