



THE POWER OF TOUCH

March 14, 2021

THIRD QUINQUENNIAL MEETING OF THE
POTOMAC CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS

GENERAL INFORMATION



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®

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Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®

Office of the VP for Administration

January 11, 2021

Delegates to the Potomac Conference Corporation
Third Quinquennial Constituency Meeting

Dear Constituency Meeting Delegate:

Thank you for your willingness to serve as a delegate to the Third Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists to be held via **ZOOM on March 14, 2021 at 10:00 am**. Registration will begin at 8:00 a.m. A ZOOM link will be sent via email several days before the constituency meeting.

The following material contains all the items our Constitution and Bylaws requires you to have prior to the meeting. Please review this material carefully. It has been divided into sections for easy reference. If you have trouble accessing any of the items, please contact us immediately at (540) 886-0771, Ext. 207, or email us at DeniseH@pcsda.org. We will be happy to assist you.

In closing, **it is important that you download this material for easy access for both the Delegate Orientation meeting and the Constituency Meeting by means of your laptop, iPad, cell phone or printed version (if you have chosen this option).**

Thank you again for being an important part of this event. Please join me in praying for the leading of the Holy Spirit as we reflect on the blessings over the past five years and sense God's leading in the years to come. I look forward meeting with you virtually at the Delegate Orientation Meeting nearest you and on March 14.

January 26, 2021	7:00 pm	Delegate Orientation Meeting-Northern VA
January 27, 2021	7:00 pm	Delegate Orientation Meeting-Metro DC Hispanic
January 28, 2021	7:00 pm	Delegate Orientation Meeting-DC Maryland
January 30, 2021	7:00 pm	Delegate Orientation Meeting-VA So-Central
January 31, 2021	7:00 pm	Delegate Orientation Meeting-VA Valley, VA Southwest
February 9, 2021	7:00 pm	Delegate Orientation Meeting-VA Capital
February 10, 2021	7:00 pm	Delegate Orientation Meeting-VA Tidewater

Thankful for Your Service,

Jose L. Vazquez
Vice President for Administration



A person's hand is visible holding a Bible. The Bible's cover is dark with the words 'HOLY BIBLE' printed in gold. The person is wearing a watch with a dark strap. The background is blurred, showing what appears to be a crowd of people.

POTOMAC CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS

DUTY OF DELEGATES

"Delegates to a conference session are not chosen to represent merely the church or conference. They should view the work as a whole, remembering their responsibility for the welfare of the worldwide work of the church. It is not permissible for church or conference delegations to organize or attempt to direct their votes as a unit. Nor is it permissible for the delegates from a large church or the conference to claim preeminence in directing affairs in the conference session. Each delegate should be susceptible to the direction of the Holy Spirit and vote according to personal convictions. Any church or conference officer or leader attempting to control the votes of a group of delegates would be consider disqualified for holding office."

Seventh-day Adventist Church Manual, pg. 114

NAD Working Policy 2018-2019

C 35 Local Conference Session

C 35 05 Organizing Committee—The organizing committee to nominate standing committees at local conference sessions shall be made up as follows:

1. Each church represented in the delegation at the session shall be empowered, through its delegation, to choose one member of a committee to nominate standing committees.
2. In conferences with less than 10,000 members, churches with 250 or more members may choose one additional member for each 500 members or major fraction thereof. (This would provide a total of two members from churches with membership of 251 to 750 members, a total of three members from churches with membership of 751 to 1250, etc.)
3. In conferences with more than 10,000 members, one additional member shall be chosen by each church for each full 500 members. (This would provide a total of two members from churches with membership of 501 to 1000, three members from churches with membership of 1001 to 1500, etc.)
4. The persons thus selected, together with the leading union conference representative present, who shall act as Chair of this committee, shall be responsible for nominating all standing committees to be appointed by the session.

C 35 10 Chair—Nominating Committee—The Chair of the nominating committee at the local conference session shall be the president of the union or, in his absence, one designated by him shall be named to serve as Chair; and, further, the nominating committee shall consist of from nine to fifteen members including the Chair, except in conferences of more than 10,000 members where up to six additional members may be added. This membership shall be balanced, as nearly as possible, between denominational employees and laypersons representing various segments of the work and territories of the conference. Incumbent officers and department directors/ secretaries shall not be members of the nominating committee. To provide wider representation, incumbent members of the Conference Executive Committee ordinarily shall not serve as members of the nominating committee.

C 35 15 Committee on Licenses and Credentials—The Committee on Licenses and Credentials shall be composed of the following:

1. Ordained ministers of experience.
2. Non-ordained employees or lay members of experience; up to one third of the membership of the committee.

C 35 20 Audited Statements—Audited financial statements and auditors' opinions on the financial statements are to be presented to conference sessions as a regular procedure. Whenever possible the auditor's opinion is to be presented by the auditor in person.



Important Dates

1. **Survey of Churches:** March 2020, contacted churches to receive comments and/or suggestions for the meeting agenda.
2. **Selection of Delegates:** April – December, 2020
3. **Approval of Meeting Agenda:** September 1, 2020, Approved by the Executive Committee
4. **Delegate Material:** Available on the Potomac Conference website on January 11, 2021
5. **Organizing Committee:** February 7, 2021
6. **Nominating Committee:** February 28, 2021
7. **Legal Notice:** Visitor – Nov/Dec 2020, Jan/Feb 2021, Mar/Apr 2021

Potomac Conference Corporation Third Quinquennial Meeting – Nov/Dec 2020

Legal notice is hereby given, that the Third Quinquennial Meeting of the Potomac Conference Corporation of Seventh-day Adventists will convene at 10 a.m. on Sunday, March 14, 2021, at Hylton Memorial Chapel, 14640 Potomac Mills Rd., Woodbridge, VA 22192.

The purpose of this meeting is to receive the corporation's 2015-2019 report, elect executive officers, vice presidents, and members of the Executive Committee and other board and committee members; consider recommendations for amendments and revisions to the Constitution and Bylaws of the Potomac Conference Corporation of Seventh-day Adventists as well as Board of Education, Shenandoah Valley Academy and Takoma Academy Bylaws; and to transact such other business as may come before the delegates.

The Organizing Committee will meet on Sunday, February 7, 2021 at 10:00 am at the Richmond Evangelistic Center located at 5300 Walmsley Blvd, Richmond, VA 23224. The Nominating Committee will meet on Sunday, February 28, 2021 at 10:00 am at the Potomac Conference Corporation office located at 606 Greenville Ave, Staunton, VA 24401.

William K. Miller, *President*

Jose L. Vazquez, *Secretary*

Potomac Conference Corporation Third Quinquennial Meeting – Jan/Feb, 2021, Mar/Apr, 2021

Legal notice is hereby given, that the Third Quinquennial Meeting of the Potomac Conference Corporation of Seventh-day Adventists will be held online / virtually and convene at 10 a.m. on Sunday, March 14, 2021.

The purpose of this meeting is to receive the corporation's 2015-2019 reports, elect executive officers, vice presidents and members of the Executive Committee and other board and committee members; consider recommendations for amendments and revisions to the Constitution and Bylaws of the Potomac Conference Corporation of Seventh-day Adventists as well as Board of Education, Shenandoah Valley Academy and Takoma Academy Bylaws; and to transact such other business as may come before the delegates.

The Organizing Committee will meet online / virtually on Sunday, February 7, 2021 at 10:00 am. The Nominating Committee will meet online/ virtually on Sunday, February 28, 2021 at 10:00 am.

William K. Miller, *President*

Jose L. Vazquez, *Secretary*

General Conference

Rules of Order

Sixth Edition

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Silver Spring, Maryland, USA

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General Conference

Rules of Order



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international orders, call 1 (208) 465-2547.



GENERAL CONFERENCE RULES OF ORDER

Procedural Rules for General Conference Business Sessions and Executive Committee Meetings

At the 1985 General Conference Session in New Orleans, a number of delegates expressed the desire for more precise and written rules of order for General Conference Sessions. In harmony with the wishes of the Session, the General Conference Executive Committee subsequently appointed a subcommittee to study the matter and draw up such rules of procedure.

In its work, this committee was guided by the desire to prepare rules of order for the Church which are in harmony with the Spirit of Prophecy instruction and Seventh-day Adventist policy and reflect a sensible approach to session and committee efficiency based on tried and true working methods.

The General Conference Executive Committee ratified the work of the subcommittee and the **General Conference Rules of Order** were approved. The current edition has been updated for the 2015 General Conference Session to assure consistency within the rules and for clarity.

A fundamental aim of these rules is to facilitate the participation by delegates and committee members in discussions and debates, and in the decision-making process. Rules of procedure are set up to facilitate free participation and are not set in the theological concrete.

It was felt that it was not necessary to go into great detail. Specific provision has been made for most eventualities. Neither the Bible nor the writings of Ellen G. White

are textbooks of ecclesiastical parliamentary law. Ellen G. White asks for harmony and simplicity in the business meetings of the Church and recommends the avoidance of unnecessary machinery which could sap the physical and mental energies of those called to participate in council and committee meetings (Ms 3, 1890, p. 9).

The purpose of this short compendium of rules of order is to guide church leaders and other participants so that the work of church sessions and committees can move along smoothly, expeditiously, and fairly. These procedures should serve church business sessions like the clear signalization which enables traffic to move smoothly, safely, and rapidly without confusion and delay.

The Church is a voluntary society of those who have accepted Jesus Christ as their Lord and Savior. She is the body of Christ. She is not a parliamentary body, a political forum, a service club, or a business corporation. When Seventh-day Adventists meet to transact the business of the Church, they are meeting with God. In the final analysis, it is the Holy Spirit who leads and guides. "If your committee meetings and council meetings," wrote Ellen G. White, "are not under the direct supervision of the Spirit of God, your conclusions will be earth-born, and worthy of no more consideration than are any man's expressions" (Letter 81, 1896, pp. 8, 9).

The delegates at church sessions and especially the General Conference Session are legislating, not to satisfy personal or

party interests, not to cater to nationalistic or regional ambitions, but to work “for time and eternity” and participate in the divine mission for the salvation of the world—7T 258, 259. Delegates and committee members are warned against a spirit of selfishness, self-exaltation, and pomposity in council and committee meetings (see Ms 29, 1895, p. 8).

The overarching concern of church sessions and committees is to discover and understand God’s will regarding the issues, plans, and appointments to be considered. In the light of this purpose, the object of rules of order is to facilitate accomplishing the will of God. In this sense, the delegated sessions of the Church are *sui generis* (unique), different from any other human organization.

These rules of order are intended to be used with a sense of reverence for the divine purpose. They are not intended to provide for quick or dilatory parliamentary maneuvers to gain a point, gain undeserved attention, gain advantage by suppressing the wishes of others, or to confuse the chair, fellow delegates, or committee members. These rules, furthermore, should not be used in such a way as to become an excuse

for procedural wrangling which could keep sessions or committees from moving forward with dispatch. Ellen G. White counsels that there should be “constant effort for brevity in business meetings” (Ms 3, 1890, p. 9).

It must never be forgotten that the letter of procedural rules can kill; it is the spirit that gives life to church order and government. The chair, with the support of the delegates, must use good judgment and not let the machinery get in the way of the advancement of God’s work.

Where procedural issues arise which are not specifically covered by the **General Conference Rules of Order**, the chair shall rule according to his best judgment. However, any delegate has the right to appeal the ruling. In that case, if the appeal is seconded, the chair shall put the issue to the delegates for a decision by simple majority vote.

May these rules of order help church delegates and committee members in their appointed work of “legislating for God” (Letter 81, 1896, p. 8).

—General Conference Executive Committee



Relationship of General Conference Rules of Order to the Church Manual and General Conference Working Policy

The **Church Manual** and General Conference Constitution, Bylaws, and **Working Policy** take precedence over the rules of order, should there be any conflict.

DUTIES OF CHAIR

1. The chair shall preside over sessions and committee meetings in harmony with the rules of order.
2. The chair shall take up the various committee reports and items of business on the approved agenda.
3. The chair shall work for consensus in decision making by treating each side of an issue with fairness.
4. The chair may vote
 - ▶ If the vote is by ballot, or
 - ▶ To make a tie or break a tie (if he has not already voted by ballot).
5. It is the duty of the chair to hold speakers to their allotted time and help move business along as expeditiously and fairly as possible.
6. The chair shall decide points of order (though the decision may be appealed by any delegate).
7. While it is necessary for the chair to give leadership, in order to be impartial and give evidence that justice is done, the chair should not personally become closely involved in session floor debate while in the chair. Should he wish to express his views at length and take sides in the debate, he should step down from the chair calling

upon another officer to take the chair temporarily. It is understood, however, that in committee meetings the president, even while occupying the chair, will be free to fully participate in the discussions and present his views.

DUTIES OF DELEGATES AND COMMITTEE MEMBERS

1. In view of the privilege of serving as delegates at church sessions or as committee members, those acting in these capacities should conduct themselves with Christian decorum, realizing they are doing the Lord's business, not making frivolous, irrelevant, unnecessarily time-consuming, or obstructionist speeches or motions. In such cases the chair has every right to rule out of order.
2. Delegates or committee members, for reasons of fairness and respect for fellow delegates or members, should not expect to speak to a motion a second (or additional) time until others wishing to speak have had the opportunity to do so (as far as this is feasible). However, the chair may give a person who has already spoken the opportunity to answer a question or clarify previous remarks.
3. Delegates or committee members have the right to speak in their own language, subject to the availability of translators.

QUORUM

The quorum for sessions or committee meetings shall be fixed by the bylaws of the respective church organizations.

VOTING

1. Voting normally shall be by voice vote (viva voce).
2. If there is no objection, the chair can declare a vote by general consent.
3. By ruling of the chair or by majority vote of the delegates present and voting, voting can be by raising of hands, standing, secret ballot, or use of electronic device. If there appears to be a reasonable doubt regarding the result of a vote, either the chair or any member may call for the votes to be counted/recounted (a division of the assembly).
4. The chair may ask the secretary for assistance in counting the vote and/or appoint tellers.
5. A simple majority, or absolute majority, means more than half of the total number of valid votes cast by eligible voters.

ELECTIONS

1. Elections shall be in harmony with the General Conference Constitution, Bylaws, and Working Policy.
2. All nominations for elective office or executive committee membership shall be made by the Nominating Committee. This precludes nominations from the floor or by any other body or person.
3. Only one name shall be presented to the floor by the Nominating Committee for each position to be filled. The Nominating Committee may choose to present successive partial reports when there are a large number of positions to be filled.
4. The Nominating Committee shall meet in closed session. This does not mean that officers of higher church organizations cannot be invited to sit as counselors with the committee.

5. Election shall be by simple majority vote.
6. If there is objection to a part or the whole of the Nominating Committee report, the objector(s) may request that the report (not an individual name) be referred back to the Nominating Committee for further consideration. It is the usual procedure for the chair to accept the referral; however, if the request becomes a motion, it is nondebatable and is decided by simple majority vote.
7. A request or motion to refer should be based on information which the objector(s) may have and which could be helpful to the Nominating Committee. When referral is granted, all objections must then be made known to the Nominating Committee chair and secretary. In counsel with the chair and secretary, the Nominating Committee shall determine the procedure for hearing the objection(s) to the report.
8. Persistent referrals back, particularly from the same source, are inconsistent with fairness and good procedure. In this case, there is every right to refuse referral and the Nominating Committee report can then be voted upon without further delay.

DEALING WITH MOTIONS

There are basically four types of motions:

1. Main motions
2. Privileged motions
3. Subsidiary motions
4. Incidental motions

Each category has its own purposes, characteristics, and order of precedence.

1. MAIN QUESTION OR MOTION

The purpose of a main motion is to introduce and propose the action regarding an item of business. Only delegates or members



with the right to vote may make motions or speak to motions.

1a. Requires a second.

1b. A simple majority vote is required for the motion to pass unless the Bylaws or these rules specify a different requirement.

1c. It may be amended by a majority vote.

1d. Another motion is not in order when a main motion is being considered, except

- ▶ Privileged motions (fixing time of future meeting, adjournment, and question of privilege), and
- ▶ Subsidiary motions (tabling, previous questions, refer to committee, amendments, postpone indefinitely, and limit time of debate), and
- ▶ Incidental motions (appeals regarding points of order, division of a question, and withdrawing or modifying a motion).

1e. In case of a tie vote, the motion is lost.

This provision respects the right of the chair, if the chair has not already voted, to do so in order to make or break a tie vote.

2. PRIVILEGED MOTIONS

This category of motions deals with the rights of delegates or committee members as a whole and the rights of individual delegates or members in regard to the session or meeting. No debate is allowed on privileged motions, and they cannot be tabled (except a question of privilege), postponed, or referred to a committee (committed).

These rules recognize three kinds of privileged motions: Fixing the time of a further meeting, calling for adjournment or recess, and questions of privilege.

2a. Fixing the time of a further meeting.

This motion

- ▶ Requires a second.
- ▶ Cannot be debated.
- ▶ Is the highest motion in rank.
- ▶ Can be amended in regard only to time and place.
- ▶ Cannot interrupt a person speaking.
- ▶ Requires a simple majority.
- ▶ Can be reconsidered.

2b. Calling for adjournment or recess.

This motion

- ▶ Requires a second.
- ▶ Cannot be debated, though the chair or secretary may provide information regarding business requiring attention.
- ▶ Adjournment cannot be amended, recess may be amended.
- ▶ Requires a simple majority.
- ▶ Cannot interrupt a person speaking.
- ▶ Cannot be reconsidered.

2c. Questions of privilege.

A question of privilege is used to get the attention of the chair and meeting regarding a matter of business or procedure that cannot wait.

Questions of privilege refer to

- ▶ Organization of session or meeting.
- ▶ Comfort of delegates or members.
- ▶ Conduct of delegates, members or of others present.

Procedure for questions of privilege

- ▶ Do not require a second.
- ▶ Cannot be debated.
- ▶ Cannot be amended.
- ▶ Can interrupt a person speaking.
- ▶ Are usually decided by determination of the chair (though two delegates can appeal from the decision).
- ▶ Can be reconsidered.

3. SUBSIDIARY MOTIONS

Subsidiary motions apply to a main motion and take precedence over the main motion because they need to be decided before the main motion can proceed. Privileged motions have precedence over subsidiary motions.

These rules of order recognize six kinds of subsidiary motions: motion to table, calling previous question, refer to committee (commit), amendments, postpone indefinitely, and limit time of debate.

3a. Motion to Table.

A motion to table should be used when delegates or committee members wish to postpone to a later time consideration of an item that has been moved. It is not used to "drop" or suppress a motion; the correct motion for this is "postpone indefinitely." A motion to take from the table business previously tabled, is treated in the same way as a motion to table, though it can be renewed if it fails to pass.

A motion to table

- ▶ Requires a second.
- ▶ Cannot be debated.

- ▶ Cannot be amended.
- ▶ Requires a simple majority.
- ▶ Cannot be reconsidered.
- ▶ Does not apply to committee reports or unfinished business but only to a pending motion.

3b. Motion to Call the Previous Question.

The purpose of this motion is to stop and close debate immediately and vote on a main motion or amendment under consideration. If previous question is ordered regarding an amendment, debate can continue on the main motion after the previous question on the amendment is voted. Privileged motions, motion to table, and incidental motions take precedence over previous question. Simply calling out "question" is not formally moving "previous question," but indicates to the chair that a delegate or committee member feels it is time to vote.

This motion

- ▶ Requires a second.
- ▶ Cannot be debated.
- ▶ Cannot be amended.
- ▶ Requires a two-thirds vote.
- ▶ Cannot interrupt a person speaking.
- ▶ Can be reconsidered.

3c. Refer to Committee (Commit).

The purpose of the motion to commit is to refer an item of business to a committee.

The motion to commit

- ▶ Requires a second.
- ▶ Can be debated.



- ▶ Can be amended.
- ▶ Requires a simple majority.
- ▶ Takes precedence, except the motion to postpone indefinitely and the main question.
- ▶ Can be reconsidered if the committee has not already begun its work.

3d. Amendments.

The purpose of the motion to amend is to change or modify a main motion, and thus it must be germane to the business matter to be amended. A motion to amend (first level) may itself be amended (second level), but there can be no amendment (third level) to an amendment to an amendment. A "substitute motion" is really an amendment.

The motion to amend

- ▶ Requires a second.
- ▶ Can be debated with discussion limited to the amendment itself.
- ▶ Requires a simple majority.
- ▶ Only one amendment can be considered at a time. As each is voted, other amendments offered are considered in succession.
- ▶ Amendments are usually done by inserting, striking out or substituting, or a combination of these.
- ▶ Can be reconsidered.

3e. Postpone Indefinitely.

The purpose of this motion is to suppress a motion. Subsidiary motions do not apply, except previous question and limit (or extend) time of debate.

The motion to postpone indefinitely

- ▶ Requires a second.

- ▶ Is fully debatable, including both the main question and the propriety of postponing indefinitely.

- ▶ Cannot be amended.
- ▶ Requires a simple majority.
- ▶ Applies essentially only to main motions, though it can be applied to "Questions of Privilege."

- ▶ Can be reconsidered if the vote was affirmative.

3f. Set Time of Debate.

The purpose of this motion is to establish limits regarding the length of individual speeches in a discussion or to limit the time period provided for discussion before voting.

The motion to set time of debate

- ▶ Requires a second.
- ▶ Can be debated.
- ▶ Can be amended.
- ▶ Requires a two-thirds vote.
- ▶ Can be reconsidered by moving to extend time of debate (two thirds majority required).

4. INCIDENTAL MOTIONS

These motions deal with incidents concerning main motions and must be decided before the main motion. These rules of order recognize as incidental motions only appeals regarding points of order, division of a question, and withdrawing or modifying a motion.

4a. Appeal regarding points of order.

The purpose is to object to a decision or ruling of the chair at the time it is made regarding a point of order or to relieve the chair from

having to make a decision by placing responsibility on the delegates or members.

The appeal

- ▶ Requires a second.
- ▶ Generally is debatable, but not when the decorum of the session or meeting is in question or when an undebatable question is pending.
- ▶ Cannot be amended.
- ▶ Requires a simple majority.
- ▶ Motions to “table” and “privileged motions” take precedence, as does “previous question” when the appeal is debatable.
- ▶ Can be reconsidered.
- ▶ In a question of appeal a delegate or member may speak only once, except by special permission of the chair, and the chair has the right to present the arguments in favor of the chair’s decision or ruling.

4b. Division of a question.

The purpose of this motion is to divide a question having several propositions or sections (e.g. document with several pages or paragraphs) into separate parts which are to be considered and voted on as distinct questions. When divided, each part is voted on separately as if it had been offered alone. For practical purposes, it is better to divide a question when it is introduced, though the motion can be made any time while the question is pending.

The formality of a vote on division of a question can be dispensed with, the chair ruling by common consent regarding the method of division. If this procedure is objected to, then a formal motion to divide becomes necessary, specifying how the question is to be divided.

The motion to divide

- ▶ Applies only to main questions and amendments.
 - a) Requires a second.
 - b) Requires a simple majority.
- ▶ Yields to all privileged and subsidiary motions and to the incidental motion to appeal from a decision of the chair, except the motions to amend and to postpone indefinitely over which it has precedence.
- ▶ Can be amended, but the other five kinds of subsidiary motions do not apply to the motion to divide.
- ▶ Cannot be debated.
- ▶ Can be reconsidered.

4c. Withdrawing or Modifying a Motion.

Before a motion has been stated by the chair, it is the property of the mover, who can withdraw it or modify it without asking for consent. After the motion has been stated by the chair, the maker must ask the assembly’s permission to withdraw or modify the motion. If there is no objection, the chair shall treat the request as a unanimous-consent request. If there is an objection, the chair shall put the request to a majority decision vote.

A motion to modify or withdraw

- ▶ Does not require a second.
- ▶ Cannot be debated.
- ▶ Cannot be amended.
- ▶ Requires a simple majority.
- ▶ Cannot be reconsidered.

After a motion has been withdrawn, the situation is as if the motion had never been made.



4d. Reconsideration of Motions.

When these rules of order permit it, a motion already voted on can be reconsidered. The purpose of reconsideration is to permit correction of an erroneous action, especially when added information has become available or a changed situation has developed since the vote was taken. In order to protect against possible abuse, the motion to reconsider must be made by one who voted with the prevailing side. The motion to reconsider is appropriate when made during the same meeting or council. (After adjournment, the motion to rescind is the appropriate motion to be used at a subsequent meeting.)

- ▶ Requires a second.
- ▶ Is debatable, except when the motion proposed for reconsideration is undebatable.
- ▶ Cannot be amended.
- ▶ Requires a simple majority.
- ▶ Cannot be reconsidered, except by unanimous consent.

4e. Rescinding or Amending Previous Actions.

The purpose of the motion to rescind is to repeal or annul an action previously voted. The motion to amend a previous action aims at changing only a part of the text previously voted.

- ▶ Requires a second.
- ▶ Can be amended.
- ▶ Is debatable, except when the motion proposed for repeal is undebatable.
- ▶ Can be reconsidered only if vote was in the negative.

- ▶ Needs two-thirds majority, unless prior notice has been given that consideration will be given to rescind a previous action.

SUSPENDING GENERAL CONFERENCE RULES OF ORDER

Under special circumstances, and for the purpose of facilitating the business of the Church, these rules of order may be suspended by a two-thirds vote of the delegates or members.

OFFICIAL LANGUAGES OF THE GENERAL CONFERENCE RULES OF ORDER

For the benefit of the delegates and the world Church, these Rules of Order may be translated into other languages. The English version of these Rules of Order remains the official version and any other translations are only for the convenience of the delegates and not the official version of these rules.

CHANGING GENERAL CONFERENCE RULES OF ORDER

These rules of order may be changed by a two-thirds vote of the General Conference Executive Committee.

RULES OF ORDER FOR GENERAL CONFERENCE

These rules of order shall apply to both the General Conference Sessions and Executive Committee meetings.

Adapting GENERAL CONFERENCE RULES OF ORDER to Union or Conference Sessions and Executive Committee Meetings

These General Conference rules of order apply in principle to the world Church. Division committees may adapt, where necessary, these rules of order for use at

sessions and executive committee meetings within their territory. Any adaptation by a division for use in its territory shall be done by way of supplemental rules or addendum and not by modifying this document.

**Use of *GENERAL CONFERENCE
RULES OF ORDER* by Other Church
Organizations**

Other church organizations, such as local churches, boards, and faculty meetings, may use these rules of order.



MOTIONS SUMMARY TABLE

Rank	Motions	Interrupt	Second	Debate	Amend	Vote	Reconsider	Notes*
10	Fix Time of Further Meeting (P)	No	Yes	No	Yes*	Majority	Yes	As to time and place
9	Adjourn/Recess (P)	No	Yes	No	No	Majority	No	
8	Question of Privilege (P)	Yes	No	No	No	Chair*	Yes	Chair's decision can be appealed by two members
7	Table (S)	No	Yes	No	No	Majority	No	
6	Previous Question (S)	No	Yes	No	No	2/3	Yes	
5	Limit/ Extend Debate (S)	No	Yes	Yes	Yes	2/3	Yes*	To extend debate only
4	Refer to Committee (S)	No	Yes	Yes	Yes	Majority	Yes*	If committee has not begun consideration
3	Amendment (S)	No	Yes	Yes	Yes	Majority	Yes	
2	Postpone Indefinitely (S)	No	Yes	Yes	No	Majority	Yes*	Affirmative vote only
1	MAIN MOTION	No	Yes	Yes	Yes	Majority	Yes	
-	Appeal Points of Order (I)	Yes	Yes	Yes	No	Majority	Yes	
-	Division of Question (I)	No	Yes	No	Yes	Majority	Yes	
-	Reconsider (I)	No	Yes	Yes	No	Majority	No	
-	Motion to Rescind	No	Yes	Yes ¹	Yes	Majority ²	Yes	
-	Refer Back to Nominating Committee (I)	No	Yes	No	No	Majority	No	Usually accepted
-	Take from the Table (I)							
-	Withdraw Motion (I)							

2/3 Two-thirds Vote; P—Privileged Motion;

S—Subsidiary Motion; I—Incidental Motion

¹ Except when motion proposed for repeal is undebatable.

² If notice of motion to rescind was previously given, otherwise requires a two-thirds majority.

Asamblea General

Derecho parlamentario



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DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

Normas de procedimiento para la Asamblea General Sesiones de negocios y Reuniones del Comité ejecutivo

En la sesión de 1985 de la Asamblea General de Nueva Orleans, un número de delegados expresaron el deseo de tener unas normas más precisas y por escrito para las sesiones de la Asamblea General. De acuerdo con la voluntad de la sesión, el Comité ejecutivo de la Asamblea General posteriormente nombró un subcomité para estudiar el asunto y elaborar tales normas de procedimiento.

Durante su trabajo, este comité fue guiado por el deseo de preparar unas normas de derecho parlamentario para la Iglesia que fuesen de acuerdo con las instrucciones del Espíritu de Profecía y con las políticas de la Iglesia Adventista del Séptimo Día para conferir un enfoque prudente a la sesión y eficiencia al comité basándose en métodos verdaderos y probados de trabajo.

El Comité ejecutivo de la Asamblea General ratificó el trabajo del subcomité y aprobó el **Derecho Parlamentario de la Asamblea General**. La presente edición ha actualizado la Sesión de la Asamblea General de 2015 para asegurar la coherencia dentro de las normas y para una mayor claridad.

Un objetivo fundamental de estas normas es el de facilitar la participación de los delegados y de los miembros del comité en las discusiones y debates además de en el proceso de toma de decisiones. Se establecieron unas normas de procedimiento para facilitar la participación libre y no solo en el plano teológico.

Se consideró que no era necesario entrar en detalles. Para la mayoría de los imprevistos se han establecido disposiciones específicas. Ni la Biblia ni los escritos de Elena G. de White son manuales de la ley parlamentaria eclesiástica. Ellen G. White pide armonía y sencillez en las reuniones de trabajo de la Iglesia y recomienda evitar la maquinaria innecesaria que podría minar las energías físicas y mentales de los llamados a participar en las reuniones del consejo y del comité (Ms 3, 1890, p. 9).

El objetivo de este breve compendio de derecho parlamentario es guiar a los líderes de la iglesia y a otros participantes para que el trabajo de las sesiones de la iglesia y los comités puedan avanzar sin problemas, rápida y justamente. Estos procedimientos deben servir tanto para las sesiones de negocios de la iglesia como para una señalización clara que permita que el tráfico se mueva suavemente, de manera segura, rápida, sin confusiones ni retrasos.

La Iglesia es una sociedad voluntaria de los que han aceptado a Jesucristo como su Señor y Salvador. Ella es el cuerpo de Cristo. No es un órgano parlamentario, un foro político, un club de servicios o una sociedad mercantil. Cuando los adventistas del Séptimo Día se reúnen para tratar los asuntos de la Iglesia, están cumpliendo con Dios. En el análisis final, es el Espíritu Santo el que conduce y guía. "Si vuestras reuniones del comité y del consejo", escribió Ellen G. White, "no están bajo la supervisión directa del Espíritu de Dios, vuestras conclu-

siones serán terrenales y merecedoras de no más consideración que las expresiones de cualquier hombre" (Carta 81, 1896, p. 8, 9).

Los delegados presentes en las sesiones de la iglesia y, en especial, en la Sesión de la Asamblea General, están legislando no para satisfacer intereses personales o de partido, ni tampoco para servir a las ambiciones nacionalistas o regionales, sino para trabajar "para el tiempo y la eternidad" y participar en la misión divina para la salvación del mundo—7T 258, 259. Se ha advertido a los delegados y a los miembros del comité acerca del espíritu del egoísmo, la auto-exaltación y la pomposidad en las reuniones del consejo y del comité (véase Ms 29, 1895, p. 8).

La preocupación general de las sesiones de la iglesia y de los comités es la de descubrir y entender la voluntad de Dios en cuanto a los temas, los planes y los nombramientos que se van a considerar. Para este fin, el objeto del derecho parlamentario es el de facilitar el cumplimiento de la voluntad de Dios. En este sentido, las sesiones de los delegados de la Iglesia son *sui generis* (únicas), diferentes a las de cualquier otra organización humana.

Este derecho parlamentario está destinado a ser utilizado con un sentido de reverencia hacia el propósito divino. No está destinado a proporcionar maniobras parlamentarias rápidas o dilatorias para ganar puntos o una atención inmerecida, obtener ventajas mediante la supresión

de los deseos de los demás o confundir al presidente, a los compañeros delegados o a los miembros del comité. Estas normas, además, no deben ser utilizadas de manera que se conviertan en una excusa para crear disputas procesales que pudiesen evitar que las sesiones o los comités avanzasen con celeridad. Ellen G. White aconseja que exista "un esfuerzo constante en la brevedad de las reuniones de negocios" (Ms 3, 1890, p. 9).

Nunca hay que olvidar que la carta de los derechos parlamentarios puede matar, y que el espíritu es quien da vida al orden y al gobierno de la iglesia. El presidente, con el apoyo de los delegados, debe utilizar el sentido común y no dejar que la maquinaria se interponga en el camino del avance de la obra de Dios.

Allí donde surjan cuestiones de procedimiento que no estén cubiertas específicamente por el Derecho Parlamentario de la Asamblea General, el Presidente decidirá de acuerdo con su mejor criterio. Sin embargo, cualquier delegado tiene el derecho de apelar la resolución. En ese caso, si la apelación es secundada, el presidente planteará el asunto a los delegados para obtener una decisión por mayoría simple de votos.

Este derecho parlamentario podría ayudar a los delegados de la iglesia y al comité en su tarea asignada de "legislar para Dios" (Carta 81, 1896, p. 8).

—Comité ejecutivo de la Asamblea General



Relación del Derecho Parlamentario de la Asamblea General con el Manual de la Iglesia y la Política de Trabajo de la Asamblea General

El **Manual de la Iglesia** y la Constitución, la legislación y la **Política de Trabajo** de la Asamblea General tiene prioridad sobre el derecho parlamentario, en caso en que se produzca algún conflicto.

OBLIGACIONES DEL PRESIDENTE

1. El presidente presidirá las sesiones y reuniones del comité de acuerdo con el derecho parlamentario.
2. El presidente deberá asumir los diversos informes de las comisiones y los asuntos de negocios de la agenda aprobada.
3. El presidente se esforzará por lograr un consenso en la toma de decisiones tratando a cada una de las partes del problema justamente.
4. El presidente podrá votar
 - Si el voto es por votación o
 - Para conseguir un empate o deshacerlo (si no se ha sometido a votación).
5. Es deber del presidente hacer que los locutores hagan uso de su tiempo asignado y ayudar a que los negocios avancen rápido y de la forma más justa posible.
6. El presidente decidirá los puntos del día (aunque la decisión puede ser apelada por cualquiera de los delegados).
7. Si bien es necesario para el presidente mostrar liderazgo, con el fin de ser imparcial y dar pruebas de que se haga justicia, este no puede verse involucrado personalmente en una sesión de debate de la cámara mientras que sea presidente. En

caso de que desee expresar sus puntos de vista largo y tendido y tomar partido en el debate, debe dejar la presidencia llamando a otro oficial a que la asuma temporalmente. Se entiende, sin embargo, que en las reuniones del comité, el presidente, incluso mientras ocupe la presidencia, será libre de participar en los debates y presentar sus puntos de vista.

OBLIGACIONES DE LOS DELEGADOS Y DE LOS MIEMBROS DEL COMITÉ

1. Teniendo en cuenta el privilegio de servir como delegados en las sesiones de la iglesia o como miembros del comité, quienes actúen desempeñando estas capacidades deben atenerse al decoro cristiano, dándose cuenta de que están llevando a cabo la obra del Señor, sin perder el tiempo de manera frívola o irrelevante innecesariamente u obstruyendo discursos o mociones. En tales casos, el presidente tiene todo el derecho de gobernar saltándose las normas.
2. Los delegados o miembros del comité, por razones de equidad y de respeto a los compañeros delegados o miembros, no deben esperar hablar en una moción una segunda vez (o adicional) hasta que otros que deseen hablar hayan tenido la oportunidad de hacerlo (en la medida de lo posible). Sin embargo, el presidente puede dar, a una persona que ya haya hablado, la oportunidad de responder a una pregunta o aclarar las observaciones anteriores.
3. Los delegados o miembros del comité tienen derecho a hablar en su propio idioma, sujeto a la disponibilidad de los traductores.

QUÓRUM

El quórum para las sesiones o las reuniones del comité será fijado por los estatutos de las respectivas organizaciones de la iglesia.

VOTACIÓN

1. La votación normalmente se realizará oralmente (de viva voz).
2. Si no hay objeciones, el presidente puede declarar una votación por consenso general.
3. Por decisión del presidente o por mayoría de votos de los delegados presentes y votantes, la votación puede ser por alzamiento de manos, poniéndose en pie, en votación secreta o por medio del uso de dispositivos electrónicos. Si parece que hay una duda razonable sobre el resultado de la votación, el presidente o cualquier miembro puede pedir que los votos sean contados / o que se vuelvan a contar (una división de la asamblea).
4. El presidente podrá solicitar ayuda a la secretaria en el recuento de los votos y / o nombrar escrutadores.
5. Una mayoría simple o mayoría absoluta significa más de la mitad del número total de votos válidos emitidos por los votantes elegibles.
3. El Comité de candidaturas solo presentará un nombre a la sala por cada uno de los cargos a cubrir. El Comité de candidaturas puede optar por presentar informes parciales sucesivos cuando haya un gran número de puestos a cubrir.
4. El Comité de candidaturas se reunirá en sesión a puerta cerrada. Esto no significa que los funcionarios de las organizaciones eclesásticas superiores no puedan ser invitados a participar como consejeros del comité.
5. La elección se realizará por mayoría simple de votos.
6. Si no hay objeciones a una parte o a la totalidad del informe del Comité de candidaturas, el (los) objetor(es) podrá(n) solicitar que el informe (no un nombre individual) se devuelva a la Comisión de candidaturas para su consideración. Es procedimiento habitual para el presidente aceptar la remisión; sin embargo, si la solicitud se convierte en una moción, no se podrá debatir y se decidirá por mayoría simple de votos.
7. Una solicitud o una moción deberán basarse en la información que el (los) objetor(es) pueda(n) tener y que podría ser útil para el Comité de candidaturas. Cuando se concede la remisión, a continuación, todas las objeciones deben ser puestas en conocimiento del presidente y del secretario del Comité de candidaturas. En consejo con el presidente y el secretario, el Comité de candidaturas determinará el procedimiento para oír la(s) objeción(es) del informe.
8. La devolución persistente de remisiones, particularmente de la misma fuente, es incompatible con la equidad y el buen procedimiento. En este caso, se tiene todo el derecho a rechazar la remisión y el informe del Comité de candidaturas podrá ser después sometido a votación sin más demora.

