

1 SEC/OGC/224-20Gf/PolRev&Dev/ADCOM/Pre/SecC/TreC/GCDO20AC/SEC/  
2 ADCOM(Steering)/20AC to HMM(DIV)

3  
4 225-20Gf LOCAL MISSION/FIELD/SECTION MODEL OPERATING  
5 POLICY - POLICY AMENDMENT

6  
7 VOTED, To amend GC D 25, Local Mission/Field/Section Model Operating Policy, to  
8 read as follows:

9  
10 D 25 Local Mission/Section Model Operating Policy

11  
12 D 25 05 Local Mission/Field/Section—The following Local Mission/Field/Section Model  
13 Operating Policy shall be followed as closely as possible by all missions/fields/sections. Those  
14 sections of the model operating policy that appear in bold print are essential to the unity of the  
15 Church worldwide and shall be included in the operating policy for each mission/field/section.  
16 Other sections of the model operating policy may be modified as set out in Article XIV, provided  
17 they continue to be in full harmony with the provisions of this model. Where specific cases  
18 require modification to text in bold print, final approval for such modifications to any text in  
19 bold print must be studied and approved by the General Conference Executive Committee after  
20 receiving a recommendation from the division executive committee and the General Conference  
21 Administrative Committee. Any other modifications needed to meet specific conditions in a  
22 mission/field/section shall be submitted to the respective division executive committee for  
23 consideration. Where specific cases require modification to material in bold print, final approval  
24 for such modifications to any material in bold print must be studied and approved by the General  
25 Conference Administrative Committee after receiving a recommendation from the division  
26 executive committee and the Office of General Counsel.

27  
28 Amendments to the Mission/Field/Section Model Operating Policy shall be made by  
29 action of the Executive Committee of the General Conference of Seventh-day Adventists at any  
30 Annual Council of that Committee. ~~committee.~~

31  
32 **Operating Policy of the \_\_\_\_\_ Mission/Field/Section**  
33 **of Seventh-day Adventists**

34  
35 **Article I—Name**

36  
37 **This organization shall be known as the \_\_\_\_\_ Mission/Field/Section of**  
38 **Seventh-day Adventists, hereinafter referred to as the mission/field/section.**

39  
40 **Article II—Purpose**

41  
42 **The purpose of this mission/field/section is to call all people within its territory to**  
43 **become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the three**  
44 **angels' messages (Revelation 14:6-12), and to prepare them for Christ's soon return.**

1 Article III—Relationships

2  
3 The \_\_\_\_\_ Mission/Field/Section is a member unit of the \_\_\_\_\_ Union  
4 Conference or Union Mission/Section and is located in the territory of  
5 the \_\_\_\_\_ Division of the General Conference of Seventh-day Adventists. The  
6 purposes, policies, and procedures of this mission/field/section shall be in harmony with the  
7 working ~~policies polieies, actions,~~ and procedures enacted by the ~~Executive Committee~~  
8 executive committee of the \_\_\_\_\_ Division ~~and or~~ the General Conference of Seventh-  
9 day Adventists. This mission/field/section shall pursue the mission of the Seventh-day  
10 Adventist Church in harmony with the Fundamental Beliefs, programs, initiatives, and  
11 actions adopted and approved by the General Conference of Seventh-day Adventists at its  
12 sessions. ~~and initiatives adopted and approved by the General Conference of Seventh-day~~  
13 ~~Adventists in its quinquennial sessions.~~

14  
15 Article IV—Geographic Territory

16  
17 The territory of this mission/field/section shall consist of \_\_\_\_\_.

18  
19 Article V—Membership/Constituency

20  
21 The membership/constituency of this mission/field/section shall consist of such  
22 churches as have been or shall be properly organized in any part of the territory served by  
23 the mission/field/section and accepted by vote of the delegates assembled at any regular or  
24 special mission/field/section constituency session.

25  
26 Article VI—Principal Office

27  
28 The principal office for the transaction of the business of the \_\_\_\_\_ Mission/  
29 Field/Section is fixed and located at \_\_\_\_\_, \_\_\_\_\_. The executive committee of  
30 the \_\_\_\_\_ Union Conference or Union Mission/Section may change the location of the  
31 principal office.

