

Voting Instructions for Election of Convention Officers

(Chair and Secretary are elected separately)

[To be read aloud at Convention]

Who is eligible to be elected:

Any Bahá'í in good standing, who is present at the Convention, 21 years of age or older, and who lives in the electoral unit is eligible for election as an officer of the Convention.
[Members of the Continental Board of Counselors are exempt.]

[It may be helpful to read, at this time, the duties of each of the officers as found on the reverse of this page.]

Guidance: *[to be read aloud followed by prayers]*

"I earnestly appeal to every one of you ... to ... endeavor to approach your task ... with that purity of spirit that can alone obtain our Beloved's most cherished desire."

"The elector ... is called upon to vote for none but those whom prayer and reflection have inspired him to uphold."

From the writings of Shoghi Effendi

Duties of Elected Convention Officers:

Duties of the Convention chair: The chair endeavors to foster a spiritually uplifting environment. An effective chair is an encouraging, patient, and inclusive communicator, familiar with the election process and the agenda. Responsible for the smooth flow of the agenda, the chair's duties start immediately after he or she is elected. The chair should strive to maintain the appropriate spirit of the Convention and the proper atmosphere for Bahá'í consultation and the election of the delegate(s).

The Convention chair makes sure that the Convention secretary has the opportunity to read back to the attendees the recommendations and suggestions to ensure that they accurately convey the attendees' desires. Recommendations should be clearly noted in the minutes.

The chair ensures that the Convention closes in a spirit that reflects the sacred nature of the gathering.

The Chairman...has certain duties and prerogatives in accordance with the responsibilities of the office to which he has been appointed. For example, he must use his judgment as to when, for the sake of preserving order and efficiency, to request persons to avoid repetitive statements or to shorten their remarks for lack of time.

(Letter dated November 3, 1986, written on behalf of the Universal House of Justice)

Duties of the Convention secretary: The secretary takes notes on the proceedings of the Convention and describes the consultation in a manner that conveys both content and tone. It is important to note any Bahá'í visitors in attendance: Counselors, Auxiliary Board members, etc.

"Suggestions" represent issues and ideas that are presented during consultation but are not voted upon. They should be noted in the Convention minutes. "Recommendations" are outcomes of consultation that are approved by a majority vote. They should be carefully worded and read back to the Convention attendees to ensure that they accurately convey the attendees' desires. The secretary should feel free to ask for recommendations and suggestions to be restated as consultation proceeds to ensure they are being accurately recorded in the minutes.

Recommendations and suggestions that relate to local Bahá'í communities should be noted as such in the minutes, a copy of which should be sent to the host Assembly.

Duties of the secretary after Convention (reading this section out loud is optional):

- (a) types an entire set of minutes, in chronological order, and attaches it to the completed Secretary's Report form, downloadable from the Unit Convention/Delegate Election page of Bahai.us (<https://www.bahai.us/community/elections/unit-convention>) and sends it by email to the Unit Convention Desk (unitconvention@usbnc.org) within the week after Convention, or through the US Postal Service if email is not available, and
- (b) provides a copy of the minutes to the host Assembly to be shared with the Assemblies and registered Bahá'í groups in the electoral unit.