

St Ignatius Parish Pastoral Council By-Laws

Article 1: Definition

By-laws are the rules governing the operation of the St. Ignatius Pastoral Council. These By-laws are expansions of the core principles set forth in the Council Constitution. By-laws cannot contradict nor contravene the intent of the Constitution.

Article 2: Purpose

1. The Pastor shall consult with the Council to:
 - a. Share responsibility for guiding the Parish in accord with the principles of the Society of Jesus and the policies of the Archdiocese of Baltimore.
 - b. Provide recommendations and active cooperation in setting broad policy direction for the Parish.
 - c. Provide an open, honest, and respectful forum of communication and dialogue regarding Parish affairs.

2. The Council shall with the Pastor:
 - a. Make recommendations on the proposed annual budget.
 - b. Assist the Finance Council to identify avenues of increased income and cost containment.
 - c. Make recommendations regarding membership or involvement with civic and professional organizations.
 - d. Issue an annual report of activities to the parishioners.

3. Leadership planning:

The Pastor and Council will develop a program encouraging parishioners to assume leadership roles in the parish for all the varied programs, particularly with respect to Pastoral Council membership.

Article 3: Manner of Operation

1. The preferred way of proceeding is to reach consensus through a process of discernment.

2. Should arriving at a consensus prove impossible, recommendations can be approved by at least five Council members excluding the Pastor. Members are expected to show unanimity with the adopted recommendation.

3. All recommendations are subject to acceptance by the Pastor. Since the Pastor will be a participant in the consensus building process, his reasons for not accepting the

recommendation should be apparent to the Council.

4. In the event the Council has grave and serious opposition to the non-acceptance by the Pastor of a recommendation and all avenues to resolution are closed, then the Council may appeal to the Vicar Bishop for a resolution. The appeal to the Vicar Bishop must be adopted by at least six members of the Council. The Vicar Bishop is the final arbiter. Every effort should be made to resolve the matter within the parish.

Article 4: Membership

The Council shall consist of the following ten members:

1. The Pastor
2. Six Elected Members, who serve for three consecutive terms.
3. Three Members appointed by the Pastor:
 - a. Appointed members serve at the pleasure of the Pastor for a maximum of three consecutive terms.
 - b. Appointments are used by the Pastor to balance the demographics of the Council.

Article 5: Elections

1. Eligibility requirements to stand for election to the Pastoral Council:
 - a. The candidate is confirmed, at least 18 years of age, and a registered parishioner of St Ignatius Parish.
 - b. The candidate has not served on the Pastoral Council the previous year. Previous Council members are eligible for re-election one year after their last term of office. (Except for those voted in for one or two year terms in the first Pastoral Council election, who may stand for a full term without waiting a year.)
2. A term of office is defined as January 1st through December 31st of each year.
3. Term of office:
 - a. No member, except the Pastor, may serve for more than three consecutive terms.
 - b. Elected members serve three consecutive terms.
 - c. Appointed members serve one term, renewable at the discretion of the Pastor for a maximum of three consecutive terms.
 - d. An orderly turnover in membership should result in two newly elected members and one newly appointed member each term.

4. A Nominating Committee will be formed by October 1st. This committee will orchestrate all aspects of the election for the Council.

5. The Nominating Committee:

- a. The total number of members is three (the Chair and two additional members).
- b. The Nominating Committee Chairperson will be appointed by the Pastor.
- c. The other two committee members will be appointed by the Chair of the Nominating Committee in collaboration with the Pastor and with suggestions from the Council.
- d. Members of the Nominating Committee may or may not be serving Council members.
- e. Members of the Nominating Committee may not be candidates for the Pastoral Council.

6. Nominations of candidates:

- a. Parishioners may nominate in writing anyone who meets the eligibility requirements, including themselves.
- b. The Nominating Committee will seek out eligible and qualified candidates and actively pursue their participation. The Pastor's assistance should be sought if suitable candidates don't respond to the Nominating Committee solicitations.
- c. The slate of candidates should be at least twice the number of the available open elected positions.

7. Candidate Preparation:

Prior to November 15, the Nominating Committee will sponsor a mandatory orientation for all proposed candidates during which:

- a. Candidates have to express a willingness to serve
- b. Candidates will be given copies of the Constitution and By-laws and apprised of potential Council duties.
- c. Candidates will be able to speak with serving members.
- d. Candidates will put forth biographical information and other information they feel the Pastor, Nominating Committee and the parish voters need to consider for their election. This information will include why they are a parishioner at St Ignatius and their vision of where the parish needs to grow.
- e. After orientation no new candidates can be proffered.

