

THE THIRD ORDER of the SOCIETY OF SAINT FRANCIS
European Province

ELECTION - VOTING GUIDANCE NOTES
for
LINK TERTIARY and TRUSTEE

These guidance notes are intended to clarify the use of the Election Paper which accompanies these notes; and to provide information to help Tertiaries vote correctly.

VOTING

This Election is for the role of

Link Tertiary, Scotland and Ireland, and Trustee, TSSF European Province.

Votes may be cast in one of the following three ways:

- Print off the Election paper and fill in the details on the form using ink, ball point pen, or equivalent. Mark one clear cross against the chosen candidate, sign the form then post it back to the Returning Officer at the address given on the Election paper.

Or:

- Send an e-mail, giving the name of the candidate for whom you are voting and also give sufficient detail about yourself, the voter, so that you can be traced on the professed Tertiary membership data base, and your vote validated. Title your e-mail: **VOTE – Surname** (of the person you are voting for). This will make it easier for the Returning Officer to count the votes. Send your e-mail vote, to: vote@tssf.org.uk

Or:

- Type the required details of the election paper on your computer screen. Mark a clear X against your chosen candidate. Sign your name using an electronically generated signature or, if you don't have one, simply type your name in the space for 'signature' and then type ("signed on e-mail") next to your name. Send the completed election form as an attachment to an e-mail to: vote@tssf.org.uk

Note: Whichever method you choose to cast your vote, the information must be received by the Returning Officer at the address on the Election Paper, or the e-mail address given above, before midnight on **Saturday 16 January 2016**. Votes received after the polls close will not be counted.

Any queries may be addressed to the Returning Officer at returningofficer@tssf.org.uk, by post or by telephone to: +44 (0)191 285 5131.

The electoral addresses of the three candidates and supporting statements from the three proposers are available as separate files, and the Role Description for the Link Tertiary is also available, to inform you, as an Elector (a Professed Tertiary in the Scotland and Ireland Cluster). You are strongly encouraged to give the matter prayerful consideration and to cast your vote.

The ballot is secret - your details are supplied only to the Returning Officer as the simplest way of checking your eligibility to vote; your vote is strictly confidential to that one person.