



## PROPOSED RESOLUTIONS TO THE DISTRICT CONFERENCE

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### RESOLUTION 1 – ELECTIONS AND APPOINTMENTS (By-Law 4, 5 and 6)

WHEREAS the District Conference benefits from the pre-conference nomination process,

AND WHEREAS the District Conference desires to protect the election process so that it serves the best interests of the District Conference,

AND WHEREAS the District Conference would benefit from a clear and efficient method of electing its officers and executive,

AND WHEREAS the role of Section Pastors changes from time to time and would be more appropriately addressed in the district's Policy Manual rather than in the *District Constitution and By-Laws*,

BE IT RESOLVED that by-laws 4, 5 and 6 be replaced by the following:

#### BY-LAW 4            ELECTIONS AND APPOINTMENTS

##### 4.1 Qualifications

The **leadership roles** ~~District Executive~~ of this District Conference shall be filled by persons of mature experience and sound character. ~~as follows:~~

**No individual shall concurrently hold more than one (1) of these roles. Any staff member of the district office elected or appointed to one (1) of these roles shall resign their staff position upon assuming office.**

##### 4.1.1 District Superintendent

4.1.1.1 **The District Superintendent shall be** ordained for **a period of at least** ten (10) years and have held their credentials with the Western Ontario District Conference for at least one (1) year immediately preceding such election.

4.1.1.2 **Individuals who are spouses, immediate family members, or who otherwise have a direct personal or financial relationship with a current officeholder shall be ineligible for any office where, in the opinion of the District Executive, such relationship could create a conflict of interest.**

##### 4.1.2 Assistant District Superintendent

4.1.2.1 **The Assistant District Superintendent shall be** ordained for a period of at least five (5) years and have held their credentials with the Western Ontario District Conference for at least one (1) year immediately preceding such election.

4.1.2.2 **Individuals who are spouses, immediate family members, or who otherwise have a direct personal or financial relationship with a current officeholder shall be ineligible for any office where, in the opinion of the District Executive, such relationship could create a conflict of interest.**

#### 4.1.3 Secretary-Treasurer

4.1.3.1 A candidate for the position of Secretary-Treasurer must be eligible to hold credentials with The Pentecostal Assemblies of Canada.

4.1.3.2 Individuals who are spouses, immediate family members, or who otherwise have a direct personal or financial relationship with a current officeholder shall be ineligible for any office where, in the opinion of the District Executive, such relationship could create a conflict of interest.

#### 4.1.4 District Executive

4.1.4.1 ~~The~~ Members from each region shall be chosen from the ordained ministers of the Western Ontario District who have been ordained for at least three (3) years, have held credentials with the Western Ontario District for at least one (1) year immediately preceding such election, and minister within the prescribed region.

4.1.4.2 ~~The~~ Members at large shall be chosen from the ordained ministers of the Western Ontario District who have been ordained for at least three (3) years and have held credentials with the Western Ontario District for at least one (1) year immediately preceding such election.

4.1.4.3 ~~The~~ Lay members shall be persons of mature experience and ability who have current District Executive endorsement and membership in a local church of The Pentecostal Assemblies of Canada, who have held membership in one (1) or more churches of The Pentecostal Assemblies of Canada for a period of six (6) consecutive years, whose life and ministry are above question, and who have given evidence of Christian leadership. Lay members receiving District Executive endorsement shall agree with the *Statement of Essential Truths and Positions and Practices* of The Pentecostal Assemblies of Canada.

#### 4.1.5 Regional Directors

4.1.5.1 A Regional Director must have been ordained for at least three (3) years immediately preceding such appointment.

4.1.5.2 Regional Directors shall meet any additional qualifications as defined by the District Executive.

#### 4.1.6 Section Pastors

4.1.6.1 The Section Pastor shall have been a credential holder, ~~previously approved by the District Executive~~ for at least two (2) years and have held credentials with the Western Ontario District for at least one (1) year immediately preceding such appointment and have a ministry appointment in their section.

4.1.6.2 Section Pastors shall meet any additional qualifications as defined by the District Executive.

### 4.2 Nominations, Elections and Ratifications

#### 4.2.1 District Superintendent and Assistant District Superintendent

4.2.1.1 The District Executive shall appoint a nominations committee for the roles of District Superintendent and/or Assistant District Superintendent no later than three (3) months prior to the meeting of the District Conference.

4.2.1.2 The nominations committee shall be at least four (4) appointed District Executive members, consisting of at least one (1) lay District Executive member.

4.2.1.3 The members of this Nominations Committee shall declare themselves, with a signed declaration, to be non-candidates for the two (2) elections of District Superintendent and Assistant District Superintendent.

