

Internal Regulations

Mission District – Belgium & France

1. The Regular National Annual Conference of the members shall be held on a date and at a location determined by the National Board of Administration or by a committee appointed by it.
2. The National Board of Administration, hereafter referred to as BOA (Board of Administration), shall be composed of: President, Vice-President, Treasurer, Secretary, and Member-at-large. The terms of office on the BOA shall be four years. (The positions with legal representation responsibilities fall to the President and the Secretary.)
3. At the Annual Conference, a simple majority of the members shall constitute a quorum to conduct the business of the meeting. Voting for appointments shall be by secret ballot. Absentee voting shall not be permitted.
4. Ministries must submit to the BOA any proposals for changes to rules, regulations, operations, and budgets. The BOA shall make a final decision or determine the action to be taken.
5. Complex recommendations, once presented, may be referred to the BOA to be considered at the next meeting.
6. The BOA Secretary shall serve as the Secretary of the Annual Conference, and in his/her absence, the President may appoint any person to fulfill this role.
7. Committees shall present a written report at the church's Annual Conference.
8. The President shall select scrutineers in advance for the Annual Conference in order to facilitate the meeting.
9. At the Annual Conference, the order of business shall include:
 - a) State of the national church, presented by the President.
 - b) Committee reports.
 - c) Written financial report, presented by the Treasurer or Finance Director.
10. All Annual Conference budgets shall be processed by the President, the Finance Committee, and the BOA.

11. No member of the Annual Conference may hold more than one position that would make them a member of the BOA (for example, serving on two committees), unless approved by the BOA.
12. Committee terms shall be three years.
13. Procedures for appointments shall follow the instructions of the Book of Discipline, latest edition.
14. The following petitions shall be included in the minutes at the end of the session:
 - a) By petition, the meeting is adjourned, with the understanding that it may be reconvened by the President of the Board.
 - b) By petition, any unresolved matter shall be referred to the BOA with authorization to take action.
 - c) By petition, the draft of the Annual Assembly minutes, after review and correction, shall be approved by the assembly.