

DIRECTORY AND GUIDELINES



FOR LOCAL AND
DEMARCATONAL CHAPTERS
IN THE PIOUS SCHOOLS

Directory and Guidelines for Local and Demarcational Chapters
in the Pious Schools
General Congregation



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Prot.S.033.2018

GRACE AND PEACE OF GOD OUR FATHER TO THE PIOUS SCHOOLS

Dear brethren,

This is the renewed edition of the DIRECTORY AND GUIDELINES FOR THE LOCAL AND DEMARCATONAL CHAPTERS OF THE PIOUS SCHOOLS, approved by the General Congregation in December 2017.

The previous Directory was in force from 2005. Naturally, after twelve years and two General Chapters (Peralta de la Sal in 2009 and Esztergom in 2015), the text needed a revision to take in consideration not only the legislative changes approved in the General Chapters but also the emerging and rich realities experienced in the Order.

To implement this work, the General Congregation has appointed a Technical Committee formed by Fr. Lluís Trot, Fr. Josep Anton Miró, Fr. Antonio Lezáun and Fr. Josep Maria Canet, whose contributions were discussed by the General Congregation in several working sessions.

Subsequently, the General Congregation has submitted the text to the discussion of the Council of Major Superiors of the Order, including suggestions and proposals resulting therefrom.

Criteria taken into consideration for the drafting of the new text of the DIRECTORY included the following:

- a. The development of the “Piarist presence” model in the Pious Schools.
- b. The importance of the participation of the Piarist Fraternity and, in general, of the Piarist laity in the Chapter processes.
- c. The growth of an “Order mentality”.
- d. The consideration in each Chapter of the priorities of the Order.
- e. The importance of working with “keys of life” or “advancement lines”, a much more appropriate model than the one focused on propositions and proposals.
- f. The discernment dynamisms are particularly appreciated, both in the analysis of our reality and in matters relating to elections and to the proposal of lines for the future.

The DIRECTORY and its GUIDELINES aim to ensure the adequate development of our Local and Demarcational Chapters, so that the objective of our Constitutions, “*The common activity and the shared responsibility of our religious become more evident*” (C134), may be achieved. On the other hand, they help to facilitate the development of the Chapter activities.

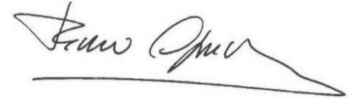
Though fundamental, however, the DIRECTORY cannot replace the spirit of communion, discernment and love for the Pious Schools and their Mission. If these are lacking, our Chapters would be formally correct assemblies, but lifeless and unable to develop the Calasanctian charism.

We wish that this DIRECTORY and its GUIDELINES may become a useful tool to facilitate the development of our Chapters. We ask each one to keep always the Calasanctian spirit alive, in order that our Chapters may be held in a missionary dynamics.

Issued in Rome, on the 26th day of December, on the Celebration of the Nativity of our Lord Jesus Christ, 2017.



Fr. Francesc Mulet Sch.P.
General Secretary



Fr. Pedro Aguado Sch. P.
Father General

Prot.S.034.2018

DECREE OF APPROVAL

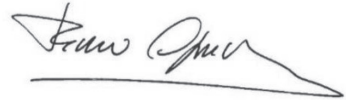
By the present Decree and under n. 7.2. and 7.11. of the Rules of our Order, the General Congregation approves the DIRECTORY AND GUIDELINES OF THE LOCAL AND DEMARCATONAL CHAPTERS which, according to what is provided in n. 369 of the above mentioned Rules, are to be kept in all the local and demarcational chapters of the Order of the Pious Schools.

This DIRECTORY and its GUIDELINES will be in force starting today when it has been definitely approved by the General Congregation.

Issued in Rome, on the 26th day of December, on the Celebration of the Nativity of our Lord Jesus Christ, 2017.



Fr. Francesc Mulet Sch.P.
General Secretary



Fr. Pedro Aguado Sch. P.
Father General

ACRONYMS AND ABBREVIATIONS

AAS:	Acta Apostolicae Sedis
C:	Constitutions of the Order of the Pious Schools (2004)
can:	canon of the Code of Canon Law (1983)
cfr.:	confer
GC:	General Chapter
CIC:	Codex Iuris Canonici
G.Congr.:	General Congregation
CD:	Local and Demarcational Chapters Directory (2004)
DG:	De nostra gubernii Ordinis participatione (Roma 1975)
Eph.Cal.:	Ephemerides Calasancianae
IT:	De itinere pro Capitulis Localibus et Provincialibus (1975)
OG:	Guidelines for the celebration of Local and Demarcational Chapters (2004)
R:	Common Rules of the Order of the Pious Schools (2004)
v.gr.:	verbi gratia
ED:	Economic Directory of the Order
GCD:	General Chapter Directory



DIRECTORY
OF THE LOCAL AND
DEMARCATIONAL CHAPTERS

I. GENERAL NORMS

Art. 1 – Clarification of the general norms.

1. This *Local and Demarcational Chapters Directory* is for all the Local and Demarcational Chapters of our entire Order.
2. Only the General Congregation has the right to interpret authentically doubts regarding the Chapters Directory, to resolve the difficulties of its observance, and to exempt from it.
3. When conducting the Chapters, the norms of this Chapters Directory approved by the General Congregation must always be faithfully observed.
4. The Chapters structure ensures the fullest participation of all the religious; so that even in strictly juridical instances –such as ballots exclusively reserved to religious identified by our law – the presence of non-members of the Chapter is also allowed, as long as liberty of expression and vote is guaranteed.
5. This Directory also seeks to favor the adequate participation of lay people, who in different ways share our charism. It is deemed important that lay people participate in Chapters with ideas and initiatives, before and during the specifically legal event called Chapter.
6. Thus, religious of simple vows and lay people associated with the Pious Schools may participate in Chapters, with relevant rights, as determined by the respective Demarcational Congregation.
7. Within the scope of their power and according to the norms of law, Chapters may delegate their ordinary executive authority to Superiors, Visitors, other physical persons and Commissions.
8. The dynamics of the “Piarist presence” model should be taken into consideration at any chapter, so that the responsible teams of these presences, whatever their level, may undertake the necessary works of analysis and planning. The establishment of norms to facilitate the works is incumbent upon the Demarcational Congregation.

II. ASSIGNMENT OR INSCRIPTION

Art. 2 – General Norm.

All the religious must be assigned to some determined House or Community.

Art. 3 – Effects of a legitimate order or of the Letters of obedience.

Assignment takes place when the legitimate Major Superior gives a legal order either orally in the presence of two witnesses or through letters of obedience. And, if nothing is expressly said against it, from the moment of this order or the date of the letters of obedience, the religious acquires in his new House all the rights that he enjoyed in the previous one.

Art. 4 – Religious assigned to demarcations into which they are not incardinated, or to a General House.

When a religious is sent by virtue of obedience to another Province, Independent Vice-province, General Delegation, or is assigned to a General House, he does not lose his incardination in his original Demarcation although he must obey the Major and Local Superiors of his new residence. In it from the first moment, he enjoys all the rights and has all the duties he had in the previous place, as it is stated in n. 222 of the Rules, if nothing to the contrary has legitimately and expressly been said. Only Father General can give these Letters of Obedience.

Art. 5 – Guests.

He who, either by his Superior's order or for another legitimate reason resides temporarily in any of our Communities is considered as a *guest*; but he still belongs to the Community from which he came with all rights and obligations.

Art. 6 – Religious legitimately absent from a House of the Order.

Religious who, with the permission of the Major Superior and following the norms of can. 665, § 1 (R 230), legitimately live out of the House, must be assigned to a House determined by the same Major Superior.

III. VOICE AND VOTE

Art. 7 – Voice and vote.

1. In the Local Chapter:

- a. In the canonical votings, any religious with simple vows, assigned to the Community, and the associates, priests or laymen, living in the Community have voice but no vote (R 226).
- b. In the meetings convened to deal with matters of that Community or local presence that do not require the approval of a higher level Chapter, both the religious of simple vows and the associates have the right to vote.

2. In the Chapter of the respective Demarcation, a representation of juniors of simple vows may participate, according to the Major Superior's judgement, with the consent of his Council, and shall be designed in the way established by the same Major Superior. They have no vote in the canonical elections and ballots, but they have it in the discussions regarding matters.

Art. 8 – Active voice.

1. The following members enjoy active voice (that is to say, the right to vote both in the elections and in the decisions regarding matters)

- a. In the Local Chapter: any religious in solemn vows in the House where he is assigned although his course of studies is not finished and he is still assigned to the House of Formation.
- b. In the Chapters of the respective Demarcation: those who by law or by election are members of these Chapters.

Art. 9 – Passive voice.

1. The following members have passive voice:

- a. For a Delegate in the Chapters of the Vicariate, Vice-province, Province, and of the General Delegation: any religious who has made his solemn profession and is not a member of the Chapter by right.
- b. For a Provincial Assistant and a Vice-provincial Assistant: any religious, even if he is not a priest, provided he has been solemnly professed for at least three years.

- c. For a Delegate to the General Chapter: any religious, even if he is not a priest, provided he has been solemnly professed for at least six years.
 - d. For the office of Major Superior: any religious who has been a priest for at least three years and has been solemnly professed for at least six years
2. Those who have been designated for the position of Superior, especially a Major Superior, should be able to govern, have priestly and pastoral experience, and have for some time laudably exercised our ministry, or another office entrusted in virtue of obedience
3. Father General, the General Assistants and the Procurator General during their office lose the passive voice for the position of Provincial.
- 4: Father General, the General Assistants, the General Treasurer, the Procurator General and the General Secretary lack passive voice to be elected Delegates to the Chapter of their respective Demarcation.

Art. 10 – Both voices.

1. Unless otherwise stated in the Constitutions and Rules, only those who have professed solemn vows can enjoy active voice, passive voice or both in the case of canonical ballots.
2. According to the norms determined by proper law, the following religious are deprived of active and passive voice:
- a. The exclaustated who have been received in a diocese on an experimental basis and those who have initiated the probationary time in another Institute;
 - b. Those who, in accordance with the norms of the law, have already presented a petition to transfer to another Institute, or have asked for an indult of exclaustation, or a dispensation from the vows, or, being clerics, have requested a dispensation from clerical celibacy, or an indult to transfer to another diocese;
 - c. Those who are absent from the religious House, even with the permission of the Major Superior, to solve their doubts about their vocation;
 - d. Those who left illegitimately the Order or remain outside the Order beyond the term granted. *Illegitimately absent* is one who is absent without the required permission of the Superior from the religious House with the intention of evading the authority of the Superior, or who, when the time of the legitimate absence is finished, unduly prolongs his stay outside of the House. The intention of not following the authority of the Superior is presumed after fifteen days following the departure of the religious or one-month after the time granted
3. Those who live outside of the Community for other reasons and with the Superior’s legitimate permission retain all rights and privileges. In these cases, the Major Superior will arrange the adequate means so that they can emit their votes and send their candidacies.

Art. 11 – The right to vote of lay people.

1. Participation at Chapters:
- a. Members of the Local Chapter are not only the associates, but also those in the Piarist Fraternity who are part of the community, when this is shared between the Demarcation and the Fraternity, and lay people who share community life as approved by the Major Superior.

- b. Lay people mentioned in n. 226-227 and 228 of the Rules may participate in the Demarcational Chapter. They are designated as provided by the Demarcational Congregation.
2. The following ones have right to vote (on decisions concerning matters, not in canonical ballots):
- a. In the Local Chapter: all lay people who participate in the Chapter, on areas affecting their respective community or Piarist presence and do not require to be addressed by a higher level Chapter.
 - b. In the Demarcational Chapter: all lay people who participate in the Chapter, on matters directly affecting them, in the opinion of the Demarcational Congregation.

IV. CHAPTERS IN GENERAL

Art. 12 – Kinds of Chapters.

Chapters may be Local, Vicarial, Vice-provincial, Provincial, of General Delegations, and General.

Art. 13 – Convocation of Chapters.

The convocation of the General and Provincial Chapters belongs to Father General, as well as the convocation of Demarcational and House Chapters directly subjected to him; however, it belongs to Father Provincial, with Father General's mandate, to convoke the Vice-provincial, Vicariate and Local Chapters.

Art. 14 – Precedence and schedule for the celebration of the Chapters.

1. Local Chapters must be celebrated before the respective Demarcational Chapter.
2. Vicarial and Vice-Provincial Chapters of Depending Vice-Provinces must be celebrated before the respective Provincial Chapter.
3. When it happens that the General Chapter is to be held in the same year, the Provincial Chapter, the Chapter of an Independent Vice-Province, and the Chapters of a General Delegation and of houses immediately depending on Father General, must precede at least by two months the General Chapter.
4. In order to determine the days for the celebration of the Provincial Chapter, Father General should consult with the respective Provincial Congregation.
5. The Provincial Chapter and the Chapter of an Independent Vice-Province, as well as of a General Delegation, can be celebrated only one month after the celebration of the Local Chapters. In Provinces with Dependent Demarcations, this affects Local Chapters held in their Mother Province, but not Local Chapters of the respective Dependent Demarcations.
6. In Provinces with Dependent Demarcations, the Provincial Chapter can be celebrated only one month after the celebration of the Dependent Vice-Province's or Provincial Vicariate's Chapter.
7. The Demarcational Chapter of a Dependent Vice-Province or Provincial Vicariate, can be celebrated only fifteen days after the celebration of the respective Local Chapters.

Art. 15– Parts of the Chapters.

1. All Chapters must have three parts:
 - a. A serious and accurate examination of the reality or current situation of the House, Demarcation or the Order and their Works in the overall Piarist Presence, considering especially the Report of the respective Superior.
 - b. Elections and nomination of candidates.
 - c. Development of significant lines for the future, including as far as possible Proposals and Propositions.
2. The three parts of any Chapter, referred to in CD 15, 1, should always be present, but not necessarily in the order therein outlined. Each Chapter has the faculty to change the order of its parts, as long as c) (planning...) is not placed before a) (examination of the reality...). Therefore, if it is the case, the Chapter should decide by voting the new order to be followed.

Art. 16 – President.

Father General, personally or through a representative, may preside over any Chapter in the Order; Major Superiors may preside over any Chapter in their own Demarcations. Without prejudice to the requirement of CD 28, 2, the Presidents of a Chapter, if they are not members of it, do not enjoy the right to vote. The Rector presides over the Local Chapter, unless the Major Superior decides otherwise.

Art. 17 – The Provisional Secretary.

1. Before opening the Chapter, the President should appoint one of the Capitulars as provisional Secretary, and publish his name in the Opening Decree (cfr. FORM 1)
2. The provisional secretary:
 - a. Ensures that everything is arranged before the Chapter starts, namely:
 - The liturgical objects
 - The Chapter Hall;
 - The Holy Bible, The Code of Canon Law, the Constitutions and Common Rules of our Order, the Chapters Directory, the Chapters Guidelines, the Chapter Provisions in force, the Minutes of the last Chapter and the various Directories in force.
 - The List of the Capitulars, reflecting the active or passive voice of each one;
 - The urn for the elections, and ballots for the elections. (N.B. Other voting systems may be used, except the acclamation, while always maintaining the right to request a secret vote).
 - The seal of the House, in the case of a Local Chapter, or of the Demarcation, for the Demarcational Chapter.
 - b. In the election of the Secretary of the Chapter, he will act as scrutinizer together with the President and another Capitular (namely, in the Local Chapter, the Vice-Rector or the senior Capitular of simple profession; in the Demarcational Chapter, the senior Capitular of simple profession) and, together with the President, he signs the Election Decree.
 - c. He will perform other duties, explicitly indicated as applicable.

3. Once the Secretary of the Chapter is elected, the Provisional Secretary ceases.

Art. 18 – Election and duties of the Secretary and of his Assistant.

1. One of the first actions of the Chapters is the election of the Secretary and the Assistant by a majority of votes (a relative majority is enough.) Together with the President, they will be the scrutinizers of the elections.

2. Only a member of the Chapter may be elected Secretary or Assistant.

3. Duties of the Secretary and Assistant are the following:

- a. To be scrutinizers in the elections together with the President.
- b. To carefully and synthetically record the minutes of the plenary sessions, with the Secretary as the ultimate responsible of the drafting.
- c. To perform other duties, explicitly indicated as applicable.
- d. To bind in a single volume all the documents of the Chapter, with the Secretary as the ultimate responsible of these documents.

Art. 19 – Chapter commissions.

1. To improve the situation of the Houses, Works, and Demarcations, it is advisable that from the beginning the Vice-provincial and Provincial Chapters be divided into commissions.

2. These commissions will perform a careful study of the Demarcation from different aspects (religious, pastoral, pedagogical, economic, etc.). It is advisable that these commissions start their works before the Chapter begins.

Art. 20 – Vote.