32  
33 Article VII—Membership/Constituency Meetings

34  
35 **Sec. 1. Regular Meetings:** This mission/field/section shall hold a regular quinquennial  
36 membership/constituency meeting\* ~~constituency meetings~~ at such time and place as the  
37 ~~mission/field/section~~ executive committee of the mission/field/section, in counsel with the  
38 officers of the union conference or union mission/section, ~~mission/section or union~~  
39 ~~conference~~ shall designate. In the event that the mission/field/section executive committee

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\*The membership/constituency meeting is a business meeting of the membership of this mission/field/section. These meetings may also be called membership/constituency sessions.

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1 **fails to call a regular constituency meeting within the quinquennial period,**  
2 **the \_\_\_\_\_ Union Conference or Union Mission/Section Executive Committee, or**  
3 **General Conference Executive Committee in the case of missions/fields/sections directly**  
4 **attached to the General Conference, ~~Executive Committee~~ may give notice for such a meeting**  
5 **and designate the time and place. In case regional conditions make it imperative to postpone**  
6 **the calling of the constituency meeting, the union conference executive committee, in a regular**  
7 **or special meeting, shall have authority to make such postponement, not to exceed one year,**  
8 **giving notice to all constituent organizations. In the event that the executive committee exercises**  
9 **its authority to postpone a constituency meeting, it shall also have the authority to set the**  
10 **subsequent regular constituency meeting at such time and place as it shall see fit, not to exceed**  
11 **five calendar years from the date of the postponed constituency meeting. Notice of the time and**  
12 **place of the meeting of the delegates representing the members shall be given by:**

13  
14 a. A notice printed in the official publication of the mission/field/section at  
15 least four weeks before the date of the session, or

16  
17 b. A method approved by the \_\_\_\_\_ Mission/Field/Section Executive  
18 Committee, provided all member units receive notice with sufficient time to select delegates, or

19  
20 c. A method approved by the \_\_\_\_\_ **Union Executive Committee,**  
21 **in the event of inaction or failure to call a constituency meeting by**  
22 **the \_\_\_\_\_ Mission/Field/Section Executive Committee.**

23  
24 **Sec. 2. Special Meeting: a. The executive committee of this mission/field/section shall**  
25 **call a special constituency meeting when:**

26  
27 1) It is voted by the executive committee, or

28  
29 2) It is voted by the delegates at any constituency meeting, or

30  
31 3) It is requested by \_\_\_\_\_ percent of the churches through their  
32 ~~church boards, business meetings, or~~

33  
34 4) It is voted by the union executive committee, division executive  
35 committee, or General Conference Executive Committee, the \_\_\_\_\_ Union Executive  
36 Committee or the Division Conference Executive Committee.

37  
38 **The date for such a meeting in response to paragraphs 3) and 4) above shall not be**  
39 **more than 90 days from the date when the actions described in paragraphs 3) and 4) above**  
40 **are communicated to the officers/executive committee of the mission/field/section, union,**  
41

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1           **b. In the absence of a timely response by the mission/field/section**  
2 **executive committee to paragraphs 2) through 4) in Sec. 2. a. above, the \_\_\_\_\_ Union**  
3 **Executive Committee or the Division Executive Committee may call a special constituency**  
4 **meeting of the mission/field/section and designate the time and place for such a meeting.**

5  
6           **c. The agenda for special constituency meetings shall be included in the**  
7 **notice of the meeting.**

8  
9           **d. The Notice as to the time and place of special constituency meetings**  
10 **shall be given in the same manner as for regularly scheduled constituency meetings.**

11  
12           **Sec. 3. Virtual Attendance at Constituency Meetings:** Generally, regular and specially  
13 called constituency meetings are to be held in person and onsite. However, delegates when  
14 requested by the executive committee, and if permitted by local law, may participate by means of  
15 an electronic conference or similar communications by which all persons can hear each other at  
16 the same time, and participation by such means shall constitute presence in person and  
17 attendance at such a meeting.

18  
19           **Sec. 3. Sec. 4. Chair and Secretary for Constituency Meetings:** The president of this  
20 mission/field/section shall serve as chair and the secretary of this mission/field/section shall  
21 serve as secretary for constituency meetings of this mission/field/section. The president may  
22 designate other individuals to assist in chair duties from time to time. In the event that the  
23 president's office is vacant or that the president is unavailable to serve as chair, the  
24 ranking union officer present shall serve as chair for the meeting.

25  
26           ~~In a similar manner, arrangements~~ **Arrangements** may be made for a secretary *pro*  
27 *tem* if the secretary's office is vacant or the secretary is unavailable to serve at the  
28 constituency meeting.

