

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

TABLE OF CONTENTS

Article I: NAME AND PURPOSE

Section 1: Name

Section 2: Purpose

Section 3: Accountability

Article II: COUNCIL MEMBERSHIP

Section 1: Composition

Section 2: Description of Membership

2.1: Pastor

2.2: Elected Council members

Article III: COMMITTEES

Section 1: Types of Committees

Section 2: Goal of All Committees

Section 3: Committee Membership

Section 4: Term of Office

Section 5: Meeting

Section 6: Date of Committee Meetings

Section 7: Reporting to the Parish Pastoral Council

Section 8: Size of Committee

Section 9: Description of Committees

9.1: Worship (Liturgy)

9.2: Christian Education (Religious Education)

9.3: Justice and Peace (Social Ministry)

9.4: Parish Community Life (Hospitality)

9.5: Administration (Administration & Personnel)

9.6: Executive

9.7: Buildings and Maintenance

9.8: Communications

9.9: Nominations and Elections

Article IV: RELATIONSHIPS

Section 1: The Pastor

Section 2: The Parish Pastoral Council

Section 3: The Parish Finance Council

Section 4: The Staff

Section 5: Committees/Ministries

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

Article V: OFFICERS

- Section 1: Positions
- Section 2: Qualifications
- Section 3: Nominations
- Section 4: Elections
- Section 5: Term of Office
- Section 6: Removal from Office
- Section 7: Vacancies
- Section 8: Responsibilities of Each Officer

Article VI: TERMS OF OFFICE

- Section 1: Years in Council service
- Section 2: Voting Members
- Section 3: Vacancies of Office
 - 3.1: Vacated Chairperson and Vice-Chairperson Offices
 - 3.2: Notification

Article VII: NOMINATIONS AND ELECTIONS

- Section 1: Nominations
 - 1.1: Responsibilities of the Nominations & Elections Committee
 - 1.2: Eligibility for Nomination
- Section 2: Elections

Article VIII: AMENDMENTS

- Section 1: Need for Amendments
- Section 2: Procedure for Change
- Section 3: Acceptance of Proposed Amendment

Article IX: MEETING PROCEDURES

- Section 1: Time and Place
- Section 2: Agenda
- Section 3: Minutes
- Section 4: Reaching Decisions
- Section 5: The Consensus Process
- Section 6: Special Meetings
- Section 7: Attendance at Meetings
- Section 8: Executive Sessions
- Section 9: Evaluating Meeting Procedures

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

Article I: NAME AND PURPOSE

Section 1: Name

The name of this organization shall be the Saint Mary's Parish Pastoral Council of Blacksburg, Virginia.

Section 2: Purpose

As part of the Diocese of Richmond the parish participates in the mission of Jesus, i.e. the salvation of humanity and proclaiming the reign of God. The parish fulfills this mission by being a dynamic community of believers which celebrates its faith in active worship, lives out its beliefs in effective witness and service to people within the community and today's society, and enables all members of the community to grow in their relationship with Jesus Christ and one another. The Pastoral Council is the advisory body of parishioners which serves the parson and the parish in providing vision and planning the direction for the parish. The council strives to ensure that the mission is carried out and the pastoral needs of the parish, including Word, Worship, Community and Service, are met.

The council provides leadership and develops collaborative leadership within the parish. Flexibility, openness to all present reality, is essential in the ministry of the pastoral council. The council also keeps the mission statement current by considering changes in the makeup of the parish, the relationship with other parishes in the planning area, and needs of the larger community.

The council is a ministerial body which enables all members of the parish to utilize their talents and gifts for the service of the people. In consultation with the Parish Finance Council, the Parish Pastoral Council recommends budget policy and priorities for the parish.

Members of the Pastoral Council should take part in formative experiences to help fulfill their roles in the parish more effectively. To make policy and priority decisions, the council members must be familiar with and live Gospel values. They must be aware of the vision and mission of the Richmond Diocese and fully strive to deepen their faith and share it with one another and with the parish community.

The Council, with the Pastor, is accountable to the parish and the Diocese for carrying out the parish mission

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

Article II: COUNCIL MEMBERSHIP

Section 1: Composition

The Council shall consist of the Pastor and twelve elected parishioners.

