

**Pastoral Council Bylaws
For the Pastorate of
St. Mary of the Assumption and St. Pius X Parishes**

Article 1. Name

This organization shall be known as the Pastoral Council of the Pastorate of St. Mary of the Assumption (SMA) and St. Pius X Parishes (SPX); hereinafter referred to as “the Council.”

Article 2. Purpose of the Council

We are called to be stewards representing the Roman Catholic community of St. Mary of the Assumption and St. Pius X Parishes by

1. Maintaining an active life of prayer and visible witness in response to God’s call to ongoing conversion and missionary discipleship;
2. Collaborating with the Pastor and Pastorate Staff in advancing the mission of the Church;
3. Providing an open, honest, and respectful forum of communication and dialogue regarding Pastorate affairs;
4. Encouraging by all available means a vigorous and effective lay ministry.
5. Collaborating with the Pastor and Pastorate Staff to review and assess the strategic plan and set priorities for the upcoming year;
6. Assisting the Pastor in rendering to all parishioners annually by October, a full report of the spiritual, material, and financial condition of both Parishes for the past fiscal year.

Article 3. Membership

Section A. Ex Officio Members

Ex officio members of the Council shall include the Pastor, Associate Pastor(s), Deacon, Faith Formation Leader, St. Pius X School Principal or designee, and parish lay corporators. Said members shall have a full voice but shall have no vote.

Section B. Elected Members

1. Registered parishioners 18 years or older, in good standing, and involved in the liturgical life of either Parish, are eligible for election to the Council.
2. The Council will include 9 elected members drawn from SMA and SPX Parishes, with a minimum of 3 representatives from each Parish.

Section C. Appointed Members

1. The Pastor may name no more than three lay persons to be appointed members of the Council, who shall serve the same term as elected members. Appointments will be made to achieve diverse points of view and areas of knowledge desired on the Council.
2. Appointed members must be at least 18 years old, in good standing, and involved in the liturgical life of either Parish.
3. Appointed members shall have a full voice but no vote in Council discussions.

Section D. Member Election Procedure

A Nominating Committee shall be appointed by the Pastoral Council each year in January to nominate candidates to fill upcoming vacancies on the Council due to the annual completion of terms. The committee shall consist of the Pastor, the Council Chair, Faith Formation Leader, School Principal or designee, and at least two lay members, one from each Parish. Nominating Committee members need not be members of the Council.

1. The committee shall actively seek and identify qualified parishioners and endeavor to obtain sufficient candidates to fill the vacancies. Parishioners will be given an opportunity to propose names for potential candidates in February.
2. The committee shall endeavor to maintain diverse points of view and areas of knowledge desired on the Council.
3. Candidates should exhibit the following qualities: willingness to serve, desire for spiritual growth, ability to work cooperatively, and a commitment to the Pastorate. In addition, the Nominating Committee will discern the spiritual gifts needed on the Council and seek candidates with those gifts.
4. Council members scheduled to complete a first term at the conclusion of the Council year in June shall be eligible for consideration for a second term.

5. The Nominating Committee shall select a slate of candidates after verifying that they are qualified and willing to serve. These candidates shall be presented to both Parishes and the standing Council at least two weeks before Easter.
6. The standing Council will elect incoming members from the slate of candidates in April by secret ballot. Ballots will be counted by one current member from each Parish and one Ex Officio member other than the Pastor chosen at a previous meeting.
7. The Chair will notify candidates of the election outcome and the Secretary will report the results of the election to the Parishes no later than two weeks after the election.

Section E. Terms of Members

1. The term served by each member begins with the meeting following the election or appointment of the member and runs for a period of three years.
2. Voting members of the Council shall not serve more than two terms consecutively; however, they may be nominated or appointed after being off the Council at least one year.

Section F. Unanticipated Vacancies

1. A vacancy may occur by death, resignation, termination of membership in the Pastorate, or by incurrance of an ecclesiastical penalty rendering a person ineligible for office.
2. Membership on the Council may be terminated for cause by a vote of three-fourths of the voting members at any regular or special meeting of the Council.
3. In the event of three consecutive, unexcused absences or three absences in a term year, a Council member may be dismissed from the Council following the procedures in #2 above. The delinquent member will be notified in writing by the Council Chair prior to forfeiture of membership.
4. As soon as possible, the Pastor will appoint someone to complete the vacated term of an **appointed** member.
5. The Council itself will, as soon as possible, elect a person to complete the vacated term of an **elected** member. Consideration shall be given to candidates previously nominated by the Nominating Committee with discernment as to the needs of the Council.

Article 4. Officers

Section A. Officer Positions

1. The Pastor oversees Council meetings.
2. The officers of the Council shall be a Chair, Vice Chair, and Secretary.
3. The Chair and the Vice-Chair shall be from different Parishes.