1. The following are prevented from voting:

- a. a person incapable of a human act in the judgement of the Superior, after hearing the Rector of the Community.
- b. a person who lacks active voice;
- c. a person under a penalty of excommunication whether through a judicial sentence or through a decree by which a penalty is imposed or declared;
- d. a person who has defected notoriously from the communion of the Church, in the judgement of the Major Superior, with the *Nihil Obstat* of Father General.

2. If one of the above is admitted, his vote is null, but the election is valid unless it is evident that, with that vote subtracted, the person elected wouldn't have received the required number of votes.

3. To be valid, a vote must be:

- a. free: therefore the vote of a person who has been coerced directly or indirectly by grave fear or malice to vote for a certain person or different persons separately is invalid;
- b. secret, certain, absolute, determined.

4. Conditions attached to a vote before the election are to be considered as not having been added.

5. If one of the electors is actually present in the House where the election takes place but cannot be present because of sickness, the scrutinizers are to get his written vote.
6. The faculty to vote by letter or by proxy is excluded.
7. Even if a person has the right to vote in his own name under several titles, the person can vote only once.
8. According to the Code of Canon Law, the vote for oneself is not invalid.
9. An election whose freedom actually has been impeded in any way is invalid by the law itself.
10. In all the Chapters, concerning canonical ballots, the vote is always collegial, according to can. 119 and Rules n. 26.

Art. 21 – Difference between elections and nominations.

The difference between nominations and elections is as follows: in the elections, the person that gives a vote is already designating the elected for the relevant office; in nominations, however, the voter only indicates the name or names of those from whom others must subsequently elect.

Art. 22 – Elections requiring a canonical voting.

Unless explicitly stated, according to n. 358-364 of the Rules, a canonical ballot is required for the election of:

- a. Delegates and Alternates in the Vicarial, Vice-Provincial, Provincial Chapters and in Chapters of General Delegations;
- b. The Provincials and Provincial Assistants in the Provincial Chapter;
- c. The Vice-Provincials and Vice-Provincial Assistants in the Chapter of the Independent Vice-Province; and when applicable, of the Dependent Vice-Province.

Art. 23 – Relative majority in elections and nominations.

1. A relative majority is enough:

- a. In the election of candidates for Vice-Provincial Assistants in the Chapter of a Dependent Vice-Province and of a General Delegation.
- b. In the election of Delegates and Alternates for the Provincial or Vice-Provincial Chapter, elected by all the Province or Vice-Province and the Provincial Vicariate.
- c. In the nominations for Provincial or Vice-Provincial or for General Delegate
- d. In the election of Secretary and Assistant of any Chapter

Art. 24 – Absolute majority.

1. In any Chapter where the election is by an absolute majority of votes, he who obtains the absolute majority of the votes of those present (if the majority of the persons who must be convoked are present) is considered elected and must be declared so by the President.

2. If, after three scrutiny there is no election, a fourth scrutiny must be made in which the Chapter members must elect one of the two who obtained the greatest number of votes in the third scrutiny; if in the third scrutiny several persons received the same number of votes, the two who, besides having the majority of votes are the oldest by their simple profession, remain. In case that in the fourth scrutiny both obtain the same number of votes, the older in simple profession will be considered elected. If, by chance, both made their profession on the same day, the older in age is elected.

3. If in the fourth scrutiny neither of the two receives an absolute majority, a new scrutiny cannot be made, but the votes must be counted again, and he, who received more than half of the valid votes, after discounting the invalid votes, is considered elected and must be proclaimed as such by the President. If the number of votes is equal, he who is senior in simple profession is elected. If both made their profession on the same day, the oldest in age is elected.

4. A fifth scrutiny cannot be held validly, except in those cases where a qualified majority is required.

Art. 25 – Qualified majority.

1. When in our laws a qualified majority is required - that is, two thirds of the votes - the counting must be made according to the norms of law; and, if the number of votes is not exactly divisible into three equal parts, the greater number nearer to the mathematically calculated two thirds will be taken.

2. Those who need a qualified majority - that is to say, two thirds of the votes - to be elected for a second or third time immediately after their previous term (nn. 387, 410, 413) lose their passive voice if they are not elected in the first three ballots. In this case, for a fourth scrutiny or ballot, only those who do not need a qualified majority have passive voice. If in the fourth ballot nobody received absolute majority, then it is necessary to proceed to a fifth ballot. At that point, only the two persons who received a relative majority of votes in the fourth ballot have passive voice and the voting proceeds as described in n. 361 of the Rules (CD 24, 4).

3. A fifth scrutiny cannot be held validly, except in those cases where a qualified majority is required.

Art. 26 – Postulation.

A Postulation, or Petition of suppression of conditioning factors, is admitted only in extraordinary cases and according to law (CIC 180-183).

Art. 27 – Scrutinizers in the elections.

1. In the Chapters, the Secretary and his Assistant will be elected in the first place, by majority of votes – a relative majority is enough –. These will be scrutinizers in the elections together with the President.

2. In case it happens that scrutinizers recognize the writing of some chapter member and feel the desire to reveal the votes of the Capitulars, they should know that this is considered a serious matter in which they are bound to secrecy.

3. The scrutinizers collect the ballots and verify that their number correspond to the number of electors; they review the votes as well and publish the number of votes obtained by each candidate.

4. If the number of votes exceeds the number of electors, the voting is null.
5. The Secretary or his Assistant must carefully record the minute of the election, which will be part of the Minutes of the Chapter, signed by all the chapter members.

Art. 28 – Voting of Chapter Documents and Propositions.

1. The canonical ballot of the Chapter Documents and of the Propositions, if any, must be done according to can. 119, 2.
2. Canon 119, 2., reads: “if it concerns other affairs (*i.e., not elections*), when an absolute majority of those who must be convoked are present, that which is approved by the absolute majority of those present has the force of law; if after two ballots the votes are equal, the one presiding can break the tie by his vote.” For this purpose, it should be noted that the President of the Chapter can break the tie by his vote, even if he is not a member of the Chapter.”
3. At the end of the Demarcational Chapter there must be a final canonical ballot to validate all that has been approved in the various Chapter sessions, and by which the Chapter entrusts to the General Congregation the development of the Chapter according to its spirit.

Art. 29 – Secrecy.

All Chapter members have to fulfill their duties faithfully and must feel themselves naturally bound to secrecy.

Art. 30 – Resignations.

1. Whoever wishes to renounce active or passive voice, or both, shall do it in writing and in explicit terms; the President of the Chapter may accept his resignation, but, for the common good, he also has the authority to oblige him to remain on the ballot.
2. The Delegates to the Provincial Chapter cannot refuse the election without the written permission of Father Provincial.
3. The religious who has refused to attend the Local Chapter without a just reason, in the opinion of the Major Superior, cannot be elected as a Delegate.

Art. 31 – Replacement of Capitulars.

1. The elected Alternates replace only the Chapter members designated by election.
2. If any Delegate who belongs by right to the Provincial or Vice-Provincial Congregation must be replaced, the General Congregation designates a new Delegate; in other cases, the Provincial or Vice-Provincial Congregation designates the Delegate.

Art. 32 – Reports to be submitted in the Chapters.

1. The Local Chapter is convened to reflect on the current state of the religious Community, having always in mind annual programs and revisions. In order to facilitate this work, a report or synthesis of the previous four years prepared by the Local Superior, after adequate consultations, must be timely presented to the members of the Chapter.

2. The reflection of the Chapter on the Mission and the Piarist presence as a whole should be performed having in mind the reality of each place.

- a. In Communities entrusted by the Demarcation with a Work or Mission, the Chapters will also reflect on them and on the Piarist presence as a whole (Rules n. 22).
- b. In the other cases (such as a Community without a Mission entrusted to it, several Communities devoted to the same Mission, religious serving in more than one Piarist work, etc.), the Major Superior should arrange the adequate participation in the Chapter processes of the religious serving in the various works of the Demarcation.

3. The Report to the Local Chapter will include an analysis of the reality developed by the Superior or by another person appointed by him. If the Major Superior's norms or guidelines are missing, the following items may be taken into consideration:

- a. Analysis of the activity of the Religious Family, under the following aspects:
 - i. Community life and prayer
 - ii. Pastoral care of the religious by the Superior
 - iii. Ongoing Formation of the religious: priestly, religious, educational formation
 - iv. Activity concerning vocational promotion.
- b. Analysis of our apostolic ministry
- c. Analysis of our administration of goods, in the light of the gospel and of the Calasanctian charism, and of our life of poverty.
- d. Analysis of Participation: Piarist Fraternity, committed lay people, teachers, pupils' parents, former pupils, non-teaching staff and service staff.
- e. Analysis of the observance of the provisions of the Holy See, of the last Chapter, of the Superiors of the Order.
- f. Analysis of mutual relationships with the diocesan bishop and of our service to the local church.

4. The Provincial Chapter is convened to examine the state of the communities, the Provincial Vicariates, the Vice-Provinces, and of the Province and its Works, according to the Reports prepared by the Local, Vicariate and Vice-provincial Chapters and by the Provincial Congregation.

5. In the Vice-Provinces, the Vice-Provincial Chapter is convened to examine the state of the Communities, of the Vice-Province and its Works, in the light of the Reports prepared in Local Chapters and by the Vice-Provincial Congregation

Art. 33 – Minutes.

1. Language

- a. The Minutes must be drafted in the vernacular language
- b. However, the copies to be sent to the General Curia should be drafted in Latin or in the most common languages as Italian, Spanish, French or English. If vernacular copies are sent to the General Curia, a translation into the languages approved by the respective Provincial Curia should be attached.

2. Signatures and seal

- a. The Minutes should be signed by the President and by all the Chapter members. Signatures should be placed in each copy of the Minutes (specifically, at the end

of the first section) and should be original. If someone refuses to sign the Minutes or wishes to approve them “*iuxta modum*”, he may write the reasons for his refusal or the “moods” proposed.

- b. Minutes must be sealed with the seal of the House or Demarcation, respectively.

3. Sections of the Minutes

Section I: The actual Minutes, or a description of each session.

The first section includes the actual Minutes, or a careful and synthetic description of each session. At the end of this first section, each and all the Chapter members should sign.

Section II: Documentation

- a. In all Chapters:
 - The Decree for the opening of the Chapter;
 - A Catalogue of the Chapter members, specifying the voice each one enjoys;
 - The Election Decree of the Secretary and his Assistant
 - Documents confirming resignations, absences or other anomalies
 - The Testimonial of Masses and Suffrages.
- b. Only in the Local Chapter:
 - The Decree regarding the constitution of the Commission for the inspection of books;
 - Testimonial of Constitutions and Rules.
- c. Only in the Demarcational Chapter:
 - The Decree of the General Congregation on the candidates to the Provincial office or to the Vice-Provincial office of an Independent Vice-Province; or the Decree of the Provincial Congregation on the candidates to the Vice-Provincial office of a Dependent Vice-Province;
 - The Election Decree of the Provincial or the Vice-Provincial
 - The Election Decree of each of the Assistants.

Section III: Reports

- a. In the Local Chapter:
 - The Report of the Rector submitted to the Chapter with the amendments approved by the Chapter;
 - The Report of the Commission for the inspection of books.
- b. In the Demarcational Chapter:
 - The Report of the Demarcational Congregation to the Chapter with the amendments approved by the Chapter;
 - The Report of the Commission for the revision of Minutes and books

Section IV: Propositions

1. APPROVED:

- a. The text of the Proposition and of the opinion, if any;
- b. The result of the vote or the opinion (that is to say, clearly specifying whether the vote has been on the proposition itself or on the opinion).

2. NOT APPROVED:

- a. The text of the Proposition and of the opinion, if any;
- b. The result of the vote or the opinion (that is to say, clearly specifying whether the vote has been on the proposition itself or on the opinion).

Section V: Proposals

- a. The text of the Proposals
- b. The results of the prioritization

Section VI: Planning, in general

- a. The approved text of planning;
- b. The results of the vote on planning.

Section VII: Dubious and difficult problems (in the Demarcational Chapter)

- a. The approved text of the dubious and difficult problems
- b. The results of the vote on dubious and difficult problems.

4. Number of copies:

The number of copies of the Minutes or of the Report on the state of the House depends on the kind of the Chapter:

- two copies for: Local Chapter of the General House, Provincial Chapter, Vice-Provincial Chapter of an Independent Vice-Province and Chapter of a General Delegation
- three copies for: Local Chapter of a House in a Province understood in a strict sense or an Independent Vice-Province, Local Chapter of a General Delegation, Vice-Provincial Chapter of a Dependent Vice-Province and Vicarial Chapter
- four copies for: Local Chapter of a House in a Dependent Vice-Province or in a Provincial Vicariate.

5. Delivery of the Minutes:

The Minutes of each Chapter should be kept in the own Archives, and sent:

- to the Vice-Province, Provincial Vicariate or Province: the Minutes of the corresponding Local Chapters. The Houses that depend directly on Father General should send the Minutes to the General Curia, and the Houses of a General Delegation to the corresponding Curia of the General Delegation.
- to the Province: the Minutes of Dependent Vice-Provinces and corresponding Provincial Vicariates.
- to the General Curia: the Minutes of all the Chapters of the Demarcation and Local Chapters.

V. LOCAL CHAPTER

A. PRELIMINARY NOTES

Art. 34 – Parts of the Chapter.

The Local Chapter is convened to:

1. Perform an accurate examination of the current state of the religious community and of the mission and works entrusted to it, always considering the annual programs and revisions, bearing always in mind the entire Piarist presence. The local Superior will develop a synthesis of the four-year period and submit it to the Capitulars on a timely basis.
2. Prepare nominations:
 - a. Prepare nominations for Delegates and Alternates to the Provincial chapter and send them to the Provincial; and, in the Independent Vice-provinces, to respectively prepare the same nominations and send them to the Vice-provincial.
 - b. In the Dependent Vice-Provinces, prepare nominations of Delegates and Alternates to the Vice-Provincial Chapter and send them to the Vice-Provincial
 - c. In the Province, understood in the strict sense, submit nominations for the office of Provincial and send them to the Provincial.
 - d. In the Independent Vice-province, submit nominations for Vice-provincial and send the results to Father General.
 - e. In the Dependent Vice-provinces, elect the candidates for Provincial and Vice-provincial and send them to Father Provincial, for the corresponding scrutiny, preferably through a Scrutinizing Commission other than the Provincial Congregation.
 - f. In the General Delegation, to appoint candidates for General Delegate and to send the results to Father General.
3. Develop some planning and to submit Propositions, if any, for examination.

Art. 35 – Members of the Chapter.

1. Regarding the members of the Local Chapter:
 - a. With voice without vote: cfr. CD 7;

- b. With active voice; cfr. CD 8;
- c. With passive voice: cfr. CD 9;
- d. With both voices: cfr. CD 10.
- e. Lay people with voice and vote: cfr. CD 11.

2. The religious of a Filial House shall exercise their rights in the administrative and elective Local Chapter of the main House.

Art. 36 – Resignation.

- 1. Regarding the resignation of active or passive voice: cfr. CD 30
- 2. If any of the members convened refuses to attend to the Local Chapter, the election and the Chapter are not invalidated. However, he may be forced to participate if his absence renders impossible the election.

Art. 37 – Propositions.

- 1. In the Local Chapter, all the religious with active voice may submit, in writing, Propositions for the Provincial and Vice-Provincial Chapters. These Propositions should be delivered to the Capitulars of the Community as soon as possible.
- 2. Therefore, these Propositions are to be delivered to the Capitulars in the first session of the Local Chapter or before.
- 3. It should be considered that the examination and voting of the Propositions are made not in the first part of the Chapter, but in the third part, dedicated to planning.

Art. 38 – Proposals.

- 1. Besides the Propositions, which include particular things to be done, all the religious with active voice may submit Proposals or suggestions of things that could be done.
- 2. It is advisable to vote the Proposals, in order to rule out those lacking a Chapter support. Those approved, will then be subject to prioritization.

Art. 39 – Change of the juridical status of the houses.

During the three months preceding the Demarcational Chapter, it is forbidden to change the juridical status of the Houses, if changes imply a variation of rights, both of Houses and persons, regarding the Chapters.

B. FIRST PART OF THE CHAPTER: EXAMINATION OF THE REALITY

Art. 40 – Report of the Rector.

- 1. The Rector’s Report, as mentioned in CD 15,1 and CD 32,1.2, must be submitted to the Capitulars on a timely basis. For its development, what is mentioned in CD 32. 2 should be taken into consideration.

2. The Rector should read or at least outline the Report before the Chapter members. Once this reading/presentation is finished, the Capitulars may seek clarifications and explanations regarding the items of the report.

3. Thereafter, the Capitulars, assembled in plenary session, perform an accurate examination of the current state of the House, always considering the Report of the Rector, in order to submit a relation to the Chapter of the Demarcation. In order to address the various situations experienced in the Order, CD 32 should be taken into consideration.