ELECCIONES

1. Las elecciones deben ir de acuerdo con la constitución, la legislación y la Política de Trabajo de la Asamblea General.
2. Todas las candidaturas para la elección de los miembros oficiales o del comité ejecutivo deberán ser presentadas por el Comité de candidaturas. Esto excluye las candidaturas de la sala o las de cualquier otro organismo o persona.



RELATIVO A LAS MOCIONES

Existen básicamente cuatro tipos de mociones:

1. Mociones principales
2. Mociones de privilegio
3. Mociones subsidiarias
4. Mociones incidentales

Cada categoría tiene sus propios objetivos, características y orden de prioridad.

1. MOCIÓN O CUESTIÓN PRINCIPAL.

El propósito de una moción principal es el de introducir y proponer la acción con respecto a un elemento de negocio. Sólo los delegados o miembros con derecho a voto pueden hacer mociones o hablar de las mociones.

1a. Requiere que sea secundada.

1b. Para que la moción se apruebe requiere una mayoría simple de votos a menos que la legislación o este Derecho especifique otra cosa.

1c. Podrá ser enmendada por una mayoría de votos.

1d. No será correcta otra moción cuando se esté considerando una moción principal, excepto

- Mociones de privilegio (Fijación de hora de la futura reunión, aplazamiento y cuestión de privilegio), y
- Mociones subsidiarias (someter a debate, cuestiones previas, consultar al comité, enmiendas, posponer indefinidamente y limitar la duración del debate), y
- Mociones incidentales (apelaciones relativas a los puntos del día, división de una pregunta, y la retirada o modificación de una moción).

1e. En caso de empate en las votaciones, la moción se pierde.

Esta disposición respeta el derecho del presidente, si este no ha votado, a hacerlo con el fin de obtener o deshacer un empate en la votación.

2. MOCIONES DE PRIVILEGIO.

Esta categoría de mociones se ocupa de los derechos de los delegados o de los miembros del comité en su conjunto y los derechos de los delegados o miembros individuales en lo que se refiere a la sesión o reunión. No se permite el debate sobre las mociones de privilegio y no se pueden poner sobre la mesa (a excepción de una cuestión de privilegio), aplazar o remitir al comité (comprometido).

Este Derecho reconoce tres tipos de mociones de privilegio: La fijación de la hora de una futura reunión, petición del aplazamiento o del receso y las cuestiones de privilegio.

2a. La fijación de la hora de una nueva reunión.

Esta moción

- Requiere que sea secundada.
- No se puede debatir.
- Es la moción más elevada en rango.
- Puede ser enmendada solo teniendo en cuenta la hora y el lugar.
- No se puede interrumpir a la persona que esté hablando.
- Requiere una mayoría simple.
- Puede ser reconsiderada.

2b. Se puede solicitar un aplazamiento o un receso.

Esta moción

- ▶ Requiere que sea secundada.
- ▶ No puede ser objeto de debate, aunque el presidente o secretario pueden proporcionar información sobre los negocios que requieran atención.
- ▶ El aplazamiento no puede ser enmendado, el receso sí.
- ▶ Requiere una mayoría simple.
- ▶ No se puede interrumpir a la persona que esté hablando.
- ▶ No puede ser reconsiderada.

2c. Cuestiones de privilegio.

Se utiliza una cuestión de privilegio para llamar la atención del presidente y de la reunión con respecto a un asunto de negocios o procedimiento que no puede esperar.

Las cuestiones de privilegio se refieren a

- ▶ Organización de la sesión o de la reunión.
- ▶ Confort de los delegados y de los miembros.
- ▶ Conducta de los delegados, de los miembros o de otras personas presentes.

Procedimiento de las cuestiones de privilegio

- ▶ No requiere ser secundada.
- ▶ No se puede debatir.
- ▶ No se puede enmendar.
- ▶ Se puede interrumpir a la persona que esté hablando.

▶ Normalmente se deciden por determinación del presidente (aunque dos delegados pueden apelar de la decisión).

▶ Puede ser reconsiderada.

3. MOCIONES SUBSIDIARIAS.

Las mociones subsidiarias se aplican a una moción principal y tienen prioridad sobre estas ya que necesitan decidirse antes de que la moción principal pueda continuar. Las mociones de privilegio tienen prioridad sobre las mociones subsidiarias.

Este derecho parlamentario reconoce seis tipos de mociones subsidiarias: presentar una propuesta, citar la cuestión previa, referirse al comité (compromiso), enmendar, posponer indefinidamente y limitar la duración del debate.

3a. Posponer una propuesta.

Deberá posponer una propuesta cuando los delegados o los miembros del comité deseen posponer un elemento que se haya designado para una consideración posterior. No se utiliza para "soltar" o suprimir una moción; la moción correcta para esto es "posponer indefinidamente". Una moción para presentar propuestas pospuestas con anterioridad se trata de la misma manera que una moción para posponer propuestas, a pesar de que puede ser renovada si no logra pasar.

Posponer una propuesta

- ▶ Requiere que sea secundada.
- ▶ No se puede debatir.
- ▶ No se puede enmendar.
- ▶ Requiere una mayoría simple.
- ▶ No puede ser reconsiderada.
- ▶ No se aplica a los informes del comité o



a negocios inacabados sino que solo están pendientes de moción.

3B. MOCIÓN PARA CITAR LA CUESTIÓN PREVIA.

El objetivo de esta moción es el de detener y cerrar los debates inmediatamente y votar una moción principal o enmienda sometidas a examen. Si se ordena la cuestión previa sobre una enmienda, el debate puede continuar en la moción principal después de que se vote la cuestión previa sobre la enmienda. Las mociones de privilegio, las mociones para presentar propuestas y las mociones incidentales tienen prioridad sobre la cuestión previa. Simplemente diciendo en voz alta "cuestión" no se está moviendo formalmente a la "cuestión previa", pero indica al presidente que un delegado miembro del comité siente que es el momento de votar.

Esta moción

- ▶ Requiere que sea secundada.
- ▶ No se puede debatir.
- ▶ No se puede enmendar.
- ▶ Requiere los dos tercios de los votos.
- ▶ No se puede interrumpir a la persona que esté hablando.
- ▶ Puede ser reconsiderada.

3c. Se refiere al Comité (Compromiso).

El objetivo de esta moción de compromiso es el de referir un asunto de negocios al comité.

La moción de compromiso

- ▶ Requiere que sea secundada.
- ▶ Se puede debatir.
- ▶ Se puede enmendar.

- ▶ Requiere una mayoría simple.

- ▶ Tiene prioridad, excepto la moción para posponer indefinidamente y la cuestión principal.

- ▶ Puede ser reconsiderada si el comité no ha comenzado ya su trabajo.

3d. Enmiendas.

El objetivo de la moción de enmienda es cambiar o modificar una moción principal y, por lo tanto, debe ser pertinente a la materia de negocios que se va a enmendar. Una moción de enmienda (primer nivel) puede ser modificada en sí misma (segundo nivel), pero no puede haber ninguna enmienda (tercer nivel) con una enmienda. Una "moción de sustitución" es realmente una enmienda.

La moción de enmienda

- ▶ Requiere que sea secundada.
- ▶ Puede debatirse limitando la discusión a la propia enmienda.
- ▶ Requiere una mayoría simple.
- ▶ Solo se puede considerar una enmienda a la vez. Como se ha votado cada una, las demás enmiendas ofrecidas están consideradas como sucesivas.
- ▶ Las enmiendas se realizan generalmente mediante la inserción, la eliminación o la sustitución o una combinación de estas.
- ▶ Puede ser reconsiderada.

3e. Posponer indefinidamente.

El objetivo de esta moción es el de suprimir otra moción. Las mociones subsidiarias no se aplican, excepto la cuestión previa y el límite (o ampliación) de la hora del debate.

La moción para posponer indefinidamente

- Requiere que sea secundada.
- Es totalmente discutible, incluyendo tanto la cuestión principal como la conveniencia de posponer indefinidamente.
- No se puede enmendar.
- Requiere una mayoría simple.
- Se aplica esencialmente a las mociones principales, a pesar de que se puede aplicar a "Cuestiones de privilegio."
- Puede ser reconsiderada si el voto fue afirmativo.

3f. Establecer la hora del debate.

El objetivo de esta moción es el de establecer límites en cuanto a la duración de los discursos individuales en una discusión o para limitar la hora prevista para su discusión antes de votar.

La moción para establecer la hora del debate

- Requiere que sea secundada.
- Se puede debatir.
- Se puede enmendar.
- Requiere los dos tercios de los votos.
- Puede ser reconsiderada ampliando la hora del debate (se necesitan dos tercios de la mayoría).

4. MOCIONES INCIDENTALES.

Estas mociones tratan incidentes relacionados con las mociones principales y deben decidirse antes de la moción principal. Este derecho parlamentario reconoce como mociones incidentales solo las apelaciones que tengan que ver con los puntos del día,

la división de una pregunta y la eliminación o modificación de una moción.

4a. Apelación teniendo en cuenta los puntos del día.

El propósito es oponerse a una decisión o fallo de la silla en el momento en que se hace con respecto a una cuestión de orden o para aliviar la silla de tener que tomar una decisión al responsabilizar a los delegados o miembros.

El recurso

- Requiere que sea secundada.
- Generalmente es discutible, pero no cuando el decoro de la sesión o de la reunión se cuestiona o cuando una cuestión no debatible esté pendiente.
- No se puede enmendar.
- Requiere una mayoría simple.
- Las mociones de presentación de propuestas y las "mociones de privilegio" tienen prioridad, al igual que la "cuestión previa" cuando el recurso es discutible.
- Puede ser reconsiderada.
- En una cuestión de apelación, un delegado o miembro puede hablar una sola vez, salvo con permiso especial del presidente que tiene el derecho de presentar los argumentos a favor de la decisión o el fallo tomado.

4b. División de una cuestión.

El objetivo de esta moción es el de dividir una cuestión que tenga varias propuestas o secciones (por ejemplo, un documento con varias páginas o párrafos) en partes separadas que han de ser consideradas y votadas como diferentes cuestiones. Cuando se han dividido, cada parte se vota por separado, como si se hubiera propuesto



sola. Para propósitos prácticos, es mejor dividir una cuestión cuando se presente, aunque la moción puede ser realizada en cualquier momento mientras la cuestión esté pendiente.

Se puede prescindir de la formalidad de una votación para la división de una cuestión con el fallo del presidente de común acuerdo sobre el método de división. Si este procedimiento se opuso a, entonces es necesaria una moción formal de división, que especifique cómo se dividirá la cuestión.

La moción de división

► Se aplica solo a cuestiones y a enmiendas principales.

a) Requiere que sea secundada.

b) Requiere una mayoría simple.

► Los rendimientos de todas las mociones privilegiadas, las mociones subsidiarias y las mociones incidentales para apelar una decisión del presidente, excepto las mociones de enmienda y posponer indefinidamente sobre la que tiene prioridad.

► Puede enmendarse pero los otros cinco tipos de mociones subsidiarias no se aplican a la moción de división.

► No se puede debatir.

► Puede ser reconsiderada.

4c. Retirada o modificación de una moción.

Antes de que una moción haya sido declarada por el presidente, es propiedad del que la consiga, el que pueda retirarla o modificarla sin pedir consentimiento. Después de que la moción haya sido declarada por el presidente, el que la haya hecho tiene que pedir permiso a la asamblea para retirar o modificar la moción. Si no hay objeciones, el presidente deberá tratar la solicitud como una solicitud unánime y consentida. Si hay una objeción,

el presidente tendrá que someter la solicitud a votación por decisión de la mayoría.

Una moción para modificar o rectificar

► No requiere ser secundada.

► No se puede debatir.

► No se puede enmendar.

► Requiere una mayoría simple.

► No puede ser reconsiderada.

► Después de que una moción haya sido retirada, la situación es como si la moción nunca se hubiera realizado.

4d. Reconsideración de las mociones.

Cuando este Derecho lo permita, se podría reconsiderar una moción ya votada. El propósito de la reconsideración consiste en permitir la corrección de una acción errónea, especialmente cuando la información agregada se ha convertido en disponible o se ha desarrollado una situación que ha cambiado desde que se realizó la votación. Con el fin de evitar posibles abusos, la moción de reconsideración debe ser realizada por aquel que votó en la parte predominante. La moción de reconsideración es apropiada cuando se hace durante la misma reunión o consejo. (Después de aplazamiento, la moción de rescisión es la moción adecuada para su uso en una reunión posterior.)

► Requiere que sea secundada.

► Es debatible, excepto cuando la moción propuesta para reconsiderar no se pueda debatir.

► No se puede enmendar.

► Requiere una mayoría simple.

► No puede ser reconsiderada, excepto por consentimiento unánime.

4e. Rescisión o enmienda de las acciones previas.

El objetivo de la moción de rescisión es el de derogar o anular una acción que se votó previamente. La moción para enmendar una acción previa tiene como objetivo cambiar solo una parte del texto que se votó previamente.

- ▶ Requiere que sea secundada.
- ▶ Se puede enmendar.
- ▶ Es debatible, excepto cuando la moción propuesta para derogar no se pueda debatir.
- ▶ Se puede reconsiderar solo si la votación fue negativa.
- ▶ Necesita una mayoría de dos tercios, a menos que antes se haya dado aviso de que se estudiará la posibilidad de rescindir una acción previa.

SUSPENSIÓN DEL DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

En circunstancias especiales y, con el propósito de facilitar la actividad de la Iglesia, este derecho parlamentario puede ser suspendido con una votación de dos tercios de los delegados o los miembros.

IDIOMAS OFICIALES DEL DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

Para el beneficio de los delegados y de la Iglesia mundial, este Derecho Parlamentario puede ser traducido a otros idiomas. La versión en inglés de este Derecho Parlamentario sigue siendo la versión oficial y cualquier otra traducción es solo para

comodidad de los delegados y no la versión oficial de este Derecho.

CAMBIOS EN EL DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

Este Derecho podría cambiarse por medio del voto de dos tercios del Comité ejecutivo de la Asamblea General.

DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL

Este Derecho se aplicará tanto a las Sesiones de la Asamblea General como a las reuniones del Comité Ejecutivo.

Adaptación del DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL a la Unión o a las Sesiones de la Asamblea y las reuniones del Comité ejecutivo

Este Derecho Parlamentario de la Asamblea General se aplica, en principio, a la Iglesia mundial. Los Comités de división pueden adaptar este Derecho, donde sea necesario, para su uso en las sesiones y reuniones del comité ejecutivo dentro de su territorio. Cualquier adaptación por una división de uso en su territorio se llevará a cabo mediante normas complementarias o por una adenda y no mediante la modificación de este documento.

Uso del DERECHO PARLAMENTARIO DE LA ASAMBLEA GENERAL por parte de otras organizaciones eclesiásticas

Otras organizaciones de la iglesia, como las iglesias locales, juntas y reuniones de profesores, pueden utilizar este derecho parlamentario.



TABLA RESUMEN DE MOCIONES

Clasif.	Moción	Interromper	Secundar	Debater	Emendar	Votar	Reconsiderar	Notas *
10	Fijar la hora de una nueva reunión (P)	No	Sí	No	Sí*	Mayoría	Sí	Tener en cuenta hora y lugar
9	Aplaz/ Receso (P)	No	Sí	No	No	Mayoría	No	
8	Cuestión de privilegio (P)	Sí	No	No	No	Presidente*	Sí	La decisión del presidente puede ser recurrida por dos miembros
7	Propuesta (S)	No	Sí	No	No	Mayoría	No	
6	Cuestión previa (S)	No	Sí	No	No	2/3	Sí	
5	Límite/Ampliac. Debate (S)	No	Sí	Sí	Sí	2/3	Sí*	Solo ampliar debate
4	Referir al Comité (S)	No	Sí	Sí	Sí	Mayoría	Sí*	Si el Comité no ha comenzado a deliberar
3	Enmendar (S)	No	Sí	Sí	Sí	Mayoría	Sí	
2	Posponer indefinidamente (S)	No	Sí	Sí	No	Mayoría	Sí*	Solo votos afirmativos
1	MOCIÓN PRINCIPAL	No	Sí	Sí	Sí	Mayoría	Sí	
-	Apelar los puntos del día (I)	Sí	Sí	Sí	No	Mayoría	Sí	
-	División de una cuestión (I)	No	Sí	No	Sí	Mayoría	Sí	
-	Reconsiderar (I)	No	Sí	Sí	No	Mayoría	No	
-	Moción de rescisión	No	Sí	Sí ¹	Sí	Mayoría ²	Sí	
-	Referirse al Comité de candidaturas (I)	No	Sí	No	No	Mayoría	No	Habitualmente aceptada
-	Tomar de la presentación de propuestas (I)	No	Sí	No	No	Mayoría	No	
-	Retirar moción (I)	No	No	No	No	Mayoría	No	

2/3 Voto por dos tercios; P—Moción de privilegio; S—Moción subsidiaria; I—Moción incidental

¹Excepto cuando la moción propuesta para derogación no sea debatible.

²Si la notificación de moción de rescisión fue dada previamente, de lo contrario se requiere una mayoría de dos tercios.

Règles de procédure **Conférence Générale**



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RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

Règles de procédure destinées aux Sessions de Conférence et des réunions du Comité exécutif

À l'occasion de la Session de la Conférence générale qui s'est tenue à la Nouvelle-Orléans, un certain nombre de délégués ont exprimé le souhait que soient incorporées des règles de procédure plus précises et écrites pour les Sessions de la Conférence générale. En harmonie avec les souhaits de la Session, le Comité exécutif de la Conférence générale a ensuite désigné un sous-comité pour étudier la question et établir de telles règles de procédure.

Dans son travail, ce comité a été guidé par le désir de préparer pour l'Église des règles de procédure qui soient en harmonie avec l'enseignement de l'Esprit de Prophétie et la politique des Adventistes du Septième jour et reflètent une approche raisonnable de l'efficacité des sessions et des comités, fondée sur des méthodes de travail éprouvées et authentiques.

Le Comité exécutif de la Conférence générale a ratifié le travail du sous-comité et les **Règles de procédure de la Conférence générale** ont été approuvées. L'édition présente a été actualisée pour la Session de la Conférence générale 2015 afin d'assurer l'homogénéité au sein des règles et pour des motifs de clarté.

L'un des buts fondamentaux de ces règles est de faciliter la participation des délégués et des membres du comité aux discussions et aux débats ainsi qu'au processus de prise de décision. Les règles de procédure sont établies pour faciliter la libre participation et ne sont pas rigidifiées

dans une armature théologique.

Le sentiment était qu'il n'était pas nécessaire de trop entrer dans les détails. Une disposition spécifique a été introduite pour la plupart des éventualités. Ni la Bible ni les écrits d'Ellen G. White ne sont des manuels de droit parlementaire ecclésiastique. Ellen G. White demande à ce qu'il y ait de l'harmonie et de la simplicité dans les réunions de travail de l'Église, et recommande d'éviter les rouages inutiles qui pourraient émousser l'énergie physique et mentale des personnes appelées à participer aux réunions de conseils et de comités (Ms 3, 1890, p. 9).

L'objet de ce court recueil de règles de procédure est de guider les dirigeants de l'Église et d'autres participants afin que le travail des sessions et des comités ecclésiastiques puisse avancer harmonieusement, promptement et dans l'équité. Dans le cadre des séances de travail ecclésiastiques, ces procédures doivent en quelque sorte servir de dispositif clair de signalisation permettant aux flux de travail d'avancer harmonieusement, sûrement et rapidement, sans confusion ni retards.

L'Église est une société constituée de personnes ayant volontairement accepté dans leur vie Jésus-Christ comme leur Seigneur et leur Sauveur. Elle est le corps du Christ. Elle n'est pas un organe parlementaire, un forum politique, un club de services ou une société commerciale. Lorsque les Adventistes du Septième jour se réunissent

pour débattre des affaires de l'Église, ils se réunissent en présence de Dieu. En dernière analyse, c'est le Saint-Esprit qui dirige et guide. « Si vos réunions de comité et réunions de conseil ne se placent pas sous la supervision directe de l'Esprit de Dieu, » a écrit Ellen G. White, « vos conclusions ressortiront de l'humain, et ne mériteront pas plus de considération que les conclusions exprimées par tout un chacun. » (Lettre 81, 1896, pages 8, 9).

Les délégués des sessions ecclésiastiques et en particulier la Session de la Conférence générale légifèrent, non pour satisfaire des intérêts personnels ou partisans, ni pour répondre à des ambitions nationalistes ou régionales, mais pour travailler « pour le temps et l'éternité » et pour participer à la mission divine pour le salut du monde —7T 258, 259. Les délégués et membres du comité sont mis en garde contre un esprit d'égoïsme, d'auto-exaltation et de grandiloquence dans les réunions de conseil et de comité (voir Ms 29, 1895, p. 8).

La préoccupation primordiale des sessions et comités ecclésiastiques est de découvrir et de comprendre la volonté de Dieu concernant les enjeux, plans et candidatures à examiner. À la lumière de cette finalité, l'objet des règles de procédure est de faciliter l'accomplissement de la volonté de Dieu. En ce sens, les sessions déléguées de l'Église sont **sui generis** (uniques), différentes de toute autre forme d'organisation humaine.

Ces règles de procédure sont destinées à être utilisées avec un sentiment de révérence à l'égard de la finalité divine. Elles ne sont pas destinées à constituer

des manœuvres parlementaires rapides ou dilatoires pour marquer un point, attirer une attention, un profit ou un avantage immérité en empêchant l'expression des souhaits d'autrui, ou en déconcertant le président, les collègues délégués ou les membres des comités. En outre, ces règles ne doivent pas être utilisées de telle manière à devenir un prétexte à des querelles de procédure qui pourraient empêcher les sessions ou les comités d'aller diligemment de l'avant. Ellen G. White recommande qu'il y ait « un effort constant de brièveté dans les réunions de travail » (Ms 3, 1890, p. 9).

Il ne faut jamais oublier que la lettre des règles de procédure peut avoir un effet paralysant ; c'est l'esprit qui donne vie à l'ordre et au gouvernement ecclésiastiques. Le président, avec l'appui des délégués, doit faire preuve de perspicacité et ne pas laisser les rouages entraver la progression de l'œuvre de Dieu.

Lorsque surviennent des questions de procédure qui ne sont pas spécifiquement couvertes par les **Règles de procédure de la Conférence générale**, le président statue en exerçant au mieux son jugement. Toutefois, tout délégué a le droit de faire appel de la décision. Dans ce cas, si l'appel est recevable, le président soumet la question aux délégués qui prennent alors une décision par un vote à la majorité simple.

Puissent ces règles de procédure aider les délégués et les membres des comités ecclésiastiques à accomplir la tâche pour laquelle ils ont été désignés, celle de « légiférer pour Dieu » (Lettre 81, 1896, p. 8).

—Comité exécutif de la Conférence générale



Relation entre les Règles de procédure de la Conférence générale et le Manuel de l'Église et les Orientations de travail de la Conférence générale

Le **Manuel de l'Église** et la Constitution, les Statuts et les **Orientations de travail** de la Conférence générale priment sur les règles de procédure, en cas de conflit.

OBLIGATIONS DU PRÉSIDENT

1. Le président préside les sessions et les réunions de comité conformément aux règles de procédure.
2. Le président examine les divers rapports des comités et points de procédure figurant à l'ordre du jour approuvé.
3. Le président s'efforce de parvenir à un consensus dans la prise de décision en traitant équitablement chaque point de vue sur toute question examinée.
4. Le président peut voter
 - Si le vote se déroule sous la forme d'un scrutin, ou
 - afin d'aboutir à l'égalité des voix ou bien de les départager (s'il n'a pas déjà voté en participant au scrutin).
5. Le président a l'obligation de faire en sorte que les intervenants s'en tiennent au temps qui leur est imparti et qu'il soit procédé à l'ordre du jour le plus promptement et équitablement possible.
6. Le président décide des motions de procédure (bien que tout délégué puisse faire appel de la décision).
7. Il est nécessaire que le président exerce son autorité. Toutefois, afin qu'il soit impartial et

qu'il puisse attester du juste traitement des questions soulevées, le président ne doit pas devenir personnellement impliqué dans les débats d'une session en même temps qu'il exerce sa fonction de président. Dans les cas où il souhaite exprimer ses vues de manière extensive et prendre position dans le débat, il doit quitter son siège et faire appel à un autre responsable chargé d'exercer temporairement la fonction de président. Il est entendu, toutefois, que dans les réunions de comité, le président, tout en siégeant à son poste, est libre de participer pleinement aux discussions et de présenter ses vues.

OBLIGATIONS DES DÉLÉGUÉS ET DES MEMBRES DE COMITÉ

1. Compte tenu du privilège que représente la fonction de délégué lors des sessions ecclésiastiques ou à titre de membres de comité, ceux qui exercent ces fonctions doivent se conduire avec bienséance chrétienne, en prenant conscience du fait qu'ils accomplissent l'œuvre du Seigneur, sans faire d'interventions ni présenter de motions frivoles, dépourvues de pertinence, faisant inutilement perdre du temps ou obstructionnistes. Dans de tels cas, le président est entièrement habilité à déclarer irrecevable une telle intervention ou motion.
2. Les délégués ou les membres de comité, pour des raisons d'équité et de respect des collègues délégués ou membres, ne doivent pas compter intervenir au sujet d'une motion une seconde fois (ou davantage) avant que d'autres souhaitant s'exprimer aient eu l'opportunité de le faire

(dans la mesure du possible). Toutefois, le président peut donner à une personne qui est déjà intervenue l'occasion de répondre à une question ou de clarifier des remarques préalables.

3. Les délégués ou les membres de comité ont le droit de s'exprimer dans leur propre langue, sous réserve de la disponibilité de traducteurs.

QUORUM

Le quorum pour les sessions ou les réunions de comité est fixé par les statuts des organisations ecclésiastiques respectives.

DROIT DE VOTE

1. Habituellement, il est procédé à un vote oral (viva voce).
2. S'il n'y a pas d'objection, le président peut déclarer un vote par consentement général.
3. Par décision du président ou par un vote de la majorité des délégués présents et participant au vote, le vote peut se faire à main levée, debout, au scrutin secret, ou au moyen d'un dispositif électronique. S'il apparaît qu'il existe un doute raisonnable quant au résultat d'un vote, le président ou tout autre membre peut demander un décompte des votes, ou à ce que les votes soient recomptés (en cas de division de l'assemblée).
4. Le président peut demander l'assistance du secrétaire pour le décompte des votes et/ou pour nommer des scrutateurs.
5. Une majorité simple, ou une majorité absolue, signifie plus de la moitié du nombre total des votes valides exprimés par les participants admissibles au vote.

ÉLECTIONS

1. Les élections sont organisées conformément à la Constitution, aux Statuts et aux *Orientations de travail* de la Conférence générale.

2. Toutes les candidatures à une fonction élective ou à un siège au comité exécutif sont présentées par le Comité de nomination. Ceci exclut des présentations de candidatures par les personnes présentes ou tout autre organe ou personne.
3. Un seul nom est présenté à l'assemblée par le Comité de nomination pour chaque poste à pourvoir. Le Comité de nomination peut choisir de présenter des rapports partiels successifs lorsqu'il y a un grand nombre de postes à pourvoir.
4. Le Comité de nomination se réunit à huis clos. Ceci ne signifie pas que les responsables d'organisations ecclésiastiques de rang plus élevé ne peuvent pas être invités à siéger à titre de conseillers auprès du comité.
5. Il est procédé à l'élection par un vote à la majorité simple.
6. En cas de contestation, en tout ou en partie, du rapport du Comité de nomination, l'/les objecteur(s) peut/peuvent demander que le rapport (et non un nom individuel) soit renvoyé au Comité de nomination pour examen complémentaire. La procédure habituelle prévoit que le président accepte le renvoi ; toutefois, si la demande devient une motion, elle n'est pas débattue et elle est décidée par un vote à la majorité simple.
7. Une demande ou une motion de renvoi doit être fondée sur des informations que l'/les objecteur(s) peut/peuvent détenir et qui pourraient être utiles au Comité de nomination. Lorsque le renvoi est accordé, toutes les objections doivent ensuite être portées à la connaissance du président et du secrétaire du Comité de nomination. En concertation avec le président et le secrétaire, le Comité de nomination détermine la procédure à appliquer pour entendre l'/les objection(s) au rapport.
8. Le recours à des renvois persistants, en particulier à partir de la même source, est



incompatible avec l'équité et une procédure harmonieuse. Dans ce cas, il est tout à fait légitime de refuser le renvoi et le rapport du Comité de nomination peut alors faire l'objet d'un vote sans délai supplémentaire.

PRISE EN COMPTE DES MOTIONS

Il y a essentiellement quatre types de motions

1. Motions principales
2. Motions privilégiées
3. Motions auxiliaires
4. Motions accessoires

Chaque catégorie a ses propres finalités, caractéristiques et son ordre de préséance.

1. QUESTION OU MOTION PRINCIPALE.

Une motion principale a pour but d'introduire et de proposer l'action concernant un point de procédure. Seuls les délégués ou les membres ayant le droit de vote peuvent présenter des motions ou intervenir sur des motions.

1a. Elle requiert un appui.

1b. Un vote à la majorité simple est requis pour que la motion soit acceptée, sauf si les Statuts ou ces règles précisent une exigence différente.

1c. Elle peut être modifiée par un vote à la majorité.

1d. Une autre motion n'est pas recevable lorsqu'une motion principale est examinée, sauf

- ▶ les motions privilégiées (fixer la date d'une réunion future, ajournement, et question de privilège), et
- ▶ les motions auxiliaires (dépôt, questions

préalables, renvoi en comité, avenants, report indéfini, et limitation du temps imparti au débat), et

- ▶ les motions accessoires (recours concernant des motions de procédure, division d'une question, et retrait ou modification d'une motion).

1e. Dans le cas d'égalité des voix, la motion est rejetée.

Cette disposition respecte le droit du président, si le président n'a pas encore voté, de le faire afin d'aboutir à l'égalité des voix ou bien de les départager.

2. MOTIONS PRIVILÉGIÉES

Cette catégorie de motions traite des droits des délégués ou de membres de comités globalement, ainsi que des droits des délégués ou membres individuels concernant la session ou la réunion. Aucun débat n'est autorisé sur les motions privilégiées, et elles ne peuvent pas être reportées à une date ultérieure (à l'exception d'une question de privilège), différées ou renvoyées à un comité (renvoyées).

Ces règles reconnaissent trois sortes de motions privilégiées : Fixer la date d'une réunion ultérieure, appeler à un ajournement ou une suspension, et les questions de privilège.

2a. Fixer la date d'une réunion ultérieure.

Cette motion

- ▶ Requirer un appui.
- ▶ Ne peut pas être débattue.
- ▶ Est la motion de rang le plus élevé.
- ▶ Peut être modifiée uniquement en ce qui concerne la date et le lieu.
- ▶ Ne peut pas interrompre un(e) intervenant(e).

- Requiert une majorité simple.
- Peut être réexaminée.

2b. Calling for adjournment or recess.

This motion

- Requiert un appui.
- Ne peut pas être débattue, bien que le président ou le secrétaire puisse fournir des informations concernant un point exigeant une attention particulière.
- L'ajournement ne peut pas être modifié, la suspension peut être modifiée.
- Requiert une majorité simple.
- Ne peut pas interrompre un(e) intervenant(e).
- Ne peut pas être réexaminée.

2c. Questions de privilège.

Une question de privilège est utilisée pour attirer l'attention du président et de la réunion concernant une affaire ou une question de procédure nécessitant une attention particulière.

Les questions de privilège renvoient à

- l'organisation d'une session ou d'une réunion.
- des prérogatives de délégués ou de membres.
- la conduite des délégués, des membres ou d'autres personnes présentes.

Procédures pour les questions de privilège

- Ne requièrent pas d'appui.
- Ne peuvent pas être débattues.

- Ne peuvent pas être modifiées.

- Peuvent interrompre un(e) intervenant(e).

- Sont habituellement établies par décision du président (bien que deux délégués puissent faire appel d'une décision).

- Peuvent être réexaminées.

3. MOTIONS AUXILIAIRES

Les motions auxiliaires s'appliquent à une motion principale et ont la priorité sur la motion principale parce qu'il est nécessaire d'en décider avant de pouvoir procéder à la motion principale. Les motions privilégiées ont la priorité sur les motions auxiliaires.

Ces règles de procédure reconnaissent six catégories de motions auxiliaires : motion de reporter à une date ultérieure, motion de soumettre à un vote une question préalable, motion de renvoyer à en comité (renvoyer), avenants, motion de reporter indéfiniment, et motion de limiter le temps imparti à un débat.

3a. Motion de reporter à une date ultérieure.

Une motion de reporter à une date ultérieure doit être utilisée lorsque les délégués ou les membres de comités souhaitent reporter à une date ultérieure l'examen d'un point qui a été présenté. Elle n'est pas utilisée pour « abandonner » ou supprimer une motion ; la motion correcte pour ceci est « reporter indéfiniment ». Une motion à présenter, à partir des motions préalablement reportées à une date ultérieure, est traitée de la même manière qu'une motion de reporter à une date ultérieure, bien qu'elle puisse être renouvelée si elle ne parvient pas à être approuvée.



Une motion de reporter à une date ultérieure

- Requiert un appui.
- Ne peut pas être débattue.
- Ne peut pas être modifiée.
- Requiert une majorité simple.
- Ne peut pas être réexaminée.
- Ne s'applique pas aux rapports de comité ou à des questions en suspens mais seulement à une motion en instance.

3b. Motion de mettre au vote la question préalable.

Cette motion a pour but de clore le débat immédiatement et de voter sur une motion principale ou un avenant à l'étude. Si la question préalable est ordonnée concernant un avenant, le débat peut continuer sur la motion principale après le vote sur la question préalable portant sur l'avenant. Les motions privilégiées, les motions de reporter à une date ultérieure et les motions accessoires ont priorité sur la question préalable. Le fait de simplement appeler à voter sur une « question » ne revient pas à formellement passer à la « question préalable », mais indique au président qu'un délégué ou un membre d'un comité estime qu'il est temps de passer au vote.

Cette motion

- Requiert un appui.
- Ne peut pas être débattue.
- Ne peut pas être modifiée.
- Requiert un vote à la majorité des deux tiers.
- Ne peut pas interrompre un(e) intervenant(e).
- Peut être réexaminée.

3c. Renvoie à un comité (Renvoyer).

Cette motion a pour but de renvoyer un point de procédure à un comité.

La motion de renvoyer

- Requiert un appui.
- Peut être débattue.
- Peut être modifiée.
- Requiert une majorité simple.
- Est prioritaire, sauf la motion de reporter indéfiniment et la question principale.
- Peut être réexaminée si le comité n'a pas déjà commencé son travail.

3d. Avenants.

La finalité de la motion de modifier est de changer ou de modifier une motion principale, et par conséquent elle doit être pertinente à la question à modifier. Une motion de modifier (premier niveau) peut elle-même être modifiée (deuxième niveau), mais il ne peut pas y avoir d'avenant (troisième niveau) à un avenant. Une « motion de remplacement » est en réalité un avenant.

La motion de modifier

- Requiert un appui.
- Peut être débattue avec une discussion limitée à l'avenant même.
- Requiert une majorité simple.
- Seul un avenant à la fois peut être examiné. À mesure que chaque avenant fait l'objet d'un vote, d'autres avenants offerts sont successivement examinés.
- Les avenants sont habituellement formulés au moyen d'une insertion, d'une suppression ou d'un remplacement, ou d'une combinaison de ces actions.

- Peut être réexaminée.

3e. Reporter indéfiniment.

Cette motion a pour but de supprimer une motion. Les motions auxiliaires ne s'appliquent pas, à l'exception de la question préalable et de la limitation (ou prolongation) du temps imparti au débat.

La motion de reporter indéfiniment

- Requiert un appui.
- Peut être pleinement débattue, y compris à la fois la question principale et la faculté d'être reportée indéfiniment.
- Ne peut pas être modifiée.
- Requiert une majorité simple.
- S'applique essentiellement uniquement aux motions principales, bien qu'elle puisse s'appliquer à des « Questions de privilège ».
- Peut être réexaminée en cas de vote affirmatif.

3f. Fixation du temps imparti au débat.

Cette motion a pour but d'établir des limites concernant la longueur des interventions individuelles dans une discussion ou de limiter la période de temps prévue pour la discussion avant le vote.

La motion de fixer le temps imparti au débat

- Requiert un appui.
- Peut être débattue.
- Peut être modifiée.
- Requiert un vote à la majorité des deux tiers.
- Peut être réexaminée en proposant de prolonger le temps de débat (majorité de deux tiers requise).

4. MOTIONS ACCESSOIRES.

Ces motions traitent d'incidents concernant les motions principales et doivent faire l'objet d'une décision avant la motion principale. Ces règles de procédure ne reconnaissent comme étant des motions accessoires que les recours concernant des points de procédure, la division d'une question et le retrait ou la modification d'une motion.

4a. Recours concernant des points de procédure.

Le but est de contester une décision ou une ordonnance du président concernant un point de procédure, au moment où cette décision est prononcée, ou de dispenser le président de devoir prendre une décision en en confiant la responsabilité aux délégués ou aux membres.

Le recours

- Requiert un appui.
- Fait généralement l'objet d'une discussion, mais pas quand la bienséance de la session ou de la réunion est en question ou quand une question ne pouvant pas faire l'objet d'un débat est en instance.
- Ne peut pas être modifiée.
- Requiert une majorité simple.
- Les motions de « reporter à une date ultérieure » et les « motions privilégiées » ont la priorité, comme c'est le cas pour une « question préalable » lorsque le recours peut faire l'objet d'un débat.
- Peut être réexaminée.
- Dans le cadre d'une question de recours, un délégué ou un membre ne peut intervenir qu'une fois, sauf par permission spéciale du président, et le président a le droit de présenter les arguments en faveur de la décision ou de l'ordonnance du président.



