



ELECTIONS GUIDELINES

The CSC elected officers will consist of the following:

- Chairman
- Vice- Chairman
- General Secretary
- Assistant General Secretary
- General Treasurer
- Assistant General Treasurer
- Christian Education Superintendent
- Christian Education Assistant Superintendent
- Men's Ministry President
- Men's Ministry Vice President
- Women's Ministry President
- Women's Ministry Vice President
- PYPU President
- PYPU Vice President

(Click on office to read description and qualifications listed on the following pages)

To be eligible for nomination, a candidate must:

1. Have been baptized in the Name of Jesus Christ and filled with the Holy Ghost according to Acts 2:4, 38-39 and is a member in good standing within their church and the Colorado State Council.
2. Have attended and supported their local church, which is a member of the CSC, for at least three (3) years. (The Nomination Committee may request a letter of recommendation).

Names must be submitted during the In-Person Business Meeting. **Must be a registered constituent to attend.**

The Nomination & Balloting Committee will complete verification, eligibility and nominee's acceptance one month prior to the June Council and give their report to the Chairman. *Note: The Executive Steering Committee will nominate as an entity.*

Officers shall be elected by majority vote for a period of **four years** and will take effect June 2023. Tenure of office shall be limited to two consecutive four year terms. After they have been out of office for one four year terms, they shall be eligible for re-election. All vacancies occurring between terms shall be filled by the Executive Steering Committee. Officers will be elected by a majority vote done by secret ballot during June Council.

General academic qualifications that are mandatory for **all officers**:

- High school diploma or GED as the minimum requirements
- Working knowledge of parliamentary procedures
- Good communication skills and ability to interact with a diverse population.



CHAIRMAN

In cooperation with the Bishop of the Diocese, the Council Chairman shall administer the operation of the Council and, unless otherwise hindered, shall reside at all Council meetings. Candidate must have a basic knowledge of parliamentary law and of the organizations by-laws. With the exception of the Nomination Committee, the Chairman shall be an ex-officio member of each committee.

Although the Chairman organizes delegates and supervises in Council proceedings, they must possess the ability to remain impartial, to not use their influence in a prejudicial manner which would render the process ineffective.

It is recommended the Chairman bring to meetings a gavel, agenda, council by-laws, the book of parliamentary authority, a list of committees, a timepiece, a calendar and a supply of paper and pens.

The Chairman shall be empowered to appoint all, with the exception of those specified in the by-laws that are to be elected from the floor.

The qualifications of the Chairman shall be:

- Have a basic knowledge of parliamentary law and of the organizations by- laws.
- Must posses the ability to remain impartial, to not use their influence in a prejudicial manner which would render the process ineffective.

The duties of the Chairman shall be:

- To preside over all regular and call meetings
- To see that all meetings are conducted according to Constitution and By- Laws of the Colorado State Council.
- To call emergency meetings of the Board when such is deemed necessary or requested by the majority of the Board.
- To appoint all committees.
- With the exception of the Nomination/Balloting Committee, the Chairman shall be an ex-officio member of each committee.



VICE CHAIRMAN

The Vice Chairman shall preside during the absence of the Chairman; however, she/he cannot change rules or customs established by the permanent officer.

Should the Chairman be unable to function in office, the Vice Chairman shall automatically become Chairman of this organization.



General Secretary

The General Secretary shall record, in the form of minutes, the actions taken by the Colorado State Council, shall call the roll whenever this becomes necessary, and shall notify committee persons who have been appointed to committees. Such a notice shall include an explanation of the instruction that was specified in the motion that created the committee.

They shall also keep the Council by-laws, roster, and a list of committees that are in the Minute Book; keep files for reference; and shall assist the Chairman in the preparation of each agenda.

In the absence of the Chairman and Vice-Chairman, they shall call meetings to order and appoint someone to act as Chairman pro tem.

The qualifications of the General Secretary shall be:

- Have a working knowledge of a word processing program (MS Word, WordPerfect, Open Office, etc.)
- Have a working knowledge of a spread sheet program (MS Excel, Lotus, etc)
- Have a working knowledge of a database program (MS Access, etc)
- Have a degree of computer literacy (working with various web-based programs)

The duties of the General Secretary are:

1. To keep an accurate record in the form of minutes (the actions taken by the Colorado State Council).
2. To call the roll whenever this becomes necessary.
3. To notify committee persons who have been appointed to committees. Such a notice shall include an explanation of the instructions specified in the motion that created the committee.
4. To keep the council by-laws, roster, and a list of committees that are in the Minute Book.
5. To keep files for reference.
6. To assist the Chairman in the preparation of each agenda.
7. To keep an accurate record and account of all monies received and dispersed by the council.
8. To keep a record of all monies deposited by the Treasurer in the name of the organization.