- a. *First phase: dialogue.* A dialogue should be encouraged so that items may be addressed point by point, orderly, without mixing them up, and with maturity and serious consideration. The Minutes should reflect the key contributions of the Chapter members.
- b. *Second phase: discernment.* As a result of reflections shared in the Chapter, the Capitulars will develop a simple document reflecting the essential aspects to be considered in order to improve the reality of the Piarist presence they belong to. If the Chapter deems it necessary, this document may be submitted to a global ballot.

Art. 41 – Inspection of the books and the economic situation of the house.

1. Right from the first session the Rector will submit to the Chapter members, in a carefully prepared presentation, the economic situation of the House, the inventory of goods, and the books regarding the economic administration, the Masses, the Secretariat and the Chronicles (Community book), as well as the cash-flow situation.

2. The financial statement of the House, to be attached to the Minutes, shall include the following sections:

- a. A transcription of the status as at the end of each year since the last Local Chapter;
- b. A synthesis of the economic situation of the current year.
- c. A revision of our life of poverty

3. If the Capitulars are more than six, a Commission for the inspection of books will be formed, integrated by the Secretary of the Chapter or by his Assistant - in case the Secretary is the Treasurer – and by two Capitulars. The two latter are elected by the Chapter with a relative majority of votes; in this election, the Treasurer lacks passive voice.

4. The duty of this Commission is:

- a. to review the above mentioned books, the inventory of the assets, and the economical situation of the house;
- b. to perform the cash balance audit;
- c. to draft and sign a report on the revision that has been diligently performed; this report will be read by the Secretary of the Chapter before the Capitulars and attached to the Minutes.

5. In Chapters with no more than six Capitulars, the above mentioned is performed by all the Capitulars in plenary session. Then, the Secretary of the Chapter, or his Assistant, in case the Secretary is the Treasurer, or another Capitular appointed by the other Capitulars, will prepare a written report on the result of the review and cash balance; this report will be read before the Capitulars and attached to the Minutes.

6. The Administration books, mentioned in several paragraphs of the Constitutions and Rules, can be replaced by computerized leaves of accounts.

7. Once the report of the Commission for the inspection of books is finished, it will be reviewed by the Chapter. The Secretary of the Chapter will read before the Capitulars the report of the Commission on the result of its revision of the inventory of assets, the official books, the economical situation of the house and the cash balance. The Capitulars may ask questions regarding this report.

8. After the reading, clarifications, questions, discussion and amendments, if any, all and each of the Capitulars, including the Rector, will sign the report together with the Minutes of the Chapter.

9. If someone refuses to sign this report, he shall indicate his reasons in writing to the Economic commission of the Demarcational Chapter.

10. The report of the Commission and the description of the economical situation of the house must be attached to the Minutes of the Chapter.

C. SECOND PART OF THE CHAPTER: ELECTIONS AND NOMINATIONS

Art. 42 – Number of Delegates and Alternates.

1. In the Provincial and Vice-Provincial Chapters, the number of Delegates or Capitulars by election must be the same as the number of Capitulars by right.

2. The number of the Alternates declared elected will be equal to one-fifth of the total number of Chapter members.

Art. 43 – Election of Delegates to the Demarcational Chapter.

1. Sufficiently in advance, the Provincial or Vice-Provincial will notify to the Province or Vice-Province, respectively, the number of Delegates and Alternates to be elected, according to the number of Capitulars by right.

2. At the same time, each religious with active voice shall receive the list of all those who enjoy passive voice for Delegates; and another list of those who enjoy passive voice for the position of Provincial or Vice-Provincial, along with the corresponding ballots. The first list will include the religious of the Province or Independent Vice-Province who are assigned to General Houses. The second list will include all the religious of the Province or Independent Vice-Province who are assigned to General Houses or to a General Delegation (R 223.3.). These lists will also be delivered to these religious before the Local Chapters of the respective Province or Independent Vice-Province; subsequently, they shall elect the candidates and send them, as they deem appropriate, to their Provincial or Vice-Provincial of an Independent Vice-Province, respectively.

3. When filling in the ballots for Delegates, each religious will write as many names as equal to two thirds of the total number of Delegates to be elected. If it happens that the total number is not exactly divisible by three, then each religious, in order to complete the ballot, must use the number mathematically calculated nearest to two thirds. To avoid doubts, the Major Superior will determine the exact number.

4. In ballots for the nomination of Provincial or Vice-Provincial, each religious will write two or three names, in order of preference, according to whether it is a Formed or Non-formed Province or a Vice-Province.

5. During the celebration of the Chapter there must be a special session in which the religious who have active voice will place the ballot without signature into an envelope, close it, and place it into an urn in the presence of all the members of the Chapter. The President, together with the scrutinizers, will count the number of envelopes and on the outside of each envelope will put the seal of the community, and then introduce all the envelopes into a larger one, close it, and take care to send it in the safest way to the Provincial or Vice-Provincial. If one of the Capitulars is sick, either at home or in a nearby hospital, Father. Rector and a witness will collect his ballot and put it in the common envelope. In other cases, the Major Superior will arrange the means so that the religious can send his ballot directly to the Scrutinizing Commission.

6. Once all the envelopes have been received, the Demarcational Congregation -either by itself or by a committee especially appointed by the Congregation for this purpose- will scrutinize the ballots. The scrutinizers will undertake to keep the results secret and to properly perform their duty.

7. When the scrutiny is finished, those who obtained the greatest number of votes will be declared and proclaimed Delegates and Alternates. The number of Alternates declared elected will be equal to one-fifth of the total number of Chapter members.

8. If several religious obtained the same number of votes, they will be put on the list of Delegates and Alternates by order of precedence according to the date of their simple profession, and, in case some made their simple profession on the same day, by order of age, until the required number is filled.

Art. 44 – Special cases.

Special cases should be treated as prescribed in n. 230, 231, 232 of the Rules (cfr. CD 10)

Art. 45 – Publication of the list of Delegates and Alternates.

The list of Delegates and Alternates with the number of votes that each candidate received must be published for all the religious on a timely basis (R 377)

Art. 46 – Proposal of candidates for Provincial or Vice-Provincial.

1. With sufficient anticipation the Provincial or Vice-Provincial shall give each religious with active voice the list of those who have passive voice for the office of Provincial or Vice-Provincial, along with the corresponding ballots.

2. In the list for the office of Provincial or Vice-Provincial the religious of the Province or of the Independent Vice-Province assigned to a General Delegation or to General Houses should also be included. And in the list for the office of Vice-Provincial of a Dependent Vice-Province the religious assigned to General Houses should be included. These lists will be also received by these religious, right before the Local Chapters of the respective Province or Independent Vice-Province; subsequently, they will elect the candidates and send them in the way they judge best to their Provincial or Vice-Provincial of the Independent Vice-Province, respectively.

3. The procedure for the nominations of Provincial or Vice-Provincial, which must be sent to the respective Major Superior, that is, to Father General and Father Provincial, following the norms of n. n. 370.2., d), e), f) of the Rules, should be the same as in the election of Delegates. Each elector will write in order of preference three names in the case of a formed Province or two names when it is a non-formed Province or a Vice-Province.

4. Once all the envelopes have been received and the votes scrutinized (R 374.4.), the Provincial or the President of the Commission will send, as quickly as possible, the list of those who had the greatest number of votes for the office of Provincial or Vice-Provincial together with the number of votes and the number of points of each one. With the prior permission of Father General, the Provincial may announce this list to the religious of the Demarcation.

5. In order to count the number of points, it should be remembered that the votes written in the first place have a double value (that is, $50 \times 2 = 100$), those in the second place have the face value (that is, $20 \times 1 = 20$); and the names in the third place only get half a point for each vote (that is, $20 \times 0.5 = 10$).

6. If, by mistake, some religious wrote more names on a ballot than is permitted, either in the election of Delegates or of the candidates for Provincial or Vice-Provincial, the elections and nominations which surpass the established number are to be considered invalid. The elections that propose less names than those prescribed are valid.

D. THIRD PART OF THE CHAPTER: PLANNING

Art. 47 – Planning in general.

1. The third phase of the Chapter is about planning the near future, which will be performed from two different perspectives: planning of the own Piarist presence, and contributions for planning by the Demarcational Chapter.

In both cases, it is advisable to bear in mind the priorities of the Order and of the own Demarcation that have guided the four-year term.

- a. In the case of the local Piarist presence, the Capitulars will seek to identify the priorities most required for the development of the Piarist life and mission of their own local reality.
- b. Likewise, the Capitulars may provide guidelines deemed necessary for the future of their own Demarcation.

2. If any Capitular wishes to present a specific Proposition for the local Piarist presence or for the Demarcation, the Local Chapter will work on it. Assembled in plenary session (or sessions), the Capitulars will proceed as follows: regarding each Proposition, there will be: 1) a presentation of the Proposition by the religious who proposes it; 2) a discussion by the Capitulars; 3) a canonical ballot, according to number 368 of the Rules and to can.119, 2º (CD 28), regarding either the Proposition or the opinion, if any, carefully specifying whether the text of the Proposition or the text of the opinion is submitted to ballot. The opinion may refer to the conversion of a Proposition into a proposal.

3. What is approved or rejected in these plenary sessions must be reflected in the Minutes. Moreover, a double list must be separately attached to the Minutes: the list of the Propositions that have been approved and the list of those that have not been approved, according to CD 33, 3, section 4.

4. If there is any Proposal for the future of the house or of the Demarcation, and bearing in mind that they are simple suggestions that do not need to be voted, they will be examined by the Capitulars in plenary session (or sessions), in which there will be 1) a presentation of each Proposal by the religious who proposes it; 2) a discussion by the Capitulars; 3) a prioritization, if required. The Proposals will be reflected in the Minutes,

and those referred to the future of the Demarcation will be submitted to the Demarcational Chapter.

5. It is utmost important that the Planning of the life and mission of the Piarist Presence may follow a comprehensive and clear outline, always drawing on the priorities of the Order. It must refer, at least, to the following items:

- a. Vocational and Formative Culture
- b. Fraternal life in community
- c. Participation of the lay people
- d. Piarist ministry
- e. Sustainability
- f. Increasing mentality of Demarcation and Order

6. The objective is, therefore, to develop some planning that takes account of the priority options of the Order and of the specific dynamisms of the entire Piarist presence. Based on this careful reflection of the Community, rather practical consequences may be drawn that could have a real impact in the future of the House.

7. Once finished, the planning should be voted according to number 368 of the Rules and to can. 119, 2^o (CD 31). The result of this ballot must be reflected in the Minutes of the chapter. The text of the approved planning will be attached to the Minutes.

E. CLOSING OF THE CHAPTER

Art. 48 – Signature of Minutes and Testimonials.

1. The last action of any Local Chapter is the signature of Minutes and Testimonials by the Chapter members.

2. The Minutes should be signed by the President and all the Capitulars. With due regard for the prescription of CD 33, 2. a), all the signatures will be placed in each copy of the Minutes and should be original. Finally, the Minutes must be sealed with the seal of the House.

3. Excepting Father Rector, all and each of the Capitulars will sign the Testimonials: the Testimonial of the Constitutions and the Testimonial of Masses and Suffrages. All the other Chapter Documents are signed together with the final signature of the Minutes. If someone refuses to sign, he should manifest in writing his reasons to the Economic commission of the Demarcational Chapter.

Art. 49 – Minutes of the Chapter or Report on the situation of the House.

1. The Minutes (of the Local Chapter held in the Province) are kept in three copies: for the general, provincial and local Archives. Once the Local Chapter is over, copies should be sent to Father General and Father Provincial; the copy of the local Archives must be taken by the Rector to the Provincial Chapter.

2. The houses in which no Chapter is held should draft as many Reports on the situation of the house as the number of copies of the Chapter Minutes drafted by the other Houses of their Demarcation. And should send them to the same Archives.

3. The Minutes of the Local Chapters and the Reports on the situation of the Houses mentioned in CD 49, 2. will be revised by the Economic commission of the Provincial Chapter.

4. As for the other matters, see CD 33.

5. As for the Minutes of the Local Chapters not held in a Province, see CD 50-54.

F. LOCAL CHAPTERS NOT HELD IN THE PROVINCE (IN THE STRICT SENSE)

Art. 50 – Local Chapter in a Dependent Vice-Province.

1. The convocation belongs to Father Provincial, with Father General’s mandate.

2. If according to n. 393 of the Rules, it is thus determined by the Vice-Provincial Congregation, all the religious of the Vice-Province will be members of the Vice-Provincial Chapter, if they meet the other conditions required to be a Delegate; in other words, all the professed in solemn vows of the Vice-Province will be members of the Vice-Provincial Chapter. In this case, no election takes place or any nomination of Delegates and Alternates for the Vice-Provincial Chapter.

3. Otherwise, the election of Delegates and Alternates to the Vice-Provincial Chapter will be performed as follows:

- a. A list of all the religious who enjoy passive voice for the office of Delegate in the Vice-Province and the number of Delegates and Alternates to be elected will be given by Father Vice-Provincial to all the religious who have active voice in the Vice-Province. The envelopes with the nominations for Delegates and Alternates must be sent to Father Vice-Provincial.
- b. The Vice-Provincial Congregation -either by themselves or by a committee especially appointed by the Congregation for this purpose- will scrutinize the ballots. And Father Vice-Provincial will publish the list of Delegates and Alternates and send it to Father Provincial.

4. If a Delegate, who is by right Delegate of the Vice-Provincial Chapter and is member of the Vice-Provincial Congregation, has to be replaced, the new Delegate is designated by the General Congregation; in the other cases, by the Vice-Provincial Congregation.

5. As for the nominations of Provincial, the procedure is as follows:

- a. The Provincial, through the Vice-Provincial, will send a list of those who enjoy passive voice for the office of Provincial.
- b. Of the list received, each elector will write two or three names, in order of preference, according to whether it is a Formed or Non-formed Province. The President of the Local Chapter will send to the Provincial –through the Vice-Provincial- the envelope with the nominations.

6. As for the nominations of Vice-Provincial, the procedure is as follows: from the list received, each elector will write two names. The President of the Local Chapter will send to the Provincial –through the Vice-Provincial- the envelope with the nominations.

7. As for the Minutes of the Local Chapters or the Reports on the situation of the house, the procedure is as follows:

- a. The Minutes will be recorded in four copies: for the General, Provincial, Vice-Provincial and local Archives. Once the Local Chapter is over, the respective copies should be sent to Father General, Father Provincial and Father Vice-Provincial; the copy of the local Archives is taken by the Rector to the Vice-Provincial Chapter.
 - b. The houses in which no Chapter is held should draft as many Reports on the situation of the house as the number of copies of the Chapter Minutes drafted by the other Houses of their Demarcation. And should send them to the same Archives.
 - c. The Minutes of the Local Chapters and the Reports on the situation of the Houses mentioned in CD 50, 7.b. will be revised by the Economic commission of the Vice-Provincial Chapter
 - d. As for the other matters, see CD 33.
8. In all the others matters associated with the Local Chapter, the procedure is entirely as in the Local Chapters of a Province, subject to due caveats.

Art. 51 – Local Chapter in a Provincial Vicariate.

1. Its convocation belongs to Father Provincial, with Father General’s mandate.
2. As for the administrative and elective Local Chapter:
 - a. If it is thus determined by the Vicariate’s Statutes, all the religious of the Vicariate will be members of the Vicarial Chapter, provided they meet the other conditions required to be a Delegate; in other words, all the professed in solemn vows of the Vicariate will be members of the Vicarial Chapter. In this case, no election takes place or any nomination of Delegates and Alternates for the Vicarial Chapter.
 - b. Otherwise, the general norms of the Constitutions and Rules and the Directory of Chapters must be followed.
3. If a Delegate, who is by right Delegate of the Vicarial Chapter and is member of the Vicarial Congregation, has to be replaced, the new Delegate is designated by the General Congregation; in the other cases, by the Provincial Congregation.
4. As for the nominations for the office of Provincial, the procedure is as follows:
 - a. The Provincial, through the Vicarial Superior, will send the list of all those who enjoy passive voice for the office of Provincial.
 - b. From the list received, each elector (in Chapter or not, according to the cases) will write two or three names, in order of preference, according to whether it is a Formed or Non-formed Province. The President of the Local Chapter or each elector, according to the cases, will send to Father Provincial the envelope with the nominations.
5. As for the Minutes of the Local Chapters or the Reports on the situation of the house, the procedure is as follows:
 - a. The Minutes will be recorded in four copies: for the General, Provincial, Vicarial and local Archives. Once the Local Chapter is over, the respective copies should be sent to Father General, Father Provincial and Father Vicariate Superior; the copy of the local Archive is taken by the Rector to the Vicarial Chapter.
 - b. The houses in which no Chapter is held should draft as many Reports on the situation of the house as the number of copies of the Chapter Minutes drafted by the other Houses of their Demarcation. And should send them to the same Archives.

- c. The Minutes of the Local Chapters and the Reports on the situation of the Houses mentioned in CD 51.5.b will be revised by the Economic commission of the Vicarial Chapter
- d. As for the other matters, see CD 33.

