

## APPENDIX 7

*The following is a sample memorandum that can be given to those selected and appointed as proxies.*

## MEMORANDUM TO PROXIES

TO: Father/Brother \_\_\_\_\_

FROM: Secretary of the election chapter

You have been selected and appointed as PROXY for  
Father/Brother \_\_\_\_\_ in this abbatial election.

To assist you in the discharge of your duties, the following notes  
have been prepared for your convenience.

1. At roll call, you respond "Present" when your name is called. When the name of the person you represent as proxy is called, you respond, "Present by proxy."
2. For all balloting you should obtain two ballots, one for yourself, and one for the person you represent. When requesting the two ballots, show your proxy card to the teller from whom you request the ballots.
3. You have been given a "general mandate" by the principal; that is, he has authorized you to vote for him whom you consider to be best suited for the office of abbot. Your principal cannot bind you to cast your vote (or not cast your vote) for any particular candidate.

4. Since you yourself, by oath, are to vote for him whom you consider to be best qualified for the office of abbot, both your vote and the vote you cast on behalf of your principal must be for the same person.
5. In the casting of ballots you put your own ballot into the ballot box first, then show your proxy card to the teller and drop in the proxy ballot.