

A GUIDE FOR PROVINCIAL & VICE-PROVINCIAL CHAPTERS

After having reviewed numerous Acts of Provincial Chapters throughout the Order, and as part of our Jubilee renewal, the Master of the Order, fr. Bruno Cadoré, O.P., and his General Council considered it appropriate to assist provinces to prepare the Acts of provincial chapters in three ways. The first is a review of the competencies of a provincial chapter in order to remind the provinces what matters a provincial chapter ought to address and what it may address. The second is a review of the different kinds of legislation used in provincial and general chapters. Finally, the third way is to provide provinces and vice-provinces with a template that would assist them when they are preparing their acts for approval by the Master of the Order. The template is one way to organize the initial section of the acts with particular attention to what has been either omitted by previous Acts that have been reviewed or matters that are often not clearly understood. It is a suggested format which each province and vice-province would use according to its own manner of presenting acts.

In addition, it is hoped that this document will assist provinces and vice-provinces before they gather for a chapter. Therefore, it would be helpful if in preparing for chapters, this document is sent to the capitulars in order to assist them in their responsibilities.

This guide will be divided into the following sections:

I. Competence of the Provincial Chapter

- A. LCO
- B. Ordinations of General Chapters
- C. Provincial Statutes
- D. Administrative Statutes

II. Definition of legislation used in the Acts

III. *Denuntiationes* of the Acts

Finally, we have added a draft for the elaboration of the Statute of the Provincial Vicariates.

I. COMPETENCE OF THE PROVINCIAL CHAPTER

A. LCO

LCO 351-364 are the norms for celebrating a provincial chapter. In particular, LCO 358 contains a summary outline of the norms for a provincial chapter. It reads:

358. – A provincial chapter must be celebrated in the following manner:

§ I – on the day designated for the commencement of the chapter, or on the previous day:

- 1. the testimonial letters shall be examined by the three voters senior in the Order: serious difficulties shall be referred to the chairman and voters of the chapter;*
- 2. after the voters have been approved, a secretary, – or two, if needed – shall be appointed by the chairman with the consent of the voters;*
- 3. the chairman and the voters shall form chapter commissions from among the voters;*
- 4. each commission shall elect its chairman in a single ballot and shall choose its secretary.*

§ II. – The chapter shall begin with the Mass of the Holy Spirit. In the prayer of the faithful after the homily, petitions shall be made for the successful outcome of the chapter, and for the living and the dead, mentioning by name those who have died in the Lord since the last chapter.

§ III. – 1. Among matters to be dealt with by the commissions are apostolic activity, the state of the province with regard to personnel, disciplinary and economic matters – all this as shown in the reports presented by different superiors as determined in the statute of the province;

2. the conclusions of each commission, set down in writing, shall be made available in a suitable place so that they can be examined by all the voters before the plenary sessions;

3. afterwards, under the direction of the chairman of the chapter, the plenary sessions of all the voters shall begin, and it will be the duty of the voters to decide which conclusions of the commissions are to be retained so that they can be defined by the diffinitors.

§ IV. – When all these things have been done, the chairman and the diffinitors shall decide whatever they judge to be necessary or useful; whatever has been rejected by a majority of the voters may not be defined by the diffinitors.

§ V. – It also pertains to the diffinitory:

- 1. to make admonitions, ordinations, declarations and petitions;*
- 2. to issue assignments, to fill offices or positions, and to attend to other matters in accordance with our laws.*

In addition, the importance of LCO 375 cannot be stressed enough. It refers to the ‘midterm provincial council’ meeting to which the council members along with vicars provincial and conventual priors are summoned, unless otherwise noted in the statutes of a province or vice-province for those in distant regions. This is not another provincial chapter nor is it a “mini-

chapter”. Its purpose is to deal with all topics “that seem to be useful for the good of the province; first of all, there shall be a review of whether the ordinations and exhortations of the last provincial chapter and general chapter have been put into practice (LCO 375 § II). Although a province or vice-province may have the custom to invite all the friars in leadership positions to this meeting, it is only those mentioned above that participate in any voting that may take place as a result of the discussion during the meeting.

Before reviewing the competencies of a provincial chapter, this is an opportunity to note the distinction between the approved legislation of a provincial or vice-provincial chapter and the legislation of a general chapter (as well as ordinations by a prior provincial or the Master of the Order). The distinction is found in LCO 293, which reads:

Dispensations, nominations, and similar measures issued in any way whatever by a general chapter or by the Master of the Order without a time limit remain in force until they have been revoked by a similar authority. If they are issued in any way by lesser chapters or superiors, they remain in force until the promulgation of the acts of the following chapter or until their successors take office, unless the contrary is expressly stated in our legislation.

The following are matters belonging to the competence of a provincial chapter. They follow the sequential order of the LCO.

De Sequela Christi

Caput I - *De consecratione religiosa*

- A provincial chapter (or prior provincial) cannot exempt any brother completely from subjection to the local superior (LCO 24).
- Determines the use of certain books and other equipment for personal use of the friars (LCO 38 §1).
- Determines what the brothers may take with them when they are assigned to a new convent (LCO 38 §II).
- Has to make determinations about silence regarding time and place (LCO 48).
- Determines the forms and times of fast and abstinence (LCO 49 III).
- Prescribes forms of penance (LCO 53 § 1).

Caput II - *De sacra liturgia et oratione*

- Determines the form of praying the rosary in communities (LCO 67 § II).
- Determines the prayers to be said at meals (LCO 69).
- Can prescribe other suffrages for the deceased (LCO 75).

Caput III - *De studio*

- Appoint and determine function and scope of the Promoter of Permanent Formation (LCO 89, §III, 251-ter, §II).
- Proposes to the Master of the Order the Regent of Studies (LCO 93 § III).
- Can ask the Master of the Order to establish or accept a center of higher studies or a university (LCO 93 bis § I, 1°).
- Proposes friars to be promoted Masters in Sacred Theology (LCO 97 §1, 3°).

Caput IV – De prædicatione ad populum fidelem

- Can reserve to itself the authority for accepting a parish (LCO 128, §III)

De institutione fratrum

Caput VI - *De principiis communibus*

- Can establish - if it seems useful - a formation council distinct from the conventual council and determine the composition and functions of this council (LCO 158). Although the local formation council is optional according to LCO, it is obligatory according to RFG 86, and is constituted in accordance with RFG 88 and the RFP.

