

GENERAL INFORMATION AND GUIDELINES

A. Provincial Council Structure

The Dominican Eastern Province is known as the Province of St. Joseph. It is comprised of the following Regions:

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| Region 1 - New England Saratoga Springs, NY | Region 5 - Maryland Virginia Washington |
| Region 2 - New York City New York State Upper New Jersey | Region 6 - Ohio - Pittsburgh, PA |
| Region 3 - Buffalo Elmira Rochester Syracuse | Region 7 - Kentucky Region 8 - Michigan |
| Region 4 - Lower New Jersey Pennsylvania | |

B. REGIONAL AND PROVINCIAL COUNCIL REPRESENTATION

1. Delegates and Alternate Delegates are elected for a three (3) year term. Delegates may serve a maximum of two (2) consecutive three year terms. Exception to this norm must be addressed to the Provincial Promoter who will evaluate the particular circumstances.

2. REGIONAL COUNCIL - (Rule 20c) Each chapter within the Province shall elect its officers from among the council membership. The Moderator shall be a member of the Regional Council. One (1) Delegate and an Alternate shall also be elected to serve on the Regional Council. Each chapter within the region shall have the right to have two (2) votes on this council.

3. PROVINCIAL COUNCIL - The Regional Council shall elect from among its membership a Moderator who becomes first Delegate to the Provincial Council. Other officers may also be elected as determined necessary to carry out the administration of the regional area. The council shall elect two (2) other Delegates for the Provincial Council as well as two (2) Alternates. Each region has the right to have three (3) voting members as their representatives to the Provincial Council.

Alternate Delegates may attend the Provincial Council meeting at their own travel expense.

ELIGIBILITY: Advancement to any leadership position can only be made after a candidate successfully completes the approved Provincial Formation Program. Any exceptions to this rule will be made by the Provincial Promoter with approval of council.

To be eligible for leadership advancement via election:

1. The candidate must meet all formation requirements.
2. The candidate must be able and committed to meeting attendance and active chapter/regional participation.
3. The candidate must be a supporting member of the Laity with both chapter and provincial dues paid.
4. The candidate must be physically and mentally able to assume the responsibilities of the position and verbally state willingness to do so.
5. The candidate must be present at the time of election.

The candidate must be an active member of the chapter council to advance to the Regional Council. The candidate must be an active member of the Regional Council to advance to the Provincial Council.

RESIGNATION: By virtue of the office, the Moderator is first Delegate to the designated council. Should the Moderator resign, and the remaining term of office is less than six (6) months, the Vice Moderator succeeds the Moderator and assumes all the duties of the Moderator including first Delegate position to the appropriate council, until the next scheduled election.

NOTE: When a council member resigns from a lower council position the higher council position is also vacated. Replacements for these positions should be elected within six months. When a lower council position is vacated because of end of term (or in-eligibility) the higher council position takes precedence.

C. NATIONAL AND INTERNATIONAL REPRESENTATION

The Provincial Council elects two (2) Delegates and one (1) Alternate Delegate as provincial representatives to the Canadian North American Association of Lay Dominicans (CANAM). The Moderator of the Provincial Council is first Delegate to CANAM, the Vice-Moderator is second Delegate and an Alternate is elected from the membership. Terms run concurrently with council positions held.

D. COUNCIL DUTIES AND RESPONSIBILITIES

1. As a unit, it is the primary duty of a Regional or Provincial Council to promote, develop, strengthen and co ordinate the goals of the Dominican Laity Chapters in unity and unison with the Spiritual Promoter of the Province. The councilors represent the chapters in decision making, discernment and lay vocation to the Dominican life, with it's call to prayer, study, community, and the apostolate. They should have a fine sense of integrity and discretion. They shall hold office by virtue of leadership and generosity in service, rather than by default.
2. Council Moderator is a decision making role with the approval of the appropriate council.
 - a. Serves as Chairperson of the Council and presides over the meetings held.
 - b. Names the committees necessary to the performance of business, with the approval of the council.
 - c. By virtue of the office, the Moderator is a member of every committee within the council.
3. Vice-Moderator:
 - a. Assumes all the duties of the Moderator in his/her absence.
 - b. Assists the Moderator in performance of duties.
 - c. May act as Chairperson of such committees as the Moderator requests.
4. Secretary:
 - a. Secretary is an administrative position within the council without vote.
 - b. Records the minutes of the council meetings.
 - c. Publishes the minutes for the records and distribution to the council members in a timely manner.
 - d. Handles such correspondence as directed by the

- Moderator.
- e. Updates and maintains a current list of delegates to the council.

5. Provincial Council Business

The Provincial Promoter represents the Prior Provincial and with full right takes an active role on the Provincial Council of the Laity.

- a. Delegates are communication links to and from the Regional and Provincial Councils.
- b. The Moderator or primary delegate from each Region shall submit an annual report of membership growth, chapter visitations, and any other information requested pertaining to chapter status within their respective areas of responsibility. The oral report should be a synopsis of the written report and should not exceed ten minutes.
- c. A detailed report for each chapter with a Regional summary is submitted to the Moderator of the Council prior to the meeting. That date is announced via Provincial correspondence. A detailed written report is submitted to the Provincial Promoter at the Provincial Council meeting..

Councilors are to submit to the Provincial Promoter, in advance of a provincial meeting, any subject or item they deem appropriate for discussion, guidance, and benefit to the Dominican Laity. Problems of a serious nature which cannot be resolved on a chapter or Regional level may be brought to the attention of the Provincial Council through the Provincial Promoter either by chapter council or by an individual member.