

**Bylaws of the Pastoral Council of
Saint Mary Magdalene Catholic Church
Apex, North Carolina**

Article 1. Name

- 1.1 The name of the organization is the "Pastoral Council of Saint Mary Magdalene Catholic Church"; hereinafter referred to as the "Council".

Article 2. Purpose

- 2.1 The Council is responsible for all boards, commissions, and committees of the parish with the exception of the Finance Council.
- 2.2 The Council is responsible for submitting, along with the Pastor, the Parish Plan for the coming year to the Bishop in accordance with Diocesan guidelines.
- 2.3 The Council is responsible for reviewing and approving the parish budget submitted by the Finance Council.
- 2.4 The Council is responsible for advising the Pastor regarding his appointment of members to the Finance Council.
- 2.5 The Council is responsible for investigating everything pertaining to pastoral activities, to weigh them carefully, and to set forth practical conclusions concerning them so as to encourage conformity of the life and actions of the People of God with the Gospel.
- 2.6 The Council shall provide leadership, support, and recognition for the efforts of the Pastor, the parish staff, parish ministries, and parish community.

Article 3. Members

3.1 Representation

- 3.1.1 The Pastoral Council is comprised of twelve (12) selected members. Each selected member shall serve a three (3) year term, starting in January, and may not serve more than two (2) consecutive terms. A person, having served consecutive terms, is eligible for nomination after a two year absence. Each selected member has one vote.
- 3.1.2 In addition to the selected members, the Pastor may appoint up to four (4) members to serve variable length terms of up to three (3) years. The Pastor will specify the length of each term at the time that each appointment is made. There is no limit to the number of consecutive terms that an appointed member may serve. Each appointed member has one vote.
- 3.1.3 The Chairperson of the Parish Finance Council is an ex-officio member, with an obligation to participate, and one vote.

3.2 Eligibility

- 3.2.1 Individuals to be considered for membership must be in full communion with the Catholic Church, eighteen (18) years old, and a registered parishioner at St. Mary Magdalene Parish for at least one year.

3.3 Selections

- 3.3.1 Nominations

- 3.3.1.1 Starting with the first Sunday of Advent, an announcement will be placed in the parish bulletin informing parishioners about the nominating process. This announcement will appear in the bulletin for the entire advent season. This same announcement should be included in the pulpit announcements made during weekend Mass throughout Advent.
- 3.3.1.2 The bulletin announcement will include a description of the responsibilities of a Council member, the length of service, and the criteria for candidacy.
- 3.3.1.3 Parishioners who meet the eligibility requirements will be asked to nominate themselves by submitting the Council-approved nomination form to the Pastor by 5:00pm January 1st.
- 3.3.2 Selection of New Members
 - 3.3.2.1 Vacancies shall be filled through a random drawing, performed by the Pastor in January, from the nominations received.
 - 3.3.2.2 The names of the newly selected Council members will be published in the Sunday bulletin following the selection process.
- 3.4 Resignations
 - 3.4.1 Any member of the Council may resign by submitting written notice to the Council or Pastor.
- 3.5 Vacancies
 - 3.5.1 Vacancies of selected members
 - 3.5.1.1 If the remaining term is more than six (6) months, the remaining term of a vacancy on the council shall be filled by the selection of a new nominee from the pool of names remaining from the nominees put forth during the annual nomination period in accordance with these bylaws. If no names remain from last nomination period, a new nomination process will be initiated in accordance with these bylaws.
 - 3.5.2 Vacancies of Pastor-appointed members
 - 3.5.2.1 The Pastor may appoint a new member to the Council in accordance with these bylaws.
- 3.6 Removal of a Member
 - 3.6.1 A member is automatically removed if they have three (3) consecutive excused or unexcused absences at regular meetings, or has four (4) or more non-consecutive absences during any twelve (12) month period; Their position will be filled in accordance with these bylaws. Exceptions to this item must be requested by the council member in question and must be reviewed and approved by a quorum of the council.

Article 4. Officers

- 4.1 Officers and Duties
 - 4.1.1 Officers of the Council shall consist of the Chairperson, Vice Chairperson and Secretary.
 - 4.1.2 The Pastor and/or his delegate, usually the Chairperson, shall preside at all meetings of the Council and shall prepare an advance agenda for each meeting and issue notices of all meetings.