Section B. Election and Terms of Officers

1. Nominations for Officers will be made annually at the May meeting.
2. Election of Officers will be held annually in June. Voting shall be by written ballot when there is more than one candidate for a position. In the event of a tie, balloting shall continue until a candidate receives a majority. Each office shall be voted on separately.
3. Ballots shall be counted by one member from each Parish and one ex officio member who is not the Pastor.
4. Officers shall serve one-year terms.

Section C. Officer Vacancy

In the event of a vacancy in any office except that of the Chair, the Council shall elect another Council member to fill the vacancy. In the event of a vacancy in the office of the Chair, the Vice Chair shall automatically assume the office of Chair for the remainder of the unexpired term.

Article 5. Responsibilities of Officers

Section A. Pastor

1. Oversees meetings of the Council
2. Calls special meetings of the Council
3. Appoints members to the Council according to these Bylaws
4. May cancel a meeting with reason

Section B. Chair

1. Presides at meetings of the Council
2. Organizes and coordinates the activities and processes of the Council

3. Calls special meetings of the Council, in consultation with the Pastor
4. Convenes the Executive Committee as needed in consultation with the Pastor
5. May cancel a meeting with reason

Section C. Vice Chair

1. Assumes the duties and responsibilities of the Chair when the latter is absent
2. Performs other duties as delegated by the Chair

Section D. Secretary

1. Records and publishes on the Pastorate website the proceedings of all Council meetings and ensures their preservation in a permanent record of the Pastorate
2. Notifies the members of all meetings and provides copies of agenda, minutes, and reports
3. Handles correspondence relevant to Council activities
4. Performs such other duties as the Council or chair shall assign
5. When necessary, delegates recording minutes to another Council member

Article 6. Executive Committee

Section A. Executive Committee Composition

The Executive Committee shall be composed of the officers of the Council and the Pastor.

Section B. Executive Committee Duties

1. Prepares the agenda for Council meetings and performs other duties requiring immediate action as may be necessary from time to time.
2. May act in the name of the Council when recourse to the entire Council is not possible
3. Appoints ad hoc committees and task forces

Article 7. Pastoral Council Meetings

1. The Council shall meet monthly from September through June, at a place and time to be decided by the Council.
2. Notice of the time and place of the Council meetings shall be placed in the Pastorate bulletin and posted on the website.
3. Parishioners may contact any Council member to request an issue be addressed or discussed by the Council. All parishioners are welcome to attend the meetings but must inform the Chair when they wish to speak in advance of the meeting.
4. The May meeting of the Council (or the nearest thereto) shall be for the purpose of preparing a report to the Pastorate of the past year's activities, and any other business that may arise.
5. A majority of the voting members of the Council shall constitute a quorum at any meeting of the Council.

Article 8. Amendments to the Bylaws

These Bylaws may be amended upon a two-thirds vote of the members present at any meeting of the Council, provided the members present for the vote constitute a quorum of the Council.

1. Proposed amendments shall be submitted in writing either at a regular meeting of the Council or between such meetings.
2. Prior to any vote on a proposed amendment, the proposed amendment shall be introduced at a Council meeting and an opportunity for discussion shall be provided to members of the Council. A proposed amendment shall not come up for a vote of the Council until the meeting that follows the one at which it was discussed.
3. At the Chair's discretion, following the submission of a written proposed amendment, she/he may appoint a committee to review the proposed amendment and make recommendations to the Council, including recommendations to accept, reject or alter the content of the proposed amendment.
4. Any amendment to the Bylaws that is adopted by the Council shall take effect two weeks from the date of its adoption, and shall be published in the bulletin and on the website as soon as practicable.

Article 9. First Council of the Pastorate

Section A. Selection of the first Council

1. Members for the first Pastoral Council under these bylaws will be appointed by the Pastor in consultation with the Steering Committee. Members shall be selected from among the members of the Steering Committee and the most recent membership of the St. Mary Pastoral Council and the St. Pius X Mission and Planning Board.
2. The Pastor will appoint at least 3 members from each Parish.
3. All the members on the first Council will have a vote on all Council proceedings and business.
4. Terms of members will be staggered based on the previous terms of the members on their respective bodies, where possible.

Section B. Priorities of the first Council

1. Create a Strategic Plan for the Pastorate
 - a. Identify committees and ministries of both Parishes and determine Pastorate needs based on Archdiocese Mission priorities.
 - b. Become familiar with the budgets for both Parishes when setting goals for the Pastorate.
2. Pastorate Communications
 - a. Periodically communicate progress to parishioners through the bulletin and the website.
 - b. Develop a communication system to keep parishioners informed, particularly of those events that require a quick response time.
3. Consider general improvements to the greater community and to Pastorate life.

Presented to the Pastorate of St. Mary of the Assumption and St. Pius X Parishes on September 19, 2017.