29  
30           **Sec. 4. Sec. 5. Regular Meeting Business:** The business of the regular constituency  
31 meeting will include the election/appointment of personnel for various positions (see Sec.  
32 **11. Sec. 10:** below), the receipt of reports from the president, secretary, treasurer/chief  
33 financial officer (report based on audited statements), departmental directors, and the  
34 auditor. In addition, the constituency meeting shall review/create plans for moving the  
35 mission/field/section toward conference status. It shall also endorse/approve/develop plans  
36 for the conduct of the work as are desirable and in harmony with the policies of  
37 the \_\_\_\_\_ Division.

38  
39           **Sec. 5. Sec. 6. Quorum:** At least \_\_\_\_\_ percent of the delegates authorized hereinafter  
40 under Sec. 1. and 2. of Article VIII ~~Article VI~~ must be present at the opening of any regular or  
41 special constituency meeting to constitute a quorum for the transaction of business. Once the  
42 meeting is declared open, the delegates remaining shall constitute a quorum.

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POLICY - POLICY AMENDMENT - 5

1  
2 **Sec. 6. Sec. 7. Proxy Voting:** All delegates must be present in person at any  
3 constituency ~~meeting~~ meeting, or participating by electronic means, in order to be eligible  
4 to vote. There shall be no voting by proxy.

5  
6 **Sec. 7. Sec. 8. Voting Rights of the Delegates:** Each delegate appointed to act on behalf  
7 of the members of this mission/field/section shall be entitled to one vote on each question to be  
8 decided by the body. The voting rights of the individual delegates representing the members as  
9 hereinafter provided shall be limited to the particular constituency meeting of the mission/field/  
10 section in which they have been designated to represent a local church, institution, the Union, the  
11 Division, or the General Conference of Seventh-day Adventists.

12  
13 **Sec. 8. Sec. 9. Voting:** The voting on matters of business shall normally be by *viva*  
14 *voce*. The chair may call for the vote by other means, including a secret ballot, when it is  
15 deemed advisable or is requested by the membership. Votes cast remotely shall have the  
16 same validity as if the delegates met and voted onsite.

17  
18 **Sec. 9. Sec. 10. Parliamentary Authority:** The parliamentary authority for constituency  
19 meetings pertaining to all rules and procedures not covered by its bylaws shall be based on those  
20 published in the *General Conference Rules of Order*, and any adaptation or supplement approved  
21 by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority  
22 vote of the constituency meeting.

23  
24 **Sec. 10. Sec. 11. Elections/Appointments and Term of Office:** a. Elections: The  
25 president, secretary, and treasurer/chief financial officer of this mission/field/section shall  
26 be elected by the union ~~constituency meeting~~ ~~constituency/executive committee~~ rather than  
27 by the session of this mission/field/section. The election of departmental directors, associate  
28 departmental directors, associate secretaries, or associate treasurers for this  
29 mission/field/section, if not determined by the delegates at the union constituency meeting,  
30 shall be referred to the union executive committee for appointment. ~~is normally done~~  
31 ~~during the constituency session. If personnel for available positions are not all elected~~  
32 ~~during the session, their appointment shall be referred to the executive committee.~~ The  
33 union constituency meeting shall also elect the members (other than ex officio) of the  
34 mission/field/section executive committee and, where required by the governance  
35 documents of mission/field/section institutions, the chief administrator(s) and board  
36 members of such entities.

37  
38 b. Term of Office: Persons elected at the constituency meeting and those  
39 appointed by the executive committee normally serve until the next regular constituency  
40 meeting. However, their period of service may be shorter due to resignation, voluntary  
41 retirement, retirement in situation where a mandatory retirement age policy is in effect, or

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1 **removal from office, for cause, by the executive committee or a special constituency**  
2 **meeting.**

3  
4 The phrase “for cause” when used in connection with removal from an elected or  
5 appointed position, or from employment, shall include but not be limited to 1) incompetence; 2)  
6 persistent failure to cooperate with duly constituted authority in substantive matters and with  
7 relevant employment and denominational policies; 3) actions which may be the subject of  
8 discipline under the *Seventh-day Adventist Church Manual*; 4) failure to maintain regular  
9 standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6)  
10 conviction of or guilty plea for a crime.