6. In all the others matters associated with the Local Chapter, the procedure is entirely as in the Local Chapters of a Province, subject to due caveats.

Art. 52 – Local Chapter in an Independent Vice-Province.

1. Its convocation belongs to the Vice-Provincial, with Father General’s mandate.
2. When nominations of Delegates and Alternates for the Vice-Provincial Chapter are required, that is to say when not all the religious participate at the Vice-Provincial Chapter, they must be sent to Father Vice-Provincial.
3. In the nominations for the office of Vice-Provincial, each religious will write only two names. And the nominations will be sent to Father General.
4. If a Delegate, who is by right Delegate of the Vice-Provincial Chapter and is a member of the Vice-Provincial Congregation, has to be replaced, the new Delegate is designated by the General Congregation; in the other cases, by the Vice-Provincial Congregation.
5. As for the Minutes of the Local Chapters or the Reports on the situation of the house, the procedure is as follows:
 - a. The Minutes will be drafted in three copies: for the General, Vice-Provincial, and local Archives. Once the Local Chapter is over, the respective copies should be sent to Father General and Father Vice-Provincial; the copy of the local Archives is taken by the Rector to the Vice-Provincial Chapter.
 - b. The houses in which no Chapter is held should draft as many reports on the situation of the house as the number of copies of the Chapter Minutes drafted by the other Houses of their Demarcation. And should send them to the same Archives.
 - c. The Minutes of the Local Chapters and the Reports on the situation of the Houses mentioned in CD 52.5.b will be revised by the Economic commission of the Vice-Provincial Chapter.
 - d. As for the other matters, see CD 33.
6. In all the others matters associated with the Local Chapter, the procedure is entirely as in the Local Chapters of a Province, subject to due caveats.

Art. 53 – Local Chapter in a General Delegation.

1. The General Houses belonging to a General Delegation should follow its Statute.
2. Religious assigned to a General Delegation (classified as Demarcation) cannot be elected Delegates to the Provincial or Vice-Provincial Chapter of the Demarcation into which they are incardinated, nor they have active voice to participate in the election of these Delegates.
3. Religious assigned to a General Delegation keep passive voice for the office of Provincial or Vice-Provincial in the Demarcation in which they are incardinated (R 223.3.).
4. As for the Minutes of the Local Chapters or the Reports on the situation of the house, the procedure is as follows:

- a. The Minutes will be recorded in three copies: for the General, the General Delegation, and local Archives. Once the Local Chapter is over, the respective copies should be sent to Father General and to Father General Delegate; the copy of the local Archives is taken by the Rector to the Chapter of the Delegation.
- b. The houses in which no Chapter is held should draft as many reports on the situation of the house as the number of copies of the Chapter Minutes drafted by the other Houses of their Demarcation. And should send them to the same Archives.
- c. The Minutes of the Local Chapters and the Reports on the situation of the Houses mentioned in CD 53.4.b will be revised by the Economic commission of the Chapter of the Delegation
- d. As for the other matters, see CD 33.

5. In all the others matters associated with the Local Chapter, the procedure is entirely as in the Local Chapters of a Province, subject to due caveats.

Art. 54 – Local Chapter in General Houses.

1. Its convocation belongs to Father General.
2. In these Houses only the administrative Local Chapters will be held, not the elective part.
3. It should be recalled what our right prescribes regarding voice and vote of Father General and General Assistants, Procurator, Treasurer and Secretary.
4. Regarding the list of religious who enjoy passive voice for the position of Delegate to the Demarcational Chapter, that should be delivered by Father Provincial or Father Vice-Provincial of an Independent Vice-Province to each religious with active voice:
 - a. the religious assigned to these General Houses shall also be included in this list, except for the cases mentioned in CD 9. 4.
 - b. the list will also be given to religious assigned to these General Houses, right before the Local Chapters of the respective Province or Independent Vice-Province.
 - c. from the list received, the religious assigned to these General Houses will write their nominations for Delegates and Alternates to the Provincial or Independent Vice-Provincial Chapter and send them in the way they judge to be the most appropriate, to their Provincial or Vice-Provincial of the Independent Vice-Province, respectively.
5. Regarding the list of religious who enjoy passive voice for the position of Provincial or Vice-Provincial, both of an Independent and Dependent Vice-Province, that should be delivered by the Provincial or the Vice-Provincial to each religious with active voice:
 - a. the religious assigned to these General Houses shall also be included in the list.
 - b. This list will also be given to religious assigned to these General Houses, right before the Local Chapters of the respective Province or Independent Vice-Province.
 - c. From the list received, the religious assigned to these General Houses will write their nominations for Delegates and Alternates to the Provincial or Independent Vice-Provincial Chapter and send them in the way they judge to be the most appropriate, to their Provincial or Vice-Provincial of the Independent Vice-Province, respectively.

6. As for the Minutes of the Local Chapters, the procedure is as follows:

- a. The Minutes will be recorded in two copies: for the General and local Archives. Once the Local Chapter is over, the two copies will be immediately sent to Father General, for revision, approval and signature by the General Congregation.
- b. As for the other matters, see CD 33.

7. In all the others matters associated with the Local Chapter, the procedure is entirely as in the Local Chapters of a Province, subject to due caveats.

8. The Rectors, Masters of Novices and Masters of Juniors of these Houses are not Chapter members by right of the Demarcational Chapter of their Province or, respectively, their Independent Vice-Province, in which they continue to be incardinated. They may be elected Delegates for these Chapters (R 379.4).

VI. PROVINCIAL CHAPTER

A. PRELIMINARY NOTES

Art. 55 – Schedule of the Chapter.

1. The Provincial Chapter will take place every four years, and it may begin only a month after the celebration of the Local Chapters, without prejudice of what is prescribed in CD 13.
2. Before setting the dates for the celebration of the Provincial Chapter, Father General consults the respective Provincial Congregation

Art. 56 – Parts of the Chapter.

The Provincial Chapter is convened to:

1. Examine the state of the Communities, of the Provincial Vicariates, the Vice-Provinces, and the Province, and their respective Works through the Reports prepared by the Local, Vicariate, and Vice-Provincial Chapters, and by the Provincial Congregation.
2. Hold elections, that is to say:
 - a. constitute the new Provincial Congregation;
 - b. elect the Delegate or Delegates with their respective Alternates who will attend the next General Chapter.
3. Develop lines for the future: discuss and include potential Propositions connected with them, which have been proposed by the Local, Vicariate, and Vice-Provincial Chapters, and by the Provincial Congregation, as well as by the members of the Chapter; deal with dubious or difficult problems, and develop some planning according to the internal and external analysis, in view of the next four years.

Art. 57 – Members or constitution of the Chapter.

1. Members of the Provincial Chapter:
 - a. The Provincial and his Assistants;

- b. In the Province where they reside, those who have held the office of General, Assistant General, and Procurator General for at least three years; the former Provincials who have discharged this office for at least four years in their own Province; but only in the first Chapter following the end of their term in office;
- c. The Vice-Provincials;
- d. The Provincial Treasurer and the Provincial Secretary, if they meet the other conditions required to be a Delegate;
- e. The Provincial Vicars;
- f. The Rectors of all of the Communities of the Province, taken in a strict sense;
- g. The Master of Novices and the Master of Juniors of the Houses of the Province;
- h. The Delegates of the Province, Vice-Provinces and Provincial Vicariates.
- i. The religious mentioned in n. 340. 3. of the Rules may participate.

2. It is incumbent upon the Provincial Congregation to host the presence in the Chapter of the Demarcation of lay people particularly significant in the life and mission of the Province and, in a special manner, the presence of members of the Provincial Council of the Fraternity or of lay Piarists who live the charismatic and juridical integration in our Order. The Demarcational Congregation will ensure that the number of the lay members of the Chapter does not exceed the number of the religious capitulars.

3. With the approval of the General Congregation, Provinces are granted the faculty that the respective Provincial Congregation may determine that the next Provincial Chapter will be constituted in a different way, keeping what is prescribed in the Constitutions, and what is included in n. 382.1^o a, b, c, d, e of the Rules.

Art. 58 – Resignation.

As for resignations, what is prescribed in R 366 and CD 30 should be followed.

Art. 59 – Replacement of Capitulars.

As for the replacement of Chapter members, see R 376 (CD 31, 1.)

Art. 60 – The Procurator.

The faculty to vote by letter or proxy is excluded.

Art. 61 – Revision of the administration.

1. According to n. 104,106 and 107 of the Economic Directory of the Order, the revision of the economical period between Chapters should be performed in the Demarcational Chapters.

2. One of the duties of the Economic Secretariats is to verify, by themselves or with the help of other persons, the administration data before the celebration of the Chapters and draft a report to be delivered to the Economic commission of the Chapter for its opinion.

Art. 62 – Propositions.

1. The Provincial Chapter must discuss the Propositions submitted by the Local, Vicarial and Vice-Provincial Chapters, the Provincial Congregation and the Chapter members.

2. All these Propositions must be submitted and delivered to each Chapter member before the Provincial Chapter.

3. The Provincial Congregation, which by itself can better know the needs of the Province, once examined the Propositions of the Chapters held in the Province, understood in a strict sense, in the Dependent Vice-Provinces and in the Provincial Vicariates, and after studying seriously the circumstances, may develop its own Propositions and deliver them to each Chapter member before the Provincial Chapter, together with the Propositions submitted by the Local Chapters of the Province, taken in a strict sense, and the Vicarial and Vice-Provincial Chapters.

4. Once this list of Propositions is received, each Capitular can, if he wishes, for the good of the Province or of the Order and within the dates set by the Provincial, submit Propositions in writing, stating explicitly the reasons that justify their need or convenience. The Provincial will deliver these Propositions to each Chapter member, even before the Provincial Chapter.

B. FIRST PART OF THE CHAPTER: EXAMINATION OF THE REALITY

Art. 63 – Reports of the Provincial Congregation, the Provincial Treasurer and the Dependent Demarcations.

1. The examination of the reality must basically consist in the internal and external analysis of the situation. This analysis is important because planning will result from it, and because it allows to build on what is positive, to amend what is negative, and to meet the current society's challenges identified by the analysis.

2. According to the norm of number 381.1 of the Rules (CD 56), the Provincial Congregation will prepare its Report to the Provincial Chapter. The Provincial Treasurer will submit to the Provincial Chapter a detailed account of his administration and the economic state of the Province. It is desirable that the Capitulars have both Reports in their hands from the beginning of the Chapter and even before, if possible.

3. Once the Chapter is constituted and its Secretary and Assistant are elected, the Provincial Congregation and the Provincial Treasurer will submit their respective Reports to the Chapter.

4. The Reports prepared in the Local Chapters of the Province, taken in a strict sense, and in the Vicariate and Vice-Provincial Chapters will also be orderly submitted to the Chapter.

5. There is no inconvenience that the Capitulars seek and receive clarifications on all these Reports; but without any criticism at this stage.

Art. 64 – Chapter commissions.

1. Once the Reports are read, and before the Provincial starts the examination of the current state, the Provincial with his Assistants, with the approval of the President, according to the norm of number 353 of the Rules (CD 19) will appoint the Chapter Commissions for a careful examination of the Demarcation.

2. The following are the norms regarding the Chapter commissions:

- a. Every Capitular will be member of some Commission.

- b. The members of the Provincial Congregation and, if required, other Capitulars will preferably be the Presidents of the Commissions. A Capitular will be appointed as Secretary for each Commission.
- c. Each Commission will be given the items for discussion.
- d. With the approval of the President of the Chapter, some items can be transferred from an overloaded Commission to another Commission less busy.

3. Working method in the Commissions:

- a. Each member of the Commission will receive the items that, according to the decision of the Provincial Congregation, are of their competence.
- b. In every Commission, each item will start with a dialogue leading to an opinion, and finally to its approval or rejection, excluding acclamation (which is different from a show of hands ballot). The same procedure will be applied, by order, in all the items.
- c. The Secretary of the Commission will write the results of the discussion, or the opinion, and the number of votes.
- d. The Economic Commission of the Chapter must discuss the economic items, especially the report of the Secretariat of Economy. It may also discuss the Minutes of the Local Chapters of the Province, taken in a strict sense, and of the Vicariate and Vice-Provincial Chapters, as well as the state of the celebration of Masses and the suffrages for the dead, while a specific commission may be taken into consideration for these matters.

Art. 65 – Examination of the reality.

1. Once the reading of all the Reports is finished and the Chapter commissions are constituted, the Provincial Chapter will examine in the light of the Reports the state of the Communities, of the Provincial Vicariates, of the Vice-Provinces, and of the Province and its works.

2. The examination of the reality will be done in the Chapter commissions, according to CD 64, followed by plenary sessions.

3. When the Chapter commissions have done their work, the procedure in plenary sessions will be as follows:

- a. Each Secretary will submit the results of their discussion, that is to say the opinions of their respective Commission.
- b. Subsequently, an orderly discussion on the opinions of each Commission takes place, without mixing the various items.
- c. The results of the work done in these plenary sessions must be included in the Minutes of the Chapter.

C. SECOND PART OF THE CHAPTER: ELECTIONS

Art. 66 – Exploratory scrutiny.

1. In the Provincial and Vice-provincial Chapters, an exploratory, non-canonical scrutiny should be made before proceeding to the canonical elections, at least when they pertain

to the election of Superiors and Assistants, in order to know the opinions of the voters, and thereby avoid an excessive dispersion of votes.

2. In the case where, after the exploratory scrutiny, one of the candidates thinks that he has serious reasons not to accept the office, he must explain before the Chapter these reasons, and it is the Chapter which must weigh the reasons, and, in the case of candidates for General or Assistants, accept or reject the refusal. Once the election has been held, there is no opportunity for refusal, unless the elected person is absent.

Art. 67 – Election of Father Provincial.

1. The General Congregation will propose as candidates for the office of Provincial at least three of the six religious that the Provincial Congregation or the Scrutinizing Commission of a formed Province have presented or, respectively, at least two of the four religious candidates that the Provincial Congregation or the Scrutinizing Commission of a non-formed Province would have sent; and will send their names to the Provincial Chapter. Once the Chapter has begun, the names of the candidates will be made known to the members of the Chapter within sufficient time before the solemn session. The General Congregation may include other candidates not included in the list of six (or four), of whatever Demarcation of the Order, provided that there are at least three (or two) of that list.

2. In order to avoid the inconveniences derived from a sudden resignation, the General Congregation must inform the candidates beforehand in the way Father General deems best.

3. If any of the candidates believes that he has serious reasons to resign his passive voice, he should offer his reasons to the General Congregation, whose duty is to weigh the reasons and accept or refuse the resignation.

4. If any of the scrutinizers of the Chapter is among the candidates proposed by the General Congregation, his position will be occupied during the election by the first Capitulars, of those that are not candidates, that come after the President. If it is the case of who acts as President, he likewise confirms the elected Provincial in the name of Father General, even if the President is not elected Provincial.

5. From these candidates, the Provincial Chapter will elect the Provincial by canonical ballot, who will be confirmed immediately by the President of the Chapter, in the name of Father General, and will take immediate possession of his office. This applies equally to Formed and Non-formed Provinces.

6. At the beginning of the term of the office they are assuming, the Major Superiors are to make a profession of faith in plenary session, or in the presence of at least two witnesses, with a formula approved by the Apostolic See, and are to take an oath of fidelity. Thus, the Provincial will make the profession of faith and take the oath of fidelity with the formula of FORM 15.

7. Father Provincial is elected for one four-year term. For a third consecutive election, he needs a qualified majority. At a fourth consecutive election he loses the passive voice.

Art. 68 – Election of the Provincial Assistants.

1. The Chapter of a Formed Province will freely, that is to say without any intervention from the General Congregation, elect four Provincial Assistants, and the Chapter of a Non-formed Province will elect in the same way two Provincial Assistants, or four with the permission of the General Congregation, in accordance with the norms of n. 271 of

the Rules; they will be confirmed by the President of the Chapter in the name of Father General once the election is finished. Each one of the Assistants will be elected for the corresponding offices to be determined by the same Chapter.

2. The order of precedence among the Provincial Assistants is not determined by the election priority but according to the date of the first profession.

3. Prior to the exploratory scrutiny (n. 357), the elected Father Provincial may propose some names for the election of the Assistants.

4. The Provincial Assistants will be elected for a period of four years. For a third consecutive election a qualified majority is required. At a fourth consecutive election, they lose the passive voice.

Art. 69 – Comments.

1. Once the election of the Provincial Congregation is over, the President of the Chapter will immediately notify the names of the elected to the General Curia, both by telephone/email and in writing.

2. Regarding the Provincial and the Provincial Assistants elected, whether present or absent, and regarding the outgoing Provincial and Provincial Assistants, the following norms are applied:

- a. The newly elected, if present, will take position immediately.
- b. If absent, they will be called immediately to the Chapter and will take their position immediately as well.
- c. Regarding those outgoing, not only the former Provincial but also the former Provincial Assistants continue to be members of the Chapter that is being held.