Section 2: Description of Membership

2.1: **Pastor:** The Pastor is of necessity a member of the Council. His role is one of service, leadership, and enablement. He encourages responsibility in decision making and shared ministry.

2.2: **Council members:** These lay people act as facilitators, identifying and meeting the needs in the life of the parish community.

Article III: COMMITTEES

Section 1: Types of Committees

The following standing committees are designated by *Called to Serve* (Saint Mary's terminology is in parenthesis):

- Worship (Liturgy)
- Christian Education (Christian Formation)
- Justice and Peace
- Parish Community Life (Parish Life)
- Administration

In addition, Saint Mary's Parish may have the following standing committees:

- Executive
- Buildings and Maintenance
- Communications
- Nominations and Elections

Ad hoc committees may be formed as necessary. The Council chairperson, with the help of the Council, will determine when an ad hoc committee is needed and what their function will be.

Section 2: Goal of All Committees

Committees are important to ensure that major segments of the parish mission are identified and carried out.

Section 3: Committee Membership

Generally, the chairperson of each committee will be selected by the pastor. The Parish Pastoral Council Chairperson and Council members may advise and assist.

Committee members are to be chosen by the committee chairperson. Committee members should be registered members of the parish who demonstrate skills from which the committee

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

can benefit or they can be specialists from outside the parish that have unique knowledge which can help guide committee actions.

Section 4: Term of Office

(Does not apply to parish staff personnel)

The chairmanship of a standing committee will be for one year. The individual can serve as chairperson on a single committee for a maximum of three consecutive years or step down after one year. He or she cannot serve more than three consecutive years on the same committee; the three years must be followed by a one year break in service or a switch to another committee. The person can serve as chairperson for a different committee each year.

Section 5: Meeting

Standing committees should meet monthly. Each committee should submit a yearly budget request to the Finance Council in February.

Ad hoc committees should meet as necessary to complete their business.

Section 6: Date of Committee Meeting

Parish Pastoral Council is scheduled to meet on the last Thursday of each month

Section 7: Reporting to the Parish Pastoral Council

Key committees should present a written or verbal report on the status of their area of responsibility annually or biannually.

Section 8: Size of Committee

There is no set size for a committee. If one individual can get the job done, that is all that is necessary. It is recommended that the chairperson spread the work among several parishioners. See Article II, Section 2, Subsection 2.7.

Section 9: Description of Committees

9.1: Worship (Liturgy) This committee is responsible for planning, implementing and evaluating parish prayer and worship activities. The Priest's role as presider at the liturgy calls for the Priest to be a member of the Worship Committee. This committee is responsible for implementing liturgical policies within the parish, as outlined by the Diocese of Richmond. It is important for this committee to work with the Christian Formation Committee in planning special liturgies.

9.2: Christian Education (Christian Formation) This committee is responsible for planning, implementing and evaluating parish religious education according to the needs of the parish and the wider community. The committee is responsible for implementing the educational policies of the Diocese of Richmond. It shares in the responsibility for the formation of the laity including fulfilling the Canon Law requirements for formation of

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

all those in ministry. The Pastor, the Director of Religious Education and the Youth Minister are all part of this committee.

9.3: Justice and Peace Committee This committee makes concrete and practical the message of the Gospel. It assesses and responds to the needs of the deprived, disabled, neglected and oppressed who are within the parish community, the community at large and the world community. With the Christian Formation Committee the Justice and Peace Committee educates parishioners about the social dimensions of the Gospel, and enables them to give witness through effective programs of service and action.

9.4: Parish Community Life (Parish Life) This committee is responsible for enhancing the building of a Christian community. This includes consistent and planned efforts to strengthen relationships among all segments and individuals within the parish in order to foster a hospitable atmosphere for all gatherings. It is invitational and seeks to reach out to new members and involve them in parish activities.

9.5: Administration This ministry is responsible for assisting in the mission of the parish by providing the resources for the work of other committees. It shall be responsible for the operation of the parish office. Long range planning and other functions, as necessary, shall be assigned to this committee.

9.6: Executive The executive committee does not report to the Council. This committee is composed of the Pastor and officers of the Council. The Executive Committee shall prepare the agenda for each meeting of the Council and provide direction for the Council. They will also conduct such business as the Council delegates. Their meeting shall be scheduled up to two weeks prior to the scheduled monthly Council meeting. They will work with the Administration Committee to resolve personnel situations.

