

**DIRECTORY OF CHAPTERS
of the
Congregation of the Most Holy
Redeemer**

**CONTAINING
THE GENERAL LAW FOR VOTING**



For Approval by the 26th General Chapter

English Text

**Curia Generalis C.Ss.R.
Roma 2020**

DIRECTORY OF CHAPTERS

Prot. N. 0000 035/2020

DECREE OF APPROVAL AND PROMULGATION OF THE DIRECTORY OF CHAPTERS EDITION 2020

Whereas the 25th General Chapter has commissioned the General Government to prepare a new edition of the Directory of Chapters, to be submitted to the 26th General Chapter for approval (DF 39);

whereas recent General Chapters have approved some changes to the Directory of Chapters since its last revision in 1990;

whereas the preparations for the 25th General Chapter itself required some changes to the Directory,

and finally, whereas the new, modified text of the Directory of Chapters was sent for examination to all the (Vice)Provinces, presented to the Congregation at the mid-sexennial meetings of 2019, and, after a final revision, was subsequently approved by the General Government;

on the merit of all these recommendations and with the authority given it by Constitution 119, 1^o and 3^o,

the General Government decrees

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1. that it approves the present text of the Directory of Chapters and grants it the force of law according to the norm of General Statute 03;
2. that this Directory will have the force of law for governing the next General Chapter, which is competent to study it and grant it definitive approval;
3. that the norms of this Directory are effective as of March 31, 2020;
4. that this Directory replaces all former editions of the Directory, which, as of the aforementioned date, no longer enjoy the force of law.

The official text of this Decree is the English.

Given in Rome on March 15, 2020.

Michael Brehl, C.S.R.

Michael Brehl, C.Ss.R.
Superior General

Brendan J. Kelly, C.Ss.R.

Brendan J. Kelly, C.Ss.R.
Secretary General

[Seal of the Congregation]

DIRECTORY OF CHAPTERS

**CONFIRMATION OF THE DECREE
OF APPROVAL AND PROMULGATION
OF THE**

DIRECTORY OF CHAPTERS

**PUBLISHSHED IN XXXX
GIVEN BY THE /// GENERAL CHAPTER IN**

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Chapter I

General Information (100)

- 101** The norms in this Directory supplement the universal law, without derogating from it. They have the force of law in the Congregation according to the norm of General Statute 03.
- 102** In this Directory, the term "province" ["provincial"] refers only to provinces; the term "viceprovince" ["viceprovincial"] refers only to viceprovinces; the term "regional: [regional superior] refers only to regions: the term "(vice)province/region ["(vice)provincial/regional superior"] refers to provinces, viceprovinces and regions.
- 103** The word "designation" means the giving of an office, whether by the free action of a superior or by an election.
- 104** In this directory, the term "sitting" ("*periodum*") refers to a series of meetings for which a chapter is convened ("*in session*"). The term "meeting", when it translates the Latin word "*sessio*", refers to the actual gathering of chapter members in the room to conduct business.

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Chapter II General Principles for Voting (200)

A. In general

- 201** A vote to be held by letter shall be announced in writing to all with the right to participate. In the announcement, the date when the votes will be counted shall be indicated as well as the place where the votes are to be sent. The length of time allowed for the various ballotings shall be so determined that all the voters shall find it possible to use their right.
- 202** Assignment
- a. Each professed member must be assigned to a certain (vice)province/region. A professed member is assigned to the (vice)province/region in which he was professed, unless he was transferred to another (vice)province/region according to the norms laid down in the Directory of Superiors.
 - b. Professed members living outside their (vice)province/region vote in the (vice)province/region to which they are legally assigned.
 - c. If the statutes of the (vice)province/region make provisions for local elections or for representation of the communities in the (vice)provincial/regional chapter, each professed member must be assigned to a determined community.
 - d. Unless another day is indicated in the letter, the assignment of a professed member is reckoned as of the date of the letter announcing the vote or, in the case of election to chapter membership, as of the date of the letter convoking the chapter.

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- 203** Voting may take place in any safe way. In elections and other matters which require secrecy, the method used must permit secrecy (cf. CIC c. 172 §1, 2^o; **[CCEO c.954]**; St. 0110-b).
- 204** In the case of (vice)provincial/regional voting, the law of each (vice)province/region determines the method of voting (e. g., in writing, by voting machine, etc.) according to the nature of the matter being treated. In the case of voting at Conference Assemblies on matters relating to the Conference, the Conference Statutes determine the method of voting.
- 205** Even if someone has more than one title, he can cast only one vote (CIC c.168; **[CCEO c.950]**). Neither can he be substituted for on the basis of the other titles.
- 206** Computation of majorities
- Unless particular law or the rules of procedure for a particular collegial body in the Congregation state otherwise, the norm of CIC c. 119 **[CCEO c.924]** holds for computing majorities, that is, all voting members present in the room at a chapter meeting, and at each ballot, are to be counted to determine the majority. (See also 404.d below about absence from the chapter hall due to sickness.) Ties are settled by St. 0210. Unless particular law states otherwise, in votes conducted by mail, the majority is computed on the basis of ballots received by the announced deadline from those with the right to vote (cf. CIC c. 171 **[CCEO c.953, 1434 §3]**). (DS206.2)
- 207** In Business Other Than Elections
- a. An absolute majority of votes is required, unless either by law (cf. St. 0141) or by the decision of the voting body a qualified majority of the votes is required. In this latter case the voting body by an absolute majority of votes must determine the

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qualified number of votes required in the case concerned. Unless otherwise specified in the particular law, a qualified majority is understood as two-thirds of the votes to be counted.

- b. Unless indicated otherwise by particular law or by the rules of procedure for a particular collegial body in the Congregation, if a tie remains after two ballots on a matter which requires an absolute majority in a collegial vote, the matter is decided according to CIC c. 119-2° [**CCEO c. 924 1°-2°**]. This is without detriment to St. 0210 and to DC 407 below.
- c. Unless indicated otherwise by particular law, when a qualified majority in a collegial vote is required but not obtained in the first balloting, the matter is considered definitively defeated if it has not at least obtained an absolute majority of the votes to be counted. If the qualified majority is not received in a second balloting, the matter is considered definitively defeated. This is without detriment to DC 407 below.

208 In conducting business, the matter to be voted on should be expressed clearly and in a positive form.

B. Active and Passive Voice

209 Only professed members may have active and/or passive voice (cf. St. 071).

210 The (vice)provincial/regional statutes must indicate which professed members enjoy active and/or passive voice for votes held within the (vice)province/region (cf. DC 306 below).

211 In no elections or voting within the Congregation do the following have active or passive voice:

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- a. Cardinals, bishops and vicars apostolic from the day on which they are promoted to these offices. If one of these returns to the Congregation upon resigning the office, the general council may issue a decree restoring his vote.
- b. Prefects apostolic, administrators apostolic mentioned in CIC c. 368, and territorial prelates who are not bishops during the time they hold these offices.

212 In no elections or voting within the Congregation do the following have active or passive voice:

- a. Those who are in the process of transferring to another institute of consecrated life from the day they begin probation in that institute (cf. CIC c.685 §1; **[CCEO c. 544-545]**).
- b. Those who are exclaustrated, for the time the indult lasts (CIC c.687; **[CCEO c.548, §2; 489-492]**).
- c. Those who are illegitimately absent according to CIC c.665 §2; **[CCEO c. 530]** for the duration of the absence.
- d. Professed members who have been given permission for absence from the religious house for some reason other than for study, care of health, or because they are engaged in an apostolate of the Congregation (St. 0211).
- e. Others who are lawfully deprived of a voice.

