

BYLAWS OF THE PARISH COUNCIL

OF

SAINTS PETER AND PAUL

ROMAN CATHOLIC CHURCH

OF

Hamburg, New York



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Article I – NAME

This organization shall be known as the Parish Council of Saints Peter and Paul Roman Catholic Church of Hamburg, New York.

Article II – PURPOSE

In bringing together the Pastor, Parochial Vicar(s) and representatives of the parish community, the purpose of the Parish Council is:

- To spread the Faith and promote the love of God and neighbor;
- To serve as an open forum where parish related information, ideas, suggestions and concerns can be discussed and acted upon;
- To serve in an advisory capacity, counseling the Pastor and Parochial Vicar(s) in the planning and operation of our parish;
- To act as responsive representatives of the community of SS. Peter and Paul;
- To promote effective communications among the members of the parish and between the parish community and the community at large; and
- To serve in a leadership role in the ongoing development of the parish.

Article III – PARLIAMENTARY RULING

Except as otherwise provided in the Bylaws, any question of parliamentary order arising during the course of special or regular Council meetings shall be resolved pursuant to the latest revised edition of Robert's Rules of Order.

Article IV - MEMBERSHIP

Section 1 – Ex-Officio/Non Voting Members

- A. The following shall serve as non-voting members of the Parish Council by virtue or their office:
- The Pastor
 - The Parochial Vicar(s)
 - The Appointed Parish Deacon(s)
 - The Principal of Saints Peter and Paul School
 - The Religious Education Coordinator(s)
 - The Outreach Coordinator
 - The Coordinator of Youth Ministry
 - The two (2) Parish Trustees
- B. As the President of the Parish Council completes his/her term and is not seated on the Parish Council, he/she shall automatically become an ex-officio non-voting member of the Parish Council for a term of one (1) year.

Section 2 – Appointed / Voting Members

- A. As they are elected each year by the membership of their respective organizations, the Presidents of the following parish organizations or their designated representatives shall serve as voting members of the Parish Council for the tenure of their office as president of the respective organization:
- One of the Co-Presidents of the Parents Guild
 - The President of the St. Vincent de Paul Society
 - The President of the Altar and Rosary Society
- B. In the event that a person elected to the Parish Council is or becomes the President of an organization represented on the Parish Council in a voting capacity, another delegate from that organization must be designated.

Section 3 – Elected / Voting Members

- A. Twelve (12) members of the Parish Council, each with voting privileges, shall be elected by secret ballot by the parishioners of Saints Peter and Paul Roman Catholic Church who have completed all of the Sacraments of Initiation (Baptism, Eucharist and Confirmation).
- B. The terms of membership for these elected positions will be three (3) years, with four (4) members being elected each year.
- C. No elected member of the Parish Council may serve as an elected member for more than two (2) complete, consecutive three (3) year terms.
- D. If an elected member cannot complete his/her term, the next nominee available with the highest number of votes in the last election shall complete the term. If no nominees from the last election are available, the Council may select new members to complete the remainder of the terms of the vacated positions.

Section 4 – Membership Responsibilities

- A. All members of the Parish Council, whether appointed or elected, must be registered members of the Parish and have completed all the Sacraments of Initiation (Baptism, Eucharist and Confirmation).
- B. Members of this Council agree to actively serve on one (1) or more committees and support Council activities as a condition of membership.
- C. The names and phone numbers of all members of the Parish Council shall be listed in the Parish bulletin in June, September, December and March of each year.

Section 5 – Resignations/ Absences

- A. Any member of the Parish Council may resign by submitting a written letter of resignation to the Council President.
- B. A vacancy is automatically created if a member of the Parish Council leaves the Parish.
- C. Any elected or appointed member of the Council shall notify the President or Secretary prior the meeting of any absence.
- D. Any elected or appointed member of the Parish Council who shall absent him/herself from three (3) consecutive meetings shall be deemed to have resigned.
- E. Any elected or appointed member who fails to attend a minimum of seven (7) meetings per operational year (September through June) shall be deemed to have resigned.
- F. In the event that an appointed member has been deemed to have resigned based on non-attendance as described above, the respective organization shall be asked to designate a new representative.

Article V – COUNCIL NOMINATION AND ELECTION PROCEDURES

- A. An Election Committee, consisting of at least three (3) Council members, shall be selected at the January Parish Council meeting. The Election Committee will not include any candidates seeking selection or re-election to the Council.
- B. The Election Committee shall be responsible for:
 - Soliciting nominations and producing a slate of candidates consisting of a minimum of eight (8) candidates for the four (4) elected positions. If eight (8) candidates cannot be found, six (6) candidates will be accepted as a full ballot for that year's election;
 - Reviewing the nominations with the Pastor;
 - Preparing a suitable ballot;
 - Conducting the election in a fair and judicious manner; and
 - Tabulating and reporting the results in a timely manner.
- C. Voting shall take place during the first weekend in May, but may be re-scheduled by the election committee if necessitated by a conflict during weekend Masses.
- D. The names of the newly elected Council members will be published in the Parish bulletin following the vote tabulation.
- E. The newly elected Council members will be seated at the June Parish Council meeting.