4b. Division d'une question.

Cette motion a pour but de scinder une question comportant plusieurs propositions ou sections (par ex., un document comportant plusieurs pages ou paragraphes) en des parties séparées qui sont examinées et soumises à un vote en tant que questions distinctes. Lorsque ces parties sont divisées, chacune d'entre elles fait séparément l'objet d'un vote, comme si elles avaient été proposées de façon autonome. Pour des raisons pratiques, il est préférable de diviser une question lorsqu'elle est introduite, bien que la motion puisse être présentée à tout moment alors que la question est en instance.

Il est possible de faire l'économie de la formalité d'un vote sur la division d'une question, le président prenant alors sa décision par consentement général concernant la méthode utilisée pour la division. Si cette procédure est contestée, alors une motion formelle de diviser devient nécessaire, en spécifiant la façon dont la question doit être divisée.

La motion de diviser

- ▶ S'applique uniquement aux questions et avenants principaux.
 - a) Requier un appui.
 - b) Requier une majorité simple.
- ▶ Elle cède le pas à toutes les motions privilégiées et auxiliaires et à la motion accessoire de faire appel d'une décision du président, à l'exception des motions de modifier et de reporter indéfiniment, sur lesquelles elle a priorité.
- ▶ Peut être modifiée, mais les cinq autres catégories de motions auxiliaires ne s'appliquent pas à la motion de diviser.
- ▶ Ne peut pas être débattue.
- ▶ Peut être réexaminée.

4c. Retirer ou modifier une motion.

Avant que le président n'ait statué sur une motion, elle est la propriété de l'auteur de la motion, qui peut la retirer ou la modifier sans demander un consentement à cet effet. Après que le président a statué sur une motion, l'auteur de la motion doit demander la permission de l'assemblée pour retirer ou modifier la motion. S'il n'y a pas d'objection, le président traite la demande comme une demande de consentement unanime. En cas d'objection, le président soumet la demande à un vote de la majorité des voix.

Une motion de modifier ou de retrait

- ▶ Ne requiert pas d'appui.
- ▶ Ne peut pas être débattue.
- ▶ Ne peut pas être modifiée.
- ▶ Requier une majorité simple.
- ▶ Ne peut pas être réexaminée.

Après qu'une motion a été retirée, cela revient à ce que la motion n'ait jamais été présentée.

4d. Réexamen de motions.

Lorsque les présentes règles de procédure l'autorisent, une motion déjà soumise à un vote ne peut pas être réexaminée. Le but du réexamen est de permettre la rectification d'une action erronée, en particulier lorsque les informations ajoutées sont devenues disponibles ou que la situation a évolué depuis le vote. Afin de se protéger contre un abus possible, la motion de réexaminer doit être présentée par un participant qui a voté avec la partie dont l'avis a prévalu. La motion de réexaminer est appropriée lorsqu'elle est présentée durant la même réunion ou le même conseil. (Après l'ajournement, la motion pour annuler est la motion appropriée à utiliser lors d'une réunion ultérieure.)

- ▶ Requier un appui.

- Peut être débattue, sauf lorsque la motion de réexaminer proposée ne peut pas faire l'objet d'un débat.
- Ne peut pas être modifiée.
- Requiert une majorité simple.
- Ne peut pas être réexaminée, sauf par consentement unanime.

4e. Annuler ou modifier des actions préalables.

La motion pour annuler a pour but d'abroger ou d'annuler une action ayant fait au préalable l'objet d'un vote. La motion de modifier une action préalable vise à changer uniquement une partie d'un texte ayant fait au préalable l'objet d'un vote.

- Requiert un appui.
- Peut être modifiée.
- Peut être débattue, sauf lorsque la motion proposée pour l'abrogation ne peut pas être débattue.
- Peut être réexaminée seulement si le vote a eu un résultat négatif.
- Doit avoir une majorité des deux tiers, sauf si a été donné un préavis stipulant que l'annulation d'une action préalable sera examinée.

SUSPENSION DES RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

Dans des circonstances spéciales, et aux fins de faciliter le travail de l'Église, ces règles de procédure peuvent être suspendues, par un vote à la majorité des deux tiers des délégués ou des membres.

LANGUES OFFICIELLES DES RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

À l'intention des délégués et de l'Église mondiale, les présentes Règles de procédure de la Conférence générale peuvent être traduites

dans d'autres langues. La version anglaise des présentes Règles de procédure demeure la version officielle et toutes les autres traductions sont uniquement destinées à faciliter le travail des délégués et ne constituent pas la version officielle de ces règles.

CHANGER LES RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

Les présentes règles de procédure peuvent être changées par un vote à la majorité des deux tiers du Comité exécutif de la Conférence générale.

RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE

Les présentes règles de procédure s'appliquent à la fois aux Sessions de la Conférence générale et aux réunions du Comité exécutif.

Adapter les RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE à des Sessions d'Union ou des Sessions de Conférence et des réunions du Comité exécutif

Les présentes règles de procédure de la Conférence générale s'appliquent en principe à l'Église mondiale. Les comités de division peuvent adapter, le cas échéant, ces règles de procédure, pour les utiliser dans les sessions et les réunions de comité exécutif dans le cadre de leur territoire. Toute adaptation par une division pour être utilisée dans son territoire doit être réalisée au moyen de règles supplémentaires ou d'un appendice et non en modifiant le présent document.

Utilisation des RÈGLES DE PROCÉDURE DE LA CONFÉRENCE GÉNÉRALE par d'autres organisations de l'Église

D'autres organisations de l'Église, telles que des églises locales, des conseils de direction et des réunions du corps enseignant, peuvent utiliser ces règles de procédure.



TABEAU RÉCAPITULATIF DES MOTIONS

Rang	Motions	Interruption	Appui	Débat	Avenant	Le vote	Réexamen	Notes*
10	Fixer la date d'une réunion complémentaire (P)	Non	Oui	Non	Oui*	Majorité	Oui	Concernant la date et le lieu
9	Ajournement/ Suspension (P)	Non	Oui	Non	Non	Majorité	Non	
8	Question de privilège (P)	Oui	Non	Non	Non	Président*	Oui	Il peut également être fait appel d'une décision du président, par deux membres
7	Reporter à une date ultérieure (S)	Non	Oui	Non	Non	Majorité	Non	
6	Question préalable (S)	Non	Oui	Non	Non	2/3	Oui	
5	Limite/prolongation du débat (S)	Non	Oui	Oui	Oui	2/3	Oui*	Uniquement pour la prolongation du débat
4	Renvoi devant le Comité (S)	Non	Oui	Oui	Oui	Majorité	Oui*	Si le comité n'a pas commencé l'examen
3	Avenant (S)	Non	Oui	Oui	Oui	Majorité	Oui	
2	Reporter indéfiniment (S)	Non	Oui	Oui	Non	Majorité	Oui*	Uniquement en cas de vote affirmatif
1	MOTION PRINCIPALE	Non	Oui	Oui	Oui	Majorité	Oui	
-	Recours contre des points de procédure (I)	Oui	Oui	Oui	Non	Majorité	Oui	
-	Division de la question (I)	Non	Oui	Non	Oui	Majorité	Oui	
-	Réexamen (I)	Non	Oui	Oui	Non	Majorité	Non	
-	Motion pour annuler	Non	Oui	Oui ¹	Oui	Majorité ²	Oui	
-	Renvoi devant le Comité de nomination (I)	Non	Oui	Non	Non	Majorité	Non	Habituellement acceptée
-	Présentée à partir des motions de reporter à une date ultérieure (I)	Non	Oui	Non	Non	Majorité	Non	
-	Retrait de la motion (I)	Non	Non	Non	Non	Majorité	Non	

2/3 Vote à la majorité des deux tiers ; P—Motion privilégiée ; S—Motion auxiliaire ; I—Motion accessoire

¹Sauf lorsque la motion dont l'abrogation est proposée ne peut pas faire l'objet d'un débat.

²Si l'avis d'une motion pour annuler a été précédemment transmis ; autrement, requiert une majorité des deux tiers.

Conferência Geral

Regras de Ordem



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DO SÉTIMO DIA

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REGRAS DE ORDEM DA CONFERÊNCIA GERAL

Regras Processuais para Sessões Administrativas e Reuniões do Comitê Executivo da Conferência Geral

Na Sessão da Conferência Geral de 1985 em Nova Orleans, vários delegados expressaram o anseio de que as regras de ordem para as Sessões de Conferência Geral fossem mais minuciosas e registradas por escrito. Em consonância com os anseios da Sessão, o Comitê Executivo da Conferência Geral nomeou, subsequentemente, uma subcomissão para estudar o assunto e elaborar as regras.

O trabalho do comitê foi orientado pelo desejo de redigir regras que estivessem de acordo com a instrução do Espírito de Profecia e política da Igreja Adventista do Sétimo Dia e refletissem uma abordagem sensata do conceito de eficiência em trabalhos de comitês e sessões, baseada em métodos de trabalho legítimos e testados.

O Comitê Executivo da Conferência Geral ratificou os trabalhos do subcomitê e as **Regras de Ordem da Conferência Geral** foram aprovadas. A edição corrente foi atualizada para a Sessão da Conferência Geral de 2015 para garantir uniformidade entre as regras e proporcionar maior clareza.

Uma das finalidades fundamentais destas regras é organizar a participação de delegados e membros de comitês durante discussões, debates e o processo de tomada de decisão. Regras processuais existem para promover a participação livre e não são teologicamente inalteráveis.

Deliberou-se que não era necessário entrar em minúcias. O comitê estabeleceu disposições específicas para a maioria das eventualidades. Nem a Bíblia nem os

escritos de Ellen G. White são manuais de direito parlamentar eclesiástico. Ellen G. White advoca harmonia e simplicidade em reuniões administrativas da Igreja e recomenda evitar o uso de recursos mecânicos desnecessários que possam minar as energias físicas e mentais dos convocados a participar de reuniões de conselhos e comitês (MS 3, 1890, p. 9).

A finalidade deste breve compêndio de regras de ordem é guiar líderes de igrejas e outros participantes para que os trabalhos de sessões e comitês possam fluir de maneira fácil, ágil e justa. Estes procedimentos devem servir às sessões administrativas das igrejas da mesma maneira com que uma sinalização clara serve para fazer fluir o trânsito de uma cidade com facilidade, segurança e rapidez, sem confusões nem atrasos.

A igreja é uma sociedade voluntária composta por aqueles que aceitaram Jesus Cristo como seu senhor e salvador. Ela é o corpo de Cristo. Não é um órgão parlamentar, fórum político, clube de serviços ou empresa com fins comerciais. Quando os adventistas do sétimo dia se reúnem para por em prática os trabalhos da Igreja, eles o fazem em um encontro com Deus. Em síntese, é o Espírito Santo quem os conduz e orienta. "Se as reuniões dos comitês ou conselhos", escreveu Ellen G. White, "não estiverem sob a supervisão direta do Espírito de Deus, suas conclusões serão meramente terrestres e não dignas de mais consideração do que as expressões dos

homens" (Carta 81, 1896, págs 8, 9).

Os delegados de sessões das diferentes organizações e, especialmente, a Sessão da Conferência Geral elaboram as leis não para satisfazer interesses pessoais ou partidários ou ambições nacionalistas ou regionais, mas sim para trabalhar "para o tempo e a eternidade" e participar da missão divina em busca da salvação do mundo—7T 258, 259. Os delegados e membros do comitê são advertidos contra o espírito de egoísmo, auto-exaltação e pomposidade durante reuniões de conselhos e comitês (veja Ms 29, 1895, p. 8).

O objetivo primordial das sessões e comitês da igreja é desvendar e compreender os desejos de Deus em relação aos assuntos, planos e compromissos a serem abordados. À luz desse propósito, a finalidade das regras de ordem é facilitar o cumprimento da vontade de Deus. Desta forma, as sessões delegadas da igreja são *sui generis* e, portanto, diferentes de qualquer outra organização humana.

As regras de ordem devem ser utilizadas com um senso de reverência para com o propósito divino. A finalidade não é facilitar manobras parlamentares rápidas ou dilatórias para poder ganhar argumentos ou obter atenção imerecida, tirar vantagem suprimindo os desejos de outros ou confundir o presidente, colegas delegados ou membros

da comissão. Além disso, não se deve utilizar as regras de modo que as mesmas funcionem como desculpas em disputas processuais que possam comprometer o andamento das sessões ou comitês. Ellen G. White recomenda "um esforço constante em prol da brevidade em reuniões de trabalho" (Ms 3, 1890, p. 9).

Nunca se deve esquecer que o significado literal de regras processuais pode matar; é o espírito que dá vida à ordem e governança da igreja. O presidente, com o apoio dos delegados, deve usar o bom senso e não deixar que a mecânica dos trabalhos comprometa o avanço da obra de Deus.

Ao surgirem questões processuais não especificamente abrangidas pelas **Regras de Ordem para as Atividades da Conferência Geral**, o presidente deverá usar seu melhor julgamento. No entanto, qualquer delegado tem o direito de apresentar recurso contra qualquer decisão. Nesse caso, se o recurso receber apoio, o presidente deverá encaminhar a questão aos delegados para uma decisão por maioria simples.

Que estas regras de ordem ajudem os delegados de igrejas e membros de comitês em sua tarefa designada de "legislar para Deus" (Carta 81, 1896, p. 8).

—Comitê Executivo da Conferência Geral



Regras de Ordem para as Atividades da Conferência Geral e sua relação com o Manual da Igreja e a Política de Trabalho da Conferência Geral

O **Manual da Igreja** e a Constituição, Regimentos e **Política de Trabalho** da Conferência Geral prevalecerão sobre as regras de ordem, em caso de conflito.

DEVERES DA PRESIDÊNCIA

1. O presidente deve conduzir as sessões e reuniões de comitês de acordo com as regras de ordem.
2. O presidente deve incluir os diversos relatórios de comitês e assuntos de pauta de trabalhos na agenda aprovada.
3. O presidente deve trabalhar em favor do consenso na tomada de decisões, respeitando todas as opiniões com senso de justiça.
4. O presidente pode votar:
 - ▶ Se a eleição for por cédula, ou
 - ▶ Se houver necessidade de empatar ou desempatar a votação (caso já não tenha votado por cédula).
5. É obrigação do presidente disciplinar os palestrantes para obedecer o tempo determinado para falar e ajudar a conduzir as reuniões da forma mais ágil e justa possível.
6. O presidente terá poder de decisão sobre pontos de ordem (embora a decisão possa ser objeto de recurso por qualquer delegado).
7. Apesar da necessidade de exercer liderança, o presidente, para ser imparcial e demonstrar a administração de justiça, não deverá envolver-se de perto nos debates da

sessão enquanto estiver presidindo. Caso deseje expressar seus pontos de vista com mais detalhes e tomar partido nos debates, ele(a) deverá cessar sua função e convidar outro dirigente a assumir o presidente temporariamente. Entretanto, fica estabelecido que o presidente, mesmo no exercício de sua função, estará livre para participar plenamente das discussões e apresentar seus pontos de vista durante reuniões dos comitês.

DEVERES DOS DELEGADOS E MEMBROS DE COMITÊS

1. Em virtude do privilégio de servir como delegados em sessões de igrejas ou membros de comitês, os indivíduos que exercem estas funções deverão se comportar com decoro cristão, dando-se conta de que realizam a obra do Senhor e evitando discursos e moções frívolos, irrelevantes, desnecessariamente demorados ou obstructionistas. Nesses casos, o presidente tem todo o direito de intervir.
2. Por razões de equidade e respeito aos colegas, os delegados e membros de comitês devem evitar a expectativa de uma segunda ou mais oportunidades de falar até que os outros que desejem falar tenham a oportunidade de fazê-lo (na medida do viável). No entanto, o presidente pode permitir que uma pessoa que já tenha falado responda a uma pergunta ou esclareça algo que tenha dito.
3. Delegados e membros de comitês têm o direito de falar em suas próprias línguas, sujeitos à disponibilidade de tradutores.

QUÓRUM

O quórum para sessões ou reuniões de comitês é estabelecido pelos estatutos das respectivas organizações.

VOTAÇÃO

1. A votação normalmente deve ser pelo voto de viva voz.
2. Se não houver objeção, o presidente pode declarar votação por consenso geral.
3. Por decisão do presidente ou maioria de votos dos delegados presentes e votantes, a votação pode ser realizada levantando-se as mãos, permanecendo de pé, através de voto secreto ou com o uso de dispositivo eletrônico. Em caso de dúvida fundamentada quanto ao resultado de uma votação, tanto o presidente quanto qualquer membro pode solicitar a contagem/recontagem dos votos (divisão da assembleia).
4. O presidente pode solicitar ao Secretário(a) auxílio para contar votos e/ou nomear escrutinadores.
5. Maioria simples ou maioria absoluta significa mais da metade do número total de votos válidos dados por votantes elegíveis.

ELEIÇÕES

1. As eleições devem ser realizadas em harmonia com a Constituição, Estatutos e Política de Trabalho da Conferência Geral.
2. Todas as nomeações para cargos eletivos ou membros de comitês executivos devem ser feitas pelo Comitê de Indicação, eliminando nomeações por plenário ou por qualquer outro órgão ou pessoa.
3. Apenas um nome deve ser apresentado ao plenário pelo Comitê de Indicação para cada cargo a ser preenchido. O Comitê de Indicação poderá optar por apresentar

sucessivos relatórios parciais quando houver um grande número de cargos a serem preenchidos.

4. O Comitê de Indicação se reunirá em sessão fechada. Isso não significa que os responsáveis pelas organizações eclesiais superiores não possam ser convidados a participar do comitê como conselheiros.
5. A eleição será por maioria simples.
6. Se houver objeção a uma parte ou à totalidade do relatório do Comitê de Indicação, o objetor(es) pode solicitar que o relatório (não um nome específico) seja devolvido ao Comitê de Indicação para uma análise mais aprofundada. O procedimento usual é o presidente aceitar a indicação; no entanto, se o pedido se tornar moção, ele passar a ser inquestionável e deve, então, ser decidido por maioria simples.
7. Pedidos ou moções de devolução devem se fundamentar em informações que o objetor(es) tenha e que possam ser úteis para o Comitê de Indicação. Quando a devolução é deferida, todas as objeções devem ser levadas ao conhecimento do presidente e do secretário do Comitê de Indicação. Em deliberação com o presidente e secretário, o Comitê de Indicação deve determinar o procedimento para ouvir a objeção ou objeções ao relatório.
8. Pedidos persistentes de devolução, especialmente quando emanados da mesma fonte, destoam do senso de justiça e da boa prática. Neste caso, há todo o direito de se recusar o pedido e o relatório do Comitê de Indicação pode então ser votado sem mais atrasos.



COMO LIDAR COM MOÇÕES

Existem quatro tipos básicos de moções:

1. Moções principais
2. Moções privilegiadas
3. Moções subsidiárias
4. Moções incidentais

Cada categoria tem suas próprias finalidades, características e ordens de precedência.

1. ASSUNTO OU MOÇÃO PRINCIPAL.

O propósito de uma moção principal é introduzir e propor ação sobre um assunto da pauta de trabalhos. Apenas delegados ou membros com direito a voto podem propor moções ou falar sobre elas.

1a. Requer secundante.

1b. A aprovação da moção exige apenas uma votação por maioria, a menos que os estatutos ou estas regras especifiquem requisitos diferentes.

1c. Pode ser emendada por voto majoritário.

1d. Não pode ser contemplada nenhuma outra moção enquanto a moção principal estiver sendo considerada, exceto:

- ▶ Moções privilegiadas (agendamento de reunião futura, encerramento e questões de privilégio), e
- ▶ Moções subsidiárias (adiamento para data posterior, perguntas prévias, submeter a comitê, emendas, adiar indefinidamente e limitar o tempo de debate), e
- ▶ Moções incidentais (recursos sobre pontos de ordem, divisão de um assunto e remoção ou emenda em moção).

1e. Em caso de empate na votação, a moção será perdida.

Esta disposição observa o direito do presidente, caso não tenha votado, de votar para causar empate ou para evitar empate.

2. MOÇÕES PRIVILEGIADAS.

Esta categoria de moção trata dos direitos dos delegados ou membros do comitê como um todo e dos direitos individuais dos delegados ou membros em relação à sessão ou reunião. Não é permitido debate sobre moções privilegiadas e elas não podem ser apresentadas (exceto em questões de privilégio), adiadas nem encaminhadas a comitê (comprometidas).

Essas regras reconhecem três tipos de moções privilegiadas: agendamento da próxima reunião, solicitação de encerramento ou recesso e questões de privilégio.

2a. Agendamento de nova reunião.

Esta moção:

- ▶ Requer secundante.
- ▶ Não pode ser debatida.
- ▶ É a mais elevada na classificação.
- ▶ Só pode ser alterada em caso de mudança de hora ou local.
- ▶ Não pode interromper a pessoa que estiver falando.
- ▶ Requer maioria simples.
- ▶ Pode ser reconsiderada.

2b. Proposta de encerramento ou recesso.

Esta moção:

- ▶ Requer secundante.
- ▶ Não pode ser debatida, embora o

presidente ou secretário possam fornecer informações sobre questões que exijam atenção.

- ▶ O encerramento não pode ser alterado; recesso, sim.
- ▶ Requer maioria simples.
- ▶ Não pode interromper a pessoa que estiver falando.
- ▶ Não pode ser reconsiderada.

2c. Questões de privilégio.

A questão de privilégio é usada para chamar a atenção do presidente e dos membros em reunião sobre uma questão de trabalho ou procedimento que não possa esperar.

As questões de privilégio referem-se a:

- ▶ Organização de sessão ou reunião.
- ▶ Nível de conforto de delegados ou membros.
- ▶ Conduta de delegados, membros e outros presentes.

Procedimento para questões de privilégio:

- ▶ Não requer secundante.
- ▶ Não pode ser debatida.
- ▶ Não pode ser alterada.
- ▶ Pode interromper a fala de uma pessoa.
- ▶ Geralmente são decididas por determinação do presidente (embora dois delegados possam apresentar recurso).
- ▶ Pode ser reconsiderada.

3. MOÇÕES SUBSIDIÁRIAS.

Moções subsidiárias se aplicam a uma moção principal e têm precedência sobre a moção principal porque precisam ser decididas antes que a mesma possa prosseguir. Moções privilegiadas têm precedência sobre moções subsidiárias.

Estas regras de ordem reconhecem seis tipos de moções subsidiárias: moção para adiar para data posterior, convocar pergunta prévia, enviar para comitê (comprometer), emendae, adiar indefinidamente e limitar o tempo do debate.

3a. Moção para Adiar para Data Posterior.

Esta moção deve ser usada quando os delegados ou membros de comitês desejam adiar a consideração de uma questão que tenha sido movida. Não é usada para “abandonar” ou suprimir moções; a ação correta nesse caso é “adiar indefinidamente”. A moção para trazer de volta uma moção previamente adiada para data posterior se processa da mesma forma que a moção para adiar para data posterior, embora possa ser renovada se não obtiver aprovação.

A moção para adiar para data posterior :

- ▶ Requer secundante.
- ▶ Não pode ser debatida.
- ▶ Não pode ser emendada.
- ▶ Requer maioria simples.
- ▶ Não pode ser reconsiderada.
- ▶ Não se aplica a relatórios de comitê ou questões inacabadas, mas apenas a moções pendentes.

3b. Moção para Convocar Pergunta Prévia.

O objetivo desta moção é cessar e encerrar



imediatamente o debate e votar em moção principal ou emenda em consideração. Se for ordenada pergunta prévia a respeito de uma emenda, o debate pode continuar na moção principal após a votação de pergunta prévia sobre a emenda. Moções privilegiadas, moções para adiar para data posterior e moções incidentais têm precedência sobre pergunta prévia. A simples exclamação “pergunta” não constitui moção formal de “pergunta prévia”, mas indica ao presidente que um membro de comitê ou delegado julga ser hora de votar.

Esta moção:

- ▶ Requer secundante.
- ▶ Não pode ser debatida.
- ▶ Não pode ser emendada.
- ▶ Requer um mínimo de dois terços dos votos.
- ▶ Não pode interromper a pessoa que estiver falando.
- ▶ Pode ser reconsiderada.

3c. Enviar a Comitê (comprometer).

A finalidade da moção para comprometer é remeter um assunto de trabalho a um comitê.

Este tipo de moção:

- ▶ Requer secundante.
- ▶ Pode ser debatida.
- ▶ Pode ser emendada.
- ▶ Requer maioria simples.
- ▶ Ganha precedência, exceto a moção para adiar indefinidamente e a questão principal.

- ▶ Pode ser reconsiderada se o comitê não tiver iniciado seus trabalhos.

3d. Emendas.

O objetivo da moção de emenda é alterar ou modificar uma moção principal e deve, portanto, ser pertinente ao assunto de trabalho a ser alterado. A proposta de emenda (primeiro nível) pode ser ela mesma emendada (segundo nível), mas não pode haver emenda (terceiro nível) de uma emenda a uma emenda. Na verdade, a “moção substituta” constitui ela mesma uma emenda.

A moção de emenda:

- ▶ Requer secundante.
- ▶ Pode ser debatida com discussão limitada à própria emenda.
- ▶ Requer maioria simples.
- ▶ Só poderá ser considerada uma emenda de cada vez. As propostas vão sendo apresentadas em sucessão para serem votadas.
- ▶ As emendas são geralmente feitas através de inserção, eliminação, substituição ou combinação destas ações.
- ▶ Pode ser reconsiderada.

3e. Adiar indefinidamente.

A finalidade desta moção é suprimir uma moção. Moções subsidiárias não se aplicam, exceto em caso de pergunta prévia e limitação (ou extensão) do tempo de debate.

A moção para adiar indefinidamente:

- ▶ Requer secundante.
- ▶ É plenamente discutível quanto à questão principal e quanto à adequação do adiamento indefinido.

- ▶ Não pode ser alterada.
- ▶ Requer maioria simples.
- ▶ Aplica-se essencialmente às moções principais apenas, embora possa ser aplicada a "Questões de Privilégio."
- ▶ Pode ser reconsiderada, em caso de voto afirmativo.

3f. Definir o tempo de debate.

O objetivo deste movimento é estabelecer limites quanto à duração dos discursos individuais durante discussões ou limitar o período de tempo previsto para a discussão antes da votação.

A moção para definir o tempo de debate:

- ▶ Requer secundante.
- ▶ Pode ser debatida.
- ▶ Pode ser emendada.
- ▶ Requer um mínimo de dois terços dos votos.
- ▶ Pode ser reconsiderada mediante proposta para estender o tempo de debate (com maioria de dois terços).

4. MOÇÕES INCIDENTAIS.

Estas moções lidam com incidentes relativos a moções principais e devem ser decididas antes da moção principal. Estas regras de ordem reconhecem como moções incidentais apenas os apelos relativos a movimentos a pontos de ordem, divisão de assuntos e retirada ou alteração de moções.

4a. Apelo relativo a pontos de ordem.

O objetivo é se opor a uma decisão ou sentença do presidente sobre um ponto de ordem no momento em que a mesma é estipulada ou eximir o presidente da

obrigação de tomar uma decisão através de outorga da responsabilidade para os delegados ou membros.

O apelo:

- ▶ Requer secundante.
- ▶ Geralmente é discutível, mas não quando o decoro da sessão ou reunião estiverem em questão ou enquanto estiver pendente alguma questão indiscutível.
- ▶ Não pode ser emendada.
- ▶ Requer maioria simples.
- ▶ "Moções para adiar para data posterior" e "moções privilegiadas" têm precedência, assim como "pergunta prévia" quando o apelo é discutível.
- ▶ Pode ser reconsiderada.
- ▶ Em caso de apelo, o delegado ou membro só pode falar uma vez, exceto com permissão especial do presidente, o qual tem o direito de apresentar argumentos em favor de sua decisão ou parecer oficial.

4b. Divisão de assunto.

O objetivo desta moção é dividir assuntos que tenham várias proposições ou seções (por exemplo, documento com várias páginas ou parágrafos) em partes separadas que devem ser consideradas e votadas como casos distintos. Quando divididas, cada parte é votada em separado, como se tivesse sido proposta individualmente. Para efeitos práticos, é melhor dividir um assunto assim que ele seja introduzido, embora a moção possa ser realizada a qualquer momento enquanto a questão estiver pendente.

A formalidade do voto sobre a divisão de um assunto é dispensável e o presidente pode decidir por consenso quanto ao modo de divisão. Se o procedimento for contestado, justifica-se uma moção formal para



dividir, especificando-se como o assunto será dividido.

A moção para dividir:

► Aplica-se apenas a questões principais e emendas.

a) Requer secundante.

b) Requer maioria simples.

► Perde precedência para todas as moções privilegiadas e subsidiárias e à moção incidental de apelação de decisão do presidente, exceto as moções de emendas e moções de adiamento indefinido, sobre as quais tem precedência.

► Pode ser emendada, mas os outros cinco tipos de moções subsidiárias não se aplicam à moção para dividir.

► Não pode ser debatida.

► Pode ser reconsiderada.

4c. Retirada ou Modificação de Moção.

Antes do pronunciamento de uma moção pelo presidente, ela é propriedade do proponente, que pode retirá-la ou modificá-la sem pedir consentimento. Após o pronunciamento pelo presidente, o proponente deverá pedir permissão à assembleia para retirar ou modificar a moção. Não havendo objeções, o presidente deve tratar o pedido como uma solicitação de consentimento unânime. Se houver objeções, o presidente encaminha o pedido a votação por maioria simples.

A moção para emendar ou retirar:

► Não requer secundante.

► Não pode ser debatida.

► Não pode ser emendada.

► Requer maioria simples.

► Não pode ser reconsiderada.

Uma vez retirada, a moção é tratada como se jamais tivesse sido proposta.

4d. Reconsideração de Moções.

Se assim previsto nessas regras de ordem, uma moção já votada pode ser reconsiderada. O objetivo da reconsideração é permitir a correção de uma ação errônea, especialmente quando surgem informações adicionais ou quando alguma situação tenha sido alterada desde a ocasião da votação. Para evitar potenciais abusos, a moção de reconsideração deve ser proposta por alguém que tenha votado com a maioria. A moção de reconsideração é indicada quando proposta durante a mesma reunião ou assembleia. (Após o encerramento, a moção para rescisão é a moção apropriada para ser usada em reunião subsequente.)

► Requer secundante.

► É discutível, exceto quando a moção proposta para reconsideração for indiscutível.

► Não pode ser emendada.

► Requer maioria simples.

► Não pode ser reconsiderada, exceto mediante consentimento unânime.

4e. Rescisão ou Alteração de Ações Anteriores.

A finalidade da moção para rescindir ou alterar é revogar ou anular uma ação previamente votada. A moção para emendar ação anterior tem como objetivo alterar apenas uma parte do texto anteriormente votado.

► Requer secundante.

► Pode ser emendada.

► É discutível, exceto quando a moção

proposta para revogação for indiscutível.

► Só pode ser reconsiderada se o voto tenha sido negativo.

Requer maioria de dois terços, exceto quando tenha sido enviado aviso prévio indicado que será considerada recisão de ação anterior.

SUSPENSÃO DAS REGRAS DE ORDEM DA CONFERÊNCIA GERAL

Em circunstâncias especiais e com a finalidade de organizar os trabalhos da Igreja, essas regras de ordem pode ser suspensa por votação com dois terços dos delegados ou membros.

IDIOMAS OFICIAIS DAS REGRAS DE ORDEM DA CONFERÊNCIA GERAL

Em benefício dos delegados e da Igreja mundial, estas Regras de Ordem podem ser traduzidas para outros idiomas. A versão em inglês destas Regras de Ordem permanece como versão oficial e quaisquer versões em outros idiomas serão apenas para comodidade dos delegados.

ALTERAÇÕES DAS REGRAS DE ORDEM DA CONFERÊNCIA GERAL

Estas regras de ordem podem ser alteradas por votação aprovada por pelo menos dois

terços dos votos do Comitê Executivo da Conferência Geral.

REGRAS DE ORDEM PARA A CONFERÊNCIA GERAL

Estas regras de ordem se aplicam tanto às Sessões da Conferência Geral quanto às reuniões do Comitê Executivo.

Adaptação das REGRAS DE ORDEM DA CONFERÊNCIA GERAL para Sessões da União ou Conferência e Reuniões do Comitê Executivo

Estas regras para as Atividades da Conferência se aplicam em princípio à Igreja mundial. Os comitês de divisão podem adaptar estas regras de ordem, se necessário, para uso em sessões e reuniões do comitê executivo no âmbito de seus respectivos territórios. Qualquer adaptação realizada por uma divisão para uso em seu território deve ser feita em formato de regras suplementares ou adendos e não através de alterações deste documento.

Utilização das REGRAS DE ORDEM DA CONFERÊNCIA GERAL por outras Organizações

Outras organizações como igrejas locais, conselhos e reuniões de corpos docentes podem utilizar estas regras de ordem.



TABELA SUMÁRIO DE MOÇÕES

Classif.	Moção	Interromper	Secundar	Debater	Emendar	Votar	Reconsiderar	Notas *
10	Agendar próxima reunião (P)	Não	Sim	Não	Sim*	Maioria	Sim	Quanto ao horário e o local
9	Encerrar/ Recesso (P)	Não	Sim	Não	Não	Maioria	Não	
8	Questão de privilégio (P)	Sim	Não	Não	Não	Presidente*	Sim	Dois membros podem apelar decisão do presidente
7	Adiar para Data Posterior (S)	Não	Sim	Não	Não	Maioria	Não	
6	Pergunta Prévia (S)	Não	Sim	Não	Não	2/3	Sim	
5	Limitar/estender debate (S)	Não	Sim	Sim	Sim	2/3	Sim*	Apenas para estender o debate
4	Consultar o comitê (S)		Sim	Sim	Sim	Maioria	Sim*	Se comitê não tiver iniciado consideração
3	Emenda (S)	Não	Sim	Sim	Sim	Maioria	Sim	
2	Adiar indefinidamente (S)	Não	Sim	Sim	Não	Maioria	Sim*	Apenas voto afirmativo
1	MOÇÃO PRINCIPAL		Sim	Sim	Yes	Maioria	Sim	
-	Apelar ponto de ordem (I)	Sim	Sim	Sim	Não	Maioria	Sim	
-	Divisão do assunto (I)	Não	Sim	Não	Sim	Maioria	Sim	
-	Reconsiderar (I)	Não	Sim	Sim	Não	Maioria	Não	
-	Rescindir	Não	Sim	Sim ¹	Sim	Maioria ²	Sim	
-	Devolver ao Comitê de Indicação (I)	Não	Sim	Não	Não	Maioria	Não	Normalmente aceito
-	Voltar a moção adiada para data posterior (I)	Não	Sim	Não	Não	Maioria	Não	
-	Retirar moção (I)	Não	Não	Não	Não	Maioria	Não	

2/3 Dois terços dos votos; P—Moção privilegiada; S—Moção subsidiária; I—Moção incidental

¹Exceto quando a moção proposta para revogação for indiscutível.

²Se o aviso da moção a rescindir tiver sido feito previamente; caso contrário, maioria de dois terços.

Agenda

8:00 a.m. Registration

9:50 a.m. Special Music

Takoma Academy & Shenandoah Valley Academy

10:00 a.m. Meeting begins

1. Devotional – Henry Wright
2. Special Music – Takoma Academy
3. Session Organization
 - a) Official Call
 - b) Review of Quorum
 - c) Seating of Delegates
 - d) Official Opening of Meeting (agenda)
 - e) Seating of Parliamentarian (procedures to follow)
 - f) Presentation of New Congregations
 - g) Dissolving & Merging of Congregations
4. Report of the Organizing Committee
5. President's Report
6. First Report of the Nominating Committee
7. Vice President for Administration's Report
8. Vice President for Finance's Report
9. Second Report of the Nominating Committee
10. Articles & Bylaws Committee Recommendations
 - a) Potomac Conference Corporation Articles and Bylaws
 - b) Board of Education Constitution and Bylaws
 - c) Shenandoah Valley Academy Constitution and Bylaws
 - d) Takoma Academy Constitution and Bylaws
11. Third Report of the Nominating Committee (as needed)
12. Education in the Greater Washington DC/Metro Area
13. Potomac Conference Board of Education Establish
Criteria for Healthy School
14. Challenge
15. Adjournment



Motions

Education in the Greater Washington DC/Metro Area

I move to request the Columbia Union Conference Office of Education to consider the following actions:

- to appoint a taskforce to study the education issues and codes for young people, who belong in one conference and attend a school in another conference, the number of schools and locations in the metro area, and the possibility of having a metro school district.
- to give recommendations to each conference committee affected,
- to request conference committee action to the recommendations from the taskforce.

