

By-Laws of the Pastoral Council's Constitution
of St. Patrick's Parish, Yorktown Heights, N.Y.

ARTICLE 1

MEETINGS

Section 1: PRAYER

Every Council meeting shall begin with a prayer. Any member of the Council may lead it, most fittingly by one of the Clergy present.

Section 2: MEETING DURATION

Council meeting shall be limited to two (2) hours. It may be extended by a majority vote of the members present.

Section 3: ABSENCES

The Secretary shall record attendance at all Pastoral Council meetings. If the Secretary is absent, another member of the Executive Board shall record the attendance.

Any member with three absences from scheduled meetings during the year without having been excused by the President shall relinquish his/her position. Those next in line in the most recent selection shall be invited to serve for the unexpired term.

Ex-Officio members are excused from the above requirement.

Members appointed by the Pastor will retain their yearly appointment.

Section 4: QUORUM

One more than 50% of the general members are required to conduct a regular meeting.

Section 5: MINUTES

Accurate and concise minutes of the previous Pastoral Council meeting shall be considered for approval at the next Executive Board meeting. Subsequently, presented and subject to approval by the entire council at the next meeting.

Section 6: AGENDA

The agenda for each Pastoral Council meeting should be determined at the Executive Board meeting and e-mailed to each Council member in its entirety one week prior to the monthly meeting.

Section 7: VOTING

While passing motions is generally by consensus, procedural motions shall be passed by a simple majority. Those issues requiring the action of the council shall be passed by a two thirds (2/3) vote of the council majority.

Section 8: RESOLUTIONS

Any proposed resolution to be voted on by the Pastoral Council at its monthly meeting must be:

- A - Approved for consideration, after written submission to and majority vote of the executive board, or
- B – Open for consideration after being recorded by the Secretary and submitted with the Agenda to each member prior to the next meeting, at which it will be voted upon, or
- C – Time sensitive resolutions should be addressed as expediently as possible by e-mail, phone or personally.

Section 9: COUNCIL MEETINGS

The Council year shall run from June 1st to May 31st. All meetings of the Pastoral Council should be held on the parish premises. These meetings are open to parishioners. If a parishioner wishes to speak to the Council, he/she should inform one of the Executive Board members before the meeting is called to order. If topics to be discussed by the Council are of a sensitive nature, all non-Council members may be required to leave.

Section 10: INITIAL MEETING

The initial meeting of the new Council shall take place in June. Election of officers, regular schedule of meetings and annual Council appointments shall ensue.

Section 11: SPECIAL MEETINGS

With at least three (3) days notice, an unscheduled meeting may be held at the call of the President or by written consent of a Council quorum to the President, with the approval of the Pastor. The Pastor may call an extraordinary meeting when deemed necessary or beneficial.

Section 12: PROCEDURE

ROBERT'S RULES OF ORDER should be used as a guide at all Council meetings and monitored by the Parliamentarian.

ARTICLE II

OFFICERS

Section 1: METHOD OF ELECTION

At the first meeting of the Council year, the exiting President or an alternate Executive Officer, shall ask for nominations for each office. Nomination and election of the President, Vice President, Secretaries and Treasurer shall be sequential. Persons nominated for President and Vice President must have at least one year's experience on the Council for eligibility.

The Pastor, or his delegate, shall count all the submitted ballots and announce the appointments. Election for each office shall be by separate written ballot and a simple majority is required for election.

Section 2: OFFICERS

The officers of the Pastoral Council shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

ARTICLE III

DUTIES OF THE OFFICERS

Section 1: PRESIDENT shall

1. Prepare the Agenda and preside at all meetings.
2. Encourage and appoint persons to implement Council goals and objectives.
3. Communicate Council recommendations and goals.
4. Assess Council effectiveness.
5. Provide thorough orientation to new members.
6. Maintain an attendance list to determine members' adherence to By-Laws rule on absences.

Section 2: VICE PRESIDENT shall:

1. Assume the duties and obligations of the President if absent or unable to continue in office. If for a protracted period, the Council shall elect a new Vice President.
2. Chairs the Nominating Committee annually.
3. Assume other duties as requested by the President to facilitate objectives agreed upon by the Council and approved by the Pastor.

Section 3: RECORDING SECRETARY shall:

1. Assume the duties and obligations of the Vice President if absent or unable to continue in office.
2. Provide for the recording of the minutes at every Council meeting and submit them for approval by the Executive Board at their next meeting.
3. Provide a copy of the minutes to each member prior to the general meetings.
4. Retain a copy of all Minutes and resolutions throughout the year. Subsequently, turning them over to the Parish Secretary for retention.

Section 4: CORRESPONDING SECRETARY shall:

1. Be responsible for all Council intercommunications.
2. Have a working relationship with the Parish Secretary to facilitate publication of the Council's approved minutes in the Parish Bulletin
3. Present to the Council's Board any written, signed communications.
4. Notify all members of any notices ordered by the President.
5. Maintain a member's roster, mailing/e-mail list.
6. Distribute pertinent information to Council members, committees, etc. when deemed necessary.
7. Present any unsigned communiqués and their content to the Pastor, Lay Trustees of the Parish, and President.
8. Assume other duties delegated by the President or Council

Section 5: TREASURER shall:

1. Maintain the financial records of the council as related to varying activities, whether generating income or incurring expenses.
2. Present a financial report at each general meeting.

ARTICLE IV

APPOINTMENTS

Section 1: PARLIAMENTARIAN

The President shall appoint a Parliamentarian, who shall advise the President and Council on Robert's Rules of Order and be certain all meetings are conducted in accordance with these rules.

