

**DIOCESE OF DAVENPORT  
PRIESTS' PERSONNEL BOARD CONSTITUTION**

**ARTICLE I      NAME**

The name of this organization shall be the Priests' Personnel Board of the Diocese of Davenport, Iowa.

**ARTICLE II      FUNCTIONS OF THE PRIESTS' PERSONNEL BOARD**

- A.
1. To serve the Diocese, its Bishop, priests, and people by making recommendations of priest personnel to the Bishop for assignment for the good of the Diocese of Davenport.
  2. To assist in priest personnel development and pastoral planning as it relates to the priests in support of the Priestly Life and Ministry Committee of the Diocesan Presbyteral Council.
- B. These recommendations shall take into account the following criteria:
1. The needs of the Diocese as determined by the Board in consultation with the Bishop and as informed by various responsible groups in the Diocese such as the Presbyteral Council.
  2. The qualifications of personnel for specific ministries.
  3. The long- and short-range goals of the Diocese of Davenport.
  4. The Guiding Principles which shall be developed and which shall form the Bylaws of this organization.

**ARTICLE III      MEMBERSHIP**

The Priests' Personnel Board of the Diocese of Davenport shall consist of five members elected by the active presbyterate together with a representative elected by the retired presbyterate and three ex-officio members - the Vicar General, the Director of Vocations and Vicar for Priests.

- A.
1. Each of the five groups of active Diocesan priests divided according to years of ordination shall elect one of their number to represent them.
  2. These groups shall be periodically adjusted by the Bishop's office to maintain a balance of numbers in the five groups.

- B.
  - 1. The elected members shall represent the group from which they were elected for a three-year term.
  - 2. Members shall continue to represent the group from which they were elected until the end of their term even if they are moved to another age group by adjustment as in A 2 above.

**ARTICLE IV      OFFICERS**

- A. The officers of the Priests' Personnel Board shall be its Chairman chosen from the five voting members and its Secretary chosen from the membership.
- B. The Chairman and Secretary shall be elected by the members of the Board and shall serve for a term of one year but remain eligible for re-election each year.
- C. The duties of the Chairman shall be to:
  - 1. Preside at meetings of the Board
  - 2. Designate when meetings are to be held
  - 3. Prepare the agenda for each meeting
  - 4. Act as liaison between the Bishop and the Board
  - 5. Inform Board members of meetings and the agenda to be discussed
  - 6. Act as correspondent for Board
- D. The duties of the Secretary shall be to:
  - 1. Record a summary of each Board meeting
  - 2. Act as Chairman pro tem in the absence of the Chairman

**ARTICLE V      TERM OF OFFICE**

- A. Election to the Priests' Personnel Board shall be for a three-year term. Election shall be by secret ballot of the Diocesan priests in accordance with Article III above.
- B. Active members of the presbyterate serving in the Diocese shall not be allowed to refuse to stand for nomination or election without specific permission from the Bishop.
- C. The six elected members shall begin their terms of office so that two members begin their terms each year.
- D. Members shall be elected by a process where nominations are received. The members are then elected by majority vote of those voting from the two candidates obtaining the most nomination votes in each ordination

grouping. In the event of a tie, the senior man in ordination shall be nominated or elected.

- E. In the event of death or resignation, the vacancy shall be filled in the same manner in which the original member was specifically chosen and the person elected shall be elected only for the unexpired term.
- F. An elected member may succeed himself as a member of the Priests' Personnel Board for as many terms as he shall be elected.
- G. The ballots for election shall be prepared and mailed by the Bishop and shall be returned to the Bishop who shall designate tellers to tabulate the votes. The Bishop is to report the results to the priests of the Diocese without divulging the general tally.
- H. Elections as necessary shall take place regularly in October of each year. Newly elected members will attend Board meetings from January 1 to June 30 and will take their seat on the Board the first meeting after July 1.

## **ARTICLE VI MEETINGS**

- A. The Priests' Personnel Board shall meet as necessary.
- B. The time and place of the meetings shall be determined by the Chairman or the Bishop.

## **ARTICLE VII CONFIDENTIALITY**

Professional norms of confidentiality shall apply in all matters of personnel record, matters that could be prejudicial to the good name of the parties concerned, or other matters the nature of which requires strict secrecy.

## **Article VIII FINANCIAL RESPONSIBILITY**

Expenses incurred in the operation of the Priests' Personnel Board shall be borne by the Diocese. Items of expense must be approved by the Chairman of the Board.

## **Article IX AMENDMENTS**

Subject to the approval of the Bishop, this constitution may be amended by the vote of four of the five voting members of the Priests' Personnel Board after consultation with the Presbyteral Council.