- 4.2.1.4 The Chair of this Nominations Committee shall be a current member of, and appointed by, the District Executive.
- 4.2.1.5 All candidates for the office of District Superintendent or Assistant District Superintendent shall be nominated by secret ballot. ~~All tabulated votes shall be publicly recorded.~~
- 4.2.1.5.1 The pre-conference nomination ballot shall be sent no later than sixty (60) days prior to the Annual General Meeting to all those eligible to vote and shall be open for no less than two (2) weeks.
- 4.2.1.6 Any nominee receiving at least five percent (5%) of the nomination ballots cast shall be deemed an eligible candidate and shall be notified of their nomination by the Chair of the Nominations Committee.
- 4.2.1.7 Except for the provisions outlined in this by-law, there shall be no nominations from the conference floor.
- 4.2.1.8 In the event that a standing candidate receives the required two-thirds (2/3) nomination on the pre-conference nomination ballot, a ratification vote shall be conducted at the Annual General Meeting, and a vote with more than fifty percent (50%) of the votes cast shall constitute election on this ratification ballot.
- 4.2.1.8.1 If a nominee does not receive more than 50% of the votes cast on the ratification ballot, the ratification fails.
- 4.2.1.8.2 Upon failure, the Chair shall call a recess of the Annual General Meeting to allow the Nominations Committee to contact individuals who received at least five percent (5%) of the pre-conference nomination vote to determine their willingness to stand, and the election process shall proceed in accordance with By-Law 4.2.
- 4.2.1.9 If a nominee withdraws after receiving more than fifty percent (50%) of the votes cast on the first nomination ballot, or if fewer than three (3) candidates accept nomination, a second nomination process shall be conducted.
- 4.2.1.10 A second pre-conference nomination ballot shall be open for at least one (1) week. If time does not permit, the second nomination ballot shall be conducted at the Annual General Meeting.
- 4.2.1.11 In either case, the second nomination process shall follow these procedures:
- 4.2.1.11.1 Members of the District Conference shall be advised of all individuals from the first nomination ballot who received five percent (5%) or more of the votes cast, indicating whether each nominee has agreed to let their name stand.
- 4.2.1.11.2 The nominees who have agreed to let their name stand on the first nomination ballot will be considered as standing nominees.
- 4.2.1.11.3 Individuals who withdrew following the first pre-conference nomination ballot shall remain eligible for nomination in the second ballot.
- 4.2.1.11.4 Those receiving three percent (3%) or more of the votes cast on the second nomination ballot shall be deemed eligible nominees for election.
- 4.2.1.12 If fewer than three (3) nominees are standing after a second nomination, the nomination procedure for this office shall be temporarily suspended, and the District Executive shall be called into special session at the earliest possible time to consider the matter and report back with a nominee or nominees for the office.
- 4.2.1.12.1 Following the announcement of the nominee or nominees, an election ballot shall be cast, and more than fifty percent (50%) of the votes shall constitute an election.

- 4.2.1.13 If a nominee does not wish to stand for election, the nominee must withdraw their name before the casting of the first election ballot.
- 4.2.1.14 All tabulated election votes shall be publicly recorded.
- 4.2.1.15 On any election ballot, a candidate receiving a two-thirds (2/3) majority of the votes cast shall be considered elected.
- 4.2.1.16 In the case of a candidate elected under By-Law 4.2.1.8, such election is subject to ratification by a vote at a duly called meeting of the District Conference.
- 4.2.1.17 If the number of candidates is reduced to two (2), the election shall be determined by a vote with more than fifty percent (50%) of the votes cast.
- 4.2.1.18 In the event of a tie, the election shall be decided by a lot.
- 4.2.1.19 If no election is declared as a result of the first election ballot, the three (3) candidates receiving the highest number of votes shall be nominees to be further voted upon. All others shall be eliminated.
- 4.2.1.20 If no election is declared as a result of the second election ballot, the name of the candidate receiving the lowest number of votes shall be eliminated and, on the succeeding ballot for the two (2) remaining candidates, a vote with more than fifty percent (50%) of the votes shall constitute an election.

#### 4.2.2 Secretary-Treasurer

The Secretary-Treasurer appointment shall be made by the District Executive in consultation with the District Superintendent and shall be ratified at the Annual General Meeting.

