

# **BY-LAWS**

## **PARISH COUNCIL OF ST. FRANCIS OF ASSISI PARISH**

### **ARTICLE I**

The name of the leadership council shall be the Parish Council of St. Francis of Assisi Parish. The term "Council" used in these by-laws shall mean this named Council.

### **ARTICLE II**

The St. Francis of Assisi Parish Council is a body of committed parish members with varied perspectives, skills, and talents. Acting as stewards of the parish, the council's ministry is to envision, plan, and implement policies and activities that assist the Pastor in enabling Gospel ministry in the Franciscan tradition. The Parish Council strives to be pastoral and prophetic.

### **ARTICLE III**

#### **MEMBERSHIP**

**Section 1. Number:** Fifteen parishioners will serve on the Council plus two ex-officio (non-voting members): the Pastor and a selected staff member as determined by Parish staff.

**Section 2. Eligibility:** Only individuals registered as members of St. Francis Parish for a minimum of one year are eligible for election to the Council. Members shall not be a parent, child, or cohabitant of any other Council member. The minimum age for election to Council is 16.

**Section 3. Term of Office:** All members shall serve a term of three years. Council members will be staggered in a three-year cycle, with one-third of the members commencing a new three-year term each year.

**Section 4. Re-election** No members shall be elected to the Council for more than two full consecutive terms unless filling a vacancy as described in Article III, Section 5. After an absence of three full, consecutive years, a past member of the Council shall be eligible for another election to the Council.

**Section 5. Vacancies:**

a. Vacancies on the Council may be filled by a vote of the majority of the remaining members of the Council. Each member so elected shall fill such vacancy for the remainder of the unexpired term. If the term being filled has less than six months remaining, the incoming member may run for up to two additional full terms.

b. To the extent feasible, a vacancy will be filled by selecting from the previous election's non-elected candidates who received the highest votes. In the event there are no remaining candidates from the previous election to fill a vacancy, the Parish Council shall select and appoint a parishioner, with approval of the Pastor, to complete that term.

#### **Section 6. Removal:**

a. Any elected member of the Council may be removed for cause, by a three-fourths vote of all members present at any regular or special meeting of the Council (at which a quorum is present), after at least ten days prior written notice that such removal action is to be considered. A full opportunity to be heard shall be afforded before any member can be removed.

b. Any member who misses three consecutive meetings without being excused by the Chair will be presumed to have voluntarily resigned. The Chair will send a letter to the resigned member thanking him/her for service to the Council. If a member desires reinstatement, a simple majority vote by the remaining members can be taken to reinstate a member who has resigned under these circumstances.

#### **Section 7. Election of Council Members:**

a. Each year five Council members will be elected by registered parishioners of the parish age 16 years and older during an advertised weekend in May. Members shall be elected for a term of three years beginning on July 1. Members elected to fill a vacant position will serve the period as set forth in Section 5 of Article III.

b. The Council shall announce Parish Council vacancies and the opportunity to nominate persons for election to fill those vacancies via notices in the weekly bulletin and on the website and verbal announcements at all weekend Masses for the entire month of April. Candidacy forms shall be prominently available in both the church and the parish center, as well as online, for that entire month. Any person registered as a parishioner for at least one year by the date of the election who desires to stand for election may complete and submit a candidacy form provided by the Council. The candidacy form is attached to these bylaws as Appendix A.

c. Candidacy forms must be received by the Chair no later than April 30th. Any council member who wishes to serve a second term shall submit a candidacy form.

d. The Council Election Committee will certify all candidates for

eligibility and willingness to stand for election. The slate of candidates for election will be announced to the Parish no later than May 15th.

**e.** The election shall be by written ballot at each of the announced election weekend's liturgies. Parish Council members who are not standing for re-election and parishioners at large will count the ballots with the assistance of the Pastor.

**f.** If by the June meeting vacancies are not filled, then in consultation with the Council the Pastor will appoint members to fill the vacancies.

**g.** The Secretary of the Council shall maintain a roster of all members of the Council, which includes the date of the expiration of the members' terms. This roster shall be published on the parish website.

## **ARTICLE IV**

### **REGULAR MEETINGS**

**Section 1.** The Council shall hold regular monthly public meetings at Brunsman Hall, which shall be on the second Tuesday of each month, unless otherwise determined.