213 Saving the prescriptions of Statute 0151 and the particular law of the units, the following do not have active or passive voice in elections or votes which pertain only to a (vice)province/region: general consultors, the conference coordinator, the procurator general, the general treasurer, and the secretary

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general. This restriction applies only for the time during which they hold these offices. The Superior General may however, in particular circumstances, delegate one of the above as a representative, with active voice.

214 Upon entering into an office indicated in DC 211 above or a situation indicated in DC 212 above, a person who holds an (other) office in the Congregation is removed by law from the latter office; likewise, upon entering into an office indicated in DC 213 above, a person who holds an office in a (vice) province/region is removed by law from the latter office (cf. DC 314 below).

215 Renunciation of Voice

- a. Renunciation of active voice may be made for a just cause. But the obligation of carrying the community burdens in a community spirit remains. This resignation requires only the acknowledgement of its receipt by the person to whom the renunciation is to be made (cf. DC 216 below).
- b. Renunciation of passive voice can be made for a grave reason taking into account the common good of the Congregation, the (vice)province/region or the community (cf. St. 097). In order for renunciation of passive voice to be valid:
 1. It has to be made before the beginning of the second balloting, unless particular law requires it to be done before the very beginning of the election.
 2. The renunciation has to be accepted by the competent authority (cf. DC 216 below)

216 Reception of Renunciation of Voice

- a. Renunciation of active voice in business matters

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as well as active or passive voice for elections conducted by a chapter is submitted to the chapter itself if the renunciation is made while the chapter is in session, saving the case in DC 404-d below.

- b. While the chapter is not in session:
 1. If there is question of active or passive voice in (vice)provincial/regional business or elections, the competent authority to receive the renunciation is the extraordinary (vice)provincial/regional council.
 2. If there is question of renouncing active or passive voice for election to the general chapter, the competent authority is the extraordinary provincial council.
 3. If there is a question of an election by the general chapter to an office of the general government, the competent authority is the general council.

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Chapter III Elections (300)

A. In General

- 301** The electoral law in this Directory holds for all elections to offices within Congregation, unless it indicates that a point may be changed by (vice)-provincial statutes.
- 302** As to precedence in the case of tie votes, St. 0210 holds, namely, that unless particular law provides otherwise, precedence is determined according to profession, priestly ordination and age.
- 303** The day for reckoning the active and passive voice in an election is the day mentioned above in DC 202-d above.
- 304** In order that secrecy may be preserved in the best way possible in elections carried out by letter, it is recommended that (vice) provincial/regional elections follow the same norms as those for the general chapter (cf. DC 713ff below).
- 305** The prohibition to solicit votes found in **CIC c. 626; [CCEO. c. 445]** does not prohibit conversations of a merely informative kind between electors concerning the qualities, capacities and merits of those eligible to be elected. However, confreres are strictly bound “to avoid directly or indirectly lobbying for votes either for themselves or for others” (cf. CIC c. 626; **[CCEO c.445]**).

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B. Active and Passive Voice

- 306** In (Vice)provincial/regional elections: (cf. DC 210 above)
- a. Saving the prescriptions of St. 0144-c, the provincial statutes are to determine whether professed members of the vice-provinces have an active or passive voice in elections held in the province.
 - b. Saving the prescriptions of St. 0144-b, the viceprovincial statutes are to determine whether professed members of the province have an active or passive voice in elections held in the vice-province.
 - c. (Vice)provincial statutes can determine if professed members of other (vice)provinces have passive voice for an office in the (vice) province, provided the rights of the professed members' own (vice) province are respected.
 - d. The norms of a; b; and c are equally applicable to regions.
 - e. A nomination (indication) of candidates may take place both before an election and before an appointment. This nomination may be made according to each case, by the whole (vice)-province, by some council or by some other group. The nomination can have a merely indicative value or it may be a real partial election, i.e., one which limits the number of those who have passive voice in the subsequent election or appointment.

C. Electoral System

- 307** In holding elections, unless some other system is determined by particular law or by the voting body itself, the following system is to be followed: that

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person is deemed elected who obtains the majority of votes required by the particular law. Where the number of votes is equal, the matter is resolved according to the norm of Statute 0210. If, after two ballots no one has received the required majority, only the two candidates with the highest number of votes in the second balloting have passive voice for the third balloting (cf. CIC c.119 1^o; [+++CCEO c. 956]). If a tie remains in the third ballot, St. 0210 resolves the election.

- 308** Other systems (e.g., a preferential method) may be determined by (vice)-provincial/regional statutes for offices within the (vice) province/region. These other systems are to be carefully prepared so that no doubts arise regarding the rights of active and passive voice or the computation of votes.

D. Balloting

- 309** In elections, "so that a vote be valid it must be:
- a. free; therefore, a vote is invalid if one has been coerced directly or indirectly by grave fear or by fraud to vote for a certain person or different persons disjunctively;
 - b. secret, certain, absolute, determinate" (CIC c. 172 §1; **[CCEO c.954, §1]**).
- 310** When several persons are to be elected (e. g., consultors), they can be elected, as determined by statutes or by the voting body itself, either together in one and the same balloting, or in distinct ballotings, one after the other.
- 311** If an elector who should have been summoned was overlooked and was, therefore, absent, the election is still valid. However, if that person insists and gives proof of being overlooked and of absence, the

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election, even if confirmed, must be rescinded by the competent superior, after hearing his (ordinary) council, provided it is juridically established that the recourse was submitted within no more than three days of having received notification of the election (cf. CIC c.166 §2; [**CCEO c. 948 §2**]).

312 Ballots which are declared invalid for any reason shall be repeated without being counted in the number of ballots prescribed for the election.

313 Tallying of Votes

- a. To count votes at least two tellers must be deputed from among the group of electors in the manner provided in proper law (CIC c.173 §1; [**CCEO c. 955**]), In the case of an election by mail, an election commission is to be set up according to proper law (cf. DC 724).
- b. The tellers are to collect the ballots, determine in the presence of the presiding officer that the number of ballots is equal to the number of electors, read the ballots themselves and announce clearly how many votes each person has received (CIC c.173 §2 [**CCEO c. 955, §§1-3, 5**]).
- c. If the number of ballots exceeds the number of electors, the vote is invalid (CIC c.173 §3; [**CCEO c. 955, §3**]). The number of ballots may be less than the number of electors.
- d. The secretary is to record accurately all the acts of the election and preserve them on file, after signing them along with at least the presiding officer and the tellers (CIC c.173 §4; [**CCEO c.955, §5**]).
- e. The person who has received the required number of votes is deemed elected and the presiding

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officer is to announce this to the group of electors (cf. CIC c. 176; **[CCEO c. 956]**).

- f. If no one has received the required number of votes, then the presiding officer is to announce this and order another balloting in the manner prescribed by the proper law.
- g. The ballots are to be destroyed immediately after the election is completed.

314 Acceptance of the Election

- a. The election is to be immediately reported to the person elected who must inform the presiding officer within eight days if he accepts the election; otherwise the election has no effect (cf. CIC c.177 §1; **[CCEO c. 957]**).
- b. The person elected must accept his election. If, however, for grave reasons, he thinks he must refuse, he must submit his reasons to the competent authority. If the election is done by a chapter, the refusal is submitted to the chapter while it is in session; otherwise, to the general council or the extraordinary (vice)provincial/regional council as specified by proper law. It is the duty of these to weigh the reasons and accept or reject his refusal (cf. SS. 097 and 0154, as well as the DS 104).
- c. The person elected who has accepted the election immediately acquires the office in full right if the election does not require confirmation; otherwise he acquires only the right to the office (CIC c.178; **[CCEO c. 958]**). This is said without prejudice to St. 095, or to particular law which may set a date for entering into the office.

