



GREEK ORTHODOX ARCHDIOCESE OF AMERICA
GREEK ORTHODOX LADIES PHILOPTOCHOS SOCIETY, Inc.

DATE: January 13, 2017
TO: Chapter Presidents and Members of Philoptochos
FROM: Helen Lavorata, Director
RE: Elections for Philoptochos Officers and Board of Directors

As you begin to prepare for the elections of your Philoptochos Chapter's Board and Officers for the term of 2017 - 2019, please note that the process has been clarified through a change in the Bylaws and adherence is mandatory.

The Bylaws can be found on the Philoptochos website by clicking on the following link: <http://www.philoptochos.org/resources> which will bring you to the Resources tab on the website. The following page gives a quick review on the election process.

Please take the time to study the provisions in the Bylaws regarding the procedures for election of the Board which have been changed and in particular, Section 4, Article 5 (a) that specifies that **“Following the election, and upon receipt of the ratification, the Parish Priest shall install the newly elected Chapter Board by administering the Oath of Office** and Section 4, Article 5(c) that states, **“Within 14 days of the election of the Chapter Board the names of the newly elected Chapter Board shall be sent to the National Office for ratification.**

Please keep in mind that the provisions of the Bylaws are mandatory in nature and that your Chapter does not have the discretion to digress from them. If any questions or problems arise, please call your Metropolis President or the National office for assistance.

Thank you and good luck!

Sincerely,

Helen Lavorata
Director

Quick Chapter Elections Overview

- **In January, four months prior** to the Election meeting, the **Screening Committee** is appointed. Their task will be to determine who is eligible to serve as a Board member. **Please have the Screening Committee remind those who are running for an officers position that there can be no third terms without a waiver from the National President.**
- **Elections shall be conducted in the month of May.** If your Chapter has been on a yearly schedule or a different schedule, now is the time to correct it. Notice of the meeting shall be given in writing to all eligible members **30 days prior** to the date of the Election meeting.
- The **Election Committee**, consisting of a Chair and two Tellers, **none of whom may be prospective nominees for election, shall be** appointed by the President prior to the Election meeting. The Election Committee determines who may vote in the election.
- Thirty days (30) before the Election Meeting, written notice of the meeting is given to all members of the chapter.
- The Election meeting is held and the Chapter Board is elected. **Please remember you must have an odd number of members on the Board for voting purposes.**
- **Within 14 days** of the election of the Chapter Board the names of the newly elected Board members shall be sent to the National Office for ratification. **The results should be entered in the online Excel form provided on the National Philoptochos website at www.philoptochos.org only and emailed to elections@philoptochos.org.** If you need assistance please contact the National Office or your Metropolis President. If you do not have access to a computer, please ask another Philoptochos steward or a fellow parishioner for their assistance.
- **The Parish Priest and Election Chairman must sign and submit the Election Cover form** also found on the website at www.philoptochos.org. This document may also be scanned and emailed to philosny@aol.com or faxed to 212-977-7784.
- Election of the Board must be ratified by the National Philoptochos office and approved and signed by His Eminence Archbishop Demetrios **before the Oath of Office is given and before the Officers are elected.**
- **The Oath of Office shall be administered upon receipt of written ratification.** The existing Board shall continue to fulfill its function until after the election of the new Chapter Board is ratified and members have taken the Oath of Office.
- Following receipt of ratification and after the Oath of Office is administered to the Chapter Board, the newly sworn in Board shall promptly convene to elect its officers under the chairmanship of the Advisor to the Board (the immediate past president).

- After election of the Chapter Officers, the Excel confirmation form found online at ww.philoptochos.org should be emailed elections@philoptochos.org at the National office for review. **Please keep in mind that the term of office shall be for two years and that an elected officer shall not hold the same position for more than two consecutive terms. Failure to follow the above regulations will delay final approval.**