9.7: Buildings and Maintenance (Building and Grounds). This committee is responsible for care and upkeep of the parish buildings and grounds. They help identify these needs and make arrangements to have care and upkeep completed on a timely basis.

9.8: Communication This committee ensures that the people of the parish and of the community at large are informed about the activities of the parish

9.9: Nominations and Election This committee functions from February through July. Its responsibilities are described in Article V Section 4 and in Article VII

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

Article IV: RELATIONSHIPS

This Article describes the relationships among the Parish Pastoral Council, the Parish Finance Council, the Pastor, the staff and committees.

Section 1: The Pastor

The Pastor is to consult with the Parish Pastoral Council regarding the life, the mission, and the ministry of the parish. The Pastor is to consult with the Council in the following ways:

- regarding ways to announce the Word of God
- regarding the Catholic education of children and adults
- regarding ways to ensure that the Eucharist is the center of the parish assembly
- regarding the establishment of a caring community
- regarding the role of lay persons in the Church's mission and
- regarding the cooperation and communion of the parish with the Diocese and the universal Church

The Pastor presides over the Parish Pastoral Council but does not lead the meetings. He should participate in all Council discussions.

Section 2: The Parish Pastoral Council

Council members and the Pastor are to build a relationship of openness, trust, and love. The Council is responsible for establishing and implementing pastoral priorities and setting the pastoral direction. The Council may recommend fiscal priorities of the parish to the Finance Council.

Section 3: The Parish Finance Council

The Finance Council is separate and distinct from the Parish Pastoral Council. The Finance Council recommends fiscal policy for the parish. The Finance Council will report on its activities to the Parish Pastoral Council at the regularly scheduled monthly Council meetings. Neither Council is represented on the other, but nothing prevents a person from serving on both simultaneously. The Finance Council will develop the parish budget for each year according to the priorities and goals set by the Parish Pastoral Council in cooperation with the Pastor. The Finance Council may recommend fundraising activities for the parish. The Finance Council has only a consultative vote to the Pastor.

Section 4: The Staff

Through open communication the parish staff and the Council assist each other in carrying out parish activities. Their contribution is to bring to the Council the interests of their ministry in order to enhance the larger picture of parish mission. They also share in the visionary work of the Council along with the other members.

The office staff helps the Parish Pastoral Council by providing secretarial assistance in typing, copying and mailing of agenda, minutes and other material as needed.

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

Section 5: Committees

The important aspect of committees is that they ensure that major segments of the parish mission are identified and carried out. Committees help achieve their goals and the mission of the parish by keeping the lines of communication open between themselves and the Parish Pastoral Council. Committees function within the guidelines specified in the Council constitution. They provide timely reports to the Council. If a committee desires to go beyond these guidelines, it first seeks approval from the Council. Committees may be represented on Council.

Article V: OFFICERS

Section 1: Positions

The officers of the Council shall be Chairperson, Vice-Chairperson, and Secretary

Section 2: Qualifications

Elected members of the council must: be a current member of the council, have at least one year remaining in their term, and have served at least one year on the council

Section 3: Nominations

Members meeting the qualifications are eligible to be nominated. Each nominated individual will either accept or reject the nomination. Individuals who are not present but who are nominated will be contacted by the Chairperson to determine if the absent individuals wish to be considered for an office. Self nominations are permitted.

It is strongly advised that Council members who wish to make a nomination, contact the nominee and ask him/her to consider running for office.

Section 4: Elections

Election of officers will take place at the first regularly scheduled meeting in August. The meeting will be presided over by the Pastor or his designee. Each officer position will be handled separately. The office of Chairperson will be dealt with first, followed by the Vice-Chairperson, and lastly by the Secretary.

The Chairperson will announce the names of nominated candidates for each position. The council members will vote and the candidate receiving the most votes will receive the position. In case of a tie, the Pastor will decide the results. Those individuals will be installed and

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

officially take their office after the Pastor invokes God's general blessing on the entire Council and a special blessing for the new leaders of Council.

Section 5: Term of Office

Officers are elected for a one year term. Office begins at the August meeting and ends with the June meeting. If there is a need to transact business between these two meetings, it will be handled by the past Executive Committee.

There is no limit to the number of years an individual can hold the elected office as long as he or she is an elected member of the Council and meets the qualifications.