Caput VII - *De vocationibus promovendis et excolendis*

- Has to give consent for requesting the approval of the Master for an Apostolic School (LCO 166 § I)
- Determines the time, form and location for the preparation for the novitiate (LCO 167 § II).
- Determines the previous formation required for the admission of co-operator brothers (LCO 169 §111).
- Determines the time of vestition (LCO 176).

Caput VIII - *De novitiatu*

- Can determine the interruptions or divisions into parts of the period of novitiate (LCO 178 § III).
- Appoints the novice master (LCO 182 §I) and sets the date one novice master succeeds another (LCO 182, §II).

Caput IX - *De professione*

- **Can determine** that profession will ordinarily be extended after the first three year period (LCO 201 § I).

Caput X- *De institutione post novitiatum*

- Appoints the student master (LCO 213 § III).
- Establishes norms for the formation of co-operator brothers after the first three years of simple profession (LCO 218).
- May determine that studies be interrupted for the purposes of exercises which seem necessary for formation (LCO 225, §II)
- Shall determine the time and manner of taking the vote on religious department (de moribus) (LCO 245).
- Designates examiners for the friars to be ordained (LCO 248 § I).

Caput XI- *De constitutione ordinis*

- Shall petition the Master in order to establish or suppress a convent (LCO 261 § I, 1°).
- Can reduce a convent to the condition of a simple house (LCO 264).
- Can make assignments within the Province (LCO 271 § II & 358 § V, 2°).
- Can assign to the Province a brother of another Province, with the consent of the Chapter or Provincial of the Province of affiliation (LCO 271, §III).

Caput XII- *De iure quo regitur ordo*

- May make ordinations (LCO 278, 2°)
- It is the exclusive responsibility of the Provincial Chapter to make ordinations to be inserted in the Statutes of the Province, and to change them or abrogate them (LCO 279 § II, 1°).
- Can revoke ordinations found in the Statute of the Province (LCO 286, §I).
- Can revoke the legitimate customs of the Province (LCO 289 § I).
- Can give a formal precept (LCO 295).

Caput XIII- *De regimine conventus*

- Determines which matters will be left to the discretion of the convent (LCO 311, §I, 1°) [conventual chapter with decisive vote (LCO 311 § III) and deliberations of the council (LCO 318, 7°)].
- Make determinations concerning the conventual lector's responsibilities (LCO 326-bis, §II)
- Shall determine the conditions, duration, duties and other opportune matters for each conventual official (LCO 330).
- Can establish a filial house dependent on a certain convent (LCO 335 § I, 1°).
- Shall determine norms regarding the manner of appointing the vicar, sending the brethren to a filial house, and their rights and obligations in relation to the convent (LCO 335 § II).
- Shall determine norms for the brethren living outside a convent or house [rights and obligations toward the convent of their assignment] (LCO 336).

Caput XIV- *De regimine provinciae*

- Can determine who is the Vicar of the Provincial (LCO 346).
- Receives the report of the Vicar of the Province (LCO 350).
- Studies the state and situation of the Province according to the reports sent to the Chapter (LCO 358 § III, 1°).
- Approves its own minutes (LCO 362, §I)
- Assigns the place and date for the next Provincial Chapter (LCO 362, §II)
- Can determine otherwise regarding the presence of Vicars Provincial and priors in remote regions at the intermediate extended Council (LCO 375 § I).
- Appoints the officials of the Province and determines their duties (LCO 358, §V, 2°; 378, 380, 381).
- Can establish a Provincial Vicariate (LCO 384)
- Draws up the Statute of a Provincial Vicariate (LCO 384; 384-bis).
- May enter an agreement between two provincial chapters or priors provincial for a

direct assignation to a house of another province (“Providence” assignation - LCO 391, 6)

- May hold an inter-diffinitorium with provinces of the same region (LCO 392).
- May agree and review norms for co-operation with another province (LCO 393, §II).

Caput XV- *De regimine totius ordinis*

- Has the right to send proposals to the General Chapter (LCO 415 § II, 2°).

Caput XVI – *De electionibus in genere*

- May determine that elections by post or electronic means proceed to a third or fourth scrutiny (LCO 455-bis, §II, 7°; 455-ter, §III, 4°; 481, §II, 5°).
- May make further norms concerning elections by electronic means (LCO 455-ter, §V)

Caput XVII- *De electione prioris conventualis*

- Shall determine the conditions for participating in the election of a prior in the cases of lengthy absence or notable distance of the brethren from the convent of their assignment (LCO 458 § II).

Caput XIX- *De electionibus pro capitulo provinciali*

- Can divide the vocals into several electoral colleges according to number and regions for the election of delegates for the Provincial Chapter (LCO 498).

Caput XX – *De electione prioris provincialis*

- Elects the Prior Provincial (LCO 502-512).

Caput XXI- *De ceteris electionibus in capitulo provinciali faciendis*

- Elects the diffinitors of the Chapter (LCO 513-518).
- Elects the Provincial Councillors if provided for by the Statutes (LCO 519 §I).
- Shall elect substitute Councillors (LCO 519 § I).
- Elects diffinitors for the First and Second General Chapter, their Socii and the Socius of the Prior Provincial for the General Chapter (LCO 520-525) – five different brothers

Caput XXIII- *De principiis administrationis oeconomicae*

- It is the competence of the Provincial chapter to dispose immovable, movable or capital goods that are truly superfluous, having consulted the council and chapter of the convent (LCO 539 § I).
- Can determine otherwise regarding the convent's acquisition of goods (LCO 546).
- Can decide otherwise regarding the goods that belong to a Province (LCO 548).
- Imposes taxes on convents (LCO 548, 8° & 573 § I).

- Must include a Statute of Administration of the Province in the Acts (LCO 550, 552).
- Must define (in Acts or Statutes) procedures for financial administration according to local conditions (LCO 560, §1)
- Can determine that a budget for the following fiscal year be prepared after consultation with the conventual chapter (LCO 563 § II).
- Receives the report of the Syndic of the Province (LCO 569).
- Receives the report of the Provincial concerning his personal administration (LCO 572).
- Receives the report of the Provincial Economic Council (LCO 581, §II).

Caput XXV- *De administratione in specie*

- May centralise investments in the Province (LCO 583, §I)
- Must make a Provincial economic plan (LCO 586 § I) [cf. LCO 539 § I & 586 § II].
- Can limit the rights of convents over their temporal goods (LCO 586 § II).
- Determines the amount beyond which neither the prior, nor the prior with his council, nor the provincial without his council can spend (LCO 590).