Potomac Conference Corporation Criteria for Healthy School

I move that the Potomac Conference constituency request the Board of Education to establish criteria for a Healthy School, to include but not limited to:

- Spirituality
- Academics
- Finances
- Accreditation
- Safety
- Post-graduation tracking:

Regular Delegates by Church

Church	Last Name	First Name	Delegate Type	Organizing Committee
Agape Spanish				
	Benitez	Juan	Regular	
	Chopin	Kimberly	Regular	
	Garcia	Saul	Regular	
	Lainez	Manuel	Regular	X
	Ramirez	Eliel	Regular	
Alexandria Central Spanish				
	Gomez	Fredy	Regular	
	Mendez	Gilmar	Regular	
	Velasquez	Israel	Regular	X
Alexandria Spanish				
	Abarca	Manuel	Regular	
	Canalas	Cristian	Regular	X
	Castellon	Manuel	Regular	
	Gomez	Luis	Regular	
	Hernandez	Victor	Regular	
	Marin	Julio	Regular	
	Marin	Maria Mercedes	Regular	
	Orellana	Jose	Regular	
	Pineda	Roxana	Regular	
Amicus				
	Lopez	Armando	Regular	
	Maya	Edwardo	Regular	X
Annandale Spanish				
	Betancourt	Napoleon	Regular	
	Garcia	Anita	Regular	
	Gomez	Jayro	Regular	
	Justiniano	Carlos	Regular	
	Marcos	Lester	Regular	
	Naranjo	Edison	Regular	
	Orozco	Marconi	Regular	X
	Ralda	David	Regular	
	Reyes	Jennifer	Regular	
	Yoc	Angel	Regular	
Arlington Spanish				
	Becerra	Pedro	Regular	X
	Guandique	Roberto	Regular	
	Hernandez	Uriel	Regular	
	Rivera	Maritza	Regular	
Aspen Hill Spanish				
	Castillo	Pablo	Regular	
	Mina	Maria	Regular	
	Rojas	Roberto	Regular	
	Salvador	Napoleon	Regular	X
Bealeton Spanish				
	Bonilla	Ruth	Regular	
	Cano	Celso	Regular	X
	Chevez	Oscar	Regular	
Beltsville				
	Castillo	Richard	Regular	
	Cooley	Jeff	Regular	X
	Dennis	Stacey	Regular	
	Guerrero	Juan	Regular	
	Habtemariam	Yonas	Regular	
	Holness	Carol	Regular	X



	Kuntong	Tualmong	Regular	
	LeBrun	Chris	Regular	
	Lettsome	Nesco	Regular	
	Loveday	Jeremiah	Regular	
	Madding	Andrea	Regular	
	Ortiz	Rosy	Regular	
	Pack	Bonnie	Regular	
	Peters	Roger	Regular	
	Potauaine	Alisi	Regular	
	Prates	Roger	Regular	
	Roberts	Melvin	Regular	
	Sloan	Joe	Regular	
	Thavamani	Anitha	Regular	
	Walker	Doug	Regular	
	Welsh	Chip	Regular	
	Whitlock	Peggy	Regular	
Beltsville Spanish				
	Espino	Mardoqueo	Regular	
	Lazo	Ruby	Regular	X
	Menjivar	Meybelin	Regular	
	Moscoso	Eber	Regular	
	Trejo	Samuel	Regular	
Bethesda Spanish				
	Fuentes	Oscar	Regular	X
	Lara	Barbara	Regular	
	Obando	Josue	Regular	
Buena Vista				
	Hall	David	Regular	X
	Hevener	Richard	Regular	
	Labate	Ruth Anne	Regular	
	Squires	Mark	Regular	
Burke Spanish				
	Gonzales	Andres	Regular	
	Hernandez	Elida	Regular	X
Burnt Mills				
	Ahing	Abigail	Regular	
	Britton	Howard	Regular	
	Gusure	Erick	Regular	
	Nsengiyumva	Junie	Regular	
	Oh	David	Regular	X
	Tin	Annie	Regular	
Capital Chinese				
	Hess	Charles	Regular	X
	Liu	Minming	Regular	
	Makambi	Wright	Regular	
	Tran	Jee	Regular	
Capital Memorial				
	Baschant	Diane	Regular	
	Brooks	Elexis	Regular	
	Brooks	Kofi	Regular	X
	Carreno	Wesley	Regular	
	Irvine	Kerrie-Ann	Regular	
	Marcoe	Josh	Regular	
	Marcoe	Shally	Regular	
	Medley	Jeanne	Regular	
	Smalls	Lester	Regular	
	Yoon	jessica	Regular	
Capital Spanish				
	Hernandez	Leandro	Regular	
	Hernandez	Leydi	Regular	
	Lazo-Flores	Maritza	Regular	
	Lemus	Andy	Regular	
	Lumus	Bryant	Regular	
	Macias	Linda	Regular	
	Portillo	Lazaro	Regular	X

	Rodriguez	Nelson	Regular	
	Rosette	Abel	Regular	
	Zuniga	Mauricio	Regular	
Carter Memorial				
	Johnson	Barbara	Regular	
	Johnson	Gary	Regular	
	Petersen	Stig	Regular	X
Cartersville Company				
	Greene	David	Regular	
Central DC Spanish				
	Flores	Gilmar	Regular	X
	Flores	Wilfredo	Regular	
	Montiel	Edwin	Regular	
	Reyes	Eduardo	Regular	
	Uceda	Diego	Regular	
Centreville Spanish				
	Garcia	Josue Enoch	Regular	X
	Lima	Edwin	Regular	
	Portillo	Yury	Regular	
	Via-Daens	Carmen	Regular	
Charlottesville				
	Flowers	Karen	Regular	
	Mazimba	Sula	Regular	
	Standish	Nigel	Regular	
	Will	John	Regular	X
Charlottesville Spanish				
	Munoz	Nelson	Regular	
Chesapeake				
	Bauer	Mary Lou	Regular	
	Lomax	Brian	Regular	X
	Lomax	Janet	Regular	
Chesterfield Spanish Company				
	Navas	Guberth	Regular	
Community of Hope				
	Baptiste	Karissa	Regular	
	Gray	Larie	Regular	X
Community Praise Church				
	Arthur	Elaine	Regular	
	Assent	Jermaine	Regular	X
	Baker	Frank	Regular	
	Benjamin	Francis	Regular	
	Bolden	Lucy	Regular	
	Bramble	Jenniferr	Regular	
	Buckmire	Michelle	Regular	
	Collier	Don	Regular	
	Crosby	Ed	Regular	
	Davis	Rosemarie	Regular	
	Gadsden	Deria	Regular	
	Gadsden	Ron	Regular	
	Hill	Ariel	Regular	
	Johnson-Scott	Donna	Regular	
	Kabo	Simiso	Regular	
	Kelly	Nancy	Regular	
	Onyeije	Uzoma	Regular	
	Powell	Don	Regular	
	Russell	Andy	Regular	
	Sanford	Deborah	Regular	X
	Scott	Marc	Regular	
	Telfort	Jennifer	Regular	
	West	Cecilia	Regular	
Courthouse Road				
	Benko	John	Regular	
	Johnson	Joanne	Regular	
	Landa	Lawrence	Regular	
	Lopez	Daniella	Regular	



	Massaquoi	Edward	Regular	
	Reynolds	Greg	Regular	
	Rodriguez	Victor	Regular	X
	Sagini	Charles	Regular	
Culmore Spanish				
	Downs	Miriam	Regular	
	Rivera	Cecilia	Regular	
	Ruiz	Elvira	Regular	X
Culpeper				
	Jenkins	Charlene	Regular	
	Pulley	Angela	Regular	X
Culpeper Spanish				
	Arevalo	Alaski	Regular	
	Lopez	Douglas	Regular	
	Villatoro	Fredy	Regular	X
Dale City Spanish				
	Alvarez	Angela	Regular	
	Bonilla	Isaías	Regular	
	Salvador	Edwin	Regular	
	Sanchez	Daniel	Regular	X
	Villanueva	Eduardo	Regular	
Damascus Grace				
	Abraham	Anice	Regular	
	Bass	Debra	Regular	
	Bergmann	Glenn	Regular	
	Nyambiya	Gideon	Regular	
Damascus Spanish				
	Bernal	Douglas	Regular	
	Martinez	Luis	Regular	
	Montoya	Javier	Regular	X
	Pineda	Iris	Regular	
	Ramirez	Luis	Regular	
DC Spanish				
	Aguilar	Juventino	Regular	X
	Hercules	Daniel	Regular	
	Ventura	Francisco	Regular	
DEAF Evangelistic Adventist Fellowship				
	Kimbrough	Jason	Regular	
Dumfries Spanish				
	Cliserio	Carlos	Regular	X
	Garcia	Jonathan	Regular	
Elkton				
	Meadows	Kevin	Regular	
	Wittmer	Sarah	Regular	
	Wittmer	Scott	Regular	X
Ethiopian Seventh-day Adventist Church of Washington DC				
	Ketete	Lisanework	Regular	
	Mengistu	Berhanu	Regular	X
Fairfax Spanish				
	Ac	Gustavo	Regular	
	Avalos	Mario	Regular	X
	Zapata	Yair	Regular	
Falls Church Spanish				
	Alas	Cindy	Regular	
	Lisama	Mauricio	Regular	X
	Reyes	Wendy	Regular	
	Salvador	Jessica	Regular	
	Salvador	Milton	Regular	
	Villatoro	Jose	Regular	
Far West End				
	Burroughs	Charity	Regular	
	Cerovski	Edward	Regular	
	Gonzalez	Maranatha	Regular	
	Hevener	Jillayne	Regular	
	Raimundo	Danilo	Regular	X

Filipino-American Capital			
	Albino	Art	Regular
	Bello	Muriel	Regular
	Jimenez-Campbell	Teresita	Regular
	Orillosa	Jemima	Regular
	Prudente	Larry	Regular
	Tagalog	Carlyle	Regular
	Wallace	Andrew	Regular X
First Northern Virginia Ghanaian			
	Asiedu	Vivian Sharon	Regular
	Danso-Fordjour	Kwado	Regular X
	Opuni-Mensah	Fred	Regular
	Wilson	Ebenezer	Regular
Fredericksburg			
	Anderson	Sandra	Regular
	Camacho	Karl	Regular
	Grimes	Ken	Regular
	Johnson	James	Regular
	Jones	William	Regular X
	Maloney	Jinsil	Regular
	McPherson	John	Regular
	Wagner	Keri	Regular
	Ware	Susan	Regular
	Wright	Kevin	Regular
Fredericksburg Spanish			
	Diaz	Nidia	Regular X
	Flores	Edwin	Regular
	Granados	Sulma	Regular
	Guzman	Norma	Regular
	Renderos	Mario	Regular
French American Company			
	Rakotovao	Benoit	Regular
Front Royal			
	G Franklin	Raines	Regular X
Gaithersburg Spanish			
	Alfaro	Fidel	Regular
	Arevalo	Maritza	Regular
	Chicas	Irma	Regular
	Herrera	Matilde	Regular
	Martinez	Saul	Regular X
	Quintanilla	Enoc	Regular
	Rivas	Jose	Regular
	Rodriguez	Lorena	Regular
	Sermenio	Rossi	Regular
Galax			
	Patton	Aaron	Regular
Germantown Spanish			
	Bendavid	Ana	Regular
	Caceres	Carlos	Regular X
	Lopez	Elba	Regular
	Solorzano	William	Regular
	Vanegas	Juan Pablo	Regular
	Ventura	Hector	Regular
Glenmont Spanish			
	Hernandez	Cesar	Regular X
	Hernandez	Estela	Regular
	Sorto	Gerber	Regular
Gloucester Company			
	Scott	Homer	Regular
Goshen Spanish Company			
	William	Cruz	Regular
Greater Than I			
	Boyce	Karyn	Regular X
	Jewell	Steve	Regular
	Stanford	Jennifer	Regular



	Washington	Richard	Regular	
Greenbelt Spanish				
	Castillo	Pedro	Regular	X
	Hernandez	Daniel	Regular	
	Hernandez	Marisol	Regular	
Grotoes				
	Lamond	Bryan	Regular	X
	Mace	Roger	Regular	
Hampton Roads				
	Greenaway	Rosalind	Regular	
	Howard	Bob	Regular	
	Howard	Jeannie	Regular	
	Richards	Sandra	Regular	
	Shafer	Sarah	Regular	X
Harrisonburg				
	Cox	Cherith	Regular	X
	Cristian	Luis	Regular	
	Gildner	Gerald	Regular	
Harrisonburg Spanish Company				
	Peralta	Jacmer	Regular	
Herndon Spanish				
	Maradiaga	Emerson	Regular	
	Maradiaga	Kathia	Regular	X
	Orellana	Carlos	Regular	
	Reyes	Calixto	Regular	
	Salinas	Karla	Regular	
Highland County				
	Armstrong	Darryl	Regular	
Hopewell Spanish Company				
	Vasquez	Daniel	Regular	
Hyattsville				
	Laidlow	Lydia	Regular	X
	Lundberg	Linda	Regular	
	Samuel	Valsa	Regular	
	Schoonmaker	Kerry	Regular	
	Wilson-Jospeh	Carol	Regular	
Hyattsville Spanish				
	Avila	Daisy	Regular	
	Bermudez	Carlos	Regular	X
	Ferrer Zotelo	Jose Domingo	Regular	
	Mazariegos	Alba	Regular	
Kilmarnock				
	Carlson	Dave	Regular	X
	Jenkins	Gary	Regular	
Konnarock				
	Stamper	Crystal	Regular	X
	Stamper	Patrick	Regular	
Langley Park Spanish				
	Calderon	Rony	Regular	X
	Chaves	Roberto	Regular	
	Espana	Walter	Regular	
	Feliz	Nirka	Regular	
	Hernandez Martinez	Rosmary	Regular	
	Mesa Vidal	Rosa	Regular	
	Miranda	Yony	Regular	
	Morales	Henry	Regular	
	Morales Diaz	Cindy	Regular	
	Ovalle	Ivette	Regular	
	Pinto	Mario	Regular	
	Pinto	Melvin	Regular	
	Vides	David	Regular	
Leesburg				
	Reith	Neil	Regular	
	Vargas	Ilcias	Regular	X
Leesburg Spanish				

	Galvez	Jenny	Regular	
	Gomez	Wilkins	Regular	X
	Juarez	Jose	Regular	
	Martinez	Angel	Regular	
	Morales	Mayra	Regular	
Light Bearers Mission				
	Mungin	Maury	Regular	
Living Hope				
	Holland	Christopher	Regular	
	Pryor	Kerry	Regular	X
	Reed	Daniel	Regular	
	Sealey	Christopher	Regular	
	Wilbur	Warren	Regular	
Lorton Spanish Company				
	Avalos	Milagro	Regular	
Lynchburg				
	Berti	Denise	Regular	
	Braye	Douglas	Regular	
	Hall	Jawansa	Regular	
	Kelly	Shannon	Regular	
	Meyerhoffer	Scott	Regular	
	Miles	Nora	Regular	
	Roark	Chris	Regular	X
Manassas	Alvarado	Carla	Regular	
	Hill	Frances	Regular	
	Hudson	Larry	Regular	
	Onkoba	Carolyne	Regular	
	Payne	Cesar	Regular	
	Recinos	Kally	Regular	
	Schurtz	Stan	Regular	
	Schurtz	Susie	Regular	X
	Velasquez	Gamaliel	Regular	
	Villafane	Jose	Regular	
Manassas Battlefield Spanish				
	Aceituno	Oscar	Regular	X
	Amaro	Ruben	Regular	
	Quispe	Josue	Regular	
	Sanchez	Samuel	Regular	
	Ventura	Arquimides	Regular	
Manassas Spanish				
	Alfaro	Antonio	Regular	
	Ante	Mileydi	Regular	
	Arevalo	Freddy	Regular	
	Campos	Victor	Regular	X
	Chajon	Tito	Regular	
	Morales	Jorge	Regular	
Martinsville				
	Carter	Harold	Regular	X
	Furr	Linda	Regular	
	Furr	Steven	Regular	
Martinsville Spanish				
	Castro	Francisco	Regular	
	Moyer	Laura isis	Regular	X
	Romero	Jose David	Regular	
	Villarreal	Daniel	Regular	
Meadowbridge				
	Bailey	Karell	Regular	
	Brown	Leslie	Regular	
	Hardison	Jaquel	Regular	
	Lewis	Leigh	Regular	X
	Owen	Anson	Regular	
	Staton	Jacob	Regular	
Metro NOVA Spanish				
	Basurto	Julio	Regular	



	Cabrera	Wilfredo	Regular	
	Cristobal	Wilfredo	Regular	
	Hernandez	Marcelino	Regular	
	Lopez	Gudiel	Regular	
	Minero	Edwin	Regular	X
Metropolitana Spanish				
	Benitez	Sonia	Regular	X
	Carrillo	Jeremias	Regular	
	Jimenez	Marta	Regular	
	Leon	Gaspar	Regular	
	Majano	Diego	Regular	
Montgomery Village Spanish				
	Arias	Keiry	Regular	
	Cornejo	Mauricio	Regular	
	Escobar	Manuel	Regular	X
	Fuentes	Victor	Regular	
Mount Rainier Spanish				
	Alvarez	Miguel	Regular	
	Centeno	Armando	Regular	
	Chicas	Wendy	Regular	
	Hernandez	Johnny	Regular	
	Juarez	Kimberly	Regular	
	Mesa	Pedro	Regular	
	Sanchez	Jose Juan	Regular	
	Sorto	Fabricio	Regular	X
	Sorto	Wilfredo	Regular	
Mount Vernon Spanish				
	Encarnacion	Roger	Regular	
	Santiago	Angel	Regular	X
	Segovia	Manuel	Regular	
Mountain View Company				
	Martin	Bill	Regular	
New Market				
	Brossfield	Ryan	Regular	X
	Crawford	Kevin	Regular	
	Ford	Renee	Regular	
	Genus	Devon	Regular	
	Genus	Hillary	Regular	
	Harley	Donna	Regular	
	Jedamski	Kedrin	Regular	
	Jedamski	Norbert	Regular	X
	Knight	Jaclyn	Regular	
	Mashburn	Donna	Regular	
	Mashburn	Mark	Regular	
	Moulder	Mike	Regular	
	Patrick	Mike	Regular	
	Reedy	Michael	Regular	
	Trigo	Mauricio	Regular	
	Vergara	Jeffry	Regular	
	White	Duane	Regular	
New River Valley				
	Moses	Rahul	Regular	
Newport News Company				
	Wood	Daniel	Regular	
Norfolk				
	Baker	Linda	Regular	
	Douglas	Jay	Regular	
	Maust	Randy	Regular	
	Sheffield	Sonja	Regular	
	Stewart	Carole	Regular	
	Waagen	Jack	Regular	X
Norfolk Spanish Company				
	Castillo	Victor	Regular	
North Valley				
	Atkins	Danielle	Regular	

	Criss	Tracey	Regular	X
	Mletseni	Grace	Regular	
	Riley	Charles	Regular	
Olney				
	Davison	Rob	Regular	X
	Guimaraes	Twinkle	Regular	
	Mazingo	Patricia	Regular	
	Oluwole	Livinia	Regular	
	Ponniah	Stanley	Regular	
	Suddarth	Barbara	Regular	
Orange				
	Bruno	Mark	Regular	X
	Garcia	Abel	Regular	
	Gonzalez	Eduardo	Regular	
Oxon Hill Spanish				
	Bracamonte	Fabiola	Regular	
	Cuellar	Ingris	Regular	
	Reyes Vega	Ana	Regular	X
	Sanchez	Elmer	Regular	
Patterson Ave				
	DeOliveira	Eli	Regular	
	DeOliveira	Miriam	Regular	
	Perrine	Philip	Regular	
	Reynolds	Allen	Regular	
	Reynolds	Joann	Regular	
	Reynolds	Valerie	Regular	X
	Savoy	Seth	Regular	
	Suarez	Caroline	Regular	
	Suarez	Desmond	Regular	
Peninsula Spanish				
	Cruz, SR	Hector	Regular	X
	Gonzalez	Mildred	Regular	
	Llerandi	Elias	Regular	
	Soledispa	Erick	Regular	
Pennsylvania Avenue				
	Allen	Pamela	Regular	
	Baxter	Lavinia	Regular	
	George Sr	Walter	Regular	
	Gulston	Jomo	Regular	
	Logan	Gregg	Regular	
	Mitchell Sr	Alfred	Regular	
	Morgan	Jewel	Regular	
	Roberts	Donna	Regular	
	Samuel	Vernon	Regular	
	Victor	Donna	Regular	
	Watson Jr	Alfonza	Regular	X
Petersburg				
	Lucas	Ian	Regular	
	McDaniel	Ben	Regular	
	Nunez	Enez	Regular	
	Rice	John	Regular	X
Piney Forest				
	Beltre	Adrinna	Regular	X
	Maxie	Gail	Regular	
	Maxie	Randy	Regular	
	Pickeral	Karen	Regular	
	Pickeral	Marvin	Regular	
Powell Valley				
	McFarland	John	Regular	X
	Wong	Donny	Regular	
Pulaski				
	Fink	Regina	Regular	
	Whitley	Curtis	Regular	X
Redeeming Grace Fellowship				
	Audrey	Sprinkle	Regular	



	Christie	Harrington	Regular	
	Larry	McDaniel	Regular	
Reston Spanish Company				
	Mejia	Ulices	Regular	
Restoration Praise Center				
	Anderson Smith	Christina	Regular	
	Brown	Blake	Regular	
	Burgess	Che	Regular	
	Dodd	Jocaro	Regular	
	Felder	Thomas	Regular	
	Ikpeoha	Ugochi	Regular	X
	James	Ylana	Regular	
	Ogburn	Marshall	Regular	
	Reynolds	Lauren	Regular	
	Sales	Michael	Regular	
Richmond Brazilian				
	Chaves	Valtercides	Regular	
	Reis	Ramon	Regular	
	Serpa	Gerson	Regular	
	Vasconcellos	Robert	Regular	
	Ximene	Bretch	Regular	X
Richmond Evangelistic Center				
	Acuna	Paola	Regular	
	Alvarez	Juan Carlos	Regular	
	Balcarcel	Cindy	Regular	
	Boror	Maribel	Regular	
	DeLeon	Madeleine	Regular	
	Dubon	Estela	Regular	
	Hernandez	Esmeralda	Regular	
	Hernandez	Rafael	Regular	
	Lima	Willian	Regular	
	Lucas	Rigoberto	Regular	
	Paz	Carlos	Regular	X
	Paz	Cesar	Regular	
	Sanchez	Concepcion	Regular	
Roanoke				
	Brooks	Bonnie	Regular	
	Buch	Marc	Regular	
	Clarke	Oraleatha	Regular	
	Doudikan	Carol	Regular	X
	McKenney	Lea	Regular	
	Timmons	Susan	Regular	
Roanoke Spanish				
	Cabrera Santos	Eliseo	Regular	
	Morales Perez	Luis Freddy	Regular	
	Reyes	Josue	Regular	
	Rodriguez	Marcio	Regular	X
Rockville				
	Barrow	Petronella	Regular	
	Campbell	Karina	Regular	
	Hercules	Carlos	Regular	
	Plummer	Enkose	Regular	
	Thomas	Judith	Regular	
	Thomas	Zorita	Regular	
Rockville Spanish				
	Cortez	Dora	Regular	X
	Matos	Miriam	Regular	
	Romero	Leonel	Regular	
	Saltos	Carlos	Regular	
	Villalobos	Moises Sr	Regular	
Seabrook				
	Baptiste	Gabriel	Regular	X
	Blackman	Roland	Regular	
	Carrington	Carol	Regular	
	Dorch	Duane	Regular	

	Earlington	Di-Ann	Regular	
	Gentles	Keith	Regular	
	Green	Pauline	Regular	
	Gregory	Reginald	Regular	
	Hardy	Michelle	Regular	
	Hayes	LaVergne	Regular	
	Imegwu	Francis	Regular	
	Jarrett	Jeanine	Regular	X
	Jarrett	Kingsley	Regular	
	Jeter	Portia	Regular	
	Johnny	Takiyah	Regular	
	Johnson	Thomas	Regular	
	Johnson-Longman	Janice	Regular	
	Parham	Roy	Regular	
	Phillips	Solon	Regular	
	Pierce	Keith	Regular	
	Prince	Roger	Regular	
	Swan	Valerie	Regular	
	Washington	Tameka	Regular	
	Wright	Valarie	Regular	
Seneca Valley Spanish Company				
	Quintanilla	Carlos Mario	Regular	
Sheriff Road Company				
	Bates	William	Regular	
Silver Spring				
	Castillo	Edgar	Regular	
	Machado	Hyacinth	Regular	X
	Nyack	Perry	Regular	
	Shand	Conrad	Regular	
Silver Spring Spanish				
	Berrios	Andy	Regular	
	Delgado	Hector	Regular	
	Flores	Jarlene	Regular	
	Fuentes	Ruth	Regular	
	Martinez	Isaac	Regular	
	Rodriguez	Ferdy	Regular	X
	Ventura	Yesika	Regular	
Sligo				
	Abdel Nour	Anees	Regular	
	Abel	Elizabeth	Regular	
	Adams	Roy	Regular	X
	Adjobiah	Prince	Regular	
	Arthur	Jean	Regular	X
	Ascencio	Rosemary	Regular	
	Bacud	Berilo	Regular	
	Bacud	Ester	Regular	
	Barnwell	Peter	Regular	
	Barrington	Gabrielle	Regular	
	Bas	Myrna	Regular	
	Bissereth	Francia	Regular	
	Browning	Roberty	Regular	
	Casey	Barry	Regular	
	Chavez	Stephen	Regular	
	Codling	Eton	Regular	
	Conway	Charlotte	Regular	X
	Daley	Christopher	Regular	
	Daley	Michael	Regular	
	DeClerck	Ronald	Regular	
	Dever	Jeffrey	Regular	X
	Dulcich	Michael	Regular	
	Ewoo	Amram	Regular	
	Flemmer	Kenneth	Regular	
	Ford	Sharon	Regular	
	Francis	Joan	Regular	
	Griffin	Heather	Regular	



	Gulley	James	Regular	
	Halstead	Roland	Regular	
	Hayes	Terri Jo	Regular	
	Hooker	Carol	Regular	
	Hooker	David	Regular	
	Jamieson	Cosette	Regular	
	Joseph	Othniel	Regular	
	Koilpillai	David	Regular	
	Koilpillai	Hannah	Regular	
	Lamarre	Alex	Regular	X
	Lamoreaux	David	Regular	
	Lamoreaux	Nancy	Regular	
	Lawrence	Karl	Regular	
	Mack	Erwin	Regular	
	Marshall	Archie	Regular	
	Milam	Darrell	Regular	
	Ratana	Rebecca	Regular	
	Rodrigues	Naomy	Regular	
	Rodrigues	Yolanda	Regular	
	Rosburg	Kay	Regular	
	Rosette	Manuel	Regular	
	Rosette	Vicki	Regular	
	Rowe	Barry	Regular	
	Sandefur	Charles	Regular	
	Schlisner-Hendricks	Sheila	Regular	
	Scur	Bogdan	Regular	
	Stewart	Brianna	Regular	
	Stone	Samuel	Regular	
	Taylor	Dolores	Regular	
	Taylor	Lawrence	Regular	
	Tomenko	Deric	Regular	
	Wear	Elizabeth	Regular	
	Yutuc	Lloyd	Regular	
Smith Mountain Lake				
	Angier	Cathy	Regular	X
	Childress	Stephanie	Regular	
Solid Rock				
	Adu-Poku	Emmanuel	Regular	X
	Lavalas	Romana	Regular	
	Long	Oluchi	Regular	
	Medley	Wayne	Regular	
	Thomas	Peter	Regular	
South Boston				
	Clayton	Tracy	Regular	
Southern Asian				
	Christian	Anjali	Regular	
	Christian	Richard	Regular	X
	David	Joel	Regular	
	George	Sharlin	Regular	
	Hembrom	Jercilla	Regular	
	Inapanuri	Buddy	Regular	
	Isaac	Solomon J.	Regular	
	Kandulna	Jason	Regular	
	Kolluri	Francina	Regular	
	Mathews	Gladwin	Regular	
	Mespam	Mohanraj	Regular	
	Moses	Rollankanti	Regular	
	Navarose	John S.	Regular	
	Pandit	Brian	Regular	
	Rajamonickam	David	Regular	
	Samuel	Richard	Regular	
	Thomas	Rajan	Regular	
	Varghese	Johnny	Regular	X
	Wilson	Helen	Regular	
Springfield Spanish				

	Chacon	Mario	Regular	
	Fuentes	Ana	Regular	
	Reyes	Daniel	Regular	
	Zelaya	Erla	Regular	X
	Zelaya	Gustavo	Regular	
Stafford				
	Rivera	Jose	Regular	
	Robles	John	Regular	
	Roelofs	Candace	Regular	X
Stanley				
	Morris	Scott	Regular	X
Staunton				
	Cheney	Aaron	Regular	
	Hevener	Darin	Regular	X
	Hevener	Erica	Regular	
	Hevener	Yenny	Regular	
	Smith	Pam	Regular	
	Wightman	Todd	Regular	
Sterling Spanish				
	Ayala	Edwin	Regular	
	Herrera	Axel	Regular	
	Oliphant	Daniel	Regular	X
	Rivera	Rosa	Regular	
Strasburg				
	Jaeger	Kurt	Regular	
	Stickley	Tonja	Regular	X
Stuart				
	Dean	Alan	Regular	
	Morrow	Thom	Regular	X
Takoma Park				
	Anderson	Maxine	Regular	
	Armstrong	James	Regular	
	Barnes	Maurine	Regular	
	Blackwood	Odel	Regular	
	Blackwood	Sonia	Regular	
	Bullard	Joel	Regular	X
	Calliste	Tara	Regular	X
	Castellino	Mark	Regular	X
	Griffin	Kimberly	Regular	
	James	Tarrance	Regular	
	King	America	Regular	
	King	Samuel	Regular	
	Malcolm	Cheryl	Regular	
	Marley	Derek	Regular	
	Merchant	Charles	Regular	
	Modeste	Mikhail	Regular	
	Perez Greene	Iris	Regular	
	Reed	John	Regular	
	Samuel	Kisha	Regular	
	Skerritt	Yannick	Regular	
	Stowe	Earla	Regular	
	Thomas	Samson	Regular	
	Thomas	Sanjay	Regular	
	Thomson	Morris	Regular	
	Voisin	Romania	Regular	
	Were Marcinkoski	Brenda	Regular	
Takoma Park Spanish				
	Alvarado	Oscar	Regular	
	Alvarado	Cristela	Regular	
	Escalante	Bladimir	Regular	
	Gonzalez	Federico	Regular	
	Gonzalez	Natividad	Regular	
	Gonzalez	Noe	Regular	
	Lopez	Esteban	Regular	
	Lorenzo	Celemias	Regular	



	Mejia	Marco	Regular	
	Menjivar	Antonio	Regular	
	Molina	Felipe	Regular	
	Molina	Juan	Regular	
	Ordonez	Ever	Regular	
	Reyes	Martir	Regular	X
	Samayoa	Mariano	Regular	X
	Sanchez	Florentin	Regular	
	Sanchez	Werner	Regular	
	Ventura	Teofilo	Regular	
	Villanueva	Samuel	Regular	
	Villatoro	Danis	Regular	
Tappahannock				
	Grenier	Kathryn	Regular	
	Liles	Mary	Regular	
	Wolcott	Hollis	Regular	X
	Wolcott	Karen	Regular	
Vienna				
	Adkins	William	Regular	
	Henderson	Janice	Regular	
	Hunter	Mark	Regular	
	Onyango-Abuje	Agnes	Regular	
	Panchi-Smith	Nancy	Regular	X
	Pederson	Heather	Regular	
	Pubillones	Christopher	Regular	
	Quintero	Marvin	Regular	
	Rosa	Benito	Regular	X
Vienna Spanish				
	Cajchun	Adolfo	Regular	X
	Crespo	Elizabeth	Regular	
	Tellez	Mariela	Regular	
	Torres	Rosa	Regular	
Virginia Beach				
	Andrews-Rodgers	Verleyne	Regular	
	Asercion	Emmanuel	Regular	
	Moto	Aldrin	Regular	
	Rodgers	Claudius	Regular	X
Virginia Beach Spanish				
	Arroyo	Zoelia	Regular	
	Claudio	Madeline	Regular	
	Hernandez	Omar	Regular	
	Monroig	Michael	Regular	X
Washington Brazilian				
	Adao	Alex	Regular	
	Cabido	Jakson	Regular	
	Hernandez	Jorge	Regular	X
	Kuhn	Jacqueline	Regular	
	Moraes	Morina	Regular	
	Silva	Natanael	Regular	
	Timm	Marly	Regular	
Washington Metropolitan Oromo				
	Tolessa	Edjigu	Regular	
Washington Spanish Bilingual				
	Borrero	Lourdes	Regular	
	Castillo	Isabel	Regular	
	De Souza	Gabriela	Regular	
	Gonzalez	Leidin	Regular	
	Marquez	Anali	Regular	
	Pinales	Yemny	Regular	
	Pozo	Aneudy	Regular	
	Rodriguez	Yesenia	Regular	
	Sanchez	Carlo	Regular	X
	Thomas	Margeline	Regular	
	Valenzuela	Polo	Regular	
	Vicenty	David	Regular	

Waynesboro				
	Anderson	Dave	Regular	X
	Ehrlich	Alina	Regular	
	Ehrlich	Mark	Regular	
	Elliott	Carol	Regular	
	Hackley	Jennifer	Regular	
	Jackson	Therisia	Regular	
	Royer	Ron	Regular	
	Sheffer	Doug	Regular	
West End Spanish				
	Diaz	Manuel	Regular	
	Garcia	Rudy	Regular	
	Huarcas	Manuel	Regular	X
	Lopez	Ruben	Regular	
	Ramirez	Alberto	Regular	
Western Branch				
	Davis	Devin	Regular	X
	Jones	Stanford	Regular	
Wheaton				
	Francis-Brooks	Jullian	Regular	
	Robinson-Russell	Ingrid	Regular	
	Wanga	Alfred	Regular	
	Willette	Paula	Regular	
	Williams	Lynval	Regular	X
Wheaton Spanish				
	Juarez	Javier	Regular	
	Leiva, Jr	David	Regular	X
	Mutter	Gregg	Regular	
Williamsburg				
	Brennan	Roswena	Regular	
	Brennan	Seth	Regular	
	Newman	Betty Lou	Regular	
	Newman	Murray	Regular	X
Winchester				
	Galbraith	Aston	Regular	
	Galbraith	Ina	Regular	
	Hawkins	Monique	Regular	
	Rinehart	Mary	Regular	X
	Tyler	Daniel	Regular	
Winchester Spanish				
	Lazo	Candy	Regular	
	Lopez	Armando	Regular	
	Vidal	Armando	Regular	X
Woodbridge				
	Beach	Ehric	Regular	
	Black	Brenda	Regular	
	Cush	Bert	Regular	
	Frazier	Denise	Regular	X
	Gillian	Ynolde	Regular	
	Hilliard	Channel	Regular	
	Johnston	Keith	Regular	
	Sumpter	Darrell	Regular	
Woodbridge Ghanaian				
	Acquah	Tommy	Regular	
	Agyei	Diane	Regular	
	Agyei	Samuel	Regular	
	Donkor	John	Regular	X
	Tamakloe	Angelina	Regular	
Woodbridge Rt 1 Spanish				
	Arevalo	Caterine	Regular	
	Arias	Guadalupe	Regular	X
	Escobar	Hector	Regular	
	Tageant Catin	Carla	Regular	
	Vasquez	Kelvin	Regular	



Woodbridge Spanish			
	Aceituno	Wendy	Regular
	Gonzalez	Daniel	Regular
	Marc	Sydney	Regular
	Prado	Dehual	Regular
	Rodriguez	Juan Carlos	Regular X
	Sanchez	Erika	Regular
Wytheville			
	Martin Jr	Don	Regular
	Shafer	Dan	Regular X
	Winnard	John	Regular
Yale			
	Woolridge	Kay	Regular

Delegates At Large

Last Name	First Name	Region
Articles & Bylaws Comm-Lay		
Adams	Clinton	Virginia Capital
Angier	Chuck	Virginia So Central
Brennan	Rick	Virginia Tidewater
Griffith	Carlsen	Northern VA
Jedamski	Norbert	Virginia Valley
Liu	Snookie	DC Maryland
Columbia Union Executive Committee		
Agüero	Jorge	
Asiedu	Emmanuel	
Battle-Brooks	Renee	
Bauer	Celinda	
Brown	Gina	
Brown	Milton	
Buchanan	Jim	
Callion	Mark	
Carroll	Andrew	
Cartwright	Rodney	
Chavers	Cheryl	
Coaxum	John	
Cox	Violet	
Cox	William	
Farr	Lori	
Forde	Terry	
Fordham	Henry	
Gibb	Gary	
Harris	Marcus	
Hennlein	Tom	
Hewitt	Mike	
Isaac	Denise	
Ko	Timothy	
Lawaty	Ed	
Madding	Tim	
Manchur	Fred	
Marson	Juliana	
Martinez	Graci	
Miles	Lewis	
Miller	William	
Monteiro	Eduardo	
Moore	Marcia	
Poole	Cynthia	
Remmers	Rick	
Richmond	David	
Ross	Donovan	
Spence	Weymouth	
Thomas	Sanjay	
Vandeman	Rob	
Vazquez	Sonia	
Velasquez	Jose	
Waln	Vince	
Weigley	Dave	
Zollman	Franke	
Committee Authorized		
Beltre	Luis	Virginia So Central
Campos	Alberto	DC Metro Hispanic

Carson	Walter	
Cheatham	Christopher	DC Maryland
Christo	Gerald	DC Maryland
Cortes	Joanne	DC Maryland
Coston	Richard	Virginia Valley
Cress	Sharon	
Duran	Carlo	DC Metro Hispanic
Espana	Degly	DC Metro Hispanic
Groschel	Amilcar	Virginia Southwest
Hanna	Isaac	Northern VA
Hayes	Garrison	Northern VA
Jobe	Griselda	DC Maryland
Joseph	Kosly	Virginia Valley
Kelley	Shawn	DC Maryland
Lin	Jian	DC Maryland
Loveday	Shari	DC Maryland
Marroquin	Hazel	DC Maryland
Moran	Roberto	DC Metro Hispanic
Moreno	Juan	Virginia Tidewater
Nascimento	Jesse	Virginia Capital
Newball	Orlando	Virginia Valley
Ottley	Anwar	DC Maryland
Ovalle	Williams	DC Metro Hispanic
Pagunsan	Junnie	Virginia Capital
Poff	Danny	Virginia So Central
Roberts	Natalie	DC Maryland
Salazar	Adino	Virginia Southwest
Stoian	Cornel	Virginia Tidewater
Vargas	Andrew	Virginia Southwest
Wilson-Bridges	Cheryl	DC Maryland
Wright	Henry	
Employee		
Abraham	Paul	DC Maryland
Alcantara	Wirmin	Virginia Valley
Alcantara	Yanil	Virginia Valley
Alonso	Geraldo	Virginia So Central
Anderson	Shane	Virginia Valley
Antwi-Adarkwah	Kofi	Northern VA
Armstrong	Janet	Northern VA
Audain	Dana	DC Maryland
Baca	Jonas	DC Metro Hispanic
Balay	Flordeliza	DC Maryland
Baldovino	Ramon	DC Maryland
Banks	Robert	Virginia Valley
Barbalho	Therezinha	DC Maryland
Barrientos JR	Jose	Northern VA
Barrientos SR	Jose	DC Metro Hispanic
Barrios	Angel	DC Metro Hispanic
Barrozo	David	DC Maryland
Beckett	Lesley	Northern VA
Beckett	Keith	DC Maryland
Benzaquen	Willy	DC Metro Hispanic
Bethea	Jocelyn	DC Maryland
Biaggi	Daniel	Virginia Valley
Blackwell	Ericka	DC Maryland
Blanton	Johnnie Ruth	Virginia Southwest
Bowers	Dainett	Northern VA



