

NATIONAL CONFERENCE ON MINISTRY TO THE ARMED FORCES

GUIDELINES

I. Name

The name of this body shall be: THE NATIONAL CONFERENCE ON MINISTRY TO THE ARMED FORCES (NCMAF). NCMAF is also known by a 'Doing Business As' (DBA) name: Ministry to the Armed Forces and Veterans Affairs Chaplaincy. For purposes of the Combined Federal Campaign, this organization is listed by its DBA name.

II. Purpose and Responsibilities

1. To provide a means of dialogue to discuss concerns and objectives and, when agreed upon, to take action with the appropriate authority to support the spiritual ministry to and the moral welfare of the armed forces.
2. To maintain relationships with the Armed Forces Chaplains Board and each Service's Chief of Chaplains.
3. To provide information and assistance, as requested, on matters pertaining to the procurement, endorsement, and the ecclesiastical support, care and status of chaplains.
4. To disseminate information on matters which affect the ministry of the chaplains and the spiritual and moral welfare of service personnel and their families.
5. To render support to the institution of the chaplaincy and to the needs of the chaplains.
6. To foster within the Conference an understanding of and concern for the welfare and interest of each endorsing agency and the chaplain's denominational integrity.
7. To manifest to the nation and its armed forces that there are common areas of spiritual and moral convictions to which those within the Conference affirm unified commitment.
8. To foster ways and means to support the spiritual ministry of the Chaplaincies.

III. Representation

1. Representation in the Conference with all privileges and responsibilities of the same shall be open to all endorsing agencies or groups authorized to provide chaplains for any branch of the armed forces.
2. The representatives shall be from among those persons who are officially related to the endorsing activity of their ecclesiastical body.

IV. Authority

1. The Conference shall not infringe upon the autonomy of an endorsing agency or representative.
2. No action shall be taken in the name of the Conference in violation of the principles of any faith group or religious body or NCMAF's Code of Ethics for Endorsers.
3. Each representative shall be entitled to one vote. A quorum for a particular meeting shall consist of fifty (50) percent of the NCMAF representatives who have registered at that meeting.
4. The Conference shall take action only upon consensus of a majority vote of the NCMAF Representatives. When requested, dissenting and abstaining votes shall be noted in any communication.

V. Officers

1. The officers shall be elected by a majority vote of the plenary during NCMAF's annual meetings, and will consist of a Chairperson, a Chairperson-Elect, Secretary, Treasurer, and six (6) members-at-large. The members-at-large shall be elected for a three (3) year term.
2. The duties of each officer shall be those that normally appertain to that office.

3. The officers shall hold office until their successors are elected and assume the position. An officer shall not succeed himself in the same office; however, an officer may be elected at any time to a new office. Vacant offices shall be filled by election at the annual meeting. The Chairperson, with the approval of the Executive Committee, may fill, by appointment, vacated offices until the meeting for regular election. The length of office for each officer shall be two (2) years for the Chairperson and Chairperson-Elect and three (3) years for the Secretary and Treasurer. The Treasurer shall be elected in odd numbered years and the Secretary in even numbered years. Three (3) of the six (6) members-at-large shall be elected in odd numbered years, and three (3) of the six (6) members-at-large shall be elected in even numbered years. The Chairperson-Elect will serve as the Chairperson when that office is vacated, either during the year, or at the end of the term of the current Chairperson.

VI. Organization

1. The Conference shall organize itself into committees as needed for the performance of its tasks.
2. The Executive Committee shall implement the policies determined by the Conference, but is not empowered to determine policy itself.
3. The NCMAF Chairperson shall appoint a Nominating Committee to select nominees for election to the Executive Committee not later than the last day of February of each year, consisting of at least three (3) members with the attempt to have minority representation. No member of the appointed Nominating Committee shall be a current member of the Executive Committee. The Chair or Chair-elect may serve as a non-voting advisor.

The names of the appointed Nominating Committee will be published on the NCMAF website. Nominating Committee members need not be excluded as possible nominees for officer positions.

No member of the Nominating Committee may serve any two (2) years in succession.

Any NCMAF member may submit recommendations to the Nominating Committee not later than 1 July, prior to the annual conference.

VI. Organization (Continued)

For the Chairperson-elect position, the Nominating Committee shall nominate only a person who has attended a minimum of two (2) annual conferences. This restriction will not apply for any other of the elected positions.

The Nominating Committee's recommendation report, with one candidate for each available elected position, shall be submitted to the Executive Committee for approval prior to the Fall Executive Committee Meeting.

The Executive Committee shall present a slate of officers to the plenary at each year's annual meeting.

Additional nominations will be open to the floor by NCMAF members.

Officers to the Executive Committee will be elected by a majority vote by the plenary during the annual meeting.

4. The Chairperson of the Executive Committee shall appoint all committee chairpersons. Committee Chairpersons shall serve no more than three (3) years in duration.
5. The Conferences' choice of all persons for positions of service, whether by vote or appointment, shall reflect the values of the association, which include broad participation in conference governance, diversity, ethical conduct, inclusiveness and mutual respect.
6. The Executive Committee may appoint any ad hoc committee as may be required for specialized issues or needs.

VII. Meetings

1. The Conference shall meet annually. Dates for subsequent meetings should be projected four (4) years in advance.
2. The agenda for the annual meeting shall be prepared by the Executive Committee and distributed at least thirty (30) days in advance. Motions submitted by the Executive Committee shall also be distributed to the membership at least thirty (30) days in advance of the plenary meeting.

VIII. Finances

Financial support of the Conference shall be the responsibility of the participating agencies.

IX. Staff

The Conference shall employ such staff as may be needed.

X. Amendments

The Guidelines may be amended by a majority vote of representatives at the annual plenary meeting. Written notice of a proposed statement of amendment shall be submitted to representatives thirty (30) days in advance.

Amended March 22, 1984
Amended December 4, 1986
Amended December 7, 1988
Amended December 4, 1990
Amended December 8, 1993
Amended December 6, 1995
Amended December 6, 2000
Amended December 8, 2004
Revised and amended December 7, 2005