



AYLESFORD
Lay Carmelite^{and} Scapular Center

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**Province of the Most Pure Heart of Mary
Lay Carmelite Office
Virtual Meeting Policy – February 1, 2022**

- 1. The following policy will be in effect until further notice.**

- 2. Lay Carmelite Communities must follow all federal CDC, state and local, and diocesan mandates concerning indoor/outdoor gatherings.**

- 3. Initial Formation Meetings ◊**
 - a. Communities may conduct initial formation through the following methods:
 - i. In-person meetings (preferred)
 - ii. Hybrid meetings (Some attending in-person and some attending virtually)
 - iii. Virtual
 - iv. E-mail correspondence with virtual follow-up
 - b. Regular schedule - 2 hr. minimum meeting time
 - c. Any Candidate who is not able to participate in regularly scheduled formation meetings will have their formation put on hold (Please review Statutes re: acceptable duration of hold)
 - d. No new Phase I Formation groups to begin until in-person, hybrid or virtual, community meetings are being held.
 - e. Regarding the mandatory three-month inquiry requirement:
 - i. Three-month inquiry requirement remains in effect and must be attended in-person.
 - ii. Candidate can begin the application and interview process and begin Phase I formation without meeting the three-month inquiry requirement. HOWEVER this requirement must be completed prior to the interview typically held before the reception ceremony.
 - iii. Application and interview is still required prior to beginning Phase I formation

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- f. Candidates must be able to attend community AND formation meetings each month either in-person or virtually
- g. Inquirers should be encouraged to attend all in-person and virtual community meetings while waiting to become a Candidate for the next Phase I formation program.

4. Community Meetings ◊

- a. Community meetings required through the following methods:
 - i. In-person meetings (preferred)
 - ii. Hybrid meetings (Some attending in-person and some attending virtually)
 - iii. Virtual meetings
- b. Regular schedule - 2 ½ Hr. minimum meeting time following the required meeting agenda format (See form A-15 in the Community Manual)
- c. Attendance is taken
 - i. Attendance should now be designated as
 - 1. In-Person or
 - 2. Virtual
- d. Hybrid meetings are approved until further notice.

5. Attendance and Election Percentages ◊ ◊

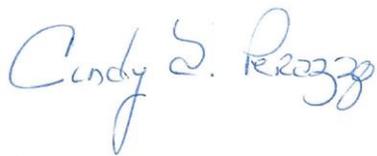
- a. When an election is to take place, each community calculates meeting count by establishing the three-year percentage timeline on a monthly basis using the following guidelines:
- b. Count in-person attendance pre-COVID (i.e. prior to March 2020)
- c. Do not count any meetings that were held **completely virtual** between March 2020 and December 2021
- d. Attendance may be counted toward the three-year percentage once in-person or hybrid meetings have begun
- e. Attendance record keeping begins again by all communities no later than January 2022, and is notated separately in the records as either in-person or virtual.

6. Active and Passive Voice – Voting and Holding Office within the Lay Carmelite Community ♦ ♦

- a. In order to maintain **Active Voice** (ability to vote in an election) the professed member must attend 75% of all scheduled community meetings either virtually or in-person
- b. In order to maintain **Passive Voice** (ability to be nominated for office on the council) the professed member must attend 75% of all scheduled community meetings in-person
- c. In order to be appointed to an office on the council the professed member must attend 75% of all scheduled community meetings in-person
- d. Elections are to be held by written and secret ballot. Mail-in ballots are allowed for members meeting virtually at the time of election as long as the 75% attendance threshold has been achieved.

♦ The Lay Carmelite Office affirms that preferred attendance to any meeting is in-person as circumstances allow

♦ ♦ For clarification or to request variance please contact Cindy Perazzo, Provincial Coordinator



Cindy A. Perazzo, T. O.Carm.
Provincial Coordinator of Lay Carmelites
February 1, 2022 – PCM LCO, Darien IL

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