

**THE THIRD ORDER of the SOCIETY OF SAINT FRANCIS**  
**European Province**

**VOTING GUIDANCE NOTES**  
**for the election of a**  
**PROVINCIAL SECRETARY and TRUSTEE**

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

**VOTING**

This Election is for the role of

**Provincial Secretary and Trustee, TSSF European Province.**

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

- Print off the Voting 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 Voting 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](mailto:vote@tssf.org.uk)

**Or:**

- Type the required details of the Voting 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](mailto: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 Voting Paper, or the e-mail address given above, before midnight on the date given in the Voting Paper, **Saturday 5 Nov 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](mailto:returningofficer@tssf.org.uk), by post (address on the Voting Paper) or by telephone to: +44 (0)191 285 5131.

The electoral addresses of the two candidates and supporting statements from the two proposers are available as separate files, and the Role Description for the Provincial Secretary is also available, to inform you, as an Elector (a Professed Tertiary in the European Province). You are strongly encouraged to give the matter prayerful consideration and to cast your vote. Copies of the papers are available from Area Teams or the TSSF website.

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.