## **ARTICLE V**

### **SPECIAL MEETINGS**

**Section 1.** Special meetings of the Council may be called at any time for any purpose by the Chair or by the Pastor. Notice stating the time, place and purpose of the meeting shall be given to each member of the Parish Council. Such notice shall be given at least seventy-two (72) hours prior to the time of holding the meeting. It is possible, due to the need for the special meeting, that this will be private and not accessible to Parish members.

## **ARTICLE VI**

### **QUORUM**

**Section 1.** Half the number of filled positions on the Parish Council plus one shall be necessary to constitute a quorum for the transaction of business.

## ARTICLE VII

### OFFICERS

**Section 1.** The Chair presides at every meeting of the Council and promulgates the Council's acts or decisions.

**Section 2.** The officers of the Council shall be Chair, Vice-Chair, and a Secretary. These officers shall serve for one year or until their successors take office.

**Section 3. Election of Officers:** The Officers of the Council shall be elected by and from the Council at its meeting in June of each year. If two or more persons desire an office, the election shall be by secret ballot.

**Section 4: Duties of Officers:** The normal powers and duties of these officers are as follows:

**a. Chair:** The Chair of the Parish Council shall prepare the agenda, call and lead all meetings of the Council, see that the by-laws and such rules as may be adopted by the Council are enforced, and shall, subject to the control of the Council, have general supervision, direction and control of the business and officers of the Council. He/she shall appoint or approve the Chair of all standing committees with the consent of the council and be an ex-officio member thereof. The Chair is responsible for follow-through coordination for the action item list developed by the vice-chair.

**b. Vice-Chair:** The Vice-Chair shall have the powers and perform the duties of the Chair in the event of his/her absence or disability, and shall succeed to any interim vacancy in that office. The vice-chair will serve as the action coordinator, compiling and emailing a list, by the Sunday following each Parish Council meeting, of required actions, responsible persons, and time lines, as determined at the meeting. The Vice-Chair shall also perform such other duties as may be assigned to him/her by the Council or the Chair.

**c. Secretary:** The Secretary shall keep an official copy of these by-laws at the Parish Center office or such other place as the Council may direct. The Secretary shall compile and distribute committee reports to Council members prior to Council meetings. In addition, the Secretary shall prepare or delegate the preparation of minutes of all Parish Council meetings. The minutes shall note the time and place of the meeting, whether regular or special, how authorized, the meeting notice given, the names of all members present, and the proceedings of the meeting. The Secretary shall keep an official copy of all meeting minutes at the Parish Center office or such other place as the Council may direct. The Secretary shall post the minutes of the previous meeting and the upcoming meeting agenda each month on the parish website.

## **ARTICLE VIII**

### **RULES OF ORDER**

**Section 1.** Roberts Rules of Order (Revised) will be the parliamentary authority for all matters and procedures.

**Section 2.** The Secretary shall serve as parliamentarian. In case the Secretary declines to serve as parliamentarian, any other member of the Council shall be appointed by the Chair to serve in that position.

## **ARTICLE IX**

### **COMMITTEES**

#### **Section 1. Standing committees include:**

- Adult Evangelization and Faith Formation
- Buildings and Grounds
- Communications
- Children's Faith Formation
- Community Relations
- Discipleship
- Liturgical Life Ministries
- Outreach

#### **Section 2. Standing Liaison Committee Assignments**

- Liaison to the Finance Council
- Liaison to the Tithing Committee
- Liaison to St. Francis Elementary School Advisory Commission
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**Section 3. Appointments to Standing Committees:** The Council member Co-Chair of each standing committee shall be appointed by the Chair of the Parish Council with the consent of the Council. The staff member Co-Chair of each standing committee will be selected by the staff. Each Council member Co-Chair shall report to the Council monthly in the agreed upon format. Each Council member Co-Chair shall have authority to form any necessary subcommittees.

**Section 4. Appointment of Ad Hoc Committees:** The Chair may appoint Ad Hoc committees as authorized by the Council.

## ARTICLE X

### AMENDMENT

**Section 1.** The Council has the authority to adopt, amend, repeal, or suspend the by-laws.

**Section 2.** The adoption, amendment, repeal, or suspension of the by-laws shall require an affirmative vote of a majority of the members of the Council preceded by at least one week's prior written notice of the proposed adoption, amendment, repeal, or suspension of a by-law to the individual members.

Amended October 13, 2009

Amended April 14, 2009

Amended March 11, 2008

Amended June 13, 2006

Adopted: April 13, 2004