

Arlington Regia
Duties – Council Vice President (Comitium and Curia)
February, 2007

Officer Vacancies

- Monitor the end of terms for all directly attached officers in councils or praesidia.
- Monitor vacant positions. Offer to assist as appropriate.
- Report on terms due and vacancies at the monthly council officers meeting.
- Alert subordinate elements that elections should be held the month prior to end of term month.

Election of Council Officers

- The vice president runs the election of council officers. See Handbook, pages 153-155.
- The election must be recorded in the minutes, along with the name of the person nominating and the person seconding, as well as the full names, phone numbers and addresses of elected officers.
- The minutes are sent to the correspondent, or if no correspondent is assigned, to the Regia vice president for ratification of the elected officer(s) at the next Regia meeting.

Comitium Ratification of Attached Curia Officers

- The directly attached curia vice president should notify the comitium vice president that an election was held, and forward a copy of the minutes, which should properly reflect the election of the new officer and contain the required information as noted above.
- The comitium vice president informs the other comitium officers of the election, seeks comments prior to ratification, and presents the newly elected officer at the comitium meeting for ratification.

Appointment of Praesidium Officers

- Consult with the praesidium president, Spiritual Director, and other officers to identify potential officers.
- Discuss potential officers with the other council officers.
- Interview officer candidates to ensure they understand the duties of the position and demonstrate a willingness to carry them out, especially the first duty – to attend the council meeting. Praesidium officers are expected to attend the meeting monthly unless they request an approved absence (sick, work, family, vacation) from the council vice-president in advance of the meeting. If significant travel time (3 hours or more) is involved, quarterly attendance may be appropriate.
- Present the potential officers to the council body and seek consensus for an appointment either by a voice vote or by asking if there are any objections to the appointment

Attendance Tracking

- Monitor the attendance of praesidium officers and council officers at the monthly council meeting.
- Discuss attendance problems at the council officer's meeting, and discuss corrective action with the other officers. Officers who are frequently absent (not excused) are not fulfilling their first duty to Mary, and should be encouraged to re-examine their commitment.

Attendance at the Council Meeting

- Develop a system for taking the roll, whether verbally or by sign-in sheets. If sign-in sheets are used, during the meeting remind members to sign in.
- Report on attendance at the end of the meeting using the following system:

There are x out of y council officers present.

There are x directly attached council officers present from x councils. Councils not represented are . . .

There are x praesidium officers present from x directly attached praesidia. There are x excused, x absences and x vacancies.

Praesidia not represented are . . .

Attendance including vacancies is x%

Attendance excluding vacancies is x%

- Only appointed praesidia officers count in the attendance percentage. Spiritual Directors are not included, and council officers do not count unless they are also praesidium officers.
- Calculate the attendance percentage *including* vacancies as follows:
 - (#Total Officers) = 4 x (# Directly Attached Praesidia)
 - Attendance Percentage = [(# Present) / (# Total Officers)] * 100
- Calculate the attendance percentage, *excluding* vacancies as follows:
 - (# Total Officers) = [4 x (# Directly Attached Praesidia)] - (# Vacancies)
 - Attendance Percentage = [(# Present) / (# Total Officers)] * 100

Council Rosters. It is the duty of the council vice president to:

- Maintain an up-to-date officer roster and to distribute it periodically to directly attached units and to the assigned correspondent. The roster should list the full names of all officers of directly attached councils and praesidia, their term starts, addresses (postal and email), and phone numbers.
- Obtain and maintain attached council's rosters. Requests periodic updates from attached council vice-presidents.
- Provide a copy to the Regia Correspondent, or to the Regia president, if a correspondent is not assigned.