11  
12 **Article VIII—Representation at Constituency Meetings**

13  
14 **Sec. 1. Regular Delegates: All delegates duly accredited by any one of the organized**  
15 **churches of the mission/field/section. Each church shall be entitled to one delegate for the**  
16 **organization and one additional delegate for each \_\_\_\_\_ members or major fraction thereof and**  
17 **who hold membership in the local church which accredits them. Such delegates shall be chosen**  
18 **by the business meeting of the respective local church and include males and females. See-**  
19 **1. Regular Delegates: Regular delegates to a mission/field/ section session shall be such**  
20 **delegates as shall be duly accredited by the organized churches of the mission/field/section,**  
21 **on the basis of one for each local organized church, and one additional for each \_\_\_\_\_ members**  
22 **or major fraction thereof. Such delegates shall be chosen by action of the business meeting of**  
23 **each respective local church and include males and females.**

24  
25 **Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this**  
26 **mission/field/section session shall be: include:**

27  
28 a. The current members of the executive committee of this mission/field/  
29 section.

30  
31 b. Members of the General Conference, the \_\_\_\_\_ Division and  
32 the \_\_\_\_\_ Union Mission/Section or Union Conference Executive Committees who  
33 may be present at any session constituency meeting of this mission/field/section. The  
34 number of such delegates shall not exceed ten percent of the total number of delegates  
35 otherwise provided for.

36  
37 c. All employees holding credentials or ministerial licenses issued by  
38 the \_\_\_\_\_ Union or the mission/field/section. ~~All ordained and licensed ministers, and~~  
39 ~~those holding missionary credentials from the \_\_\_\_\_ Union or the~~  
40 ~~mission/field/section.~~

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1           d.     Such other persons as may be recommended by the executive  
2 committee and accepted by the delegates in session. The number of such delegates shall not  
3 exceed ten percent of the total number of delegates otherwise provided for.

4  
5           e.     A person who is not elected to a new term of office at a constituency  
6 meeting does not thereby lose delegate status at the current constituency meeting.

7  
8           **Sec. 3. Church Membership Requirement: All delegates appointed to represent the**  
9 **members of this mission/field/section at any constituency meeting shall be members in**  
10 **regular standing of the Seventh-day Adventist Church.**

11  
12                           **Article IX—Constituency Meeting Committees**

13  
14           *(Note: Division executive committees may authorize a process whereby the session*  
15 *organizing and nominating committees may be selected and empowered to perform their tasks in*  
16 *advance of the session. The process to select such committees for a session shall involve*  
17 *constituency representation rather than being accomplished by the executive committee alone.*  
18 *Unless a division executive committee has approved other arrangements as described above, the*  
19 *following provisions shall apply for the appointment and functioning of session committees.)*

20  
21           **Prior to each mission/field/section constituency meeting, meeting of this**  
22 **mission/field/section, the executive committee shall provide for such temporary committees**  
23 **as may be necessary to conduct the preliminary work for the session.**

24  
25           To facilitate the business of the session, constituency meeting committees may convene  
26 by means of an electronic conference or similar communications by which all persons  
27 participating can hear each other at the same time. **These committees include: Committees that**  
28 **facilitate the business of the session include:**

29  
30           **Sec. 1. Organizing Committee: a. An organizing committee shall be constituted as**  
31 **follows: Each church represented at the constituency meeting shall choose, or empower its**  
32 **delegation to choose, one member plus one additional member for each \_\_\_\_\_ members or**  
33 **a major fraction thereof. In addition, the at-large delegates to the constituency meeting**  
34 **shall select \_\_\_\_\_ persons from the at-large delegate group to serve on the organizing**  
35 **committee.** a. An organizing committee shall be constituted as follows: Each church represented  
36 at the constituency meeting shall choose, or empower its delegation to choose, one member plus  
37 one additional member for each \_\_\_\_\_ members or a major fraction thereof. In addition, the at-  
38 large delegates to the constituency meeting shall select \_\_\_\_\_ persons from the at-large delegate  
39 group to serve on the organizing committee.

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1           **b.     Members of the organizing committee shall be chosen at or prior to**  
2 **the constituency meeting.** ~~Members of the organizing committee shall be chosen at or prior to~~  
3 ~~the constituency meeting.~~

4  
5           c.     If the organizing committee is to meet prior to the constituency meeting,  
6 the time and place of the meeting shall be given in the official notice of the meeting.