B. ORDINATIONS OF GENERAL CHAPTERS OF THE ORDER (at the time of the publication of this document):

ORDINATIONS REVIEWED BY THE GENEAL CHAPTER OF BOLOGNA (2016)

We renew the following ordinations of previous general chapters:

Official Languages

337. The official languages of the Order are English, Spanish and French because of their international character. These languages will be used in all documents of the Order and by the Master of the Order. They will be spoken in the General Chapters. For legal texts, Latin remains the language (B 200).

Formation in administration

338. We ordain that the moderator of studies organize for students during their institutional studies a seminar or course on practical management of monies (B 224).

LCO

339. We ordain that modifications to the LCO appear promptly on the Order's website (cf. K 241).

Syndic's report

340. We ordain that in the year in which we gather for General Chapter the Relatio of the Syndic of the Order be approved by the Master and his Council after being studied, analyzed and recommended by the Economic Council of the Order. The Relatio should be presented to the general assembly of the Chapter, together with the Relatio of the Master (R 243).

Friars who repeatedly refuse to hand over their income to the community

341. We ordain that all Priors Provincial and Vicars Provincial, with their respective councils, and in accordance with LCO 32 § II, establish and implement norms to be followed in regard to those friars who repeatedly refuse to hand over their income to the community in spite of fraternal correction (cf. K 238, T 75).

Brothers outside community

342. We ordain that all Priors Provincial and Vicars Provincial review every year the situation of brothers who have been outside community for long periods of time, taking into account the Constitutions of the Order and Canon Law (T 76).

Promoters of communications media

343. Bearing in mind that the internet is both a communications medium requiring technical expertise and a new area of communication requiring new methods and styles, we ordain the Provinces to name a promoter of media, charged with the task of promoting and coordinating initiatives in this field at the level of each province. Each promoter will inform the curia of his appointment in order to be included in the wider network, "Order of Preachers for Technology, Information, and Communication" (OPTIC), under the coordination of the General Promoter for Media. (T 115).

Statutes of Vicariates

344. In view of LCO 362 § IV and LCO 384 § II we ordain that the Master of the Order, when approving the Acts of a Provincial Chapter, shall ensure that the Statute of a Vicariate permits a necessary autonomy to the Vicariate in view of its distinct cultural and geographical circumstances, while also making the strongest possible provision for the proper concern for and support of the mission in the Vicariate by the Province (cf. T 168).

Appointment of Provincial Promoter for the Lay Fraternities or Religious Assistant

345. We ordain that, when a Prior Provincial wishes to nominate as Provincial Promoter for the Lay Fraternities or as Religious Assistant for one or more Fraternity someone who is under a jurisdiction other than that of the brothers of the Order, this shall only take place with the prior written agreement of the competent authority. We also ask the Master of the Order to insert this condition into the norms of the Lay Fraternities (T 187).

Directories of the Dominican Laity

346. We ordain that the directories of the Dominican Laity, national or Provincial, be approved by the Provincial with his Council in the Province(s) in which these entities are established (T 188).

Permanent Commission for promotion of studies

347. We replace the ordinations of the General Chapter of Rome (2010), nos. 97 - 100,

with the following:

We order that the standing committee for the promotion of studies in the Order ensure that the academic and research centers are developing strategic plans and that it evaluate the implementation of these plans. [R 97]

We order that the members of the Permanent Commission for the Promotion of Studies in the Order are:

- 1) the Socius of the Master of the Order for Intellectual Life, President of the Commission;
- 2) the coordinators of the regents of the different regions that make up the Order proposed by the regions and confirmed by the Master of the Order for a period of six years;
- 3) a representative of the academic institutions under the immediate jurisdiction of the Master of the Order, appointed by the Master of the Order;
- 4) two other members appointed by the Master of the Order which, if possible, at least one who is linked to our universities. [R 98, except n. 2]

We order that the members of the Permanent Commission for the Promotion of Studies in the Order appointed by the Master of the Order are appointed for six years [R 99].

We order that the Standing Committee for the Promotion of Studies in the Order assists the Master of the Order and the Socius for the Intellectual Life in the following areas:

- 1) planning and allocation of human and financial resources of the Order in the field of study;
- 2) promoting the training of future teachers;
- 3) the implementation of the new Ratio Studiorum Generalis;
- 4) preparation of a report on the viability of the study centers of the Order prior to each General Chapter;
- 5) supporting the development of the report the Socius for the Intellectual Life must present to the General Chapter, and the development of proposals to be presented to the Chapter;
- 6) checking the status of the publications that depend on the Master of the Order and the establishment of a policy for publication and dissemination.
- 7) other tasks that are required by the Ratio Studiorum Generalis [cf. R 100].

Safeguarding

348. We replace the ordination of the General Chapter of Rome (2010), no. 236, with the following:

We acknowledge that effective protection of children and other vulnerable people and a commitment to ensure their human and spiritual development, in keeping with the dignity of the human person, are integral parts of the Gospel message that we are called to preach (cf. Pope Francis, *Chirograph for the Establishment of the Pontifical Commission for the Protection of Minors*, 22 March 2014).

Seeking to be preachers of the reconciliation and healing found in Christ (LCO 2 § I), we ordain that:

1) Priors provincial are to ensure that the brothers are educated in the importance of promoting safe practice, minimizing risks of abuse and maximizing the response to reports of concern. This is to begin from the time of initial formation and be regularly renewed, in compliance with the programs offered in dioceses or by conferences of religious. Where there are no such programs, Provinces are to use the ones most suited to them as formulated by other Dominican entities.

2) Priors Provincial and their councils must ensure that each province has clear and detailed policies and procedures that properly address questions of ensuring safe environments, pastoral care, and responding to concerns and allegations of abuse. These policies are to be in conformity with the norms of canon and civil law. Rights of complainants and brothers against whom allegations are made are to be protected and maintained.

3) These policies and procedures are to be kept under review. When they are updated, copies are to be distributed to all the brothers of the Province, and one copy sent to the Master of the Order.

ORDINATIONS FROM THE GENEAL CHAPTER OF BOLOGNA (2016)

ACG Bologna 2016: Ordinatio

- 168. [Ordinatio] Considering the fact that the assignation according to LCO 391, §6° has been both successful and difficult in differing places, times and circumstances, we ordain that such an assignation should only be done for specific reasons to assist in our preaching mission and for a definite term of not more than five years, subject to review and possible renewal.
- 191. [Ordinatio] We ordain that each province identify and support at least one interprovincial collaboration.
- 194. [Ordinatio] We ordain that when an interprovincial collaboration is proposed a clear plan be developed which sets out how the collaboration will be supported and what its timeline will be. The act of collaboration proposed should be set out in writing and state the reasons for the project, the responsibilities of those involved, how the project is to be supported financially, and how long the project is to run. This plan must be agreed to by the respective provincial councils and other appropriate bodies before it is executed. A written agreement must be signed and kept in the records of the provinces and other bodies involved.
- 201. [Ordinatio] We ordain that in those provinces where the movement is present, following the statutes approved by the Master of the Order, the prior provincial appoint a brother to act as promoter of IDYM and that that brother work with local entities of the movement and with other members of the Dominican family to ensure that their formation and spiritual needs are met and to help the movement realize its mission.

