

The Election of Ruling Elders

The Procedure

The Congregation of Knox Presbyterian Church, Manotick September 2025

You are about to consider who you'd like to see become ruling elders at Knox Presbyterian. Before you do that, there are perhaps a few things you should consider before making your nominations and subsequent ballot vote.

1. What am I looking for in an Elder?

Since the eldership is a spiritual office concerned with the rule and pastoral oversight of the congregation, only suitable men and women should be considered. They should be committed Christians, in regular attendance at public worship, persons of sound judgment and upright character, and either knowledgeable or prepared to learn of the government of the church.

2. Am I allowed to nominate or vote?

As long as **you** are a professing member of this congregation you can nominate and vote.

3. Who can I nominate?

Simply put, they must be a professing member of the congregation, **not** an adherent. A copy of all the Knox professing members in good standing will be posted in the church's narthex.

4. How can I nominate a member?

Obtain a nomination form located in the narthex of the church, from a member of Session, or contact the church administrator.

In addition to the work of the nomination committee appointed by Session, any two members in good standing may nominate a professing member by submitting an official nomination form before the nomination period closes. The form must be signed by the two members making the nomination **and** the nominee, thereby signaling his or her consent to the nomination. All appropriately completed nomination forms are to be deposited into the sealed nomination box located in the narthex of the church prior to the close of the nomination period.

The nomination period runs from Oct 5 to Oct 26, 2025 at 12:00 pm.

5. How do I vote?

The Presbyterian Church in Canada's **The Book of Forms** section 132 spells out the process for us. Below are the steps we will be following throughout this election process.

- 5.1 A declaration will be presented to the congregation. This is to be done with a minimum notice of at least two Sundays before the actual voting period.
- 5.2 Election packages containing ballots, voting instructions, and two envelopes shall be prepared for each professing member. One blank and one with the Church's address printed on it.
- 5.3 Each ballot shall contain the names of elder candidates as a single slate to be voted for by checking "Yes" or "No" in the space provided on the ballot.
- 5.4 The blank envelope is where the completed ballot shall be placed into. The blank envelope shall then be placed into the second envelope which shall be addressed to the church for the return of the completed ballot, and be **sealed and signed by the voter**. Only **one ballot** shall be placed in each returned set of envelopes
- 5.5 All appropriately completed election ballots are to be returned to the church and deposited into the sealed election box located in the narthex of the church prior to the close of the nomination period.

The voting period **begins November 9, 2025** following the availability and distribution of the election ballots and **ends November 30, 2025** at 12:00 pm.

Note: Please make sure that your ballot is returned by the due date in the provided envelopes with your printed name and signature on the sealed outer envelope. If this is not done then the envelope and ballot will be destroyed without being opened or counted.

6. Handling of Election Ballots

- 6.1 All returned ballot envelopes shall be stored in the sealed ballot box in the Minister's office until they are counted.
- 6.2 Session shall hold a meeting at which the ballots will be counted.
- 6.3 Each signed and sealed return envelope shall be verified as being submitted from a professing member, opened and the blank sealed envelope containing the ballot removed unopened without being scanned in order to protect the privacy of the voter. All blank envelopes shall be set aside until all return envelopes are opened.

Note: Any return envelope that does not have a printed name and signature shall be destroyed without being opened.

7. Once all signed and sealed return envelopes have been verified by Session and the blank envelopes removed, the return envelopes shall be destroyed. The blank envelopes containing the ballots shall then be subsequently opened and the ballots removed.

Note: Any blank envelopes that contain more than one ballot shall be invalidated and those ballots shall be immediately destroyed and not counted.

8. After all valid ballots have been removed from the blank envelopes they shall be separated into “Yes” and “No” piles and then counted.
9. If a majority of ballots are “Yes”, the slate shall be deemed to be elected. If the opposite occurs then none shall have been elected and Session will reconvene to determine the path forward.

10. Results

The Minister or a current member of Session shall announce the result of the voting at the next regular worship service following the counting of the ballots. The edict of ordination shall be read to the congregation at a subsequent Sunday worship service as determined by Session, at which time the date of ordination shall be proclaimed.

11. Important Dates to Remember

Nomination Period	Oct 5 - 26, 2025
Election Ballot Package Available	Nov 9, 2025
Election Period (ballots to be returned)	Nov 9 to Nov 30, 2025
Ballots counted	January 2026 (Exact date to be determined)
Edict of ordination	February 2026 (Exact date to be determined)
Ordination Service	March 2026 (Exact date to be determined)