7  
8           d.     **The chair of the organizing committee shall be the president of the**  
9 **Union or his designee.**

10  
11          e.     **The organizing committee shall nominate, and the constituency shall**  
12 **elect:**

13  
14                1)    **A nominating committee.**

15  
16                2)    **Other committees as may be necessary.**

17  
18          **Sec. 2. Nominating Committee: The nominating committee shall consist of at**  
19 **least \_\_\_\_\_ and not more than \_\_\_\_\_ members, including the president of**  
20 **the \_\_\_\_\_ Union, or his designee, who shall serve as chair. The membership of the**  
21 **committee shall be balanced, as nearly as possible, between denominational workers and**  
22 **laypersons representing various segments of the work and territories of the mission/field/**  
23 **section.**

24  
25          a.     **Those chosen as members of the Nominating Committee must be duly**  
26 **appointed delegates in attendance at the constituency meeting.**

27  
28          b.     **Persons holding elective office, as outlined in Article VII, Sec. 11. Sec.**  
29 **10. in the current term, excluding non-ex officio members of the executive committee, shall**  
30 **not be eligible to serve on the Nominating Committee.**

31  
32          c.     **The Nominating Committee shall limit its nominations to those**  
33 **positions for which persons are to be elected at the constituency meeting and for which**  
34 **budgetary provisions have been made.**

35  
36          d.     **The Nominating Committee shall also nominate members ~~members,~~**  
37 **~~other than ex officio members,~~ for the mission/field/section executive committee and for the**  
38 **boards of mission/field/section institutions whose bylaws indicate that board members for**  
39 **the entity are elected at a mission/field/section constituency meeting.**

40  
41                                   Article X—Executive Committee  
42



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POLICY - POLICY AMENDMENT - 9

1           **Sec. 1. Membership of the Executive Committee: The executive committee of**  
2 **the                   Mission/Field Section of Seventh-day Adventists shall be elected at its**  
3 **regularly scheduled constituency meeting and shall consist of from five to fifteen members,**  
4 **as determined by the union executive committee. The president, secretary, and**  
5 **treasurer/chief financial officer shall be ex officio members of the executive committee. The**  
6 **officers of the                   Union Mission/Section or Union Conference,**  
7 **the                   Division, and the General Conference of Seventh-day Adventists are**  
8 **members ex officio of the mission/field/section executive committee; however, their**  
9 **membership shall be in addition to the number detailed above. Any such officers exercising**  
10 **their voting rights at any one meeting shall not make up more than ten percent of the**  
11 **committee membership present. The mission/field/section executive committee, of which**  
12 **the president shall be the chair and the secretary/secretary-treasurer shall be the secretary,**  
13 **shall consist of from five to fifteen members, as determined by the union conference or**  
14 **union mission/section executive committee. The mission/field/section president, secretary,**  
15 **and treasurer/chief financial officer shall be ex officio members of the executive committee.**  
16 **The officers of the                   Union Mission/Section or Union Conference,**  
17 **the                   Division, and the General Conference of Seventh-day Adventists are**  
18 **members ex officio of the mission/field/section executive committee; however, their**  
19 **membership shall be in addition to the number detailed above. Any such officers exercising**  
20 **their voting rights at any one meeting shall not make up more than ten percent of the**  
21 **committee membership present.**

22  
23           *(Note: The union may indicate in this operating policy the minimum percentage of*  
24 *laypersons on the mission/field/section executive committee.)*

25  
26           **Sec. 2. Delegated Authority: The executive committee of this mission/field/section**  
27 **mission/field/section, unless replaced at a special constituency meeting, is delegated the**  
28 **authority to act on behalf of the constituents between constituency meetings, including the**  
29 **authority to remove, for cause (see definition of “for cause” in Article VII, Sec. 11, Sec. 10.**  
30 **above), persons who have been elected at a mission/field/section constituency meeting**  
31 **including directors of departments/services, chief administrators of institutions, and**  
32 **members of boards and committee whose election or appointment is a result of a**  
33 **constituency meeting or executive committee meeting action; and to fill, for the remaining**  
34 **portion of the term, any vacancies thus created. (The offices of mission/field/section**  
35 **president, secretary, and treasurer/chief financial officer are always filled by action of the**  
36 **union executive committee.) The removal of those named under Article VII, Sec. 11, shall**  
37 **require the affirmative vote of two-thirds (2/3) of those voting at a mission/field/section**  
38 **executive committee meeting where a majority of members is present, including: directors**  
39 **of departments/services; chief administrators of institutions; and board/committee**  
40 **members whose election or appointment is a result of a constituency meeting or executive**  
41 **committee meeting action; and to fill, for the remaining portion of the term, any vacancies**  
42 **thus created.**

1  
2       **Sec. 3. Administrative Authority: The executive committee shall have full**  
3 **administrative authority:**  
4