Article VI – OFFICERS AND DUTIES

Section 1 – Officers

- A. The following Parish Council officers shall be elected by a majority of the voting members present at the June meeting after the seating of the newly elected members:
- President
 - Vice President
 - Secretary

Section 2 – Terms

- A. Officers shall hold office for a term of one (1) year, from June to June of the following year.
- B. The President shall not serve more than three (3) consecutive one-year terms.

Section 3 – President

The President shall:

- A. Conduct all the meetings of the Council.
- B. Appoint committees and designate Chairs.
- C. Serve as an ex-officio member of all committees except the Election Committee.
- D. Have the privilege to appoint a Parliamentarian.
- E. Be the responsible signatory for the Council.
- F. Notify members who have been deemed to have resigned from the Council because of the failure to meet attendance requirements (See Article IV, Section 5).

Section 4 – Vice President

The Vice-President shall:

- A. Perform all the responsibilities of the President in his/her absence.
- B. Assist the President.
- C. Review the Bylaws on an annual basis and bring proposed changes before the Council for discussion.
- D. Work with the President to prepare an agenda for the Council meetings.
- E. Ensure that the names, telephone numbers and email addresses, if available, of the Council members are published as required by these Bylaws.

Section 5 – Secretary

The Secretary shall:

- A. Work with the President to prepare an agenda for the Council meetings.
- B. Record minutes of the meetings and keep an official record of the minutes as a history of the Council.
- C. Make the minutes available to the members of the Parish by the second Sunday following the meeting.
- D. Be responsible for Council correspondence in conjunction with the President.
- E. Take attendance at the meetings and maintain a record thereof.
- F. Maintain an organizational chart of the Council members.

Section 6 – Executive Committee

- A. The Executive Committee shall consist of three (3) elected Council Officers, the Parish Trustees and the Pastor, or in his absence, a Parochial Vicar. The Executive Committee acts in emergency situations.
- B. In the event of an Executive Committee meeting, the Council President shall provide a brief summary of said meeting at the next meeting of the Parish Council.

Article VII – MEETINGS

Section 1 – Quorum

A quorum, consisting of one more than half of the voting members, must be present to conduct business at a Council meeting.

Section 2 – Regular Meetings

Regular Parish Council meetings shall be held monthly, September through June, at seven (7:00) P.M., on the third Monday of each month. A meeting date or time may be changed by a vote of the Council with due notification given to all members and, if time permits, to all parishioners.

Section 3 – Special/ Emergency Meetings

Special and/or emergency meetings of the Parish Council may be called by the President, Pastor or a majority of Council Members.

Section 4 – Organizational Meetings

- A. At the June Council meeting, members whose terms are expiring will complete their tenure at an abbreviated business meeting. After that meeting is closed, a new meeting will be convened by the Council President, at which time new Council members will be seated. The election of Council Officers will then take place.
- B. At the September Parish Council meeting, committee appointments will be announced.

Section 5 - Council Voting

- A. All votes taken in respect to Council decisions, except for amending these Bylaws (as noted in Article IX), shall require a majority of voting members present.
- B. No member of the Parish Council shall have more than one vote.

Section 6 – Parishioner Participation

Parishioners are encouraged to attend Parish Council meetings as observers. Any parishioner seeking to address the Council must request the permission of the President. This may be done in writing, via email or orally. The request may be placed on the agenda at the discretion of the Council President.

Article VIII – COMMITTEES

Section 1 – Standing Committees

The Parish Council shall function through the following committees:

- Finance
- Worship
- Outreach
- Education
- Building and Maintenance
- Youth

Section 2 – Ad Hoc Committees

Ad Hoc Committees shall be established by the Council President as the need arises.

Section 3 – Committee Appointments and Terms

- A. All parishioners are eligible to serve on Parish Council committees.
- B. Standing committee appointments will be announced by the Council President at the September Parish Council meeting.
- C. Chairs and committee members of the Standing Committees shall serve for a term of one year.

Section 4 – Committee Meetings

- A. Standing Committees shall meet no less than once per quarter.
- B. The Committee Chair shall preside over committee meetings and shall submit written minutes of committee meetings to the Secretary of the Council before the next regularly scheduled Parish Council meeting.

Article IX – AMENDMENTS

- A. These Bylaws may be amended by a two-thirds (2/3) vote of all voting Council members.
- B. Proposed amendments must be submitted in writing and read at one (1) meeting prior to the meeting at which the vote will be taken.