

Appendix C (See **Particular Directory**, Sections II. and III.)
Forming A New Chapter

1. A group of at least six people desiring to form a Chapter should give evidence to a member of the Order of a desire to live according to **The Rule**. The member of the Order informs the President of the Provincial Council and the Provincial Promoter of this intention as soon as possible.
2. The member of the Order leads them, making sure they complete the first and second phases of initial formation (See Section III. B. 1-3 of the **Particular Directory**).
3. The member of the Order serves as their temporary Formation Director and Religious Assistant and is a member of the Chapter Council, assuring that their formation is in harmony with the spirit and mission of the Order, nurturing the group to become a full-fledged Chapter of Dominican Laity in the Order.
4. The Provincial Council President and the Provincial Promoter, or their delegate, visit the new Chapter at least once a year until it is established by the Prior Provincial.
5. During the first year the group meets regularly, preferably monthly, for prayer, study and discussion, following the guidelines set down for the Province's First Phase of Initial Formation.
6. At the end of the First Phase of Initial Formation, the group elects two or three Officers: the Moderator / Prior / Prioress and the Secretary-Treasurer. The offices of Secretary and Treasurer may be divided. It also selects a person as assistant Formation Director, who is chosen for his/her abilities to foster the vocation of new members. These three serve a term of one year and fulfill the duties of a Council. The Moderator / Prior / Prioress is a non-voting observer to the Provincial Council.
7. The member of the Order determines with the group, in consultation with the Provincial Council President and the Provincial Promoter, when it is ready to be received into the Order.
8. The Rite of Reception (Appendix D) is celebrated; the members of the group are received by the Provincial Council President or his/her delegate. As a result of their reception, they become an In-Formation Chapter. The Second Phase of Initial Formation then follows.
9. During this second phase, the members of the In-Formation Chapter should give evidence of a willingness and ability to assume responsibility for their own ongoing formation and governance. When there are at least six members ready and approved for first profession, the Council determines when first profession is to take place.
10. The Rite of Profession (Appendix E) is celebrated; the members of the In-Formation Chapter make profession to the Provincial Council President or his/her delegate.

11. The In-formation Chapter, having given evidence of growth and stability during a period of at least three years, may petition the Religious Assistant to be recognized as a full-fledged Chapter with voting rights on the Provincial Council. It is the responsibility of the Religious Assistant (See **Particular Directory**, Section II. D. 7.) to present the petition to the Prior Provincial in consultation with the Provincial Council President and the Provincial Promoter.

a. If the petition is granted, the Prior Provincial obtains the approval of the local Bishop, and issues a letter establishing the Chapter.

b. If it is not granted, the Religious Assistant explains the reason(s) for the denial and assures the members that they are no longer under any obligation to the Order.

12. If at the end of five years an In-Formation Chapter does not seek recognition, it is automatically dissolved.

13. The newly-established Chapter elects Officers and Council members (See Section II. C. of the **Particular Directory**) for one year terms.

14. When the Chapter has sufficient number of members professed for life who are willing and able to form a slate, that is, when it has one-third more than the total number of Officers to be elected, then it elects Officers and Council members for three years, on a staggered basis. The Moderator / Prior / Prioress, Assistant Moderator / Sub Prior / Sub Prioress, Secretary, Treasurer and Formation Director must be professed for life.

a. Before the election, the Chapter will determine which one-third of the Council is elected for three-year terms, which for two-year terms, and which for one-year terms.

b. After this initial election, all subsequent elections are for three-year terms. At no time, however, can the number of Council members temporarily professed exceed the number of Council members professed for life.

15. From this point on, the Chapter continues to replace Council members temporarily professed with those professed for life. When all Council members are professed for life, subsequent elections are held in conformity with Section II. E. of the **Particular Directory**.