Art. 70 – Election of Delegates and Alternates to the General Chapter.

1. In the Provincial Chapter of a Formed Province two Delegates for the General Chapter are elected. In Non-formed Provinces only one, except for what is prescribed in n. 407 of the Rules.

2. When, in addition to the Delegates about whom n. 388 deals, still other Delegates should be elected to equal the number of Chapter members by right and by election, the Demarcations, beginning with those who have the greatest number of religious, will elect other Delegates until the required number is reached. Prior to the celebration of the Chapter, Father General should inform the Demarcations involved of this election that they must hold.

D. THIRD PART OF THE CHAPTER: PLANNING

Art. 71 – Chapter commissions.

1. First in Commissions and then in plenary sessions, the Provincial Chapter will work on the main lines of planning and discuss the Propositions and Proposals connected with them, which have been proposed by the Local, Vicariate, and Vice-Provincial Chapters, and by the Provincial Congregation, as well as by the members of the Chapter; it will deal with dubious or difficult problems trying to solve them, and will develop master lines for the future of the Province.

2. Before the Provincial Chapter starts the third part of the Chapter, the Provincial and his Assistants, with the approval of the President, will appoint the Chapter commissions they deem necessary to develop the third part of the Chapter. No problem if these Commissions are the same and are integrated by the same members as the Chapter commissions that were already constituted, according to n. 353 of the Rules (CD 19), to undertake a study of the Demarcation.

3. For these Chapter commissions, the general norms are the following ones:

- a. In order that each Commission may discuss its respective items, all the Propositions mentioned in n. 381, 3 of the Rules, all the Propositions issued during the celebration of the Provincial Chapter, the items of the planning and the dubious and difficult problems will be distributed among all the Chapter commissions.
- b. The general norms of the Chapter commissions appointed to undertake a study of the Demarcation (CD 64) apply to these Commissions as well.

Art. 72 – Plenary sessions.

1. Once the work entrusted to the Chapter commissions is finished, the decisions are adopted in a plenary session.

2. The procedure in plenary sessions is as follows:

- a. Each Secretary of Commission will submit the results of their discussion, that is to say the reports of their respective Commission.
- b. Subsequently, there will be a discussion on the opinions of each Commission, in order, without mixing the items.
- c. Finally, according to n. 368 of the Rules and can. 119, 2. (CD 28), the canonical voting takes place regarding each one of the Propositions; the lines for the future and the dubious or difficult problems.
- d. Also the Proposals, if any, will be prioritized.
- e. Whatever is approved or rejected in these plenary sessions must be included in the Minutes of the Chapter.
- f. Regarding the Propositions: it should be clearly specified whether the text of the Proposition has been voted or the text of the opinion of the various Commissions; for the Annexes of the Minutes there will be two lists: the list of the Propositions approved and the list of the Propositions that were not approved, as shown in CD 33.

Art. 73 – Chapter Decrees.

The Propositions approved in the Provincial Chapter by an absolute majority of votes, and confirmed by the General Congregation, become Chapter Decrees which the Provincial and his Council must put into practice and in the next Provincial Chapter give an account of how they have been enforced.

E. CLOSING OF THE CHAPTER

Art. 74 – Signatures of Minutes and Testimonials.

1. The last action of any Provincial Chapter is constituted by the signing of the Minutes of the Chapter and of the Testimonial of Masses and Suffrages by the Capitulars.

2. The Minutes should be signed by the President and all the Chapter members. With due regard for the prescription of CD 33, 2. a), all the signatures must be placed in each copy of the Minutes and they must be original. Finally, the Minutes must be sealed with the seal of the Provincial.

3. Excepting the Provincial of the ending four-year period, all and each of the Capitulars will sign the Testimonial of Masses and Suffrages. It may be noted that the other Chapter Documents are also signed together with the final signature of the Minutes.

Art. 75 – Minutes.

1. The Minutes of the Provincial Chapter are drafted in two copies: for the General and the Provincial Archives.

2. Once the Chapter is finished, a copy will be immediately sent to Father General, and the other copy will be kept in the Provincial Archives

3. As for the other matters, see CD 34

VII. VICE-PROVINCIAL CHAPTER IN A DEPENDENT VICE-PROVINCE

A. PRELIMINARY NOTES

Art. 76 – Parts of the Chapter.

In the dependent Vice-Provinces the Vice-Provincial Chapter is convened to:

1. Examine the state of the Communities and the condition of the Vice-Province and its Works, according to the Reports prepared by the Local Chapters and the Vice-Provincial Congregation.
2. Hold elections and elect candidates, that is to say:
 - a. elect two Delegates from the Capitulars who will go together with the Vice-Provincial to the Provincial Chapter; and elect one Alternate, who is not necessarily a member of the Chapter.
 - b. In cases where the Vice-Province has, at least, twenty registered religious, the Delegate to the General Chapter must be the first Delegate elected for the Vice-Provincial Chapter, and the Alternate for the General Chapter will be the second Delegate elected for the Provincial Chapter.
3. Develop some planning and discuss the associated propositions offered by the Local Chapters, the Vice-Provincial Congregation and the members of the Chapter, and to deal with dubious and difficult problems.

Art. 77 – Members or constitution of the Chapter.

1. The Members of the Vice-Provincial Chapter are:
 - a. The Vice-Provincial and his Assistants.
 - b. Those mentioned in n. 382. 1., b) of the Rules, if they reside in the Vice-Province; and the former Vice-Provincial in his Vice-Province; but only in the first Chapter after he has finished his term.
 - c. The Vice-Provincial Secretary and the Vice-Provincial Treasurer, provided they have met the other conditions required for the role of Delegate.

- d. The Rectors of all the Communities of the Vice-Province.
- e. The Master of Novices and the Master of Juniors, strictly speaking, of the Houses of the Vice-Province.
- f. The Delegates of the Vice-Province.
- g. The religious mentioned in n. 340.3 may attend the Chapter with voice but without vote.

2. It is incumbent upon the Provincial Congregation to host the presence in the Chapter of the Demarcation of lay people particularly significant in the life and the mission of the Province and, in a special manner, the presence of members of the Council of the Fraternity of the Pious Schools or of lay Piarists who live the charismatic and juridical integration in the Pious Schools.

3. The Vice-Provinces are granted the faculty of deciding whether the next Vice-Provincial Chapter could be constituted in a different way, provided it is approved by the General Congregation, after listening to the Provincial Congregation, and keeping what is prescribed in the Constitutions and in n. 392.1., 2., 3 of the Rules.

Art. 78 – Revision of the administration.

1. According to n. 104, 106 and 107 of the Economic Directory of the Order, the revision of the economical period between Chapters should be performed in the Demarcational Chapters.

2. One of the duties of the Economic Secretariats is to verify, by themselves or with the help of other persons, the administration data before the celebration of the Chapters and to develop a report to be delivered to the Economic commission of the Chapter for its opinion.

Art. 79 – Propositions and Proposals.

1. The Vice-Provincial Chapter is also convened to discuss the Propositions and Proposals submitted by the Local Chapters, the Vice-Provincial Congregation and the Chapter members, which should be possibly included in planning

2. As for the other matters, see CD 62, with due caveats.

B. FIRST PART OF THE CHAPTER: EXAMINATION OF THE REALITY

Art. 80 – Reports of the Vice-Provincial Congregation and of the Local Chapters.

1. According to n. 390.1 of the Rules (CD 58), the Vice-Provincial Congregation will prepare its Report to the Vice-Provincial Chapter. It is desirable that the Capitulars have both Reports in their hands from the beginning of the Chapter, and even before if possible.

2. As for the other matters, see CD 63.

Art. 81 – Chapter commissions.

1. Regarding the Chapter commissions, see CD 64, with due caveats

Art. 82 – Examination of the reality.

1. Once the Reports are read and the Chapter commissions are constituted, the Vice-Provincial Chapter will examine the state of the communities, of the Vice-Province and its Works, in the light of the Reports prepared in the Local Chapters and by the Vice-Provincial Congregation.
2. As for the other matters, see CD 65, with due caveats.

C. SECOND PART OF THE CHAPTER: ELECTIONS AND NOMINATIONS

Art. 83 – Exploratory scrutiny.

1. Regarding the exploratory voting, see CD 66.

Art. 84 – Preliminary notes regarding the provision for the offices of Vice-Provincial and Vice-Provincial Assistants.

1. When conferring the different offices in a Dependent Vice-Province, at the designation of the Vice-Provincial, either at Chapter time or outside of Chapter time, the “*nihil obstat*” of the General Congregation is required; but if the question is the nomination of the Vice-Provincial Assistants, the “*nihil obstat*” is required only outside of Chapter time.
2. The provision of offices may be done by appointment of Father Provincial, with the consent of his Council, or by election in the Vice-Provincial Chapter.
3. The Provincial Congregation, at Chapter time, with the consent of the General Congregation and after listening, as far as possible, to the members of the Vice-Province, must decide whether for that occasion the faculty of electing the Vice-Provincial and his Assistants should be granted or not to the Vice-Provincial Chapter; and the Vice-Province should be immediately notified of the decision.
4. The Provincial Chapter, after consulting the General Congregation, and hearing the opinion of the Vice-Province in the way determined by the Provincial Congregation, if it so wishes, may decree whether the designation of the Father Vice-Provincial and his Assistants will be made by appointment or by election.

Art. 85 – Provision of the office of Vice-Provincial and of Vice-Provincial Assistants.

If the provision is conferred by *appointment*:

1. After receiving the nominations made by the religious of the Vice-Province in the Local Chapters, and once the scrutiny is finished (n 378. 1º, 2º), a list of four candidates for the office of Vice-Provincial will be made, considering both the nominations of the religious and the faculty of Father Provincial to substitute some names and add others; when this list is prepared, it must be sent to Father General in order to obtain the “*nihil obstat*” of the General Congregation.
2. Having obtained the “*nihil obstat*”, the Provincial Congregation will notify beforehand the religious that they intend to appoint. If, for a serious reason, the candidate judges he cannot accept the office, the Provincial Congregation will weigh the reasons and accept or refuse the resignation.

3. Finally, after receiving the candidates' names from the Vice-Provincial Chapter for the office of Assistants, Father Provincial, with the consent of his Council either before or after the Provincial Chapter, will appoint the Vice-Provincial and his Assistants.

Art. 86 – Election of the Vice-Provincial and of the Vice-Provincial Assistants.

If the provision is conferred by *election* in the Vice-Provincial Chapter:

1. Once the nominations for the office of Vice-Provincial made in the Local Chapters by the religious of the Vice-Province have been received, and the scrutiny has been finished, (n. 378. 1º, 2º), the list of candidates, as stated in n. 397.1º, should be made and sent to Father General in order to obtain the “*nihil obstat*” of the General Congregation

2. Once the “*nihil obstat*” has been received, the Provincial Congregation, in order to avoid the inconvenience of an untimely resignation, must inform the candidates beforehand of their nomination. In the case that any of the candidates thinks that, for serious reasons, he should not accept the office, he must present his renunciation to the Provincial Congregation, which has to weigh the reasons and accept or deny the resignation.

3. Having done what previously has been said, the Provincial Congregation will propose at least two religious for the office of Vice-Provincial; and, if the Congregation wishes, they may propose some religious for the office of Vice-Provincial Assistant.

4. The list, thus prepared and with a clear distinction between the candidates for Vice-Provincial, and those for Assistants, will be sent to Father Vice-Provincial in an envelope that should be closed and sealed with the seal of the Province, and be opened at the Vice-Provincial Chapter in the presence of the Chapter members.

5. The election of Father Vice-Provincial must be made from the candidates proposed by the Provincial Congregation; however, the election of the Assistants may be made freely either from the religious presented by the Provincial Congregation, or from religious residing in the Vice-Province.

6. The Vice-Provincial, as well as the Assistants, will be confirmed by the President of the Chapter, in the name of Father Provincial.

7. If any of the scrutinizers of the Chapter is among the candidates proposed by the Provincial Congregation, his position will be occupied during the election by the first Capitulars, of those that are not candidates, that come after the President. If it is the case of who acts as President, he likewise confirms the elected Vice-Provincial in the name of Father General, even if the President is not elected Vice-Provincial.

8. Regarding the profession of faith and the oath of fidelity that the newly constituted Vice-Provincial has to make, see CD 67, 6., with the due caveats

9. Once the election of the Provincial Congregation is over, the President of the Chapter will immediately notify the names of the elected to the General Curia, both by telephone/email and in writing.

10. Regarding the Vice-Provincial and the Vice-Provincial Assistants elected, whether present or absent, and regarding the outgoing Vice-Provincial and the Vice-Provincial Assistants, the following norms are applied:

- a. The newly elected, if present, will take their position immediately.
- b. If absent, they will be called immediately to the Chapter and will take their position immediately as well.

- c. Regarding those outgoing, not only the former Vice-Provincial but also the former Vice-Provincial Assistants continue to be members of the Chapter that is being held.

Art. 87 – Election of the Delegates and Alternates to the Provincial Chapter.

In the Dependent Vice-Provinces the Vice-Provincial Chapter is convened to elect two Delegates among the Chapter members who will go together with the Vice-Provincial to the Provincial Chapter; and to elect an Alternate.

Art. 88 – Delegates and Alternates to the General Chapter.

1. In cases where the Vice-Province has, at least, twenty registered religious, the Delegate and an Alternate will be elected among the Chapter members who will go together with the Vice-Provincial to the General Chapter (see n. 390 of the Rules). The election is held according to what is established in CD 76b.

2. In cases where the Vice-Province hasn't twenty religious, the Alternate for the General Chapter will be the first Delegate to the Provincial Chapter, if he meets the other conditions required to be a Delegate. Otherwise, he will be replaced by the second Delegate to the Provincial Chapter, or by the Alternate, if the Delegate lacks the required conditions. Thus, at least one of the three elected must meet these requirements.

3. When, in addition to the Delegates about whom n. 388 deals, still other Delegates should be elected to equal the number of Chapter members by right and by election, the Demarcations, beginning with those who have the greatest number of religious, will elect other Delegates until the required number is reached. Prior to the celebration of the Chapter, Father General should inform the Demarcations involved of this election that they must hold.

4. At the General Chapter, the Alternate will replace both the Vice-Provincial and the Delegate, if any, in case they cannot attend or they have been elected Provincial in the Provincial Chapter.

D. THIRD PART OF THE CHAPTER: PLANNING

Art. 89 – Chapter commissions.

1. First in Commissions and then in plenary sessions, the Vice-Provincial Chapter will work on planning and discuss the associated Propositions, which have been proposed by the Local, Vice-Provincial Chapter, and by the members of the Chapter; it will deal with dubious and difficult problems

2. As for the other matters, see CD 71, with due caveats.

Art. 90 – Plenary sessions. As for the plenary sessions, see CD 71, with due caveats.

E. CLOSING OF THE CHAPTER

Art. 91 – Signatures of Minutes and Testimonials.

Regarding the signature of the Minutes and of the Testimonials, see CD 74, with due caveats.

Art. 92 – Minutes.

1. The Minutes of the Vice-Provincial Chapter will be drafted in three copies: for the General, Provincial and Vice-Provincial Archives.
2. Once the Chapter is finished, a copy will be immediately sent to Father General, and the other copy to Father Provincial; the third copy will be kept in the Vice-Provincial Archives.
3. As for the other matters, see CD 33.

VIII. VICARIATE CHAPTER IN A PROVINCIAL VICARIATE

Art. 93 – Vicariate Chapter in a Provincial Vicariate.

1. Parts of the Chapter: The Vicarial Chapter is convened:
 - a. To perform an accurate examination of the state of the Communities, as well as the state of the Vicariate and the condition of its Works, considering the reports prepared in the Local Chapters and by the Vicarial Congregation.
 - b. If the Provincial Vicariate has at least ten religious with active voice, from whom a minimum of two enjoy passive voice, then, besides the Vicar, who is a Chapter member by right, a Delegate for the Provincial Chapter must be elected.
 - c. To develop some planning and discuss the Propositions submitted by the Local Chapters, the Vicarial Congregation and the Chapter members; and to deal with dubious and difficult problems.
2. Constitution of the Chapter: The Statutes of the Vicariate will prescribe how the Chapter should be constituted: which type of representation will be given to the Houses in the Vicariate Chapter; and whether all religious will participate in the Chapter, provided they meet the conditions required to be Delegates.
3. Closing of the Chapter: see CD 91-93, with due caveats.
4. Minutes:
 - a. The Minutes of the Vicariate Chapter will be drafted in three copies: for the General, Provincial, and Vicarial Archives.
 - b. Once the Local Chapter is over, a copy should be immediately sent to Father General and to Father Provincial; the third copy will be kept in the Vicarial Archives
 - c. As for the other matters, see CD 33.
5. General Norm: Regarding the other matters, the Provincial and the Vicariate Superior will provide in each case and according to the Statute.