5           a.       To fill for the current term of office any vacancies that may occur by  
6 death, resignation, or otherwise, in its boards, committees, departments, or in offices which have  
7 been filled by mission/field/section constituency meeting election. ~~To fill for the current term~~  
8 ~~any vacancies that may occur by death, resignation, or otherwise, in its boards, committees,~~  
9 ~~departments, or in offices which have been filled by mission/field/section constituency~~  
10 ~~meeting election.~~  
11

12           b.       To appoint committees, such as an administrative committee, with their  
13 terms of reference. ~~To appoint committees, such as an administrative committee, with their~~  
14 ~~terms of reference.~~  
15

16           c.       To employ such personnel as may be necessary to execute its work  
17 effectively. ~~To employ such personnel as may be necessary to execute its work effectively.~~  
18

19           d.       To grant and withdraw credentials and licenses. The withdrawal of  
20 credentials shall require the consent of two thirds (2/3) of those voting at a mission/field/section  
21 executive committee meeting where a majority of members is present. ~~To grant and withdraw~~  
22 ~~credentials and licenses. The withdrawal of credentials shall require the consent of two~~  
23 ~~thirds (2/3) of those voting at an executive committee meeting where a majority of members~~  
24 ~~is present.~~  
25

26       **Sec. 4. Meetings of the executive committee may be called at any time or place by the**  
27 **president, or in his absence by the secretary upon the written request of any three members, or**  
28 **twenty-five percent (whichever is more), of the executive committee.** ~~Meetings of the~~  
29 ~~mission/field/section executive committee may be called at any time or place by the president, or~~  
30 ~~should he be absent from the field, such meetings may be called by the secretary upon the written~~  
31 ~~request of any three members of the mission/field/section executive committee.~~  
32

33       **Sec. 5. Attendance at Meetings: Where allowed by local law, executive committee**  
34 **members may participate in meetings by means of an electronic conference or similar**  
35 **communications by which all persons participating can hear each other at the same time,**  
36 **and participation by such means shall constitute presence in person at such a meeting.**  
37

38       **Sec. 6. Notice of Meetings: Notice as to time and place, and any other requirements**  
39 **under this operating policy, ~~these bylaws~~, shall be provided to all members in a reasonable**  
40 **manner at least 48 hours prior to the meeting if the meeting is to take place by electronic**  
41 **conference or similar communications, or at least 96 hours if the meeting is to take place in**  
42 **person.**

1  
2 **Sec. 7. Quorum: Unless otherwise required in the Operating Policy, \_\_\_\_\_ members,**  
3 **including the president, of the mission/field/section executive committee ~~executive~~**  
4 **~~committee~~, shall constitute a quorum.**

5  
6 **Article XI—Officers and Their Duties**

7  
8 **Sec. 1. Executive Officers: The executive officers of this mission/field/section shall be**  
9 **a president, a secretary, and a treasurer/chief financial officer.** The secretary and  
10 treasurer/chief financial officer may be one individual known as the secretary-treasurer. **It is the**  
11 **duty of these officers, in consultation with one another, to carry forward the work**  
12 **according to plans, policies, and programs voted by the union executive committee, the**  
13 **constituency in session, and/or the mission/field/section executive committee.** These plans,  
14 policies, and programs shall be in harmony with the Fundamental Beliefs and actions  
15 adopted and approved by the General Conference of Seventh-day Adventists in its  
16 quinquennial sessions.

17  
18 **The mission/field/section executive officers of ~~this mission/field/section~~ shall be**  
19 **appointed by the union at the time of its sessions, or by the union executive committee**  
20 **between union sessions and shall hold office for the period of \_\_\_\_\_ years or until their**  
21 **successors are appointed and enter upon their duties. sessions. ~~The executive officers shall~~**  
22 **~~be members of the local mission/field/section executive committee.~~ Vacancies in such offices**  
23 **shall be filled by action of the union executive committee.**

24  
25 **a. President: The president, who shall be an ordained minister of**  
26 **experience, is the first officer and shall report to the executive committee of the mission/**  
27 **field/section in consultation with the secretary and the treasurer/chief financial officer. He**  
28 **shall act as chair of constituency meetings and of the mission/field/section executive**  
29 **committee and serve in the general interests of the mission/field/section as the constituency**  
30 **and the ~~mission/field/section~~ executive committee shall determine. In his leadership he shall**  
31 **adhere to the policies of the \_\_\_\_\_ Union, the \_\_\_\_\_ Division, Division and of**  
32 **the General Conference of Seventh-day Adventists, work in harmony with the union**  
33 **~~executive committee,~~ committee and in close counsel with the union officers. When a local**  
34 **mission/field/section president is to be absent from the field for prolonged periods of time, the**  
35 **mission/field/section executive committee shall be authorized, in counsel with the union officers,**  
36 **to appoint an individual to act as chair during such absence.**

