

APPENDIX 25: Official report (*processus verbalis*) of the election or postulation of a prior provincial (LCO 508, II)

Since the office of prior provincial of our Province of _____ is vacant after the completion of the four-year term of Brother _____ (or, **for some other specific reason**), we have been anxious to elect a new prior provincial. Therefore, on the day assigned in the Statute of the Province (or **on the day designated by the Master of the Order for this extraordinary provincial chapter**), we conducted this election according to the norm of number 452 of the *Book of Constitutions and Ordinations*.

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

- 1) Brother _____, O.P., Vicar of the Province
- 2) Brother _____, O.P.
- 3) Brother _____, O.P. etc.

COMPLETE THE LIST OF NAMES OF ALL VOCALS ACCORDING TO THE PROPER ORDER OF SENIORITY FOR A PROVINCIAL CHAPTER.

In the first scrutiny, the results were:

Brother N._____: X votes
Brother N._____: X votes etc.

[And there were X number of null and void votes.]

GIVE THE COMPLETE RESULTS OF THE FIRST SCRUTINY.

In the second scrutiny, the results were:

GIVE THE RESULTS OF THIS SECOND SCRUTINY AS ABOVE, AND CONTINUE IN THIS FASHION THROUGH THE FINAL SCRUTINY (NOT BEYOND THE SEVENTH).

Consequently, the requisite majority for election (or, **postulation**) having been obtained in this second (or **third**, or **fourth**, etc.) scrutiny, I, Brother _____, chairman (praeses) of the chapter (or, **if the chairman himself shall been elected or postulated, the first teller**), have declared Brother _____ to have been elected (or, **postulated**) Prior Provincial of the Province of _____.

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

Given at ____ city _____, in our Convent of _____, under the seal of the Province, on the __ day of the month of _____ in the year of our Lord _____

Brother _____, O.P.
Chairman (Praeses) of the Chapter
(seal of the Province)

Brother _____, O.P.
First Teller

Brother _____, O.P.
Secretary

Brother _____, O.P.
Second Teller

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

Since, therefore, the requisite majority was not obtained on this final scrutiny, the appointment of a prior provincial falls to the Master of the Order according to the norm of number 512, I, 1 of the *Book of Constitutions and Ordinations*, we ask Your Paternity to deign to appoint a prior provincial for our province.

Given at ____ city _____, in our Convent of _____, under the seal of the Province, on the ____ day of the month of _____ in the year of our Lord _____.

Brother _____, O.P.
Chairman (Praeses) of the Chapter
(seal of the Province)

Brother _____, O.P.
First Teller

Brother _____, O.P.
Secretary

Brother _____, O.P.
Second Teller