

CONSTITUTION AND BY-LAWS
of
ST. ANDREW PARISH PASTORAL COUNCIL

ARTICLE I: NAME

The Name of this organization shall be: ST. ANDREW PARISH PASTORAL COUNCIL.

ARTICLE II: PURPOSE

The purpose of the Parish Pastoral Council is to foster the full pastoral life and growth of the parish through pastoral planning. The council's main work is to plan solutions for pastoral problems and challenges by identifying needs and problems, studying them, reflecting on them in light of the gospel, exploring solutions to these concerns, and recommending the best solutions to the pastor and his staff. This does not include financial planning, as the Parish Finance Council undertakes these duties. The Council follows a model of ecclesial service rather than political power, seeking to avoid self-centered strategies and factionalism while focusing on the building of consensus in the power of the Holy Spirit. Accordingly, it operates by a careful and respectful process of listening and consultation. In accordance with the current Code of Canon Law of the Universal Church, the Council possesses an essential consultative leadership role in the overall pastoral leadership of the local Church. The role and obligation of the pastor is to heed seriously the wisdom of the council and to ensure that its deliberations and recommendations are in accord with the good order of the church.

ARTICLE III: MEMBERSHIP

Section 1: Number

There are no term limits for those who are elected or appointed, meaning they may serve consecutive two year terms without limit if re-elected.

- A. Ex-officio Staff Members
 - 1. Pastor/Administrator
 - 2. Principal of the School

3. One Parochial Vicar, if assigned to parish or school, appointed by the Pastor/Administrator
 4. One Deacon, if assigned to parish, appointed by the Pastor/Administrator
 5. At least one Religious Sister or Brother from each community working in the parish or school, appointed ex-officio by the Pastor/Administrator
- B. Elected Community Members (2 year term)
1. A representative from the English speaking community
 2. A representative from the Spanish speaking community
 3. A representative from the school
- C. Appointed At-large Community Members (2 year term)
1. The Pastor/Administrator may appoint a maximum of four additional persons.
 2. A no voice (non-voting) secretary to the Council may additionally be appointed by the Pastor/Administrator with the approval of the Council.

Section 2: Requirements for Membership

Membership on this Council requires one to be sixteen years of age, active in their faith and registered in a Catholic parish. Elected members must be registered at St. Andrew Parish, but non-elected members may optionally be registered elsewhere.

Section 3: Removals

Membership on the Pastoral Council presumes attendance at regular meetings of the council. The Council has the power to replace inactive members after three consecutive unexcused absences. In the normal course of affairs when a member is consistently unable to attend, he/she would initiate their own withdrawal or the Pastor/Administrator would first consult with the member regarding their intentions.

Section 4: Resignations

Any member desiring to resign from the Council should submit his/her resignation in writing to the Pastor/Administrator, who shall present it to the Council for action at the next regular or special meeting.

Section 5: Vacancies

Whenever an elected member vacates their position, before their term is completed, the Pastor/Administrator will appoint a replacement until the next, normal election cycle. All ex-officio vacancies should be promptly appointed by the Pastor/Administrator.

ARTICLE IV: NOMINATIONS AND ELECTIONS

Section 1: Election Committee

Terms for the elected begin July 1 of odd numbered years, e.g. July 1, 2013. Prior to the start of an upcoming term, it is desired that elections be completed no later than May 1st of that year. The Council shall publish in the parish bulletin and employ any additional desired marketing to accept nominations for elected positions. Only accepted nominees will appear on the election ballot.

Section 2: Nominee Requirements

- A. Must be a registered parishioner of St. Andrew Parish.
- B. Must be active in the life of the parish.
- C. Must be at least 16 years of age.

Section 3: Review of Nominees

The Council or appointed sub-committee will contact the nominees and qualify that they meet the nominee requirements, and that they accept their nomination.

Section 4: Ballot

Once the review of nominees is completed, an election ballot is prepared and a date for the election is determined. In the event that a position does not have any valid nominees, the position will then be appointed by the Pastor/Administrator under the rules for vacancies (Article III. Section V). No write-in candidates will be accepted.

Section 5: Announcement of Candidates and Election Date

The names of all approved candidates shall be published in the parish bulletin with the date of the election. This announcement should be published at least two consecutive weeks prior to the election date.

Section 6: Term of Election/Appointment

There are no term limits for those who are elected or appointed, meaning they may serve consecutive two year terms without limit if re-elected or re-appointed.

Section 7: Voting Eligibility

All persons sixteen (16) years of age or older who are registered and active members of the parish are eligible to vote. Eligibility will be ascertained simply by printing these requirements on the ballot distributed in the parish.

