



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: November 21, 2024
Subject: Election Guidelines for Chapter Officers

We have been asked by some of the USA Chapters to provide election guidelines for the selection of local Chapter Officers (President, Vice President, Secretary, Treasurer etc.). We have purposely included the exact wording below from our FGBMFI-USA Constitution & Bylaws which clearly provides flexibility in the process of selecting officers at the chapter level and that has not changed.

We recently re-discovered a document generated in 1984 during Demos' administration which provides election guidelines used for some years in the Fellowship. I have attached the applicable information contained in this 1984 document combined with some of the best practices shared by Regional Directors and other National Leaders to form the Election Guidelines some of you have requested.

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.

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

- Any changes of your Chapter Officers whether the result of elections, new appointments or resignations need to be input into the [fgbmfiusa.org](https://www.fgbmfiusa.org) website under <https://www.fgbmfiusa.org/chapter-elections> as soon as the change(s) takes place. If you are unable to access the website by smartphone, laptop or tablet, please email the information to the National Secretary whose email address is listed on the [fgbmfiusa.org](https://www.fgbmfiusa.org) website under USA Leadership (currently Roger Ringuette, email roger@fgbmfiusa.life). Please include your chapter name & number and each new officer's email address and cell phone. If there are no changes, please still list the Chapter name & Chapter # and the Chapter President's email & cell phone to ensure our records are 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.

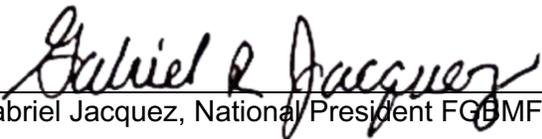
The Chapters themselves may provide their own methods of electing or appointing their local members, **provided however, that no man shall be eligible to membership in any chapter who does not adhere to the Doctrinal Statement**, and the International or National Organization may prescribe such tests 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.



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.
- 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. 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.