Boyd JR	Willie	Virginia Tidewater
Brezzell	D'Anyia	DC Maryland
Campbell	Shemika	DC Maryland
Camps	Ruth	DC Maryland
Camps	Luis	DC Maryland
Caruthers	Kendra	DC Maryland
Castillo	Kara	DC Maryland
Correia	Barbara	DC Maryland
Cousins	C. J.	Northern VA
Coward	Myrna	Virginia Tidewater
Crews	Heather	Virginia Capital
Crickenberger	Nancy	Virginia Valley
Cristian	Noemilia	Virginia Valley
Dabney-Stefen	Jacqueline	DC Maryland
Dahlberg JR	Richard	Virginia Capital
Daniel	John	DC Maryland
David	Franklin	DC Maryland
Davis	Ruth	Northern VA
Davis	Randy	Northern VA
Dean	Wendy	Virginia Valley
Deans	Jennifer	Northern VA
Doss	Tiffany	Virginia Valley
Doss	Stephen	Virginia So Central
Doukmetzian	Loida	DC Maryland
Driscoll	Kathleen	DC Maryland
Durichek	Rebecca	Virginia Capital
Esposito	Paolo	Virginia Tidewater
Esposito	Carmen	DC Metro Hispanic
Esposito	Jose	DC Metro Hispanic
Fajardo	Eliezer	Virginia Valley
Fielder	Pranitha	DC Maryland
Franco-Garcia	JeanneMarie	DC Maryland
Gainer	Robert	Virginia Valley
Gantt	Jonathan	DC Maryland
Genser	Garry	Northern VA
Grady	Cynthia	Virginia Valley
Grady	Denton	Virginia Valley
Graham	Paul	DC Maryland
Grant	Katherine	Virginia Capital
Hammond	Davin	Virginia Valley
Harley	Melissa	Virginia Valley
Harley	Tim	Virginia Valley
Hartnett	Kelly	Northern VA
Henri	Dunbar	DC Maryland
Herbert	Regina	Virginia Tidewater
Hevener	Daryl	Virginia Valley
Hevener	Denise	Virginia Valley
Hiner, Jr.	Jim	Virginia Capital
Holland	Ebony	DC Maryland
Huaranga	Pedro	DC Metro Hispanic
Johns	Richard	DC Maryland
Johns	William	DC Maryland
Johnson	Damein	DC Maryland
Johnson	Yolanda	DC Maryland
Jordan	Rick	Northern VA
Kelly	Laurie	Virginia So Central
Kerr	Pamela	Virginia Valley
Knight	Ryan	Virginia Valley
Labate	Rick	Virginia Valley
Laing	Stephen	Virginia Valley
Lakra	Anu	DC Maryland
Lazo	Ellen	Virginia So Central
LeBrun	Suzanne	DC Maryland
Leddy	Steve	DC Maryland
Leddy	Melissa	DC Maryland

Leeper	Kaleb	Virginia Valley
Leverov	Boyan	DC Maryland
MacIsaac	Vincent	Northern VA
Madding	Timothy	DC Maryland
Malaguit	Jerson	DC Maryland
Martin	Christian	Northern VA
Mason	Fred	DC Maryland
McFarlane	Donald	DC Maryland
McKenzie	L. Roo	DC Maryland
Menendez	Jose	DC Metro Hispanic
Menhardt	Buz	Virginia Valley
Menhardt	Kelly	Virginia Valley
Miller	Gordon	Virginia Valley
Miller	Rita	Virginia Valley
Miller	William	Virginia Valley
Minnick	Julie	Virginia Valley
Minty	James	Virginia Valley
Mitchell	Maleek	DC Maryland
Mitchell	Kelvin	DC Maryland
Moore-Johnston	Lola	Northern VA
Morgan	Dwight	Northern VA
Munoz	Jimmy	DC Maryland
Murphy	Steve	DC Maryland
Mwangi	LuLu	DC Maryland
Nixon	John	DC Maryland
Northrop	Jennifer	DC Maryland
OFFill	Sherilyn	DC Maryland
Omar	Fismed	DC Metro Hispanic
Palmer	Anthony	DC Maryland
Patrick	Rebecca	Virginia Valley
Pega	Wendy	DC Maryland
Petersen	Kimberly	Virginia Capital
Pitton	Charity	Virginia Valley
Potauaine	Sifa	DC Maryland
Prins	Susan	DC Maryland
Queen	Ray	Virginia Valley
Queen	Jannette	Virginia Valley
Rada	Raymond	DC Maryland
Raduly	Andrew	Virginia Southwest
Ramos	Nora	DC Maryland
Ramsey	Jeannie	Virginia So Central
Rechichar	Richard	Virginia Valley
Revollo	Federico	DC Metro Hispanic
Reyes	Tony	Virginia Valley
Reyna	Abismael	DC Maryland
Richardi	Reed	Virginia Valley
Robinson	Caleb	Virginia Valley
Robinson	Shaun	DC Maryland
Rosette	Obed	DC Metro Hispanic
Royo	Daniel	DC Maryland
Samuel	Ebenezer	DC Maryland
Santos	Leila	DC Maryland
Schimpf	Ernesto	DC Metro Hispanic
Seibert	Nancy	Virginia Valley
Short	Donald	Virginia Valley
Simons	Christopher	DC Maryland
Simons	Rachel	Virginia Capital
Simuzoshya	Jordan	DC Maryland
Smith	Carole	Virginia Southwest
Smith	Pamela	DC Maryland
Snider	Melody	Virginia Valley
Soto	Rafael	Virginia Capital
Soto	Elvio	DC Metro Hispanic
Steimer	Annjanette	Northern VA
Stapp	Renee	Virginia Tidewater

Suarez	Desmond	Virginia Capital	Yoon	CJ	DC Maryland
Tapp	Charles	DC Maryland	Young	RaShawna	DC Maryland
Tenorio	Luis	DC Metro Hispanic	Young	Karohn	DC Maryland
Thrower	Donald	DC Maryland	Zimmerman	Nikki	Virginia Valley
Thrower	Carla	DC Maryland	Executive Committee-Lay		
Tyson	Ginger	Virginia Capital	Acosta	Leslie	DC Metro Hispanic
Van Ornam	Karen	Virginia Capital	Barnes	Byron	Northern VA
Van Ornam	William	Virginia Capital	Burke	Karen	DC Maryland
VandeVere	David	DC Maryland	Calliste, Jr.	Cecil	DC Maryland
Vazquez	Modesto	Virginia Valley	Cleveland	Scott	Virginia Southwest
Vazquez	Milca	Virginia Valley	Dildy	David	Virginia Tidewater
Vazquez	Jose	Virginia Capital	Hall	Michelle	Virginia Valley
Villamizar	Olives	DC Metro Hispanic	Joel	Eben	DC Maryland
Walker	Jami	DC Maryland	Lavern	Bertilla	DC Maryland
Ware	Janel		Martinez	Carmen	DC Metro Hispanic
Warfield	Melvyn	DC Maryland	McManus	Daniel	Virginia Capital
White	Deborah	Virginia Valley	Newman	Becky	Northern VA
White	Debbie	Virginia Valley	Sloan	Luci	DC Maryland
Wilson	Jusiel	Virginia Capital	Vazquez	Angela	DC Metro Hispanic
Wood	Lou	DC Maryland	North American Division		
Wright	William	Virginia Capital	Ahn	Kyoshin	
Wuerstlin	Connie	DC Maryland	Bryant	G. Alexander	
Xisto	Daniel	DC Maryland	Robinson	Randy	



THE POWER OF TOUCH

March 14, 2021

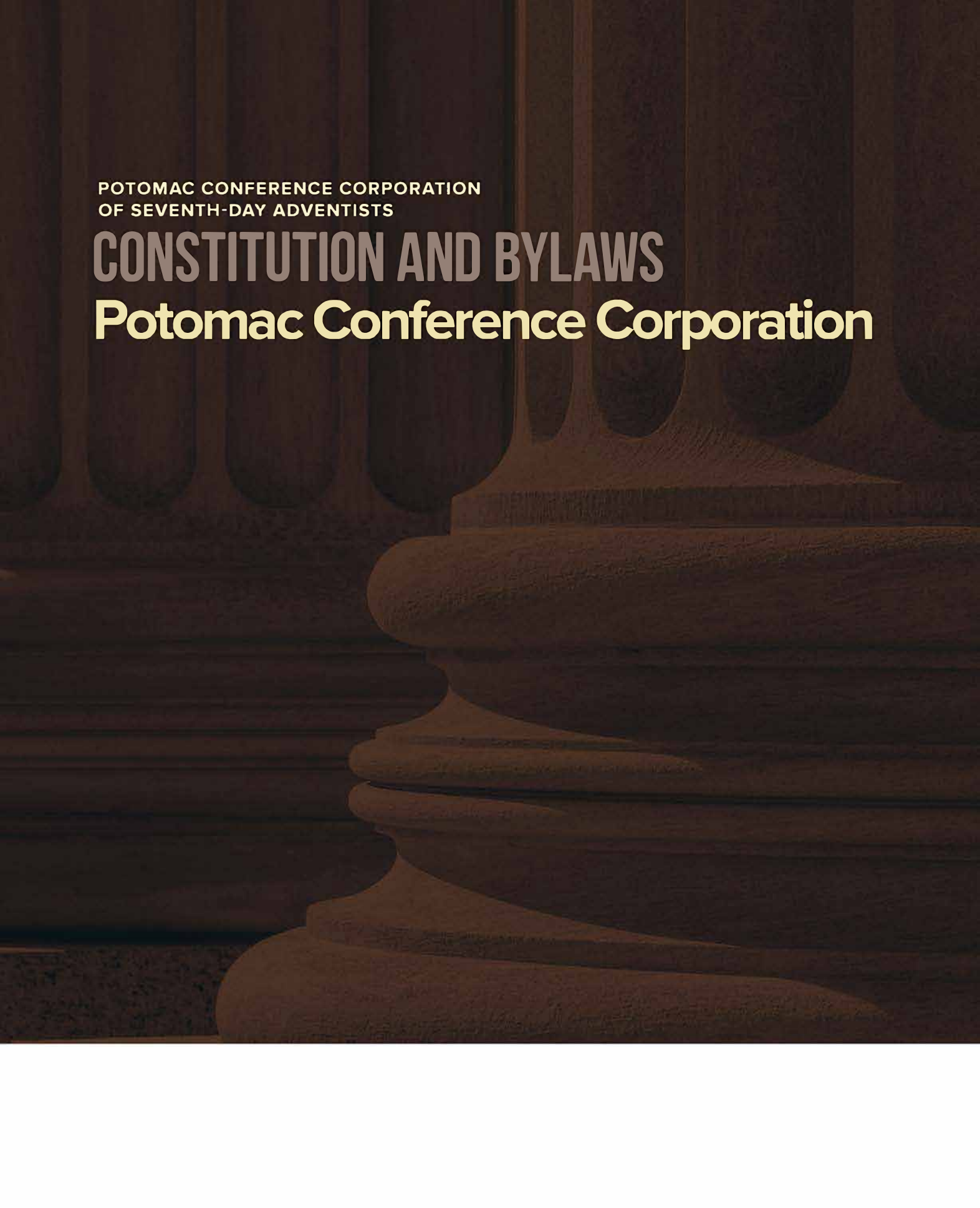
THIRD QUINQUENNIAL MEETING OF THE
POTOMAC CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS

RECOMMENDATIONS

**CONSTITUTION
AND BYLAWS**



Potomac Conference
CORPORATION OF SEVENTH-DAY ADVENTISTS®



POTOMAC CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS

CONSTITUTION AND BYLAWS

Potomac Conference Corporation

Potomac Conference Corporation of Seventh-day Adventists
Report of Material Changes to the Bylaws
December 8, 2020

Key Changes/Additions - Potomac Conference Corporation Bylaws

- Article VI, Section 1, line 31: Recommendation to add: A Postponement of Regular Meeting: In cases of exigent circumstances such that make a scheduled Constituency meeting impossible or highly impractical (i.e. war, disease, disaster, pandemic, civil disorder, government regulation, threats or acts of terrorism or similar acts), the Potomac Conference Corporation Executive Committee, in regular or special session, shall have the authority to postpone and reschedule such Constituency Meeting. Such a postponement shall not exceed twelve (12) months and notice of any postponement voted by the Potomac Conference Corporation Executive Committee shall be given in the same manner as notice of the Constituency meeting. Unless other action is taken by the Potomac Conference Corporation Executive Committee, any such postponement shall extend the term of current officers, vice presidents, directors, associate directors and conference committees (i.e Executive Committee, Board of Education, Takoma Academy School Board and Shenandoah Valley Academy School Board) until the next Constituency meeting takes place. The Constituency Meeting process will be followed, as possible, as stated in the Potomac Conference Corporation bylaws until the next Constituency Meeting takes place.
- Article VI, Section 1, - Recommendation to add: B. Virtual Setting. In cases of exigent circumstances outlined in Article VI, Section, 1A, such that make a scheduled Constituency meeting impossible in person, a virtual meeting, or a combination of both shall be considered as a valid Constituency meeting.
- Article VI, Section 8-C, line 31. Recommendation to add: “or in between constituency meetings by the Executive Committee due to death, serious illness, resignation, or removal from the committee.
- Article VII, Section 1-A, line 4. Recommendation to add a cap of 25 delegates per church
- Article VIII, Section 1-A, line 4. Recommendation to amend as follows: “~~or empower its delegation to choose,~~ one member from its delegation, plus one additional member from its delegation for each seven hundred and fifty (750) members or a major fraction thereof.
- Article X – Electronic Voting. As requested at the last Constituency Meeting, Article X has been redone to include electronic voting
- Article XXI, Section 4, line 41. Recommendation to add the following language: "the Standing Articles and Bylaws Committee shall consider whether any changes to these Bylaws are appropriate and whether..."

Amended and Restated Bylaws of Potomac Conference Corporation of Seventh-day Adventists

Prepared by the Potomac
Conference Standing
Articles and Bylaws
Committee

Voted, September 27, 2015
Second Quinquennial Constituency
Meeting, Sligo Church, Takoma Park,
MD

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1 **AMENDED AND RESTATED BYLAWS OF**
2 **POTOMAC CONFERENCE CORPORATION OF**
3 **SEVENTH-DAY ADVENTISTS**

4 **ARTICLE I – NAME**

5 The name of this corporation shall be: Potomac Conference Corporation of Seventh-day
6 Adventists, a District of Columbia Corporation, incorporated in 1924.

7 **ARTICLE II – DEFINITIONS**

8 ~~Section 1: Definitions.~~ When used in these Bylaws, the terms defined below shall have the
9 meanings specified:

10 “Articles” shall mean the Articles of Incorporation of the Potomac Conference Corporation, as
11 amended from time to time.

12 “Board of Education” shall mean the PreK-12 School Board of Education of the Conference.

13 “Bylaws,” unless otherwise qualified or identified, shall mean these Amended and Restated
14 Bylaws.

15 “Code” shall mean the Internal Revenue Code of 1986, including any revisions or amendments.

16 “Conference” shall mean Potomac Conference Corporation of Seventh-day Adventists, a
17 nonprofit religious ~~corporation in the~~ District of Columbia Corporation ~~and~~ authorized to do
18 business in the State of Maryland and the Commonwealth of Virginia. Whenever and wherever
19 used herein, “Potomac Conference” and “Potomac Conference Corporation” shall mean the
20 unincorporated association and corporation, respectively, as they existed prior to the adoption
21 and ratification of these Bylaws.

22 “Conference Institutional Representative” shall mean a representative from LivingWell,
23 Shenandoah Valley Academy, and Takoma Academy.

24 “Delegate at Large” shall mean a properly accredited representative as defined herein under
25 Article VII—Representation, Section 1.c.

26 “Division” or “NAD” shall mean the North American Division of the General Conference of
27 Seventh-day Adventists.

28 “Executive Committee” shall mean the Board of Directors of the Conference and, unless
29 otherwise provided in these Bylaws, shall perform the duties, exercise the powers, and serve the
30 functions that the Board of Directors of Potomac Conference Corporation and the Executive
31 Committee of Potomac Conference of Seventh-day Adventists performed, exercised, and served
32 prior to the adoption and ratification of these Bylaws.

33 “Executive Officers” shall mean the President, the Vice President for Administration, and the
34 Vice President for Finance of the Potomac Conference Corporation.

1 “General Conference” shall mean the General Conference of Seventh-day Adventists, a world-
2 wide church organization.

3 “Locally Funded Employee” shall mean an employee hired by a local entity such as a church,
4 school or other conference institution and paid through the conference payroll.

5 “Member Church” shall mean a local church within the geographic territory and under the
6 jurisdiction of the Conference which has been formally accepted as a Member Church by vote of
7 the Constituency, including those Potomac Conference churches outside our geographic territory,
8 which have been given a variance to exist by the ~~respective~~ Conference overseeing that territory.

9 “Organized Church” shall mean a local church within the geographic territory and under the
10 jurisdiction of the Conference which has been officially approved by a vote of the Executive
11 Committee and is awaiting acceptance as a Member Church by a vote of the Constituency,
12 including those Potomac Conference churches outside our geographic territory, which have been
13 given a variance to exist by the ~~respective~~ Conference overseeing that territory.

14 “Organized Company” shall mean a local church within the geographic territory and under the
15 jurisdiction of the Conference which has met the requirements of the Church Planting Committee
16 to become a Company and has been officially approved by a vote of the Executive Committee.

17 “Conference Church” shall mean a body organized to hold membership of isolated members and
18 other believers who otherwise would be without church privileges.

19 “Regular Delegate” shall mean an appointed or elected representative of a Member Church or
20 Organized Church.

21 “Union” shall mean Columbia Union Conference of Seventh-day Adventists or its successor.

22 “Vice President for Administration” shall mean the Executive Secretary of the Conference.

23 “Vice President for Education” shall mean the Superintendant of Schools of the Conference.

24 “Vice President for Finance” shall mean the Treasurer of the Conference.

25 **ARTICLE III – PRINCIPAL OFFICE AND TERRITORY**

26 **Section 1: Office.** The principal offices for the transaction of business of the Conference are
27 fixed and located at 606 Greenville Avenue, Staunton, Augusta County, Virginia 24401 and
28 13105 Buccaneer Rd., Silver Spring, Montgomery County, MD 20904. The Executive
29 Committee may change the location of the principal offices. The Conference may have offices at
30 such other places as the Executive Committee may determine or as the Conference’s activities
31 may require.

32 **Section 2: Territory.** The geographical territory of the Conference shall be the Commonwealth
33 of Virginia, except Accomack and Northampton Counties; the District of Columbia; and those
34 portions of Montgomery and Prince Georges Counties in Maryland within a line drawn as
35 follows: Beginning at Mt. Vernon, Virginia, draw a line to Piscataway, Maryland; continue the
36 line northeast to the junction of Highways U.S. 301 and MD 214; from this point, continue the

1 line northwest to the junction of Highways MD 650 and MD 198 (Brown's Corner); then follow
2 MD 650 north to Ednor; follow Ednor Road northeast to the Patuxent River; follow the Patuxent
3 River northwest to the Montgomery/Frederick County line; then turn southwest along the County
4 line to the Virginia/Maryland State line. The territory may also include any other territory as
5 may hereafter come under its supervision by agreement with the Union and the Division.

6 ARTICLE IV – PURPOSES

7 **Section 1: Purposes.** The Conference is organized as a nonprofit religious corporation
8 exclusively for charitable, religious, and educational purposes within the meaning of Section
9 501(c)(3) of the Code, including but not limited to unifying, extending, and facilitating the work
10 and proclamation of the Everlasting Gospel of Jesus Christ, in the context of the Three Angels'
11 Messages of Revelation 14:6-12, to all peoples within its territory, as shall be designated by vote
12 of the Executive Committee, in part by teaching the Gospel and by leading people to accept
13 Jesus Christ as their personal Savior and to unite with His church, discipling them to prepare for
14 His soon return; coordinating Christian ministries and pastoral, educational, youth, literary,
15 health, and community services; conducting and carrying on meetings and conferences of
16 Delegates from the various Seventh-day Adventist churches located within its territory; and
17 conducting and carrying on such other meetings, conferences, and gatherings as shall from time
18 to time be permitted or required by these Bylaws or the Working Policies of the General
19 Conference and the Division.

20 **Section 2: Relationships.** The Conference is a part of the Union, which, in turn, is part of the
21 Division of the General Conference. All purposes, powers, policies, and procedures of the
22 Conference shall be in harmony with the Working Policies of the General Conference and the
23 Division. The Conference shall pursue the mission of the church in harmony with the doctrines,
24 programs, and initiatives adopted and approved by the General Conference in its quinquennial
25 sessions.

26 Notwithstanding any other provision of these Bylaws, the Conference shall not carry on any
27 other activities not permitted to be carried on (a) by a corporation exempt from federal income
28 tax under Section 501(c) (3) of the Code; (b) by a corporation to which contributions are
29 deductible under Section 170(c) (2) of the Code; or (c) by the laws of the jurisdiction under
30 which the Corporation is incorporated or authorized to do business as a foreign corporation.

31 **Section 23: Powers.** Subject to the foregoing, the Conference shall have all powers, rights,
32 privileges, and immunities, and shall be subject to all of the liabilities conferred or imposed by
33 law upon corporations of this nature, and shall be subject to and have all the benefits of all
34 general laws with respect to nonprofit religious corporations, provided that no part of the net
35 earnings of the Conference shall inure to the benefit of any member, director, or officer of the
36 Conference, or any private individual (except that reasonable compensation may be paid for
37 services rendered to or for the Conference in carrying out one or more of its purposes), and no
38 member, director, or officer of the Conference, or any private individual, shall be entitled to
39 share in the distribution of any of the corporate assets on dissolution of the Conference. No
40 substantial part of the activities of the Conference shall be the carrying on of propaganda, or
41 otherwise attempting to influence legislation, and the Conference shall not participate in or
42 intervene in (including the publication or distribution of statements) any political campaign on
43 behalf of any candidate for public office.

Section 34: Distribution on Dissolution. The Conference may be dissolved only by a two-thirds (2/3) majority vote of the Delegates present and voting at any Constituency Meeting, provided that there are at least one hundred twenty-five (125) Delegates present of which at least seventy-five (75) are Regular Delegates. Upon the dissolution of the Conference or the termination of its activities, the assets of the Conference remaining after the payment of all its liabilities shall be distributed exclusively to the Union or another organization holding Seventh-day Adventist denominational status, to the extent permitted by law; provided, however, that if the Union or such other organization no longer shall exist or qualify for exemption from federal income taxation under Section 501(a) of the Code, such assets shall be distributed to one or more organizations designated by the Executive Committee that are then exempt from federal income taxation under Section 501(a) of the Code as organizations described in Section 501(c)(3) of the Code.

Section 45: Tax-Exempt Status. It is intended that the Conference shall have and continue to have the status of a corporation which is exempt from federal income tax under Section 501(a) of the Code, as an organization described in Section 501(c)(3) of the Code. The Articles and these Bylaws shall be construed accordingly, and all powers and activities shall be limited accordingly.

ARTICLE V – MEMBERSHIP

The Membership of this Conference shall consist of such Member Churches as have been or shall be properly organized in any part of the geographic territory under its jurisdiction and formally accepted for membership by vote of the Delegates at any regularly scheduled or specially called Constituency Meeting. Such Member Churches shall remain members of the Conference unless dissolved by the Conference in a properly called Constituency Meeting.

ARTICLE VI – CONSTITUENCY MEETINGS

Section 1: Regular Meeting. The Membership meetings of the Conference shall be known as its Constituency Meeting. ~~No annual meeting is required unless mandated by law.~~ The Conference shall hold a regular quinquennial Constituency Meeting at such time and place as the Executive Committee of the Conference shall designate. Two (2) consecutive notices of the time and place of the meeting of the Delegates representing the members shall be printed in the official publication of the Union or printed by a method approved by the Conference Executive Committee at least four (4) weeks before the date of the Constituency Meeting.

A. Postponement of Regular Meeting. In cases of exigent circumstances such that make a scheduled Constituency meeting impossible or highly impractical (i.e. war, disease, disaster, pandemic, civil disorder, government regulation, threats or acts of terrorism or similar acts), the Potomac Conference Corporation Executive Committee, in regular or special session, shall have the authority to postpone and reschedule such Constituency Meeting. Such a postponement shall not exceed twelve (12) months and notice of any postponement voted by the Potomac Conference Corporation Executive Committee shall be given in the same manner as notice of the Constituency meeting. Unless other action is taken by the Potomac Conference Corporation Executive Committee, any such postponement shall extend the term of current officers, vice presidents, directors, associate directors and conference committees (i.e Executive Committee, Board of Education, Takoma Academy School Board and Shenandoah Valley Academy School Board) until the next Constituency meeting takes place. The Constituency Meeting

process will be followed, as possible, as stated in the Potomac Conference Corporation bylaws until the next Constituency Meeting takes place.

B. Virtual Setting. In cases where these exigent circumstances outline in Article VI, Section 1, A, such that make a scheduled Constituency meeting impossible in person, a virtual setting, or a combination of both shall be considered as a valid Constituency meeting.

Section 2: Purpose of Meeting. The purpose of this meeting is to receive quinquennial written reports from executive officers, vice presidents, and all departmental directors. In addition, delegates shall elect executive officers, vice presidents, and members of the following committees: Executive Committee, Board of Education, Standing Articles and Bylaws Committee, Shenandoah Valley Academy board and Takoma Academy board. Amendments and revisions to the Articles and Bylaws of the Potomac Conference Corporation, Constitution and Bylaws of the Board of Education, Shenandoah Valley Academy and Takoma Academy shall also be approved in this meeting.

Section 3: Mid-Term Report. The Conference shall give an electronic mid-term report (written when requested) to every church in the Conference on or about two (2) years after the regular Constituency Meeting.

Section 4: Special Meeting.

A. The Executive Committee of the Conference shall call a Special Constituency Meeting, at a time and place it deems proper, when:

1. It is requested by the Executive Officers or voted by the Executive Committee, or
2. It is voted by the Delegates at any Constituency Meeting, or
3. A written request is presented by one-third (1/3) of the Member Church boards, or
4. It is voted by the Executive Committee of the Union, Division, or General Conference, ~~with the majority voting to call for this meeting~~ or
5. It is required by law.

~~B. The Union Executive Committee or the Division Executive Committee may call a Special Constituency Meeting of the Conference.~~

B. The agenda for Special Constituency Meetings shall be included in the written or printed notice of the meeting and sent to all Delegates and shall include the place, day, and hour of the meeting and the purpose or purposes for which the meeting is called and shall be delivered not less than 10 or more than 50 days before the meeting.

C. The time and place of Special Constituency Meetings shall be given in the same manner as for regularly scheduled Constituency Meetings.

Section 5: Quorum. At least one-third (1/3) of the Delegates authorized hereinafter under Section 1 of Article VII of these Bylaws must be present at any regular or Special Constituency Meeting to constitute a quorum for the transaction of business. Once the meeting is declared

open, the Delegates present shall constitute a quorum until there are fewer than one hundred twenty-five (125) Delegates present of which at least seventy-five (75) are Regular Delegates.

Section 6: Proxy Voting. All Delegates must be present in person at any Constituency Meeting in order to be eligible to vote. There shall be no voting by proxy.

Section 7: Voting Rights of the Delegates. Each Delegate appointed to act on behalf of the members of the Conference shall be entitled to one vote. The voting rights of the individual Delegates representing the Members as hereinafter provided shall be limited to the particular Constituency Meeting of the Conference in which they have been designated to represent a Member Church, an Organized Church, an institution, the Union, the Division, or the General Conference.

Section 8: Election/Appointment and Term of Office. Election and or appointment of executive officers, Vice Presidents, Executive Committee members and other departmental directors and associates shall be as follows:

A. Executive Officers. Executive officers shall be elected in one of two ways:

1. At a duly called Constituency Meeting

2. At a duly called Executive Committee Meeting. This option shall only be exercised in between constituency meetings, when a vacancy occurs due to death, serious illness, resignation, removal from office, or when an officer accepts a call to another organization. Election under this process shall take place in consultation with the Union President or his or her designee and must follow the hiring practices of the Potomac Conference Corporation as outlined in its Finding, Recruiting, and On-boarding Process document.

B. Vice Presidents. All vice presidents shall be elected either at a duly called Constituency Meeting or in between constituency meetings due to the same reasons outlined above by the Executive Committee, following the hiring practices of this organization outlined in the document referenced above.

C. Executive Committee Members. All executive committee members who are not ex officio shall be elected by the Delegates at a regular Constituency Meeting or in between constituency meetings by the Executive Committee due to death, serious illness, resignation, or removal from the committee.

D. Departmental Directors, Associate Departmental Directors, and Associate Treasurers. The appointment of departmental directors, associate departmental directors, and associate treasurers shall be referred to the Executive Committee at either its first or second meeting following a regular Constituency Meeting.

E. Term of Office. All executive officers, vice presidents, executive committee members and directors and associates shall hold their offices until the next regular meeting of the Constituency unless they resign or are removed from office, for cause, by the Executive Committee or a Special Constituency Meeting.

Section 9: Rules of Order. The General Conference Rules of Order, including any amendments made by the General Conference during the quinquennium, shall be used for all Constituency Meetings.

Section 10: Delegate Materials. The Delegates to all Constituency Meetings shall receive via electronic form or written form when requested, at least three (3) weeks prior to the meeting, such background materials as the Conference Executive Officers shall deem pertinent. For regular Constituency Meetings, these materials shall include:

- A. The agenda setting forth all issues proposed for discussion;
- B. The minutes of the previous regular meeting and minutes of all mid-term and special meetings held since the previous regular meeting;
- C. A General Conference Audited Statement, a detailed summary of the current financial statement, current operating budget for the Conference, and a financial summary for fiscal years ending after the last regular Constituency Meeting;
- D. A copy of the Bylaws provision(s) under which the meeting is called;
- E. A copy of the NAD Working Policy on local conference Constituency Meetings;
- F. To the extent feasible, a list of the proposed Delegates;
- G. General Conference Rules of Order; and
- H. Proposals by the Standing Articles and Bylaws Committee.

For a Special Constituency Meeting, an agenda shall be furnished in the same manner as for regular meetings, along with supporting documentation justifying the need for a special constituency meeting.

Section 11: Voting Method. The election of Executive Officers, Vice Presidents, and members of the Executive Committee, and voting on all other matters of business, shall be by electronic voting or voting cards, unless otherwise determined by a majority vote of the Delegates present, provided the alternative voting method is readily available.

Section 12: Parliamentarian. The Executive Committee shall ~~appoint~~ recommend a parliamentarian and such other assistant(s) as may be necessary to advise and rule on all parliamentary procedure issues at all Constituency Meetings.

Section 13: Constituency Meeting Agenda. At least six (6) months before a Constituency Meeting, the office of the Vice President for Administration shall contact all Churches within the Conference and, in consultation with the Executive Committee, will review comments and/or suggestions for the Constituency Meeting agenda.

ARTICLE VII – REPRESENTATION

Section 1: Delegates. The Delegates at any Constituency Meeting of this Conference shall be Regular Delegates and Delegates at Large.

A. **Regular Delegates.** All Regular Delegates shall be properly accredited by any one of the Member Churches or Organized Churches of the Conference. Each Church shall elect one (1) Delegate and one (1) additional Delegate for each 50 (fifty) members or major fraction thereof, with a cap of 25 regular delegates per church, who hold membership in the Member Church or Organized Church which accredits them. Such representation shall be based on church membership at the close of the calendar year preceding the Constituency Meeting. Churches must submit a complete list of Delegates to the Conference three (3) months before the date of the Constituency Meeting. If the list is not received by the deadline, churches will not have a delegation to the Constituency Meeting and will be ineligible to participate in the Organizing and Nominating Committees.

B. **Conference Church Representation.** Since all membership from organized companies resides in the Conference Church, and the Conference Church is a member church of this corporation, all organized companies shall elect one (1) delegate for the Constituency Meeting. These delegates will be reviewed and approved by the Executive Committee.

C. **Delegates at Large.** Delegates at Large shall consist of individuals holding the following positions:

1. All members of the Executive Committee of the Conference.
2. All members of the Standing Articles and Bylaws Committee of the Conference.
3. All members of the Executive Committee of the Union who are present at the Constituency Meeting of the Conference.
4. All denominational employees holding a credential issued by the Conference, except locally funded employees.
5. Members of the General Conference Executive Committee, and the Division Executive Committee, who are present at the Constituency Meeting of this Conference. The number of such Delegates representing the General Conference and Division shall not exceed five percent (5%) of the total number of Delegates otherwise provided for.
6. Such other persons as may be granted Delegate's credentials for a specific Constituency Meeting by a two-thirds (2/3) vote of the Executive Committee. The number of such Delegates shall not exceed three percent (3%) of the total number of Delegates otherwise provided for hereinabove. These Delegates may include individuals from Healthcare Institutions, Washington Adventist University, ~~a Parliamentarian~~, and part-time retired pastors.

1 **Section 2: Status of Delegates.** All Delegates appointed to represent the members of the
2 Conference at any Constituency Meeting shall be members in regular standing of the Seventh-
3 day Adventist Church.

4 **ARTICLE VIII – COMMITTEES**

5 **Section 1: Organizing Committee.**

6 **A. Membership and Process.** The Organizing Committee shall be constituted as follows:
7 Each Church that will be represented at the Constituency Meeting shall choose, ~~or~~
8 ~~empower its delegation to choose,~~ one member from its delegation, plus one additional
9 member from its delegation for each seven hundred and fifty (750) members or a major
10 fraction thereof.

11 **B. Chairperson.** The chairperson of the Organizing Committee shall be the President of the
12 Union or the Union President's representative.

13 **C. Duties and Responsibilities.** The Organizing Committee shall:

14 1. Elect the Nominating Committee to serve for the Constituency Meeting.

15 2. Nominate the Standing Articles and Bylaws Committee, ~~which shall be a~~
16 ~~Standing Committee throughout the quinquennial.~~

17 **D. Membership Selection.** Members of the Organizing Committee shall be chosen three (3)
18 months prior to the Constituency Meeting.

19 **E. Timeline of Work.** The Organizing Committee shall meet prior to the Constituency
20 Meeting and shall complete its work at least thirty (30) days before the Constituency
21 Meeting. The time and place of the meeting shall be given in the official notice of the
22 Constituency Meeting.

23 **F. Quorum.** A quorum to do business shall consist of a majority which shall be fifty percent
24 plus one (50% + 1).

25 **Section 2: Nominating Committee.**

26 **A. Membership.** The Nominating Committee shall consist of thirty-one (31) members,
27 including the President of the Union or the Union President's representative, with the
28 President of the Union, or the President's representative, serving as the chairperson. The
29 membership of the Nominating Committee, chosen from the Delegate lists as presented,
30 shall include members from each of the eight (8) geographical regions of the Conference
31 in proportion to the actual church memberships within the regions, the majority of whom
32 shall not be employees of the Conference. The Nominating Committee shall include, but
33 not be limited to, pastors, women, educators, and minority representation. No more than
34 four (4) members of the Organizing Committee may serve on the Nominating
35 Committee.

- 1 B. **Non-Voting Consultants.** Prior to the first meeting of the Nominating Committee, the
2 Executive Committee may choose three (3) members (two (2) laypersons and one (1)
3 employee) of the Conference Personnel Committee to serve on the Nominating
4 Committee as non-voting consultants.
- 5 C. **Nomination Process.** The Nominating Committee shall nominate individually all
6 Executive Officers and Vice Presidents. Members of the Executive Committee who are
7 not *ex officio* members, the Potomac Conference Board of Education, and Conference
8 academy boards (Shenandoah Valley Academy and Takoma Academy), shall be
9 nominated as individual groups. All Nominations shall be either written or electronically.
- 10 D. **Scope of Work.** The Nominating Committee will only elect positions that currently exist
11 and not create new positions.
- 12 E. **Timeline of Work.** The Nominating Committee shall begin its work not more than thirty
13 days (30) and not less than fifteen (15) days prior to the Constituency Meeting and shall
14 report at the designated Constituency Meeting session.
- 15 F. **Quorum.** When the Nominating Committee meets prior to the Constituency Meeting,
16 two-thirds (2/3) majority of the members must be present in order to transact business.

17 **Section 3: Standing Articles and Bylaws Committee.**

- 18 A. **Selection.** Each regularly scheduled Constituency Meeting of this conference shall elect
19 members of the Standing Articles and Bylaws Committee.
- 20 B. **Membership.** This Committee shall be composed of not more than eleven (11) members
21 and two alternates. As much as possible, representation shall include members from each
22 of the geographical regions of the Conference in proportion to the actual membership
23 within the regions. The majority shall not be employees of the Conference. The Vice
24 President for Administration of the Conference or his/her designee shall serve as
25 chairperson, and the committee shall include the Executive Secretary of the Union or
26 his/her designee. Should a member be unable to function, the Executive Committee may
27 provide a replacement as necessary.
- 28 C. **Function.** This Committee ~~shall function between the regularly scheduled Constituency~~
29 ~~Meetings~~ shall be a Standing Committee throughout the quinquennial and shall submit its
30 reports and recommendations to the Executive Committee and to the next regular
31 Constituency Meeting.
- 32 D. **Duties and Responsibilities.** The purpose of this committee shall be to study, review,
33 and/or recommend revisions to:
- 34 1. The Articles and Bylaws of the Conference;
- 35 2. The Constitutions and Bylaws of the Board of Education, Takoma Academy, and
36 Shenandoah Valley Academy; and

3. The Constitutions, Articles, and Bylaws of any new subsidiary organizations of the Conference.

E. **Quorum.** A quorum to do business shall consist of six (6) members present.

Section 4: Voting. The voting on all matters of business in Article VIII shall be by electronic means (if available) or by *viva voce* (voice) unless otherwise determined by a majority vote of the Committee members present.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1: Membership of Executive Committee. The Executive Committee of the Conference shall be elected at its regularly scheduled Constituency Meeting and shall consist of not more than twenty-seven (27) members. The President, Vice President for Administration, Vice President for Finance, and Vice President for Education shall be *ex officio* members of the Executive Committee. The membership of the Executive Committee shall include no less than fourteen (14) lay persons, and at least one departmental director or one alternating Conference Institutional Representative, with the remaining membership balanced as nearly as possible between pastors, educators or other denominational employees from various sections of the Conference

Section 2: Expectations. Executive Committee members shall have the following expectations:

A. Be members in regular standing in a Potomac Conference church.

B. Be involved in local church ministry.

C. Have a high level of confidentiality.

D. Be faithful in tithe ~~payers~~ and offering giving.

E. Support Adventist Christian education.

Section 3: Skills & Abilities. ~~The following skills and abilities shall be considered when selecting members of the Executive Committee~~ In general, the Executive Committee shall consist of members, who together, have the following skills and abilities:

A. Legal

B. Finance

C. Investment/Property

D. Human Resources

E. Marketing/Communication

F. Technology

Section 4: Term. All members, except for *ex-officio* members, shall not serve more than two (2) consecutive terms.