ARTICLE V: OFFICERS

Section 1: Election

The Vice President of the Parish Pastoral Council shall be chosen from among the councilors by secret ballot at the first meeting of a new term of office. i.e. after July 1. Only existing members are eligible for election. A simple majority vote of the members present shall elect the following officers for a term of one year. The Council may elect a Secretary in the same fashion from among the councilors, or opt to have the Pastor/Administrator appoint one from outside the councilors. Appointing a secretary may be helpful to allow the councilors to be free of the responsibilities of the secretary and be more able to focus on the content of the meetings.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1: President

- A. The Pastor/Administrator is the President ex-officio.
- B. Shall conduct all meetings of the Council in an orderly manner giving due regard to see that all points of view are heard and discussed, and a style of consensus building predominates the deliberations of the Council.
- C. Shall appoint Ad Hoc Committees and their Chairpersons as required by the ministry of the Pastoral Council and the needs of the Parish.
- D. Shall serve as needed as an ex-officio member of all standing committees.

Section 2: Vice-President

- A. Shall perform all responsibilities of the President in his absence or as delegated by the President.
- B. Shall work in close association with the President in order that he/she may know the full scope of the Council activities.
- C. Shall take charge of all physical arrangements which are required for the meetings and activities of the Pastoral Council.
- D. Shall notify Council members of regular meetings by making sure an announcement is placed in the weekly Bulletin or, when needed, telephoning members, and giving notice as soon as possible of special or emergency meetings.
- E. Shall establish the regular meeting agenda, and collect agenda items from the councilors.

Section 4: Secretary

- A. If appointed by the Pastor/Administrator is a non-voice (non-voting) member.
- B. Shall take meeting minutes and keep a permanent record of them.

- C. Shall promptly distribute a copy of the meeting minutes to the Council members
- D. Shall make available to registered parishioners upon request a copy of the meeting minutes.
- E. Shall act as correspondent for the Council, preparing letters and replies to letters as appropriate.

ARTICLE VII: PASTORAL COUNCIL MEETINGS

Section 1: Meetings

The regular meetings of the Council shall be held every other month. They are open to all members of the parish, unless designated as an Executive Session of the Council. Any person wishing to speak before the Council may appear and make such a request providing the item is on the agenda. Otherwise a simple majority vote of the Council during the regular meeting is required to adjust the meeting's agenda. Except in the case of evident need, regular meetings should be limited to two hours in duration.

Section 2: Executive Sessions

The Pastor/Administrator may call executive sessions of the Council when necessary.

Section 3: Quorum

A quorum shall consist of more than one-half of the total members of the Council, and must include either the President or Vice President.

Section 4: Vote

A simple majority vote of the members present at any regular or special meeting is sufficient for the adoption of proposals before the Council. The exception to this rule is for amendments to the Constitution and By-Laws (see Article VIII).

Section 7: Special Meetings

Special meetings may be called by the Pastor/Administrator, or any three members of the Council. Notice of these meetings must be given to each member of the Council immediately by the Secretary or members designated by the Secretary to assist in contacting them. No business except that stated in the notice shall be conducted, considered, or acted upon.

Section 8: Procedure

The meetings of the Council shall be conducted in an orderly and charitable manner, with preference given to a spirit of consensus building. Recourse to revised Robert's Rules of Order

are to be used only in the most grave matters of dispute, or additionally as desired by the Pastor/Administrator.

ARTICLE VIII: AMENDMENTS

This Constitution and By-Laws may be amended when a proposed amendment has been submitted in to the Council. A waiting period of at least two weeks before discussion and voting is required. A quorum of councilors must be present for discussion and voting to occur. A two-thirds passing vote of the present quorum is necessary to submit for final approval. The Pastor/Administrator reserves the right to veto any proposed amendment.

ARTICLE IX: COMMITTEES

Section 1: Standing Committees

The need for Standing Committees of the Council shall be determined by the priority of issues that the Council is addressing in any given year (e.g., Spiritual Life, Liturgy, Education, Evangelization, Hospitality, Social Justice, Community Life, Maintenance, Finance, Vocations, etc.) The existence of any Standing Committees should be re-evaluated each year in light of the needs of the parish and the goals of the Council.

Section 2: Ad Hoc Committees

Ad Hoc committees may be added as necessary and automatically dissolved upon completion of its work. The Council may decide to structure it in any way advantageous.



This Constitution and By-Laws were approved **April 17, 2013**. The existing parish pastoral council will execute an election as outlined herein, to assist these by-laws becoming fully **effective July 1, 2013**.

Fr. John Evans, Pastoral Administrator

Linda Goffaux, Secretary

Additional Councilors