

## BYLAWS

### PARISH PASTORAL COUNCIL OF ST. FRANCIS OF ASSISI PARISH

#### ARTICLE I

The name of the leadership council shall be the Parish Pastoral Council of St. Francis of Assisi Parish. The term "Council" used in these bylaws shall mean the council identified in this article.

#### ARTICLE II

The St. Francis of Assisi Parish Pastoral Council is a body of committed parish members with varied perspectives, skills, and talents. Acting as representatives of the parish, the Council's ministry is to envision, plan, examine, and recommend policies and activities that assist the Pastor in enabling Gospel ministry with respect for our Franciscan tradition. The Council also assists the parish staff in implementing such policies and activities as are approved by the Pastor.

#### ARTICLE III MEMBERSHIP

**Section 1. Number:** Fifteen parishioners shall serve on the Council plus two ex-officio (non-voting) members: the Pastor and a staff member appointed by the Pastor.

**Section 2. Eligibility:** Only individuals registered as members of St. Francis Parish for a minimum of one year are eligible for election to the Council. A member shall not be a parent, child, spouse or cohabitant of any other Council member. The minimum age for election to the Council is 16.

**Section 3. Term of Office:** All members shall serve a term of three years. Council members will be staggered in a three-year cycle, with one-third of the members commencing a new three-year term each year.

**Section 4. Re-election:** No members shall be elected to the Council for more than two full consecutive terms unless filling a vacancy as described in Article III, Section 5. After an absence of three full consecutive years, a past member of the Council shall be eligible to again serve on the Council.

**Section 5. Vacancies:**

a. Vacancies on the Council may be filled by a vote of the majority of the remaining members of the Council. The Chair may appoint a Membership Committee to make recommendations as to suitable candidates. The Council may either select the person who, at the most recent Council election, received the most votes without having been elected or subsequently appointed, or select any parishioner who is eligible for membership under the terms of this article. If the Council does the latter, it may still take into account, as one factor, the parishioner's placement in the most recent election. The selected parishioner must be approved by the Pastor prior to assuming his/her seat on the Council.

b. Each member elected under the provisions of this section shall fill such vacancy for the remainder of the unexpired term. If the term being filled has less than one year remaining, the incoming member may run for up to two additional full terms.

#### **Section 6. Removal:**

a. Any elected member of the Council may be removed at the discretion of the Pastor, or for cause by a three-fourths vote of all members present at any regular or special meeting of the Council at which a quorum is present. At least ten days prior written notice shall be given to the Pastor and all Council members that such removal action is to be considered. A full opportunity to be heard shall be afforded before any member can be removed.

b. Any member who misses three consecutive meetings without being excused by the Chair will be deemed to have voluntarily resigned. The Chair will send a letter to the resigned member thanking him/her for service to the Council. If a member desires reinstatement, a simple majority vote by the remaining members can be taken to reinstate a member who has resigned under these circumstances.

#### **Section 7. Election of Council Members:**

a. Each year five Council members will be elected by registered parishioners of the parish age 16 years and older during a weekend in May or on the first weekend of June. A person aged 16 through 20, inclusive, shall be considered a registered parishioner if one or both parents are registered parishioners. Members shall be elected for a term of three years beginning on July 1. Members elected to fill a vacant position will serve the period as set forth in Section 5 of Article III.

b. For at least four weekends prior to the weekend of the election, the Council shall announce the dates of the Parish Council election and the opportunity to nominate persons to fill vacancies via

notices in the weekly bulletin and on the parish website and verbal announcements at all weekend Masses. Candidacy forms shall be prominently available in both the church and the parish center, as well as online for at least four full weeks. Any person registered as a parishioner for at least one year by the date of the election who desires to stand for election may complete and submit a candidacy form. The candidacy form is attached to these bylaws as Appendix A.

c. Candidacy forms must be received by the Chair no later than two weeks before the first day of the election. Any Council member who wishes to serve a second term shall submit a candidacy form.

d. The Membership Committee will certify all candidates for eligibility and willingness to stand for election. The slate of candidates for election shall be approved by the Pastor and will be announced to the Parish no later than one full week before the first day of the election.

e. The election shall be by written ballot immediately after each of the announced election weekend's liturgies. A person whose name is on the ballot shall not be precluded from assisting in planning and executing the election, except that such person may not count the votes or be in the same room as the votes are being counted. Votes will be counted by Council member volunteers and other volunteers from the parish at large whose names are not on the ballot.

f. Absentee ballots will be available in advance of the election at the request of any registered parishioner who would find it difficult to be present and cast a ballot after the weekend liturgies. If there is uncertainty whether a person is eligible to vote, that person may cast a ballot which shall be designated provisional, and the person's eligibility shall be determined before election results are announced.

g. If by the June meeting vacancies are not filled, then the Membership Committee shall make recommendations for filling those vacancies to the Council and the Pastor .

h. The Secretary shall maintain a roster of all members of the Council, which includes the date of the expiration of the members' terms. This roster shall be posted on the parish website.

i. If the Pastor at his discretion cancels the election and appoints Council members of his choosing, any member so-appointed shall serve a term as if he/she had been elected. An example of a reason why the election might be cancelled would be to save resources in the event there are five or fewer parishioners whose names have been submitted for election.