- 4.1.3 The Chairperson shall assume the responsibility for the direction of all policy matters determined by the Council.
 - 4.1.4 The Chairperson sign all official documents of the Council.
 - 4.1.5 The Chairperson shall call Special Meetings.
 - 4.1.6 The Pastor or Chairperson shall create standing, ad-hoc or special committees as may be necessary to further the Council purposes.
 - 4.1.7 The Pastor or Chairperson shall appoint chairpersons for standing, ad-hoc or special committees.
 - 4.1.8 The Chairperson shall keep the parish family informed of Council activities.
 - 4.1.9 The Vice-Chairperson shall assume the responsibilities of the Chairperson when the Chairperson is absent.
 - 4.1.10 The Vice-Chairperson shall assist the Chairperson in Council matters.
 - 4.1.11 The Secretary shall take and keep minutes of all meetings of the Council, maintain accurate and complete records of all Council meetings, and perform such other duties as may be delegated by the Council.
 - 4.1.12 In the absence of the elected Secretary a volunteer shall be asked to record the minutes prior to the meeting's convening.
- 4.2 Nominations, Election, and Terms of Office
- 4.2.1 Officers shall be elected for a term of one (1) year at the final meeting of the calendar year.
 - 4.2.2 No member of the Council can hold more than one office at a time.
 - 4.2.3 The Finance Council Chairperson may not hold the office of Chairperson.
 - 4.2.4 A member may not serve more than two (2) consecutive terms in the same office.
 - 4.2.5 Nominations and elections are to proceed as follows. Each office will be nominated and elected individually, one at a time, in the order of Chairperson, Vice Chairperson and Secretary. Nominations will be called from the floor and election will be by ballot.

Article 5. Meetings

5.1 Schedule

- 5.1.1 The Council will hold regularly scheduled meetings at least nine (9) times a year.
- 5.1.2 The Council shall determine the date and time of the next regularly scheduled meeting no later than the adjournment of the preceding regularly scheduled meeting.
- 5.1.3 Advance notice of the time and place of regularly scheduled meetings shall be published in the parish bulletin. Parishioners must be invited to attend.

5.2 Attendance

- 5.2.1 The Secretary shall record attendance showing who is present and who is absent in the minutes.
- 5.2.2 Prior notice must be given to satisfy an excused absence.
- 5.2.3 A Council member, at his/her expense, may attend a meeting via teleconference if he/she is more than 100 miles from the meeting location.

5.3 Quorum

- 5.3.1 A simple majority of members who are obliged to participate constitute a quorum.
- 5.4 Special Meetings
 - 5.4.1 The Pastor or Chairperson may call special meetings of the Council.
 - 5.4.2 A Special Meeting may be called at the written request of any six members of the Council.
 - 5.4.3 The call for special meetings must be given at least three days in advance.
- 5.5 Attendance by Parishioners
 - 5.5.1 Regular Council meetings are open to Parishioners.
 - 5.5.2 Each parishioner will be allowed to present and discuss a matter with the Council for upto ten (10) minutes. Additional time to the matter presented to the Council may be allotted at the discretion of the Pastor or Chairperson. The total time allotted to parishioner presentation/discussion will be no more than thirty (30) minutes per meeting.
 - 5.5.3 Any parishioner who wishes to present a matter for the consideration of the Council may also do so by submitting the topic in writing to the Council or Pastor. Section 5.5.2 will apply to all topics submitted in writing.
 - 5.5.4 The council may elect to postpone an agenda item to a subsequent meeting.
- 5.6 Closed Sessions
 - 5.6.1 If it becomes necessary to discuss confidential or sensitive topics, the Chairperson may request the absence of visitors for that portion of the meeting. The content of the closed session is not part of the formal minutes of the meeting and is not made public.

Article 6. Committees

- 6.1 Ad hoc committees of the Pastoral Council shall be created by the chairperson or the Pastor with the advice of the Council itself. A Chairperson will be appointed from the Council. All committees are accountable to the Council.
- 6.2 An Ad-Hoc committee will provide a report as deemed necessary by the council.
- 6.3 Ad-hoc committees are dissolved when their tasks are completed.
- 6.4 Standing committees should be established as necessary for on-going activities in the Parish.

Article 7. Meeting Procedures

- 7.1 The usual method of reaching decisions shall be through consensus.
- 7.2 When situations or issues arise that are not covered herein and require additional structure to resolve, "Robert's Rules of Order" may be consulted and employed with charity. Any member of the council may suggest the use of Robert's Rules of Order", but a majority of the council must agree to employ them.

Article 8. Amendments

- 8.1 Prior notice submitted in writing and signed by two (2) members must be given to amend these bylaws.
- 8.2 Approval of amendment to the bylaws shall be by a two-thirds (2/3) majority vote of the full Council, together with the approval of the Pastor.

Article 9. Resolution

This Constitution and Bylaws of the Pastoral Council of Saint Mary Magdalene Catholic Church is hereby approved as evidenced by the following signatures of the Pastor and Council Chairperson this 26th day of October 2004.

Fr. Donald F. Staib
Pastor

Mrs. Debra J. Conroy
Council Chairperson