

# FINAL DRAFT

## NORTHERN CALIFORNIA DISTRICT COUNCIL (NCDC)

### Elections Procedures

#### 1. Nominations

- a. The Balloting Committee appointed by the Diocesan Bishop shall be in charge of the voting procedure and will make their report to the house during the main service on Saturday.
- b. In electing officers for the General Council and its auxiliaries, candidates shall be nominated in the March Council session, and voted upon in the July Council session; those individuals who are elected will begin serving after the July session on a 90 day probationary period. After which their progress and/or order of operation and conduct will be reviewed by the Diocesan, and a recommendation made to the Bishop's Executive Council to dismiss or allow the candidate to continue with a four (4) year term of office.
- c. Nominations for the General Council and Auxiliary officers, written (e.g., letter, text, e-mail, etc.) or oral, must be made by the end of the General Council business session and each respective auxiliary business session.
- d. Nominations from the Executive Board may be exempt from this section.
- e. See Section 4 (Nominees) for more info on nominees.
- f. A ballot shall be prepared by the Office of the General Secretary, which will include the names of all candidates for each office as nominated by the Executive Board along with such nominations from the floor, and Auxiliary positions of the NCDC Council. Names of candidates for each office are to be clearly defined on the ballot with understandable voting instructions for each office. Each candidate for office will be listed in the order they were nominated. Write-ins will not be permitted.
- g. All Board recommendations will be identified as such on the ballot sheet.
- h. This official list of nominees will be submitted for screening to the Screening Committee. This committee shall be appointed by the Chairman of the Council.

#### 2. Voting

- a. The election of General Body and Auxiliary officers shall occur on Thursday, Friday, and Saturday of the July conference.
- b. The Balloting Committee shall be provided a room that is easily accessible to the voting membership and clearly marked as the voting place, and only the Balloting Committee and those voting are to be in the room.
- c. Qualified voters must be at least 18 years of age and a registered member for at least one session prior to the voting session. The 18 years of age requirement does not apply for voting in the Youth Department.
- d. Polls for the General Council Elections will be opened from 2:00 p.m. to 4:00 p.m. on Thursday, 9:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m. on Friday, and from 9:00 a.m. to 11:00 a.m. on Saturday of the July conference.

- e. In the election of officers for the Corporation, voting shall be by secret ballot.
- f. To insure the right and freedom for each voting member to vote their conscience and to preserve a Godly environment, there shall be no campaigning, campaign literature, slate suggestions, resumes or other forms of voting suggestions distributed by the candidates or their supporters at the voting place, registration desk or Conference premises.
- g. No provisions will be made for proxy or absentee voting. All eligible voting members must be present in person and sign the voting register provided by the Balloting committee in order to cast their ballot.
- h. Confirmation of voting shall be as determined by the Balloting Committee.
- j. The ballot box must be in the custody of the Balloting Committee or its Chairman at all times to protect the integrity of the ballots cast.
- j. No candidate will be considered elected, even though unopposed, until the Balloting Committee has made their report.
- k. The Balloting Committee will keep a list of those who have voted and have a count of the total votes cast.
- l. Election ballots shall be preserved for a period of four (4) months.

### **3. Tenure**

- a. The maximum tenure of office for the General Body officers of the Northern California District Council shall be two (2) consecutive four (4) year terms. After an interim period (at least one term), qualified persons may be re-elected to such office.
- b. The maximum tenure of office for auxiliary officers shall be in compliance with Section 3 (a).

### **4. Nominees (For Screening Purposes)**

- a. Nominations for any office shall not be accepted without nominee being present or a written (e.g., letter, text, email, etc.) consent to accept nomination.
- b. Nominees who are classified as being delinquent in their financial obligations or negligent in their moral support of the Council shall not be accepted or qualified to run for office in the NCDC, as determined by the Screening Committee.
- c. Those persons, who are indebted to the NCDC and will not make good effort to repay their indebtedness, having to be forced to fulfill honest obligations, will not be endorsed to hold an office in the Council or the Pentecostal Assemblies of the World.
- d. No one shall be eligible to hold office in any NCDC position unless faithfully working in his or her local assembly, as per their pastor.
- e. Nominees shall be a member of a local church of the NCDC.

**5. Chart of Elected Positions**

<b>NCDC Elected Officers/Elected Staff - 2026</b>						
<b><u>Council Officers ...</u></b>	<b><u>Chairman</u></b>	<b><u>Vice</u></b>	<b><u>Secretary</u></b>	<b><u>Assistant Secretary</u></b>	<b><u>Treasury</u></b>	<b><u>Assistant Treasury</u></b>
	✓	✓	✓	✓	✓	✓
<b><u>Auxiliary Leaders ...</u></b>	<b><u>President</u></b>	<b><u>Vice</u></b>	<b><u>Secretary</u></b>	<b><u>Assistant Secretary</u></b>	<b><u>Treasury</u></b>	<b><u>Assistant Treasury</u></b>
Altar Workers	✓	✓	✓	✓	✓	✓
Christian Education	✓	✓	✓	✓	✓	✓
Church Ext. & Evang	✓	✓	✓	✓	✓	✓
HCP	✓	✓	✓	✓	✓	✓
Int'l Missions	✓	✓	✓	✓	✓	✓
Men	✓	✓	✓	✓	✓	✓
Min/Dec Wives	✓	✓	✓	✓	✓	✓
Women	✓	✓	✓	✓	✓	✓
PYPU	✓	✓	✓	✓	✓	✓
Usher	✓	✓	✓	✓	✓	✓

**APPEALS PROCESS**

Should a NCDC (Council) member have a disagreement concerning any portion of the Elections Procedures, he/she may appeal by following the established guidelines which are as follows:

1. In the event that a candidate is nominated for a NCDC office based on established criteria and a Council member feels that said candidate is/should be disqualified or the nomination process has disqualified a potential candidate whom a Council member feels should be eligible for nomination; the disagreeing Council member has the right to appeal. The appeal must be submitted in writing within twenty-one days of the Council at which the candidate was nominated. This written appeal must be forwarded by hard copy or electronic mail to the Secretary to the Executive Board, who will copy the Council Chairman and Council Secretary. This appeal will be brought to the attention of the Executive Board for review and decision. The decision will be announced within twenty-one days of said appeal and will be final.

2. In the event that a Council member is in disagreement with the outcome of the election, he/she has the right to voice his/her disagreement in writing for review. This disagreement must be submitted in writing within twenty-one days of the Council at which the Elections were held. This written disagreement must be forwarded by hard copy or electronic mail to the Secretary to the Executive Board, who will copy the Council Chairman and Council Secretary. This appeal will be brought to the attention of the Executive Board for review and decision. The decision will be announced within twenty-one days of said appeal and will be final.
3. E-mail addresses will be provided for the Secretary to the Executive Board, Council Chairman and Council Secretary to the Council member making the appeal.

***Disclaimer Notice: The NCDC Executive Board has the authority to change any of this Elections Process.***