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315 Postulation

- a. If there is an impediment against the election of the person whom the electors think the most suitable and whom they prefer – and the impediment is one from which a dispensation can be and is usually given – the electors by their own votes can make a petition that he be given the office (cf. CIC c.180 §1; **[CCEO C. 961]**). The petition is to be made as follows.
 1. If the impediment is from provincial law: the petition is to the superior general who can, with the consent of his council, admit the postulation (cf. C. 102-d).
 2. If the impediment is from (vice)provincial/regional law: the petition is to the provincial superior who can, with the consent of his ordinary council, admit the postulation (cf. C. 102-c).
 3. If the impediment to a (vice)provincial/regional election is from the constitutions or general statutes: the petition is to the superior general who can, with the consent of his council, admit the postulation (cf. C. 102-d). If the impediment to an election is from the constitutions or general statutes and the election is done by the general chapter itself or by the general council, the very postulation constitutes the dispensation (cf. C. 102-e).
 4. If the impediment is from universal law, the petition is to the Holy See.
- b. In order that a postulation be valid, at least two thirds of the votes are required (CIC c.181 §1; **[CCEO c. 962]**).
- c. By reason of a Redemptorist privilege granted by CIVR (CRIS: Prot. No. 1940/68), a vote for

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postulation need not be expressed by the term "I postulate" or an equivalent (as required by CIC c. 181 §2; **[CCEO c. 962]**). The formula "I elect" or its equivalent is valid both for election as well as for postulation.

- d. When a postulation is duly completed, recourse must be made to the competent authority indicated above within at least eight days (cf. CIC c.182 §1 and §2; **[CCEO c. 963, §1]**).
- e. A postulation confers no right on the one postulated. The response of the competent authority is to be awaited (cf. CIC c. 182 §3; **[CCEO c. 963, §3]**).
- f. When a postulation has been admitted by the competent authority, this is made known to the one postulated and his obligation to accept is the same as that indicated for an election (cf. DC 314 above). Once he has accepted, he acquires full rights to the office in question (CIC c.183 §3; **[CCEO c. 964]**).
- g. If the postulation is rejected, the right to elect returns to the electors (CIC c.183 §1; **[CCEO c. 964, §1]**).

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Chapter IV Chapters in General (400)

Note: What is said here about chapters can be observed with proper adjustments in other official meetings.

A. Convocation

- 401** Every chapter is convoked according to the norms found in the Constitutions and Statutes (CC. 104, 105, SS. 0115, 0118, 0119, 0146 - 0148, 0152), in this Directory and in (vice)provincial/regional law.
- 402** The convocation of the chapter shall be done by a public notice or letter to all the professed members either of the (vice)province/region or of the Congregation. In this letter the day and place in which the chapter is to be held shall be indicated. There shall also be included at least a summary of the principal matters to be discussed in the chapter.

B. Voting during Chapters

- 403** The general principles regarding voting mentioned above apply in the case of chapters. (**cf. DC nn. 200-215, 300-316**)
- 404** Gathering of Chapter
- a. To act validly, the chapter members must assemble in the place determined by the letter of convocation. If more than a third of the chapter members are absent, the chapter may not begin.
 - b. For the validity of the acts of a meeting of the chapter, the majority ("*pars major*") of those who are to take part in the meeting must be actually present.

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- c. The right to vote belongs exclusively to those actually present in the hall, with the exceptions noted in DC 404-d and DC602-d below. Therefore, there is no right to vote by letter, by telephone, or by means of a proxy, saving DC 602-d below.
- d. In an election, an elector who is in the building but because of sickness is outside the hall, has active voice unless he has renounced it according to the norms laid out above (DC 215-216 above). This man is considered present at the meeting and so included in the majority mentioned in DC 404-b above (cf. Canon 167 §1). Therefore, two tellers shall go to him for each balloting to take his written vote; however, such an elector can there and then renounce his active voice in writing or orally before the two witnesses.

405 In addition to the case of elections (cf. DC 309 above), voting at chapters is to be done in secret if at least three of the chapter members present request it in a particular matter.

406 Regarding matters of business, voting must not take place in the same meeting in which a proposition is first discussed, unless it is a question of procedure. By a two thirds majority vote, a chapter can suspend this rule and submit a matter to immediate vote.

407 Any business about which a definite decision has been taken by vote can be submitted to a new vote only if petitioned by an absolute majority of all the chapter members, not simply by a majority of those actually present in the hall.

C. Opening

408 The chapter is inaugurated in union with the whole

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(vice) province/region, or with the whole Congregation, as the case may be. These accompany the chapter members with prayer and liturgical action.

- 409** Before the opening of the chapter, a commission is to be established to examine the titles of the chapter members. When the chapter opens, a member of this commission is to present a report to the chapter of this examination and its results.
- 410** If a person is shown to certainly not have a valid title to chapter membership, he must be declared unqualified and not be admitted. If a doubt arises about the right of some person to attend the chapter, and after serious study certitude cannot be reached, the person with doubtful right shall also be declared unqualified by the chapter and not be admitted to participate in it. The chapter, however, can remedy that which is remediable.
- 411** On the day appointed in the letter of convocation, the initial meeting is held. In this first meeting the presiding officer is to call for a vote of the chapter members declaring the chapter to be officially open. He is then to declare it legitimately in session.

D. Officials of the Chapter

- 412** The Presiding Officer
- a. That major superior within whose jurisdiction the chapter is held is the presiding officer according to the norm of St. 0151. He may substitute for himself some other member of the chapter.
 - b. The presiding officer convokes the first plenary meeting and concludes the last one, without

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prejudice to St. 0151; he may permit other meetings to be convoked by the moderators.

- c. The presiding officer has the right to attend the meetings of the moderators and of all commissions.

413 The College of Moderators

- a. Unless particular law provides some other procedure for his designation, the chapter elects a secretary (chairman) who is by law the head of the college of moderators. He is to see that the documents and acts of the chapter are properly prepared.
- b. Besides the secretary (chairman), one or more moderators can be designated; they act collegially. Their duty is principally to preside over the meetings of the chapter and direct its business.
- c. The duties of the college of moderators of the general chapter can serve as a model for those of the college of moderators of (vice)-provincial/regional chapters.
- d. The college of moderators may establish commissions to deal with determined matters. What is said below about the general chapter can be adapted to (vice)-provincial/regional chapters.

- 414** The chapter is to have a notary who is to draw up the acts of the chapter and present them to the chapter for approval. The notary for a (vice)provincial/regional chapter is designated according to the norms laid down in the (vice)provincial/regional statutes. The notary need not be a chapter member. He may be assisted in the discharge of his office by one or more assistant notaries.

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- 415** It is highly recommended that chapters be open to professed members of the (vice)province/region itself or members of sister-partner communities and lay Redemptorist partners, as auditors. Particular law or the rules of procedure for a chapter should lay down when, and under what conditions, persons who are not chapter members, are to be admitted as observers, experts or auditors (cf. DC 731-c below).

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Chapter V

(Vice)Provincial/Regional Chapters (500)

- 501** (Vice)provincial/regional chapters are held for elections as well as for other business affecting the (vice)province/region as outlined in St.0140.
- 502** The (vice)provincial/regional statutes are to indicate the details of the chapter's preparation, composition, and general procedure in conformity to SS. 0140–0152 and the norms of this Directory (DC 101–508). The norms for the general chapter described below may serve as a model.
- 503** The (vice)provincial/regional chapter should have a list or manual of procedures (regarding, e.g. speaking at meetings, developing reports, etc.); modifications to these procedures while the chapter is in session should require a 2/3 majority. If such a set of procedures is lacking, doubts about matters of procedure are to be settled according to particular and universal law. If these do not settle a doubt, the matter is to be resolved by an absolute majority vote of the chapter itself.
- 504** Unless the (vice)provincial/regional law states otherwise, chapter members are elected for an entire quadrennium and are to constitute the membership of all sittings of both ordinary and extraordinary chapters, until a chapter is elected for the next quadrennium, saving the prescriptions of DC 505 below.
- 505** Substitution of Chapter members
- a. If a chapter member is entirely prevented from attending a chapter:
 1. The elected substitute (*supplens*) takes the place of an elected chapter member;
 2. The (vice)provincial statutes are to provide for

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the case of those who are members of the chapter by law or office.