- 209. [Ordinatio] We ordain that each community in chapter take account of its circumstances and resources and draw up its community project. Every brother should cultivate the sense that the community to which he belongs is where he ought first of all to build the Church of God, which he is called by his preaching to spread throughout the world (cf. LCO 3 § II). By means of regular and effectively chaired chapter meetings (cf. Rome, 80), the Prior, on whom falls the responsibility to “promote the fraternal, regular and apostolic life” (LCO 299.1) will play a formative role in the revival of the community project.
- 217. [Ordinatio] An annual provincial or regional meeting of priors, convened by the Prior Provincial, should be established to encourage exchanges and to enable the application of the Acts of General and Provincial Chapters. This annual meeting should be written into the statutes of the Province.
- 225. [Ordinatio] It is imperative that each entity provide the financial wherewithal, both medium and long term, to deal with aging.
- 240. [Ordinatio] We ordain that Provinces of the Order name a Provincial Promoter of Vocations, whose principal ministry is to be the promotion of new vocations and the coordination of activities related to vocations promotion in his Province. (Cf. RFG 97s.: Trogir, 147).
- 245. [Commissio] We commission Priors Provincial and Vice-Provincial to revise the RFP and update the criteria of organization, develop and evaluate the processes of initial formation, using the criteria of renewal contained in the new RFG and bearing in mind the following elements:
 1. The care of formation communities, which ought to be truly representative of the apostolic and contemplative life of the Order.
 2. To ensure the criteria for the promotion, accompaniment, and appreciation of new vocations, are based in the structuring principles, life objectives, and mission of the Province.
 3. To ensure that, during the period of initial formation, the candidates get an opportunity to understand the reality of the Province.
 4. To encourage, during initial formation, an experience outside the home Province, to confront, discover and experience another culture, another language, another ecclesial form of life, and other ways of being a friar preacher.
 5. The planning of complementary studies.
 6. The role of formation councils, local and provincial, as places of co-ordination, evaluation of, and consolidation of the continuity between different stages of formation.
 7. The relation between the formation council and the instances of promotion of the apostolic plan of each province, to ensure that the project of “forming preachers” is always kept in context.
 8. The formation of formators, to accompany them throughout the exercise of their office and to organize inter-provincial meetings of formators.
 9. The formation process of the co-operator brothers, adapted to and integrated into

the initial formation process of all the brothers.

10. To include a study program for the co-operator brothers, in accordance with their personal qualities and necessities of the Order (cf. ACG Trogir 2013 150).

N.B. This list ought to be updated after each general chapter.

C. STATUTE OF THE PROVINCE

The statutes of a province are complementary norms to the LCO and as such are not to repeat what is already present in the LCO 279, 1. Once approved by the Master of the Order they are norms that govern the province and its vicariates. A province may have additional statutes that are particular to a vicariate. The statutes are to contain, at least, the following items:

1. Nature and authority of Statutes:

Statutes can be changed or determined only by the Provincial Chapter (LCO 278, 1°; 279; 286 § I).

2. In the government of the Province, its statutes:

- May determine those things a brother takes with him when he is assigned to a new convent (LCO 38, §II).
- Determine the permission necessary for a long trip or lengthy absence of a brother (LCO 43)
- Establish the manner of election for other members of the Commission for Intellectual Life (LCO 89 § II).
- Determine the manner of appointment of moderator of each centre of studies – institutional, higher, special or permanent formation (LCO 92-bis, §I; cf. 236).
- Establish norms regarding the Commission for Intellectual Life and the activity of the regent (LCO 93 § I).
- Determine how and by whom the examination should be carried out for candidates for the novitiate (LCO 172) [cf. LCO 171].
- Determine how examiners for profession are designated (LCO 191, §III)
- Can decide that first profession be made for a period of one or two years (rather than three), but such that it must be renewed to make up three years (LCO 195 § II).
- Determines who will be the Vicar of the Province when a Prior Provincial finishes his term of office (LCO 348 § I).

3. On the celebration of Provincial Chapter, the provincial statutes shall determine:

- The provision for extra vocals at a provincial chapter if the number elected in accordance with LCO is fewer than twenty (LCO 352 § II) – optional if fewer than twenty vocals, obligatory if fewer than ten
- Whether to have preparatory commissions (LCO 357, 1 °).
- The day on which elections are to be held (LCO 357, 2°, 4°, 5°).
- Whether brothers assigned to convents under the immediate jurisdiction of the Master of the Order take part in electoral colleges for the Provincial Chapter (LCO 497, §I, 2°).

- The composition and the number of vocals who elect the delegates from the electoral colleges (LCO 498).
 - The number of diffinitors, councillors (if any) and substitute councilors to be elected (LCO 357, 3°, 4°; 519 § I).
 - If specialists are to be elected for the Chapter (LCO 485).
 - The way of presenting reports and information that superiors send to the Chapter (LCO 358 § III, 1°).
4. On the government of a Convent
- Determines the procedures for the presentation of the report the conventual prior should send at the end of his term of office (LCO 306).
5. On Economic Administration of the Province and Convents
- Statutes of Economic Administration of the Province (cf. next section)
6. On the government of the whole Order
- Will determine the mode of election of the delegates for the General Chapter for the Vicariates and for the houses of the same Province outside the boundaries of the Province (LCO 407; 409 bis).

D. ECONOMIC STATUTES OF THE PROVINCE

- 1 Nature and authority of the economic statutes
- Shall be determined by the Provincial Chapter (LCO 550, 552).
- 2 On the administration of goods
- Determines the rights of the institutes and projects both of the Province and of the convents (LCO 542 § I).
 - Determines limits on entrusting the administration of goods to designated officials (LCO 542 § II-III).
 - Can determine a partial centralisation of administration (LCO 556).
- 3 On Administrative procedure
- The way in which a Province or a convent acquires civil juridical personality (LCO 554).
 - Defines administrative procedure (LCO 560, §I)
 - Norms that guide the economic Council (LCO 581 § III).
 - Mode of co-operation among the syndic of the Province and the syndics of the convents (LCO 579).
- 4 Other specific norms

- Will determine details about publishing books (LCO 604).
- Establishes norms on contracts (LCO 606).
- Will determine on necessary insurance (LCO 613).