Section 5: Representation. The membership of the Executive Committee shall represent the various segments and geographical territories of the Conference. In order to assure that each area of the conference is adequately represented, a member shall be ~~asked to resign~~ replaced if he/she misses more than three (3) unexcused meetings per year. The executive officers of the Union or their designee are permanent invitees of the Executive Committee.

Section 6: Delegated Authority. The Executive Committee of the Conference is delegated the authority to act on behalf of the constituents between regular Constituency Meetings, including the authority to elect or remove for cause Executive Officers, Vice Presidents, directors of departments/services, and Executive Committee, Standing Committee, and Special Committee members.

Section 7: Administrative Authority. The Executive Committee shall have full administrative authority to:

A. Appoint all departmental directors, associate departmental directors, associate treasurers or assistant treasurers at either its first or second meeting following a regular Constituency Meeting.

B. Fill for the current term any vacancies that may occur by death, resignation, or otherwise, in the Executive Committee, Standing Articles and Bylaws Committee and Special Committees, departments, or any office which have been filled by Conference or Constituency Meeting election or appointment. If a new President is to be elected, the President of the Union or the President's designee shall chair the Executive Committee. The filling of vacancies on the Executive Committee shall require the affirmative vote of two-thirds (2/3) of the members of the Executive Committee.

C. Employ ministers, educators, support staff, and other persons deemed necessary for the work of the Conference.

D. Grant and withdraw credentials and licenses. The withdrawal of credentials shall require the affirmative vote of two-thirds (2/3) of the members of the Executive Committee.

E. Appoint committees and subcommittees as deemed appropriate or necessary. The membership of each committee and subcommittee shall include no less than two members of the Executive Committee. Each committee and subcommittee shall have and may exercise the authority of the Executive Committee to the extent provided in the resolution of the Executive Committee designating or appointing said committee or as provided by the Article of Incorporation or Bylaws of the Conference. A Charter voted by the Executive Committee shall clearly identify the membership and term of reference of each appointed committee.

F. Ask for the resignation of Executive Committee members by a two-thirds (2/3) vote.

Section 8: Regular Meetings. The Executive Committee may schedule regular meetings at such times and places as it may select.

Section 9: Special Meetings. Special Meetings of the Executive Committee may be called any time or place by the President or, in the President's absence or at the President's direction, by the Vice President for Administration. A Special Meeting shall also be called by the Vice President for Administration in response to a 2/3 affirmative vote request of the total members of the Executive Committee.

Section 10: Annual Meetings. The Executive Committee shall designate one of its meetings each year to serve as the "annual meeting" of the Corporation as required under applicable non-profit law in the District of Columbia.

Section 11 10 : Quorum. A majority of the Executive Committee members shall constitute a quorum. At least one of the members shall be an Executive Officer of the Conference.

~~**Section 11: Voting.** The voting on all matters of business shall be by electronic means (if available) or by *viva voce* (voice) unless otherwise determined by a majority vote of the Committee members present.~~

Section 12: Voting. The voting on all matters of business shall be by *vice voce* (voice), voting devices (if available) or by phone or email as specified in Article X.

ARTICLE X — PHONE VOTES

~~**Section 1: Phone Votes.** The following stipulations must be followed when conducting phone votes for the following conference committees: Executive Committee, Board of Education, Shenandoah Valley Academy and Takoma Academy.~~

~~A. The committee chair must authorize either the phone vote.~~

~~B. For a phone vote:~~

~~1. A written, e-mail or phone call to alert all membership of the meeting.~~

~~2. There must be a quorum of the board.~~

~~3. For an item to pass there must be a simple majority.~~

~~4. This vote is to be ratified at the next duly called board meeting and entered into the minutes.~~

ARTICLE X – ELECTRONIC VOTING

Section 1: Electronic Voting. The following procedures must be followed when conducting votes by phone or email for the following conference committees: Executive Committee, Board of Education, Shenandoah Valley Academy and Takoma Academy.

A. Phone Voting: Votes by phone shall be conducted in the following manner:

1. The committee chair must authorize the phone vote.

2. A written email or phone call to alert all membership of the meeting.

3. There must be a quorum of the committee.
4. For an item to pass, there must by a simple majority.
5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.

B. Email Voting: Votes by email shall be conducted in the following manner:

1. The committee chair must authorize the email vote.
2. The committee chair must send an email to the committee members to (a) alert them of the need to vote by email, (b) clearly specify the motion or issue to be voted upon, and (c) provide the committee members with a deadline by which time votes must be cast.
3. A quorum of the committee must vote for the vote.
4. For an item to pass, a simple majority of those voting must vote in favor of the measure.
5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.
6. Email voting shall not be used for the following categories: (a) personnel matters, (b) policy items, and other matters which are reasonably likely to require discussion to reach an informed decision.

ARTICLE XI – OFFICERS

Section 1: Executive Officers. The Executive Officers of the Conference shall be the President, the Vice President for Administration, and the Vice President for Finance. Any Executive Officer of the Conference may execute and deliver all authorized assignments, bonds, contracts, agreements, deeds, mortgages, easements, rights of way, powers of attorney, annuities and life income agreements, trusts, and all other documents, obligations, and assurances in the name of the Conference. It is the duty of these Executive Officers, in consultation with one another, to carry forward the mission according to plans, policies, and programs voted by the constituency and/or the Executive Committee. These plans, policies, and programs shall be in harmony with the doctrines and actions adopted and approved by the General Conference in its quinquennial sessions.

- A. President.** The President, who shall be an ordained minister of experience, is the chief Executive Officer and shall report to the Executive Committee of the Conference in consultation with the Vice President for Administration and Vice President for Finance. The President shall chair Constituency Meetings, the Executive Committee and the Conference academy boards, and serve in the general interests of the Potomac Conference as the constituency and the Executive Committee shall determine. In providing leadership, the President shall adhere to the policies of the Union, the Division, and the General Conference and work in harmony with the Union Committee and in close

counsel with the Union officers. The President shall also be responsible for providing information as may be requested by the Executive Committee. The President shall have the general powers and duties of supervision and management consistent with the Bylaws as are usually vested in the office of the president of a corporation and shall perform such other duties usually pertaining to the office.

B. Vice President for Administration. The Vice President for Administration, associated with the President as an Executive Officer, shall serve under the direction of the Executive Committee and shall act as vice-chairperson of the Executive Committee. The Vice President for Administration shall report to the Executive Committee of the Conference after consultation with the President. It shall be the duty of the Vice President for Administration to keep the minutes of the Constituency Meetings and of the Executive Committee meetings, to furnish copies of these minutes to all members of the Executive Committee and to the officers of the Union. The Vice President for Administration shall also be responsible for providing information as may be requested by the President or by the Executive Committee. The Vice President for Administration shall perform all the duties consistent with the Bylaws as are usually vested in the office of the secretary of a corporation and shall perform such other duties usually pertaining to the office and as may be assigned by the Executive Committee or by the President. In case of the temporary absence or disability of the President, the duties of that office shall be performed by the Vice President for Administration, and the taking of any action by any such Vice President in place of the President shall be conclusive evidence of the absence or disability of the President.

C. Vice President for Finance. The Vice President for Finance, associated with the President as an Executive Officer, shall serve under the direction of the Executive Committee. The Vice President for Finance shall report to the Executive Committee of the Conference after consultation with the President. The Vice President for Finance shall be an experienced finance officer responsible for providing financial leadership to the Conference which will include, but shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions of the Executive Committee, for remitting all required funds to the Union/Division/General Conference in harmony with the NAD policy, and for providing financial information to the President and to the Executive Committee. The Vice President for Finance shall be responsible for furnishing copies of the financial statements to the Union officers. The Vice President for Finance shall perform all the duties generally incident to the office of the treasurer of a corporation and shall have such other powers and shall perform such other duties usually pertaining to the office and as may be assigned by the Executive Committee or by the President.

Section 2: Other Officers. Other officers may be elected by the Constituency as deemed appropriate from time to time.

ARTICLE XII – DIRECTORS OF DEPARTMENTS/ASSOCIATIONS/SERVICES

Section 1: Advisory Role. The directors of departments/associations/services of the Conference shall work under the direction of the Executive Committee of the Conference and the President.

1 **Section 2: Department/Services Structure.** Conference departments/services should be
2 organized in harmony with the departmental/service structure of the General Conference, but
3 need not duplicate the departments/services in the Union, the Division, or General Conference.

4 **ARTICLE XIII – SUBSIDIARY MINISTRIES**

5 **Section 1: Corporations and Agencies.** The Conference may carry on its ministry through
6 subsidiary agencies, organizations, and institutions that may, where necessary and appropriate,
7 function either as unincorporated or incorporated entities. Before the Conference forms any
8 legal organization, it shall secure the approval of the Union Executive Committee (if applicable)
9 and Division Committee (NADCOM).

10 **Section 2: Constituency or Executive Committee Meetings of Subsidiaries.** The Executive
11 Committee meetings of the Conference’s unincorporated subsidiaries and Board of Director
12 meeting of the Conference’s incorporated subsidiaries shall be held in conjunction with the
13 regularly scheduled Constituency Meetings of the Conference or as provided by the Bylaws of
14 the respective subsidiary entities. The election of the Board of Directors, Executive Committees,
15 or management committees of the subsidiary entities will be in harmony with the statutory laws
16 applicable to each such entity.

17 **ARTICLE XIV – ADMINISTRATION OF THE BOARD OF EDUCATION**

18 **Section 1: Governing Bodies.** The Conference Board of Education derives its authority from
19 the Executive Committee. To ensure the effective and orderly operation of the schools within
20 the Conference, the Board of Education delegates certain functions to the local school board.
21 The local school board works closely with the Board of Education and the Conference Office of
22 Education. This ensures that the operation of each school is based on the policies and practices
23 of the Board of Education and that all actions regarding school personnel are prudent and based
24 on Christian ethics. The Board of Education shall have authority to oversee the specific
25 operation of Conference schools, including the power to recommend the employment, discipline,
26 and dismissal of employees within their jurisdiction.

27 **Section 2: Operating Procedures.** The Executive Committee shall approve working policies
28 for the educational constituency, the Conference Board of Education, and the constitutions and
29 bylaws for all schools PreK-12. These documents shall include a description of membership and
30 the specific responsibilities for each group. These boards shall function within the approved
31 policies of the NAD, the Union, and the Conference Executive Committee.

32 **Section 3: Office of Education.** An Office of Education shall carry out the day-to-day
33 administrative and planning functions of the Conference PreK-12 educational program.

34 **Section 4: Vice President for Education.** The Office of Education shall be administered by a
35 Vice President for Education. This position shall have discretionary administrative authority in
36 matters pertaining to education and shall function as Secretary of the Board of Education under
37 the direction of the Executive Committee.

38 **Section 5: Associate Superintendent of Schools.** The title “Associate Superintendent of
39 Schools” shall be used to designate those individuals who may be elected to serve with the Vice

1 President for Education in carrying out the functions and responsibilities of the Office of
2 Education.

3 **ARTICLE XV – FINANCE**

4 **Section 1: Tithes and Offerings.** The church funds managed by the Conference shall consist of
5 such tithe as it shall be assigned by policy and as received from within its territory and such gifts,
6 legacies, bequests, devises, appropriations, reverted funds, direct tithe, and other donations as
7 may be made to it.

8 **Section 2: Policies.** The portion of the tithe which is reserved for the Conference, as specified
9 by policy, and all other funds shall be used in harmony with the financial policies of the
10 Division; and, in the case of donations, their use shall be in harmony with the specifications of
11 donors and in compliance with government regulations. Tithe is shared with the Union and
12 Division on fixed percentages as set by the Division Executive Committee, and with the General
13 Conference on fixed percentages as set by the Annual Council of the General Conference
14 Executive Committee.

15 **Section 3: Bank Accounts.** The funds of the Conference shall be safeguarded in harmony with
16 the financial policies of the Division. Monies shall be deposited in the name of the Conference,
17 in regular or special accounts, in such banks or savings institutions, as the Executive Committee
18 shall designate, and shall be withdrawn only by persons authorized by resolution of the
19 Executive Committee.

20 **Section 4: Financial Statements.** The Conference shall prepare annually appropriate
21 statements of income and fund balances and shall be responsible for the filing of any financial
22 information directly with the Union and the Division and, to the extent required by law, with any
23 branch of local, state, or federal government. The Conference shall make available, upon written
24 request, the audited statements to any member of a Member Church.

25 **Section 5: Execution of Documents.** The President, Vice President for Administration, and
26 Vice President for Finance, or any one of them, shall have authority to execute and deliver, in the
27 name and on behalf of the Conference, any contract, bill, note, check, deed, mortgage, bill of
28 sale, or other instrument except as limited by law, the Articles, or these Bylaws, or unless
29 otherwise expressly provided by any resolution of the Executive Committee. In addition, in the
30 absence of the President, Vice President for Administration and Vice President for Finance, the
31 Under Treasurer and the Associate Treasurer of the conference shall have the authority to
32 execute and deliver such documents, in consultation with at least one conference executive
33 officer.

34 **ARTICLE XVI – BUDGET, SALARY REVIEW, AND AUDIT**

35 **Section 1: Budget.** The Conference shall prepare an annual budget in harmony with the
36 policies of the Division for approval at the December meeting of the Executive Committee of the
37 preceding year.

38 **Section 2: Salary and Expense Review.** The Executive Committee shall constitute an
39 Employee Remuneration Committee to review annually the salary and expense of all employees
40 and set salary rates for the subsequent year.

1 **Section 3: Independent Audit.** All accounting records of the Conference shall be audited at
2 least annually by auditor(s) designated by the General Conference Auditing Service, and the
3 financial records of the Conference or any of its subsidiaries, agencies, or institutions shall at all
4 times be open to said auditor(s). A management response from the Executive Committee shall be
5 prepared for the General Conference Auditing Service.

6 **ARTICLE XVII – REAL ESTATE AND PERSONAL PROPERTY INTERESTS**

7 All real estate and personal property interests of the Conference, shall be owned ~~by~~, titled ~~in the~~
8 ~~name of~~, and held by the Conference or one of its wholly owned legal subsidiaries. Real estate
9 and personal property interests of the Conference shall not be titled in the name of Member
10 Churches, Organized Churches, Conference Institutions, and other Conference organizations,
11 individuals or third parties.

12 **ARTICLE XVIII – INDEMNIFICATION**

13 **Section 1: Right to Indemnification.** The Conference shall, to the extent legally permissible,
14 indemnify each person who may serve or who has served at any time as an officer, director,
15 employee, Executive Committee member, Conference Standing Committee member, Conference
16 Special Committee member, church board member, school board member, or volunteer of the
17 Conference against all expenses and liabilities, including (without limitation) counsel fees,
18 judgments, fines, excise taxes, penalties, and settlement payments reasonably incurred by or
19 imposed upon such person in connection with any threatened, pending, or completed action, suit,
20 or proceeding in which he or she may become involved by reason of his or her service in such
21 capacity; provided that no indemnification shall be provided for any such person with respect to
22 any matter as to which he or she shall have been finally adjudicated in any proceeding to have
23 been grossly negligent or not to have acted in good faith and in the reasonable belief that such
24 action was legal and in the best interests of the Conference; and further provided that any
25 compromise or settlement payment shall be approved by a majority vote of a quorum of the
26 Executive Committee who are not at that time parties to the proceeding.

27 **Section 2: Contractual Relationship.** This Article constitutes a contract between the
28 Conference and the indemnified person.

29 **Section 3: Heirs and Personal Representatives.** The indemnification provided hereunder shall
30 inure to the benefit of the heirs, executors, personal representatives, and assigns of persons
31 entitled to indemnification hereunder. The right of indemnification under this Article shall be in
32 addition to and not exclusive of all other rights to which any person may be entitled.

33 **Section 4: Amendment or Repeal.** No amendment or repeal of the provisions of this Article
34 which adversely affects the right of an indemnified person under this Article shall apply to such
35 person with respect to those acts or omissions which occurred at any time prior to such
36 amendment or repeal, unless such amendment or repeal was voted by or was made with the
37 written consent of such indemnified person.

38 **ARTICLE XIX – CONFLICT OR DUALITY OF INTEREST**

39 **Section 1: Definitions.** For purposes of this Article, the term “Concern” shall mean any
40 corporation, association, trust, partnership, limited liability entity, firm, person, or other entity

other than the Conference, and the term “Interest” shall include personal interest in any Concern; interest as director, officer, member, stockholder, shareholder, partner, manager, agent, trustee, or beneficiary in any Concern; or having an immediate family member who holds such an interest in any Concern.

Section 2: Disclosure. Each officer of the Conference, each member of the Executive Committee, the Standing Committees, and the Special Committees of the Conference (“Officer” or “Committee Member,” as the case may be) shall disclose to the Executive Committee any financial or other relationship that might reasonably be construed to be inconsistent with the discharge of such person’s duties to the Conference, including without limitation his or her Interest of, in, and with any Concern with which the Conference has entered into, or might be expected to enter into, a relationship or transaction. Such disclosures shall be made at least annually and at any other time that a potential or actual conflict or duality of interest may arise; said disclosures shall be in such form as the Executive Committee shall require.

Section 3: Effect of Conflict. No Officer or Committee Member of the Conference shall be disqualified from holding any office in the Conference or membership on the Executive Committee or any Standing or Special Committee of the Conference by reason of any Interest in any Concern, nor shall said Officer or Committee Member be disqualified from dealing either as vendor, purchaser, or otherwise, or contracting or entering into any other transaction with the Conference or with any entity of which the Conference is an affiliate, nor shall any transaction of the Conference be voidable by reason of the fact that any Officer or Committee Member has an interest in the concern with which such transaction is entered into, PROVIDED THAT:

A. The Interest of such Officer or Committee Member is fully disclosed to the Executive Committee;

B. No interested Officer or Committee Member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Executive Committee at which such matter is voted upon;

C. Any transaction in which an Officer or Committee Member has a Interest shall be duly approved by members of the Executive Committee not so interested or connected as being in the best interests of the Conference;

D. Payments to the interested Officer or Committee Member or his/her Concern shall be reasonable and shall not exceed fair market value;

E. No contract, transaction, or act shall be entered into or taken on behalf of the Conference if such contract, transaction, or act would jeopardize the Conference’s tax-exempt status under Section 501(c)(3) of the Code; and

F. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Section 4: Conflicts with Other Disclosure Standards or Requirements. In the event that an Officer or Committee Member is subject to multiple Conflict or Duality of Interest Standards or Disclosures in a given situation, then said Officer or Committee Member shall be held to the highest or most restrictive standard or disclosure imposed upon him or her.

ARTICLE XX – AMENDMENT, REVISION, AND REPEAL

Section 1: Amendment, Revision and Repeal. To ensure the unity of the Church worldwide, these Bylaws ~~shall~~ may be amended or revised from time to time, unless prohibited by law, so as to bring these Bylaws into compliance with the “bold print” provisions contained in the Model Local Conference Bylaws found in the latest edition of the NAD Working Policy. Amendments or revisions to these Bylaws may be proposed by the Executive Committee, an Executive Officer, a Delegate, or a member in regular standing of a Member Church for consideration by the Standing Articles and Bylaws Committee, which shall submit its reports and recommendations to the Executive Committee and to the next duly called Constituency Meeting. All amendments or revisions to these Bylaws shall require a two-thirds (2/3) affirmative vote of the Delegates present and voting at any duly called Constituency Meeting of the Conference. Notice of any proposed changes to the Bylaws of the Conference shall be given specifically by the Executive Committee in conjunction with the publication of notice for the Constituency Meeting. Copies of proposed amendments or revisions shall be included in the Delegate background materials.

Section 2: Model Local Conference Bylaws. The Constituency or the Executive Committee may recommend to the General Conference—through the Union and the Division—amendments to the Model Local Conference Bylaws.

ARTICLE XXI – GENERAL PROVISIONS

Section 1: Fiscal Year. The fiscal year of the Conference shall end on December 31 of each year, except as otherwise fixed by resolution of the Executive Committee.

Section 2: Corporate Seal. The Conference may have a corporate seal in such form as the Executive Committee or the Registered Agent may approve. Whenever it is inconvenient to use the corporate seal, a facsimile thereof may be used. The registered agent and any executive officer of the Conference shall have authority to affix the corporate seal, and it may be attested by his or her signature.

Section 3: Facsimile Signatures. Facsimile, conformed, or electronic signatures of any Officer of the Conference may be used whenever authorized by the Executive Committee or President. The Conference may rely upon the facsimile, conformed, or electronic signature of any person if delivered by or on behalf of such person in a manner evidencing an intention to permit such reliance. A document delivered by e-mail, fax, or other means of electronic transmission shall be deemed, upon receipt by the Conference, in legible form, to constitute a writing even if not reproduced in paper form. Any such electronic transmission sent by a member of the Executive Committee (director) in a manner evidencing an intention to consent to a given action shall be deemed to be signed if such transmission sets forth, or is delivered with, information by which the Conference can, in good faith, determine that the transmission is sent by such person or by an agent authorized to deliver such consent for such person.

Section 4: Interpretation. Headings and captions used herein are inserted for convenience only and shall not be used to construe the scope or content of any provision. In the case of any conflict between the provisions of the Working Policies of the General Conference and the Division or the Articles and these Bylaws, the Standing Articles and Bylaws Committee shall consider whether any changes to these Bylaws are appropriate and whether the Working Policies

1 of the General Conference and the Division or the Articles, as applicable and in that order, shall
2 control. In the case of any ambiguity or other question concerning interpretation of these
3 Bylaws, the good faith interpretation of the Executive Committee, acting by the affirmative vote
4 of a majority of the Executive Committee then in office, shall be binding on the Conference for
5 all purposes.

6 **ARTICLE XXII – ~~ADOPTION AND RATIFICATION~~ CERTIFICATE OF**
7 **CORPORATION SECRETARY**

8 ~~Adoption and Ratification of these Amended and Restated Bylaws shall be accomplished by the~~
9 ~~procedure set forth in Article XX of the Bylaws of Potomac Conference Corporation of Seventh-~~
10 ~~day Adventists. Upon the Adoption and Ratification of these Amended and Restated Bylaws as~~
11 ~~provided herein, any amendments thereafter to these Bylaws shall be governed by Article XX of~~
12 ~~these Bylaws and this Article XXII shall have no further force or effect.~~

13 ~~Adopted and Ratified by the vote of the Constituency of the Potomac Conference Corporation of Seventh-day Adventists at a~~
14 ~~duly convened meeting held on the 27th day of September, 2015.~~

15
16 ~~Adopted and Ratified by the Executive Committee of the Potomac Conference Corporation of Seventh-day Adventists at a duly~~
17 ~~convened meeting held on the 15th day of November, 2015.~~

18
19 By: _____

20 ~~Jorge A. Ramirez, Vice President for Administration~~

21 I certify that I am the duly elected Executive Secretary of the POTOMAC CONFERENCE CORPORATION OF SEVENTH-
22 DAY ADVENTISTS, a nonprofit religious District of Columbia Corporation authorized to do business in the State of Maryland
23 and the Commonwealth of Virginia and that the above Bylaws, consisting of 20 pages, including this Certificate, are the Bylaws
24 of this Corporation as amended by a two-thirds (2/3) vote of the Membership at its duly noticed, Constituency Meeting, held on
25 _____; further that they have not been amended or modified since that date.

26 _____
27 Executive Secretary

28 _____
29 Date



POTOMAC CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS

CONSTITUTION AND BYLAWS

Board of Education

Constitution & Bylaws
Board of Education
Report of Material Changes to the Constitution and Bylaws
December 8, 2020

Board of Education Bylaws

- Article V, Section 7 – Electronic Voting. As requested at the last Constituency Meeting, Article V, Section 7 has been redone to include electronic voting

Potomac
Conference
Corporation of
Seventh-day
Adventists

Constitution and
Bylaws of the
Board of Education

Voted, September 27, 2015
Second Quinquennial Constituency
Meeting, Sligo Church, Takoma Park, MD

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CONSTITUTION AND BYLAWS BOARD OF EDUCATION

Article I – Name, Definitions, Identification, Purpose, Objectives

Section 1: Name. This organization will be known as the Potomac Conference Corporation Board of Education, hereinafter "Board of Education".

Section 2: Definitions. Throughout this document, the following terms have the meaning indicated unless otherwise specified:

- A. "Potomac Conference" means the Potomac Conference Corporation of Seventh-day Adventists.
- B. "Union" means the Columbia Union Conference of Seventh-day Adventists.
- C. "NAD" means the North American Division of Seventh-day Adventists

Section 3: Identification. The Potomac Conference administers a school system offering educational opportunities and spiritual mentoring for young people, pre-kindergarten through twelfth grade. This PreK-12 program is overseen by the Potomac Conference Board of Education and directed by the Vice President for Education and Associate Superintendent(s) of Schools.

Section 4: Purpose. The purpose of the Board of Education is to plan for and coordinate the PreK-12 schools system for the Potomac Conference.

Section 5: Objectives. The objectives of this board of education shall be:

- A. Determine the needs of the Potomac Conference PreK-12 school system and develop and carry out effective policies and programs that will address those needs, such as:
 - 1. Establishing, monitoring, and engaging in on-going development of essential school standards for sustainable operations of the schools.
 - 2. Establishing, monitoring and engaging in on-going development of essential school academic standards for student outcomes
 - 3. Establishing, monitoring, and engaging in the development of school regulations and procedures for student safety
 - 4. Establishing, monitoring, and engaging student academic assessments, admissions standards, teacher professional training and assessments and school programing to insure optimal potential for student academic and spiritual development.

- B. Conduct the business of the Potomac Conference school system in harmony with the education policies of the NAD and the Union Board of Education.
- C. Determine the employment, assignment, transfer, or dismissal of all school personnel.
- D. Hear request appeals and grievances in harmony with the *Columbia Union Conference of Seventh-day Adventists Education Code*.
- E. Recommend to the Potomac Conference Executive Committee the opening, closing, suspending, or consolidating of schools.
- F. Approve an annual education budget.
- G. Consider and act upon applications from schools wanting to teach secondary subjects.
- H. Support the Vice President for Education and the Associate Superintendents in administration of the PreK-12 system of education.
- I. Report on a regular basis to the Potomac Conference Executive Committee regarding issues related to education.
- J. Review all school accreditation reports and approve accreditation terms for elementary or junior academy schools as outlined by the Adventist Accrediting Association.

Article II – Delegated Authority, Constituency, Dissolution

Section 1: Delegated Authority. The Potomac Conference Board of Education derives its authority from the Potomac Conference Constituency and the Potomac Conference Corporation Executive Committee. To ensure the effective and orderly operation of the schools within the Potomac Conference, the Potomac Conference Board of Education delegates certain functions to the local school board. The local school board works compliantly with the Potomac Conference Board of Education and the Potomac Conference Office of Education to ensure the operation of each school is based on the policies and practices of the Potomac Conference Board of Education. The Board of Education has authority to act on matters related to the operation of the Potomac Conference PreK-12 system of education.

Section 2: Constituency. The Potomac Conference constituency is the constituency for the Potomac Conference Board of Education.

Section 3: Dissolution. The Board of Education shall continue to function until it officially is voted out of existence by the majority of members at a constituency meeting.

Article III – Membership, Election, Term of Office and Qualifications

Section 1: Membership. The Board of Education membership shall consist of twenty (20) voting members selected for their professional and spiritual qualifications (necessary for long-

term visioning), and for their sustainability decision-making skill (required for on-going success), and seven (7) ex officio members, with the majority being lay members not employed by the Potomac Conference Corporation of Seventh-day Adventists. They shall be:

A. Voting Members-Ex Officio:

1. The Potomac Conference President; chair
2. The Potomac Conference Vice President for Administration, vice-chair
3. The Potomac Conference Vice President for Finance;
4. The Potomac Conference Vice President for Education, secretary
5. The Columbia Union Vice President for Education or his/her designee
6. Shenandoah Valley Academy Principal
7. Takoma Academy Principal

B. Voting Members-Elected:

1. Fourteen (14) lay members representing the various Potomac Conference regions and local school boards.
2. A pastor

C. Voting Members-Appointed:

1. Five (5) representatives from the PreK-12 system with a minimum of two (2) of the representatives being from the small schools (schools with less than four (4) teachers.

D. Non-Voting Members:

1. Potomac Conference Associate Superintendents

Section 2: Election and Term of Office.

- A. The Potomac Conference constituency will elect the members referred to in Section 1-B of this Article at its regular meeting.
- B. Elected Board Members shall serve until their successors are duly elected by the next Potomac Conference Corporation Constituency Meeting.

1 C. If a member is absent for three (3) unexcused consecutive meetings, the Board of
2 Education may consider the position vacant and ask the Potomac Conference
3 Executive Committee to appoint an individual to complete the remainder of the term.
4

5 D. Vacancies incurred between constituency meetings shall be filled by the Potomac
6 Conference Executive Committee.
7

8 **Section 3: Expectations of Board Members.** Members of the Board of Education shall have the
9 following expectations:
10

11 A. Be members in regular standing in a Potomac Conference church.
12

13 B. Be involved in local church ministry.
14

15 C. Have a high level of confidentiality.
16

17 D. Be faithful in tithe ~~payers~~ and offering giving.
18

19 E. Support Adventist Christian education.
20

21 **Section 4: Board Member Qualifications.** All voting members of the board shall be members
22 of the Seventh-day Adventist Church in regular standing. In selecting board members the
23 following shall be considered:
24

25 A. Adventist School Supporter
26

27 B. Representation from Conference Regions
28

29 C. Strategic Planning
30

31 D. Small School Experience
32

33 E. Local Board Experience
34

35 F. Diversity in Age Groups
36

37 G. Strong Business Experienced Background
38

39 H. Educational Knowledge and Leadership
40

41 I. Ethnicity Representation
42

43 J. Financial Management
44

45 K. Fund Raising/Development
46

L. Gender Representation

M. Legal Expertise

N. Marketing/Communication

O. Spiritual Leadership

P. Technology Experience

Article IV – Governing Body and Other Committees

44 **Section 1: Governing Body.** The governing body of the Board of Education shall be the
45 Potomac Conference Corporation Executive Committee in between constituency meetings.
46

1 **Section 2: Other Committees.** The Board of Education may establish other committees as
2 needed.

- 3
4 A. Other Committees. The Board of Education may establish other committees and sub-
5 committees as deemed necessary to provide the most efficient discharge of their
6 responsibilities. All sub-committees report to the Board of Education. A charter for the
7 committee is to be established and voted by the board at the time of organizing a sub-
8 committee. The Charter is to outline the sub-committees scope of intent, authorization
9 limitations, membership, reporting responsibilities and term of existence.

10 11 **Article V – Meetings**

12
13 **Section 1: Meetings.** The Board of Education will meet in regular session a minimum of three
14 (3) times a year.

15
16 **Section 2: Quorum.** A quorum will be a simple majority of membership with the number of
17 laity members equal to or greater than conference employee representation.

18
19 **Section 3: Executive Session.** The Board of Education will meet in an executive session when
20 discussing personnel issues.

21
22 **Section 4: Special Meetings.** At times it is necessary to attend to issues before a regularly
23 scheduled meeting. The chair may call special meetings as deemed necessary.

24
25 **Section 5: Agenda.** Proposed agenda items will be submitted to the Office of Education at least
26 three (3) weeks before the regularly scheduled meeting date. The Office of Education will
27 distribute the agenda to members at least one (1) week before the meeting date.

28
29 **Section 6: Voting.** The voting on all matters of business shall be by electronic means (if
30 available) or by viva voce (voice), unless otherwise determined by a majority vote of the
31 committee members present. A simple majority is required for any motion to pass.

32
33 ~~**Section 7: Phone Vote.** There are appropriate times when a phone vote is necessary. When this~~
34 ~~occurs the following guidelines are to be followed:~~

35
36 ~~A. The chair must authorize the phone vote.~~

37
38 ~~B. For a phone vote:~~

39
40 ~~1. A written e-mail or phone call to alert all members of the meeting.~~

41
42 ~~2. There must be a quorum.~~

43
44 ~~3. For an item to pass there must be a simple majority.~~

14. ~~4. This vote is to be ratified at the next duly called Board meeting and entered into the minutes.~~

2

3 **Section 7: Electronic Voting.** The following procedures must be followed when conducting
4 votes by phone or email for the following conference committees: Executive Committee, Board
5 of Education, Shenandoah Valley Academy and Takoma Academy.

6 **B. Phone Voting:** Votes by phone shall be conducted in the following manner:

7 1. The committee chair must authorize the phone vote.

8 2. A written email or phone call to alert all membership of the meeting.

9 3. There must be a quorum of the committee.

10 4. For an item to pass, there must by a simple majority.

11 5. This vote is to be ratified at the next duly called board meeting and entered in the
12 minutes.

13 **C. Email Voting:** Votes by email shall be conducted in the following manner:

14 1. The committee chair must authorize the email vote.

15 2. The committee chair must send an email to the committee members to (a) alert
16 them of the need to vote by email, (b) clearly specify the motion or issue to be
17 voted upon, and (c) provide the committee members with a deadline by which
18 time votes must be cast.

19 3. A quorum of the committee must vote for the vote.

20 4. For an item to pass, a simple majority of those voting must vote in favor of the
21 measure.

22 5. This vote is to be ratified at the next duly called board meeting and entered in the
23 minutes.

24 6. Email voting shall not be used for the following categories: (a) personnel matters,
25 (b) policy items, and other matters which are reasonably likely to require
26 discussion to reach an informed decision.

27 **Article VI – Potomac Conference Schools**

28

29 **Section 1: Potomac Conference Schools.** Shenandoah Valley Academy and Takoma Academy
30 are senior academies directed by boards that are elected by the Potomac Conference Corporation
31 constituency. These boards are responsible to the Potomac Conference Board of Education and
32 its policies and practices. All other schools within the Potomac Conference are operated by local
33 school boards elected by local church constituency. The chief administrative officer of the school

1 is the principal/head teacher. The principal is responsible to the school board and the Vice
2 President for Education. Teachers are primarily responsible to the principal/ head teacher while
3 also responsible to the local school board and Vice president for Education.
4

5 A. Operating Boards for Local Constituency Schools 6

- 7 1. Duties. Operating boards elected by the constituencies of each school have the
8 duty to support their schools by operating them within the guidelines and
9 policies adopted by the NAD, Union Board of Education, and Potomac
10 Conference Board of Education. Their specific functions include, but are not
11 limited to, the following:
12
 - 13 a. The approval and fiscal management of the school budget and the
14 capital improvement of school property.
15
 - 16 b. Provision for equipment, supplies, maintenance, and replacement of
17 school properties.
18
 - 19 c. Support of the principal and faculty/staff as they administer the
20 school's policies.
21
 - 22 d. Support the policy and process development for the Management of
23 student conduct, school discipline, dress code, admissions policies, and
24 school publications.
25
 - 26 e. Act in an advisory role assisting the Office of Education in the
27 employment, assignment, transfer or dismissal of education personnel.
28

29 B. Operating Boards for Conference Constituency Schools 30

31 1. Shenandoah Valley Academy and Takoma Academy 32

- 33 a. Constituency. The Potomac Conference constituency is the
34 constituency for Shenandoah Valley Academy and Takoma Academy.
35
- 36 b. Membership and Vacancies. Academy board members will be elected
37 by the Potomac Conference constituency at its regular meeting. If a
38 member fails to attend 75% of regularly scheduled meetings, the
39 Potomac Conference Board of Education may consider the position
40 vacant and ask the Potomac Conference Executive Committee to
41 appoint another individual to complete the remainder of the term. All
42 vacancies shall be filled by the Potomac Conference Executive
43 Committee.
44
- 45 c. The ex-officio members are: Potomac Conference President, chair,
46 Potomac Conference Vice President for Administration, vice-chair,

Academy Principal, secretary, Potomac Conference Vice President for Finance, Potomac Conference Vice President for Education/ Superintendent of Education, and the Columbia Union Vice President for Education or his/her designee.

- d. Member Duties. Members of the academy boards shall be responsible for the operation of their academy within the policies adopted by the Potomac Conference Board of Education and the academy's constitution. The academy boards shall appoint sub-committees to provide the most efficient discharge of their responsibilities. The following committees are suggested: Executive Committee, Finance Committee, Personnel Committee and Strategic Planning Committee.
- e. Meetings. Academy boards will meet at least five (5) times annually at a time and place announced to members in harmony with the academy's constitution and bylaws.
- f. Academy Constitutions and Bylaws. To the extent the constitutions and bylaws governing Takoma Academy and Shenandoah Valley Academy are inconsistent with this Constitution and Bylaws, those constitutions and bylaws are herewith amended to conform to this Constitution and Bylaws. Conforming language implementing any such amendments shall be approved by the Potomac Conference executive committee.