- b. If a chapter member is prevented from being present at only one sitting of a chapter either about to begin or already in session, the (vice)provincial/regional statutes shall determine whether he is to be replaced for that sitting, without prejudice to DC 404-d above.
- c. When a chapter is in session, if a chapter member who is present by reason of an office he holds, loses his office, he remains a member of that sitting of the chapter together with his successor. The (vice) provincial/regional statutes may decree that he retains chapter membership for the entire period of the chapter.
- d. During the time a chapter is not in session, an elected chapter member who loses his right to attend, is replaced by the elected substitute; an ex officio chapter member who loses his office is replaced by his successor.
- e. If an elected chapter member becomes a chapter member *ex officio*, the elected substitute is to be brought in. Unless (vice)provincial/regional law specifies otherwise, this is to be done even if the chapter is in session. The (vice)provincial/regional statutes are to provide for the case of transfer of an elected chapter member from one electoral group to another.
- f. (Vice)provincial/regional statutes shall determine how substitutes for elected chapter members are themselves elected, and the order in which they are to be admitted to the chapter when need arises.

506 The (vice)provincial/regional chapter is to be convoked at the appointed time. A delay, which can only be permitted for a grave cause, can be made by the

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extraordinary (vice)provincial/regional council, but not for a period exceeding six months. The (vice)province/region must be informed of the reasons for this postponement.

- 507** A chapter is adjourned when the absolute majority of its members vote its closing; the presiding officer shall then declare it ended. The procedural rules of the chapter should determine the conditions for when a motion for adjournment is in order.
- 508** The (vice)provincial/regional superior and the secretary (chairman) of the chapter must take care that, without prejudice to St. 0142, the Acts and decisions of a chapter are promptly communicated to the professed members.

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Chapter VI **(Vice)Provincial/Regional Assemblies (600)**

601 A. A (vice)provincial/regional assembly is a gathering which all the professed members of a (vice)province/region have a right to attend.

B. Assemblies of the Conferences will be governed by their own Statutes.

602 With the authority of a chapter

- a. An assembly of the entire (vice)province/region may be given the rights of a chapter either
 1. by (vice)provincial/regional law,
 2. by a two-thirds majority vote of a previous chapter, or
 3. by a two-thirds collegial vote of the extraordinary council after hearing the (vice)province/region; in this last case, only a single sitting of an assembly may be given the rights of a chapter.

In all these cases, the approval of the general council is required.

- b. All the requirements for conducting a (vice)provincial/regional chapter indicated in the Constitutions and Statutes as well as in this Directory remain in force, except for modifications indicated in this number.
- c. Substitutions are not permitted.
- d. Elections and voting on matters which have binding force on the (vice)province/region must be done in such a way that professed members of the (vice)province/region who, through no fault of their

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own, cannot attend the assembly are not deprived of making their opinion known. If the (vice)provincial law allows, a person who is legitimately excused may name another professed member in attendance as a proxy with the right to cast a vote in the absent member's name. No single person may be designated a proxy by more than one absent professed member.

- e. Professed members of the (vice)province/region who cannot attend the Assembly must personally petition to be excused; this excuse requires the acceptance of the extraordinary council before the convening of the assembly, or by the assembly itself once convened. Such a petition includes the renunciation of active voice in all matters to be treated by the assembly, unless the (vice)provincial law indicates otherwise.
- f. SS. 0121 and 0144-b and -c apply to assemblies held as a chapter.
- g. If more than one third of the professed members of the (vice)province/region are not personally present, apart from those who have been excused by the legitimate authority because of ill health or some other personal reason, the assembly cannot be validly held as a chapter.

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Chapter VII **The General Chapter:** **Purpose, Convocation, Representation (700)**

A. Purpose and Competencies

- 701** The general chapter, legitimately convoked and constituted, is the supreme organ of internal government of the Congregation; it also represents it. It is an expression of the concern and participation of all members in promoting the good of the whole institute (C. 104).
- 702** To respond more adequately to the wide scope of the general chapter's mandate given in the Constitutions, the general chapter is understood **to be** a process that takes place over a period of time and in inter-related phases. (Decision 4: XXIV General Chapter, 2009. 4.2)
- 703** It is the function of the general chapter to care for the interest of the apostolic life of the entire Institute, to strengthen the links that bind its individual parts together, and to further the adaptation of the institutions and norms of life in the Congregation to the needs of the Church and humanity (C. 107).
- 704** To carry out so serious a task adequately, the general chapter will subject the whole Congregation to a careful examination, to discover if it remains faithful to its own proper mission, in accordance with the spirit of the founder and its sound traditions. It will also examine whether the Congregation is giving willing attention to the voice of God who is ever challenging it through the Church and the world (C. 108; cf. C. 109; St. 0116-a)

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B. Convocation

- 705** The general chapter, both ordinary and extraordinary, shall be convoked at least twelve months before the day on which the Canonical or Phase II is due to be opened, (cf. CC. 104 and 105)
- 706** The (vice)provincial/regional superior, as soon as he has received the letter of convocation, shall communicate it to all the communities under his jurisdiction.

C. General chapter membership

C.1. *De iure* membership:

707 General Chapter Phase I and Phase III (At the Conference Level)

- the superior general;
- the general consultor(s) from the Conference
- the Conference Coordinator
- The Brother representing the Conference as determined by the General Council. (see below)

The general council will determine where the following officials of the congregation will attend the Phase I and III meetings;

- the procurator general;
- the treasurer general;
- the secretary general.

708 General Chapter Phase II: The Canonical Phase

- the superior general;

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- the general consultors
- the Conference Coordinators
- Five Brothers representing the Conferences as determined by the General Council. (see below)
- the procurator general;
- the treasurer general;
- the secretary general.
- the superior general emeritus who was superior general immediately before the superior general in office at the beginning of the chapter is also a *de iure* chapter member. (*Acta Integra Cap. Gen. XVIII* (1973), p. 67).

D. Representation

709 *De iure* Representation by Superiors

- a. Each province is represented by its own provincial superior.
- b. Each vice-province is represented by its own viceprovincial superior (*Acta Cap. Gen. XX* (1985), p. 194).
- c. Each Region is represented by its own Regional superior (Decision 2 – *Message, Orientations, Decisions of the XXIII General Chapter [2003]*).
- d. For Phase I and Phase III of the general chapter, each Mission is represented by the Mission Superior.
- d. If the (vice)provincial/regional superior is impeded, his vicar replaces him as a chapter member. If his vicar is also impeded, the extraordinary council shall elect a replacement. This is without prejudice to the norm of DC 716 below.

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710 Elected Representation (Decree of Gen. Coun., 57/88; 21. 12. 88)

In addition to the representation ex officio by the provincial superior (and the superiors of its vice-provinces and regions), a province shall be represented by elected representatives as follows:

For Phases I; II; and III:

- a. A province which, excluding all professed members who belong to its vice-provinces and its regions, has at least one hundred professed members is represented by one elected representative; those who belong to the vice-provinces and regions do not have active or passive voice in this election.
- b. A province which, excluding all professed members who belong to its vice-provinces and its regions, has at least three hundred professed members is represented by two elected representatives; those who belong to the vice-provinces and regions do not have active or passive voice in this election.
- c. A province which, excluding all professed members who belong to its vice-provinces and its regions, has at least six hundred professed members is represented by three elected representatives; those who belong to the vice-provinces and regions do not have active or passive voice in this election.