N.B. There may be other norms that the provincial chapter would review and amend such as the Ratio Formationis Particularis, the Ratio Studiorum Particularis, particular statutes for provincial entities (e.g., libraries) or policies (e.g., care of the sick, misconduct, etc.).

II. DEFINITIONS OF LEGISLATION USED IN THE ACTS

Chapter legislation is presented using a number of technical terms, presented here in two sections. The first section deals with the terms listed in LCO 358, § V, 1° & 2°. The second section deals with other customary terms not found in LCO. In all cases, care needs to be taken to choose a word in the vernacular which best indicates the sense of the Latin terms.

Section I: Legislation found in LCO 358 § V, 1 & 2

A. LCO 358 § V, 1:

There are four principal terms found in n. 1 of LCO 358 § V: *admonitiones*, *ordinationes*, *declarationes*, and *petitiones*. These are used in the singular form in the Acta. They are defined as follows:

ADMONITIO: A statement in which the Chapter calls or recalls to the attention of the brethren certain specific norms and policies that the Chapter considers important to practice or behaviors to avoid.

e.g. ADMONITIO: We enjoin the brothers to recall that votes are to be free, secret, determined, and absolute (LCO 449 § III).

ORDINATIO: A norm or rule, that pertains to the life and government of communities or of a Province. It comes into effect with the promulgation of the Acts of the Chapters and remains in effect until the promulgation of the Acts of the subsequent Provincial Chapter. In this moment, it expires unless it was renewed (LCO 286 § II).

e.g. ORDINATIO: We ordain that each community in the province donate at least two (2)% of their annual revenue to the poor.”

DECLARATIO: A clarification or interpretation of the legislation of the Province. It can be about Statutes of the Province, either by the Provincial Chapter or by the Provincial (cf. 364).

e.g. DECLARATIO: We declare that in the provincial policy for aging brothers (Provincial Policy, Aging Brothers, 14.3), the age for limited service commences at the beginning of the year in which the brother celebrates his 70th birthday.

PETITIO: A request made by the Chapter to a higher authority (a person or persons) regarding matters within its competence.

e.g. PETITIO: We petition the General Chapter of the Order to revise the criteria for granting the S.T.M.

B. LCO 358 § V 2:

There are three terms found in n. 2 of LCO 358 § V: *assignationes, providere de officiis vel muneribus, and aliis ad normam legum nostrarum*. They are defined as follows:

Assignationes: The assignations made by the diffinitorium of a provincial chapter.

Providere de officiis vel muneribus: To fill offices or positions. This is done either by proposing a person for an office to a competent authority, such as the proposal to the Master of the Order of a brother to be regent of studies, or by an appointment.

Aliis ad normam legum nostrarum: Other norms according to our law, which are found in the next section.

Section II. Other norms.

COMMISSIO: an order given by the Chapter to an individual (Provincial or other official of the Province) or to a specific group to perform or to fulfil a certain task.

e.g. COMMISSIO: We commission the Prior Provincial and the Provincial Council to facilitate a plan of fraternal and apostolic renewal in the province over the next four years.

COMMENDATIO: a suggestion or an orientation for action; the Chapter calls attention to certain aspects of the life and government of the Order.

e.g. COMMENDATIO: We recommend that there be annual meetings of conventual lectors and conventual superiors with the prior provincial and regent of studies in order to strengthen permanent formation.

EXHORTATIO: If used, it is a type of *admonitio* that is general and does not explicitly refer to a norm or policy of the province. It is a general exhortation that is universal to prompt an action or to encourage a behavior.

e.g., EXHORTATIO: We exhort the brothers to review the quality of their homilies with some members of the laity to whom they preach.

GRATULATIO: An expression of congratulations given by the Chapter to individuals or groups.

e.g., GRATULATIO: We congratulate bro. Thomas Aquinas for completing his

doctoral studies and publishing his thesis.

GRATIARUM ACTIO: An expression of gratitude by the Chapter to individuals or groups.

e.g., GRATIARUM ACTIO: We thank bro. Martin de Porres for his dedicated service to the poor, which has changed unjust laws regarding landownership and access to clean water.

The following chart is to assist with the translation of these terms into the official languages of the Order:

THE MAIN CATEGORY OF THE TEXTS OF THE GENERAL CHAPTER				
LATIN	PURPOSE	ENGLISH	FRENCH	SPANISH
1. Admonitio Admoneamus	Recalls attention to (insists on) certain norms or policies	Admonition: "We insist on (the norm...), We recall the obligation to observe... (specific norm or policy)	Nous rappelons avec insistance (la norme)... Nous insistons sur l'obligation d'observer la norme...	Recordamos con insistencia (la norma)... Recordamos la obligación de cumplir...
1a. Exhortatio Exhortamus	General encouragement	Exhortation "We exhort..." (universal)	Exhortation "Nous exhortons..."	Exhortación "Exhortamos..."
2. Ordinatio "Ordinamus..."	A norm or rule transitory in nature	Ordination "We ordain..."	Ordination "Nous ordonnons..."	Ordenación "Ordenamos..."
3. Declaratio "Declaramus..."	Clarification or interpretation	Declaration "We declare..."	Declaration « Nous déclarons..."	Declaración "Declaramos..."
4. Petitio "Petimus..."	Request to higher authority	Petition "We petition..."	Petition "Nous demandons... »	Petición "Pedimos..."
5. Commissio "Committimus..."	Order to person/group	Commission "We commission..."	Commission "Nous chargeons..."	Comisionamos Encomendamos..."
6. Commendatio "Commendamus..."	Suggestion or orientation for action	Recommendation "We recommend..."	Recommendation "Nous recommandons..."	Recomendación "Recomendamos"
7. Gratulatio "Nostras gratulationes prebemus..." "Cap. gratulationes prodit."	Congratulations	Congratulation "We congratulate..."	Felicitación "Nous félicitons..."	Felicitación "Felicitamos..."
8. Gratiarum actio "Gratias agimus..." "Capitulum gratias agit..." "Grati sumus..."	Gratitude	Gratitude "We thank..."	Remerciements "Nous remercions..."	Agradecimiento "Agradecemos"

III. DENUNTIATIONES OF THE ACTS.

The *Denuntiationes* of the Acts are a record of the provincial chapter. Often this section is translated into English as *Formalities*. Each paragraph is numbered sequentially from the beginning until the very end of the Acts. Since each province celebrates provincial chapters differently (e.g., the time for the elections, the naming of a syndic, the reading of the obituaries of the deceased brothers since the last provincial chapter, when reports of officials are presented, etc.) the order may be different. Therefore, after the first text, each text uses (#) to allow for the numerical order used by a province. The Provincial Statutes will indicate the order of business (cf. LCO 357).

