

**Saint Pius the Tenth Catholic Church
Bylaws of the Parish Pastoral Council**

ARTICLE I

Name

The name of this body shall be: Saint Pius the Tenth Catholic Church Parish Pastoral Council (“the Council”).

ARTICLE II

Purpose

The Council, in partnership with the Pastor, shall be established as a vision sharing body. It shall be concerned with the entire ministry of the Parish. The Council Members (“Member(s)”) shall be dedicated, active and participating parishioners. They should be interested in developing the mind and spirit of Jesus Christ in their own lives and fostering the same in the life of the Parish and its future development. They will lend their time, talents and experience to the Council and thus enhance the spiritual and ministerial welfare of the Parish.

ARTICLE III

Duties

Section 1.

The Council serves as a permanent structure for constructive dialogue so that all can work in close cooperation as a truly Christian community in fulfilling the mission of Christ. Specifically, Members are to promote communication, understanding and collaboration among Parish organizations and between the Parish, the Diocese and the universal Church. Members should provide the Pastor continuing feedback of the spiritual and temporal needs of the Parish and the community.

They are called to work with the Pastor providing recommendations for the Parish priorities, direction and planning in order to meet and serve the needs of the Parish community. The Parish Pastoral Council is ultimately to show by example how the total Parish community, working together, can support the Mission of Saint Pius the Tenth Catholic Church and promote the Kingdom of Christ and proclaim His Gospel.

Section 2.

The Council shall advise the Pastor as to the effectiveness of the administration of the policies and programs, and serve as a channel by which the laity, religious and clergy may openly provide their needs, proposals and desires for the good of the Church.

Section 3.

According to the Roman Catholic Diocese of Charlotte Guidelines for Parish Pastoral Councils, the Parish Council's chief concern is "the implementation and maintenance of the Pastoral plan." Therefore, the Council will annually review the vision and goals of the Parish as set forth in the current strategic plan.

ARTICLE IV **Membership**

Section 1 – Composition and Appointment.

The Council shall be composed of twelve (12) members selected as follows:

The Pastor shall appoint four (4) Members annually from a list of parishioners recommended by the Nominating Committee of the Parish Pastoral Council in accordance with Article V of these Bylaws.

Section 2 – Term of Office.

Members shall serve a term of three (3) years. Any member who has served one full term on the Council must wait one (1) year before being eligible again for Council membership.

Section 3 – Staggered Terms.

Members shall be divided into three (3) groups with staggered terms. Each year there shall be four (4) Members who are recommended by the Nominating Committee of the Council and appointed by the Pastor.

Section 4 – Vacancy.

Any vacancy of Member(s) may be filled by appointment by the Pastor after consultation with the Council. The person so chosen shall serve the unexpired term of the Member(s) replaced.

Section 5 – Failure to Attend Meetings.

If a Member of the Council exhibits a pattern of missing meetings or is absent two (2) consecutive meetings without a valid excuse, he/she may be asked to resign. The Chair and Pastor shall ask in writing for a letter of resignation as deemed appropriate.

Section 6 – Voting Privileges.

Members shall be the sole participants in votes of the Council. The Chair may vote only on a balloted vote or to break a tie on a voice vote. On occasion, the Chair may call for an electronic vote (“e-vote”); this is treated the same as a balloted vote, and the results of the electronic vote will be recorded in the Minutes of the next meeting of the Council.

ARTICLE V
Parish-wide Nominations and Appointments

Section 1 – Appointment of a Nominating Committee.

The Chair shall appoint a Nominating Committee (“the Committee”) comprised of three (3) Council Members (one serving as Committee Chair) in accordance with the timeline outlined in Appendix A of these Bylaws.

Section 2 –Duties of the Nominating Committee.

The duties and responsibilities of the Committee include:

Section 2.1 – Solicitation of Nominations

The Committee will solicit nominations from the Parish at large. It will publicize procedures for nomination, candidate qualifications, and Member responsibilities. It will encourage all interested parishioners to nominate themselves or other parishioners. Solicitation methods will include:

Self-Nomination – Via a Parish Pastoral Council Interest Form which will be published in the St. Pius X bulletin three (3) consecutive Sundays in accordance with the timeline outlined in Appendix A.

