To: FGBMFI-USA Chapter Presidents
From: Roger Ringuette, FGBMFI-USA National Secretary on behalf of the National Leadership Team which includes your Regional Director.
Date: October 9th 2026
Subject: Election Guidelines for Chapter Officers

Greetings in Jesus mighty Name! Please find attached the election guidelines for the 2026 elections. The goal is to conduct your chapter's elections in October or as early in November as possible. The wording contained in the FGBMFI USA Constitution and Bylaws pertaining to election of chapter officers is included at the end of this email. *Please be sure to refer to the attached **Election Guidelines for Chapter Officers** before planning and conducting your chapter elections.*

A few important administrative items for all chapters regardless of their selection process:

- Any changes to your Chapter Officers, whether resulting from elections, new appointments, or resignations, must be reported as soon as they take effect.
  Please complete and submit the **Chapter Election Authorities Report** using the attached Excel form. For your convenience, this form is also available for download on our website, www.fgbmfiusa.org, under **Chapters** → **Chapter Resources**, or directly through the following link: Chapter Election Officers Report – Excel Form
  If you have any questions or experience difficulties accessing or completing the form, please contact Edgard Fonseca at edgar@fgbmfiusa.org, or your regional authority.
  If you are unable to download or complete the Excel form, please email the required information directly to the National Secretary, whose contact information is listed on our website under **USA Leadership** (roger@fgbmfiusa.org).
- Please ensure that your submission includes your Chapter name and number, along with each new officer's email address and cell phone number.
- **Even if there have been no changes in your Chapter leadership**, please take a moment to review and confirm your Chapter name and number, as well as your Chapter President's email address and cell phone number, to help us keep our national records accurate and up to date.
- Also, please report any change of meeting place or day of month or time of meeting - same method as above - as soon as the changes take place. This will ensure the Meeting Locator by State on our website remains updated. This helps anyone trying to locate a FGBMFI meeting near them.

FGBMFI-USA Constitution

Article IV
SECTION 3. Membership of Chapters.

The Chapters themselves may provide their own methods of electing or appointing their local members, **provided however, that no man shall be eligible to membership in any chapter who does not adhere to the Doctrinal Statement,** and the International or National Organization may prescribe such tests as it may deem proper to assure compliance on the part of Chapters with Section 3, Article 1 of this Constitution.

FGBMFI-USA Bylaws

ARTICLE X LOCAL CHAPTERS

SECTION 4.

While the chapters are advised to consult the central officers National Leadership on difficult questions which may arise, **the responsibility for decision of all local matters remains with the chapter,** which may decide whether or not to incorporate, what officers to have, (any officer of a chapter must have the baptism in the Holy Spirit according to Acts 2:4), including all other purely local organizational matters, all matters relative to discipline of members, and concerning local projects and activities.

A final note: **Most importantly**, whatever the selection process of the chapter officers, it should endeavor to be a spiritual matter guided by the Holy Spirit to reach a consensus which will enable the chapter to accomplish its work effectively and in unity.

Gabriel R Jacquez

Gabriel Jacquez, National President FGBMFI-USA

Election Guidelines for Chapter Officers

- An election takes place each calendar year, preferably in October or early November. The Regional Director should be notified of the planned date of the election prior to the Chapter President or his designee sending out a notice to every member of the chapter, notifying the members of the election fifteen (15) days in advance. **According to the FGBMFI and FGBMFI-USA Articles of Incorporation, Constitution, and Bylaws, only men are officially recognized as members and eligible to vote and become chapter officers (Please also reference the letter dated 4/7/26 sent by email on 4/8/26 by Gabriel Jacquez, FGBMFI-USA National President for further clarification).**

- At this annual business meeting, all offices would be declared vacant, and elections held to fill the vacancies. Existing officers may be re-elected for another term to the same office. A Field Rep should be present to moderate the meeting. In the event the Field Rep is unable to be present, he should appoint someone to take his place.

- Elections are determined by secret ballot. Please remember only current, paid-up members are eligible to be candidates and to vote. The Field Rep ensures all members are paid up and offers members an opportunity to renew their membership at the meeting via the website prior to the voting.

- The outgoing president calls the meeting to order and turns the meeting over to the moderator who begins by praying for the guidance of the Holy Spirit upon the selection process.

- Nominations will be accepted from the floor. **Also, please note: "*Votes can be cast for any person who is eligible for election, even if he has not been nominated.*" Per *RONR (12th ed.) 46:3.* RONR stands for Robert's Rules of Order the gold standard of parliamentary procedure used by most organizations in the United States. In the FGBMFI-USA Bylaws Article XIV it states, "Where not in conflict with other provisions of these Bylaws, Robert's Rules of Order, latest edition, shall be the model for established procedure for all meetings of anybody provided for in these Bylaws."**

- As per Article X Section 4 of the FGBMFI-USA Bylaws, any officer of a chapter must have the baptism in the Holy Spirit according to Acts 2:4. If someone has previously resigned, they are eligible to hold office in the future.

- The moderator instructs the ushers to pass out ballots to all members. Elect one officer at a time, starting with president, vice-president(s), secretary, treasurer, etc. All officers must be elected by a majority of the members present.

- Upon completion of the election, all members lay hands on the elected officers and pray for the Holy Spirit’s anointing upon them.

- It is important that the chapter's charter and financial documents along with all correspondence and other pertinent information regarding chapter business be turned over to the new officers as part of an orderly transition. Remind the officers to use the chapter number, the charter name (preferably the name of your city) as the "official name" of the chapter, to avoid confusion at the National Office.

- Post-election, a letter or certificate of appreciation should be given to anyone who serves as an officer and leaves in good standing.