Article VII – Office of Education

Section 1: Duties. The Office of Education is assigned the following functions:

- A. To represent the Potomac Conference at the Columbia Union Superintendents and Administrators Council (CUSAC), the Columbia Union Board of Education (CUBOE), and before general church and community audiences that may influence Christian education within the Potomac Conference.
- B. Serves as agent(s) of the Potomac Conference Board of Education in the day-by-day administration of the Potomac Conference system of education.
- C. Recruitment of certificated professional personnel.
- D. Supervising, coaching, and evaluating professional educational staff.
- E. Informing the Board of Education about personnel issues and recommending employee status to the Board for its approval.

- F. Creating for recommendation and managing an annual budget for the PreK-12 education system.
- G. Developing a Potomac Conference-wide school calendar for Board of Education approval.
- H. Administering education policies.
- I. Consulting with school and academy operating boards.
- J. Making short-term and long-term plans and goals and recommending them to the Board of Education for approval.
- K. Keeping the Potomac Conference officers and Board of Education aware of the state of the education system through conferences and reports.
- L. Supervising the assessment program and reporting to the Board of Education.
- M. Maintain official minutes and other records for the school system.
- N. Carrying out other assignments voted by the Board of Education.

Article VIII – Rules of Order and Procedures

Section 1: Rules of Order. The *General Conference Rules of Order* shall be used for conducting all meetings.

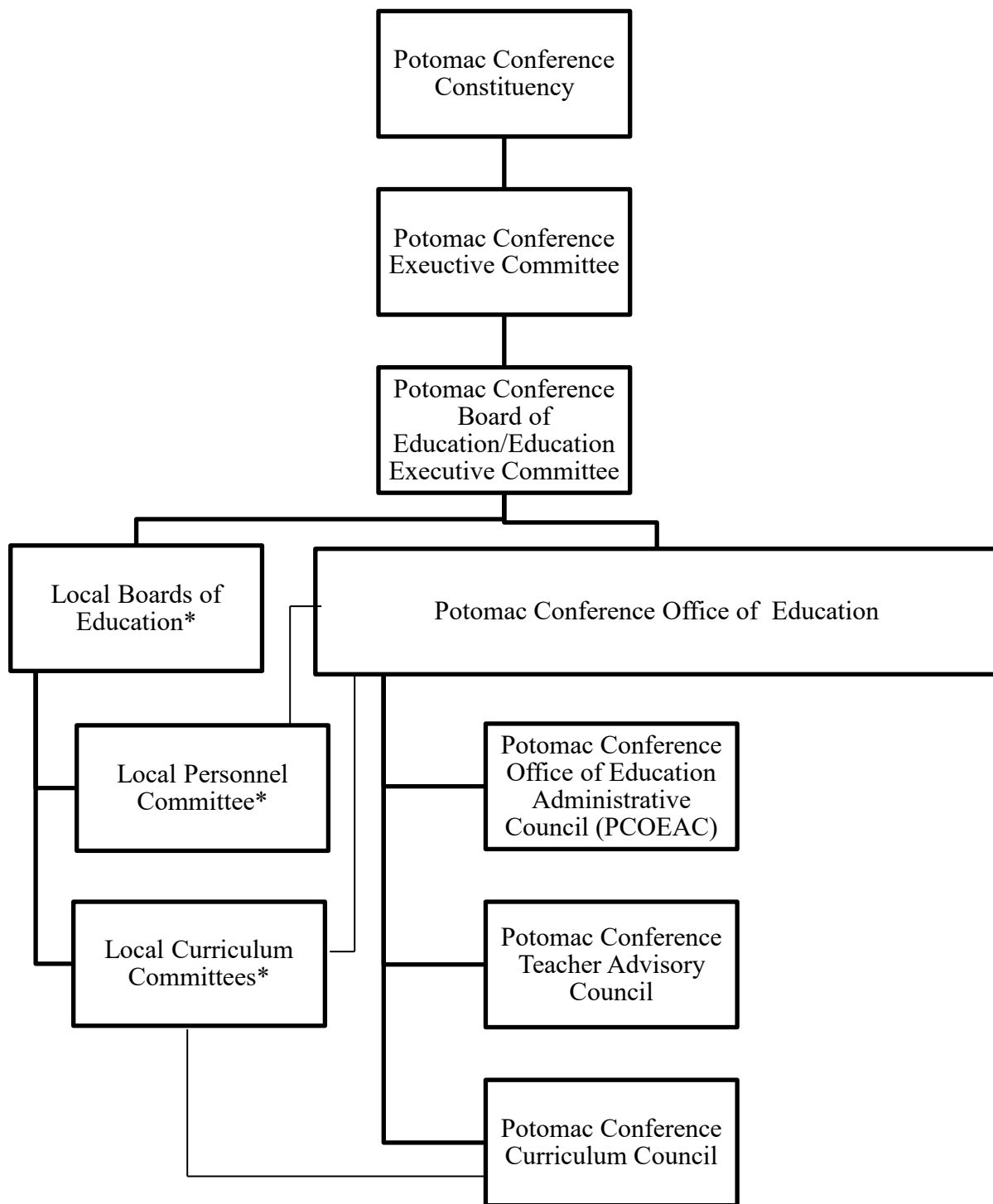
Section 2: Procedures. Special meetings of the Board of Education, academy boards, or any committees may be held upon a two-working-day notice. Any regular or special meeting may be held by telephone conference call or other electronic means by which each member may communicate with all members of the meeting. All actions taken will be summarized in minutes and become a regular part of the minutes of the board or committee.

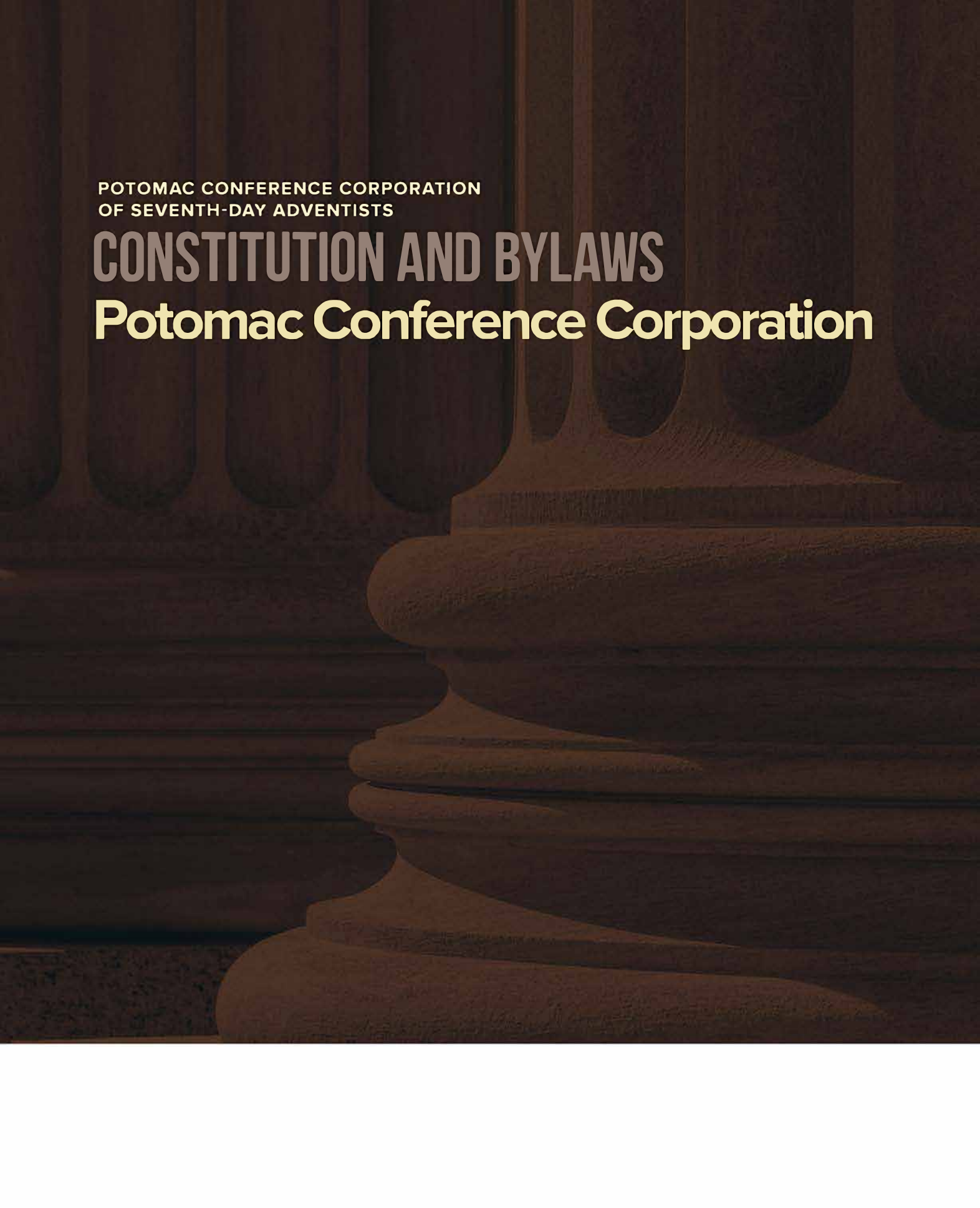
Article IX – Amendments

These Constitution and Bylaws may be amended by a two-thirds (2/3) majority vote of the delegates present and voting at any duly called Potomac Conference constituency meeting.

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ORGANIZATIONAL CHART





POTOMAC CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS

CONSTITUTION AND BYLAWS

Shenandoah Valley Academy

Constitution & Bylaws
Shenandoah Valley Academy
Report of Material Changes to the Constitution and Bylaws
December 8, 2020

Shenandoah Valley Academy Bylaws

- Article II, Section 7 – Duties and Responsibilities of the Principal. Recommendation to replace this section with a shorter description of the duties and responsibilities of the principal consistent with Bylaws language.
- Article III – Meetings, Section 5 – Electronic Voting. As requested at the last Constituency Meeting, Article III, Section 5 has been redone to include electronic voting

Edits, 01-20-19

Potomac
Conference
Corporation of
Seventh-day
Adventists

Constitution and
Bylaws of
Shenandoah
Valley Academy

Voted, September 27, 2015
Second Quinquennial Constituency
Meeting, Sligo Church, Takoma Park,
MD

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Section 3: School Board Members. The school board membership shall consist of eighteen (18) voting members selected for their spiritual and professional qualifications (necessary for long-term visioning), and for their sustainability decision-making skill (required for the Academy's on-going success), and eight (8) ex officio members, with the majority being lay members not employed by the Potomac Conference Corporation of Seventh-day Adventists.

A. Election. The voting delegates of the Potomac Conference Corporation shall elect these eighteen (18) voting board members at its regular constituency meeting. The nominating committee of the Potomac Conference Corporation shall nominate these members—considering ~~It is recommended~~ the following criteria; ~~guide the nomination process:~~

1. Of the elected voting members, no more than three (3) school board members shall have children attending the academy.
2. Of the elected voting members, no spouses, parents, siblings, or immediate relatives of staff members or academy personnel shall serve as a school board member.
3. Of the elected voting members, no more than three (3) school board members from any one-conference region shall be members of this school board.

B. Ex Officio Members. The board shall also have eight (8) ex officio members as follows: Potomac Conference Corporation President, Potomac Conference Corporation Vice President for Administration, Potomac Conference Corporation Vice President for Finance and Potomac Conference Corporation Vice President for Education, Columbia Union Conference Vice President for Education, Academy Principal, Senior Pastor New Market SDA Church and President, Academy Alumni Association.

C. Tenure. School board members, after being duly elected, shall serve until they resign, are removed or until their successors are duly elected by the next Potomac Conference Corporation Constituency Meeting.

D. Attendance. Board members missing more than fifty (50) percent of board meetings in a twelve-month (12) period are subject to review by the school board for recommendation to the Potomac Conference Corporation Executive Committee.

E. Vacancies. Filling of school board member vacancies or, if necessary, the removal of a board member shall be recommended to the Potomac Conference Corporation Executive Committee by a two-thirds (2/3) vote of the school board.

F. Non-voting members. Non-voting members shall include: Academy Vice Principal for Finance, other Academy administration as invited by the principal, a Teacher chosen annually from the faculty, and at least one Potomac Conference Corporation Pastor. The

1 Board may elect to also invite others to participate in the meetings as deemed valuable to
2 the operation of the Academy. All non-voting members and invitees are to be members of
3 the Seventh-day Adventist church. Non-voting members and invitees are to be excluded
4 from the executive sessions unless their presence is deemed helpful to the Board for
5 addressing the agenda. A two-thirds (2/3) majority vote of the Board is necessary for
6 extending the invitation(s).

7
8 **Section 4: Expectations of Voting Board Members.** The following expectations shall be
9 required of all voting members:

10
11 A. Board Duties

- 12
13 1. Attend at least ~~four~~ 50 % of Board meetings by phone or in person per year.
14
15 2. Review the agenda and supporting materials prior to Board and committee
16 meetings.
17
18 3. Serve on sub-committees and take on special assignments as needed.
19
20 4. Personally contribute financially to the Academy annually.
21
22 5. Remain informed about the Academy's mission, service and policies and promote
23 the Academy with the Constituents and within the community.
24
25 6. Suggest nominees and participate in board member recruitment.
26
27 7. Support Shenandoah Valley Academy by representing the organization with
28 Constituency and with other friends and donors.

- 29
30 B. Board Member Code of Conduct. Every board member shall understand and subscribe to
31 the code of conduct detailed in the Shenandoah Valley Academy Board Member
32 Agreement (see Appendix 1). Failure to abide by this board member agreement will result
33 in consideration for removal from the board.
34

35 **Section 5: Officers.** The President of the Potomac Conference Corporation shall be the chairman
36 of the board. The Vice President for Administration of the Potomac Conference Corporation shall
37 be the vice chairman and the Principal/CEO of the Academy shall be the secretary of the school
38 board.
39

40 **Section 6: Delegated Authority and Responsibilities of the Board.** The school board derives its
41 authority from the Potomac Conference Corporation Board of Education, which functions under
42 the direction of the Potomac Conference Corporation Executive Committee. Its responsibilities
43 include but are not limited to:

- 1
2 A. Determine the needs of the Academy in order to develop and carry out its mission, vision
3 and strategic plans that will address those needs, such as:
4
- 5 1. Establishing, monitoring and engaging the in-on-going development of essential
6 standards for sustainable operations.
7
 - 8 2. Establishing, monitoring and engaging the in-on-going development of essential
9 academic standards for desired student outcomes.
10
 - 11 3. Establishing, monitoring and engaging the in-the development of school regulations
12 and procedures for student safety.
13
 - 14 4. Establishing and monitoring student academic assessments, admissions standards,
15 teacher professional training and assessments and school programming to insure
16 optimal potential for student academic and spiritual development.
17
- 18 B. To carry out the actions assigned by the Potomac Conference Corporation constituency,
19 Potomac Conference Corporation Executive Committee and the Potomac Conference
20 Corporation Board of Education.
21
- 22 C. To hold an executive session of the board at each regularly scheduled board meeting.
23 These sessions are to allow board members the opportunity to address potentially sensitive
24 issues (e.g., personnel issues, overall school performance and health, etc.) in a confidential
25 environment. These sessions should negate the need for a standing Personnel Committee,
26 as well as facilitate transparent and supportive dialogue among board members, the
27 principal, and conference administration.
28
- 29 D. To recommend by majority vote the employment status of the principal ~~and all staff~~
30 members full-time employees, including part-time teaching staff. Such recommendations
31 are to be made to the Potomac Conference Corporation Board of Education, and will be
32 done at the Board's discretion or when required by policy. It is expected that the Board will
33 give significant weight to the Principal/CEO's recommendations when making staffing
34 decisions, particularly in light of the substantial staffing authority/responsibilities of the
35 Principal/CEO outlined in Section 8, C, below. The Board's recommendations are to be
36 made in accordance with the policies of the Potomac Conference Corporation Board of
37 Education, the Columbia Union Conference Education Code, and North American Division
38 educational policy. As with all employees of the Potomac Conference Corporation, final
39 employment authority is held by the Potomac Conference Corporation Board of Education.
40
- 41 E. The board shall provide the principal with an annual job performance review at a meeting
42 to be held no later than February each year. At this same meeting, the board will review
43 and approve the Principal's strategic plans for the future of the school.

1
2 **Section 7: Duties and Responsibilities of the Principal/CEO.** The Principal shall be responsible
3 for the spiritual growth, academic achievement and safety of those under his or her watch. To
4 perform these duties, the Principal shall have the general powers and duties of supervision and
5 management consistent with the Bylaws, the education codes of the Columbia Union and Potomac
6 Conference, the directives of the SVA board, the directives of the Potomac Conference, and the
7 directives of the Vice President of Education, in that order of priority. To the extent not
8 inconsistent with the foregoing, the Principal shall also have such powers as are usually vested in
9 the office of the principal and shall perform such other duties usually pertaining to the office. The
10 Principal shall report regularly to the SVA Board and the Vice President of Education and provide
11 additional information as reasonable requested from time to time. The Principal shall also serve as
12 the Secretary of the School Board.

13
14 ~~The duties and responsibilities of the principal/CEO shall include the following:~~

15
16 ~~A. Spiritual Leadership~~

- 17 ~~1. Be a biblical servant leader. While maturing their own spiritual journey through the~~
18 ~~implementation of a spiritual growth plan, the principal prayerfully seeks the~~
19 ~~guidance of the Holy Spirit to be present in all matters and decisions. As the~~
20 ~~spiritual leader of the academy, the principal lives a life above reproach and~~
21 ~~establishes the spiritual climate that provides for the intentional discipling of each~~
22 ~~student. The Potomac Conference Corporation baseline document for educators~~
23 ~~outlines the minimal requirement for employment. All conference employees are~~
24 ~~expected to sign this document.~~
- 25
26 ~~2. Serve the faculty and staff in their spiritual journey so they in turn are able to~~
27 ~~mentor the spiritual growth and engagement of their students in Seventh-day~~
28 ~~Adventist Mission.~~
- 29
30 ~~3. Direct the culture on campus through a well-planned discipline philosophy that~~
31 ~~develops in students' personal management and responsible citizenship~~
32 ~~accountability.~~
- 33
34 ~~4. Assure that there is a balanced development of the whole person and that all~~
35 ~~components of the school are aligned with healthy spiritual growth.~~
- 36
37 ~~5. Assure students are afforded the opportunity to participate in witnessing and service~~
38 ~~to fellow students, faculty, church community, and the community at large.~~
- 39
40 ~~6. Establish a partnership in ministry with the constituent pastoral team that will~~
41 ~~strengthen the spiritual effectiveness of the school's witness.~~
- 42
43 ~~7. Develop a school wide strategic plan for the spiritual development of each student.~~

1
2 ~~B. Academic Leadership~~

- 3
4 ~~1. Establish a well defined strategic plan that results in academic success for each~~
5 ~~learner.~~
6
7 ~~2. Direct the instructional program through teacher supervision and evaluations,~~
8 ~~collaborative professional development, and curriculum training and~~
9 ~~implementation.~~
10
11 ~~3. Organize and oversee the planning of the yearly calendar as well as the day-to-day~~
12 ~~instructional operations for optimal learning outcomes.~~
13
14 ~~4. Establish a systematic review of longitudinal, standardized and formative~~
15 ~~assessments of student achievement in order to drive effective instructional~~
16 ~~planning and academic validity.~~
17

18 ~~C. Leadership in Organizational Management~~
19

- 20 ~~1. Be responsible to the Academy School Board and collaborate with the Potomac~~
21 ~~Conference Corporation Vice President for Education in the implementation of the~~
22 ~~Academy's mission, vision and strategic plan as well as the management of the~~
23 ~~entire school program within the policies established by the North American~~
24 ~~Division Department of Education, Columbia Union Department of Education, and~~
25 ~~Potomac Conference Corporation Board of Education.~~
26
27 ~~2. All employees of Shenandoah Valley Academy are recommended for hiring or~~
28 ~~termination by vote of the School Board, with final authority lying with the~~
29 ~~Potomac Conference Corporation Board of Education. However, as Chief~~
30 ~~Executive Officer, the Principal is expected to take substantial initiative in the~~
31 ~~hiring and termination processes. This includes leading the formulation of staffing~~
32 ~~requirements to fulfill the school's mission, the selecting and vetting of candidates~~
33 ~~for employment, and making staffing recommendations to the School Board. The~~
34 ~~Principal's personnel recommendations to the Academy Board shall be made after~~
35 ~~consultation with the Vice President for Education of the Potomac Conference~~
36 ~~Corporation.~~
37
38 ~~3. Assist the faculty, school board, Potomac Conference Corporation and North~~
39 ~~American Division with the collection and interpretation of data to use in the~~
40 ~~formulation of plans for school growth and sustainability.~~
41
42 ~~4. Establish an effective, consistent, and responsive school management plan with~~
43 ~~clear lines of responsibility and communication.~~

- ~~5. Provide leadership in the development and application of policies and guidelines as approved by appropriate committees.~~
- ~~6. Ensure that all faculty, staff, and volunteers are in serviced in Shield the Vulnerable and other appropriate safety protocols and adhere to all policy guidelines that govern adult interaction with students.~~
- ~~7. Maintain permanent student records according to policy guidelines.~~
- ~~8. Be responsible to the School Board and the Financial Management Committee to ensure wise fiscal management of the school for sustained excellence by exercising sound fiscal practices as guided by the local, conference, and union governance procedures.~~
- ~~9. Oversee the management of all school property, assets and acquisitions.~~
- ~~10. Ensure annual revisions of school policies and the updating of student and employee handbooks.~~

Section 8: Duties and Responsibilities of the Secretary of the School Board. The duties and responsibilities of the secretary of the School board are:

- A. To keep a full and complete record of the proceedings of all meetings of the board and its sub-committees and to send promptly to the members the minutes of these meetings.
- B. Prepare and distribute the agenda for the meeting as well as any other pertinent documentation in collaboration with the board chair, academy principal and vice president for education, prior to the next duly called meeting, providing adequate time for members to prepare.
- C. To perform such duties as normally are required by the school board.

ARTICLE III – MEETINGS

Section 1: Meetings. Regular meetings of the school board shall be held at least five (5) times a year. Meetings may be attended in person or via teleconferencing. The time and place shall be at the discretion of the board chair (or by the vice chair officiating during the absence of the chair) and the board.

- A. Special Meetings. The chairperson or, in his/her absence or disability, the vice chairperson, shall call a meeting upon the written request of five (5) or more members of the board. Board members shall be notified of any special board meetings by the chairperson or

1 designee. All actions taken are to be summarized in minutes and ratified during the next
2 regularly scheduled meeting.

3
4 **Section 2: Quorum.** A quorum shall consist of a simple majority of the School Board voting
5 members, including ex-officio.

6
7 **Section 3: Minutes.** All actions of the school board and sub-committee(s) shall be archived as
8 permanent records. The minutes shall be kept on file at the Academy. Every board member shall
9 receive a copy of the minutes of the board and its formed sub-committees. Executive Session
10 minutes of the school board shall be distributed and collected at the next meeting in executive
11 session.

12
13 **Section 4: Voting.** The board shall use the most recent edition of the *General Conference Rules of*
14 *Order* for conducting meetings.

15
16 **Section 5: ~~Phone~~ Electronic Voting.** The following procedures must be followed when
17 conducting votes by phone or email for the following conference committees: Executive
18 Committee, Board of Education, Shenandoah Valley Academy and Takoma Academy.

19 **A. Phone Voting: Votes by phone shall be conducted in the following manner:**

- 20 1. The committee chair must authorize the phone vote.
21 2. A written email or phone call to alert all membership of the meeting.
22 3. There must be a quorum of the committee.
23 4. For an item to pass, there must by a simple majority.
24 5. This vote is to be ratified at the next duly called board meeting and entered in the
25 minutes.

26 **B. Email Voting: Votes by email shall be conducted in the following manner:**

- 27 1. The committee chair must authorize the email vote.
28 2. The committee chair must send an email to the committee members to (a) alert
29 them of the need to vote by email, (b) clearly specify the motion or issue to be
30 voted upon, and (c) provide the committee members with a deadline by which time
31 votes must be cast.
32 3. A quorum of the committee must vote for the vote.

4. For an item to pass, a simple majority of those voting must vote in favor of the measure.
5. This vote is to be ratified at the next duly called board meeting and entered in the minutes.
6. Email voting shall not be used for the following categories: (a) personnel matters, (b) policy items, and other matters which are reasonably likely to require discussion to reach an informed decision.

~~Provision is made to allow the chairman to call for phone voting within the following stipulations:~~

~~A. The chair of the school board must authorize the phone vote.~~

~~B. For phone vote:~~

- ~~1. All members must be alerted of the meeting.~~
- ~~2. There must be a quorum.~~
- ~~3. For an item to pass there must be a simple majority.~~
- ~~4. The votes are to be ratified at the next duly called Board meeting and entered into the minutes.~~

ARTICLE IV – COMMITTEES

Section 1: Standing Committees. The following standing committees shall be appointed by the School Board to fulfill the following responsibilities:

- A. Financial Management Committee (FMC). The role of the FMC is primarily to provide financial oversight for the academy. Tasks include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The chair of this committee shall be the Potomac Conference Corporation Vice President for Finance or his/her designee.
- B. Safety and Facilities Committee. The role of the safety and facilities committee is to monitor a comprehensive maintenance program/schedule and evaluate the safety and security of the campus buildings and grounds. The safety and facilities committee is to submit to the board and local conference the annual safety and security audit. The chair of this committee shall be the academy principal or his/her designee.

Section 2: Other Committees. The board shall have full authority to appoint other committees and subcommittees as deemed necessary. The membership of each committee is to be appointed by the board. Each committee shall have and may exercise the authority of the board to the extent

1 provided in the resolution of the board designating or appointing said committee or the
2 Constitution and Bylaws of Shenandoah Valley Academy.

3 4 **ARTICLE V – AMENDMENTS**

5
6 These Constitution and Bylaws may be amended at any regular Constituency meeting of the
7 Potomac Conference Corporation by a two-thirds (2/3) vote of the delegates present and voting.
8
9

10 11 12 **Appendix I**

13 14 **SHENANDOAH VALLEY ACADEMY BOARD MEMBER AGREEMENT**

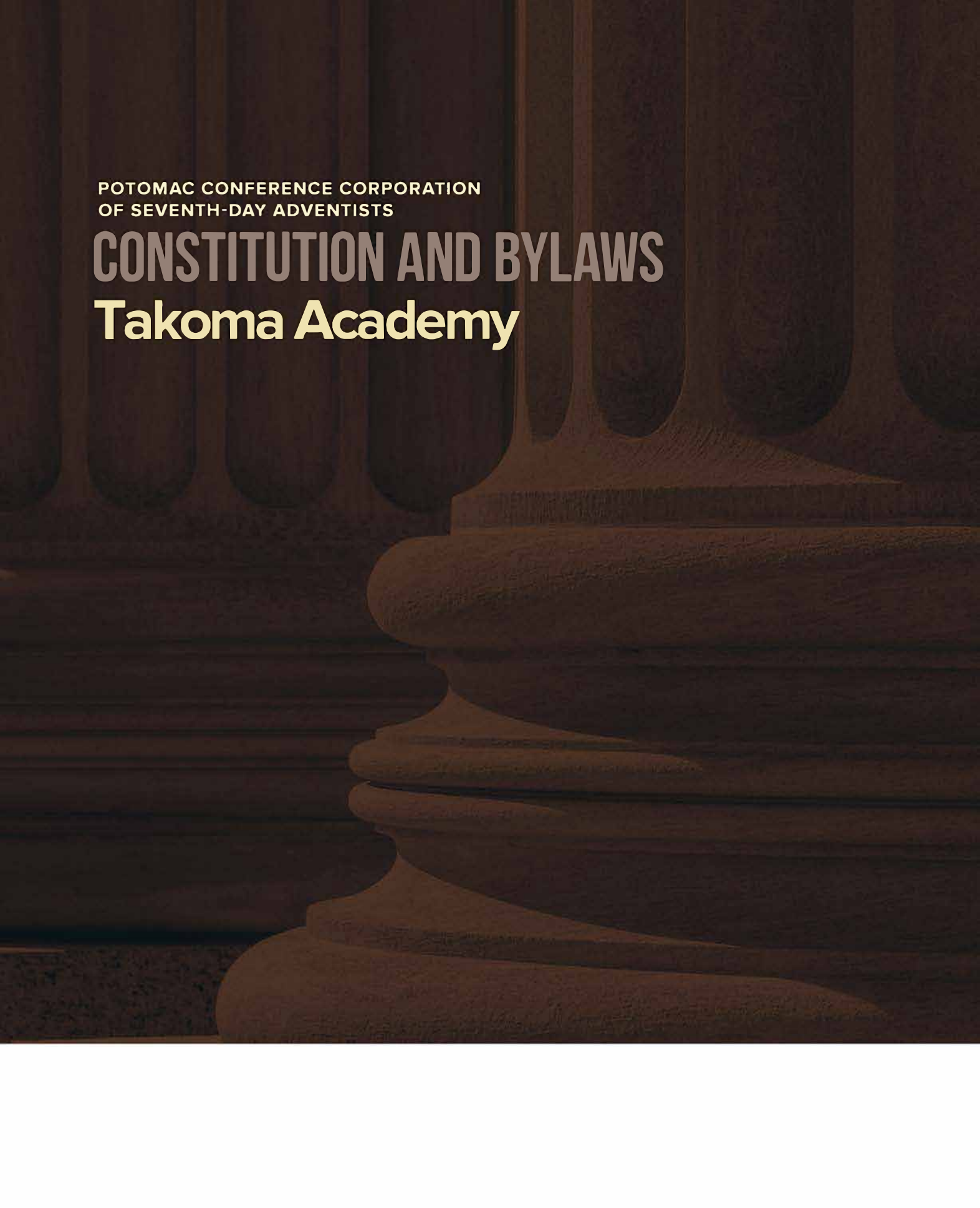
15
16 As a board member, I agree to:

- 17
18 1. Act with honesty and integrity.
19
- 20 2. Support in a positive manner all actions taken by board even when I am in a minority position
21 on such actions. I recognize that decisions of the board can be made only by a majority vote at
22 a board meeting and I will respect the majority decisions of the board.
23
- 24 3. Participate in (1) annual strategic planning events, (2) board development workshops,
25 seminars, and other educational events that enhance my skills as a board member.
26
- 27 4. Maintain confidentiality where appropriate.
28
- 29 5. Exercise my authority as a board member only when acting in a meeting with the full board or
30 when appointed by the board.
31
- 32 6. Work with and respect my peers who serve this board.
33
- 34 7. Always act for the good of the Academy and represent the interests of all people served by this
35 Academy.
36
- 37 8. Represent the Academy in a supportive manner at all times.
38
- 39 9. Observe the parliamentary procedures and display courteous conduct in all board and
40 committee meetings.
41

- 1 10. Refrain from intruding on SVA’s administrative issues that are the responsibility of school
2 administration.
3
- 4 11. Avoid acting in a way that represents a conflict of interest between my position as a board
5 member and my personal or professional life, even if those actions appear to provide a benefit
6 for the Academy. This includes using my position for the advantage of my friends and business
7 associates. If such a conflict does arise, I will declare that conflict before the board and refrain
8 from voting on matters in which I have a conflict.
9

10 I will abide by this board member agreement.
11

12
13 Signature _____ Date _____ Printed Name _____



POTOMAC CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS

CONSTITUTION AND BYLAWS

Takoma Academy

Constitution & Bylaws
Takoma Academy
Report of Material Changes to the Constitution and Bylaws
December 8, 2020

Takoma Academy Bylaws

- Article II, Section 7 – Duties and Responsibilities of the Principal. Recommendation to replace this section with a shorter description of the duties and responsibilities of the principal consistent with Bylaws language.
- Article III – Meetings, Section 5 – Electronic Voting. As requested at the last Constituency Meeting, Article III, Section 5 has been redone to include electronic voting

Edits, 01-20-19

Potomac Conference Corporation of Seventh-day Adventists

Constitution and Bylaws of Takoma Academy

Voted, September 27, 2015
Second Quinquennial Constituency
Meeting, Sligo Church, Takoma Park,
MD

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1 voting members selected for their spiritual and professional qualifications (necessary for long-term
2 visioning), and for their sustainability decision-making skill (required for the Academy's on-going
3 success), and eleven (11) ex officio members, with the majority being lay members not employed
4 by the Potomac Conference Corporation of Seventh-day Adventists.

5
6 A. Election. The voting delegates of the Potomac Conference Corporation shall elect these
7 nineteen (19) voting board members at its regular constituency meeting. The nominating
8 committee of the Potomac Conference Corporation shall nominate these members—
9 considering ~~It is recommended~~ the following criteria: ~~guide the nomination process~~.

- 10
11 1. Of the elected voting members, no more than three (3) school board members shall
12 have children attending the academy.
13
14 2. Of the elected voting members, no spouses, parents, siblings, or immediate relatives
15 of staff members or academy personnel shall serve as a school board member.
16
17 3. Of the elected voting members, no more than three (3) school board members from
18 any one community shall be members of this school board.
19

20 B. Ex Officio Members. The board shall also have eleven (11) ex officio members as follows:
21 Potomac Conference Corporation President, Potomac Conference Corporation Vice
22 President for Administration, Potomac Conference Corporation Vice President for Finance,
23 Potomac Conference Corporation Vice President for Education, Columbia Union
24 Conference Vice President for Education or his/her designee, Academy Principal,
25 Washington Adventist University President, Parent's Association President, Academy
26 Alumni Association President along with two Takoma Academy faculty members. The two
27 faculty members shall be appointed for a one-year term by the board, taking into
28 consideration recommendations of the faculty.
29

30 C. Tenure. School board members, after being duly elected, shall serve until they resign, are
31 removed or until their successors are duly elected by the next Potomac Conference
32 Corporation Constituency Meeting.
33

34 D. Attendance. Board members, other than ex officio members, missing more than fifty (50)
35 percent of board meetings in a twelve-month (12) period may be subject to replacement.
36

37 E. Vacancies. Filling of school board member vacancies or, if necessary, the removal of a
38 board member shall be recommended to the Potomac Conference Corporation Executive
39 Committee by a two-thirds (2/3) vote of the school board.
40

41 F. Non-voting members. Non-voting members shall include: Academy Vice Principal for
42 Finance, other Academy administration as invited by the principal, a Teacher chosen
43 annually from the faculty, and at least one Potomac Conference Corporation Pastor. The
44 Board may elect to also invite others to participate in the meetings as deemed valuable to

1 the operation of the Academy. All non-voting members and invitees are to be members of
2 the Seventh-day Adventist church. Non-voting members and invitees are to be excluded
3 from the executive sessions unless their presence is deemed helpful to the Board for
4 addressing the agenda. A two-thirds (2/3) majority vote of the Board is necessary for
5 extending the invitation(s).

6 **Section 4: Expectations of Voting Board Members.** The following expectations shall be
7 required of all voting members:

8
9 A. Board Duties

- 10
11 1. Attend at least ~~four~~ 50 % of Board meetings by phone or in person per year.
12
13 2. Review the agenda and supporting materials prior to Board and committee
14 meetings.
15
16 3. Serve on sub-committees and take on special assignments as needed.
17
18 4. Personally contribute financially to Takoma Academy.
19
20 5. Remain informed about Takoma Academy's mission, services, and policies and
21 promote Takoma Academy within the community.
22
23 6. Suggest nominees and participate in board recruitment.
24
25 7. Support Takoma Academy by representing the organization in the community and
26 with funders.
27

28 B. Board Member Code of Conduct. Every board member shall understand and subscribe to
29 the code of conduct detailed in the Takoma Academy Board Member Agreement (see
30 Appendix 1). Failure to abide by this board member agreement will result in consideration
31 for removal from the board.
32

33 **Section 5: Officers.** The President of the Potomac Conference Corporation shall be the chairman
34 of the board. The Vice President for Administration of the Potomac Conference Corporation shall
35 be the vice chairman and the Principal/CEO of the Academy shall be the secretary of the school
36 board.
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38 **Section 6: Delegated Authority and Responsibilities of the Board.** The school board derives its
39 authority from the Potomac Conference Corporation Board of Education which functions under the
40 direction of the Potomac Conference Corporation Executive Committee. Its responsibilities
41 include but are not limited to:

42
43 A. Determine the needs of Takoma Academy in order to develop and carry out effective

1 policies and programs that will address those needs, such as:

- 2
- 3 1. Establishing, monitoring and engaging ~~the in-on-going development~~ of essential
- 4 school standards for sustainable operations.
- 5
- 6 2. Establishing, monitoring and engaging ~~the in-on-going development~~ of essential
- 7 school academic standards for student outcomes.
- 8
- 9 3. Establishing, monitoring and engaging ~~the in the development~~ of school regulations
- 10 and procedures for student safety.
- 11
- 12 4. Establishing and monitoring student academic assessments, admissions standards,
- 13 teacher professional training and assessments and school programming to insure
- 14 optimal potential for student academic and spiritual development.
- 15

16 B. To carry out the actions assigned by the Potomac Conference Corporation constituency,

17 Potomac Conference Corporation Executive Committee and the Potomac Conference

18 Corporation Board of Education.

19

20 C. To hold an executive session of the board at each regularly scheduled board meeting. These

21 sessions are to allow board members the opportunity to address potentially sensitive issues

22 (e.g., personnel issues, overall school performance and health, etc.) in a confidential

23 environment. These sessions should negate the need for a standing Personnel Committee,

24 as well as facilitate transparent and supportive dialogue among board members, the

25 principal, and conference administration.

26

27 D. To recommend by majority vote the employment status of the principal ~~and all staff-~~

28 ~~members~~ full time employees, including part-time teaching staff. Such recommendations

29 are to be made to the Potomac Conference Corporation Board of Education, and will be

30 done at the Board's discretion or when required by policy. It is expected that the Board will

31 give significant weight to the Principal/CEO's recommendations when making staffing

32 decisions, particularly in light of the substantial staffing authority/responsibilities of the

33 Principal/CEO outlined in Section 8, C, below. The Board's recommendations are to be

34 made in accordance with the policies of the Potomac Conference Corporation Board of

35 Education, the Columbia Union Conference Education Code, and North American Division

36 educational policy. As with all employees of the Potomac Conference Corporation, final

37 employment authority is held by the Potomac Conference Corporation Board of Education.