IX. VICE-PROVINCIAL CHAPTER IN AN INDEPENDENT VICE-PROVINCE

Art. 94 – Preliminary notes.

1. The Vice-Provincial Chapter of the Independent Vice-Provinces is similar to the Provincial Chapter in terms of its convocation by the Supreme Moderator. The Local Chapters are convened by the Vice-Provincial with Father General's mandate. Whenever a General Chapter is held, the Vice-Provincial Chapter must precede the General Chapter.
2. As for the other matters, the statements of this Directory regarding the Provincial Chapter are applicable, with due caveats.

Art. 95 – Parts of the Chapter.

In an Independent Vice-Province, the Vice-Provincial Chapter is convened:

1. To examine the state of the Communities, of the Vice-Province and its Works, in the light of the Reports prepared in Local Chapters and by the Vice-Provincial Congregation.
2. To hold elections:
 - a. To elect the Vice-Provincial and the two Vice-Provincial Assistants, in the case this is determined by the General Congregation, which must decide whether this right should be granted to the Independent Vice-Provinces and how it is granted (Constitutions 212-213).
 - b. If there is no other Chapter, to elect an Alternate for the General Chapter and a Delegate, if they meet the required conditions.
3. To develop some planning and to discuss the associated Propositions that were offered by the Local Chapters, the Vice-Provincial Congregation, and the members of the Chapter; and to deal with dubious and difficult problems.

Art. 96 – Members or constitution of the Chapter.

1. In the Vice-Provincial Chapter, the active voice is enjoyed by the same religious than in the Provincial Chapter, with the due adaptations (R 382).
2. With the approval of the General Congregation, Vice-Provinces are granted the faculty that the Vice-Provincial Congregation may determine that the next Vice-Provincial

Chapter will be constituted in a different way, keeping what is prescribed in the Constitutions, and what is included in n. 392. 1., 2., 3. of the Rules.

Art. 97 – Chapter commissions.

Regarding the Chapter commissions, see CD 64.

Art. 98 – Election of Father Vice-Provincial.

1. It belongs to the General Congregation to decide whether the Major Superior of an Independent Vice-Province will be elected by the Chapter or directly appointed by the General Congregation (Constitutions 212-213)
2. In the case the provision of the office of Vice-Provincial is done by *election*, the General Congregation will propose as candidates for the office of Vice-Provincial at least two of the four religious that the Vice-Provincial Congregation will have sent; and will send their names to the Vice-Provincial Chapter. The General Congregation may include other names.
3. Once the Chapter has started, the Capitulars must receive the nominations with sufficient time before the solemn session.
4. As for the other matters, see CD 71 and 72.

Art. 99 – Election of the Vice-Provincial Assistants.

1. In case the General Congregation has granted to the Vice-Provincial Chapter the faculty to elect the Vice-Provincial Assistants, this election must be performed according to CD 86.

Art. 100 – Delegate and Alternate for the General Chapter.

1. In cases where the Vice-Province has, at least, twenty registered religious, the Vice-Provincial Chapter will elect, among the Chapter members, a Delegate and an Alternate who will go together with the Vice-Provincial to the General Chapter (R 391).
2. When, in addition to the Delegates about whom n. 388 deals, still other Delegates should be elected to equal the number of Chapter members by right and by election, the Demarcations, beginning with those who have the greatest number of religious, will elect other Delegates until the required number is reached. Prior to the celebration of the Chapter, Father General should inform the Demarcations involved of this election that they must hold.
3. Either if the Vice-Province has twenty religious or not, it must elect an Alternate to the General Chapter.
4. The Delegate and the Alternate must meet the conditions required for the Delegates to the General Chapter (R.339, 5., CD 9, 1., c)

Art. 101 – Minutes.

1. The Minutes of the Vice-Provincial Chapter will be drafted in two copies: for the General and the Vice-Provincial Archives.
2. Once the Chapter is finished, a copy will be immediately sent to Father General, and the other copy will be kept in the Vice-Provincial Archives.
3. As for the other matters, see CD 33

X. CHAPTER IN THE GENERAL DELEGATION

Art. 102 – Chapter in the General Delegation.

1. General Norm: Regarding the celebration of the Chapter and the nominations, the General Delegation must follow what is prescribed in its Statute.

2. Minutes:

- a. The Minutes of the Chapter of the Delegation will be drafted in two copies: for the General and the Delegation Archives.
- b. Once the Chapter is finished, a copy will be immediately sent to Father General, and the other copy will be kept in the Delegation Archives.
- c. As for the other matters, see CD 33.



**GUIDELINES FOR THE
CELEBRATION
OF LOCAL AND
DEMARCATONAL CHAPTERS**

GUIDELINES FOR THE CELEBRATION OF A LOCAL CHAPTER

A. IMMEDIATE PREPARATION OF THE CHAPTER

1. Letter of convocation

As soon as he receives the letter of convocation of the Local Chapter sent by the Provincial, the Rector will read it before the Community.

2. Report of the Rector

1. In view of the examination of the current state of the religious community and of the mission and works entrusted to it in the entire Piarist presence, the local Superior will develop a synthesis of the four-year period, always considering the annual programs and revisions, and submit it to the Capitulars on a timely basis.

2. As for the other matters, see CD 40

3. Economic situation and official books of the House

1. The Rector will ensure the preparation of the following: the economical situation of the house, the cash flow, the inventory of goods and the books of the economical administration, of the Masses, of the Secretariat and of the Chronicles (or the Community book)

2. As for the other matters, see CD 41

4. Lists and ballots for nominations and elections

1. The Provincial or Vice-Provincial shall notify the respective Demarcation the number of Delegates and Alternates to be elected for the respective Demarcational Chapter. At the same time, each religious with active voice shall receive the list of all those who enjoy passive voice for Delegates; and another list of those who enjoy passive voice for the office of Provincial or Vice-Provincial.

2. Therefore, once these lists and corresponding ballots have been received from the Major Superior, the Rector shall deliver them to the Capitulars on a timely basis.

5. The Provisional Secretary

Before the Chapter, the President of the Chapter will appoint the Provisional Secretary (CD 16).

6. Decree for opening the Chapter

On the Chapter's eve, the Rector will ensure that the Decree for the opening of the Chapter (FORM 1) and the List of all the Capitulars are drafted and shown in a public place, clearly specifying the rights of each one regarding votings and elections.

B. OPENING OF THE CHAPTER

7. Verification of the Capitulars' presence and legitimacy

After the opening prayer, the Provisional Secretary verifies the presence of all the chapter members, identifying, as appropriate, those lacking passive voice.

8. President's address

The President of the Chapter addresses a speech on the importance of the Local Chapter for the renovation of the religious and the apostolic life of the Community. And declares open the Chapter.

9. Election of the Secretary

1. The Secretary of the Chapter is elected by majority of votes – a relative majority is enough –. The President says: *"We proceed to the election of the Secretary of the Chapter."*
2. Each Capitular writes the name of the person he votes for, and orderly places his ballot in the urn. The Provisional Secretary counts the ballots, which should match with the number of the Capitulars. The Provisional Secretary, together with the President, and the Vice-Rector or the senior Capitular in the first profession, proceeds with the scrutiny, reading in loud voice the names written in the ballots.
3. Who obtained the greatest number of votes – a relative majority is enough – or, in the case of a tie, the senior in simple profession, is proclaimed by the President Secretary of the Chapter.
4. The Election Decree (FORM 2) is drafted and signed by the President and the Provisional Secretary, or, if the latter is elected Secretary, by the other scrutinizer. The Decree is sealed with the seal of the house and read to the Capitulars.
5. At this stage, the Provisional Secretary ceases in his duties, and the Secretary becomes immediately operational (CD 17, 3.)

10. Election of the Secretary's Assistant

The Assistant of the Secretary of the Chapter is elected in the same way.

11. Secrecy

The Secretary may recall n. 352 of the Rules: *All Chapter members have to fulfill their duties faithfully and must feel themselves naturally bound to secrecy.*

12. Revision of the Books

1. Right from the first session the Rector will submit to the Capitulars the economic situation of the House, carefully prepared, the inventory of goods, and the books regarding the economic administration, the Masses, the Secretariat and the Chronicles (Community book), as well as the cash-flow situation according to CD 43

2. If Capitulars are more than six, a Commission for the inspection of books must be constituted, according to CD 41. The President states: *“We proceed to the election of two Capitulars, who, together with the Secretary of the Chapter, will integrate the Commission for the inspection of books. The Treasurer cannot be elected member of this Commission”*.

3. Each Chapter member writes two names in a ballot. The two who have obtained the greatest number of votes –a relative majority is enough - or, in case of a tie, the two senior in simple profession, are proclaimed revisers; the Decree for the constitution of the Commission is drafted (FORM 3), signed by the President and Secretary, and sealed with the seal of the House.

4. In Chapters where the chapter members are not more than six, all the Capitulars do what is established in CD 41.

13. Distribution of Propositions and Proposals, if any

1. In the Local Chapter, all the religious with active voice may submit, in writing, Propositions and Proposals for the Provincial and the Vice-Provincial Chapter. These Propositions must be delivered as soon as possible to the Capitulars of the Community. They should, therefore, be distributed in the first session of the Local Chapter, or even before.

2. The review and voting of the Propositions is not done at this stage, but in the third part of the Chapter.

C. FIRST PART OF THE CHAPTER: EXAMINATION OF THE REALITY

14. Reading of the Rector’s Report

The Rector reads, or at least outlines, the Report before the Capitulars, as prescribed in R 370, 1. (CD 40).

15. Examination of the reality

In a plenary session a careful review of the current state of the house and works is performed according to CD 40, starting with a dialogue followed by a discernment process.

16. Report of the Commission for the inspection of books

If the Report is already prepared, it is discussed at this stage; otherwise, it will be included in the third part of the Chapter, when Propositions and planning are discussed. Thus, all proceeds as CD 49.

D. SECOND PART OF THE CHAPTER: ELECTIONS AND NOMINATIONS

17. Election of Delegates and Alternates to the Demarcational Chapter

1. In a special session, the religious with active voice proceed to the election of all the Delegates and Alternates for the Demarcational Chapter.
2. When filling in the ballots for Delegates, each religious will write as many names as equal to two thirds of the total number of Delegates to be elected. If it happens that the total number is not exactly divisible by three, then each religious, when filling in the ballot, must use the number mathematically calculated nearest to two thirds. The Major Superior will have previously determined the exact number.
3. The religious will place the ballot without signature into an envelope, close it, and place it into an urn in the presence of all the members of the Chapter. The President, together with the scrutinizers, will count the number of envelopes and on the outside of each envelope will put the seal of the community, and then put all the envelopes into a larger one and close it. He also seals this envelope, on which it is written "*Elections for Delegates and Alternates*" or simply "*Delegates and Alternates*".
4. Once the session is over, the President takes care to send the large envelope in the safest way to the Major Superior.

18. In a Province, Dependent Vice-Province, Provincial Vicariate: nominations for the office of Provincial

1. In any Local Chapter of a Province, Dependent Vice-Province and Provincial Vicariate, the nominations for the office of Provincial will be collected and sent to Father Provincial, in order that the Provincial Congregation performs the corresponding scrutiny.
2. When filling in the ballots, each religious will write two or three names, in order of preference, according to whether it is a Formed or Non-formed Province.
3. When filling in the ballots, the religious will place the ballot without signature into an envelope, close it, and place it into an urn in the presence of all the members of the Chapter. The President, together with the scrutinizers, will count the number of envelopes and on the outside of each envelope will put the seal of the community, and then put all the envelopes into a larger one and close it. He also seals this envelope, on which it is written "*Nominations for the office of Provincial*" or simply "*Provincial*".

Once the session is over, the President takes care to send the large envelope in the safest way to Father Provincial (through the Major Superior if it is the House of a Vice-Province or of a Provincial Vicariate).

19. In a Dependent Vice-Province: nominations for the office of Vice-Provincial

1. In any Local Chapter of a Dependent Vice-Province, the nominations for the office of Vice-Provincial will be collected and sent to Father Provincial, in order that the Provincial Congregation performs the corresponding scrutiny.
2. When filling in the ballots, each religious will write two names, in order of preference. Once the ballots are placed in the presence of all the members of the Chapter without signature into a closed envelope, the President, together with the scrutinizers, will count the number of envelopes and on the outside of each envelope will put the seal of the

community, and then put all the envelopes into a larger one and close it. He also seals this envelope, on which it is written “*Proposals of candidates for the Vice-Provincial office*” or simply “*Vice-Provincial*”.

3. Once the session is over, the President takes care to send the large envelope in the safest way to Father Provincial through the Vice-Provincial.

20. In an Independent Vice-Province: nominations for the office of Vice-Provincial

1. In any Local Chapter of an Independent Vice-Province, the nominations for the office of Vice-Provincial will be collected and sent to Father General.

2. When filling in the ballots, the religious will place the ballot without signature into an envelope, close it, and place it into an urn in the presence of all the members of the Chapter. The President, together with the scrutinizers, will count the number of envelopes and on the outside of each envelope will put the seal of the community, and then put all the envelopes into a larger one and close it. He also seals this envelope, on which it is written “*Nominations for the office of Vice-Provincial*” or simply “*Vice-Provincial*”.

3. Once the session is over, the President takes care to send the large envelope in the safest way to Father General through the Vice-Provincial.

21. In General Delegation: nominations for the office of General Delegate

The General Houses of a Delegation are governed by their own Statute.

E. THIRD PART OF THE CHAPTER: PLANNING

22. Planning

The length and number of the planning sessions depend on the subjects to be examined.

The procedure follows the norm of n. 370.3. of the Rules (CD 37, 3.)

If they are Propositions or Proposals, the procedure is governed by CD 46.

Once planning is over, it is submitted to a vote according to the norm of the n. 364 of the Rules and of the can.119, 2. (CD 31). The result of the voting must be reflected in the Minutes of the Chapter, with the text of the approved planning attached.

F. CLOSING OF THE CHAPTER

23. Closing of the Chapter

1. The Secretary says: *Do you agree to close our Local Chapter and to confirm, endorse and validate what has been determined in it?*

2. Excepting the Rector, all and each of the Capitulars will sign the Testimonials: the Testimonial of the Constitutions and the Testimonial of Masses and Suffrages (CD 33, 3.). It may be noted that all the other Chapter Documents are signed together with the final

signature of the Minutes. If someone refuses to sign, he should manifest in writing his reasons to the Economic commission of the Demarcational Chapter.

3. Then the Secretary reads the entire text of the Minutes of the Chapter, in the case it hasn't been read in previous sessions.

4. The President and all the Capitulars sign the Minutes; finally, the Secretary signs them and seals them with the seal of the House. It should be noted that the signatures must be original in each of the copies of the Minutes.

5. Finally, the copies are sent to their respective addressees, according to CD 33.

GUIDELINES FOR THE CELEBRATION OF THE DEMARCATIONAL CHAPTER

A. PREPARATION OF THE CHAPTER

24. Letter of convocation

1. Father General, taking into consideration CD 13-14, sends the letter of convocation for the Provincial Chapters, and for the Chapters of the Demarcations and Houses that depend on his immediate jurisdiction.
2. Fr. Provincial, with Father General's mandate, taking into consideration CD 13- 14, sends the letter of convocation for the Vice-Provincial and Vicariate Chapters.

25. List of Delegates and Alternates to the Demarcational Chapter

1. *Delivery of the list of all those who enjoy passive voice for Delegates and of the ballots for the election to each religious of the Demarcation.* Sufficiently in advance, Father Provincial or Father Vice-Provincial shall deliver to each religious with active voice the list of those who have passive voice for Delegates, together with the corresponding ballots (CD 45, 55-59).
2. *Scrutiny of nominations* (CD 43)
3. *Publication of the list of the Delegates and Alternates elected.*

All the religious shall be timely given the list of Delegates and Alternates, with the number of votes of each one. If the Province has a Vice-Province or a Provincial Vicariate with the right to elect a Delegate and Alternate, the names of the Delegates and Alternates that have been elected in the Vice-Provincial or in the Vicarial Chapter shall be added to that list.

26. Delivery of the list of Capitulars to Father General or to Father Provincial

As soon as possible, the respective Major Superior will send the list of Capitulars (that is to say, of Capitulars by right and by election) to Father General or to Father Provincial, respectively.

27. Revision of the administration

One of the duties of the Economic Secretariats is to verify, by themselves or with the help of other persons, the administration data before the celebration of the Chapters and to draft a report to be delivered to the Economic commission of the Chapter for its opinion.

28. Nominations for the office of Major Superior

1. *Delivery of the list of all those who enjoy passive voice, together with the corresponding ballots, to each religious of the Demarcation.*

Sufficiently in advance, the respective Major Superior Father Provincial or Father Vice-Provincial shall deliver to each religious with active voice the list of those who have passive voice for Provincial or Vice-Provincial, together with the corresponding ballots

- a. For the office of Provincial: CD 46. 57-59
- b. For the office of Vice-Provincial in a Dependent Vice-Province: CD 46. 57-59
- c. For the office of Vice-Provincial in an Independent Vice-Province: CD 46.
- d. For the office of General Delegate: as per Statute.