ARTICLE V

PASTORAL COUNCIL COMMITTEES

Section 1: EXECUTIVE COMMITTEE

The Executive Committee consists of the elected officers of the Council who are obliged to:

1. Convene with the Board and Pastor at scheduled monthly meetings.
2. Assist the President in the preparation of the Council's Agenda at the board's meetings.

Section 2: STANDING COMMITTEES

The four Standing Committees of the Council shall:

1. Consist of at least one Council member and parishioners willing to serve on the committee of his/her choice.
2. Members of the parish should be the major constituents of these committees.
3. Officers of the committees are selected by their members and take their responsibilities from the by-laws of the Pastoral Council.
4. The chairperson shall coordinate meetings, initiate liaison with parish clerical and lay staff, organizations and parishioners
5. Any standing committee requires a minimum of three people.

The Standing Committees of the Pastoral Council include:

1. Worship Committee

Proposes plans and executes all aspects of worship, including, but not limited to, the celebration of all the Sacraments, liturgical environment, parish missions, liturgical celebrations outside of Mass, etc.

2. Education Committee

Assists in providing activities and educational programs to enhance the lives of our children, teens, young adults, mature adults, and senior citizens.

3. Social Life Committee

Promotes greater social interaction to solidify the parish and heighten community spirit

4. Buildings and Grounds Committee

Observe, evaluate, and make recommendations for all buildings and property of the Parish. These would include, both church buildings, the three (3) school buildings (A, B, and gym), the

School of Religion Offices, the Family Education Center, the rectory and convent.

Relating to safety, efficiency and aesthetics: Periodic reviews and reports of any inadequacies encountered or observed, should be addressed. On completion of discussion, the Finance Council should be consulted on resource procurement to eliminate the problems.

Section 3: AD HOC COMMITTEES

Any Ad Hoc Committees may be formed as needed by a Council simple majority vote, to address specific events or complement activities.

Section 4: COMMITTEE ACTIVITY REQUIREMENTS

All non Ex-Officio members are required to actively engage in the works of at least one committee. At the conclusion of the Council year, all Ad Hoc and Standing Committees actively engaged during the year shall submit a written report summarizing their service to the Parish.

ARTICLE VI

SELECTION OF PARISHIONERS FOR PASTORAL COUNCIL

Section 1: NOMINATION and NOTIFICATIONS

- A. The Vice President chairs the nominating, assisted by at least two Council members.
- B. Church Bulletins in early April should inform parishioners of the call for candidates to fill expiring terms and state the requisites.
 - 1. A registered member of the parish who is not impaired to receive the Sacraments on a regular bases.
 - 2. Eighteen (18) years of age by April 30th.
 - 3. Submit a brief biographical sketch with a recent photo.
 - 4. Explain their motivation for seeking membership on the Council.

- C. Total nominees should be at least three more than necessary to fill the number of expiring terms and any open positions.
- D. All nominee information should be submitted by April 15th via e-mail or deposited in the Pastoral Council box at the rectory.
- E. The nomination committee and the clergy vet all names.
- F. Nominees shall be provided with pertinent information regarding Pastoral Councils on affirmation of the candidacy.
- G. All perspective candidates shall meet with the Vice President for appraisal of their responsibilities prior to the selection date.
- H. An insert with a short biographical sketch and photo of the nominees shall be placed in all bulletins the last Saturday/Sunday in April.

Section 2: SELECTION

- A. At the May meeting, after prayerful invocation of the Holy Spirit by the Pastor and Council, names shall be drawn.
- B. The Vice President draws the required number of names from the qualified lot of candidates. Remaining nominees shall be retained in case an opening occurs during the ensuing year.

Section 3: SELECTION RESULTS

- A. All nominees shall be notified of the selection results within twenty-four hours of the drawing.
- B. An orientation session will be held between the selection and the first meeting of the council year, in June. All newly selected members must attend.
- C. Notification of selection results should be included in the next parish bulletin.

- D. A collage of the current council members shall be posted in both churches.

ARTICLE VII

TERMS OF MEMBERS

Section 1:

Selected members serve for a term of three (3) years. No selected member may serve more the two consecutive terms on the council.

Section 2:

The terms of Selected Members are staggered, thus five new members are selected annually.

Section 3:

Appointed members serve for a term of one year and may be reappointed for a maximum of three years.

Section 4:

Any vacancy that occurs among selected council members shall preferably be filled by the most recent candidates or any qualified parishioner approved by the council and vetted by the clergy. The duration of the unexpired term shall be assumed by the replacement. The council may defer filling the vacancy until the next election.

Section 5:

Any member's resignation shall be presented in writing to the council.

ARTICLE VIII

DISSOLUTION OF THE COUNCIL

Section 1:

When the assignment of the Pastor (secretary and treasurer of the corporation) is transferred from one priest to another the Pastoral Council as constituted ceases to function. The purpose of this article in the By-Laws is to recognize and put into writing the fact that any incoming Pastor is free to organize the Council as he sees fit.

ARTICLE IX

AMENDMENTS

Section 1:

These By-laws may be amended at any Pastoral Council meeting by a two thirds (2/3) vote of those present; providing that the amendment was placed before the Executive Board and was fully discussed at a previous general meeting.

APPENDIX

TERMS

- Quorum: 50% + 1 of general memberships (clergy excluded).
- Ad Hoc: With respect to a particular item.
- By-Law: A rule adopted by an association or corporation subordinate to a constitution, a secondary or accessory law.
- Constitution: A document recording laws and principles that governs the operation of an association.
- Procedure: A way of conducting business at a specific meeting i.e., a parliamentary procedure. Appropriate actions taken to achieve an immediate goal.
- Resolution: Formal statement of opinion agreed on by a committee or assembly solving a question or problem.
- Standing: Continuing for regular or permanent use.