37  
38 **b. Secretary: The secretary, associated with the president as an executive**  
39 **officer, shall serve under the direction of the executive committee and shall act as vice-**  
40 **chair of the executive committee. The secretary shall report to the executive committee of**  
41 **the mission/field/section after consultation with the president. It shall be the duty of the**  
42 **secretary to keep the minutes of the constituency meetings ~~sessions~~ and of the executive**

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1 committee meetings, and to furnish copies of such to all members of the executive  
2 committee and to the union officers. ~~officers of the \_\_\_\_\_ Union Mission/Section or~~  
3 ~~Union Conference~~. The secretary shall also be responsible for providing information as  
4 may be requested by the president or the ~~union and local mission/field/section~~ mission/  
5 field/section, union, or division committees and shall perform such other duties as pertain  
6 to the office.

7  
8 c. ~~Treasurer/Chief Financial Officer:~~ The treasurer/chief Treasurer/Chief  
9 Financial Officer: The treasurer/chief financial officer, associated with the president as an  
10 executive officer, shall serve under the direction of the executive committee. The  
11 treasurer/chief financial officer shall report to the executive committee of the mission/field/  
12 section after consultation with the president. The treasurer/chief financial officer shall be  
13 responsible for providing financial leadership to the organization which will include, but  
14 shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with  
15 the actions of the executive committee, for remitting all required funds to the union/  
16 division/General Conference in harmony with the \_\_\_\_\_ Division policy, and for  
17 providing financial information to the president and to the executive committee. The  
18 treasurer/chief financial officer shall also be responsible for furnishing copies of the  
19 financial statements to the union officers. ~~the \_\_\_\_\_ Union officers~~.

20  
21 **Sec. 2. Other Officers:** Other individuals may serve as officers of the  
22 mission/field/section, such as associate secretary and associate treasurer.

23  
24 **Article XII—Directors of Departments/Associations/Services**

25  
26 **Sec. 1. Advisory Role:** The directors of departments/associations/services of this  
27 mission/field/section shall work under the direction of the executive committee and the  
28 president and shall serve in an advisory relationship to the field.

29  
30 **Sec. 2. Departments/Associations/Services Structure: Mission/Field/Section departments,**  
31 associations, and services shall be organized in harmony with the department/association/service  
32 structure of the General Conference but shall not necessarily duplicate the departments/  
33 associations/services at the division or the General Conference of Seventh-day Adventists.  
34 ~~Departments/Services Structure: Mission/Field/Section departments, associations, and services~~  
35 ~~shall be organized in harmony with the department, association, service structure of the General~~  
36 ~~Conference, but shall not necessarily duplicate the departments, associations, and services of~~  
37 ~~the \_\_\_\_\_ Union or the Division.~~

38  
39 **Article XIII—Finance**

40  
41 **Sec. 1. Tithes and Offerings:** The church funds managed by this mission/field/  
42 section shall be:

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1  
2           **a. Such portion of tithe as it shall be assigned by policy and as received**  
3 **from all churches and isolated members in the mission/field/section**

4  
5           b. Appropriations from the \_\_\_\_\_ Union Mission/Section or Union  
6 Conference or the \_\_\_\_\_ Division.

7  
8           c. Special donations and funds, legacies, gifts, devises, and bequests made to  
9 it. donations.

10  
11           **Sec. 2. Policies: The portion of tithe which is reserved for this mission/field/section,**  
12 **as specified by policy, and all other funds shall be used in harmony with the policies of**  
13 **the \_\_\_\_\_ Division of the General Conference of Seventh-day Adventists; Conference;**  
14 **and in the case of donations, their use shall be in harmony with the specifications of donors**  
15 **and in compliance with government regulations. Tithe is shared with the union and**  
16 **division on fixed percentages as set by the division executive committee and with the**  
17 **General Conference on fixed percentages as set by the Annual Council of the General**  
18 **Conference Executive Committee. This mission/field/section shall pass on monthly to**  
19 **the \_\_\_\_\_ Union Mission/Section or Union Conference the specified tithe percentage,**  
20 **all mission/field/section offerings, and such other funds as may be called for by the policies**  
21 **of the union and division organizations.**