Section 6: Removal from Office

Officers may be removed by consensus or by a two-thirds majority of the entire membership of the Council. The two most important considerations are 1) missing three consecutive meetings and 2) failure to perform in a manner that facilitates Council Operation.

Section 7: Vacancies

In the event an officer resigns or is removed, the vacancy will be filled as soon as possible. If the seat of Chairperson is vacated, the Vice-Chairperson will take the office of Chairperson immediately after the Chairperson vacancy occurs.

The vacancy of Vice-Chairperson or that of secretary will be filled at the first meeting after the position is vacant. Nominations will be taken, accepted, or rejected and an election will be held. The individual selected will take office at that meeting.

Section 8: Responsibilities of Each Officer

The Chairperson shall preside at all meetings of the Council and be responsible for: calling meetings, preparing the agenda and conducting meetings, appointing Council members or parishioners to chair all standing and temporary committees, and coordinating the activities of the Council. The Chairperson shall perform all other duties that customarily devolve upon the office of Chairperson but not specifically mentioned herein. The Chairperson of the Council (or designated representative), is the official Parish representative at any assemblies of parishes in the region or Diocese. Each committee's Chairperson may request the attendance of the Council Chairperson at meetings where it is felt his/her presence is significant. The Council Chairperson may attend all committee meetings at his/her discretion.

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

The Vice-Chairperson in the absence of the Chairperson, the Vice-Chairperson shall preside at meetings and perform other duties normally delegated to the Chairperson.

The Secretary shall keep permanent records of all proceedings of the Council. The Secretary shall be responsible for preparing summary minutes of meetings of the Council that accurately reflect actions and decisions of the Council. He or she shall be responsible for disseminating notices of Council meetings, previous month's meeting minutes and meeting agenda. This information is to be prepared on a timely basis so that Council members receive the appropriate information before the next meeting. The Secretary may appoint a person who is not a member of Council to take the minutes at Council meetings.

Article VI: TERMS OF OFFICE

Section 1: Years in Council Service

A term of service begins at the first regular meeting after July 1. A term ends after the regularly scheduled meeting in June.

The Pastor serves on the Council as long as he remains in the parish.

The members serve a three year term.

Because of staggered terms, one-fourth (3 members) of the elected members complete their term of office each year. An elected member can run for a second three-year term, but the second term must be followed by a one year break in service.

Committees should provide periodic reports of their activities to the parish pastoral council.

Section 2: Voting Members

In the event that an issue brought before Council cannot be resolved by consensus, voting members are as follows: The twelve elected members and the Pastor.

Voting cannot take place and an issue resolved unless a quorum of the voting members is present. A quorum of Saint Macy's Council is one more than half the voting members. The issue will be decided when two-thirds of the members voting are in agreement.

Section 3: Vacancies of Office

Any member of the Council may resign. A written resignation to the Chairperson of the Council is the proper procedure. Vacancies in elected offices shall be filled as soon as possible.

The vacancy will be announced via the bulletin and parishioners interested in filling the vacancy

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

are to submit their names to the Pastor within a week after the vacancy is announced. If more than one individual responds to the announcement, the individuals can be interviewed. The viable names will be placed in a container during the next executive session and the one drawn out randomly will fill the vacancy.

If no one contacts the Pastor, Council members can recommend replacements. The Council member must first check with the individual being recommended to be sure they are interested in filling the vacancy. The executive committee can interview that person and decide whether or not to appoint that individual to the vacancy. If more than one name is recommended, the executive committee will place the viable names in a container and the first one drawn randomly will fill the vacant position.

Finally, the Pastor can solicit an individual if no one comes forward. That individual will fill the office upon consent of the executive committee.

3.1: Vacated Chairperson, Vice-Chairperson and Secretary Offices

Only elected members of the Council are eligible to fill the vacated offices. The process for filling these seats is described in Article V, Section 7.

3.2: Notification

When a vacancy is filled, the person is notified by letter. See Insert VI: "Notification to Individual Who Replaces a Council Member Who has resigned."

This is in the back of the constitution.

Article VII: NOMINATIONS AND ELECTIONS

Section 1: Nominations

The Parish Pastoral Council Chairperson shall appoint a Nominations and Elections Committee in February of each year. The list of committee members will be made known to the Council at the regularly scheduled February meeting. The committee must consist of at least two members of the current Parish Pastoral Council and can be composed of up to five Council members. The Nominations and Elections Committee chairperson is to be a member of the current Parish Pastoral Council.