#### 4.2.3 District Executive Members

- 4.2.3.1 The number of District Executive Members shall be eleven (11), apportioned by two (2) to each region, three (3) members at large, and two (2) lay members.
- 4.2.3.2 The two (2) lay members shall be appointed by the District Executive at the first meeting following the Annual General Meeting.
- 4.2.3.3 The nomination of District Executive Members is to be done through a pre-conference nomination ballot. The nomination ballot shall be compiled by a nominating committee consisting of the District Superintendent, Assistant District Superintendent and the Secretary-Treasurer and based on the pre-conference nomination ballot. However, the nominating committee may submit additional names. A list of nominees who are willing to let their name stand for election shall be presented to the District Conference.
- 4.2.3.4 An election shall be determined by ~~simple majority~~, the candidate receiving more than 50% of the vote.
- 4.2.3.5 District Executive Members may serve up to two (2) consecutive terms before being ineligible for at least one (1) year.
- 4.2.3.6 A District Executive Member who is elected or appointed to hold office as a director is not a director and is deemed not to have been elected or appointed to hold office as a director, unless the individual consents in writing to hold office as a director before or within 10 days after the election or appointment.
  - 4.2.3.6.1 If an individual elected or appointed consents in writing after the period mentioned, the election or appointment is valid.

- 4.2.3.6.2 Written consent is not necessary for an individual who is re-elected or re-appointed where there is no break in a term of office

### 4.3 Appointments

#### 4.3.1 Regional Directors

4.3.1.1 There shall be Regional Directors, the number of which will be determined by the District Executive, based on need and finance.

4.3.1.2 ~~The appointment of Regional Directors shall be made appointed by the District Executive in consultation with the District Superintendent following a thorough, open application and hiring process made available to all credential holders, as established by the district hiring policy.~~ **after being selected by the District Superintendent in consultation with the District Executive.**

#### 4.3.2 Section Pastors

4.3.2.1 The number of Section Pastors shall be according to the section divisions of the Western Ontario District, as defined by the District Executive.

4.3.2.2 **Section Pastor appointments shall be made in accordance with the district section pastor appointment Policy.**

### 4.4 Terms of Office and Vacancies

4.4.1 The term of office for all District Executive Officers shall be for four (4) years from the time of election **or appointment.**

~~4.4.1.1 The District Superintendent position and Assistant District Superintendent position shall be elected in the alternative years of the four (4) year term of the other District Executive Officers.~~

4.4.1.2 All ~~such~~ officers shall take office at the close of the Annual General Meeting at which they are elected, with the exception that where other than the then present incumbent shall be elected to a full-time office, then the newly elected District Executive Officer shall assume office three (3) months after the election, or earlier at the discretion of the District Executive.

4.4.2 The term of office for the District Executive Members shall be for three (3) years from the time of election.

**4.4.3 The Secretary-Treasurer may be removed from their appointment by the District Executive, in consultation with the District Superintendent.**

4.4.4 A member of the District Executive, other than the District Superintendent, may be removed before the expiration of their term of office by a majority vote of members **of the District Conference.**

**4.4.5 A Regional Director or Section Pastor may be removed from their appointment by the District Executive, in consultation with the District Superintendent.**

4.4.6 Should a vacancy occur in the case of the Assistant District Superintendent, Secretary-Treasurer, District Executive Member at Large, or District Executive Regional Member through resignation, transfer, removal by death or disqualification, power shall be vested in the District Executive to fill the office by appointment until the ~~next meeting of the District Conference~~ **expiration of the term of office. Should such a vacancy occur during the first two (2) years of the term of office, an election shall be held during the next Annual General Meeting or Special Meeting of the District Conference to fill the unexpired term.**

**4.4.7 If the District Superintendent is incapacitated or otherwise unable to fulfill the duties of the office, the Assistant District Superintendent shall be authorized to call a meeting of the District Executive. At that meeting, the District Executive shall appoint a qualified credential holder to assume the duties of the District Superintendent until the District Superintendent resumes office or the office is vacated.**

**4.4.8 If the office of District Superintendent is vacated, the District Executive will proceed with the nomination and election process outlined in By-Law 4.2.**

**BY-LAW 5            DUTIES**

**5.1 District Superintendent**

- 5.1.1. The District Superintendent shall be the Chief District Executive Officer of the District Conference and shall preside at all meetings of the District Conference and the District Executive.
- 5.1.2. The District Superintendent shall act in a leadership capacity among the credential holders of the Western Ontario District and assist local assemblies with advice and ministry, as the need may require, at the request of the Senior Pastor or the local assembly board.
- 5.1.3. The District Superintendent shall present an annual report at the Annual General Meeting.
- 5.1.4. The District Superintendent shall be an ex-officio a member of all Western Ontario District committees.
- 5.1.5. The District Superintendent shall administer discipline in all cases among ministers when requested to do so by the District Executive, in accordance with the *Local Church Constitution and By-Laws*
- 5.1.6. The District Superintendent, **or their representative**, shall investigate all charges of a disciplinary nature according to the process defined in the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.
- 5.1.7. The District Superintendent shall be the President of the Pentecostal Holding Corporation of Western Ontario and the Western Ontario District of The Pentecostal Assemblies of Canada.
- 5.1.8. The District Superintendent shall perform such other functions as are usual and customary for presiding District Executive Officers to perform, or such as may be designated by the District Conference or the District Executive.