The *denuntiationes* of the acts are to include the following items:

1. A factual statement concerning the convocation of the chapter. The following form may be used or one similar:

The Provincial Chapter of the Province/Vice-Province of [NAME] was convoked by the prior provincial, fr. [NAME], O.P. on the [DAY, MONTH, YEAR].

2. A factual statement concerning the convening of the chapter: The following form may be used or one similar:

#. The [Ordinal number, e.g., 2nd, may be used according to the practice of the province] Provincial Chapter of the Province/Vice-Province of [NAME] convened on the [DAY, MONTH, YEAR] at [PLACE] in [CITY, STATE/PROVINCE]. fr. [NAME], O.P., Vicar of the Province, was the chairman of the chapter.

3. The Mass of the Holy Spirit. This may be added to the opening paragraph if it occurs on the same day. The following form may be used or a similar text:

#. The Mass of the Holy Spirit was celebrated on [DATE] and the chapter was declared in session.

4. A list of the brothers convened for the provincial chapter:

#. The following vocals were present on [DATE]:

The listing of names follows the Order:

a. Former Prior Provincial,

b. Vicar(s) Provincial (according to statutes of the Province for provincial vicariates)

c. Priors (include the names of the priories in order of the date of their foundation and their location)

d. Socii (include the names of the priories in order of the date of their foundation and their location)

e. Delegates (include the name of the college)

5. The names of three senior vocals of the chapter who examine and approve testimonial letters (LCO 358, §I.1. The following form may be used or a similar text:

#. According to LCO 358 § I, 1 the three senior vocals of the chapter were named as

examiners: fr. [NAME], O.P., fr. [NAME], O.P., and fr. [NAME], O.P. The examiners reviewed and approved the testimonial letters for the socii and delegates. There being no challenges, the examiners approved all of the vocals. [If there are any challenges, they are noted here as well as how they were resolved.]

6. The secretary (one or two) is appointed by the chairman of the chapter with the consent of the vocals (LCO 358, §I, 2). The following form may be used or a similar text:

#. With the consent of the vocals, the chairman approved fr. [NAME], O.P. as secretary, [and names of second secretary, if there is one] (LCO n. 358, §I, 2).

7. The vocals form the provincial chapter commissions among themselves (LCO 358 §I.3). The commissions are listed with the chairman first followed by the members. The following form may be used or a similar text:

#. The vocals approved [NUMBER] chapter commissions (LCO 358, § I.3)

8. Election of the prior provincial according to the LCO. The following form may be used or a similar text:

#. On [DAY], [MONTH, YEAR,] the process for the election of Prior Provincial began. Following the norms of LCO 448, §IV, the vocals elected fr. [NAME], O.P. first teller, and fr. [NAME], O.P., second teller.

Following the norms of LCO 451-452, 502-508, fr. [NAME], O.P. was canonically elected as Prior Provincial of the Province/Vice Province of [NAME]. The election was approved by fr. [NAME], O.P, Master of the Order (see Prot. No. [NUMBER], [DATE]).

[Indication of the time of acceptance], fr. [NAME], O.P. accepted his office (LCO n. 470, § I), and assumed his office with the required public profession of faith [WHEN AND WHERE] (LCO 471).

The Official Report must be sent to the Master of the Order (Magister@curia.op.org) and to the Secretary General (Secretarius@curia.op.org).

After receipt of the decree of the confirmation of the election of the provincial (or vice provincial), the elected has five days to accept or to refuse his election (LCO 510 and 470). Once the election is accepted, the new provincial must send a copy of the decree of confirmation, signed and dated by him and by two witnesses, stating whether he has accepted or refused the election. The publication of the election of the prior provincial is not permitted until the confirmation given by the Master of the Order has been received and the election accepted by the brother concerned. The temptation to announce the election on a social network or the Internet must be avoided before it is approved and accepted.

9. The vocals elect the diffinitors of the provincial chapter. There is the option to elect simultaneously or consecutively. This belongs to the vocals of the chapter to decide. The Provincial Statutes (cf. LCO 357) define the number of diffinitors (four, six, or eight). The following form may be used or a similar text:

#. The vocals determined to elect the six diffinitors (simultaneously or consecutively), and elected the following brothers (LCO n. 515):

fr. [NAME], O.P. fr. [NAME], O.P. fr. [NAME], O.P. fr. [NAME], O.P.
etc.

10. The vocals may elect provincial councilors (cf. LCO 519). The number of provincial councilors and alternate councilors will depend on the Provincial Statutes. The councilors are listed in the order of their election. The same is true of alternate councilors. When a vacancy arises on the provincial council, the first alternate (the one elected first) assumes this responsibility. The following form may be used or a similar text:

#. The vocals also elected [NUMBER] provincial councilors and [NUMBER] alternate councilors. (LCO 519 § I; Provincial Statute #)

fr. [NAME], O.P. fr. [NAME], O.P. fr. [NAME], O.P. etc.

fr. [NAME], O.P., (First) Alternate Councilor
etc.

11. The vocals elect the diffinitors to the next two possible general chapters even if one of the possible next general chapters is a chapter of provincials to follow the LCO in these elections. The name or place of the next general chapter is not indicated. The elections in LCO 521 are to the “first (next) general chapter” and to “the second general chapter”. There is an election of one socius for each of the diffinitors and then an election of a socius to the prior provincial. In all, there are five elections for general chapters.

The elections for diffinitors to general chapters proceeds in the following order:

The election of a diffinitor for the first (next) general chapter in which diffinitors participate

The election of a socius of the diffinitor for the next general chapter

The election of a diffinitor for a second general chapter in which diffinitors participate

The election of a socius of the diffinitor for a second general chapter

The election of the socius of the prior provincial for a general chapter.

The following form may be used or a similar text:

The following friars were elected to their respective offices for general chapters:

fr. [NAME], O.P. Diffinitor, First General Chapter

fr. [NAME], O.P. Socius of the Diffinitor, First General Chapter

fr. [NAME], O.P. Diffinitor, Second General Chapter

fr. [NAME], O.P. Socius of the Diffinitor, Second General Chapter

fr. [NAME], O.P. Socius of the Prior Provincial for a general chapter

12. If there are Petitions in the Acts, they should be gathered together in this section. These would include any petitions to the Master of the Order (e.g., suppressing a convent, conferring of the STM, etc.).