9. To purchase necessary supplies at all time and to present receipts to the Treasurer for reimbursement.
10. To send a statement of all activities to the Bishop of the Diocese at the close of each council setting.
11. To appoint assistants as needed at each council session, and to supervise all workers in the office.
12. To provide the presiding officer with any data, documents, and stationary he/she may need, and an agenda of the order of business for the session.
13. To coordinate and prepare the total program for each council session and ascertain from program coordinator an accurate schedule of day program.
14. To send condolences from the council to the family of any deceased member.
15. In the absence of the Chairman and Vice-Chairman, the General Secretary shall call meetings to order and appoint someone to act as Chairman pro-tem.



ASSISTANT GENERAL SECRETARY

The Assistant General Secretary shall assist the General Secretary as the need for help arises. Should the General Secretary be unable to function in Office, the Assistant Secretary shall automatically fill the position.

The qualifications of the Assistant General Secretary shall be:

- Have a working knowledge of a word processing program (MS Word, WordPerfect, Open Office, etc.)
- Have a working knowledge of a spread sheet program (MS Excel, Lotus, etc.)
- Have a working knowledge of a database program (MS Access, etc.)
- Have a degree of computer literacy (working with various web-based programs)



GENERAL TREASURER

The General Treasurer shall be the custodian of the funds of the Colorado State Council. They shall keep the financial records current at all times. ***Mandatory bonding is required for this office.***

The qualifications of the General Treasurer shall be:

- Have a working knowledge of accounting practices
- Have a working knowledge of a spread sheet program (MS Excel, Lotus, etc.)
- Have a working knowledge of an accounting program (Quicken, QuickBooks, etc.)
- Have a degree of computer literacy (working with various web-based programs)

The duties of the General Treasurer shall be:

1. Serve as chairman of the Finance Committee.
2. Along with another authorized signer shall sign all checks.
3. Keep updated records showing all receipts and disbursements.
4. Have all records ready for audit upon request.
5. Pay all current bills with the authorization of the council chairman and /or secretary.
6. Deposit all of the organizations funds in banks designated by the Executive Board.
7. All accounts shall be maintained in the name of the council.
8. Shall deposit all monies received and shall send a duplicate deposit slip to the council secretary within ten (10) days.



ASSISTANT GENERAL TREASURER

The Assistant General Treasurer shall assist the General Treasurer as the need arises. Should the General Treasurer be unable to function in office, the Assistant General Treasurer shall automatically fill the position. ***Mandatory bonding is required for this office.***

The qualifications of the General Treasurer shall be:

- Have a working knowledge of accounting practices
- Have a working knowledge of a spread sheet program (MS Excel, Lotus, etc.)
- Have a working knowledge of an accounting program (Quicken, QuickBooks, etc.)
- Have a degree of computer literacy (working with various web-based programs)



CHRISTIAN EDUCATION SUPERINTENDENT

The role of the Christian Education Superintendent is to promote the cause of Christ by fulfilling the Great Commission as recorded in St. Matthew 28:19. Promote better organization and teaching methods in Christian Education departments throughout the Colorado State Council.

The Colorado State Council encourages the Christian Education Superintendent to attend national meetings as a delegate.

The qualifications of the Christian Education Representative shall be:

- Have regular attendance at local Christian Education as a student or teacher.
- Pay registration fee at each Council.
- The superintendent must have been saved at least two years, is not a novice, and active in his/her local Christian Education department.
- He/she must have excellent administrative and interpersonal skills.
- He/she must be able to teach and defend the Gospel of Jesus Christ.

The duties of the superintendent shall be to:

1. Attend all Council meetings.
2. Attend all program committee meetings and submit topics for all ages for Council meetings
3. Serve as an ex-officio member of program committee.



CHRISTIAN EDUCATION ASSISTANT SUPERINTENDENT

The Christian Education Assistant Superintendent shall assist the Christian Education Superintendent as the need arises. Should the Christian Education Superintendent be unable to function in office, the Christian Education Assistant Superintendent shall automatically fill the position.

The Colorado State Council encourages the Christian Education Assistant Superintendent to attend national meetings as a delegate.

The qualifications of the Christian Education Assistant Superintendent shall be:

- Have regular attendance at local Christian Education as a student or teacher.
- Pay registration fee at each Council.
- The superintendent must have been saved at least two years, is not a novice, and active in his/her local Christian Education department.
- He/she must have excellent administrative and interpersonal skills.
- He/she must be able to teach and defend the Gospel of Jesus Christ.