In addition – for Phase I and Phase III (Decision 4: XXIV General Chapter, 2009. 4.6)

- d. Provinces, Vice Provinces, Regions with more than 20 members which do not already have a vocal for the Canonical Phase will elect one vocal to attend Phase I and Phase III;

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- 711** At least five brothers are to be members of the general chapter. If in fact five brothers are not elected by the provinces, it is the duty of the general council to assign representatives for them in an equitable way. As far as possible, a brother should be selected from each of the Conferences of the Congregation (*Acta Cap. Gen. XX* (1985), p. 194).
- 712** Recognizing the importance and contribution of Redemptorist lay partners, lay representation is to be ensured at all phases of the general chapter. For the Canonical Phase (Phase II of the general chapter), the general government will appoint one person as the lay representative of each of the Conferences from a list of three lay partners recommended by the respective Conferences. The general government will also determine the duration of the presence of the lay partners at the Canonical Phase of the general chapter. Conference Assemblies or Statutes will determine the number and duration of lay partners at the First and Third Phases. (Decision 42, 25th General Chapter, 2016)
- 713** For elections to the general chapter in those provinces with the right of elected representation, only professed members who are perpetually professed have an active voice.
- 714** In exceptional circumstances, the general government shall see to it that, if a (vice)province/region is impeded from being represented in the general chapter by its superior (and/or elected chapter members), it nevertheless does not lack representation.

Phase III

- 715** The representation and participation at Phase III or “the Implementation Phase”, will be determined and

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clarified by the Conference Statutes (cf. DC 810-816 below).

E. Balloting Procedures

- 716** The elected chapter members and their substitutes are elected by letter; telephone and other means which cannot preserve secrecy may not be used.
- 717** Provincial superiors do not have passive voice for election to the general chapter.
- 718** When the letter convoking the chapter has been received, the provincial superior, within fifteen days, will send out to the electors under his jurisdiction a list of those who have active voice and a list of those who have passive voice. At the same time he shall publish the date on which the votes on the first ballot will be counted, keeping in mind what is said in DC 201 above. Both the lists and the date are to be sent at the same time to the general government.
- 719** For each balloting, each elector will be provided with:
- a. A ballot sheet for the names of those he is electing;
 - b. An "interior" envelope in which the ballot is to be enclosed;
 - c. An identity card which the elector must sign in his own hand, or a place on the exterior envelope where his signature is to be made;
 - d. An "exterior" envelope in which the ballot, the interior envelope and the identity card are to be enclosed. This envelope must have some distinctive mark on it so that it is easily recognizable by the provincial office as an electoral ballot.

This material is to be sent to each elector either directly or through the superiors of the communities;

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the person to whom it is sent must send some signed acknowledgement of its receipt which is to be preserved in the provincial archives until the chapter is completed.

720 The Ballot Sheets

- a. The eligible elected chapter members and their substitutes are indicated on the same ballot sheet. The order in which names are written has no juridical effect, except in the case of DC725 below. If any elector casts more than one vote for the same candidate, only one vote is valid.
- b. If the province has the right to one elected chapter member, each elector may write up to two names on his ballot. If the province has the right to two elected chapter members, each elector may write up to four names on his ballot. If the province has the right to three elected chapter members, each elector may write up to six names on his ballot.
- c. Names may be written on the ballot by hand or by mechanical means.

721 Return of Ballots

- a. The elector will place his ballot in the interior envelope and seal it. This envelope (together with the identity card signed in his own hand) should be placed in the exterior envelope which he should seal.
- b. The act of electing shall be done by each elector himself, and the way he returns his vote to the provincial office is left to himself; it must however be safe and preserve the secrecy of the vote.

722 The Election Commission

- a. The provincial superior, with the consent of his ordinary council, shall set up an election

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- commission consisting of himself, as presiding officer, two members of his council and two others.
- b. In order to facilitate the election, the provincial superior, with the consent of his council may permit a region which votes together with the province to set up a commission of tellers to which the votes of the professed members of the region are to be sent. This regional commission, with due observance of the law, will count the votes and send the results in a way which preserves their secrecy to the provincial commission; it should not send the actual ballots.
 - c. The election commission shall collect the ballots. When the time for receiving the ballots has elapsed, the commission will meet together, count and open the ballots. It will pass judgment on the validity of the votes according to the norm of law, and then tally the vote. (Regarding the computation of majorities, cf. DC 206.)
 - d. The election commission shall immediately prepare a record of the balloting, which is to be signed by all the members of the commission. After this the provincial superior will immediately publish the names of all who have received votes, together with the number of votes received by each.
 - e. If a second balloting is in order (cf. DC 725), the provincial superior shall announce the names of those candidates who have a right to passive voice in the second balloting. The procedures in DC 721-723 for distributing and receiving ballots will be followed once more. He shall also announce the date of the deadline for receipt of the ballots in the second balloting; this date is to be as soon as possible considering the time needed to organize the balloting. The same procedures for collecting,

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counting and announcing the second balloting will be followed as for the first balloting (cf. DC 724-c and -d).

- f. The whole election commission, acting collegially, shall study and make a decision about any appeals against the election. The provincial superior shall immediately make known the decisions of the commission. If a ballot is judged invalid, the provincial superior will immediately order its repetition (cf. DC 312 above).
- g. The names and contact details of the elected chapter members shall immediately be communicated to the general government and the Conference Coordinator, as soon as any are elected, even if a second balloting is required to complete the election.
- h. The documents and the acts of the election commission, signed by all the members, is to be placed in the provincial archives, and copies sent to the general government. Each elected chapter member and elected substitute shall be given a written notice of his election by the provincial superior.
- j. Before the beginning of the chapter, the general council shall establish a central commission to review the titles of the chapter members (cf. DC 409 above); this commission has the authority to resolve doubts about the conducting of elections and to decide appeals made to it.

723 Computation of votes [also, cf. Appendix II]

- a. If one chapter member is due to be elected:
 - 1. In the first ballot, an absolute majority of the votes cast is necessary for election. Among those who receive an absolute majority, the one

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who has the greatest number of votes shall be the elected chapter member; the next shall be the substitute. If there is a tie, it is resolved according to St. 0210, with the different hours of the same day not taken into account. If this does not resolve the tie, the matter is to be decided by casting lots.

2. If no one receives the absolute majority of votes needed for the election of the chapter member or the substitute, then a second balloting is to take place. In this balloting only those six candidates who received the highest number of votes in the first balloting shall have passive voice. Ties are resolved as in DC 725-a-1 above. In this second balloting, those are to be deemed elected, who receive the relatively greater number of votes. Ties are again resolved as in DC 725-a-1 above.
 3. If only the elected chapter member is designated in the first balloting, the substitute shall be elected in the second balloting. In this case only the three candidates who received the highest number of votes shall have passive voice. In this second balloting, he is to be deemed elected who receives the relatively greater number of votes.. Ties are again resolved as in DC 725-a-1 above.
- b. If two elected chapter members are to be designated:
1. In the first ballot, an absolute majority of the votes cast is needed for election. Among those who receive an absolute majority, the offices of first and second chapter member and of first and second substitute shall be given in the order of the number of votes received. If there is a tie, it is resolved according to DC 725-a-1.
 2. If no one receives the absolute majority of votes

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needed for the election of a chapter member or a substitute, then a second balloting is to take place. In this balloting only those twelve candidates who received the highest number of votes in the first balloting shall have passive voice. Ties are solved as in DC 725-a-1 above. In this second balloting, those are to be considered elected who receive the relatively greater number of votes. The offices of first and second chapter member and of first and second substitute shall be given in the order of the number of votes received. Again ties are solved as in DC 725-a-1 above.