13. The list of assignments and appointments made by the diffinitorium is included in this section.

- Also, the presentation of a Regent of Studies to the Master of the Order should have its own paragraph (number) in this section. The following model, or a similar text, can be used: “[Petition] We present brother N.N. to the Master of the Order for institution as Regent of Studies”. When this petition is made to the Master of the Order, a *curriculum vitae* of the proposed Regent of Studies is included. The Regent of Studies assumes his office upon his appointment by the Master of the Order.

- All other assignations and appointments of the diffinitorium are effective upon the promulgation of the Acts by the prior provincial which occurs after the approval of the Acts by the Master of the Order.

- If there is an urgent need for the assignations and appointments of the diffinitorium to be approved, they must be sent to the Master of Order. They are then promulgated by the chairman of the diffinitorium (the prior provincial) upon which they take effect. Otherwise, the brother holding the office remains in office until his successor has been approved. Transitions in office should be clarified by the provincial chapter and/or diffinitorium.

14. The legislation of the provincial chapter follows next as organised by the provincial chapter. After the legislation is completely recorded, the closing formalities complete the Acts which are followed by the obituaries of the brothers who have died since the last provincial chapter.

15. If there are suffrages for the living and the dead requested by the Provincial Chapter (for example for a pope, previously deceased pope if there is one and he is not a blessed, for the Master of the Order and curia, etc.), it is recommended that they be included here.

- For Pope Francis, each community shall celebrate one Mass.
- For Pope Emeritus Benedict XVI, each community shall celebrate on Mass
- etc.

It would be helpful to divided the suffrages into two sections, namely, for the living and the dead.

16. The date and place of the next provincial chapter must be clearly indicated and specific. The following form may be used or a similar text:

The next Provincial Chapter shall be held at the [PLACE, CITY, STATE/PROVINCE]
to commence on [DATE, MONTH, YEAR] (LCO 353, 362, § II).

17. A statement that indicates the conclusion of the provincial chapter along with its date. The official end of the provincial chapter is the conclusion of the work of the diffinitorium. The following form may used or a similar text:

The Provincial Chapter of the Province/Vice-Province of [NAME] adjourned on January 28, 2015, after the last meeting of the *Diffinitorium*.

18. At the end of the Acts, after the suffrages (cf. LCO 74), if they are not included in the section regarding the liturgy, there is a final declaration of the diffinitorium, which is followed by the signatures of the prior provincial and of each diffinitor as well as the seal of the province. The following form may be used or a similar text:

DECLARATION OF THE *DIFFINITORIUM*

Given in the [PLACE, CITY, STATE/PROVINCE], this [NUMBER] day of [MONTH] in the year of our Lord, [YEAR].

SIGNATURES AND SEAL

19. N.B. The LCO indicate that once the Acts are completed, **five** hard copies, signed by the president, the diffinitors, and the secretary bearing the seal of the province, are sent to the Master of the Order [to the General Secretary] for review and approval as quickly as possible. The Acts are to be submitted in one of the three official languages of the Order (English, French, or Spanish, which are the modern languages accepted by the general council), or in Latin. If a translation of the Acts is necessary, along with the five copies mentioned, **two** copies of the Acts in its original language is also sent. For practical reasons, the Master of the Order has made the concession that one hard copy (properly signed and affixed with the seal of the province and one in its original language) be sent to the General Curia **along with an electronic copy** sent as soon as possible after the Acts are completed so that they may be reviewed as soon as possible. Therefore, one hard copy (along with its original language if translated into one of the official languages of the Order) and one electronic copy of the Acts is sent to the General Curia for review and approval.

Again, for practical reasons, once the approval letter has been received and inserted into the revised Acts of the chapter, **two** hard copies (cf. LCO 362, § IV) and **one electronic copy** is sent to the General Curia. These are both updated and revised copies based on the approval letter of the Master of the Order.

EXAMPLES OF THE FORM TO BE USED FOR NEW OR AMENDED PROVINCIAL STATUTES:

Statutes of the Province: Sent to the Master for approval together with the Acts. It is recommended that the changes be marked clearly so as to note them clearly (the previous text and the changes suggested during the Chapter). Once approved by the Master and after having duly included any changes and corrections, 5 (five) printed copies shall be sent to the Curia, if they are not included with the Acts.

Provincial Statutes are created, amended or deleted only at a provincial chapter. There are simple formulas for the creation or deletion of provincial statutes. There are two formats for clearly presenting amended provincial statutes.

DELETION: Ordination: We ordain that Provincial Statute 45 be deleted.

NEW: Ordination: We ordain that the following become a new Provincial Statute:

a,b,c,.....

AMENDING PROVINCIAL STATUTES.

· **FORM A:** The current statute is presented in its entirety. The proposed revision is presented also in its entirety. For example:

ORDINATIO: We ordain that Provincial Statute 55 be amended as follows:

Provincial Statute 55: The *diffinitorium* of a provincial chapter shall have four members (LCO 357, 3°).

Amendment: The *diffinitorium* of a provincial chapter shall have six members (LCO 357, 3°).

· **FORM B:** The revision of the provincial statute is indicated by striking out the text to be amended and adding in italics the new text. For example,

ORDINATIO: We ordain that Provincial Statute 55 be amended as follows:
The *diffinitorium* of a provincial chapter shall have ~~four~~ *six* members (LCO 357, 3°).

In all cases the text being amended is to be clearly indicated by either providing the current statute or using various fonts. If there are changes in the order of the sentences of a statute, then Form A is recommended. Whenever Form A is used, both texts must be presented.

DRAFT FOR THE ELABORATION OF THE STATUTE OF THE PROVINCIAL VICARIATES

Previous notes:

- LCO 384-388 and 477-484 must be read.
- The Statute of the Provincial Vicariate has the function of applying the general rules of the province to a part thereof, constituted into a vicariate, and of including some particularities.
- The statute should not repeat ideas from LCO or from the Statute of the Province. It should specify and adapt them to the peculiar situation of the Vicariate.
- It cannot establish norms that are contrary to LCO.
- The statute is neither an apostolic program nor a treatise on missiology. It is a **legal** document supplementing the more general norms in order to facilitate the life of the brothers.

Proposal of an outline for the Statute:

1) Name of the Vicariate

2) Determination of the convents and houses of the Vicariate: Vicariates do not have “territory” in the way that Provinces do; rather they are groupings of the houses or convents of a province in a particular nation or region (LCO 384, §I). Something similar to “The Vicariate consists of the houses and convents of the Province of X in ... *[list countries or regions]* and carries out the mission of the Order in ... *[list countries or regions where apostolate is carried out]*.”