MEN'S MINISTRY PRESIDENT

The role of the Men's Ministry President is to foster the spirit of brotherhood throughout the membership of the Colorado State Council. Assist the District in any profitable way to spread the Gospel of Christ more effectively. Reach all the men of the Colorado State Council with a program of education. Assist in formulating Men's Ministries in local churches throughout the District. Provide an opportunity for Christian service. Support the Council and to stimulate men of all ages to work to this end.

The Colorado State Council encourages the Men's Ministry President to attend national meetings as a delegate.

The qualifications of the Men's Ministry President shall be:

- Baptized in the name of Jesus Christ, filled with the Holy Ghost, and in good standing in their local assembly.
- Pay registration fee at each Council.
- Has attended and supported the Men's Ministry for at least three years.

The duties of the Men's Ministry President shall be to:

1. Attend all Council meetings.
2. Attend all program committee meetings and submit topics for men 19 years of age and above for Council meetings.
3. Serve as an ex-officio member of program committee.



MEN'S MINISTRY VICE PRESIDENT

The Men's Ministry Vice President shall assist the Men's Ministry President as the need arises. Should the Men's Ministry President be unable to function in office, the Men's Ministry Vice President shall automatically fill the position.

The Colorado State Council encourages the Men's Ministry Vice President to attend national meetings as a delegate.

The qualifications of the Men's Ministry Vice President shall be:

- Baptized in the name of Jesus Christ, filled with the Holy Ghost, and in good standing in their local assembly.
- Pay registration fee at each Council.
- Has attended and supported the Men's Ministry for at least three years.



WOMEN'S MINISTRY PRESIDENT

The role of the Women's Ministry President is to foster the spirit of sisterhood throughout the membership of the Colorado State Council. Reach all the women of the Colorado State Council with a program of education. Assist in formulating Women's Ministries in local churches throughout the District. Provide an opportunity for Christian service. Support the Council and to stimulate women of all ages to work to this end.

The Colorado State Council encourages the Women's Ministry President to attend national meetings as a delegate.

The qualifications of the Women's Ministry President shall be:

- Baptized in the name of Jesus Christ, filled with the Holy Ghost, and in good standing in their local assembly.
- Pay registration fee at each Council.
- Has attended and supported the Women's Ministry for at least three years.

The duties of the Women's Ministry President shall be to:

1. Attend all Council meetings.
2. Attend all program committee meetings and submit topics for women 19 years of age and above for Council meetings.
3. Serve as an ex-officio member of program committee.



WOMEN'S MINISTRY VICE PRESIDENT

The Women's Ministry Vice President shall assist the Women's Ministry President as the need arises. Should the Women's Ministry President be unable to function in office, the Women's Ministry Vice President shall automatically fill the position.

The Colorado State Council encourages the Women's Ministry Vice President to attend national meetings as a delegate.

The qualifications of the Women's Ministry Vice President shall be:

- Baptized in the name of Jesus Christ, filled with the Holy Ghost, and in good standing in their local assembly.
- Pay registration fee at each Council.
- Has attended and supported the Women's Ministry for at least three years.



PENTECOSTAL YOUNG PEOPLE'S UNION (PYPU) PRESIDENT

The role of the PYPU President is to promote a greater interest in the young people throughout the entire movement of the Colorado State Council for the cause of Christ, thoroughly confident that it is and will further prove to be one of the principle means by which the Colorado State Council can more perfectly attain its highest spiritual, moral, and educational plane.

The Colorado State Council encourages the PYPU President to attend national meetings as a delegate. The qualifications of the PYPU President shall be:

- Baptized in the name of Jesus Christ, filled with the Holy Ghost, and in good standing in their local assembly.
- Pay registration fee at each Council.
- Has attended and supported the PYPU Ministry for at least three years.

The duties of the PYPU President shall be to:

1. Attend all Council meetings.
2. Attend all program committee meetings and submit topics for youth 0-18 years of age for Council meetings
3. Serve as an ex-officio member of program committee.



PENTECOSTAL YOUNG PEOPLE'S UNION (PYPY) VICE PRESIDENT

The PYPY Vice President shall assist the PYPY President as the need arises. Should the PYPY President be unable to function in office, the PYPY Vice President shall automatically fill the position.

The Colorado State Council encourages the PYPY Vice President to attend national meetings as a delegate.

The qualifications of the PYPY Vice President shall be:

- Baptized in the name of Jesus Christ, filled with the Holy Ghost, and in good standing in their local assembly.
- Pay registration fee at each Council.
- Has attended and supported the PYPY Ministry for at least three years.