**5.2 Assistant District Superintendent**

- 5.2.1. The Assistant District Superintendent shall perform such functions as are usual and customary for an Assistant District Superintendent to perform, or as may be designated by the District Conference or the District Executive.
- 5.2.2. The Assistant District Superintendent shall be Vice-President of the Pentecostal Holding Corporation of Western Ontario and the Western Ontario District of The Pentecostal Assemblies of Canada.
- 5.2.3. The Assistant District Superintendent shall preside at meetings in the absence of the District Superintendent.
- 5.2.4. The Assistant District Superintendent shall serve on other committees and perform other duties, as requested by the District Executive, from time-to-time.
- 5.2.5. The responsibilities of the Assistant District Superintendent shall include acting to fulfil the duties of the District Superintendent when the District Superintendent is absent or incapable of so doing, as deemed by the District Executive.

**5.3 Secretary-Treasurer**

- 5.3.1. The Secretary-Treasurer shall make and keep true records of the proceedings of the Annual General Meeting and shall publish the same as directed by the District Conference.
- 5.3.2. The Secretary-Treasurer shall keep a record of all ministers and local assemblies in the Western Ontario District.
- 5.3.3. The Secretary-Treasurer shall present a report at the Annual General Meeting.

- 5.3.4 The Secretary-Treasurer shall be the Secretary-Treasurer of the Pentecostal Holding Corporation of Western Ontario and the Western Ontario District of The Pentecostal Assemblies of Canada.
- 5.3.5 The Secretary-Treasurer shall be custodian of all Western Ontario District funds, and all such funds shall be deposited in a chartered bank in the name of the District Conference.
- 5.3.6 The Secretary-Treasurer shall keep an accurate record of all receipts and disbursements and shall conduct the work of their office, according to accepted business practices.
- 5.3.7 The Secretary-Treasurer shall expend Western Ontario District funds as directed by the District Executive.
- 5.3.8 The Secretary-Treasurer shall give a report, from time-to-time, as may be requested by the District Executive.
- 5.3.9 The books shall be audited annually, and the auditor's report shall be presented at the Annual General Meeting.
- 5.3.10 The Secretary-Treasurer shall perform such other functions as instructed by the District Superintendent, District Executive and District Conference.
- ~~5.3.11 The Secretary-Treasurer appointment shall be made by the District Executive and be ratified at the Annual General Meeting.~~
- 5.3.12 By virtue of this office, the Secretary-Treasurer shall become a non-voting member of the District Executive.
- ~~5.3.13 The Secretary-Treasurer's term of office shall be for four (4) years.~~

#### **5.4 District Executive Members**

- 5.4.1 They shall be full voting members of the District Executive.
  - 5.4.1.1 A majority of the voting members of the District Executive shall constitute a quorum.
- 5.4.2 They shall work in co-operation with the District Superintendent in the oversight of the general governance and work of the Western Ontario District, as determined by the District Conference.
- 5.4.3 They shall serve on other committees and perform other duties, as requested by the District Executive, from time-to-time.
- 5.4.4 They shall serve as directors of the Pentecostal Holding Corporation of Western Ontario and the Western Ontario District of The Pentecostal Assemblies of Canada.
- 5.4.5 The District Executive Member, at times, may be appointed by the District Executive to serve as a representative of the District Executive on the Board of Directors of a corporation or non-profit organization that has been approved by the same executive. This is in accordance with the General Constitution and By-Laws of The Pentecostal Assemblies of Canada, By-Law 10.11.

#### **5.5 Regional Directors**

- ~~5.5.1 There shall be Regional Directors, the number of which will be determined by the District Executive, based on need and finance.~~
- 5.5.1 The Regional Directors will serve under the authority of the District Superintendent in the region to which they have been appointed.
- 5.5.2 They shall be non-voting members of the District Executive and may attend District Executive meetings at the discretion of the District Superintendent.

- 5.5.3 They shall hold regional meetings as required, in consultation with the District Superintendent and forward minutes of all regional committee meetings to the Secretary-Treasurer.
- 5.5.4 They shall give leadership in collaboration with the District Executive and Section Pastors on matters relating to their respective regions.
- 5.5.5 They shall serve on other committees and perform other duties, as requested by the District Executive, from time-to-time.