Parish Council Nominations – Via Council Member nomination(s) of current parishioner(s) at a scheduled meeting of the Council. The current Council Members may submit nominations until the beginning of the nomination review process in accordance with the timeline outlined in Appendix A.

Parish Member Nominations – Via a current parishioner who nominates a parishioner(s) other than himself/herself for the Council. Parish Members may submit nominations until the beginning of the nomination review process in accordance with the timeline outlined in Appendix A.

Section 2.2 – Review of Nominations.

The Committee will review all nominations and sources, including nominations from the previous year(s).

The Committee will consider each nominee’s qualifications and his/her ability to carry out the duties and responsibilities of the Council.

The Committee will develop a slate of nominees that represents all areas, age groups and interests in the Parish.

Section 2.3 – Presentation of the Nominees.

The Committee will submit a slate of nominees to the Pastor for his review, selection and appointment in accordance with the timeline outlined in Appendix A. The newly appointed Members will fill the vacancies based on the expiring terms of the current Members.

The Committee will respond to additional requests for information/background on nominee(s) to provide the Pastor with comprehensive information on the nominee(s), in order to meet the specific intent of the Council composition.

Section 3 – Selection, Appointment Confirmation and Announcement.

The Pastor will select and appoint new Members based on the recommendation of the Committee in accordance with the timeline outlined in Appendix A.

Upon selection and appointment, the Chair or his/her designee on the Council will contact the new Members to advise them of their selection and confirm their acceptance of the appointment.

The appointment of the new Members will be published in the Parish bulletin in accordance with the timeline outlined in Appendix A.

Section 4 – New Member Welcome and Term.

The terms of the new Members will begin at the final Council meeting of the current Council year.

The Pastor will notify the new Members via letter which will include the term of appointment and the date, time and place of the Council meeting. This letter will be sent in accordance with the timeline outlined in Appendix A

ARTICLE VI **Officers and Their Duties**

Section 1 – Officers.

Officers of the Council shall consist of a Chair, Vice Chair and Secretary.

Section 2 – Officer Nominations.

At the request of the Chair, the Nominating Committee shall submit a slate of nominees to the Council and the Pastor for officer positions for the upcoming Council year in accordance with the timeline outlined in Appendix A.

All serving Members in good standing are eligible for officer positions. Members who do not wish to serve in an officer position may recuse

themselves by notifying the Chair or a Member of the Nominating Committee prior to the Committee proposal.

Council Member(s) may volunteer for a selected officer position directly to the Chair and/or Pastor.

Section 2 – Election of Officers.

After review, the Chair will present the slate of nominees to the Council at the next to last regular Council meeting in accordance with the timeline outlined in Appendix A. All elections shall be made via a printed ballot.

Section 3 – Term of Office.

Officers shall hold office for a term of one (1) year. Officers may serve no more than two (2) consecutive terms.

Section 4 – Chair.

The Chair sets the agenda in advance of the Council meetings and distributes the agenda to the Members not less than one (1) week prior to each meeting. The Chair presides at all meetings of the Council, appoints special committees as needed and performs other duties as the office requires, to include serving as an advisor and counselor to the Pastor.

Section 5 – Vice Chair.

The Vice Chair performs all responsibilities of the Chair in his/her absence and assists the Chair in the performance of his/her duties. In the absence of both the Chair and Vice Chair, the Council shall elect a Chair Pro Tempore (Pro Tem) to conduct a meeting.

Section 6 – Secretary.

The duties of the Secretary include:

Keeping of a record of all minutes of Council meetings, both regular and special.

Keeping a current record of attendance of Members at Council meetings and shall notify the Chair and the Council when a Member has been absent two (2) consecutive regular meetings.

Sending advance notification to all Members of the Council for both regular and special meetings.

Enter the minutes into the archives of the Parish through the Pastoral Associate.

The Pastor or Chair may designate other Members of the Council to assist the Secretary with his/her duties.

Section 7 – Pastor.

The Pastor is recognized as the canonical representative of the Bishop. He shall inform the Council of the activities and needs of the Parish. The Pastor shall be an ex-officio member of all committees of the Council.

ARTICLE VII **Meetings**

Section 1 – Regular Meetings.

