

# BY LAWS

## Good Shepherd Parish Pastoral Council

### Section I. Purpose

1. The purpose of the by-laws for the Good Shepherd Parish Pastoral Council (PPC) is to outline the duties and functions to be consistent with the Good Shepherd Roman Catholic Parish Mission Statement: *Good Shepherd Catholic Church is a multicultural faith community whose mission is to live the teachings of Christ – Love God, Love Neighbor and Make Disciples.*
2. The PPC shall serve as an advisory body to the Pastor who can use the veto power when the decision of the council departs from church teaching, diocesan policy, sound pastoral judgment or is illegal under Commonwealth or local laws.
3. The PPC shall operate by consensus in order to encourage all group members to participate in decision making. Consensus is a genuine exploration to test for feelings and to determine whether opposition feels strongly enough to be unwilling to implement a decision. Consensus is achieved when all members can live with the final decision.

### Section II. Membership

1. Qualifications and Number
  - a. Any practicing and registered member of Good Shepherd Parish, 18 years or older, may declare his/her candidacy for election to PPC.
  - b. The number of members on PPC may be up to 16.
  - c. Elected members shall serve a term of three years, with the approval of the full Council; elected members are eligible to serve up to one repeat term of three years, before having to come off of the PPC. Terms of PPC members are staggered to retain a core of seasoned members.
  - d. One youth member of high school age, with approval of the Pastor, may serve as a voting member for a one-year term or repeat terms of office.
2. Election of Members and Officers
  - a. Election of members may be either by ballot of Parish membership or by show of hands of the PPC if the number of candidates is equal to or less than the number of vacancies.
  - b. An election committee may be appointed by the PPC Chair to submit names of nominees to the full PPC.
  - c. The following schedule is suggested for membership on the PPC:

April – May	Declaration of candidacies and presentation to PPC
June	Election of new members and officers of the PPC
July	New members and officers assume duties on the PPC

### **Section III. Structure of Council and Duties of Members**

1. Chair, Vice Chair and Secretary shall be elected by members of the PPC at the regularly scheduled meeting in June of each year. The new officers will take office at the July meeting. If, for any reason, the Chair cannot continue in office, the duly elected Vice Chair shall immediately assume the duties of the Chair. A new Vice Chair will be elected at the next regular meeting of the PPC.
2. All PPC members shall be assigned another 'liaison' committee of the Parish for which they will have responsibility to attend meetings, collect minutes and reports, and share information with the full PPC.
3. Committees may be created by consensus of the PPC to perform specific short-term tasks, or to serve as standing committees for continuous activities. All committees of the PPC will report on activities at each regularly scheduled meeting of the PPC.
4. An annual work session may be scheduled for the purpose of: (a) reviewing the PPC's goals and progress of the past year; (b) planning new goals and objectives for the coming year; (c) revising the By Laws; or (d) any other specific purpose as decided by the Chair, the Pastor, or the full PPC.

### **Section IV. Meetings**

1. With exceptions as approved by the Pastor and/or the full PPC, there shall be a regular meeting of the PPC once a month, at a regularly scheduled date and time.
2. The Chair or the Pastor may call a special meeting of the PPC to address urgent matters. If a meeting is not possible, the Chair may communicate via email to PPC members and obtain consensus on the matters that need to be addressed.
3. PPC draft minutes shall be provided to each PPC member prior to the next regularly scheduled meeting.
4. Each PPC meeting shall follow a format of: (a) Opening prayer; (b) Old Business; (c) New Business; (d) Liaison Committee reports; (e) the Pastor report; and (f) other business as necessary.
5. Members of the Parish not on the PPC are welcome to attend the monthly meetings (except for "Closed Council" sessions as outlined in IV 6 below). If the Parish member has an item for the PPC to address, the member shall notify the Pastor or Pastoral Director and the Chair at least one week prior to the meeting. The Chair may set time limitations on all non-council participation. No vote will be taken on any item brought forth from a non-council participant that could affect policy changes during the meeting in which it is first presented.

6. The PPC Chair, only with the Pastor's witnessed permission and presence at an official Council meeting, may invoke a "Closed Council" session to discuss items of a sensitive nature affecting the Parish. No guests or non-PPC members present will be allowed to attend the Closed Council sessions. No Council minutes are to be recorded during a Closed Session. No official parliamentary moves, proposals, changes, additions, amendments or decisions may be made by the Council during a Closed Session. Advice by Council members as a result of the Council's discussion at that time may be offered to the Pastor. With consensus that the Closed Session has reached a purposeful point of discussion, the PPC will return to Open Session. This section of the By Laws is to be read aloud by the Chair to the full PPC Council before Closed Session convenes.

## **Section V. Vacancies and Removal of PPC Members**

1. The Chair may appoint a member to the PPC to fill any expired term that may become vacant. This appointment shall assume the term of the vacant position, and is eligible to be elected for subsequent terms thereafter.
2. All regular appointments made under the provisions of this section shall require approval of the Council by simple majority of those present at the next regularly scheduled meeting after the vacancy occurs.
3. Elected PPC members are expected to make every effort to attend all regularly scheduled monthly meetings, and to notify the Chair if unable to attend the monthly meeting. A member missing four or more meetings in a calendar year may be considered inactive and subject to removal by the Chair, with approval of the full PPC.
4. Any elected PPC member may be removed for just cause from the Council by vote of the full Council. The removed member may appeal the removal vote to the Pastor.
5. The Pastor may recommend appointment(s) to the Council, or may remove a member from the Council for just cause.

*Revised & Approved May 29, 2018 via consensus of PPC members at the PPC meeting.*

*Effective June 26, 2018*

*Amended 6.26.18 at PPC Meeting to allow for 14 members (Section II.b)*

*Amended 7.1.19 to allow for 16 members (Section II.b)*

*Amended 2.25.20 to clarify member terms (Section II.c)*