3. If only some of those to be elected are designated in the first balloting, the others shall be elected in the second balloting. Those candidates who received the highest number of votes on the first balloting after the person(s) elected shall have passive voice as follows:

If one chapter member and two substitutes remain to be elected: nine candidates shall have passive voice.

If two substitutes remain to be elected: six candidates shall have passive voice.

If one substitute remains to be elected: three candidates shall have passive voice.

Again ties are solved as in DC 725-a-1 above.

4. In this second ballot, those are to be deemed elected who receive the relatively greater number of votes, with the offices awarded as in DC 725-b-2. Ties are again resolved as in DC 725-a-1 above.

724 Preferential System

A province may by a two-thirds majority vote of the

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provincial chapter decide that in the election of Representatives to the General Chapter the second ballot shall be conducted by preferential vote. This will be conducted according to norms approved by the General Government. (*Acta Integra Capituli Generalis XXI*, Romae 1992, p. 119; cf. Appendix II)

F. Substitution

- 725** a. The superior general, the consultors, procurator, treasurer and secretary general, even though not re-elected, continue as members of the general chapter which elected their successors, until its conclusion, or if it has other periods of sessions, then until the end of the first period (C. 106).
- b. (Vice)provincial superiors: cf. DC 711 above.
- c. Elected Chapter members: If an elected chapter member is impeded or renounces his office, the elected substitute replaces him. If even the *supplens* is impeded, or renounces his office, the person receiving the next highest number of votes in the last balloting shall become vocal; ties shall be settled by reference to St. 0210.
- 726** If a renunciation is presented on any grounds whatsoever when the general chapter is not assembled, it needs to be accepted by the extraordinary provincial council. Once the chapter is assembled, a renunciation has to be accepted by the chapter itself.
- 727** The substitution of a chapter member by another takes place, even though the chapter may have already been inaugurated.
- 728** If an extraordinary general chapter is to be held, a new election of chapter members is to take place.

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G. Observers, Experts, Auditors

- 729** There are three types of presence at a general chapter by persons who do not possess active or passive voice at the chapter:
- a. Official observers who have a right to participate in workgroup meetings and who may address general meetings in the name of a work group. The presence of official observers at the canonical phase (Phase II) of the general chapter itself is subject to the approval of the absolute majority of all of the members of the chapter, obtained during the chapter itself.
 - b. Invited experts who by invitation from a work group may participate in its meetings, and by invitation of the college of moderators may address general meetings. Such experts are designated by the general government or the college of moderators; their presence at the canonical phase of the general chapter itself is subject to the approval of the absolute majority of all of the members of the chapter, obtained during the chapter itself.
 - c. Auditors who may attend general meetings, unless an absolute majority of the chapter members vote to close a meeting to such auditors. By law all professed members of the Institute may attend as auditors. Others are to be approved individually by the college of moderators.

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Chapter VIII
The General Chapter:
Preparations and the Celebration of the Chapter in
Three Phases (800)

A. Preparations

801 The Central Preparatory Commission

- a. It is the duty of the general council to set up, in good time before the inauguration of the chapter, a central preparatory commission, which must take care of all preparatory work. All of the preparations of the central preparatory commission are subject to the approval of the general government. It shall be in existence until the gathering of the college of moderators of the canonical phase (Phase II) of the chapter, to whom it will then hand over its work.
- b. The tasks to be undertaken by the central preparatory commission shall include:
 - planning the procedures and gathering the materials for the First and Canonical Phases of the General Chapter;
 - determining the process to be used in consulting the entire Congregation as to the current state of the Congregation;
 - facilitating the production of a Working Document if deemed necessary;
 - proposing necessary revisions in this Directory of Chapters or Rules (Norms) of Procedure;
 - gathering the proposals to be presented at the first

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and second phases of the chapter: and seeing that necessary details of equipment and staff personnel are planned.

For this work, the cooperation of experts, including non-Redemptorists, may be sought.

802 The Celebration of the General Chapter at the Conference Level – Phase I

- a. At an opportune time before an ordinary general chapter, and, if time allows, before an extraordinary general chapter, after the election of vocals, the Phase I meetings shall take place. These meetings are to be convoked by the superior general in good time. In addition to the central preparatory commission, the general council will set up a Conference preparatory commission which, together with the central preparatory commission, shall provide for the organization of Phase I meetings of the general chapter at Conference level.
- b. These meetings shall be five in number: the Conference of Redemptorists of Europe, the Conference of Redemptorists of North America, the Conference of Redemptorists of Latin America and the Caribbean, the Conference of Redemptorists of Asia-Oceania and the Conference of Redemptorists of Africa and Madagascar.
- c. The membership of the Phase I meetings of the general chapter is to be in accordance with DC 711-716 above, all of whom, with the exception of the lay representatives, shall have active and passive voice. The general council will name the moderators of the meetings, one of whom shall be a moderator of the canonical or second phase of the general chapter. The general council may also

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invite others to attend.

- d. The purpose of the Phase I meetings is to study, evaluate and give at least an opinion on matters to be dealt with and procedures to be followed at the canonical or Phase II of the general chapter, in such a way that the chapter may conduct its business with suitable thought and efficiency. The tasks of Phase I will be:
 - To evaluate the apostolic life of the Units within the Conference, in fidelity to our mission and the signs of the times: looking at common experiences, missionary and apostolic priorities, new pastoral situations etc.;
 - To determine the missionary and apostolic priorities of the Conference in line with the Redemptorist mission;
 - To examine common initiatives of initial and continuing formation;
 - To examine and evaluate inter-Unit collaboration and any new initiatives;
 - To nominate, for election at the Canonical Phase of the general chapter, candidates for superior general;
 - To nominate, for election at the Canonical Phase of the general chapter, at least two candidates for the general council, not necessarily from that particular Conference;
 - To prepare for the Canonical Phase of the general chapter.
- e. The agenda for the Phase I meetings will be prepared by the general government with the help of the central preparatory commission, and in

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consultation with the Conference preparatory commission. The agenda should include all of the major topics to be dealt with at the chapter, both at Phase I and Phase II.

Depending on the nature and material of the chapter, the following topics are considered to be such major topics:

- the general government's report on the state of the Congregation;
 - a report on the state of the Congregation in the Conference for presentation to the Canonical Phase (Phase II) of the general chapter;
 - assist in setting the objectives of the Canonical Phase of the chapter;
 - the discussion of, and voting on, any proposals which have already been submitted to the chapter;
 - the preparation of proposals from the Conference; the texts of directories, decrees, etc.;
 - the suitability of possible candidates to be elected to the next general government;
 - the moderating of the chapter; and the general order of the chapter's work as well as other necessary matters of procedure or organization.
- f. The superior general (or his vicar [or, in their absence, the Conference Coordinator]) shall be the presiding officer of these Phase I meetings.
- g. The Phase I meeting will be guided by the norms of procedure determined by the Central Preparatory Commission.

803 Secretary, Moderators and Assistants

- a. After consulting the (vice)provincial superiors, the general council shall elect three moderators for the general chapter. This shall be done at a

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suitable time before the Phase I meetings. These moderators shall thereby also become members of the Central Preparatory Commission.

The three moderators will be responsible for moderating the general chapter at all three phases.

All three will be responsible for moderating the canonical phase (Phase II) of the general chapter.

At Phases I and III, one of the three, with a confrere from the Conference, will moderate the general chapter at Conference level.