The Council shall hold regular monthly meetings on the 4th Monday of each month at 7:00 p.m. in a location that is announced in advance of the meeting.

Section 2 – Special Meetings.

Special meetings of the Council may be called by:

1. The Chair, or
2. The Pastor, or
3. A petition to the Pastor or Chair by any four (4) Members of the Council.

Section 3 – Notice.

Members will be notified:

At least seven (7) days prior to regular Council meetings.

At least twenty-four (24) hours prior to special Council meetings.

Section 4 – Open Meetings.

All meetings of the Council shall be open to the parishioners of St. Pius X Church unless two-thirds (2/3) of the Members present vote to hold executive session.

Section 5 – Quorum.

A quorum shall be established when a majority of the voting Members of the Council are present. If a quorum is not established, the meeting will be an informational meeting only and no vote taken by the Council at such a meeting will be considered binding.

Section 6 – Order of the Meeting.

The meeting shall include:

1. Call to order and opening prayer.
2. Approval of the Minutes of the last regular meeting and any interval special meetings.
3. Old Business.
4. Agenda items distributed in advance of the meeting by the Chair and Secretary.
5. New Business.
6. Pastor report.
7. Adjournment and closing prayer.

ARTICLE VIII **Special Committees**

Section 1 – Special Committees.

Special Committees and liaisons may be appointed by the Chair as the need arises.

Section 2 – Duties.

Each special committee shall have such duties as the Chair determines and shall follow Diocesan guidelines.

ARTICLE IX
Ministry Reports

Section 1.

The Chair will request periodic reports from selected ministries in the Parish to ensure the Council is kept informed of Parish activities.

ARTICLE X
Pastor's Ratification

Section 1.

All Actions of the Council must be ratified by the Pastor.

ARTICLE XI
Rules of Procedure

Section 1.

The Council may establish its own rules of procedure, but in the absence of such rules, the most recent edition of Robert's Rules of Order shall apply.

ARTICLE XII
Amendments

Section 1.

The Council may amend these Bylaws as deemed necessary.

Section 2.

Any Member may propose an amendment by presenting it in writing or electronically to the Chair for placement on the agenda of a forthcoming meeting.

Section 3.

All Members must be notified in writing or electronically of a proposed amendment at least seven (7) days before the meeting at which the amendment is to be considered.

Section 4.

The passage of an amendment requires a two-thirds (2/3) vote of the Members.

ARTICLE XIII **Adoption**

Section 1.

When two-thirds (2/3) of the Members, voting at a valid Council meeting or by a valid electronic vote, shall approve and accept these Bylaws, they shall be considered adopted and immediately effective, and they shall supersede any and all previous Bylaws.

APPENDIX A

Nominating Committee Timeline as Referenced in Articles V and VI

To ensure a comprehensive and smooth selection and appointment process for Parish Pastoral Council membership, the Nominating Committee will follow this timeline:

1. February

- a. Nominating Committee appointed by the Chair at the regular Council meeting.

2. Following Appointment – Committee reviews duties and responsibilities, reviews timeline and establishes action plan to include:

- a. Soliciting nominations as addressed in Article V of these Bylaws.
- b. Review nominations from prior year(s).

3. March

- a. Coordinate review of and placement of the Parish Pastoral Council Interest Form in the bulletin.
- b. March Council meeting
 - i. Present nominations received to date.
 - ii. Receive nominations from the current Members.

4. April

- a. April 1 – 14
 - i. Review all nominations.
 - ii. Provide an Executive Summary of the nomination process and provide the Pastor with the recommended slate of nominees.
- b. April Council meeting
 - i. Pastor informs Council of the appointment of the new members based on the recommendation of the Committee.

5. May

- a. 1st week in May
 - i. Pastor sends notification letter to the new Members.
 - ii. Chair or designated Council Member contacts the new Members to welcome them and provide initial guidance.
- b. 1st Sunday in May
 - i. New Members are published in the Parish bulletin.
- c. May Council meeting
 - i. New Members join the Council as guests.
 - ii. Officers for the next Council year are nominated and elected.
 - iii. Retiring Members final meeting.

6. June

- a. June Council meeting
 - i. New members join the Council.