2. *Scrutiny of nominations:*

Once all the envelopes have been received, the Provincial or Vice-Provincial Congregation -either by itself or preferably by a committee especially appointed by the Congregation for this purpose- will scrutinize the ballots. Previously, the scrutinizers will undertake to keep the results secret and to properly fulfill their duty. CD 48

3. *Delivery of the list of nominations to Father General*

Once the scrutiny is performed, the list is sent to Father General: by the Provincial and the Vice-Provincial of an Independent Vice-Province.

4. *Delivery of the list of candidates to the respective Demarcational Chapter:*

- a. For the office of Provincial: the General Congregation will send the list to the Provincial Chapter, CD 67.
- b. For the office of Vice-Provincial of a Dependent Vice-Province (if the provision of the office is done by election): the Provincial Congregation will send the list to the Vice-Provincial Chapter, CD 86.
- c. For the office of Vice-Provincial of an Independent Vice-Province: the General Congregation will send the list to the Vice-Provincial Chapter, CD 98.

29. Propositions and Chapter commissions

1. Once the Propositions of the Local Chapters have been received, the Demarcational Congregation and each Capitular of the Demarcational Chapter may submit their Propositions according to CD 62, with the due adaptations.

2. Once the Propositions have been received, the Demarcational Congregation will distribute them according to the items, in order that the Commissions do their work in the Demarcational Chapter according to CD 19, with the due adaptations.

30. Report of the Demarcational Congregation

1. The Demarcational Congregation will diligently prepare its Report

2. It would be desirable that the Capitulars had the Report in their hands before the Demarcational Chapter starts, and even before if possible.

31. The Provisional Secretary

1. Before opening the Chapter, the President will appoint as Provisional Secretary one of the Chapter members, and this appointment will be published in the Decree for the opening of the Chapter (see FORM 1).

2. The Provisional Secretary will ensure that before the opening of the Chapter everything is prepared, as necessary, according to CD 7 2º.

32. Decree for the opening of the Chapter

Some days before the Chapter, the President will give the order to position in a public place the Decree for the opening of the Demarcational Chapter, signed by himself and by the Secretary of the Demarcation, and the list of all the chapter members (FORM 1).

B. OPENING OF THE CHAPTER

33. Liturgical action

At the set time, the Chapter members, in a reconciliation and charitable attitude, will attend a Eucharistic Concelebration or a Celebration of the Word.

34. Verification of the Capitulars' presence and legitimacy

The Provisional Secretary verifies the presence of all the Capitulars. Subsequently, the President legitimates those who are present or explains the reasons for any absence. If there are no comments, the Chapter is legitimately and canonically constituted and assembled.

35. President's address

The President of the Chapter addresses some words.

36. Election of the Secretary

1. The Secretary of the Chapter is elected by majority of votes –a relative majority is enough.

The President says: *“We are going to proceed to the election of the Secretary of the Chapter”*. Then, in the usual way, the Secretary is elected and the Election decree is drafted.

2. Regarding the duties of the Secretary, see CD 18

37. Election of the Secretary's Assistant

1. The Assistant of the Secretary of the Chapter is elected in the same way.

2. Regarding the duties of the Assistant of the Secretary, see CD 18

38. Secrecy

The Secretary may recall n. 352 of the Rules: *All Chapter members have to fulfill their duties faithfully and must feel themselves naturally bound to secrecy.*

C. FIRST PART OF THE CHAPTER: EXAMINATION OF THE REALITY

39. Report of the Demarcational Congregation

1. The Demarcational Congregation reads or at least outlines its Report before the Capitulars, as per CD 63
2. The same applies to the other Reports, according to CD 63
3. There is no inconvenience that the Capitulars seek and receive clarifications on all these Reports; but without any criticism at that stage (CD 63)

40. Chapter commissions

Once all the Reports have been introduced, the Chapter members are distributed in Chapter commissions, according to CD 64

41. Examination of the reality

Once the Chapter commissions are constituted, the Demarcational Chapter examines the reality: in Commissions, followed by plenary sessions, according to CD 65.

D. SECOND PART OF THE CHAPTER: ELECTIONS AND NOMINATIONS

42. Promulgation of the nominations for a Major Superior

If not done previously, before the election of the Major Superior the President opens the envelope he will have received with the nominations for Major Superior and promulgates the names of the candidates.

43. Mass of the Holy Spirit

Before the elective session of the Major Superior the Mass of the Holy Spirit is celebrated, and, after the invocation of the Holy Spirit, the session is opened.

44. Election of the Major Superior (Provincial or Vice-Provincial)

1. *Words of the President.* The President, if he deems it appropriate, addresses some words on the election of the Major Superior.
2. *The President of the session, during the election:*
 - a. If the President of the Chapter is among the candidates, during the election the chair is occupied by the first Capitular, among the non candidates, that comes

after the President (*that is to say, the first non candidate religious by order of profession or the Superior of the older House*); who acts as President also confirms, in the name of Father General or of Father Provincial, respectively, the Provincial or Vice-Provincial elected. Even in case the President has not been elected Major Superior.

- b. A similar procedure applies if other scrutinizer is among the candidates.

3. *Exploratory voting:*

The Secretary says: *We are going to proceed to the exploratory, not canonical, voting, according to n. 357.1. of the Rules (CD 66).*

As usual, each Capitular writes the name he votes for, and orderly places the ballot in the urn. The scrutinizers count the ballots, read the names that are written, note down the number of votes and announce the result.

4. *Canonical election.*

- a. Hereafter the canonical election takes place, with so many ballots as are needed for a valid election. It should be taken into consideration that for a third consecutive election of the Provincial or Vice-Provincial a qualified majority is required.
- b. Each Capitular writes the name he votes for, and orderly places the ballot in the urn. The scrutinizers count the ballots, read the names written, note down the number of votes and announce the result.
- c. If there has been no election –an absolute majority is required – a further voting is to be held.
- d. If after three scrutiny there is no election, a fourth scrutiny is done, with the Secretary noting the following: *In this fourth scrutiny we must proceed according to n. 360 of the Rules. Therefore, the Capitulars must elect Fr. N. or Fr. N. I further recall that according to n. 362 of the Rules, a fifth ballot is not valid.*
- e. When there is one who needs a qualified majority (two thirds of the votes), the Secretary notes: *In this fourth scrutiny only those who do not need a qualified majority have passive voice. If in the fourth ballot nobody received absolute majority, then it is necessary to proceed to a fifth ballot, in which only the two persons who received a relative majority of votes in the fourth ballot have passive voice and the voting proceeds as described in n. 360 of the Rules (CD 25).*

5. *Election Decree:*

Finally, when there is election, the Election Decree is drafted in two copies. One is delivered to the elected Major Superior, the other is attached to the Minutes of the Chapter. The Decree is signed by the President and by the Secretary, or his Assistant, in case the Secretary has been elected Major Superior, and is sealed with the seal of the Demarcation. (FORM 12).

6. *Assumption of the office:*

- a. Then, the Major Superior elected assumes his office in the presence of the Capitulars, that is to say, he makes profession of faith with the formula approved by the Apostolic See, and makes the oath of fidelity also prescribed by the Holy See (FORM 15).
- b. Then, as usual, all undertake the duty of obedience to the Major Superior elected.

7. Thanksgiving:

The Chapter ends with a thanksgiving prayer.

45. Election of the Assistants

1. Preliminary notes:

- a. In the Provincial Chapter: The Chapter of a formed Province will freely, that is to say without any intervention from the General Congregation, elect four Provincial Assistants, and the Chapter of a Non-formed Province will elect in the same way two Provincial Assistants, or four with the permission of the General Congregation, in accordance with the norms of n 271 of the Rules.
- b. In the Vice-Provincial Chapter of a Dependent Vice-Province: The Provincial Congregation, if it so wishes, will propose some religious for the office of Vice-Provincial Assistants. The Vice-Provincial Chapter may freely elect the Assistants, either from the religious proposed by the Provincial Congregation, or from the religious who reside in the Vice-Province. The Vice-Provincial Chapter will elect two Vice-Provincial Assistants or four, with the permission of the General Congregation.
- c. In the Vice-Provincial Chapter of an Independent Vice-Province: Regarding the election of the two Vice-Provincial Assistants, the Vice-Provincial Chapter is equal to the Provincial Chapter. The Vice-Provincial Chapter will elect two Vice-Provincial Assistants or four, with the permission of the General Congregation.

2. Determination of each of the working areas (only in the Provincial Chapter).

- a. Each Provincial Assistant will be elected for each of the working areas determined by the Chapter itself (R 385, CD 68).
- b. The Chapter determines with a vote each of the working areas of each Provincial Assistant.

3. Exploratory voting

- a. *N.B.* in the Provincial Chapter and in the Vice-Provincial Chapter of an Independent Vice-Province: before the exploratory voting (R 357), the Provincial or the Vice-Provincial elected may propose some names for Assistants.
- b. *N.B.* in the Vice-Provincial Chapter of a Dependent Vice-Province: before the exploratory voting (R 357), in presence of the Capitulars the President will open the envelope that he will have received from the Provincial Congregation with the proposals of the Provincial Congregation for Assistants, and will promulgate the names.
- c. The Secretary says: *We are going to proceed to the exploratory, not canonical, voting, according to n. 357.1. of the Rules.*
- d. As usual, each Capítular writes the name he votes for and orderly places the ballot in the urn. The scrutinizers count the ballots, read the names that are written, note down the number of votes and announce the result. In the case that, after the exploratory scrutiny, one of the candidates thinks that he has serious reasons not to accept the office, he must act according to DC 66, 3.

4. Canonical election:

- a. Hereafter the canonical election takes place, separately (one for each working area determined by the Chapter), with so many ballots as are needed for a valid

election. It should be taken into consideration that for a third consecutive election of a Provincial or Vice-Provincial Assistant of an Independent Vice-Province a qualified majority is required (in this case, see CD 25).

- b. Each Capitular writes the name he votes for, and orderly places the ballot in the urn. The scrutinizers count the ballots, read the names written, note down the number of votes and announce the result.
- c. If there has been no election –an absolute majority is required – a further voting is to be done.
- d. If after three scrutiny there is no election, a fourth scrutiny is done, with the Secretary noting the following: *In this fourth scrutiny we must proceed according to n. 360 of the Rules. Therefore, the Capitulars must elect Fr. N. or Fr. N. I further recall that according to n. 362 of the Rules, a fifth ballot is not valid.*
- e. When there is some one who needs a qualified majority (two thirds of the votes), the Secretary notes: *In this fourth scrutiny only those who do not need a qualified majority have passive voice. If in the fourth ballot nobody received absolute majority, then it is necessary to proceed to a fifth ballot, in which only the two persons who received a relative majority of votes in the fourth ballot have passive voice and the voting proceeds as described in n. 360 of the Rules (CD 25).*

5. Election Decree

Finally, when there is election, the Election Decree is drafted in two copies. One is delivered to the elected Major Superior, the other is attached to the Minutes of the Chapter. The Decree is signed by the President and by the Secretary, or his Assistant, in case the Secretary has been elected Major Superior, and is sealed with the seal of the Demarcation (FORM 11-14).

46. After the election of the Demarcational Congregation

Once the election of the Demarcational Congregation is over, the President of the Chapter will immediately notify the names of the elected to the General Curia and, if applicable, to the Provincial Curia, both by telephone/email and in writing.

47. Election of Delegates and Alternates for the General Chapter

1. Preliminary notes

- a. In the Provincial Chapter: CD 70
- b. In the Vice-Provincial Chapter of a Dependent Vice-Province: CD 87-88
- c. In the Vice-Provincial Chapter of an Independent Vice-Province: CD 101-102
- d. In the Chapter of a General Delegation: CD 102

2. Exploratory voting.

An exploratory voting may be performed.

3. *Canonical election.* A canonical election of the (first, second, etc.) Delegate and of the Alternate must be performed. An absolute majority is required.

4. Election decree:

When there is election, the Election decree is drafted and signed by the President and by the Secretary, or his Assistant, in case the Secretary has been elected Delegate or Alter-

nate, and sealed with the seal of the Demarcation. The Decree must be attached to the Minutes, together with the result of the voting (FORM 6).

5. *Testimonials*

Once the Testimonials are drafted, they are signed by the President and the Secretary (or his Assistant, in case the Secretary is elected Delegate or Alternate), and are sealed with the seal of the Demarcation. Finally, the Testimonials are delivered to the respective religious elected.

6. *After the elections*

Once the elections of the Delegates and Alternates for the General Chapter are finished, the President of the Chapter immediately notifies the names of the elected to the General Curia, both by telephone/email and in writing.

E. THIRD PART OF THE CHAPTER: PLANNING

48. Planning, Propositions, dubious and difficult problems

1. Any Demarcational Chapter will develop some planning and discuss the associated Propositions and proposals, and the Propositions raised during the Demarcational Chapter itself; it will also deal with dubious and difficult problems: through the Chapter commissions, according to CD 71, followed by plenary sessions, as per CD 74.

2. The length and number of the sessions depend on the subjects to be discussed. Depending on the circumstances and the intention of the Chapter, the sessions may be extended.

F. CLOSING OF THE CHAPTER

49. Closing of the Chapter

The Chapter ends with a plenary session, as follows:

1. *Words of the President*

The President may address some words.

2. *Determination of closing the Chapter:*

The Secretary, with the consent of all the Chapter members, says: *“We are going to close our Demarcational Chapter and to confirm, endorse and validate what has been determined in it”*

3. *Signature of the Testimonial of Masses and Suffrages*

All and each of the Capitulars, excepting the Major Superior of the term that is ending at that time, sign the Testimonial of Masses and Suffrages (FORM 10). It may be noted that the other Chapter Documents are also signed with the final signature of the Minutes.

4. *Signature of the Minutes:*

- a. The Secretary reads the full text of the Minutes of the Chapter, in case they were not read in the previous sessions.
- b. The President and all the Capitulars sign them; finally, the Secretary signs and seals the Minutes with the seal of the House. The signatures should be original in each of the copies of the Minutes.
- c. The copies are sent to the respective addressees:
 - i. regarding the Provincial Chapter: CD 74-75
 - ii. regarding the Vice-Provincial Chapter of a Dependent Vice-Province: CD 90-92
 - iii. regarding the Chapter of a Provincial Vicariate: CD 93
 - iv. regarding the Vice-Provincial Chapter of an Independent Vice-Province: CD 101
 - v. regarding the Chapter of a General Delegation: CD 102

5. *Thanksgiving:*

The Demarcational Chapter closes with a thanksgiving prayer.

FORMS

1. Decree on the opening of the Chapter (in any Chapter)

IN THE NAME OF THE LORD. AMEN.

On the day ..., at ..., is due to start with the grace of God the Local Chapter of our House... (*or of the Provincial Vicariate N., or of the Vice-Province N., or of the Province N., or of the General Delegation N.*).

The designated Chapter Hall is ...

The appointed Provisional Secretary is N.N.

Together with the above information, all the religious with voice in this Chapter are kindly requested to gather in the Chapter Hall at the set time, and to implore during the Chapter days the light of the Holy Spirit.

Issued in N., in our house of...

N.N., President of the Chapter

N.N., Secretary (of the House, of the Demarcation)

(Seal)

2. Election decree of the Secretary and his Assistant (in any Chapter)

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Local Chapter of our House N... of S. N. (*or of the Provincial Vicariate N., or of the Vice-Province N., or of the Province N., or of the General Delegation N.*), in my own name and on behalf of all the chapter members, declare that the religious N.N. has been elected Secretary (or Assistant of the Secretary) of our Chapter, with ... favorable votes, out of ... votes cast, and in your presence I proclaim him Secretary (or Assistant of the Secretary) of our Chapter.

Issued in N., in the Chapter Hall, today ...

N.N., President of the Chapter

N.N., Provisional Secretary

(Seal)

(The Election decree of the Assistant is signed by the President of the Chapter and the Secretary of the Chapter)

3. Decree on the constitution of the Commission for the inspection of books (at the Local Chapter)

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Local Chapter of our House N. de S. N., in my own name and on behalf of all the chapter members, declare that the religious N.N. and N.N. have been elected members of the Commission for the inspection of books, with ... favorable votes, out of ... votes cast, and with ... favorable votes, out of ... votes cast, respectively, and in your presence I proclaim them members of the Commission.

The Commission, constituted by the Secretary of the Chapter (*or, if this is the Local Treasurer, by the Assistant of the Secretary*) and the two above mentioned Capitulars, will examine on behalf of the Local Chapter the economic situation of the House, the inventory of goods, and the books regarding the economic administration, the Masses, the Secretariat and the Chronicles, as well as the cash-flow situation; it will, further inform our Chapter in writing of the result of the examination and audit.

Issued in N., in the Chapter Hall , today ...