8. Election Process:

- a. The Nominating Committee and the Pastor will assess each candidate. After prayer, reflection, and discernment a final slate will be determined for election.
- b. The slate of candidates will then be published to the parishioners.
- c. Parish wide voting will occur during at least two weekends prior to the third Sunday of Advent at a time agreed to by the Pastor and the Nominating Committee.
- d. The Nominating Committee will conduct the election.
- e. The Nominating Committee will count all votes, resolve any conflicts

and determine the outcome of any tie votes.

Article 6: Vacancies

1. Any member of the Council may resign by filing a written resignation with the Pastor, with a copy to the Chairperson.

2. Any elected member of the Council may be removed for good cause by a vote of at least six Council members. The Chairperson or any Council member may initiate such action. The member in question shall be provided an opportunity to be heard by the Council before a vote is called.

3. In the case of an appointed member who resigns or is removed, the Pastor shall appoint another person to fill out the remainder of the vacated term.

4. In the event that an elected member resigns or is removed, the Chairperson in consultation with the Pastor and with the approval of the Council, shall appoint someone to complete the balance of term(s) remaining. The Chairperson should give consideration to previous nominees.

Article 7: Officers

1. Officer positions

a. The Pastor is the President of the Council as mandated by the Constitution.

b. The Council, as the first order of business of a new term, will elect from its membership the following officers in the order shown:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary

c. The new Council will determine its own method of electing the officers.

d. The three principal officers may not accept other positions the Council might create because of the time required to perform their duties properly.

2. Duties of the Officers:

A. The Pastor and the Chairperson are expected to initiate actions mandated in the Constitution and By-laws. They do this by establishing with the other Officers of the Council meeting agendae which address the mandated issues in Article 2 of both the Constitution and By-laws.

- B. The Chairperson shall:
- a. Preside over and facilitate all meetings.
 - b. Ensure the group stays on topic.
 - c. Allot time for each item on the agenda and ensure an equal opportunity for each Council member to offer input on each item.
 - d. Establish a Council calendar for accomplishing plans, issuing reports, completion dates for any projects, or any other business of the Council.
 - e. Initiate required reports.
 - f. Perform duties set forth by the Council.
 - g. Ensure that all aspects of the Constitution and By-laws are followed.
 - h. Transfer all records, if any, to the next Chair at the end of term.
- C. The Vice Chairperson shall:
- a. Perform the meeting duties of the Chair when the Chairperson is absent.
 - b. Transfer all records, if any, to the next Vice Chairperson at the end of term.
- D. The Secretary shall:
- a. Maintain minutes of all meetings, preserve them in a permanent form, and distribute them to members one week prior to the next meeting.
 - b. Employ (optional) a recorder at Council meetings whose sole duty is to transcribe meeting minutes.
 - c. Summarize the meeting minutes for publication in the Sunday bulletin.
 - d. Forward all Council recommendations and resolutions in writing to the Pastor. Copies should be attached to meeting minutes distributed to the Council.
 - e. Permanently record and publish the ratified Constitution and By-laws.
 - f. Permanently record and publish amendments to the Constitution and By-laws.
 - g. Prepare and transmit all correspondence required by the council. Maintain a permanent record of such correspondence.
 - h. Publish the time and date for all meetings.
 - i. Take attendance at meetings and ensure a quorum.
 - j. Perform duties the Council might direct.
 - k. Transfer all records to the next Secretary at the end of term.
 - l. With the approval of the Council, determine the means of publishing information and making documents permanent. Use of electronic recording, web sites, Sunday bulletin, handouts, postings and mailings are all worthwhile options.

Article 8: Meetings

1. Regular Pastoral Council meetings will be held each month except for July and August.
2. Date and reasons for special meetings will be established by the Council.

3. The agenda for all meetings will be set by the Pastor and Council Officers.
4. With the consent of the Pastor, the Council may admit and seek the input of parishioners for part or all of a given meeting. Parishioners wishing to attend a meeting should notify the Secretary.
5. A quorum (the Pastor and two thirds of the other Council members) is required for all official meetings of the Council and for the validity of:
 - a. A formal written recommendation to the Pastor
 - b. The election of officers
 - c. The ratification of amendments to the Constitution or By-laws
6. The Secretary or one of the Officers in the absence of the Secretary, will determine a quorum. Lack of a quorum does not exclude informal consultation and discussion with the Pastor.
7. Prayer is an integral part of all meetings. The Chairperson should assign various members in rotation from meeting to meeting to open with a scripture reading or prayer.

Article 9: Standing Committees

This Article is left for future Councils to develop.

Article 10: Ratification and Amendments

1. These By-laws may be amended by consensus or a simple majority of Council members present and voting at any meeting with a quorum. Changes are effective immediately.
2. The Pastor may decline to accept such amendments.
3. Article 1 and Article 10 of the By-laws may not be amended after ratification.