

# St. Thomas the Apostle Pastoral Council Constitution & By-Laws

## Article I. Function

To assist the pastor in his leadership role of planning, organizing, initiating, promoting, coordinating and reviewing the evangelization, worship, religious education, stewardship and service activities within the parish.

The council will promote the best interests of the parish and make recommendations for its good management and proper development.

Code of Canon Law 536

*If the diocesan bishop judges it opportune after he has heard the presbyteral council, a pastoral council is to be established in each parish, over which the pastor presides and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, assist in fostering pastoral activity.*

*§2. A pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop.*

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Policies and Practices of the Diocese of Boise, p. 12:

Each Pastoral Council should possess a Constitution and By-laws. Copies of the Constitution and By-laws are to be on file with the Vicar General. Accurate minutes and other discussions pertinent to pastoral activity should be kept on file in the parish in a safe place.

It is recommended that the lay members of the parish Pastoral Council **NOT** serve on the parish Finance Council.

## Article II. Membership and Election of Members

Section 1. Six elected members will serve three year term.

Section 2. Two lay members shall be elected each year for the three year term to replace the two members who served their three year term. They will be elected on or before the third Sunday of May and take position on the council at the June meeting.

Section 3. In May at the weekend Masses, parishioners shall propose candidates for the parish council in writing. Candidates may not be selected from the members of either Holy Family School Advisory Board or St. Thomas the Apostle Finance Committee. The pastor will contact four prospective candidates who received most votes to determine their willingness to be placed upon the election ballot. There will be four names on the ballot.

Section 4. The two nominees with the highest number of votes shall be elected. The secretary will keep the voting tally sheet until the next election. In the event that a board member resigns, the nominee with the next highest number of votes shall be appointed to fill the remainder of the term of the resigning member.

Section 5. Members shall not serve consecutive terms on the parish council.

Section 6. Members shall be elected by the parishioners who are over 18 through secret written ballot. Two members of the parish council will count the ballots.

Section 7. The President of the Council with the help of the members shall organize the nomination and election of members.

### **Article III. Election of Officers**

Section 1. Officers shall be nominated and elected at the June meeting of the council and shall take office at the following meeting. A majority vote of those present and voting shall be necessary for election.

Section 2. The election of President shall take place first, followed by the election for vice-president and secretary respectively.

Section 3. In the event that a council officer resigns, an election shall take place no later than the following meeting to fill the vacant position.

Section 4. The elected officers will serve for one year term with the possibility of reelection.

### **Article IV. Meetings**

Section 1. Only the pastor may call a meeting of the Parish Council and he must be present at the meeting.

Section 2. The meetings of the council will take place on third Thursday of the month at 6:00PM in the Rectory.

Section 3. Ordinarily the parish council will meet every month except for the summer months (July-August) and the month of December. It will meet in September, October, November, January, February, March, April, May and June. Other meetings shall be scheduled if necessary.

Section 4. The President of the council shall preside at all regular and special meetings. He/she shall plan the meetings, direct the discussion, provide the agenda, inform and remind all members of the upcoming meeting, appoint committees and implement decisions.

Section 5. Each member can propose items for the agenda *before* the meeting.

Section 6. The Vice-President shall carry out the duties of the President in case he/she is temporarily unable to do so.

Section 7. The secretary shall prepare and keep the official minutes that will be reviewed and approved at the beginning of each meeting. She/he shall also handle all council correspondence as directed by the president.

Section 8. Since attendance is important any member unable to attend a meeting shall contact the council President with this information. Any member who misses *three consecutive meetings* is subject to dismissal at the discretion of the council.

Section 9. The first meeting after elections, new members shall be provided with the by-laws, and time will be taken to discuss these.

Section 10. Voting at council meetings may be done by secret ballot or by show of hands.

#### **Article V. Committees**

The council, with the approval of the pastor may designate one or more special committees and appoint members thereof to perform their duties as directed by the council. Such committee or committees may have as a member one or more council members and any other parishioners who the Pastor may appoint, and shall report its recommendations and/or programs to the council.

#### **Article VI. Quorum**

A quorum shall be at least four council members present at the meeting. Assuming a quorum is present, a simple majority of the members present (at least 3) shall determine what recommendations or proposals are to be presented to the pastor for his approval. All actions of the council must be presented to the pastor for his approval. Should the pastor reject any recommendation or proposal of the council, he should explain his reasons for doing so. The council members then have the right to take a second vote on the issue in question; if the recommendation or proposal then passes by a two-thirds (2/3) majority, it shall again be presented to the pastor for his consideration. Should the pastor again reject the recommendation or proposal, then the recommendation or proposal may be presented to the Bishop for a final decision.

#### **Article VII. Amendments**

These by-laws may be amended by a vote of a majority of members present at any regular meeting after the amendment has been presented in writing at the preceding meeting.

Approved on September 24<sup>th</sup>, 2015.