

BYLAWS  
OF  
ST. JOSEPH PARISH PASTORAL COUNCIL

Adopted January 23, 1997. First revision January 21, 2010.

ARTICLE I  
MEMBERSHIP: ORIENTATION, NOMINATION AND ELECTION

- Section 1: Election of new Parish Pastoral Council Members shall take place in the spring of each year, with the new Members taking office July 1<sup>st</sup>.
- Section 2: Not later than sixty (60) days prior to each annual election, the Council Convener shall appoint a nomination/election committee. Their Responsibility shall be as follows:
- a. Nominate at least six (6) candidates for a ballot in which three (3) members will be elected to the Parish Pastoral Council. The candidates shall be as representative as possible of the parish community.
  - b. The Committee shall provide an opportunity for interested persons to submit their name for nomination. Any interested person may submit their name or a suggested nominee to the committee for its review and recommendation for possible candidacy.
  - c. The Committee shall provide each nominee with information on current duties and responsibilities of the Parish Pastoral Council.
  - d. In no event, shall any person be deemed nominated unless an expression of willingness to serve if elected is received by the committee. The names, biographical information and a recent photo of each candidate shall be made available to the parish two weeks prior to the election.
  - e. Provide ballots, including absentee ballots and administer, supervise, tabulate and keep records of the election, resolve a tie vote by lot, and announce the results to all of the candidates and Council officers.
- Section 3: The election of members to the Council shall be by ballot after each week-end liturgy on one of the weekends in June.
- Section 4: At each annual election, three (3) members shall be elected for a term of three (3) years to fill the vacancies caused by the members whose terms are due to expire. A fourth member will be appointed by the Pastor.

ARTICLE II  
VACANCIES, REMOVALS, APPOINTMENTS

- Section 1: Any member of the Council may resign by filing a written resignation with the Convener of the Parish Pastoral Council.
- Section 2: At any meeting of the Council, any member may be removed for good cause by a vote of three-fourths (3/4) of the council. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes failure to perform duties as a Council member without good reason.
- Section 3: Any Council member who has three (3) unexcused absences or a total of four (4) absences within a twelve (12) month period is automatically removed from the Parish Council. The Council Secretary shall be responsible for notifying in writing a member who has two (2) absences in a twelve (12) month period, that an additional absence will result in automatic removal from the Council. The Secretary shall further notify the Council of such notice being sent. A replacement Council member will be selected as provided in section 4.
- Section 4: A vacancy among the Parish Pastoral Council Members shall be filled for the unexpired term by appointment of the Convener, subject to the approval of the Council.

ARTICLE III  
OFFICERS

- Section 1: The officers of the Parish Pastoral Council shall be a Convener and a Secretary. These officers and the Pastor shall comprise the Parish Pastoral Council Executive Committee. They shall be chosen by the Council after the annual selection process and shall serve for a one year term, being eligible to succeed themselves. The ex-officio members of the council are ineligible to serve as council officers.
- Section 2: The Convener shall:
- a. organize and coordinate the activities and process of the Pastoral Council and assist in preparing the agendas.
  - b. conduct all meetings of the Pastoral Council.
  - c. appoint with Pastoral Council approval the liaison to each comm.-  
ission or committee.

(3)

e. be an ex-officio member of all Commissions of the Pastoral Council.

f. supervise implementation of all decisions of the Pastoral Council and its' effective operation.

Section 3: The Secretary shall:

a. keep an accurate record of the minutes of all Pastoral Council meetings.

b. provide a copy of the previous meeting's minutes and the forthcoming meeting's agenda to the parish office, in the week prior to the Pastoral Council meeting.

c. maintain the official list of all Pastoral Council members and their terms of office, the list of Commissions serving the Pastoral Council, the names of the officers of the Pastoral Council, and the names of the Commission Chairpersons and Commission members.

d. keep a current record of attendance of members at Pastoral Council meetings.

e. be responsible for advance notification to all members of the Pastoral Council of both regular and special meetings.

f. report to the Council all communications; handle all correspondence as directed by the Pastoral Council.

g. perform such duties as the Convener of the Pastoral Council may direct, consistent with this office.

#### ARTICLE IV MEETINGS

Section 1: Regular meetings of the Council shall be held at such time, place and date as the Council may designate.

Section 2: The agenda shall be prepared in advance by the Executive Committee which consists of the Convener, the Secretary, and the Pastor. Parishioners may submit items for the agenda to the Convener two weeks in advance of the scheduled meeting. Realizing that reflection and dialogue are an important means to growth in faith, Council members should spend some agenda time in prayer, reflection, and study.

Section 3: When a question arises at a Council meeting that relates to a person's right to privacy, the Council shall adjourn to closed session.

ARTICLE V  
COMMISSIONS

Section 1: The Commissions, being subject to the authority and directions of the Pastoral Council, are responsible for the following functions:

- a. to identify the needs of the parish;
- b. to communicate these needs to the Pastoral Council;
- c. to formulate long-range goals and objectives after prioritizing needs;
- d. to develop means to implement the goals;
- e. to submit the proposed means to the Council in accordance with ARTICLE X, Section 4 of the Constitution;
- f. to communicate with the Pastor about the implementation;
- g. to maintain communication with the respective Diocesan Offices for guidelines and support;
- h. to maintain communication with the parish concerning programs, encouraging active support and involvement;
- i. to provide ongoing formation of the Commission members through workshops, study, spiritual formation, etc.

Section 2: Membership and responsibilities of the Council Commissions are attached.

Section 3: All Commissions are responsible to and interact with the Council by making recommendations consistent with the overall parish mission. The Commissions are the working bodies of the Council which implement the Council's priorities. Each Commission shall be responsible for drawing up guidelines which determine its' goals and operating procedures, and shall submit these to the Council for review.

Commission Chairpersons should meet with the Council as a body once a year.

Section 4: Any elected or appointed Commission member who has three (3) absences within a twelve-month period is automatically removed from the

Commission. The Commission chairperson shall be responsible for notifying in writing a member who has two (2) absences in a twelve month period that an additional absence will result in automatic removal from the Commission. The Chairperson shall notify the Convener of the Parish Pastoral Council of such notice being sent. A replacement Commission member will be selected as provided in Section 6.

- Section 5: A vacancy among the elected or appointed members of the Commission shall be filled for the unexpired term by appointment by the Chairperson subject to approval by the Commission.
- Section 6: A quorum for Commission meetings shall be two-thirds (2/3) of the membership of that Commission. The usual method through which the Commissions implement discernment shall be consensus, as described in ARTICLE X, SECTION 2 of the CONSTITUTION OF ST. JOSEPH PARISH PASTORAL COUNCIL.
- Section 7: A member of the Council shall serve as a liaison on each Commission as per the Constitution in ARTICLE V, Section 1.

ARTICLE VI  
AMENDMENTS TO BYLAWS

Amendments or revisions of the bylaws shall be adopted through discernment and consensus decision-making by the Parish Pastoral Council.