1. Responsibilities of the Nominations and Election Committee.

The committee chairperson reports to the Parish Pastoral Council at the regularly scheduled March or April meetings. The progress of the committee and a list of people who have agreed to run for Parish Pastoral Council will be presented at that time.

The committee members will be responsible for the conduct of the annual election. This includes:

- Soliciting candidates to run for Parish Pastoral Council. This is to be done by personal contact and by advertising in the bulletin in the months of March and

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

- April.
- An announcement inviting nominations to Parish Pastoral Council will be made at the end of all Masses.
- Gathering a short statement written by each candidate. The candidate can include information about him/herself, family, career and length of time in parish. It is important to include special concerns and interests in St.Mary's parish.

1.2: Eligibility for Nomination

The remainder of the Parish Pastoral Council candidates will be made up of registered parishioners who are eighteen years of age or older.

Section 2: Elections

Elections to the Parish Pastoral Council shall be held annually in May, with the new members taking office at the first meeting after July 1.

2.1: Discernment

Discernment of the potential new members will be held in May.

2.2: Orientation

Orientation of the new members should be held in June.

2.3: Installation

Installation of a new council member will be arranged after orientation, usually sometime between the first of August and the last of September.

The terms of office shall be staggered. One-third of the twelve elected members, or four, are elected each year.

The candidate(s) not receiving a position, will be the first to be considered as a pastoral appointee if they represent the council deficiency. The candidate will also have the choice of whether or not to fill any vacancy which may occur in the year between elections.

Article VIII: AMENDMENTS

Section 1: Need for Amendments

Amendments to the Parish Pastoral Council Constitution can be proposed when changes in the parish or Diocese occur and render the constitution, a section of the constitution or sections of the constitution inadequate to direct the Council.

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

Section 2: Procedure for Change

The constitution can be amended at any Council meeting provided notice of the proposed amendment was presented at the previous meeting. The proposal becomes an item on the next agenda. The proposal is then to be prepared by a designated Council member. Copies of the proposed amendment are to be included with the agenda for the next meeting. All Council members are to review the proposal for discussion, possible change and ultimately, acceptance.

Section 3: Acceptance of Proposed Amendment

Amendments shall be considered lawfully ratified when approved by consensus of the Parish Pastoral Council, but a two-thirds majority of the entire Council shall be required to adopt amendments when consensus cannot be reached.

Any approved amendments to the Parish Pastoral Council Constitution become effective immediately unless a specific effective date is established.

Article IX: MEETING PROCEDURES

Section 1: Time and Place

Except for December and the summer recess months of June and July when there will be no meetings, meetings of the Parish Pastoral Council will be held on the fourth Thursday of each month.

Meetings will start at 7:00 pm with prayer in the Blessed Sacrament Chapel, followed at 7:15 pm in the Haiti Room and end by 10:00 pm.

The Council may authorize (by consensus) the extension of a meeting for not more than one half hour additional time.

Minutes are to be kept of each meeting. Copies must be kept in the church records, and meetings are to be reported to the parish as soon as possible.

Section 2: Agenda

Each council member should receive a meeting agenda approximately one week before the regularly scheduled meeting. The agenda is prepared by the Chairperson (see Section 8 of Article V).

The agenda should identify the topics clearly and indicate whether topics are for information, for discussion or for decision. The number and complexity of the items on the agenda should be planned to allow the time necessary for prayer, formation, dialogue and anticipated consensus.

Major items on the agenda must be announced to the parish in advance of the monthly meetings. The announcement is to be placed in the bulletin. Council members can offer additional agenda

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

items at the beginning of the meeting, if a consensus of the membership accepts them.

In so accepting, other agenda items might have to be dropped. Proposed items may require advance preparation. If advanced preparation is needed, the item will be placed on the agenda of a different meeting.

Parishioners desiring to address the Parish Council should notify the Council Chairperson in advance of the meeting, so that the agenda may be carried out as scheduled.

Section 3: Minutes

Minutes are to be kept for each meeting. Copies must be kept in the church records and meetings are to be reported to the parish through the bulletin.