N.N., President of the Chapter

N.N., Secretary of the Chapter

(Seal)

4. Election decree of the Delegate of the Chapter of the Provincial Vicariate for the Provincial Chapter

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Chapter of the Provincial Vicariate N., in my own name and on behalf of all the chapter members, declare that N.N. has been elected Delegate of the Chapter of our Provincial Vicariate for the Chapter of our Province N., with ... favorable votes, out of ... votes cast, in the first (*or ...*) scrutiny, with ... Capitulars attending, out of ... of those who were to be convoked; and in your presence I proclaim him Delegate of the Chapter of our Provincial Vicariate for the Chapter of our Province N.

Issued in N., in the Chapter Hall, today

N.N., President of the Chapter

N.N., Secretary of the Chapter

(Seal)

5. Election decree of the Delegate – both first and second – and the Alternate of the Chapter of a Dependent Vice-Province for the Provincial Chapter

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Chapter of our Vice-Province N., in my own name and on behalf of all the chapter members, declare that N.N. has been elected first Delegate of our Vice-Provincial Chapter for the Chapter of our Province N., with ... favorable votes,

out of ... votes cast, in the first (or ...) scrutiny, with ... Capitulars attending, out of ... of those who were to be convoked; and in your presence I declare him first Delegate of our Vice-Provincial Chapter for the Chapter of our Province N.

Issued in N., in the Chapter Hall, today

N.N., President of the Chapter

N.N., Secretary of the Chapter

(Seal)

(Similarly, with the due adaptations, the Decrees for the second Delegate and the Assistant are drafted)

6. Election decree of the Delegate – both first and second – and Alternate of the Provincial Chapter for the General Chapter

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Chapter of our Province N., in my own name and on behalf of all the chapter members, declare that N.N. has been elected primer Delegate of our Provincial Chapter for the General Chapter, with ... favorable votes, out of ... votes cast, in the first (or ...) scrutiny, with ... Capitulars attending, out of ... of those who were to be convoked; and in your presence I proclaim him first Delegate of our Provincial Chapter for the General Chapter.

Issued in N., in the Chapter Hall, today

N.N., President of the Chapter

N.N., Secretary of the Chapter

(Seal)

(Similarly, with the due adaptations, the Decrees for the second Delegate, the single Delegate and the Alternate) are drafted)

7. Testimonials for the Delegate and Alternate to the Chapter (in any Chapter)

IN THE NAME OF THE LORD, AMEN.

I, N.N., President of the Demarcational Chapter of our Demarcation of NN., in my own name and on behalf of all the chapter members, declare that N.N., in our Chapter, having observed the prescriptions of law, has been elected legitimately and canonically as Delegate of this Demarcation for the Chapter of our Province N., with ... favorable votes, out of ... votes cast, in the first (or ...) scrutiny.

Issued in N., in the Chapter Hall, today

N.N., President of the Chapter

N.N., Secretary of the Chapter (*or*, if he has been elected Delegate or Alternate, the Assistant of the Chapter)

(Seal)

(Similarly, with the due adaptations, the Testimonials are drafted for: 1. the Delegate of the Chapter of the Provincial Vicariate to the Provincial Chapter; 2. the Delegate – both first and second – and the Alternate of the Chapter of a Dependent Vice-Province to the Provincial Chapter; 3. the Delegate –both first, second and single – and the Alternate of the Provincial Chapter to the General Chapter).

8. Testimonials of Constitutions and Rules (at the Local Chapter)

IN THE NAME OF THE LORD. AMEN.

All and each of us, chapter members of the Local Chapter of our House N. ..., hereby testify that, during the time that Fr. N.N. has been Rector of this House, the Constitutions and Rules have been read, studied and commented in Community meetings.

In witness whereof, we sign the relevant testimonials, endorsed with the Seal of this House.

Issued in N., in the Chapter Hall, today

(Signatures of all the chapter members, excepting the Rector. At the end, the Secretary of the Chapter signs)

(Seal)

9. Testimonial of Masses and suffrages (at the Local Chapter)

IN THE NAME OF THE LORD. AMEN.

All and each of us, chapter members of the Local Chapter of our House N..., hereby testify that, during the time that Fr. N.N. has been Rector of this House, all the obligations of Masses, both perpetual and manual, have been met according to law; *(if Masses are yet to be celebrated, the following is added: only a reduced number of Masses, specifically ..., are yet to be celebrated, which our Community is able to meet in a short period of time).*

We likewise testify that all the suffrages for the dead, prescribed by our law, have been timely applied.

In witness whereof, we sign the relevant testimonials, endorsed with the Seal of this House.

Issued in N., in the Chapter Hall, today ...

(Signatures of all the chapter members, excepting the Rector. At the end, the Secretary of the Chapter signs)

(Seal)

10. Testimonial of Masses and suffrages (in the Demarcational Chapter)

IN THE NAME OF THE LORD. AMEN.

All and each of us, chapter members of the Provincial Chapter of the Province N., hereby bear witness and testify that our Fr. Provincial N.N., during his term, has been very attentive to the obligations of Masses and suffrages for the dead, that are prescribed in our law; and in this Provincial Chapter, in presence of the religious with voice, he has

required from all the Rectors of our Province before the elections an accurate account of these obligations, according to the prescriptions of law; and, as commanded, the Testimonials of each House of our Province have been revised and signed by all Capitulars, and nothing has been found worth of reproach; and, therefore, Fr. Provincial N.N. has thoroughly fulfilled his duty in this matter.

In witness whereof, we sign the relevant testimonials, endorsed with the Seal of the Province.

Issued in N., in the Chapter Hall , today

Signatures of all the chapter members, excepting the Provincial. At the end,
the Secretary of the Chapter signs)

(Seal)

(Similarly, with the due adaptations, the Testimonial for each Major Superior at each Demarcational Chapter)

11. Election decree of a Major Superior

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Provincial Chapter of the Province N. (*or of the Vice-Provincial Chapter of the Vice-Province N.*), hereby on behalf of Fr. General (*or Fr. Provincial*) confirm Fr. N.N. as Superior Provincial of the Province N. (*or Vice-Provincial of the Vice-Province N.*) legitimately elected, who will persevere in this office through the next Provincial Chapter (*or Vice-Provincial*).

Issued in N., in the Chapter Hall, today

N.N., President of the Chapter

N.N., Secretary of the Chapter

(Seal)

12. Election decree of Provincial Assistants

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Provincial Chapter of the Province N., hereby on behalf of Fr. General confirm N.N. as Provincial Assistant legitimately elected for the area of ..., who will persevere in this office through the next Provincial Chapter.

Issued in N., in the Chapter Hall, today

N.N., President of the Chapter

N.N., Secretary of the Chapter

(Seal)

13. Election decree of the Vice-Provincial Assistants of a Dependent Vice-Province

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Vice-Provincial Chapter of the Vice-Province N., hereby on behalf of the Fr. Provincial confirm N.N. as first (or second) Vice-Provincial Assistant of the Vice-Province N. legitimately elected, who will persevere in this office through the next Vice-Provincial Chapter.

Issued in N., in the Chapter Hall, today

N.N., President of the Chapter

N.N., Secretary of the Chapter

(Seal)

14. Election decree of the Vice-Provincial Assistants of an Independent Vice-Province

IN THE NAME OF THE LORD. AMEN.

I, N.N., President of the Vice-Provincial Chapter of the Vice-Province N., hereby on behalf of Fr. General confirm N.N. as first (or second) Vice-Provincial Assistant of the Vice-Province N. legitimately elected, who will persevere in this office through the next Vice-Provincial Chapter.

Issued in N., in the Chapter Hall, today

N.N., President of the Chapter

N.N., Secretary of the Chapter

(Seal)

15. Profession of faith and Oath of Fidelity in assuming an office to be exercised in the name of the Church

PROFESSION OF FAITH

I, N., with firm faith believe and profess each and everything that is contained in the Symbol of faith, namely:

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

With firm faith, I also believe everything contained in the word of God, whether written or handed down in Tradition, which the Church, either by a solemn judgment or by the ordinary and universal Magisterium, sets forth to be believed as divinely revealed.

I also firmly accept and hold each and everything definitively proposed by the Church regarding teaching on faith and morals.

Moreover, I adhere with religious submission of will and intellect to the teachings which either the Roman Pontiff or the College of Bishops enunciate when they exercise their authentic Magisterium, even if they do not intend to proclaim these teachings by a definitive act.

**OATH OF FAITH ON ASSUMING AN OFFICE TO BE EXERCISED
IN THE NAME OF THE CHURCH**

I, NN., in assuming the office of, promise that in my words and in my actions I shall always preserve communion with the Catholic Church.

With great care and fidelity I shall carry out the duties incumbent on me toward the Church, both universal and particular, in which, according to the provisions of the law, I have been called to exercise my service.

In fulfilling the charge entrusted to me in the name of the Church, I shall hold fast to the deposit of faith in its entirety; I shall faithfully hand it on and explain it, and I shall avoid any teachings contrary to it.

I shall follow and foster the common discipline of the entire Church and I shall maintain the observance of all ecclesiastical laws, especially those contained in the Code of Canon Law.

With Christian obedience I shall follow what the Bishops, as authentic doctors and teachers of the faith, declare, or what they, as those who govern the Church, establish. I shall also faithfully assist the diocesan Bishops, so that the apostolic activity, exercised in the name and by mandate of the Church, may be carried out in communion with the Church.

So help me God, and God's Holy Gospels on which I place my hand.

PRAYERS (OPTIONAL)

1. The Local and Demarcational Chapter start with a liturgical action; the group of chapter members, with an attitude of reconciliation and charity, attend a Eucharistic Concelebration or a Celebration of the Word.

2. Before the sessions

In the name of the Father, and of the Son, and of the Holy Spirit.

President: Come Holy Spirit.

All: Fill the hearts of your faithful and kindle in them the fire of your love

V/. Send forth your Spirit.

R/. And You shall renew the face of the earth.

Let us pray

O, God, who by the light of the Holy Spirit, did instruct the hearts of the faithful, grant that by the same Holy Spirit we may be truly wise and ever enjoy His consolations, Through Christ Our Lord, Amen.

or

President: Hail Mary...

All: Holy Mary, ...

V/. Pray for us, Mother of God.

R/. That we may be made worthy of the promises of Christ.

Let us pray

O Lord, through the intercession of the Blessed ever Virgin Mary and of St. Joseph, Saint Joachim and Saint Anne, protect our Chapter from all adversity and drive it from the snares of the enemy. Through Christ our Lord. Amen.

or

President: Look down from heaven and take care of this vine

All: The root your right hand has planted.

V/. Saint Joseph Calasanz.

R/. Pray for us.

Let us pray

O God, through Saint Joseph Calasanz you have granted the church a new support for the formation of youth in Piety and Letters. Grant us that through his example and intercession we may be able to work and educate so that we may obtain the eternal reward. Through Christ our Lord. Amen.

3. After the sessions

President: We give Thee thanks, almighty God, for all Thy benefits; Who livest and reignest, world without end.

All: Amen.

Ant. We fly to Thy protection,
O Holy Mother of God;
Do not despise our petitions
in our necessities,
but deliver us always
from all dangers,
O Glorious and Blessed Virgin. Amen.

4. Before the election of the Demarcational Congregation

Come Holy Spirit, send us a ray of your light from Heaven.
Come Father of the poor, come giver of all gifts,
come light of all hearts.
Perfect consoler, sweet guest of our souls, most sweet help.
In our tiredness give us rest, in the heat give us shade,
in our tears give us solace.
Oh most blessed light; invade the hearts of all the faithful.
Without your strength, nothing is good in us,
nothing is without fault.
Wash what is dirty, bathe what is arid,
heal what is hurting.
Make soft what is rigid, warm what is cold,
straighten what is crooked.
Give to all who trust in You, your holy gifts.
Give virtue and all good.
Give a holy death, give eternal joy. Amen.

V/. Send forth your Spirit

R/. And You shall renew the face of the earth.

Let us pray

O, God, who by the light of the Holy Spirit, did instruct the hearts of the faithful, grant that by the same Holy Spirit we may be truly wise and ever enjoy His consolations, through Christ Our Lord, Amen.

or

Veni, Creator Spiritus,
Mentes tuorum visita,
Imple superna gratia,
Quae tu creasti pectora,

Accende lumen sensibus,
Infunde amorem cordibus,
Infirma nostri corporis,
Virtute firmans perpeti.

Qui diceris Paraclitus,
Altissimi donum Dei,
Fons vivus, ignis, charitas,
Et spiritalis unctio.

Hostem repellas longius,
Pacemque dones protinus,
Ductore sic te praevio,
Vitemus omne noxium.

Tu septiformis munere,
Digitus paternae dexterae,
Tu rite promissum Patris,
Sermone ditans guttura.

Per Te sciamus da Patrem,
Noscamus atque Filium,
Teque utriusque Spiritum
Credamus omni tempore.

Deo Patri sit gloria,
Et Filio, qui a mortuis
Surrexit, ac Paraclito
In saeculorum saecula. Amen.

V/. Emitte Spiritum tuum et creabuntur.

R/. Et renovabis faciem terrae.

Oremus

Deus qui corda fidelium Sancti Spiritus illustratione docuisti, da nobis in eodem Spiritu recta sapere et de eius semper consolatione gaudere. Per Christum Dominum nostrum.
R/. Amen.

5. For the thanksgiving

HYMN "TE DEUM"

We praise thee, O God, we acknowledge Thee to be the Lord.
All the earth doth worship Thee the Father everlasting.
To Thee all Angels cry aloud the Heavens, and all the Powers therein.
To Thee Cherubim and Seraphim continually do cry,
Holy, Holy, Holy, Lord God of Hosts;
Heaven and earth are full of the Majesty of Thy glory.
The glorious company of the Apostles praise Thee.
The goodly fellowship of the Prophets praise Thee.
The noble army of Martyrs praise Thee.
The holy Church throughout all the world: doth acknowledge Thee;
The Father of an infinite Majesty;
Thine honorable, true and only Son;
Also the Holy Ghost the Comforter.
Thou art the King of Glory O Christ.
Thou art the everlasting Son of the Father.
When Thou tookest upon thee to deliver man: Thou didst not abhor the Virgin's womb.
When Thou hadst overcome the sting of death.
Thou didst open the Kingdom of Heaven to all believers.
Thou sittest at the right hand of God in the glory of the Father.
We believe that Thou shalt come to be our Judge.
We therefore pray Thee, help Thy servants
whom Thou hast redeemed with Thy precious blood.
Make them to be numbered with Thy Saints in glory everlasting.
O Lord, save Thy people and bless Thine heritage.
Govern them and lift them up for ever.
Day by day we magnify Thee;
And we worship Thy Name ever world without end.

Vouchsafe, O Lord to keep us this day without sin.
O Lord, have mercy upon us: have mercy upon us.
O Lord, let Thy mercy lighten upon us as our trust is in Thee.
O Lord, in Thee have I trusted; let me never be confounded.

or

Te Deum laudámus: * te Dóminum confitemur.
Te aetérnum Patrem, * omnis terra venerátur.
Tibi omnes ángeli, *
 tibi caeli et univérsae potestátes:
tibi chérubim et séraphim *
 incessábili voce proclamant:
Sanctus, * Sanctus, * Sanctus *
 Dóminus Deus Sábaoth.
Pleni sunt caeli et terra * maiestátis glóriæ tuæ.
Te gloriósus * Apostolórum chorus,
te prophetárum * laudábilis numerus,
te mártýrum candidatus * laudat exércitus.
Te per orbem terrárum
 sancta confitétur Ecclésia,
Patrem * imménsæ maiestatis;
venerándum tuum verum * et únicum Filium ;
Sanctum quoque * Paráclitum Spíritum.
Tu rex glóriæ, * Christe.
Tu Patris * sempitérnus es Filius.
Tu, ad libérandum susceptúrus hóminem, *
 non horruisti Virginis úterum.
Tu, devicto mortis acúleo, *
 aperuisti credéntibus regna caelorum.
Tu ad dexteram Dei sedes, * in glória Patris.
Iudex créderis * esse venturus.
Te ergo quæsumus, tuis fámulis súbveni, *
 quos pretiósó sáanguine redemisti.
Aetérna fac cum sanctis tuis * in glória numerári.

The following can be omitted.

Salvum fac pópulum tuum, Dómine, *
 et bénedic hereditáti tuæ.
Et rege eos, * et extólle illos usque in aeternum.
Per síngulos dies * benedícimus te;
et laudámus nomen tuum in sáeculum, *
 et in sáeculum sáeculi.
Dignáre, Dómine, die isto *
 sine peccáto nos custodíre.
Miserére nostri, Dómine, * miserére nostri.
Fiat misericórdia tua, Dómine, super nos, *
 quemádmódu sperávimus in te.
In te, Dómine, sperávi: * non confúndar in aeternum.

FOR THE GLORY OF ALMIGHTY GOD AND THE BENEFIT OF OUR NEIGHBORS

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