3) The Vicar Provincial

He is a Vicar of the Prior Provincial for a specific territory.

It is necessary to determine:

- The term of office is determined in the Statute of the Vicariate, normally four years.
- The modality of his designation:
 - ° It must be determined whether the Vicar is to be elected (LCO 477, §I), and if so whether the friars should meet to elect the vicar, send their vote in writing, or vote by electronic means (see LCO 480, § I; 455-bis; 455-ter).
 - ° In the case of postal or electronic voting, the number of scrutines must be indicated if there are to be more than two, either in the Statute or in the Acts of the Provincial Chapter (see LCO 455-bis, §II, 2°; 480, §IV, 2°).
 - ° The election is confirmed by the Prior Provincial in the same way as for a conventual prior (see LCO 481, §I; 465–473); if the Vicar is appointed, then the Provincial requires the consent of his Council (LCO 373, 1°).
- Description of his office.
- Possible participation in the Provincial Chapter (see LCO 384 bis, 5°) with or without active voice.
- Possible participation in the Provincial Council (see LCO 384 bis, 5°) with or without active voice.
- Possible participation in the extended Council (see LCO 375, § I).
- The competences and obligations that the Prior Provincial having heard his council can grant to the Vicar (cf. LCO 384 bis, 6), can only be on the following subjects:

- Admission of candidates to the novitiate and to simple profession.
- Assignment of the friars to a house or convent of the Vicariate. The Prior Provincial makes the first assignation to the Vicariate, but according to ACG Bologna 2016, n. 352, the Prior Provincial may delegate to the Vicar the competence to make the first assignment of a friar to one of the communities of the Vicariate.
- Confirmation of conventual priors and institution of the superiors of the houses.

+ The admission of brothers to solemn profession and Holy Orders always belongs to the Prior Provincial, as does the appointment of conventual priors should this be necessary.

+ The Prior Provincial can delegate to the Vicar one of the canonical visitations (see LCO 340).

+ These competences will depend on the demographic situation of the Vicariate. When this increases in number and moves towards becoming a Vice Province, it is to be desirable that these competences will be expanded. If it is a small Vicariate, it might be less appropriate for the Vicar to have all of these competences might be counterproductive.

- The Statute of the Vicariate must provide for governance of the vicariate in the absence of a Vicar or when there is no Vicar (LCO 477, §I); or the Prior Provincial may appoint a Vicar *ad nutum* in accordance with 345, §I.

- The Statute of the Vicariate may make a provision extending the mandate of the Vicar Provincial if his term ends in the months before a Provincial Chapter, analogously to what LCO 302, §I provides for a conventual prior.

4) The assembly or chapter of the Vicariate

It must be determined:

- Who is part of the assembly.
- Frequency of meetings.
- Authority that convenes and presides over ordinary meetings.
- The elective chapter is presided over by the brother determined by the Statute who governs the Vicariate at the time, always saving the right of the Prior Provincial to preside personally or through a delegate (LCO 477, §I).
- When the term for which he was elected has expired or he has ceased for any cause, the office of vicar is exercised by the brother determined by the Statute

Competences should be determined by the Statute, and may include:

- Proposing modifications to the Statute of the Vicariate, which must be approved by the Provincial Chapter.
- Electing the Vicar Provincial: The electors are the friars assigned directly to a convent of the Vicariate, or indirectly by reason of the office, who have an active voice (LCO 478).
- Electing the members of the council of the vicariate.
- Carrying out the planning of the apostolate (see LCO 107). In order to do so, it must prepare the friars and coordinate energies. The chapter or assembly of the vicariate can make proposals, keeping in mind that decisions about the places we will

be present (i.e. about opening or closing a community, beginning a new mission, etc.) always belong to the Provincial Chapter.

5) The Council of the Vicariate

At this point you must indicate:

- Number of councillors: it must be in accordance with the situation of the Vicariate.
- Manner of election.
- Frequency of meetings of the council of the Vicariate.
- Authority that convenes and presides over the council.
- The minutes of the council must be sent to the prior Provincial (LCO 386, § I).
- Competences:
 - ° With the approval of the Council of Province, and if so determined in the statute, it may accept a parish (see LCO 128, § III).
 - ° When there is a novitiate convent in the Vicariate and the council of the convent is not different from the chapter, it must cast another vote for the profession of the novices (LCO 197).
 - ° When there is a formation house in the Vicariate and the council of the convent is not different from the chapter, it must cast another vote for the solemn profession (cf. LCO 207, § I). The admission to the solemn profession corresponds to the Prior Provincial.

6) The officers of the Vicariate (cf. LCO 388).

This must be in line with the situation of the Vicariate. It does not make sense, nor it is necessary, that there are in the Vicariate all the same officers as in the Province.

- It is necessary to bear in mind that any appointments related to the formation are made by the Provincial Chapter.

7) Formation of friars and study in the vicariate.

It is important:

- To determine whether or not a Vicariate has the means to form the brothers.
- The Vicariate can be entrusted with a certain responsibility in this matter.
- To remember that a friar is formed for the Order and is the son of a Province, not of a Vicariate.

You can specify some aspects about:

- The procedure for the admission of candidates to the novitiate.
- The procedure of consultation of the Vicar Provincial for admission to the simple profession.
- If it is appropriate that the Prior Provincial consults the Vicar or the council of the Vicariate before admitting a candidate coming from the Vicariate to solemn profession or to ordination.
- The existence of a promoter of vocations.

- According to LCO 89, § IV, ways to promote the study can be established.
- As for the Ratio Formationis and Ratio Studiorum, since it does not make sense to elaborate one for the Vicariate, if necessary, a chapter can be included in those of the Province, collecting the particularities of the Vicariate.

8) Economic administration.

If necessary, in case the Vicariate is in a legal and economic context different from that of the Province, some special rules can be established, especially in regard to the amounts that the conventual prior, or he with his council, may decide to spend, beyond which it is necessary to turn to the Prior Provincial.

Since it is not a juridical person, there is no need for an economic council in the Vicariate, but this task corresponds to the economic council of the Province, which must intervene when necessary, as it is the case for the other communities of the Province.

- Every year the Vicar Provincial must send to the Prior Provincial a detailed and complete report made by the Syndic, which will also include the budget for the following year, and it must be approved by the Council of the Vicariate. Copies thereof shall be kept in the register of the syndic (LCO 563, § II, see LCO 566, § II).

