



The Catholic Women's League of Canada

MEMO

DATE: March 31, 2025
FROM: Fran Lucas, National Past President
TO: Provincial Presidents and Secretaries
CC: National Officers
National Life Member Liaison

**Please forward this message to past presidents
according to your provincial communications protocol.**

Spring is in the air, and with that, a spring in our step as we work on our role as past president.

If this is an election year for your council, the election process is well on its way. As past president, your role as a chairperson, committee member or guide is very important in the election process.

By now, the vice-president will have been contacted to have affirmed her willingness to assume the office of president.

The following steps have been or will be completed:

- Creating or updating the elections register to allow the elections committee to identify those eligible for the upcoming election and generating an eligibility list.
- Sending a letter to each member on the eligibility list, asking if she is willing to accept nomination and receiving her reply by the deadline.
- Preparing and distributing an acceptance list based on the replies received per policy.
- Determining nominations, and once received by the chairperson of elections, preparing a candidates list.
- Mailing a letter to those nominated and not nominated, advising accordingly.

Once those steps are complete, you are ready for the election! Elections are conducted in accordance with the *Constitution & Bylaws*, Part XVI, Section 5, and the *National Manual of Policy and Procedure*.

For provincial past presidents, after the February board meeting, provincial presidents were sent a copy of the Provincial Elections Procedure, which I am sure they will have shared with you and that you will find very beneficial. Please encourage the new executive members to arrange for an orientation to their roles as soon as possible after the election. Getting started on the right foot will reap great rewards for all concerned.

As past presidents, part of your responsibility will be to ensure the voting delegates are ready to bring their instructed vote to the upcoming annual meeting of members.

I am confident that there will be a smooth voting procedure at your provincial annual meeting of members.

God bless you all as you continue your work for the League.