22  
23           **Sec. 3. Bank Accounts: The funds of this mission/field/section shall be safeguarded**  
24 **in harmony with the financial policies of the \_\_\_\_\_ Division of the General**  
25 **Conference of Seventh-day Adventists. Moneys shall be deposited in the name of**  
26 **the \_\_\_\_\_ Mission/Field/Section of Seventh-day Adventists in regular or special**  
27 **accounts in such banks or savings institutions as the mission/field/section executive**  
28 **committee shall designate and shall be withdrawn only by persons authorized by resolution**  
29 **of the mission/field/section executive committee.**

30  
31           **Sec. 4. Financial Statements: The \_\_\_\_\_ Mission/Field/Section shall regularly**  
32 **prepare statements of income and fund balances and shall be responsible for the filing of**  
33 **copies of the annual financial statement with the \_\_\_\_\_ ~~Union,~~ Union Conference or**  
34 **Union Mission/Section and the Division and, to the extent required by law, with any branch**  
35 **of local or national government.**

36  
37           **Article XIV—Budget, Employee Compensation Review, and Financial Audit**

38  
39           **Sec. 1. Budget: The \_\_\_\_\_ Mission/Field/Section shall prepare an annual**  
40 **budget in harmony with the policies of the \_\_\_\_\_ Division of the General Conference**  
41 **of Seventh-day Adventists.**

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1           **Sec. 2. Employee Compensation and Expense Review:** The executive committee shall  
2 **appoint an employee compensation and expense review committee, including a union**  
3 **officer or one or more representatives appointed by the union executive committee. The**  
4 **tasks of this committee are outlined in General Conference *Working Policy*.**  
5

6           **Sec. 3. Independent Audit:** ~~A financial audit~~ The financial statements of this  
7 mission/field/section shall be audited at least annually ~~conducted at least annually~~ by an  
8 auditor chosen in harmony with General Conference *Working Policy*; and the records of  
9 this mission/field/section or any of its subsidiaries, agencies, or institutions shall at all times  
10 be open to said auditor.  
11

12                                   **Article XV—Dissolution and Disposition of Assets**

13  
14           **This mission/field/section may be dissolved only by action of the union executive**  
15 **committee.**  
16

17           **In the event of the dissolution of this mission/field/section and unless otherwise**  
18 **required by local law, all assets remaining after all claims have been satisfied shall be**  
19 **transferred to a legal entity authorized by the \_\_\_\_\_ Division of the General**  
20 **Conference of Seventh-day Adventists.**  
21

22                                   **Article XVI—Indemnification**

23  
24           **Sec. 1.** To the extent permitted by law, this mission/field/section shall indemnify any  
25 person who was or is a party or is threatened to be made a party to any threatened, pending, or  
26 completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative,  
27 because he/she is or was a member of the mission/field/section executive committee or an  
28 officer, employee, or agent of the mission/field/section against expenses (including legal fees),  
29 judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in  
30 connection with such action, suit, or proceeding if he/she acted in good faith and in a manner  
31 he/she reasonably believed to be in or not opposed to the best interest of the mission/field/  
32 section, and, with respect to any criminal action or proceeding, had no reasonable cause to  
33 believe his/her conduct was unlawful.  
34

35           **Sec. 2.** This right of indemnification shall be in addition to, and not exclusive of, all other  
36 rights to which such member of the executive committee, ~~officer~~ officer, or department director  
37 may be entitled.  
38

39           *(Note: This right of indemnification may be expanded or contracted as allowed under*  
40 *local law and as adopted by the constituents.)*  
41

42                                   **Article XVII—Amendments**

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1  
2           **At any annual meeting of the \_\_\_\_\_ Union Mission/Section or Union**  
3 **Conference Executive Committee, this operating policy may be amended by a majority**  
4 **vote (unless local law requires a higher majority), ~~vote,~~ provided that such amendments**  
5 **shall not be inconsistent with the Constitution and Bylaws of the General Conference and**  
6 **the working policy of the \_\_\_\_\_ Division of the General Conference of Seventh-day**  
7 **Adventists, and with the spirit of the Mission/Field/Section Model Operating Policy.**  
8 **However, those portions of this operating policy which are essential to the unity of the**  
9 **Church worldwide and are designated in bold print shall only be amended or revised from**  
10 **time to time by the \_\_\_\_\_ Union Mission/Section or Union Conference Executive**  
11 **Committee in order to comply with changes to the Mission/Field/Section Model Operating**  
12 **Policy as voted by the General Conference Executive Committee in its annual meetings.**