

APPENDIX 15:

Official report (*processus verbalis*) of the election or postulation of a conventual prior (LCO 453, I; 480, II, 2; 482)

Since the office of prior in our convent is vacant after the completion of the three-year term in this office of Brother _____ (or, **for some other specific reason**), we have been anxious to provide for the office of prior. Therefore, with the expectation of each and every one of those to whom this pertains or was thought to pertain, having been summoned by me, Brother _____, chairman of the election, we conducted this election according to the norm of number 452 of the *Book of Constitutions and Ordinations*.

In a single scrutiny, Brother _____ was elected Secretary of this elective assembly.

In a single scrutiny, Brother _____ and Brother _____, were elected Tellers of this assembly.

Since we were (**give total number**) vocals, namely:

Brother _____, Chairman (Praeses) of the election

Brother _____,

Brother _____, etc.

Complete the List of Names of All Vocals Present in Order of Religion

In the first scrutiny, the results were:

Brother _____: (**total number**) votes

Brother _____: (**total number**) votes etc.

Give The Complete Results of The First Scrutiny

In the second scrutiny, the results were:

Give the Results of the Second Scrutiny as Above, and Continue in This Fashion Through The Final Scrutiny (Not Beyond The Seventh).

Consequently, the requisite majority having been obtained for election (or, **postulation**), I (or, **the first teller, if the chairman is elected**) have declared Brother _____ to have been elected (or, **postulated**) prior of this convent.

Since our election (or, **postulation**) was completed properly and since it concerns a person suited for the office, we ask that you (in the case of a postulation, add: **a dispensation having been given for [cause]**), deign to approve the election and confirm the brother elected (or, **postulated**) and allow him to be our prior.*

Given in our Convent of _____, on the ____ day of the month of _____ in the year of our Lord _____.

Brother _____ signature _____, O.P.

Chairman (Praeses) of the election

Brother _____ signature _____, O.P.
First Teller

Brother _____, O.P.
Second Teller

Brother _____, O.P.
Secretary

* NOTE: If there have been seven futile scrutinies, the *processus* concludes thus:

Since, therefore, the requisite majority was not obtained on this seventh and final scrutiny, the appointment of a conventual prior falls to you according to the norm of number 474, 5, of the *Book of Constitutions and Ordinations*, we ask that you deign to appoint a prior for our convent.

Given in our Convent of, etc., etc. (as above).

The official report (processus verbalis) of the election of a regional prior or vicar provincial is prepared in the same way (with appropriate modifications) when the election is held in a special congregation of all the vocals.