## 5.6 Section Pastors

- 5.6.1 The office of the Section Pastor shall be distinct from that of District Executive members.
- 5.6.2 The ministry description of the Section Pastor shall be set by the District Executive and become district policy. ~~It can only be changed in consultation with the Section Pastors and the District Executive.~~
- 5.6.3 Each Section Pastor shall, by virtue of this office, be chair of the respective section.
- 5.6.4 They shall counsel with the pastors of all the local assemblies in their section as they have opportunity to contact them, fostering a spirit of close relationship between the individual assemblies and the Western Ontario District.
- 5.6.5 Any pastor or local assembly desiring advice or aid shall be urged to appeal to the Section Pastor, who will investigate and, in consultation with the District Superintendent, seek to bring about a solution. In the event that a satisfactory settlement cannot be found, it shall be referred to the District Executive for final action.
- 5.6.6 The Section Pastor shall work in harmony with, and under the supervision of, the District Superintendent and the Regional Director and in harmony with the District Executive member of the respective section.
- 5.6.7 The Section Pastor shall meet regularly with the District Superintendent, the Regional Director and the District Executive Regional Member.
- 5.6.8 The Section Pastor shall be kept informed regularly of all decisions and shall be involved in the discussion of issues as deemed appropriate by the District Executive that affect the respective section.
- 5.6.9 The Section Pastor, at times, may be appointed by the District Executive to serve as a representative of the District Executive on the Board of Directors of a Corporation or Non-Profit Organization that has been approved by the same executive. This is in accordance with the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada, By-Law 10.11.

<b>RESOLUTION 2 – DISTRICT MINISTRIES (By-Law 14)</b>
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WHEREAS District Ministry Leaders are now hired positions rather than elected roles,

AND WHEREAS the District Ministries exist to serve our churches, and the needs of local churches continually change, requiring District Ministries to adapt to best support them,

AND WHEREAS there is the desire to establish the healthiest and most effective hiring process possible for all Western Ontario District staff,

AND WHEREAS the Western Ontario District is committed to exemplary financial stewardship regarding district ministries,

BE IT RESOLVED By-Law 14 be revised as follows:

**BY-LAW 14 DISTRICT ~~SPECIALIZED~~ MINISTRIES**

**14.1 District Specialized Ministries**

- 14.1.1 All ~~District Specialized~~ Ministries staffs are considered the staff of the District Superintendent.
- 14.1.2 The District ~~Superintendent Executive~~ shall ~~select~~ ~~appoint~~ qualified and gifted leaders to provide leadership to ~~Specialized M~~inistries of the Western Ontario District.
- 14.1.3 All ~~District Specialized~~ Ministries staffs ~~shall be made~~ ~~selected~~ by the District Superintendent, in consultation with and ~~appointed by~~ the District Executive.
- 14.1.4 The ~~District Specialized~~ Ministries staffs will be selected according to Western Ontario District policy, which includes searching for those best qualified, gifted and experienced for the position, as defined by the job description.
- 14.1.5 All ~~District Specialized~~ Ministries staffs activities shall function for the benefit of the Western Ontario District as a whole.
- 14.1.6 These activities shall be conducted under the general supervision of the District Superintendent or a representative. ~~and the District Executive.~~
- 14.1.7 The number of ~~District Specialized~~ Ministries staffs will be determined by the District ~~Superintendent Executive~~ based on need of member congregations and available finances.
- 14.1.8 ~~District Specialized~~ Ministries staffs are considered facilitators for their respective ministry.

**14.2 Additional Specialized Ministries**

Any additional activities that may be organized or established by the General Conference shall be under the direction of the District Conference.

**RESOLUTION 3 – SECRETARY-TREASURER TITLE**

WHEREAS the role currently titled Secretary-Treasurer carries constitutional and functional responsibilities that extend beyond traditional secretarial and treasury duties,

AND WHEREAS, the duties of the position include governance administration, financial stewardship, organizational operations, institutional compliance, and strategic leadership across multiple operational areas of the district,

AND WHEREAS, the title Chief Administrative Officer (CAO) more accurately reflects the scope, responsibilities, and strategic leadership required by the role,

AND WHEREAS, aligning the title with contemporary organizational standards will clarify the expectations and authority of the office, both internally and externally,

THEREFORE, BE IT RESOLVED that the title of Secretary-Treasurer of the Western Ontario District of The Pentecostal Assemblies of Canada be changed to Chief Administrative Officer, effective immediately, and that all references to the office in the *District Constitution and By-Laws*, policies, and official documents be updated accordingly.