## **ARTICLE IV REGULAR MEETINGS**

The Council shall hold regular monthly public meetings at least nine times each calendar year in Brunsmann Hall, insofar as it is available, which shall be on the second Tuesday of each month, unless otherwise determined.

## **ARTICLE V SPECIAL MEETINGS**

Special meetings of the Council may be called at any time for any purpose by the Chair or by the Pastor. Notice stating the time, place and purpose of the meeting shall be given to each member of the Parish Council at least seventy-two (72) hours prior to the time of the meeting. The special meeting may be private and not accessible to Parish members if the Pastor or Chair determines this would be advisable. The results of a special meeting shall be reported to the Council at its next regularly-scheduled meeting.

## **ARTICLE VI QUORUM**

Half the number of filled positions on the Parish Council plus one shall be necessary to constitute a quorum for the transaction of business.

## **ARTICLE VII OFFICERS**

**Section 1.** The Chair shall preside at every meeting of the Council, except as otherwise provided in Section 4, paragraphs b, c, and d, and promulgate the Council's acts or decisions.

**Section 2.** The officers of the Council shall be Chair, Vice-Chair, and Secretary. These officers shall serve for one year or until their successors take office.

**Section 3. Election of Officers:** The Officers of the Council shall be elected by and from the Council at its meeting in June of each year. If two or more persons desire an office, the election shall be by secret ballot.

**Section 4: Duties of Officers:** The normal powers and duties of these officers are as follows:

**a. Chair:** The Chair shall prepare the agenda, call and lead all meetings of the Council, see that the bylaws and such rules as may be adopted by the Council are enforced, and shall, subject to the direction of the Council, have general supervision, direction and control of the business of the Council. He/she shall appoint or approve the chair of all standing committees with the consent of the Council and be an ex-officio member thereof.

**b. Vice-Chair:** The Vice-Chair shall have the powers and perform the duties of the Chair in the event of his/her absence or disability, and shall succeed to any interim vacancy in that office. The Vice-Chair shall also perform such other duties as may be assigned to him/her by the Council or the Chair.

**c. Secretary:** The Secretary shall have the powers and perform the duties of the Chair in the event of the absence or disability of both the Chair and Vice-Chair. The Secretary shall keep an official copy of these bylaws at the Parish Center office or such other place as the Council may direct. The Secretary shall compile and distribute committee reports to Council members prior to Council meetings. In addition, the Secretary shall prepare or delegate the preparation of minutes of all Parish Council meetings. The minutes shall note the time and place of the meeting, whether regular or special, how authorized, the meeting notice given, the names of all members present, and the proceedings of the meeting. The Secretary shall keep an official copy of all meeting minutes at the Parish Center office or such other place as the Council may direct. The Secretary shall post the minutes of the previous meeting and the upcoming meeting agenda each month on the parish website.

d. If the Chair, the Vice-Chair, and the Secretary are all absent or unable to perform the duties of the Chair, the Pastor may appoint a Council member to act as Chair until at least one of the aforesaid officers is able to resume such duties.

**Section 5.** There shall be an Executive Committee consisting of the Chair, Vice-Chair, and immediate Past Chair, except that the Immediate Past Chair shall not be on the Executive Committee if he/she is no longer on the Council. This committee may conduct business in between regular monthly Council meetings. The results of any business conducted in this manner shall be reported to the Council at its next regularly-scheduled meeting.

## **ARTICLE VIII RULES OF ORDER**

**Section 1.** Roberts Rules of Order (Revised) will be the parliamentary authority for all matters and procedures.

**Section 2.** The Secretary shall serve as parliamentarian. In case the Secretary declines to serve as parliamentarian, any other member of the Council may be appointed by the Chair to serve in that position.

## **ARTICLE IX COMMITTEES**

**Section 1. Standing Liaison Assignments**

A Council Member, as approved by the Pastor, shall serve as liaison to each of the following parish organizations: St. Francis Elementary School Advisory Commission and Finance Council.

**Section 2. Standing Committees**

The Council may have the following standing committees: Parish Safety, Membership, New Council Member Orientation, Liturgy, Faith Formation, Building and Grounds, and Communication.

**Section 3.**

The Chair may appoint ad hoc committees as authorized by the Council to deal with new issues as they may arise.

**ARTICLE X AMENDMENT**

**Section 1.** The Council has the authority to adopt, amend, repeal, or suspend the bylaws.

**Section 2.** The adoption, amendment, repeal, or suspension of the bylaws shall require an affirmative vote of a majority of the members of the Council preceded by at least one week's prior written notice of the proposed adoption, amendment, repeal, or suspension of a bylaw to the individual members.

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Amended April 9, 2019