The general council shall elect one of the moderators as temporary secretary of the general chapter.

- b. The permanent secretary of the chapter is to be elected from among the moderators by **the assembly of** the canonical phase (Phase II) of the chapter when in session.
- c. The College of Moderators, along with the superior general, will act as the Steering Committee of the canonical phase of the general chapter.
- d. The general government will name notaries, translators and other technical assistants for the canonical phase of the general chapter (cf. DS C03; *Acta Integra Capituli Generalis XXI*, Romae 1992, p. 120). The Conference Preparatory Commission will name the notaries, translators and other technical assistants for Phase I and Phase III

804 The chapter members are obliged to prepare themselves for the general chapter and are to be given time to do so. Furthermore, they shall make no plans which would create the danger of imprudently hurrying the work of the chapter.

B. Matters for consideration by the chapter ("*postulata*")

805 All members of the Congregation are free to send their

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wishes and suggestions to the general chapter according to the norms in proper law (CIC c. 631 §3; [CCEO c. 512, §2]). These norms are given in DC 806–807.

- 806** Material which can be sent is of two types:
- a. A formal proposal for action by the chapter. Such a proposal must be headed: "Proposal for Action by the General Chapter" or its equivalent. The proposal must contain a clear summary statement of the matter in a manner which allows it to be voted on.
 - b. Suggestions, opinions, etc. meant to give information or advice, etc. but not requesting a specific action. These should be as succinct as possible. These suggestions, etc. may be sent to the (vice)provincial/regional preparatory commission, to the Conference Preparatory Commission, to the Central Preparatory Commission or to individual chapter members.

- 807** Submission of Formal Proposals for Action
- a. Formal proposals are to be submitted in writing either to the central preparatory commission or to the professed member's Conference or (vice)provincial/regional preparatory commission.
 - b. All the proposals of professed members who are not members of the general chapter must be received by the Central Preparatory Commission at least six weeks before Phase I of the chapter begins; proposals sent to (vice)provincial preparatory commissions must be received by the (vice)provincial commission at least three months before the Phase I meetings begin.
 - c. To assist the Central Preparatory Commission, the general government will set up a Commission for Postulata. This Commission will examine any

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postulate [proposals] submitted for inclusion during the chapter process to determine if such postulata [proposals] are in accord with the criteria required for the submission of postulata [proposals]. The Commission will also streamline the postulata [proposals] submitted to ensure clarity and avoid repetition.

- d. Proposals from an individual chapter member which deal with topics other than those on the proposed chapter agenda must be submitted before the second last day of the Phase I meeting he attends.
- e. Each of the Phase I meetings will vote on whether these proposals should be further considered by the canonical phase of the general chapter. Of proposals presented according to 807-b, only those which receive an absolute majority of the chapter members voting on them at three (3) of the five (5) Phase I meetings will be brought to the canonical phase of the chapter. Proposals made according to the norm of 807-c will be considered by the Central Preparatory Commission as to whether or not they will be presented at the canonical phase of the chapter.

808 (Vice)provincial/regional Preparatory Commission

- a. The (vice)provincial preparatory commission for the general chapter consists of at least three members elected collegially by the extraordinary (vice)provincial/regional council. It is to be set up as soon as possible after the convocation of the general chapter. The names of the members are to be submitted to the general council. To it belongs the (vice)provincial/regional superior who acts as head of the commission. In the provinces with the right to elect other chapter members and substitutes for the general chapter, these join the

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commission after their election. This commission may begin its work even before elections of chapter members, including ex officio chapter members, are completed.

- b. This body shall cooperate in the work of preparation for the chapter according to the directions of the central preparatory commission.

C. General Chapter - Phase III – Implementation Phase (Post-Canonical Phase Meeting)

809 The Implementation Phase will take place at the Conference level no more that twelve months after the Canonical Phase of the general chapter.

810 Tasks

The primary task will be to convey the message and direction set by the Canonical Phase of the general chapter as it relates to the mission of the Congregation in the Conference. Other suitable events, such as workshops, retreats, etc., may be organized to facilitate this implementation.

811 Representation and Participation

The representation and participation of members at the Implementation Phase will be determined by the Conference Statutes. However, representation should, in so far as possible, follow the norms for representation at Phase I

C.1 *De iure* membership

812 *De iure* membership of Phase III of the General Chapter at Conference level:

- the superior general;
- the general consultor(s) from the Conference

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- the Conference Coordinator
- The Brother representing the Conference as determined by the General Council. (see below)

The General Council will determine where the following will attend **the Phase [I and] III meeting[s]**;

- the procurator general;
- the treasurer general;
- the secretary general.

C.2. Representation

813 *De iure* Representation by Superiors

- a. Each province is represented by its own provincial superior.
- b. Each vice-province is represented by its own vice provincial superior (*Acta Cap. Gen. XX* (1985), p. 194).
- c. Each Region is represented by its own Regional superior (Decision 2 – *Message, Orientations, Decisions of the XXIII General Chapter [2003]*).
- d. For Phase [I and Phase] III of the General Chapter, each Mission is represented by the Mission Superior.
- d. If the (vice)provincial/regional superior is impeded, his vicar replaces him as a chapter member. If his vicar is also impeded, the extraordinary council shall elect a replacement. This is without prejudice to the norm of DC 716 above.

814 Elected Representation (Decree of Gen. Coun., 57/88; 21. 12. 88)

In addition to the representation *ex officio* by the provincial superior (and the superiors of its vice-

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provinces and regions), a province shall be represented by elected representatives as follows:

- a. A province which, excluding all professed members who belong to its vice-provinces and the regions of vice-provinces, has at least one hundred professed members is represented by one elected representative; those who belong to the vice-provinces and regions do not have active or passive voice in this election.
- b. A province which, excluding all professed members who belong to its vice-provinces and the regions of vice-provinces, has at least three hundred professed members is represented by two elected representatives; those who belong to the vice-provinces and regions do not have active or passive voice in this election.
- c. A province which, excluding all professed members who belong to its vice-provinces and the regions of vice-provinces, has at least six hundred professed members is represented by three elected representatives; those who belong to the vice-provinces and regions do not have active or passive voice in this election.
- e. Provinces, Vice Provinces, Regions with more than 20 members which do not already have a vocal for the Canonical Phase will elect one vocal to attend Phase I;

815 At least five brothers are to be members of the general chapter. If in fact five brothers are not elected by the provinces, it is the duty of the general council to assign representatives for them in an equitable way. As far as possible, a brother should be selected from each of the Conferences of the Congregation (*Acta Cap. Gen. XX* (1985), p. 194).

816 Recognizing the importance and contribution of

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Redemptorist lay partners, lay representation is to be ensured at all Phases of the General Chapter. For the Canonical Phase (Second Phase of the General Chapter, the General Government will appoint one person as the lay representative of each of the Conferences from a list of three lay partners recommended by the respective Conferences. The General Government will also determine the duration of the presence of the lay partners at the Canonical Phase of the General Chapter. Conference Assemblies or Statutes will determine the number and duration of lay partners at the First and Third Phases. (Decision 42, 25th General Chapter, 2016)

- 817** In exceptional circumstances, the general government shall see to it that, if a (vice)province/region is impeded from being represented in the general chapter by its superior (and/or elected chapter members), it nevertheless does not lack representation.