Section 4: Reaching Decisions

It is important that Council members come well prepared to discuss agenda topics that require decisions. A quorum is described in Article VI, Section 2, paragraph 3.

Decision making for the Parish Pastoral Council is to follow a consultative/ collaborative process. A consultative approach is used when members deliberate, consider, ask and advise. Collaboration is the act of working together. Canon Law states that "integral to each stage of parish decision making is the collaboration of the Pastor and the Parish Council." A consultative/collaborative process can best be achieved through consensus decision making. The framework of Robert's Rules of Order can be used for guidance.

Section 5: The Consensus Process

Consensus means agreement in opinion of most or all of the people consulted. An important dimension of consensus is the affirmation given by members who, though not totally agreeing with the decision are willing to support the action in the parish community.

The following procedure shall be followed when a decision is indicated for an agenda item:

- The chairperson announces the agenda topic and the fact that a decision on the issue is needed; the decision process proceeds in rounds:
- The first time around the meeting table, the Chairperson surveys each Council member to see if each one can support the proposal. If, at this time, it is found that more than half of the Council members present cannot support the proposal, the proposal is tabled. The proposal must then be dropped or rewritten and presented at the next Parish Pastoral Council meeting.
- If at least half the voting members can support the proposal as presented, there is a

St. Mary's Catholic Church Parish Pastoral Council Constitution

(With bylaws incorporated)

second round.

- At this point the chairperson writes "second round" and the number of Council members who support the proposal. The second time around the meeting table, each Council member who cannot agree with the proposal, states his or her concerns with the proposal. After each individual has voiced his or her problems with the proposal, the people who support the proposal as is, say why they are in favor of accepting the proposal. Each Council member has up to five minutes to express concerns.
- After this procedure, another survey of the members is taken to see if the individual(s) who could not support the proposal had been swayed by the individuals who did support the proposal. If agreement has not been reached, a third round begins.
- At this point the chairperson writes "third round" and the number of Council members who support the proposal. If it is found now that those against the proposal have swayed the members in favor of the proposal and that more than half the members present cannot support the proposal, the proposal is tabled. The proposal must be either dropped or rewritten and presented at the next Council meeting.
- The third time around the meeting table each Council member opposed to the proposal is asked to present alternative solutions to the proposal. Each Council member has up to five minutes to make suggestions. Taking these alternative solutions into consideration, a new proposal is formulated and a fourth round takes place.
- The fourth time around the meeting table, each person is again surveyed to see if he or she can support the revised proposal. At this point the chairperson writes "fourth round" and the number of people who support the revised proposal. If more than half the members cannot support the proposal, the proposal is tabled.
- If there is a Council member(s) who cannot agree with the revised proposal (but less than half) a choice is made. The chairperson announces whether the original proposal or the revised proposal received more support. The proposal which received the most support is then voted on. A quorum must be present before a decision can be made. The proposal is passed if two-thirds of the Council members vote to implement the proposal. If it is voted down, the proposal can be presented at a later date, after the proposal has been revised.

Section 6: Special Meetings

Special meetings may be called to consider urgent matters. The chairperson, one-half of the Council membership, twenty or more registered parish members (requested in writing) or the Pastor may call for a special meeting.

Notice of special meetings shall be given to all Council members not less than three days before the date scheduled for the meeting. If there is enough advance notice of the meeting, an

St. Mary's Catholic Church Parish Pastoral Council Constitution
(With bylaws incorporated)

announcement must be placed in the bulletin.

Section 7: Attendance at Meetings

Council members should attend all meetings, both those that are regularly scheduled, as well as meetings that are called for special circumstances. A member of Council who is absent from meetings on three or more unexplained occasions can be replaced on Council. The procedure to fill vacancies shall be followed.

Section 8: Executive Sessions

Any meeting of the Council, upon consensus of the members present, or if stipulated by the Chairman in notice of a special meeting may meet in Executive session. At any such Executive session only voting Council members shall be present, together with such other persons as the Council members, by consensus, shall invite.

Section 9: Evaluating Meeting Procedures

Council should periodically evaluate the productiveness of its meetings and procedures. If necessary, procedures for making them more productive should be developed.

THIS CONSTITUTION WAS RATIFIED IN DECEMBER OF 2019

THE PREVIOUS CONSTITUTION WAS RATIFIED IN JUNE OF 1986