

# Election Guide for Clergy, Delegates and Alternates

Prepared by the Transition Committee  
Diocesan Convention • October 19, 2018  
Grace Cathedral, Topeka

## Prepare for Convention

- **Read the candidate guide**, watch the candidates' videos, attend the Q-&A sessions, and watch the other three posted live streams. Each convocation has a Q&A; links to recordings of each will be on the diocesan website, [www.episcopal-ks.org](http://www.episcopal-ks.org).
- **Canonically resident clergy and duly elected delegates** are eligible to vote. Duly-elected alternates also can attend this convention. **All must be registered.**
- If an **alternate is replacing a delegate**, that information will be at the check-in table or ahead of time from convention planner Michele Moss, [mmoss@episcopal-ks.org](mailto:mmoss@episcopal-ks.org) or (785) 235-9255.



## The morning of the election

- The **election** is at Grace Cathedral, 701 SW 8th Avenue in Topeka (at the corner of 8th Avenue and Polk Street).
- **Please carpool if possible.** Parking space is limited.
- **Convention packets** can be picked up in the Emerald Coat Room at the Capitol Plaza Hotel on **Thursday from 4 – 7 p.m.** or at the cathedral on **Friday morning beginning at 7:30 a.m.** (Thursday is preferable, to take the load off Friday morning.)
  - **Breakfast** at the cathedral begins at 7:30 a.m.
  - **Check-in for the convention** and for voting credentials **begins at 7:30 a.m.** Everyone needs to be **seated in the cathedral nave by 8:55 a.m.**
- **When you arrive** at Grace Cathedral: Everyone will **enter through the cloister door**, to the west of the nave. The door faces 8th Avenue, and signs will direct you there. This is the only door through which people can enter.
- **Enter the nave:** **Clergy and delegates** will **enter through the Common Room doors** and will be seated in the front of the church. **Alternate delegates and registered visitors** will **enter through the St. Nicholas door**, on the west side of the nave, and sit in the back.
- **Voting handsets:** Clergy and delegates will be given voting handsets at the credentials tables, on the way into the cathedral. The handsets are color-coded based by orders, and are numbered. The device number will be on your nametag. You are responsible for that device and it must stay in the nave. (Note: devices are numbered so that Option Technology can tell if you handset is working properly. They cannot tell how you have voted.)
- **Livestreaming:** The election will be livestreamed to the diocesan YouTube channel; a link will be on the diocesan website, [www.episcopal-ks.org](http://www.episcopal-ks.org).



## Use of cell phones

- Voting will be done using **hand-held electronic devices** provided by Option Technologies. To help their system properly record electronic votes, they ask that any **hot spots on phones be turned off**, and that **phones be placed in airplane mode during voting** and remain in that mode until it is announced that all votes have been received.



- Because the election of a bishop is a prayer-filled experience, the Council of Trustees has directed that all delegates and guests **be mindful of and limited in** their use of electronic communications during balloting.

- Cell phones **may be taken out of airplane mode to share the results of balloting** once those have been announced to the convention, but they must **return to airplane mode if there are further ballots to be cast**.

## Opening portion of the convention

- **Opening business:** There are elements of Diocesan Convention that have to take place before it is organized and ready to begin voting for bishop.
- **Clergy and delegates will need to have the green and red cards** found in their convention packets. Voting members must approve the agenda and minutes of the prior convention, elect a Secretary of Convention, verify a quorum for business, adopt the first Consent Calendar and vote on seating lay delegates from parishes that are behind on 2017 apportionment.

## During the voting

- **Test the voting handsets:** The convention will take a practice vote before actual voting begins.



- **The first ballot** will happen at about 10:30 a.m. and will begin with prayer.
- **Between ballots:** The convention will continue with prayer and worship between ballots. Please stay in the nave between ballots.
- **Leaving the nave between ballots:** If you must leave between ballots, please leave your voting device in your pew. The device cannot leave the nave.
- **Declaring an election:** Voting ends when one of the candidates has received a majority of votes cast in both the lay and clergy order, on the same ballot.

## After each ballot

- **Option Technologies** will print out the vote and hand it to the Head Teller who will take it into the chapel to share with Transition Committee chairs the Rev. Mary Siegmund and David Schlomer; President of the Council of Trustees the Very Rev. Foster Mays, and the shepherds appointed for each bishop candidate.
- **Shepherds leave for separate rooms to call their candidates** with the vote tally. Unless one of the candidates has received a majority of both clergy and lay votes on the same ballot, a candidate may choose to withdraw. The shepherds return to the chapel to report back.
- **Sharing results with the convention:** Vote totals then will go to Melodie Woerman, director of communications, to prepare for sharing it on the screen with those in the nave, as well as updates on the diocesan website and social media channels.
- **The results will be shared with the convention,** and then posted online.
- **If there is no election, the next ballot** is cast after prayer. Between ballots there will be worship and prayer.
- **After eight ballots:** If no one has been elected after eight ballots, a motion *can be made* to terminate balloting.

### THE PRINCIPLES OF PROTOCOL

## Final ballot

- **A bishop-elect:** Father Mays will call the candidate to see if she is willing to accept the call. If she says yes, Father Mays then calls the office of the Presiding Bishop, who will call the candidate to ask if she accepts the election.
  - **Official papers:** The convention officers then sign required paperwork.
  - **Other candidates:** Shepherds call the other two candidates and thank them for their participation.
  - **Convention announcement:** The announcement will be made on the floor of convention. Melodie Woerman then will post the results on the diocesan website and social media.
- If for some reason **you think you know the results**, under no circumstances should you tell anyone or put it on social media. We want to make sure the process is done properly and that the candidates know who was elected before it is officially announced.



## After the announcement

- Clergy and delegates will **sign the required election consent form** before they leave the nave. Sheets will be on tables in the nave.
  - Leave the **voting handset** at the table for signing the consent form.
  - Be aware that **the convention Eucharist is scheduled for 4 p.m.**, so plan to be back in the nave for the start of the service.



## Other items to note

- **Protestors:** There may be protestors present across the street from the Cathedral. Do not cross the street, do not engage them, and do not provoke or touch them.



- **Media:** We are not anticipating media arriving for the election, but if anyone from a media outlet approaches you, please refer them to Melodie Woerman, the Rev. Mary Siegmund or David Schlomer.
- **Child care:** Child care will be provided at the cathedral.