38

39 E. The board shall provide the principal with an annual job performance review at a meeting

40 to be held no later than February each year. At this same meeting, the board will review

41 and approve the Principal's strategic plans for the future of the school.

42

43 **Section 7: Duties and Responsibilities of the Principal/CEO. The Principal shall be responsible**

44 **for the spiritual growth, academic achievement and safety of those under his or her watch. To**

1 perform these duties, the Principal shall have the general powers and duties of supervision and
2 management consistent with the Bylaws, the education codes of the Columbia Union and Potomac
3 Conference, the directives of the TA board, the directives of the Potomac Conference, and the
4 directives of the Vice President of Education, in that order of priority. To the extent not
5 inconsistent with the foregoing, the Principal shall also have such powers as are usually vested in
6 the office of the principal and shall perform such other duties usually pertaining to the office. The
7 Principal shall report regularly to the TA Board and the Vice President of Education and provide
8 additional information as reasonable requested from time to time. The Principal shall also serve as
9 the Secretary of the School Board.

10
11 ~~The duties and responsibilities of the principal/CEO shall include the following:~~

12
13 ~~A. Spiritual Leadership~~

- 14
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19 ~~establishes the spiritual climate that provides for the intentional discipling of each~~
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21 ~~outlines the minimal requirement for employment. All Potomac Conference~~
22 ~~Corporation employees are expected to sign this document.~~
- 23
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26 ~~Adventist Mission.~~
- 27
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- 31
32 ~~4. Assure that there is a balanced development of the whole person and that all~~
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- 34
35 ~~5. Assure students are afforded the opportunity to participate in witnessing and service~~
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- 37
38 ~~6. Establish a partnership in ministry with the constituent pastoral team that will~~
39 ~~strengthen the spiritual effectiveness of the school's witness.~~
- 40
41 ~~7. Develop a school wide strategic plan for the spiritual development of each student.~~

42
43 ~~B. Academic Leadership~~

- ~~1. Establish a well-defined strategic plan that results in academic success for each learner.~~
- ~~2. Direct the instructional program through teacher supervision and evaluations, collaborative professional development, and curriculum training and implementation.~~
- ~~3. Organize and oversee the planning of the yearly calendar as well as the day-to-day instructional operations for optimal learning outcomes.~~
- ~~4. Establish a systematic review of longitudinal, standardized and formative assessments of student achievement in order to drive effective instructional planning and academic validity.~~

~~C. Leadership in Organizational Management~~

- ~~1. Be responsible to the Academy School Board and collaborate with the Potomac Conference Corporation Vice President for Education in the implementation of the Academy's mission, vision and strategic plan as well as the management of the entire school program within the policies established by the North American Division Department of Education, Columbia Union Department of Education, and Potomac Conference Corporation Board of Education.~~
- ~~2. All employees of Takoma Academy are recommended for hiring or termination by vote of the School Board, with final authority lying with the Potomac Conference Corporation Board of Education. However, as Chief Executive Officer, the Principal is expected to take substantial initiative in the hiring and termination processes. This includes leading the formulation of staffing requirements to fulfill the school's mission, the selecting and vetting of candidates for employment, and making staffing recommendations to the School Board. The Principal's personnel recommendations to the Academy Board shall be made after consultation with the Vice President for Education of the Potomac Conference Corporation.~~
- ~~3. Assist the faculty, school board, Potomac Conference Corporation and North American Division with the collection and interpretation of data to use in the formulation of plans for school growth and sustainability.~~
- ~~4. Establish an effective, consistent, and responsive school management plan with clear lines of responsibility and communication.~~
- ~~5. Provide leadership in the development and application of policies and guidelines as approved by appropriate committees.~~
- ~~6. Ensure that all faculty, staff, and volunteers are in serviced in Shield the Vulnerable~~

1 and other appropriate safety protocols and adhere to all policy guidelines that
2 govern adult interaction with students.

3
4 ~~7. Maintain permanent student records according to policy guidelines.~~

5
6 ~~8. Be responsible to the School Board and the Financial Management Committee to~~
7 ~~ensure wise fiscal management of the school for sustained excellence by exercising~~
8 ~~sound fiscal practices as guided by the local, conference, and union governance~~
9 ~~procedures.~~

10
11 ~~9. Oversee the management of all school property, assets and acquisitions.~~

12
13 ~~10. Ensure annual revisions of school policies and the updating of student and~~
14 ~~employee handbooks.~~

15
16 **Section 8: Duties and Responsibilities of the Secretary of the Board.** The duties and
17 responsibilities of the secretary of the school board are:

- 18
19 A. To keep a full and complete record of the proceedings of all meetings of the board and its
20 sub-committees and to send promptly to the members the minutes of these meetings.
21
22 B. Prepare and distribute the agenda for the meeting as well as any other pertinent
23 documentation in collaboration with the board chair, academy principal and vice president
24 for education, prior to the next duly called meeting, providing adequate time for members
25 to prepare.
26
27 C. To perform such duties as normally are required by the school board.

28
29 **ARTICLE III – MEETINGS**

30
31 **Section 1: Meetings.** Regular meetings of the school board shall be held at least five (5) times a
32 year. Meetings may be attended in person or via teleconferencing. The time and place shall be at
33 the discretion of the board chair (or by the vice chair officiating during the absence of the chair)
34 and the board.

- 35
36 A. Special Meetings. The chairperson or, in his/her absence or disability, the vice chairperson,
37 shall call a meeting upon the written request of five (5) or more members of the board.
38 Board members shall be notified of any special board meetings by the chairperson or
39 designee. All actions taken are to be summarized in minutes and ratified during the next
40 regularly scheduled meeting.

41
42 **Section 2: Quorum.** A quorum shall consist of a simple majority of the School Board voting
43 members, including ex-officio.
44

1 **Section 3: Minutes.** All actions of the school board and sub-committee(s) shall be archived as
2 permanent records. The minutes shall be kept on file at the Academy. Every board member shall
3 receive a copy of the minutes of the board and its formed sub-committees. Executive Session
4 minutes of the school board shall be distributed and collected at the next meeting in executive
5 session.

6
7 **Section 4: Voting.** The board shall use the most recent edition of the *General Conference Rules of*
8 *Order* for conducting meetings.

9
10 **Section 5: ~~Phone~~ Electronic Voting.** The following procedures must be followed when
11 conducting votes by phone or email for the following conference committees: Executive
12 Committee, Board of Education, Shenandoah Valley Academy and Takoma Academy.

13 **A. Phone Voting: Votes by phone shall be conducted in the following manner:**

- 14 1. The committee chair must authorize the phone vote.
- 15 2. A written email or phone call to alert all membership of the meeting.
- 16 3. There must be a quorum of the committee.
- 17 4. For an item to pass, there must be a simple majority.
- 18 5. This vote is to be ratified at the next duly called board meeting and entered in the
19 minutes.

20 **B. Email Voting: Votes by email shall be conducted in the following manner:**

- 21 1. The committee chair must authorize the email vote.
- 22 2. The committee chair must send an email to the committee members to (a) alert
23 them of the need to vote by email, (b) clearly specify the motion or issue to be
24 voted upon, and (c) provide the committee members with a deadline by which time
25 votes must be cast.
- 26 3. A quorum of the committee must vote for the vote.
- 27 4. For an item to pass, a simple majority of those voting must vote in favor of the
28 measure.
- 29 5. This vote is to be ratified at the next duly called board meeting and entered in the
30 minutes.

6. Email voting shall not be used for the following categories: (a) personnel matters, (b) policy items, and other matters which are reasonably likely to require discussion to reach an informed decision.

~~Provision is made to allow the chairman to call for phone voting within the following stipulations:~~

~~A. The chair of the academy board must authorize the phone vote.~~

~~B. For phone vote:~~

- ~~1. All members must be alerted of the meeting.~~
- ~~2. There must be a quorum.~~
- ~~3. For an item to pass there must be a simple majority.~~
- ~~4. The votes are to be ratified at the next duly called Board meeting and entered into the minutes.~~

ARTICLE IV – COMMITTEES

Section 1: Standing Committees. The following standing committees shall be appointed by the School Board to fulfill the following responsibilities:

- A. Finance Committee. The role of the finance committee is primarily to provide financial oversight for the academy. Tasks include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The chair shall be the Potomac Conference Corporation Vice President for Finance or his/her designee.
- B. Personnel Committee. The role of the personnel committee is to review all personnel needs for the academy. The personnel committee is to make recommendations to the school board for interviewing procedures, policies and the hiring of faculty and staff.
- C. Safety and Facilities Committee. The role of the safety and facilities committee is to monitor a comprehensive maintenance program/schedule and evaluate the safety and security of the campus buildings and grounds. The safety and facilities committee is to submit to the board and local conference the annual safety and security audit.

Section 2: Other Committees. The board shall have full authority to appoint committees and subcommittees as deemed necessary. The membership of each committee is to be appointed by the board. Each committee shall have and may exercise the authority of the board to the extent provided in the resolution of the board designating or appointing said committee or the Constitution and Bylaws of Takoma Academy.

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ARTICLE V – AMENDMENTS

These Constitution and Bylaws may be amended at any regular Constituency meeting of the Potomac Conference Corporation by a two-thirds (2/3) vote of the delegates present and voting.

Appendix I

TAKOMA ACADEMY BOARD MEMBER AGREEMENT

As a board member, I agree to:

1. Act with honesty and integrity.
2. Support in a positive manner all actions taken by board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and I will respect the majority decisions of the board.
3. Participate in (1) annual strategic planning events, (2) board development workshops, seminars, and other educational events that enhance my skills as a board member.
4. Maintain confidentiality where appropriate.
5. Exercise my authority as a board member only when acting in a meeting with the full board or when appointed by the board.
6. Work with and respect my peers who serve this board.
7. Always act for the good of the Academy and represent the interests of all people served by this Academy.
8. Represent the Academy in a supportive manner at all times.
9. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.

- 1 10. Refrain from intruding on TA’s administrative issues that are the responsibility of school
2 administration.
3
- 4 11. Avoid acting in a way that represents a conflict of interest between my position as a board
5 member and my personal or professional life, even if those actions appear to provide a benefit
6 for the Academy. This includes using my position for the advantage of my friends and business
7 associates. If such a conflict does arise, I will declare that conflict before the board and refrain
8 from voting on matters in which I have a conflict.
9

10 I will abide by this board member agreement.
11

12 _____
13 Signature Date Printed Name

Nominating Committee Worksheet

Executive Officers and Vice Presidents

INCUMBENT	POSITION	Years Served	Recommendation for 2020-2024
<i>Executive Officers</i>			
William Miller	President	14	_____
José Vazquez	Vice President for Administration	1	_____
Dave VandeVere	Vice President for Finance	6.5	_____
<i>Vice Presidents</i>			
Steve Laing	Vice President for Education	2	_____
Rick Jordan	Vice President for Pastoral Ministries	1	_____



Nominating Committee Worksheet

Potomac Conference Corporation Executive Committee

Ex Officio Members		Years Served	Attendance 2015-2019	Recommendation for 2020-2024
William Miller	President (Chairperson)	14	97%	_____
José Vazquez	Vice President for Administration (Vice Chair)	1	100%	_____
Dave VandeVere	Vice President for Finance	6.5	100%	_____
Steve Laing	Vice President for Education	2	100%	_____
TO BE ELECTED BY CONSTITUENTS				
Potomac Conference Employees:				
Institutional or Departmental Director				
Jose Esposito*	Director for Hispanic Min DC/Metro Hispanic	10	89%	_____
Other Employees				
Pranitha Fielder	Pastor-DC/MD	5	63%	_____
Kelvin Mitchell	Pastor-DC/MD	5	89%	_____
Pedro Huaranga	Pastor-DC/Metro Hispanic	5	71%	_____
Vince MacIsaac	Pastor-Northern Virginia	3	95%	_____
Shane Anderson	Pastor-VA Valley	2	86%	_____
Jami Walker	Teacher-DC/MD	1	100%	_____
Karen Van Ornam*	Teacher-VA Capital	10	89%	_____
Non-Church Employed				
Karen Burke-Bright*	DC/Maryland	12	81%	_____
Cecil Calliste	DC/Maryland	5	78%	_____
Eben Joel	DC/Maryland	1	75%	_____
Luci Sloan	DC/Maryland	5	90%	_____
Bertilla Lavern	DC/Maryland	5	41%	_____
Angela Vasquez	DC/Metro Hispanic	1	57%	_____
Carmen Martinez *	DC/Metro Hispanic	10	78%	_____
Leslie Acosta	DC/Metro Hispanic	2	27%	_____
Vacancy	DC/Metro Hispanic			_____
Becky Newman*	Northern Virginia	10	70%	_____

Byron Barnes	Northern Virginia	5	48%	_____
Daniel McManus*	VA Capital	9	64%	_____
Vacancy	VA So Central			_____
Scott Cleveland	VA So West	5	96%	_____
David Dildy*	VA Tidewater	10	59%	_____
Michelle Hall	VA Valley	3	81%	_____
Jorge Ramirez	VP for Administration	Resigned		
Kermit Netteburg	Pastor	Resigned		
Cynthia Coston	VA Valley	Resigned		
Keith Hallam	VP for Finance	Resigned		
Mike Hewitt	VA South Central	Resigned		
Sam Millen	VA Valley	Resigned		
Manoj Paulson	DC/Maryland	Resigned		
Abel Rosette	DC/Metro Hispanic	Resigned		

*Completed two terms

** Based on criteria DC/Maryland Region must reduce representation by one.

***Based on criteria DC/Metro Hispanic Region must add representation by one.



Nominating Committee Worksheet

Potomac Conference Corporation Board of Education

Ex Officio Members		Years Served	Attendance 2015-2019	Recommendation for 2020-2024
William Miller	President (Chairperson)		80%	_____
José Vazquez	Vice President for Administration (Vice Chair)		93%	_____
Steve Laing	Vice President for Education: (Secretary)		100%	_____
David VandeVere	Vice President for Finance		93%	_____
Jacqueline Messenger	Associate for Education: Columbia Union		60%	_____
Don Short	Principal: Shenandoah Valley Academy		69%	_____
Carla Thrower	Principal: Takoma Academy		67%	_____
Janet Armstrong	Associate Superintendent –South (non-voting)		93%	_____
Gabriel Madrid	Associate Superintendent –North (non-voting)		100%	_____

TO BE ELECTED BY CONSTITUENTS

Lay Members

Juan Carlos Rodriguez	DC Metro Hispanic	5	33%	_____
Rodney Cartwright	DC/Maryland	10	73%	_____
Erwin Mack	DC/Maryland	7	100%	_____
David Reile	DC/Maryland	5	53%	_____
Claudia Cano	Northern Virginia	4	57%	_____
Gary M. Wilson	Northern Virginia	27	73%	_____
Seth Savoy	VA Capital	9	93%	_____
Stan Nickens	VA Capital	7	100%	_____
Susan Timmons	VA So West	5	93%	_____
Audrey Sprinkle	VA Tidewater	23	67%	_____
Paul Griffin	VA Valley	5	53%	_____
Donna Mashburn	VA Valley	1	66%	_____
Ryan Bosserfield	VA Valley	1	100%	_____
Linda Royer	VA Valley	2	100%	_____
Alternate				_____
Alternate				_____

Pastor:

Paolo Esposito	VA Capital	1	100%	_____
Alternate				_____

Dan Darrikhuma			Resigned
Susie Shurtz			Resigned
George Jetter			Resigned
Amy Prochaska			Resigned
Marissa Lorton			Resigned

APPOINTED BY OFFICE OF EDUCATION**Principals:**

Dwight Morgan		5	87%
Davin Hammond		1	50%

Teachers:

Melody Snider	PreK-12 Small School	7	93%
Billy Wright	PreK-12 Small School	1	100%
Kelly Hartnett	PreK-12 Rep	2	50%



Nominating Committee Worksheet

Shenandoah Valley Academy School Board

Ex Officio Members		Years Served	Attendance 2015-2019	Recommendation for 2020-2024
William Miller	President: (Chairperson)		88%	_____
Jose Vazquez	Vice President. for Administration: (Vice Chairperson)		80%	_____
Don Short	Principal: Shenandoah Valley Academy: (Secretary)		100%	_____
Dave VandeVere	Vice President for Finance		96%	_____
Steve Laing	Vice President for Education		100%	_____
Jacqueline Messenger	Vice President for Education: Columbia Union or designee		47%	_____
Kelli Hanon	Alumni President		67%	_____
Shane Anderson	Senior Pastor, New Market Church		88%	_____
TO BE ELECTED BY CONSTITUENTS				
Potomac Conference Employees				
Daniel Royo	Pastor, DC/MD	5	78%	_____
vacancy	DC/MD			_____
vacancy	VA-Capital			_____
Non-Church Employed				
Dennis Campbell	Non-Member	8	63%	_____
Don Feltman	NOVA	12	88%	_____
Lynda French	VA-Tidewater	5	65%	_____
Richard Hevener	VA-Valley	4	90%	_____
Janine Hudson	NOVA	5	88%	_____
Janette Neufville	DC/MD	1	36%	_____
Louise Phanstiel	Non-Member	8	33%	_____
Emily Umana	NOVA	5	22%	_____
Duane White	VA-Valley	7	75%	_____
Gary Patterson	VA-Valley	5	91%	_____
David Reile	DC/MD	4	78%	_____
Vacancy	VA-Capital			_____
Vacancy	VA-South West			_____
Vacancy	VA-South Central			_____
Vacancy	VA-Tidewater			_____

Resigned: Nancy Melashenko, Robin Banks, Tony Williams, Primrose Reinoso, Jose Lowe, Gamaliel Feliciano, Adelina Moguel-Coronel, Donna Mashburn, Jorge Ramirez, Dale Twomley, Keith Hallam

Nominating Committee Worksheet

Takoma Academy School Board

Ex Officio Members		Years Served	Attendance 2015-2019	Recommendation for 2020-2024
William Miller	President: (Chairperson)		100%	_____
Jose Vazquez	Vice President for Administration: (Vice Chairperson)		100%	_____
Carla Thrower	Principal: Takoma Academy (Secretary)		96%	_____
Dave VandeVere	Vice President for Finance		88%	_____
Steve Laing	Vice President for Education		100%	_____
Jacqueline Messenger	Vice President for Education: Columbia Union		25%	_____
Weymouth Spence	President: Washington Adventist University		25%	_____
Avalyn Young	President: Parent's Association		75%	_____
Vacancy	President: Alumni Association			_____
Keith Beckett	Faculty: 1 year term		95%	_____
Shemika Campbell	Faculty: 1 year term		67%	_____
TO BE ELECTED BY CONSTITUENTS				
Employed by Seventh-day Adventist Organizations				
Pedro Huaranga	Pastor, Takoma Park Spanish	1/2	50%	_____
Dwayne Leslie	General Counsel	9	79%	_____
Therezinha Barbalho	Pastor, Silver Spring	1 ½	38%	_____
Khristahl Beckett	Educator	½	100%	_____
Jami Walker	Educator	1 ½	88%	_____
Hazel Marroquin	Pastor, Sligo	½	100%	_____
Kelvin Mitchell	Pastor, RPC	5	57%	_____
Non-Church Employed				
Francis Ballard		9	75%	_____
Rodney Cartwright		9	58%	_____
Steeve David		3	21%	_____
Angie David		1 ½	50%	_____
Gwen Dozier		5	83%	_____
Joanna Foranda		1 ½	75%	_____
Manuel Lainez		3	56%	_____
Kim Malin		14	67%	_____
Glenn Pederson		14	79%	_____
Andy Russell		5	26%	_____
Sanjay Thomas		5	64%	_____
Vacancy				_____

Minutes

Potomac Conference Corporation of Seventh-day Adventists®

SECOND QUINQUENNIAL CONSTITUENCY MEETING

SLIGO SEVENTH-DAY ADVENTIST CHURCH, TAKOMA PARK, MARYLAND

SEPTEMBER 27, 2015

10:00 A.M.

POTOMAC CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS
Second Quinquennial Constituency Meeting
Sligo SDA Church, Takoma Park, MD
September 27, 2015
10:00 a.m.
***MINUTES**



Potomac Conference exists to: “Grow Healthy Disciple-Making Churches”

Prayer: Opening prayer was offered by Karen Burke-Bright, Potomac Conference Executive Committee member.

Welcome: William Miller, President of Potomac Conference Corporation and Charles Tapp, Senior Pastor of the Sligo church welcomed all delegates and visitors to the Second Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists.

Special Music: The Takoma Academy choir presented two vocal selections.

Devotional: Dave Weigley, President, Columbia Union Conference

Prayer of Consecration: Kyoshin Ahn, Associate Secretary, North American Division

Official Call of Constituency Meeting The official call of the Second Quinquennial Constituency Meeting was present to the delegates by Jorge Ramirez, Potomac Conference Corporation Vice President for Administration.

Quorum A quorum was met as follows:

- 766 church elected delegated authorized
- 553 church-elected delegates present

- 147 employee delegates authorized
- 107 employee delegates present

- 12 lay executive committee delegates authorized
- 8 lay executive committee delegates present

- 7 lay constitution & bylaws committee delegates authorized
- 6 lay constitution & bylaws committee delegates present

- 42 committee-authorized delegates authorized
- 36 committee-authorized delegates present
- 7 Columbia Union/NAD delegates present

A total of 717 authorized delegates were present (69.75%), constituting a quorum.

**SQCM 15-01
Seating of Delegates**

VOTED, to seat the delegates of the Second Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists.

Opening of the Meeting

William Miller, chair of the meeting, declared the meeting officially open.

**SQCM 15-02
Electronic Voting**

VOTED, to use the electronic voting method at the discretion of the chair or request of the delegates.

**SQCM 15-03
Parliamentarian**

VOTED, to authorize Walter Carson to serve as parliamentarian for the Second Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists.

Parliamentary Procedure

Walter Carson referred to the General Conference Rules of Order as printed in English – pages 7-18 and Spanish – pages 19-30 of the electronic material.

**SQCM 15-04
Agenda & Procedural
Guidelines**

VOTED, to approve the Second Quinquennial Constituency Meeting Agenda as shown on pages 31-33 and procedural guidelines as printed on pages 43-44 of the electronic delegate material.

**SQCM 15-05
Legal Notice**

VOTED, to waive the reading of the legal notices published in the July 1 and August 1, 2015 issues of the Columbia Union Visitor as printed on page 6 of the electronic delegate material.

**SQCM 15-06
Approval of Minutes:
Potomac Conference First
Quinquennial Constituency
Session, September 26, 2010**

VOTED, to accept the September 26, 2010 minutes of the First Quinquennial Constituency Session of the Potomac Conference of Seventh-day Adventists as shown on pages 252-264 of the electronic delegate material.

**SQCM 15-07
Dissolving of Churches**

VOTED, to dissolve the following congregations from the sisterhood of churches of the Potomac Conference Corporation of Seventh-day Adventists.

- Rocky Gap Church 12/06/11
- Victory Everlasting Gospel Company 12/04/12
- Living Water Company 05/21/13
- Advent Hope Company 12/02/13
- Richmond Korean Church 01/28/14
- Radford Church 05/20/14
- Christiansburg Church 05/20/14

**SQCM 15-08
Welcoming New Churches**

VOTED, to accept the following organized churches into the sisterhood of churches of the Potomac Conference Corporation of Seventh-day Adventists:

- Dale City Spanish 02/19/11
- Woodbridge Ghanaian 02/25/12
- Martinsville Spanish 03/10/12

- Woodbridge Route 1 Spanish 06/02/12
- Leesburg Spanish 06/09/12
- Culmore Spanish 11/10/12
- New River Valley 05/20/14
- Agape Spanish 08/23/14

Presentation of Companies

The following new Companies were recognized with a note of appreciation, encouragement and support:

- College Park Spanish 01/21/12
- Goshen Spanish 12/08/12
- Reston Spanish 06/02/12
- Restoration Praise Center 01/23/10
- Sterling Spanish 12/10/11
- Highland County 08/16/14

Recognition of Mission Groups

The following new Mission Groups were acknowledged and encouraged in their growth:

- Arise Hispanic American Mission Group
- Cartersville Mission Group
- Chesterfield Spanish Mission Group
- Dumfries Spanish Mission Group
- Landmark Spanish Mission Group
- Lorton Spanish Mission Group
- Manassas II Spanish Mission Group
- Merrifield Spanish Mission Group
- Norfolk Spanish Mission Group
- South Hill Bible Study Center
- Tazewell Grace Mission Group

Prayer of Dedication

Seth Bardu, Treasurer for the Columbia Union, gave a special dedicatory prayer for the new congregations.

SQCM 15-09

Organizing Committee Report: Articles & Bylaws Committee

VOTED, to invite the following individuals to serve on the Potomac Conference Corporation of Seventh-day Adventists Articles and Bylaws committee for the next quinquennium:

Robert Vandeman (ex-officio)	Ted Flo
Jorge Ramirez (ex-officio)	Carlson Griffith
Clinton Adams	Norbert Jedamski
Chuck Angier	Mario Lemarroy
Rick Brennan	Snookie Lui
Gamaliel Feliciano	

SQCM 15-10

President's Report

VOTED, to receive the report given by William Miller, Potomac Conference Corporation President, as presented.

SQCM 15-11

First Partial Report of the Nominating Committee, William Miller

VOTED, to invite William Miller to serve as the Potomac Conference Corporation President for the next quinquennium.

SQCM 15-12
First Partial Report of the
Nominating Committee,
Jorge Ramirez

VOTED, to invite Jorge Ramirez to serve as the Potomac Conference Corporation Vice President for Administration for the next quinquennium.

SQCM 15-13
First Partial Report of the
Nominating Committee,
David VandeVere

VOTED, to invite David VandeVere to serve as the Potomac Conference Corporation Vice President for Finance for the next quinquennium.

SQCM 15-14
Vice President for
Administration's Report

VOTED, to receive the report given by Jorge Ramirez, Potomac Conference Corporation Vice President for Administration.

SQCM 15-15
Recess Second Quinquennial
Constituency Meeting

VOTED, to recess the Second Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists until 1:40.

Lunch

Seth Bardu, Treasurer of the Columbia Union, gave the blessing for lunch.

SQCM 15-16
Reconvene Second Quinquennial
Constituency Meeting

VOTED, to reconvene the Second Quinquennial Constituency meeting of the Potomac Conference Corporation of Seventh-day Adventists.

SQCM 15-17
Second Partial Report of the
Nominating Committee,
Keith Hallam

VOTED, to invite Keith Hallam to serve as Potomac Conference Corporation Vice President for Education for the next quinquennium.

SQCM 15-18
Second Partial Report of the
Nominating Committee,
John Cress

VOTED, to invite John Cress to serve as Potomac Conference Corporation Vice President for Pastoral Ministries for the next quinquennium

SQCM 15-19
Auditor's Report

VOTED, to accept the Audited Statements of the Potomac Conference Corporation of Seventh-day Adventists as of December 31, 2010, 2011, 2012, 2013 and 2014 as well as the Audited Special-Purpose Schedules of the Potomac Adventist Book and Health Food Center, a department of Potomac Conference Corporation of Seventh-day Adventists, as of January 31, 2010, 2011, 2012, 2013 and 2014, and the Audited Financial Statements of both Shenandoah Valley Academy and Takoma Academy as of June 30, 2010, 2011, 2012, 2013 and 2014, as presented by Edward Julian of the General Conference Auditing Service and printed on pages 265-338 of the electronic delegate material.

SQCM 15-20
Vice President for Finance's
Report

VOTED, to receive the report given by David VandeVere, Potomac Conference Corporation Vice President for Finance.

SQCM 15-21**Standing Articles & Bylaws****Recommendations:****Potomac Conference****Corporation Board of Education****Constitution & Bylaws**

VOTED, to approve the recommendation of the Standing Articles and Bylaws committee to accept the amendments to the Potomac Conference Corporation Board of Education Constitution and Bylaws as suggested and shown on pages 208-219 of the electronic delegate material, with the following exceptions:

- Article III – Membership, Election, Term of Office and Qualifications: leave membership as stated in current document, Article V – Membership and Term of Office.
- Article V – Meetings: Remove Section 7C-Email vote (refer back to bylaws committee).

SQCM 15-22**Standing Articles & Bylaws****Recommendations:****Takoma Academy Constitution****& Bylaws**

VOTED, to approve the recommendation of the Standing Articles and Bylaws committee to accept the amendments to the Takoma Academy Constitution & Bylaws as suggested and shown on pages 234-245 of the electronic delegate material, with the following exceptions:

- Article II – Governing Body, Officers; Section 3: leave membership as stated in current document, Article IV – Board of Trustees.
- Article III – Meetings: Remove Section 5C-Email Vote (refer back to bylaws committee).

SQCM 15-23**Standing Articles & Bylaws****Recommendations:****Shenandoah Valley Academy****Constitution & Bylaws**

VOTED, to approve the recommendation of the Standing Articles and Bylaws committee to accept the amendments to the Shenandoah Valley Academy Constitution and Bylaws as suggested and shown on pages 221-232 of the electronic delegate material with the following exceptions:

- Article II – Governing Body, Officers; Section 3: School Board Members
 - Change Nineteen (19) to eighteen (18) voting members...
 - Add after “success” on line 4, “and eight (8) ex officio members,” with the majority...
- Article II – Governing Body, Officers; Section 3A: Election.
 - Add after “elect” on line 8, “these (18) voting” board members....
 - Add: “It is recommended the following criteria guide the nomination process:” on line 8.
- Article II –Governing Body, Officers; Section 3A2:
 - Change: “of” after members to “or” on line 15.
- Article II –Governing Body, Officers; Section 3B:
 - Change “six (6) ex officio” to “eight (8) ex officio” members as follows..... on line 20.
 - Add after Academy Principal, “Senior Pastor New Market SDA Church, and President, Academy Alumni Association.” on line 24.
- Article III – Meetings: Remove Section 5C-Email Vote (refer back to committee).

SQCM 15-24**Education as a School System**

VOTED, that the Potomac Conference Corporation constituency endorse the Board of Education to advance the development of a healthy school system within the Potomac Conference Corporation that will:

- Refine governance structures.
- Explore delivery systems that engage non-traditional students.

- Enhance accessibility and affordability of Adventist education.
- Implement standards of excellence for holistic growth, academic achievement, and spiritual mentoring.
- Effectively communicate the benefits of Seventh-day Adventist education to Potomac constituents and the resulting value to churches.

The following component of this new vision for our education school system was removed: “To secure every church as a partner and a constituent to a local Adventist school.”

SQCM 15-25
Conference Boundaries
Adjustment

VOTED, to grant the Executive Committee of the Potomac Conference Corporation permission to adjust the conference boundaries with the Chesapeake Conference to accommodate the location of Restoration Praise Center, subject to Columbia Union and North American Division approval.

SQCM 15-26
Third Partial Report of
Nominating Committee:
Executive Committee

VOTED, to invite the following individuals to serve on the Potomac Conference Corporation Executive Committee for the next quinquennium, subject to vetting and availability.

DC/Maryland

Karen Burke Bright
Cecil Calliste, Jr.
Pranitha Fielder
Kelvin Mitchell
Manoj Paulson
Jordan Simuzoshya
Luci Sloan
Vacancy

DC/Metro Hispanic

Jose Esposito
Pedro Huaranga
Carmen Martinez
Abel Rosette
Fabricio Sorto

Northern Virginia

Byron Barnes
Laverne Bertilla
Becky Newman

VA Capital

Daniel McManus
Karen VanOrnam

VA-Central

Vacancy

VA Southwest

Scott Cleveland

VA Tidewater

David Dildy

VA Valley

Cynthia Coston
Sam Millen

SQCM 15-27
Third partial Report of
Nominating Committee:
Board of Education

VOTED, to invite the following individuals to serve on the Potomac Conference Corporation Board of Education for the next quinquennium, subject to vetting and availability.

Ex Officio:

William Miller, Conference President, chair
Jorge Ramirez, Conference VP for Administration, vice chair
David VandeVere, Conference VP for Finance
Keith Hallam, Conference VP for Education
Ham Canosa, Columbia Union VP for Education
Dale Twomley, SVA Principal
Carla Thrower, TA Principal

Nancy Melashenko, Assoc. Superintendent (non-voting)

Elected Conference Employees:

Dean Hunt, Principal Richmond Academy

Wendy Pega, Principal Beltsville

Dwight Morgan, Principal Vienna

Janet Armstrong, Small School

Starr Schwinn, Small School

Jose Vazquez, Pastor

Alternate, Joanna Meliti, Teacher-Olney

Elected Lay Members:

Rodney Cartwright, DC/MD Area

Erwin Mack, DC/MD Area

Amy Prochaska, VA Valley Area

Stan Nickens, VA Capital Area

David Reile, DC/MD Area

Seth Savoy, VA Capital Area

Audrey Sprinkle, VA Tidewater Area

Susan Timmons, VA Southwest Area

Gary Wilson, Northern VA Area

George Jetter, VA Valley Area

Susan Schurtz, Northern VA Area

Juan Carlos Rodriguez, DC/Metro Hispanic Area

Vacancy, VA Southwest Area

SQCM 15-28

Third Partial Report of the

Nominating Committee:

Takoma Academy School Board

VOTED, to invite the following individuals to serve on the Takoma Academy School Board for the next quinquennium, subject to vetting and availability.

Ex-Officio:

William Miller, Conference President, chair

Jorge Ramirez, Conference VP for Administration, vice chair

David VandeVere, Conference VP for Finance

Keith Hallam, Conference VP for Education

Ham Canosa, Columbia Union VP for Education

Carla Thrower, Principal

Weymouth Spence, WAU President

Daena Login, PTA

Susan Cooksey, Alumni President

Lulu Mwangi-Mupfumbu, TA Faculty

Ron Mills, TA Faculty

Elected Members:

Wendy Pega, Principal Beltsville

Roo McKenzie, Sligo Principal

Grace Ameyaw, JNA Principal

Richard James, Pastor

Kelvin Mitchell, Pastor

Joseph Khabbaz, Pastor

Frances Ballard

Rodney Cartwright

Dwayne Leslie

Alex Romain

Kim Malin

Ronald Bynum
Glenn Pedersen
Johnny Varghese
Andrea Stewartson
Andrea Saunders
Gwen Dozier
Andy Russell

SQCM 15-29

**Third Partial Report of the
Nominating Committee:
Shenandoah Valley Academy
School Board**

VOTED, to invite the following individuals to serve on the Shenandoah Valley Academy School Board, subject to vetting and availability.

Ex-Officio:

William Miller, Conference President, chair
Jorge Ramirez, Conference VP for Administration, vice chair
David VandeVere, Conference VP for Finance
Keith Hallam, Conference VP for Education
Ham Canosa, Columbia Union VP for Education
Dale Twomley, Academy Principal
Shane Anderson, Senior Pastor New Market Church
Donna Mashburn, Alumni President

Elected Members: 18

- Minimum of 10 being lay members
- Max of 3 members with students enrolled at SVA
- No, spouse, parents, siblings, or immediate relatives of staff members
- Max of 3 from one conference region

Elected Members

JoAnn Gentry, VA Tidewater Area
Joe Lowe, VA Tidewater Area
Robin Banks, VA Tidewater Area, TAA Principal
Gary Patterson, VA Valley Area
Don Feltman, Northern Virginia Area
Sonia Vazquez, Northern Virginia Area
Janine Hudson, Northern Virginia Area
Daniel Royo, VA South Central Area, Pastor
Louren Noble Henkel, DC/MD Area
Glenn Bergmann, DC/MD Area
Tony Williams, outside Potomac Conference
Louise Phanstiel, outside Potomac Conference
Dennis Campbell, outside Potomac Conference
Patty McLennon, VA Southwest Area
Ponce Ferguson, VA Capital Area
Erika Sanchez, DC/Metro Hispanic Area, parent

Non-voting Members

Don Short, Academy Administration
Ryan Knight, Academy Teacher, Boy's Dean
Bron Jacobs, Northern VA Area, Pastor

SQCM 15-30

**Standing Articles & Bylaws
Committee Recommendations:
Potomac Conference**

VOTED, to approve the recommendation of the Standing Articles & Bylaws Committee to accept the Amended and Restated Bylaws of the Potomac Conference Corporation as suggested and shown on pages 186-206 of the

Corporation Articles & Bylaws

electronic delegate material with the following exceptions:

- Article IV, Section 1: Purpose: line 16 remove “generally”.
- Article VII, Section 1A: Regular Delegates: line 22 leave as “50 (fifty)”.
- Article VII, Section 1C5: Delegates at Large: line 8 leave as “5 percent (5%)”.
- Article X, Section 1C: Email Vote: remove this section and refer back to the bylaws committee.

SQCM 15-31

Evangelism Focus for 2017: Cultivate Initiative

VOTED, to affirm the Cultivate Initiative that every church, school and entity within the Potomac Conference will engage in developing and participating in an ongoing cycle of evangelism. This will be accomplished by investing our time and resources:

- To pray over each community and understand the demographics of each community where we are located
- Equipping and training for discipleship
- Friendship, creative and traditional community evangelism
- Impacting each region with the good news of the gospel, the Three Angels Message and Christ’s soon return
- Each entity will have a harvesting event in March of 2017 and will continue the cycle through 2020

SQCM 15-32

District of Columbia Non-Profit Corporation: Election to Opt In

VOTED, to opt in as a District of Columbia non-profit corporation as per new DC non-profit law.

Challenge

A challenge to the delegation was presented by William Miller, Potomac Conference Corporation President.

Dedication of Officers, Conference Staff, Pastors and Teachers

William Miller, Potomac Conference Corporation President, offered a dedicatory prayer on behalf of the officers, conference staff, pastors and teachers.

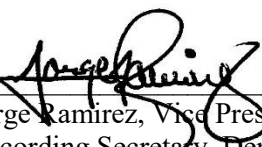
SQCM 15-33

Adjournment of the Potomac Conference Corporation of Seventh-day Adventists Second Quinquennial Constituency Meeting

VOTED, to adjourn the Second Quinquennial Constituency Meeting of the Potomac Conference Corporation of Seventh-day Adventists.



William Miller, President



Jorge Ramirez, Vice President for Administration
Recording Secretary, Denise Hevener



Potomac Conference

CORPORATION OF SEVENTH-DAY ADVENTISTS®

Office of the Vice-president for Administration

606 Greenville Avenue, Staunton, VA 24401

+1 540 886 0771 | www.pcsda.org