

SAINT VIVIAN
PARISH PASTORAL COUNCIL
BY-LAWS

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SAINT VIVIAN CHURCH
PARISH PASTORAL COUNCIL BY-LAWS

PREAMBLE: DEFINITION

The by-laws of this Parish Pastoral Council are its parliamentary laws. By-laws are rules adopted by a governing body for the purpose of regulating its affairs.

ARTICLE I: MEMBERSHIP

Per Constitution Article V, membership in the Council shall include the following:

Sec. 1 The Pastor, the Associate Pastor (should one be assigned to the parish), and one member of staff assigned by the Pastor.

Sec. 2 Twelve elected members at-large and one assigned by the Pastor; all to be registered, practicing Catholic parishioners of St. Vivian Parish who are eighteen years of age or older.

Sec. 3 In general, the terms of service for the twelve elected members of Council are distributed such that three groups of four members begin three-year terms in three successive years. This facilitates the year-to-year continuity of Council membership in that each year, by election, four new members are added and four existing members depart.

ARTICLE II: ELECTION

Per Constitution Article VI, the voting procedure for Council membership shall be:

Sec. 1 A parish election will be held annually. All registered parish members eighteen years of age or over are eligible to vote.

Sec. 2 The Election Coordination Committee will be comprised of the four Council members that rotate off Council that year and they shall administer the nomination and election to be held. The congregation is asked to submit names which they prayerfully discern as having the qualifications of Council membership. From among these candidate suggestions, the Election Coordination Committee and the Pastoral Staff ascertain eligibility and willingness to serve, and determine the slate of candidates.

The congregation then votes on the slate of candidates put forth by the Election Coordination Committee. This slate will be published in a flyer with background material and a picture of each candidate, and will be given to parishioners the Sunday before the election is held. The candidate profile should be printed on the ballot. The Election Coordination Committee will count the ballots. In case of a tie, lots will be drawn. Results will be given to the Pastor, the Parish Pastoral Council President, the Parish Pastoral Council members and published in the bulletin.

Sec. 3 The term of office for a member of the Council will be three years. Each year,

the parish will elect four members to Council. The member assigned by the Pastor will be rotated every three years. Members may not serve more than two consecutive terms. Newly elected or appointed members shall take their seats at the first meeting of the Council following the parish election.

Sec. 4 If an elected seat becomes vacant before the expiration of the elected term, that vacant seat shall be filled by the person who received the next highest number of votes in competition for that seat in the election. If the seat cannot be filled in this manner, the Council President shall, with the Pastor's approval, appoint a person to fill the vacant seat and serve out the unexpired term. If the appointed seat is vacated, the Parish Administration will assign a replacement.

ARTICLE III: VOTING

Per Constitution Article VII, all members of the Council will be voting members. When possible, Council will try to reach a solution through consensus. The Pastoral Staff will ordinarily follow the recommendation of the Council. With appropriate justification and proper explanation to Council, the Pastor may determine that the recommendation would not be in the best interests of the parish and fail to act upon the recommendation.

In those instances in which a consensus of Parish Pastoral Council is not possible and a quorum(nine voting members) is present, decisions may be made upon majority vote.

ARTICLE IV: MEETINGS AND ATTENDANCE

Per Constitution Article VIII, the Council will hold regular meetings. A quorum(nine voting members) is necessary for regular meetings.

Sec. 1 Notice of the meeting date, time, and place shall be published in the parish bulletin on the Sunday preceding the meeting. Each Parish Council member shall be notified by the Council President via mail or electronic means, and sent a copy of the minutes from the previous meeting with an upcoming agenda, at least six days prior to the meeting date.

Sec. 2 The Pastor and/or Council President may call special meetings.

Sec. 3 All parish members have the right to attend Council meetings as observers. Any Parishioner who wishes to appear before Council as an active participant must submit for approval his/her request to appear and the nature of his/her intention to the Council President at least fifteen days prior to the next scheduled Parish Pastoral Council Meeting.

Sec. 4 Executive Sessions(which are attended only by Council members) may be called by the Pastor or Council President as deemed necessary.

Sec. 5 Any Council member who is absent from three consecutive regular meetings of the Council without prior notice to the Council President will lose his/her membership. The vacant seat shall be filled by the procedure stated in Article II, Sec.4.

Sec. 6 The agenda of the meetings generally includes the following: prayer, discussion and approval of the minutes from the previous meeting, discussion of old business, Pastoral Staff report, introduction and discussion of new business, comments and/or questions from Council members, staff, or parish members, handling of suggestion box items, and dismissal with prayer.

Council shall also determine the status of unresolved/outstanding issues and disposition of prior recommendations from the Pastoral Staff. Periodically, Council will solicit comments and concerns from various parish constituencies including parish commissions/organizations or the parish membership in general.

ARTICLE V: OFFICERS

Sec. 1 Per Constitution Article IX, the officers of Council shall consist of a president and a vice-president.

Sec. 2 The Council shall elect the president and vice-president from among the Council members at the first meeting following the general parish election. Each shall serve a one-year term. Officers may be re-elected.

Sec. 3 The Council President shall preside over meetings of the Council and coordinate its communications and the work of its committees.

Sec. 4 The Council Vice-President shall assume the responsibility of the president in his/her absence.

Sec. 5 In the event of a vacancy in the office of the vice-president, the members of Council shall elect a new vice-president to serve out the unexpired term. This election shall take place at the next regularly scheduled meeting. The vacated at-large seat shall be filled as prescribed in Article II, Sec.4.

ARTICLE VI: RECORDING SECRETARY

Per Constitution Article X, the Council President has the option to appoint a recording secretary who is not a member of the Council or may appoint a sitting member of Council. The recording secretary shall take meeting minutes including attendance, maintain a permanent record of the minutes, and duly pass a copy of such minutes to the Council President by mail or electronic means at least one week prior to the next scheduled meeting.

ARTICLE VII: STEERING COMMITTEE

Per Constitution Article XI, the Council shall have a Steering Committee which shall consist of the Pastor, the Council President, and one at-large member who serves on a monthly rotating basis. The principal role of the Steering Committee is to set the agenda for upcoming meetings.

ARTICLE VIII: COUNCIL YEAR

The Council year shall begin on June 1 and end on May 31 of the following year.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Per Constitution Article XII, the rules contained in the current edition on Robert's Rules of Order shall guide the Council meeting procedures. The Parish Pastoral Council Constitution and any special rules of order the Council may adopt will override Robert's Rules of Order.

ARTICLE X: AMENDMENTS

These by-laws may be amended at any Council meeting by no fewer than nine affirmative votes.

ARTICLE XI: FINANCIAL MATTERS

In accordance with Constitution Article IV, Sec.3, any and all parish financial matters which were not budgeted and are in excess of \$5,000 must be reviewed by Parish Pastoral Council in advance of any action.

ARTICLE XII: RECOURSE

In the event that Council and the Pastor and/or Pastoral Staff disagree on parish matters of strategic and significant importance, and such disagreement cannot be resolved to a mutual satisfaction, Council may seek assistance through normal channels provided by the Archdiocese.