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Chapter IX The Mid-Sexennial Meeting: (At Conference Level) (900)

900. The Final Document of the XXI General Chapter of 1991(Paragraph 63) requested (that) the general government of the Congregation “to hold a series of meetings of major or regional superiors at the mid-point of the sexennium, according to regional or language groups, in order to review the state of the Congregation and offer counsel on matters of importance”.
901. In the light of the current structures of the Congregation, and to ensure that the mid-sexennium meetings are more closely aligned to the process of the general chapter, the general government decreed in September 2018 (Prot. No. 0000 149/2018) that these meetings will be conducted at the level of the Conference.
- A. Convocation:*
902. The general government will convoke the mid-sexennial meetings in a letter to the superiors. This letter will determine the date and place of each Conference meeting.
903. The general government, taking into account the directives of previous general chapter, as well as consulting with the Coordinators of the Conferences, will determine the agenda for the mid-sexennial meetings.

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B. *Preparatory Commission:*

904. In the letter of convocation, the general government will also name the preparatory commission for each meeting. This commission will include: the Coordinator of the Conference, the general consultor(s) from the Conference, the major superior of the host Unit, a moderator. The preparatory commission is at liberty to add members to this commission if deemed necessary.

C. *Representation:*

905. *De iure* membership at the mid-sexennial meeting at Conference level:
- the superior general;
 - the general consultor(s) from the Conference
 - the Conference Coordinator
 - The Brother representing the Conference as determined by the General Council.
906. The members of the Assembly of the Conference are delegates to the Mid-Sexennium Meeting. If a (vice)province or region does not have a vocal for the Conference Assembly, it will elect a vocal to the Mid-Sexennium Meeting. Other persons may be designated by the general government.
907. Every Conference must ensure the presence of Lay partners in the Assembly and in the Mid-Sexennium Meeting (in the spirit of Decision 42, 25th General Chapter, 2016).

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Chapter X **The General Chapter:** **Celebration**

The procedures for conducting the celebration of each general chapter shall be stated in a manual of procedures (the *Norms of Procedure*) to be published by the general council at a suitable time for the members of the approaching sitting to study them and offer modifications at the Phase I chapter meetings. This manual will then be promulgated by the general council for the opening of the canonical (Phase II) of the chapter; at a suitable moment in the opening days of the canonical phase of the chapter, the manual shall be approved or modified and serve for conducting that sitting of the chapter. The manual shall contain suitable norms for the following:

- A. Inauguration of the Chapter**
- B. Common prayer**
- C. Participation**
- D. Required Reports**
- E. Officers of the Chapter**
- F. Commissions and Groups**
- G. Acts**
- H. Procedures**
- J. Conclusion**

The official text of this Directory is the English text.

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Appendix I **LIST OF THE UNITS OF THE CONGREGATION**

The official list of provinces required by General Statute 0209 follows and are presented according to Conferences. The official name of each unit will be as on the date of the publication of this Directory. It may be changed by decision of the general council. The name will be given in the official language(s) used by the unit. The code numbers of each unit are determined by the general government according to the needs of maintaining proper records.

9100 The Conference of Europe:

0100 Roma	4200 Lviv
0200 Napoli	5000 Sanctus Clemens
1100 London	5500 Vienna – Monaco
1300 Dublin	5700 Francia
1500 Madrid	5800 Bratislava – Praha
1700 Warszawa	5801 Michalovce
3300 Lisboa	9110 Albania (Mission)

9200 The Conference of North America:

0700 Baltimore	4500 Denver
3401 Extra Patriam	5900 Canada

9300 The Conference of Latin America and the Caribbean:

1304 Fortaleza	2201 Perú-Sur
1502 Caracas	2300 São Paulo
1507 Perú-Norte	2303 Recife
1701 Resistencia	2400 Quito
1702 Bahia	2600 Rio de Janeiro
2200 Buenos Aires	2800 Bogotá

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3000 Santiago	4501 Manaus
3500 Porto Alegre	4800 Bolivia
3600 México	5200 Paraguay
3900 San Juan	5300 América Central
3901 Port-au-Prince	9311 Suriname
4100 Campo Grande	9321 Uruguay
4300 Goiás	9311 Cuba

9400 The Conference of Asia-Oceania:

0058 Korea	5400 Thailand
0062 Japan	5600 Oceania
3400 Việt Nam	5601 Manila
3800 Bangalore	5602 Singapore –
3803 Majella	Malaysia
4700 Cebu	5603 Colombo
4900 Indonesia	5604 China
5100 Liguori	

9500 The Conference of Africa and Madagascar:

0202 Madagascar	3804 Kenya
1103 Zimbabwe	4000 South Africa
2202 Moçambique	4504 Nigeria
2801 Ghana	5005 Matadi
3301 Luanda	5701 Afrique de l'Ouest

Appendix II
NORMS FOR THE PREFERENTIAL SYSTEM
according to DC 725/726

Note: The following norms have been approved by the General Government (16 December 1994, Prot. 0000 0348/94). They can be used in the elections to the General Chapter according to DC **725**. In the case that the provincial chapter should decide to use another preferential System, the respective norms chosen have to be presented for approval to the General Government.

A. If one elected chapter member is to be designated:

1. In the first ballot, ail is followed as in 725-a-1.
2. If no one receives the absolute majority of votes needed for the election of the chapter member or the substitute, then a second balloting is to take place. In this balloting only those six candidates who received the highest number of votes in the first balloting shall have passive voice. Ties are solved as in DC 725-a-1. In this second ballot, electors may indicate up to six candidates, doing so in the order of his preference.

The second balloting shall be tallied as follows:

The candidate indicated first on each ballot shall receive six (6) points, the candidate indicated second shall receive five (5) points, and so on down the list. The points received by each candidate on all the ballots shall be totaled. In this second balloting, those are to be considered elected who receive the relatively greater number of points. Again ties are solved as in DC 725-a-1.

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3. If only the elected chapter member is designated in the first balloting, the substitute shall be elected in the second balloting. In this case only the three candidates who received the highest number of votes shall have passive voice.

The second balloting shall be tallied as follows:

The candidate indicated first on each ballot shall receive three (3) points, the candidate indicated second shall receive two (2) points, and the candidate indicated third shall receive one (1) point. The points received by each candidate on all the ballots shall be totaled. In this second balloting, those are to be considered elected who receive the relatively greater number of points. Again, ties are solved as in DC 725-a-1.

B. If two elected chapter members are to be designated:

1. In the first ballot, all is followed as in 725-b-1.
2. If no one receives the absolute majority of votes needed for the election of a chapter member or a substitute, then a second balloting is to take place. In this balloting only those twelve candidates who received the highest number of votes in the first balloting shall have passive voice. Ties are solved as in DC 725-a-1. In this second ballot, electors may indicate up to twelve candidates, doing so in the order of his preference.

The second balloting shall be tallied as follows:

The candidate indicated first on each ballot shall receive twelve (12) points, the candidate indicated second shall receive eleven (11) points, and 59 on down the list. The points received by each candidate on all the ballots shall be totaled. In this

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second balloting, those are to be considered elected who receive the relatively greater number of points. Again, ties are solved as in DC 725-a-1.

3. If only some of those to be elected are designated in the first balloting, the others shall be elected in the second balloting. Those candidates who received the highest number of votes on the first balloting after the person(s) elected shall have passive voice as follows:

If one chapter member and two substitutes remain to be elected: nine candidates shall have passive voice.

If two substitutes remain to be elected: six candidates shall have passive voice.

If one substitute remains to be elected: three candidates shall have passive voice.

Again ties are solved as in DC 725-a-1.

In this second balloting, each voter may list candidates in his order of preference up to the number of offices which are open. Points shall be awarded according to the order in which the names are listed on the individual ballot sheets, the first candidate listed receiving a number equal to the number of offices which are open; the second candidate listed receiving one point less; and so on down the list.

4. In this second balloting, those are to be considered elected who receive the relatively greater number of points, with the offices awarded as in DC 725-b-2. Again ties are resolved as in DC 725-a-1.

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